

# SOFTWARE USER'S GUIDE

Not all models are available in all countries.

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# **Section I**

# Windows®

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# Printing



- 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<sup>®</sup> 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 109 to configure your Windows<sup>®</sup> 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 steps in 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  $1200 \times 6000$  dpi on glossy paper to get the best possible resolution. (See *Resolution* in the *Specifications* of the *Basic 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.

#### Wireless LAN (IEEE802.11b/g/n)

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

# Choosing the right type of paper

For high quality printing, it is important to choose the right type of paper. Be sure to read *Loading paper* and *Loading documents* in the *Basic User's Guide* before buying paper, and to determine the printable area depending on the settings in the printer driver.

# 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.

Click the **Troubleshooting** button to access the troubleshooting website.



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

#### Monitoring the machine's status

Once you start up your PC, the Brother 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.



The **Status Monitor** can be displayed in the tasktray or on the desktop of your computer.

### **Turning off the Status Monitor**

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

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



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**

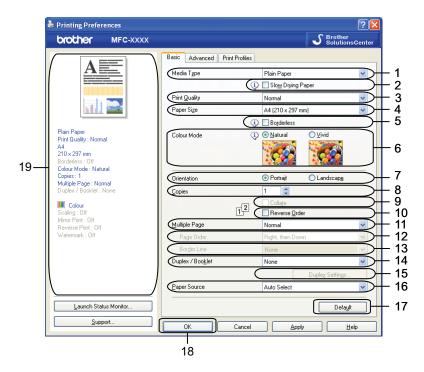
You can change the following printer settings when you print from your PC:

- Media Type
- **■** Print Quality
- Paper Size
- Orientation
- **■** Colour/Greyscale
- Ink Save Mode
- Scaling

# Accessing the printer driver settings

- 1 From an application such as Microsoft® Notepad, click File, then Print in your application.
- 2 Choose **Brother MFC-XXXX Printer** (where XXXX is your model name) and click **Preferences**. The printer driver window appears.

#### **Basic tab**



- 1 Media Type drop-down list
- 2 Slow Drying Paper check box
- 3 **Print Quality** drop-down list
- 4 Paper Size drop-down list
- 5 Borderless check box
- 6 Colour Mode option
- 7 **Orientation** option
- 8 Copies option
- 9 Collate check box
- 10 Reverse Order check box
- 11 Multiple Page drop-down list
- 12 Page Order drop-down list
- 13 Border Line drop-down list
- 14 Duplex / Booklet drop-down list
- 15 **Duplex Settings** button
- 16 Paper Source drop-down list (Not available for MFC-J6510DW)
- 17 **Default** button
- 18 **OK** button
- 19 Current settings view

1 Choose your settings for Media Type, Slow Drying Paper and Print Quality.



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

- Choose Paper Size, Borderless, Colour Mode, Orientation, number of Copies and the page order, Collate, Reverse Order, Multiple Page, Page Order, Border Line, Duplex / Booklet and Paper Source (not available for MFC-J6510DW) (if any).
- Click OK to apply your chosen settings. To return to the default settings, click Default, then OK.

#### Media Type

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

- Plain Paper
- Inkjet Paper
- Brother BP71 Photo Paper
- Brother BP61 Photo Paper
- Brother BP60 Matte Paper
- Other Photo Paper
- Transparencies

#### **Print Quality**

The **Print 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* of the *Basic User's Guide*.)

#### **■** Best

Use for printing precise images such as photographs. This is the best 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.

#### ■ High

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

#### Normal

Good print quality with typical print speed.

#### ■ 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 <sup>1</sup>	Colour/Greyscale	Fast, <b>Normal</b> , High, Best
Inkjet Paper	Colour/Greyscale	Normal, <b>Photo</b>
Brother BP71 Photo Paper, Brother BP61 Photo Paper or Other Photo Paper	Colour/Greyscale	Fast, <b>Photo</b> , Best
Transparencies	Colour/Greyscale	Normal

<sup>1</sup> If you choose A3 (Borderless) as Paper Size, you can only choose Best.



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  $88.9 \times 127.0$  mm  $(3.5 \times 5$  in.) to  $287 \times 431.8$  mm  $(11.3 \times 17$  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 drop-down list choose the size of paper you want to print such as A4 (Borderless).



If white horizontal lines appear on your prints when you use A3 paper, your paper may be long grain paper. Choose **A3 (Long Grain)** to avoid the horizontal lines. Consult the paper packaging or paper manufacturer for paper specifications.

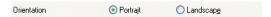
#### **Colour Mode**

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.

#### Orientation

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



Portrait (Vertical)	Landscape (Horizontal)
A E	



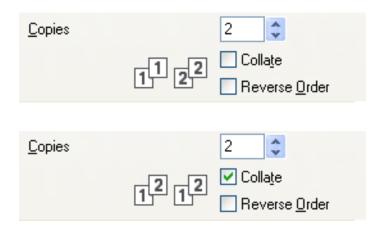
If your application software contains a similar function to this, we recommend you use the one in the application.

#### **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.



#### Multiple Page

The **Multiple Page** 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 the N in 1 option is selected, the Page Order can be selected from the drop-down list.

#### **Border Line**

When the N in 1 and **Multiple Page** features are selected, you can choose to have a solid border, dashed border or no border around each page on the sheet.

#### **Duplex / Booklet**

You can print a booklet or do duplex printing with these features.

#### ■ None

Disable duplex printing.

#### Duplex

Use this option to duplex print. Once **Duplex** is selected, you may click the **Duplex Settings** button to adjust the duplex options. You can configure the following settings in the **Duplex Settings** dialog box:

#### Duplex Type

There are four types of duplex binding directions available for each orientation.

#### Binding Offset

When checking **Binding Offset**, you can also specify the offset for binding in inches or millimetres.

#### ■ Booklet

Use this option to print a document in booklet format using duplex printing; it will arrange the document according to the correct page number and allows you to fold at the centre of the print output without having to change the order of the page number. When choosing **Booklet**, the **Duplex Settings** button becomes available to choose. You can set following settings in the **Duplex Settings** dialog box.

#### Duplex Type

There are two types of duplex binding directions available for each orientation.

#### Booklet Printing Method

When **Divide into Sets** is selected, this option allows you to print the whole booklet into smaller individual booklet sets, it still allows you to fold at the center of the smaller individual booklet sets without having to change the order of the page number. You can specify the number of sheets in each smaller booklet set, from 1 to 15. This option can help when folding the printed booklet that has a large number of pages.

#### Binding Offset

When checking **Binding Offset**, you can also specify the offset for binding in inches or millimetres.

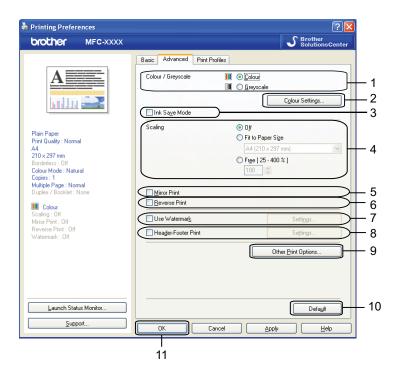


The **Borderless** feature is not available for duplex printing and booklet printing.

#### Paper Source (Not available for MFC-J6510DW)

You can choose **Auto Select**, **Tray1** or **Tray2** as **Paper Source**. If you put one sheet of paper in the manual feed slot, the paper from the slot is automatically chosen. Make sure that you do not put any paper in the slot when printing on paper from **Tray1** or **Tray2**.

#### Advanced tab



- 1 Colour/Greyscale option
- 2 Colour Settings button
- 3 Ink Save Mode check box
- 4 **Scaling** option
- 5 Mirror Print check box
- 6 Reverse Print check box
- 7 Use Watermark check box
- 8 Header-Footer Print check box
- 9 Other Print Options button
- 10 **Default** button
- 11 **OK** button
- 1 Choose your setting for Colour/Greyscale.
- Choose Ink Save Mode to help reduce ink consumption.
- 3 Choose your setting for the **Scaling** feature.
  - Choose **Off** to print the document as it appears on your screen.
  - Choose **Fit to Paper Size** to enlarge or reduce the document to fit the paper size.
  - Choose **Free** to reduce the size.

- 4 You can choose reverse printing options.
  - Check Mirror Print to reverse the data from left to right.
  - Check **Reverse Print** to reverse the data up to down.



Mirror Print is not available when choosing Transparencies as a Media Type.

- 5 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.
- 6 You can print the date and time from your computer's system clock, and the PC login user name or your entered text on your document using **Header-Footer Print**.
- **Note**

Header-Footer Print is not available when checking Borderless.

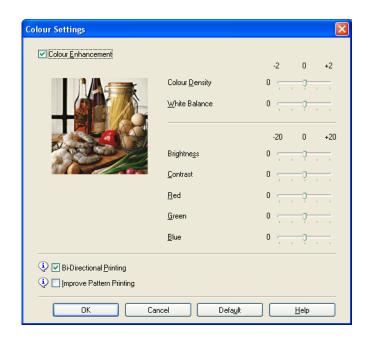
- 7 Click Other Print Options to set more Printer functions.
- 8 Click **OK** to apply your chosen settings. To return to the default settings, click **Default**, then **OK**.

#### Colour/Greyscale

This function can be used to print documents in colour, or black and white using greyscale.

#### **Colour Settings**

Click **Colour Settings** on the **Advanced** tab 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 slider 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.

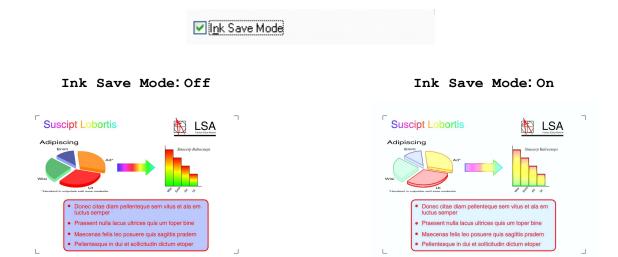
#### **Improve Pattern Printing**

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

#### Ink Save Mode

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 screen.



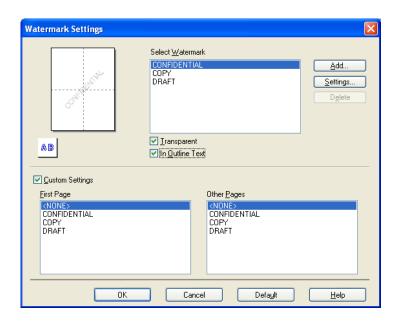
#### **Use Watermark**

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 Use Watermark and then click Settings on the Advanced tab.

#### **Watermark Settings**

Choose a watermark you want to use or edit from **Select Watermark**.



#### **Transparent**

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

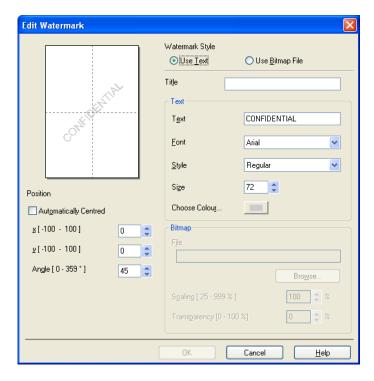
#### In Outline Text

Check **In Outline Text** if you only want to print an outline of the watermark. This feature is available when choosing a text watermark.

#### **Custom Settings**

You can choose a watermark to be printed on the first page or on the other pages.

You can change watermark settings and add a new watermark. Click **Settings** to change the settings or click **Add** to add a new watermark.



You can change the watermark settings with this feature. If you want to add a new watermark, enter **Title** and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.

#### **■** Title

Enter a suitable title into the field when adding a new watermark. Your chosen watermark is overwritten with this title.

#### ■ Text

Enter your watermark text in **Text**, then choose **Font**, **Style**, **Size** and **Choose Colour**.

#### **■** Bitmap

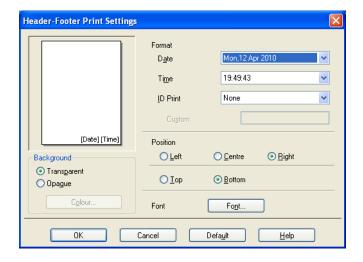
Enter a file name and location of your bitmap image in **File**, or click **Browse** to search for the file. You can also configure the scaling size and transparency of the image.

#### **■** Position

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

#### **Header-Footer Print**

You can print the date and time from your computer's system clock, and the PC login user name or your entered text on your document. To customize the settings, click **Settings** on the **Advanced** tab.



#### **ID Print**

You can choose your PC login user name or your entered text as a header or footer from the following ways:

- Choosing Login User Name to print your PC login user name.
- Choosing **Custom** to print your entered text in the **Custom** text box.

#### **Other Print Options**

Click Other Print Options on the Advanced tab to set more Printer functions:



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

#### **Change Data Transfer Mode**

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

#### ■ Recommended Setting

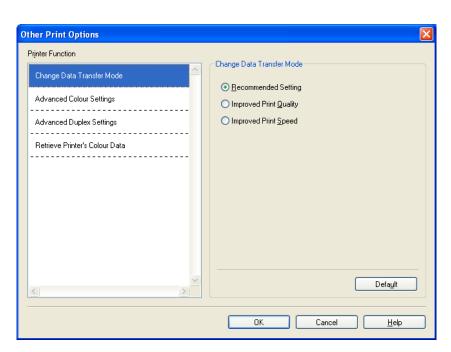
Choose **Recommended Setting** for general use.

#### **■** Improved Print Quality

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

#### **■ Improved Print Speed**

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



#### **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

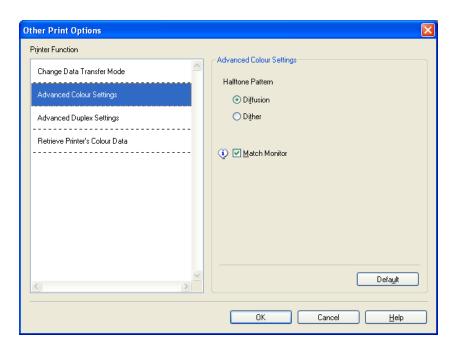
Dots are put at random to create the halftones. Use for printing photographs that have delicate shades and graphics.

#### 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.



#### **Advanced Duplex Settings**

Some types of print media may need more drying time when using the duplex feature. Change **Advanced Duplex Settings** if you have problems with smudged duplex prints or paper jams.

#### **■** Normal

Choose Normal to print at normal speed, using a normal amount of ink.

#### ■ Duplex 1 (Slower print speed)

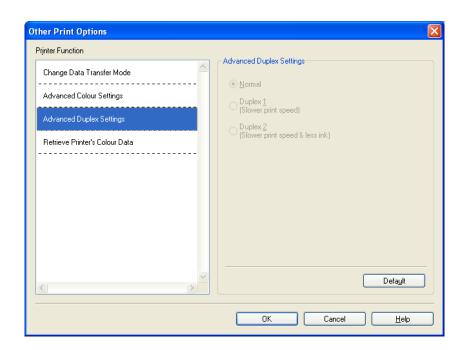
Choose **Duplex 1** to print at a slower speed, using a normal amount of ink.

#### ■ Duplex 2 (Slower print speed & less ink)

Choose **Duplex 2** to print the same speed as using **Duplex 1**, but using less ink.

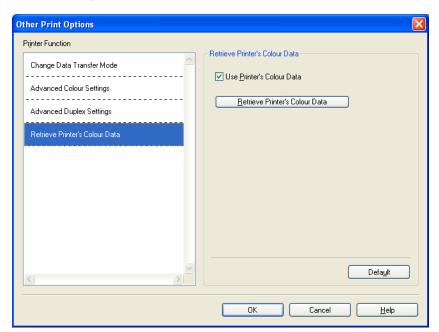


Duplex 1 (Slower print speed) is not available for Ledger or A3 size paper.



#### **Retrieve Printer's Colour Data**

This setting helps you to optimize print quality by acquiring the device information. Use this option when you have replaced the device or changed the network device of the destination network address.



#### ■ Use Printer's Colour Data

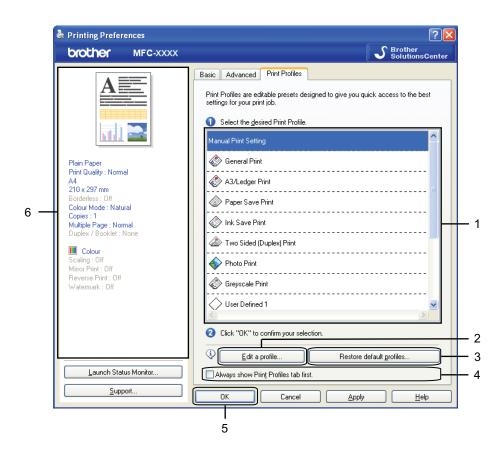
Check this box if you want to use the printer's colour data. Remove the check mark if you do not want to use the information.

#### ■ Retrieve Printer's Colour Data

If you click this button, the printer driver starts retrieving the colour data of your device. This may take time. Depending on the device status, the printer driver may fail to retrieve the colour data.

#### **Print Profiles tab**

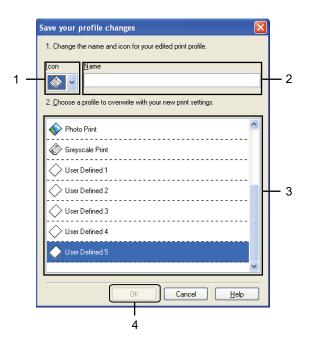
**Print Profiles** are editable presets designed to give you quick access to frequently used printing configurations.



- 1 Print profile list box
- 2 Edit a profile button
- 3 Restore default profiles button
- 4 Always show Print Profiles tab first check box
- 5 **OK** button
- 6 Current print profile view
- 1 Choose your profile from the print profile list box.
- If you want to display the Print Profiles tab at the front of the window from the next time you print, check Always show Print Profiles tab first.
- 3 Click OK to apply your chosen profile. To return to the default profile, click Restore default profiles, then OK.

#### Edit a profile

The **Save your profile changes** dialog appears by clicking **Edit a profile**. You can overwrite any of the preset profiles with your preferred settings.



- 1 Icon drop-down list
- 2 Name text box
- 3 Print profile list box
- 4 **OK** button
- 1 Choose an icon you want to use from the **Icon** list, then enter a suitable title in **Name**.
- Choose a profile you want to overwrite from the print profile list box, then click OK.
- 3 The current settings shown on the left side of the **Print Profiles** tab will be saved.

# **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 **Support** on the printer driver window 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.

#### ■ Brother CreativeCenter

The **Brother CreativeCenter** is a FREE website where you can access many ideas and resources for personal and professional use.

#### ■ Check Setting

This function provides information on the current printer driver settings.

#### ■ About

This function provides information about the printer driver installed for your Brother machine.

# 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.







To use FaceFilter Studio, you must install the FaceFilter Studio application from the CD-ROM supplied with your machine. Install FaceFilter Studio and download FaceFilter Studio Help 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.



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 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.



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.



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.





- 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.



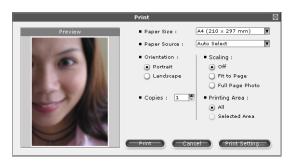
2 Click the Print icon in the top menu bar to move to the print screen.



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



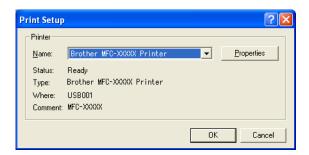
4 Choose Paper Size, Paper Source, Orientation, number of Copies, Scaling and Printing Area.





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**.





If you want to use photo paper, click **Properties** and set the **Media Type** and **Print 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.

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

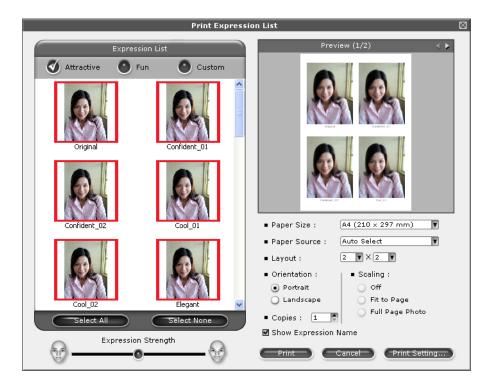
# **Red-eye Reduction**

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

- 1 Open the image file.
- 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.

# Scanning

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<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows<sup>®</sup> 7)

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 34) and a Windows<sup>®</sup> Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver (Windows*<sup>®</sup> *XP/Windows Vista*<sup>®</sup>/*Windows*<sup>®</sup> 7) on page 43). Windows<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows Vista<sup>®</sup>/Windows



- For ScanSoft™ PaperPort™12SE, see *Using ScanSoft™ PaperPort™12SE with OCR by NUANCE™* on page 51.
- 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<sup>®</sup> 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 109.

# Scanning a document using the TWAIN driver

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can not only scan images directly into the PaperPort™12SE 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®, CorelDRAW® and many more.

# Scanning a document into the PC

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

- 1 Load your document.
- 2 Start the ScanSoft™ PaperPort™12SE software that was installed during the MFL-Pro Suite installation to scan a document.

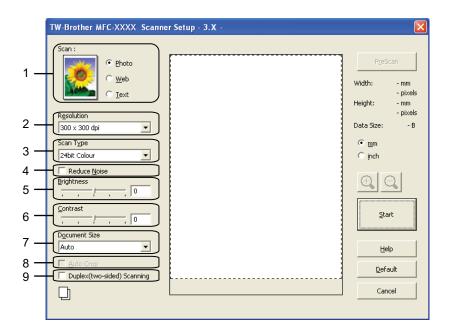


The instructions for scanning in this Guide are for when you use ScanSoft™ PaperPort™12SE. The scanning steps may vary when using other software applications.

- 3 Click Scan Settings in the Desktop ribbon.
  The Scan or Get Photo panel appears on the left side of the screen.
- 4 Click Select.

- 6 Choose TWAIN: TW-Brother MFC-XXXX or TWAIN: TW-Brother MFC-XXXX LAN from the Available Scanners list.

  (Where XXXX is your model name.)
- 6 Check Display scanner dialog box on the Scan or Get Photo panel.
- Click Scan.
  The Scanner Setup dialog box appears.
- 8 Adjust the following settings, if needed, in the Scanner Setup dialog box:



- 1 Scan (Image Type)
- 2 Resolution
- 3 Scan Type
- 4 Reduce Noise
- 5 Brightness
- 6 Contrast
- 7 Document Size
- 8 Auto Crop
- 9 Duplex(two-sided) Scanning (For MFC-J6910DW)
- 9 Click Start. When scanning is finished, click Cancel to return to the PaperPort™12SE window.



- 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 cropping an image for scanning.
- · For models supporting duplex scan:

You cannot adjust the scanning area.

You cannot use **PreScan** to preview an image.

Duplex scan is available from the ADF only.

Duplex scan is not available for B4, A3 and Ledger size paper.

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

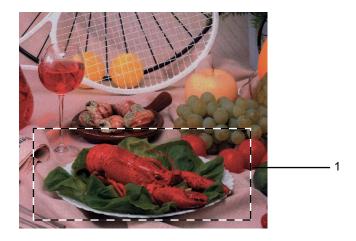
You can preview your image and crop unwanted portions before scanning by using the **PreScan** button. When you are satisfied with the preview, click **Start** on the Scanner Setup dialog box to scan the image.

- 1 Follow the steps from 1 to 7 of Scanning a document into the PC on page 34.
- Choose the settings for Scan (Image Type), Resolution, Scan Type, Brightness, Contrast and Document Size as needed.



Pre-Scanning is not available when choosing **Auto Crop** or **Duplex(two-sided) Scanning**. (For MFC-J6910DW)

- 3 Click PreScan. The whole image is scanned into the PC and appears in the scanning area of the Scanner Setup dialog box.
- 4 Press and hold down the left mouse button and drag it over the portion you want to scan.



1 Scanning area



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.

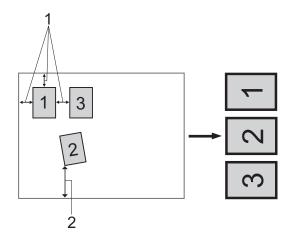


Skip this step if you loaded the document on the scanner glass in step 1.

- 6 Click Start. This time only the chosen area of the document appears in the PaperPort™12SE window (or your application window).
- 7 In the PaperPort™12SE window, use the options available to refine the image.

#### **Auto Crop**

You can scan multiple documents placed on the scanner glass by checking **Auto Crop**. When using **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, scan the documents as PDF.



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

#### **Guidelines for Auto Crop**

- This setting is only available for documents that are 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.
- When you use this setting, you must choose a **Document Size** other than **Auto**.
- 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.
- Auto Crop is available for up to a maximum of 16 documents depending on size of your documents.
- If you check **Auto Crop**, you cannot choose **PreScan** and **Duplex(two-sided) Scanning**. (For MFC-J6910DW)

#### **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 due to using 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  $600 \times 600$  dpi.

#### **Auto Crop**

You can scan multiple documents placed on the scanner glass. If you want to use **Auto Crop**, see *Auto Crop* on page 38.

#### **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 slider 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.



The Brightness setting is only available when setting Scan Type to Black & White, Grey (Error Diffusion), True Grey or 24bit Colour.

#### Contrast

You can increase or decrease the contrast level by moving the slider 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.



The Contrast setting is only available when setting Scan Type to Grey (Error Diffusion), True Grey or 24bit Colour.

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 vour needs.

#### **Document Size**

Choose one of the following sizes:

Auto

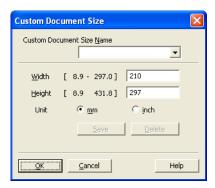
Auto is shown as the default setting for **Document Size** (for the ADF, A4 or A3 size paper only). You can scan a standard sized document without any further adjustments to **Document Size**. If you want to use **Auto Crop**, choose a **Document Size** other than **Auto**.

- A3 297 x 420 mm (11.7 x 16.5 in)
- Ledger 279.4 x 431.8 mm (11 x 17 in)
- JIS B4 257 x 364 mm (10.1 x 14.3 in)
- 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)
- 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

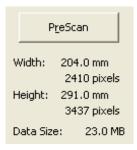
If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.



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



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.

#### 2

# Scanning a document using the WIA driver (Windows<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows<sup>®</sup> 7)

#### WIA compliant

For Windows<sup>®</sup> XP/Windows Vista<sup>®</sup>/Windows<sup>®</sup> 7 you can choose Windows<sup>®</sup> Imaging Acquisition (WIA) when scanning images. You can scan images directly into the PaperPort<sup>™</sup>12SE viewer that Brother included with your machine or you can scan images directly into any other applications that support WIA or TWAIN scanning.



- Windows® XP does not support duplex scan in the WIA driver.
- Duplex scan is available up to Legal size paper.

#### 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 45.)

- 1 Load your document.
- 2 Start the ScanSoft™ PaperPort™12SE software that was installed during the MFL-Pro Suite installation to scan a document.



The instructions for scanning in this Guide are based on ScanSoft™ PaperPort™12SE. The process will vary when scanning from other applications.

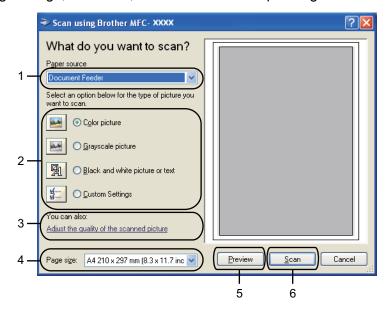
- Click Scan Settings on the Desktop ribbon.
  The Scan or Get Photo panel appears on the left side of the screen.
- 4 Click Select.
- 5 Choose WIA:Brother MFC-XXXX or WIA:Brother MFC-XXXX LAN from the Available Scanners list. (Where XXXX is your model name.)



If you choose TW-Brother MFC-XXXX, the TWAIN driver will start.

- 6 Check the **Display scanner dialog box** on the **Scan or Get Photo** panel.
- 7 Click Scan. The Scan dialog box appears.

8 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
- 5 Preview
- 6 Scan
- 9 Choose **Document Feeder** or **Flatbed** from the **Paper source** drop-down list.
- 10 Choose the picture type.
- 11 Choose the Page size from the drop-down list.

12 If you want to change some advanced settings, click **Adjust the quality of the scanned picture**. You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after choosing the settings.





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 46.)

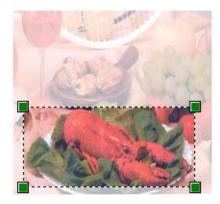
Click **Scan** in the Scan dialog box.
The machine starts scanning the document.

# 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 **Scan** on the Scan dialog box to scan the image.

- 1 Follow the steps from 1 to 2 of Scanning a document into the PC on page 43.
- 2 Choose Flatbed from the Paper source drop-down list.
- Choose the picture type.
- 4 Click Preview.
  The whole image is scanned into the PC and appears in the scanning area.

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**. You can choose **Brightness**, **Contrast**, **Resolution** and **Picture type** from **Advanced Properties**. Click **OK** after choosing settings.



Click **Scan** in the Scan dialog box.

The machine starts scanning the document.

This time only the chosen area of the document appears in the PaperPort<sup>™</sup> 12SE window (or your application window).

#### **Scanner Utility**

The **Scanner Utility** is used to configure the WIA scanner driver for resolutions greater than 1200 dpi.

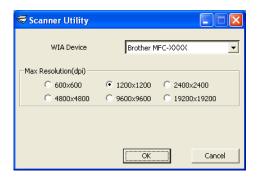


If you scan the document at a resolution of greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your PC may freeze and you could lose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

Screens on your PC may vary depending on your operating system or the model of your machine.

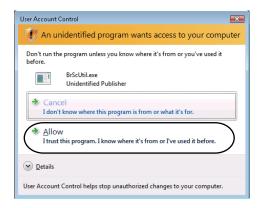




(Windows Vista® and Windows® 7)

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

• For users who have administrator rights: Click Allow or Yes.



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



# 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 50.)

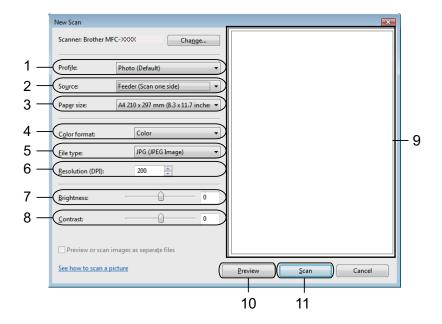
**Note** 

Duplex scan is available up to Legal size paper.

- 1 Load your document.
- 2 Open your software application to scan the document.
- 3 Do one of the following:
  - (Windows<sup>®</sup> Photo Gallery)

    Click **File**, then **Import from Camera or Scanner**.
  - (Windows<sup>®</sup> Fax and Scan)
    Click **File**, **New**, then **Scan**.
- Choose the scanner you want to use.
- 6 Click Import. The Scan dialog box appears.

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
- 9 Scanning area
- 10 Preview
- 11 Scan



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 46.)

If you want to do duplex scanning, choose Feeder (Scan both sides) as Source. (For MFC-J6910DW)

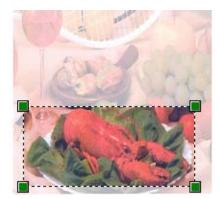
Click Scan on the Scan dialog box. The machine starts scanning the document.

# 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 **Scan** in the Scan dialog box to scan the image.

- 1 Follow the steps from 1 to 5 of Scanning a document into the PC on page 48.
- Put the document face down on the scanner glass.
- 3 Choose Flatbed from the Source drop-down list. Adjust the following settings, if needed, in the Scanner dialog box.
- 4 Click **Preview**.

  The whole image is scanned into the PC and appears in the scanning area.
- 5 Press and hold down the left mouse button and drag it over the portion you want to scan.



6 Click **Scan** on the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in your application window.

#### 2

# Using ScanSoft™ PaperPort™12SE with OCR by NUANCE™



- ScanSoft™ PaperPort™12SE supports Windows® XP (SP3 or higher), XP Professional x64 Edition (SP3 or greater), Windows Vista® (SP2 or higher) and Windows® 7 only.
- For Windows<sup>®</sup> 2000 (SP4 or higher) users, you can download ScanSoft™ PaperPort™11SE by Nuance™ during the installation of MFL-Pro Suite. See the *Quick Setup Guide*.

ScanSoft™ PaperPort™12SE for Brother is a document management application. You can use PaperPort™12SE to view scanned documents.

PaperPort<sup>™</sup>12SE has a sophisticated, yet easy-to-use filing system that will help you organize your graphics and text documents. It allows you to mix or 'stack' documents of different formats for printing, faxing or filing.

This section only introduces the basic functions of the software. For more details, see the ScanSoft™ **Getting Started Guide**. To view the complete ScanSoft™ PaperPort™12SE **Getting Started Guide**, choose the **Help** ribbon and click **Getting Started Guide**. When you install MFL-Pro Suite, ScanSoft™ PaperPort™12SE for Brother is installed automatically. You can access ScanSoft™ PaperPort™12SE through the ScanSoft™ PaperPort™12SE program group located in **Start/All Programs/Nuance PaperPort** 12 on your PC.

#### Viewing items

ScanSoft™ PaperPort™12SE gives several ways to view items:

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

You can see both PaperPort<sup>™</sup>12SE items (MAX files) and non-PaperPort<sup>™</sup>12SE items (files created using other applications).

All graphical files (PaperPort™12SE's \*.max and other files) will be displayed and include an icon that indicates the application that the specific file type is associated or created with. Non-graphical files are indicated by a small rectangular thumbnail and are not displayed as actual images.

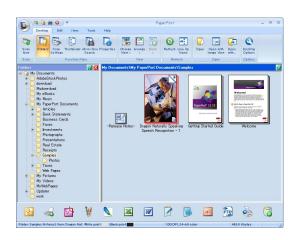
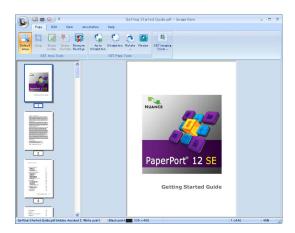


Image View displays a close-up of a single page. You can open a PaperPort™12SE item by clicking the Open with Image View button on the Desktop ribbon.

As long as you have the appropriate application on your PC to display it, you can also open a non-PaperPort™12SE item by double-clicking it.



#### Organizing your items in folders

PaperPort<sup>™</sup>12SE has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you choose to view in **Desktop**. An item can be a PaperPort<sup>™</sup>12SE item or a non-PaperPort<sup>™</sup>12SE item:

- Folders are arranged in a 'tree' structure in the Folder View. You use this section to choose folders and view their items in **Desktop**.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be 'nested'—that is, stored in other folders.
- When you double-click a folder, its contents (both PaperPort<sup>™</sup>12SE MAX files and non PaperPort<sup>™</sup>12SE files) appear in **Desktop**.
- You can also use Windows<sup>®</sup> Explorer to manage the folders and items shown in **Desktop**.

# Quick links to other applications

ScanSoft™ PaperPort™12SE automatically recognizes many other applications on your PC and creates a 'working link' to them.

The bar at the bottom of the PaperPort<sup>™</sup> 12SE desktop shows which programs you can use with PaperPort <sup>™</sup> 12SE.



To send an item from PaperPort<sup>™</sup>12SE to another program, simply drag and drop the item from the PaperPort<sup>™</sup>12SE desktop to the program icon on the Send To bar. PaperPort<sup>™</sup>12SE automatically converts the item to the preferred format.

If PaperPort™12SE does not automatically recognize one of the applications on your PC, you can manually create a link using the **New Link** button on the **Tools** ribbon.

# ScanSoft™ PaperPort™12SE with OCR lets you convert image text into text you can edit

ScanSoft™ PaperPort™12SE can quickly convert a text document image into text that you can edit with a word processing application.

PaperPort<sup>™</sup>12SE uses the optical character recognition software (OCR), which comes with PaperPort<sup>™</sup>12SE. PaperPort<sup>™</sup>12SE can use your preferred OCR application if it is already on your PC. You can convert the entire item, or by using the **Copy Text** button on the **Items** ribbon, you can choose only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort™12SE's built-in OCR application, or you can use your own OCR application.



#### Importing items from other applications

As well as scanning items, you can bring items into PaperPort™12SE in a variety of ways and convert them to PaperPort™12SE (MAX) files in several different ways:

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

## **Exporting items into other formats**

You can export or save PaperPort<sup>™</sup>12SE items in several popular file formats, such as BMP, JPEG, TIFF or PDF.

#### Exporting an image file

- 1 Click **Save As** on the PaperPort button. The Save 'XXXXX' as dialog box is displayed.
- 2 Choose the drive and folder where you want to store the file.
- 3 Enter the new file name and choose the file type.
- 4 Click **Save** to save your file, or **Cancel** to return to PaperPort™12SE without saving it.

# Uninstalling ScanSoft™ PaperPort™12SE with OCR

# (Windows<sup>®</sup> XP)

- 1 Click Start, Control Panel, Add or Remove Programs, and click the Change or Remove Programs icon.
- 2 Choose Nuance PaperPort 12 from the list and click Change or Remove.

# (Windows Vista® and Windows® 7)

- 1 Click the button, Control Panel, Programs and Programs and Features.
- 2 Choose Nuance PaperPort 12 from the list and click Uninstall.

# ControlCenter4

#### **Overview**

ControlCenter4 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter4 eliminates the need to manually launch specific applications.

ControlCenter4 has two user interfaces: Home Mode and Advanced Mode.

#### ■ Home Mode

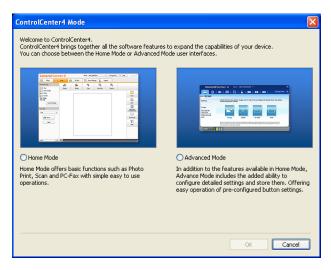
The **Home Mode** gives you easy access to your machine's main functions. See *Using ControlCenter4 in Home Mode* on page 56.

#### ■ Advanced Mode

The **Advanced Mode** gives you more control over the details of your machine's functions. You can add up to three customized tabs in your original settings. See *Using ControlCenter4 in Advanced Mode* on page 70.

## Changing the user interface

- Click Configuration and then select Mode Select.
- Select Home Mode or Advanced Mode in the mode dialog.



# **Using ControlCenter4 in Home Mode**

This section briefly introduces the ControlCenter4 function in **Home Mode**. For more details of the each function, click **Help**.



- 1 Print or edit images, attach images to E-mail, open images with an application and copy images from a memory card or USB Flash memory drive.
- 2 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 3 Access the PC-FAX applications available for your device.
- 4 Access the settings available to configure your device.
- 5 Link to Brother Solutions Center, Brother CreativeCenter or the **Help** file.
- 6 You can select which machine ControlCenter4 will connect with from the Model drop-down list.
- 7 You can change the user interface and ControlCenter4 preferences.
- 8 Access the Help file.
- 9 Access Status Monitor by clicking Device Status.

#### ControlCenter4 Features for Home Mode users

#### Photo (See Photo tab on page 58.)

- See Copying images from a memory card or USB Flash memory drive on page 58.
- See Opening the ControlCenter4 folder tree on page 58.
- See Opening the folder tree on page 59.
- See *Printing images* on page 59.
- See Editing images on page 59.
- See Attaching images to E-mail on page 59.
- See Opening images with an application on page 60.

#### Scan (See Scan tab on page 61.)

- See File types on page 62.
- See *Document Size* on page 62.
- See Saving the scanned image on page 62.
- See *Printing the scanned image* on page 63.
- See Opening the scanned image in an application on page 63.
- See Attaching the scanned data to E-mail on page 63.
- See *Using the OCR feature* on page 64.

#### PC-FAX (See PC-FAX tab on page 65.)

- See Sending an image file from your computer on page 65.
- See Sending a scanned image on page 66.
- See Viewing and printing received PC-FAX data on page 66.

#### Device Settings (See Device Settings tab on page 67.)

- See Configuring Remote Setup on page 67.
- See Accessing Quick Dial on page 67.
- See Configuring Scan button settings on page 68.
- See Launching the BRAdmin utility on page 68.

#### Support (See Support tab on page 69.)

- See Opening ControlCenter Help on page 69.
- See Using Brother Solutions Center on page 69.
- See Accessing the Brother CreativeCenter on page 69.

## Photo tab

There are five functions: **Print**, **Edit**, **Open with an Application**, **Send E-mail** and **Photo Capture**. This section briefly introduces the functions. For more details of each function, click **Help**.



- 1 Photo Capture button
- 2 My CC4 Folder button
- 3 **Desktop** button
- 4 Print button
- 5 Edit button
- 6 Send E-mail button
- 7 Open with an Application button

# Copying images from a memory card or USB Flash memory drive

The **Photo Capture** button lets you copy images on a memory card or USB Flash memory drive to a folder on your hard disk.

- Click Photo Capture, and the Photo Capture dialog appears.
- 2 Configure your settings for **Destination Folder**, then click **OK**.
- 3 The images on a memory card or USB Flash memory drive are copied to a folder on your hard disk.

# Opening the ControlCenter4 folder tree

The **My CC4 Folder** button lets you open the ControlCenter4 folder located in the My Pictures folder on your computer. You can choose images you want to print, edit, attach to a new Email and open with a specific application directly in the ControlCenter4 folder.

#### Opening the folder tree

The **Desktop** button lets you open the folder tree from the desktop to choose images you want to print, edit, attach to a new Email and open with a specific application directly.

#### **Printing images**

The **Print** button lets you print images.

- 1 Choose images you want to print by clicking the image from the image viewer, check the check box under the image, and then enter the number of copies you want to print (1 to 99).
- Click Print, then the Print settings window appears.
- 3 Configure the settings for Paper size, Media Type and Layout.
- 4 Click Properties to configure Print Quality, Colour / Greyscale, Colour Mode and Paper Source if necessary. Click OK.
- 6 Click Start Printing.

#### **Editing images**

The **Edit** button lets you edit images with various functions.

- 1 Choose images you want to edit by clicking the image from the image viewer.
- 2 Click **Edit**, and the **Edit** window appears.
- 3 Edit the images with Trimming, Image Correction and Image Enhancement functions.
- 4 Click Save.

# Attaching images to E-mail

The **Send E-mail** button lets you attach images to your default E-mail application.

- 1 Choose images you want to attach to E-mail from the image viewer.
- 2 Click **Send E-mail**, and your default E-mail application starts and shows a new E-mail with attachments.

# Opening images with an application

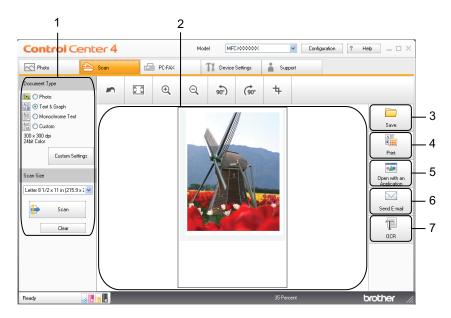
The **Open with an Application** button lets you open images with a specific application directly.

- 1 Choose images you want to open by clicking the image from the image viewer.
- 2 Click Open with an Application.
- 3 Select the application from the drop-down list and click **OK**.
- 4 The image will appear in the application you have chosen.

# Scan tab

There are five scan options: Save, Print, Open with an Application, Send E-mail and OCR.

This section briefly introduces the **Scan** tab function. For more details of each function, click **Help**.



- 1 PC Scan setting area
- 2 Image viewer
- 3 Save button
- 4 Print button
- 5 Open with an Application button
- 6 Send E-mail button
- 7 OCR button

#### File types

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

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



- The XML Paper Specification is available for Windows Vista<sup>®</sup>, Windows<sup>®</sup> 7 or when using applications which support XML Paper Specification files.
- If you set the file type to TIFF or TIFF Multi-Page, you can choose "Uncompressed" or "Compressed".
- Secure PDF is available for the Save and Send E-mail selections.

#### **Document Size**

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as 1 to 2 (A4), the scanned image will be divided into two A5 size documents.

# Saving the scanned image

The **Save** 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.

- 1 Configure the settings in the PC Scan setting area.
- Click Scan.
- 3 Confirm and edit (if necessary) the scanned image in the image viewer.
- 4 Click Save.
- 5 The Save dialog will appear. Select your Destination Folder and other settings. Click OK.
- 6 The image will be saved in your chosen folder.

#### Printing the scanned image

You can scan a page on the machine and print copies using any of the features of the ControlCenter4 supported Brother machine's printer driver.

- Select the Scan tab.
- Configure the settings in PC Scan setting area.
- 3 Click Scan.
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 6 Click Print.
- 6 Configure the print settings and then click Start Printing.

#### Opening the scanned image in an application

The **Open with an Application** button lets you scan an image directly into your graphics application for image editing.

- Select the Scan tab.
- Configure the settings in PC Scan setting area.
- 3 Click Scan.
- 4 Confirm and edit (if necessary) the scanned the image in image viewer.
- 6 Click Open with an Application.
- 6 Select the application from the drop-down list and click **OK**.
- 7 The image will appear in the application you have chosen.

## Attaching the scanned data to E-mail

The **Send E-mail** button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

- 1 Select the **Scan** tab.
- Configure the settings in the PC Scan setting area.
- 3 Click Scan.
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 6 Click Send E-mail.
- 6 Configure the attached file settings and click **OK**.
- 7 Your default E-mail application will open and the image will be attached to a new, blank email.

# **Using the OCR feature**

The **OCR** button lets you scan a document and converts it into text. This text can be edited using your favourite word processing software.

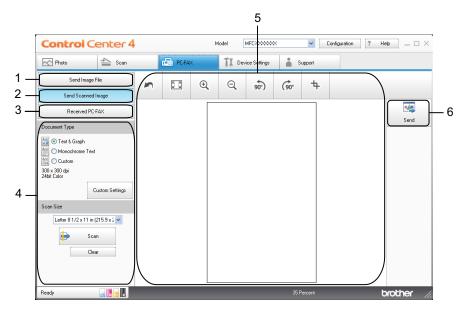
- Select the Scan tab.
- Configure the settings in the PC Scan setting area.
- 3 Click Scan.
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 5 Click OCR.
- 6 Configure the OCR settings and click **OK**.
- The application you have chosen will open with the converted text data.

# **PC-FAX** tab

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click **Help**.



The PC-FAX software can only send Black & White fax documents.



- 1 Send Image File button
- 2 Send Scanned Image button
- 3 Received PC-FAX button
- 4 PC Scan setting area
- 5 Scan Image area
- 6 Send button

## Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from the PC using the Brother PC-FAX software.

- Select the PC-FAX tab.
- 2 Click Send Image File.
- 3 Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.
- 4 Click Send.
- 5 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

### Sending a scanned image

The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software.

- 1 Select the PC-FAX tab.
- Click Send Scanned Image.
- 3 Configure the settings in the PC Scan setting area.
- 4 Click Scan.
- 5 Confirm and edit (if necessary) the scanned image in the image viewer.
- 6 Click Send.
- 7 The PC-FAX sending dialog will appear. Enter a fax number and then click Start.

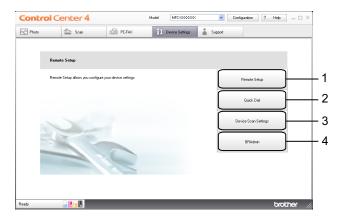
#### Viewing and printing received PC-FAX data

The Received PC-FAX button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, you must select the PC-FAX Receive option from the control panel menu of the Brother machine. (See *Enabling the PC-FAX Receiving software on your machine* on page 101.)

- Select the PC-FAX tab.
- Click Received PC-FAX.
- 3 The PC-FAX receiving function is activated and starts to receive fax data from your machine. The received data will appear. To view the data, click **View**.
- 4 If you want to print the received data, select the data and then click **Print**.
- Configure the print settings and then click Start Printing.

# **Device Settings tab**

This section briefly introduces the **Device Settings** tab function. For more details of each function, click **Help**.



- 1 Remote Setup button
- 2 Quick Dial button
- 3 Device Scan Settings button
- 4 BRAdmin button

### **Configuring Remote Setup**

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

- 1 Select the **Device Settings** tab.
- Click Remote Setup.
- 3 The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup* on page 85.

### **Accessing Quick Dial**

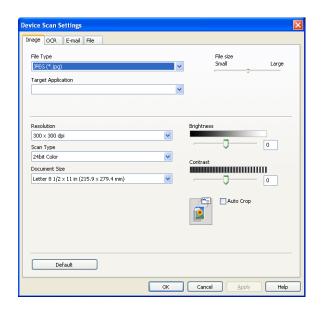
The **Quick Dial** button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Quick Dial numbers from your PC.

- 1 Select the **Device Settings** tab.
- Click Quick Dial.
- 3 The Address Book window will appear. For Address Book configuration, see Remote Setup on page 85.

### **Configuring Scan button settings**

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.





- 1 Select the **Device Settings** tab.
- Click Device Scan Settings.
- 3 The **Device Scan Settings** dialog will appear. You can change settings of each Scan button function.
- 4 Click **OK**.

### Launching the BRAdmin utility

If you have installed BRAdmin Light or BRAdmin Professional 3, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 utility.

The BRAdmin Light utility is designed for initial setup of the Brother network connected devices. It can also search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as the IP address. To install BRAdmin Light from the installation CD-ROM, see the *Network User's Guide*. If you require more advanced machine management, use the latest version of BRAdmin Professional 3 utility that is available as a download from <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.

- 1 Select the **Device Settings** tab.
- 2 Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.
- **Note**

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter4 will launch BRAdmin Professional 3.

# Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click **Help**.

### **Opening ControlCenter Help**

The ControlCenter Help lets you open the Help file for detailed information about ControlCenter.

- 1 Select the **Support** tab.
- Click ControlCenter Help.
- 3 The ControlCenter Help main page will appear.

#### **Using Brother Solutions Center**

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

- Select the Support tab.
- Click Brother Solutions Center.
- 3 Brother Solutions Center website will be shown in your web browser.

### Accessing the Brother CreativeCenter

The **Brother CreativeCenter** button lets you access our website for free and easy online solutions for business and home users.

- Select the Support tab.
- Click Brother CreativeCenter. ControlCenter4 will launch your web browser and then open the Brother CreativeCenter website.

# **Using ControlCenter4 in Advanced Mode**

This section briefly introduces the ControlCenter4 function in **Advanced Mode**. For more details of the each function, click **Help**.



- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Access the **PC-Copy** feature available via your PC.
- 3 Print or edit images, open images on a memory card or USB Flash memory drive, copy files on a memory card or USB Flash memory drive, and copy files on a memory card or USB Flash memory drive and display the files with a specific application.
- 4 Access the **PC-FAX** applications available for your device.
- 5 Access the settings available to configure your device.
- 6 Link to Brother Solutions Center, Brother CreativeCenter or **Help**.
- 7 You can configure your original settings tab by right clicking the tab area.
- 8 You can select which machine ControlCenter4 will connect with from the Model drop-down list.
- 9 You can open the configuration window for each scan function and change the user interface mode.
- 10 Access the **Help** file.
- 11 Access the Status Monitor by clicking Device Status.

#### ControlCenter4 Features for Advanced Mode users

#### Scan (See Scan tab on page 72.)

- See File types on page 73.
- See *Document Size* on page 73.
- See Opening the scanned image with application on page 73.
- See Using the OCR feature on page 74.
- See Attaching the scanned data to E-mail on page 74.
- See Saving the scanned image on page 74.

#### PC-Copy (See PC-Copy tab on page 75.)

■ See Printing the scanned image on page 75.

#### Photo (See Photo tab on page 76.)

- See Printing/Editing images on page 76.
- See Opening PCC folder (PCC: PhotoCapture Center™) on page 77.
- See Copying files from PCC folder on page 77.
- See Copying files to an application on page 77.

#### PC-FAX (See PC-FAX tab on page 78.)

- See Sending an image file from your computer on page 78.
- See Sending a scanned image on page 78.
- See Viewing and printing received PC-FAX data on page 79.

#### Device Settings (See Device Settings tab on page 80.)

- See Configuring Remote Setup on page 80.
- See Accessing Quick Dial on page 80.
- See Configuring Scan button settings on page 81.
- See Launching the BRAdmin utility on page 81.

#### Support (See Support tab on page 82.)

- See Opening ControlCenter Help on page 82.
- See Using Brother Solutions Center on page 82.
- See Accessing the Brother CreativeCenter on page 82.

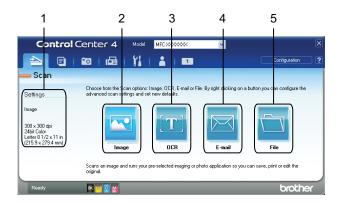
#### Custom (See Custom tab on page 83.)

- See Creating a Custom tab on page 83.
- See Creating a Custom button on page 83.

### Scan tab

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

This section briefly introduces the **Scan** tab function. For more details of each function, click **Help**.



- 1 PC Scan setting area
- 2 Image button
- 3 OCR button
- 4 E-mail button
- 5 File button



- You can change the default settings of each button by right-clicking the appropriate button or clicking Configuration. When the settings dialog appears, you can change the settings and then click OK.
- To preview and configure the scanned image, check **Pre Scan** on the settings dialog.

#### File types

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

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



- The XML Paper Specification is available for Windows Vista<sup>®</sup>, Windows<sup>®</sup> 7 or when using applications which support XML Paper Specification files.
- 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.

#### **Document Size**

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as 1 to 2 (A4), the scanned image will be divided into two A5 size documents.

### Opening the scanned image with application

The **Image** button lets you scan an image directly into your graphics application for image editing.

- Select the Scan tab.
- 2 If you want to change the scan settings, right-click **Image** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- Click Image.
- 4 The image will appear in the application you have chosen.

#### Using the OCR feature

The **OCR** button lets you scan a document and converts it into text. This text can be edited using your favourite word processing software.

- 1 Select the Scan tab.
- 2 If you want to change the scan settings, right-click **OCR** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click OCR.
- Your default word processing application will open and display the converted text data.

#### Attaching the scanned data to E-mail

The **E-mail** button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

- 1 Select the Scan tab.
- 2 If you want to change the scan settings, right-click **E-mail** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click **E-mail**.
- 4 Your default E-mail application will open and the image will be attached to a new, blank email.

### Saving the scanned image

The **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.

- Select the Scan tab.
- 2 If you want to change the scan settings, right-click **File** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click File.
- 4 The image will be saved in the folder you have chosen.

# **PC-Copy tab**

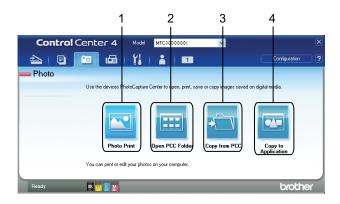
#### Printing the scanned image

You can scan a page on the machine and print copies using any of the features of the ControlCenter4 supported Brother machine's printer driver.

- 1 Select the PC-Copy tab.
- 2 If you want to change the scan settings, right-click the button you want to change and then change the settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- 3 Click Color Copy, Monochrome Copy, 2 in 1 Copy or 4 in 1 Copy.
- 4 The scanned image will be printed.

### Photo tab

There are four functions: **Photo Print**, **Open PCC Folder**, **Copy from PCC** and **Copy to Application**. This section briefly introduces the functions. For more details of each function, click **Help**.



- 1 Photo Print button
- 2 Open PCC Folder button
- 3 Copy from PCC button
- 4 Copy to Application button

### **Printing/Editing images**

The **Photo Print** button lets you print or edit images.

#### **Printing images**

- 1 Click **Photo Print**, then the image viewer appears.
- 2 Choose images you want to print by clicking the image from the image viewer, check the check box under the image, and then enter the number of copies you want to print (1 to 99).
- 3 Click **Print**, then the **Print settings** window appears.
- Configure the settings for Paper size, Media Type and Layout.
- 5 Click Properties to configure Print Quality, Colour / Greyscale, Colour Mode and Paper Source if you need. Click OK.
- 6 Click Start Printing.

#### **Editing images**

- 1 Click Photo Print, then the image viewer appears.
- Choose images you want to edit by clicking the image from the image viewer, check the check box under the image, and then enter the number of copies you want to print (1 to 99).
- 3 Click **Edit**, then the **Edit** window appears.
- 4 Edit the images with **Trimming**, **Image Correction** and **Image Enhancement** functions.
- 5 Click Save.

### Opening PCC folder (PCC: PhotoCapture Center™)

The **Open PCC Folder** button starts Windows<sup>®</sup> Explorer and displays files and folders on a memory card or USB Flash memory drive connected to your Brother machine.

### Copying files from PCC folder

The **Copy from PCC** button lets you copy files on a memory card or USB Flash memory drive to your hard disk. You can configure settings for **Destination Folder**, **Copy Folder** and **Copy Files** from the menu shown by clicking **Configuration**.

### Copying files to an application

The **Copy to Application** button lets you copy files on a memory card or USB Flash memory drive to your hard disk and starts a specific application to display the copy destination folder. You can configure settings for **Copy Folder** and **Copy Files** from the menu shown by clicking **Configuration**.

#### PC-FAX tab

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click **Help**.

**Note** 

The PC-FAX software can only send Black & White fax documents.

### Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from the PC using the Brother PC-FAX software.

- 1 Select the PC-FAX tab.
- Click Send Image File.
- 3 Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.
- 4 Click Send.
- 5 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

### Sending a scanned image

The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from the PC using the Brother PC-FAX software.

- Select the PC-FAX tab.
- 2 If you want to change the scan settings, right-click **Send Scanned Image** and then change settings. If you want to preview and configure the scanned image, check **Pre Scan**. Click **OK**.
- Click Send Scanned Image.
- 4 The PC-FAX sending dialog will appear. Enter a fax number and then click **Start**.

### Viewing and printing received PC-FAX data

The **Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, **you must select the PC-FAX Receive option from the control panel menu of your Brother machine**. (See *Enabling the PC-FAX Receiving software on your machine* on page 101.)

- Select the PC-FAX tab.
- 2 Click Received PC-FAX.
- The PC-FAX receiving function activates and starts to receive fax data from your machine. The received data will appear. To view the data, click **View**.
- 4 If you want to print the received data, select the data and then click **Print**.
- 5 Configure the print settings and then click Start Printing.

# **Device Settings tab**

This section briefly introduces the **Device Settings** tab function. For more details of each function, click **Help**.

### **Configuring Remote Setup**

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

- 1 Select the **Device Settings** tab.
- Click Remote Setup.
- The Remote Setup Program window will appear. For Remote Setup configuration, see Remote Setup on page 85.

### **Accessing Quick Dial**

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

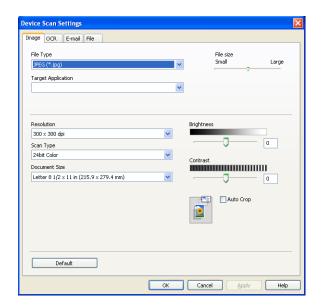
- 1 Select the **Device Settings** tab.
- Click Quick Dial.
- 3 The Address Book window will appear. For Address Book configuration, see Remote Setup on page 85.

#### 3

### **Configuring Scan button settings**

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.





- Select the Device Settings tab.
- Click Device Scan Settings.
- 3 The **Device Scan Settings** dialog will appear. You can change settings of each Scan button function.
- 4 Click **OK**.

### Launching the BRAdmin utility

If you have installed BRAdmin Light or BRAdmin Professional 3, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 utility.

The BRAdmin Light utility is designed for initial setup of the Brother network connected devices. It also can search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as IP address. To install BRAdmin Light from the installation CD-ROM, see the *Network User's Guide*. If you require more advanced machine management, use the latest version of BRAdmin Professional 3 utility that is available as a download from <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.

- Select the Device Settings tab.
- Click BRAdmin. The BRAdmin Light or BRAdmin Professional 3 utility dialog appears.
- 🖉 Note

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter4 will launch BRAdmin Professional 3.

#### E

# Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click **Help**.

### **Opening ControlCenter Help**

The ControlCenter Help lets you open the Help file for detailed information about ControlCenter.

- 1 Select the Support tab.
- 2 Click ControlCenter Help.
- The ControlCenter Help top page will appear.

### **Using Brother Solutions Center**

The **Brother Solutions Center** button lets you open the Brother Solutions Center website offering information about your Brother product including FAQ's (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

- 1 Select the Support tab.
- Click Brother Solutions Center.
- 3 Brother Solutions Center website will be shown in your web browser.

### Accessing the Brother CreativeCenter

The **Brother CreativeCenter** button lets you access our website for a free and easy online solutions for business and home uses.

- Select the Support tab.
- Click Brother CreativeCenter. ControlCenter4 will launch your web browser and then open the Brother CreativeCenter website.

### **Custom tab**

This section briefly introduces adding **Custom** tabs. For more details, click **Help**.

### **Creating a Custom tab**

You can create up to three customized tabs including up to five customized buttons with your preferred settings.

1 Click Configuration and then select Create custom tab.

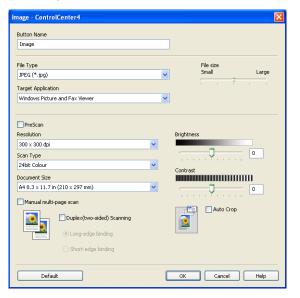


### **Creating a Custom button**

1 Click **Configuration** and then select **Create custom button**. Select a button you want to create from the menu. The settings dialog will appear.



2 Enter the button name and change the settings if necessary. Click **OK**. (The setting options vary depending on the created button.)





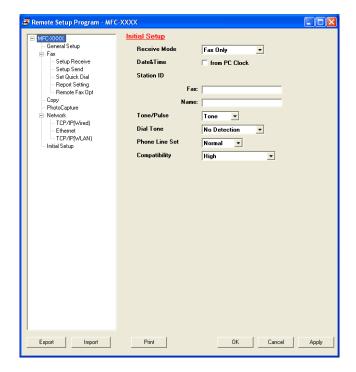
You can change or remove the created tab, button or settings. Click **Configuration** and follow the menu.

# 4 Remote Setup

## **Remote Setup**

The Remote Setup program lets you configure many machine settings from a Windows<sup>®</sup> 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 Start, 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.



- 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 109.
- If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made.

# Brother PC-FAX Software

# **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 guickly find members to send to.

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



The PC-FAX software can only send Black & White fax documents.

#### Setting up user information



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

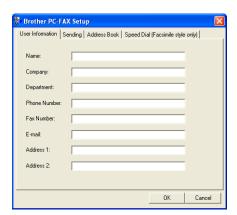


icon.

(See Sending a file as a PC-FAX using the Facsimile style user interface on page 90.)

1 Click Start, 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:



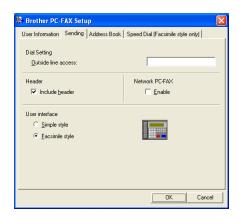
- 2 Enter this information to create the fax header and cover page.
- 3 Click **OK** to save the **User Information**.



You can set up the **User Information** separately for each Windows<sup>®</sup> account.

#### Sending setup

From the **Brother PC-FAX Setup** dialog box, choose 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

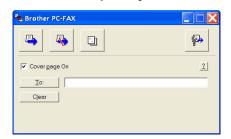
To add the header information you entered in the **User Information** tab to the top of your sent faxes, check the **Include header** box. See *Setting up user information* on page 87.

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



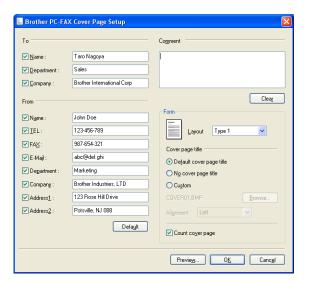
#### Facsimile style



#### 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**



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

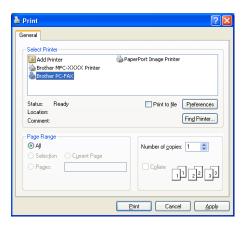
If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page. Click **Browse** to choose the BMP file, and then choose the alignment style.

#### ■ 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.
- 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:





If the Simple style user interface appears, change the user interface selection setting. (See *Sending setup* on page 88.)

- 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 O Cover Page On.



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

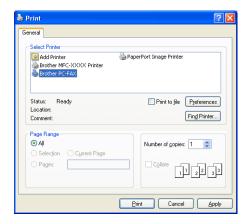
6 Click Start to send the fax.



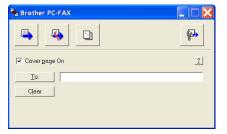
- If you want to cancel the fax, click Stop.
- If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.

#### 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:





If the Facsimile style user interface appears, change the user interface selection setting. (See *Sending setup* on page 88.)

- 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.



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

6 Click the send icon.



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** drop-down list which address book to use for PC-FAX sending. There are four types: Brother Address Book, Outlook, Outlook Express, Windows Mail Address or Windows Contacts.

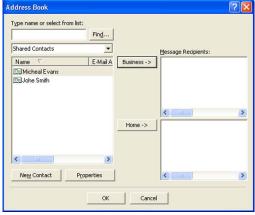
For the address book file, you must enter the path and file name of the database file which contains the address book information.

Click Browse 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), Windows Mail Address (Windows Vista®) or Windows Contacts (Windows® 7) by clicking the **Address Book** button in the FAX Sending dialog box.

# Outlook Express Address Book



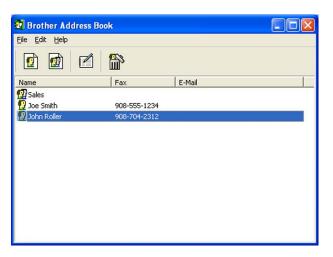


To use your Outlook Address Book, you must select Microsoft<sup>®</sup> Outlook<sup>®</sup> 2000, 2002, 2003 or 2007 as your default E-mail application.

#### **Brother Address Book**

1 Click Start, 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:

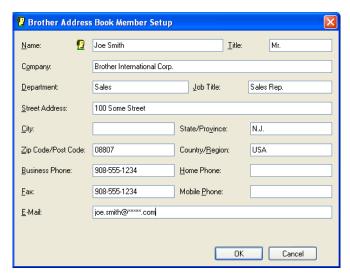


### Setting up a member in the Address Book

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 picon to add a member.

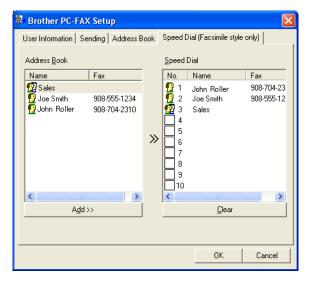
The Brother Address Book Member Setup dialog box appears:



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

#### **Speed Dial setup**

From the **Brother PC-FAX Setup** dialog box, choose 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 and 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.
- 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**.



You can have up to 50 members in a group.

### **Editing member information**

- 1 Choose the member or group you want to edit.
- 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 picon.
- 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* on page 85.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

#### **Exporting the current Address Book**



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

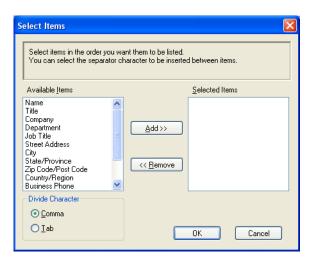
If you choose vCard in 1, Save as type: will be vCard (\*.vcf).

- 1 Do one of the following:
  - From the Address Book, click **File**, **Export**, then **Text**.
  - From the Address Book, click File, Export, then vCard and go to step 6.
  - From the Address Book, click File, Export, then Remote Setup Dial Data and go to step ⑤.
- 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.

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.

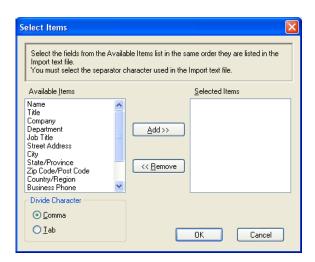


5 Enter the file name, and then click **Save**.

### 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.

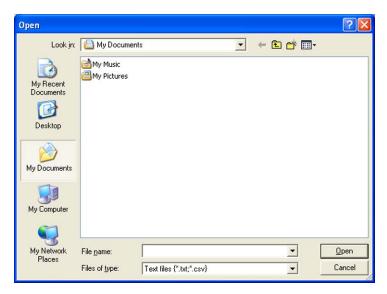
- 1 Do one of the following:
  - From the Address Book, click File, Import, then Text.
  - From the Address Book, click **File**, **Import**, then **vCard** and go to step **⑤**.
  - From the Address Book, click **File**, **Import**, then **Remote Setup Dial Data** and go to step **⑤**.



- 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.
- Enter the file name, and then click Open.



**Note** 

If you chose **Text** in **1**, **Files of type**: will be **Text files (\*.txt;\*.csv)**.

## **PC-FAX** receiving

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.)



- See *Troubleshooting* in the *Basic User's Guide* or visit the Brother Solutions Center (<a href="http://solutions.brother.com/">http://solutions.brother.com/</a>) for more information.
- To use PC-FAX receiving with a Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7 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<sup>®</sup> 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 109.



If you receive a fax containing multiple paper sizes (for example, a page of A4 data and a page of A3 data)
the machine creates a new file each time it receives a different paper size. When your PC is turned off,
the machine stores the files in its memory. The LCD will show that more than one fax job has been
received.

### **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.
- Press ▲ or ▼ to choose Fax. Press OK.
- 3 Press A or ▼ to choose Setup Receive. Press OK.
- 4 Press ▲ or ▼ to choose Memory Receive.
  Press OK.
- Fress A or ▼ to choose PC Fax Receive. Press OK.
- 6 Confirm the message. Press **OK**.
- Press A or ▼ to choose <USB> or your PC name if connected on a network. Press OK.
- 8 Press A or V to choose Backup Print:On or Backup Print:Off. Press OK.
- 9 Press Stop/Exit.
- Note

If you select <code>Backup Print:On</code>, 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 you select <code>Backup Print:Off</code> your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

#### For Touchscreen models

- 1 Press MENU.
- Press ▲ or ▼ to choose Fax.
- 3 Press A or ▼ to choose Setup Receive.
- 4 Press ▲ or ▼ to choose Memory Receive.
- Press A 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 Backup Print:On or Backup Print:Off.
- 8 Press Stop/Exit.



If you select <code>Backup Print:On</code>, 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 you select <code>Backup Print:Off</code> 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 Start, All Programs, Brother, MFC-XXXX, PC-FAX Receiving and Receive.

The PC-Fax Receiving dialog box appears. Confirm the message and click OK.

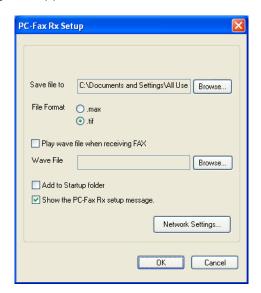
The PC-FAX icon appears in your PC tasktray.



### 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 In Save file to, click Browse if you want to change the path where PC-FAX files are saved.
- 3 In File Format, choose .tif or .max as the received document format. The default format is .tif.
- 4 To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
- 5 To automatically start the PC-FAX receiving software when you start Windows<sup>®</sup>, check **Add to Startup folder**.
- 6 If you want to use the PC-FAX Receiving software over your network, see *Configuring the Network PC-FAX Receiving Settings* on page 104.

### **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 Network Settings. The Network Settings dialog box appears.
- 2 You must specify the IP address or node name of your machine. Choose the appropriate connection method.

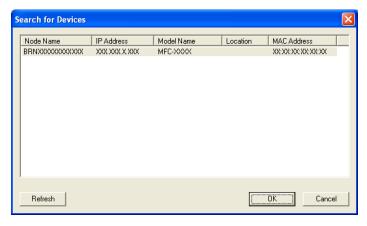


#### Specify your machine by address

Enter the IP address of the machine in IP Address.

#### Specify your machine by name

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



#### **Display 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 and and and account of the fax has





been received, the icon will change to \_\_\_\_. The \_\_\_ icon will change to \_\_\_\_ once the received fax has





Double-click to run ScanSoft™ PaperPort™12SE.

- Open the Fax Received folder.
- Double-click any new faxes to open and view them.



been viewed.

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 20-2-2010 16;40;21.tif'.

# 6

## PhotoCapture Center™

### **A** CAUTION

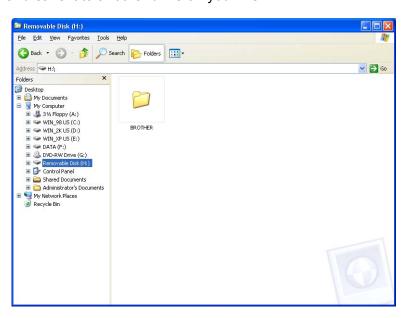
DO NOT start your PC with a memory card or USB Flash memory drive installed in the media drive of the machine. You could lose your data or damage the media.



- The PhotoCapture Center™ will read only the media that was put in first.
- While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.
- For Windows<sup>®</sup> 2000 users, to access the PhotoCapture Center™ features from your PC, you must first install a Windows<sup>®</sup> 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.
- In Windows<sup>®</sup> Explorer, click the **Removable Disk** icon <sup>1</sup>. 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.



<sup>1</sup> If you are using Windows® XP/Windows Vista®/ Windows® 7 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.

### **A** 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

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



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.
- Wait until the (PHOTO CAPTURE) key stops blinking before taking out the memory card or USB Flash memory drive.

### **A** 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<sup>®</sup> 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<sup>®</sup> 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**

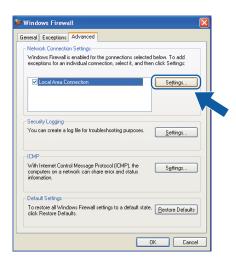
UDP Port	Network Scanning	Network PC-Fax	Network Scanning and Network PC-Fax <sup>1</sup>
External Port number	54925	54926	137
Internal Port number	54925	54926	137

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 or higher users

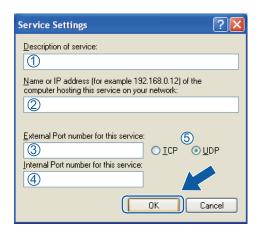
- 1 Click Start, Control Panel, Network and Internet Connections and then Windows Firewall.

  Make sure that Windows Firewall on the General tab is set to On.
- Choose the Advanced tab and click Settings...



3 Click Add.

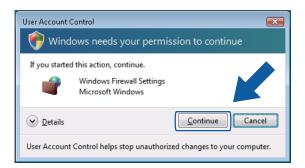
- 4 Add port **54925** for network scanning by entering the information below:
  - 1 In **Description of service**: Enter any description, for example "Brother Scanner".
  - 2 In Name or IP address (for example 192.168.0.12) of the computer hosting this service on your network: Enter "Localhost".
  - 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.



- Click Add.
- 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 Add.
- 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.
- 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.
- When the User Account Control screen appears, do the following:
  - Users who have administrator rights: Click **Continue**.

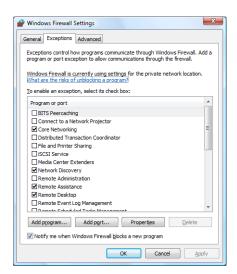


■ For users who do not have administrator rights: Enter the administrator password and click **OK**.

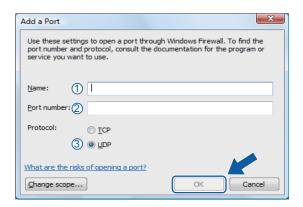


3 Make sure that Windows Firewall on the General tab is set to On.

4 Choose the Exceptions tab.

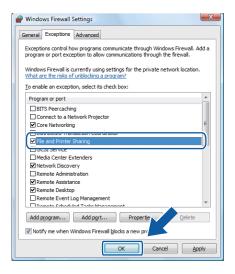


- 6 Click Add port...
- 6 To add port **54925** for network scanning, enter the information below:
  - 1 In Name: Enter any description, for example "Brother Scanner".
  - 2 In Port number: Enter "54925".
  - 3 Make sure **UDP** is selected. Then, click **OK**.



- 7 Click Add port...
- 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**.
- Make sure that the new setting is added and is checked, and then click OK.

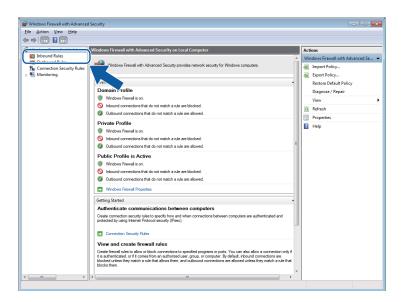
10 If you still have trouble with your network connection such as Network Scanning or Printing, check the File and Printer Sharing box in the Exceptions tab and then click OK.



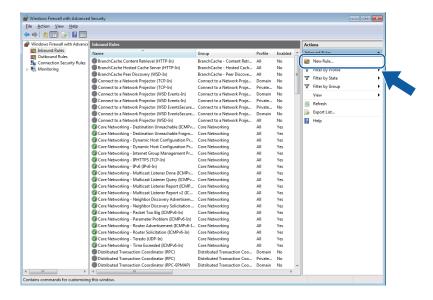
### Windows® 7 users

- 1 Click the button, Control Panel, System and Security and then Windows Firewall.

  Make sure the Windows Firewall is set to On.
- Click Advanced settings. The Windows Firewall with Advanced Security window appears.
- 3 Click Inbound Rules.



4 Click New Rule.

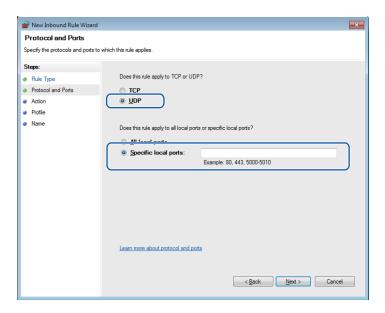


- 5 Choose Port and click Next.
- 6 To add port enter the information below:
  - For network scanning
    Choose UDP and enter "54925" in the Specific local ports.
    Click Next.
    - For Network PC-Fax

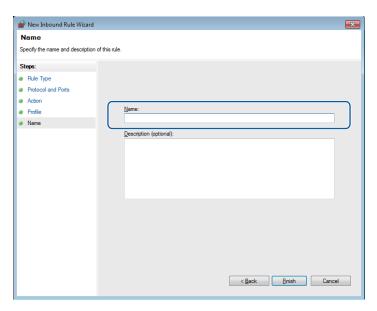
      Choose UDP and enter "54926" in the Specific local ports.

      Click Next.

Firewall settings (For Network users)

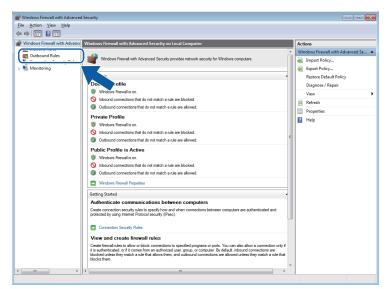


- 7 Choose Allow the connection and click Next.
- 8 Check the applicable items and click **Next**.
- 9 Enter any description in Name: (for example "Brother Scanner" or "Brother PC-Fax") and click Finish.

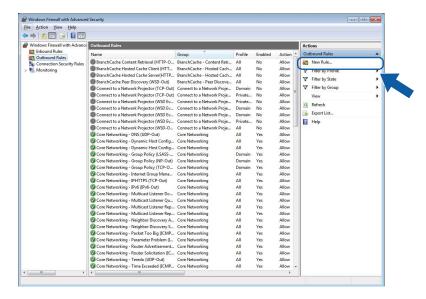


10 Make sure that the new setting is added and is checked.

11 Click Outbound Rules.



Click New Rule.

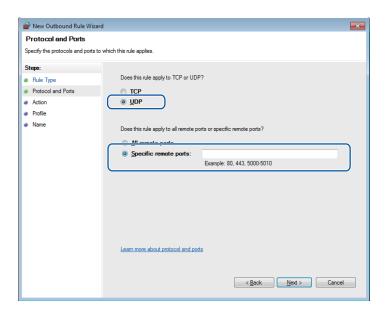


- 13 Choose Port and click Next.
- 14 To add port enter the information below:
  - For network scanning
    Choose UDP and enter "54925" in the Specific remote ports.
    Click Next.
  - For Network PC-Fax

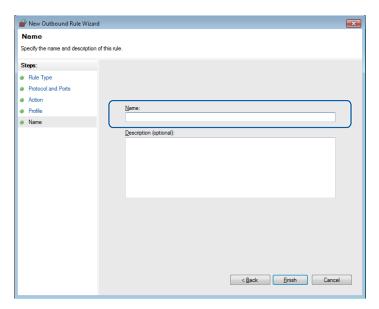
    Choose UDP and enter "54926" in the Specific remote ports.

    Click Next.

Firewall settings (For Network users)



- (5) Choose Allow the connection and click Next.
- 6 Check the applicable items and click **Next**.
- 17 Enter any description in Name: (for example "Brother Scanner" or "Brother PC-Fax") and click Finish.



18 Make sure that the new setting is added and is checked.

# **Section II**



# **Apple Macintosh**

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# Printing and Faxing

### **Setting up your Macintosh**



- 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 *Loading paper* and *Loading documents* in the *Basic User's Guide* before buying paper, and to determine the printable area depending on the settings in the printer driver.

### 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 the **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** drop-down list in ControlCenter2.

You can check the device status by clicking the **Ink Level** icon in the **DEVICE SETTINGS** tab of ControlCenter2 or by launching the **Brother Status Monitor** located in **Macintosh HD/Library/Printers/Brother/Utilities**.

Mac OS X 10.5.x and 10.6.x users can also start the Status Monitor in the following ways: (Mac OS X 10.5.x)

- 1 Run the System Preferences, select Print & Fax, then choose the machine.
- 2 Click the **Open Print Queue...**, then click **Utility**. The Status Monitor will start up. (Mac OS X 10.6.x)
- 1 Run the System Preferences, select Print & Fax, then choose the machine.
- Click the Open Print Queue..., then click Printer Setup. Select the Utility tab then click Open Printer Utility. The Status Monitor will start up.
- 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 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 the **Brother Status Monitor** in the menu bar and then choose **Quit Status Monitor** from the drop-down list.
- Web Based Management (Network Connection Only)

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

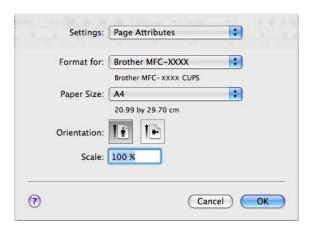
### Using the Brother printer driver



The printer driver does not support Watermark printing.

### **Choosing page setup options**

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



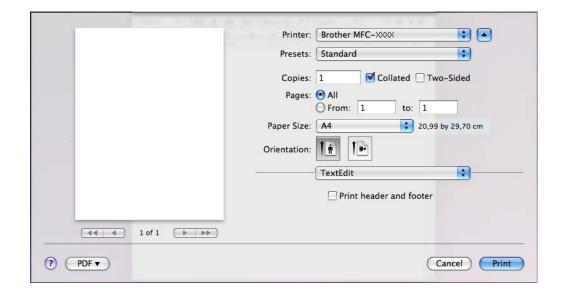
- 2 From an application such as Apple TextEdit, click File, then Print to start printing.
  - (Mac OS X 10.4.11)



#### ■ (Mac OS X 10.5.x to 10.6.x)

For more page setup options, click the disclosure triangle beside the Printer drop-down list.





#### To do borderless printing

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



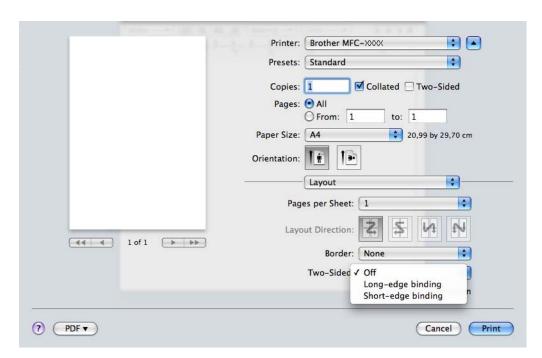
If white horizontal lines appear on your prints when you use A3 paper, your paper may be long grain paper. Choose **A3 (Long Grain)** to avoid the horizontal lines. Consult the paper packaging or paper manufacturer for paper specifications.

### **Duplex Printing**

#### ■ Automatic Duplex Printing

Select Layout.

Choose Long-edge binding or Short-edge binding in Two-Sided.



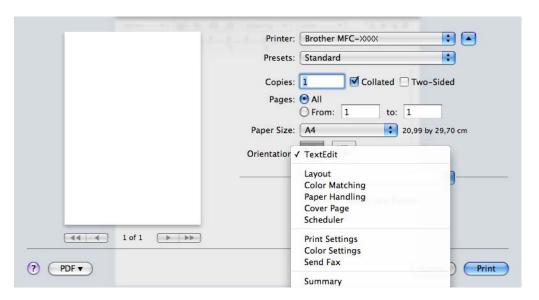


- The Borderless feature is not available for duplex printing.
- (For Mac OS X 10.4.11 to 10.5.x)

  When printing on A3 paper, duplex prints will be 20 mm smaller at the top and bottom of the original.

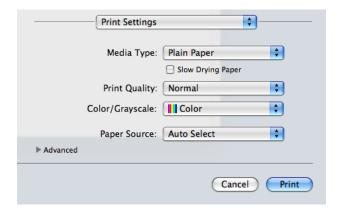
### **Choosing printing options**

To use special printing features, choose **Print Settings** or **Color Settings** in the Print dialog box.



### **Print Settings**

You can choose the **Media Type**, **Slow Drying Paper**, **Print Quality**, **Colour/Greyscale** and **Paper Source** settings.





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

### **Print 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 *Basic 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.

#### ■ Normal

Good print quality with typical print speed.

#### **■** High

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.

#### ■ Best

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

Media Type	Colour/Greyscale	Print Quality Selection
Plain Paper <sup>1</sup>	Colour/Greyscale	Fast, Normal, High, Best
Inkjet Paper	Colour/Greyscale	Normal, <b>Photo</b>
Brother BP71 Photo Paper, Brother BP61 Photo Paper or Other Photo Paper	Colour/Greyscale	Fast, <b>Photo</b> , Best
Transparencies	Colour/Greyscale	Normal

<sup>1</sup> If you choose A3 (Borderless) as Paper Size, you can only choose Best.



The default settings are shown in bold.

### Colour/Greyscale

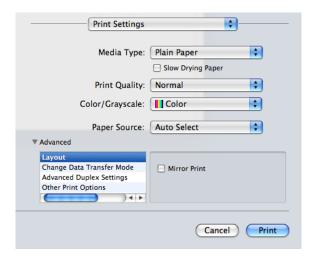
This function can be used to print colour documents in black and white using greyscale.

### Paper Source (Not available for MFC-J6510DW)

You can choose **Auto Select**, **Tray1** or **Tray2** as **Paper Source**. If you put one sheet of paper in the manual feed slot, the paper from the slot is automatically chosen. Make sure that you do not put any paper in the slot when printing on paper from **Tray1** or **Tray2**.

### **Advanced settings**

Click Advanced to configure Layout, Change Data Transfer Mode, Advanced Duplex Settings and Other Print Options settings.



#### **Mirror Print**

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



Mirror Print is not available when choosing Transparencies as the Media Type.

#### **Reverse Print**

Check Reverse Print to reverse the data up to down.

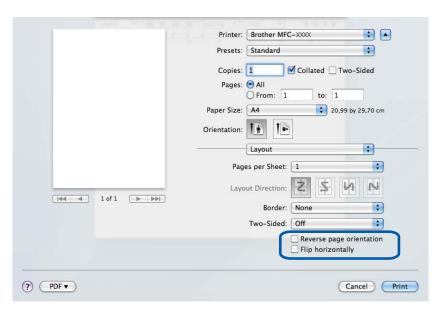


(For Mac OS X 10.5.x users)

Reverse Print is shown as Reverse page orientation in Layout pop-up menu.

(For Mac OS X 10.6.x users)

Mirror Print and Reverse Print are shown as Flip horizontally and Reverse page orientation in Layout pop-up menu.



#### **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 Duplex Settings**

Some types of print media may need more drying time when using the duplex feature. Change **Advanced Duplex Settings** if you have problems with smudged duplex prints or paper jams.

#### ■ Normal

Choose Normal to print at normal speed, using a normal amount of ink.

#### ■ Duplex 1 (Slower print speed)

Choose **Duplex 1** to print at a slower speed, using a normal amount of ink.

#### ■ Duplex 2 (Slower print speed & less ink)

Choose **Duplex 2** to print the same speed as using **Duplex 1**, but using less ink.



**Duplex 1 (Slower print speed)** is not available for Ledger or A3 size paper.

#### **Other Print Options**

You can choose the Paper Thickness and Bi-Directional Printing settings.

#### ■ Paper Thickness

You can choose Paper Thickness from Regular, Thick and Envelope.

#### ■ 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.

#### 8

### **Color Settings**

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

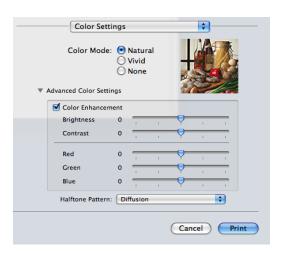
- Natural: Use for photographic images. The colour is adjusted to print more natural colours.
- Vivid: Use for business graphics such as charts, graphics and text. The colour is adjusted to print more vivid colours.
- None



■ ColorSync (Mac OS X 10.5.x to 10.6.x): This option is shown and used automatically when choosing ColorSync in Color Matching.

### **Advanced Color Settings**

Click Advanced Color Settings to configure Color Enhancement and Halftone Pattern settings.



#### 8

#### **Color Enhancement**

#### Brightness

Adjusts the brightness of the whole image. To lighten or darken the image, move the slider 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.

#### **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.

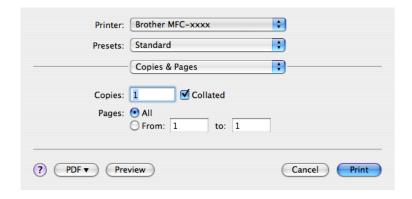
#### **■** Dither

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.

### Sending a fax

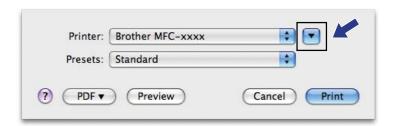
You can send a fax directly from a Macintosh application.

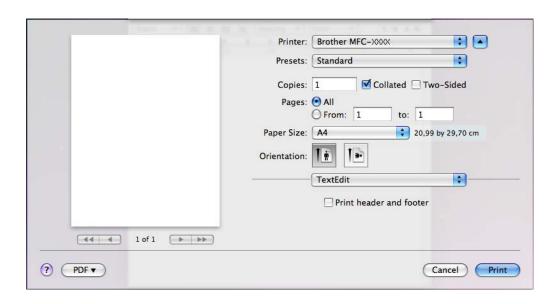
- 1 Create a document in a Macintosh application.
- 2 From an application such as Apple TextEdit, click File, then Print.
  - (Mac OS X 10.4.11)



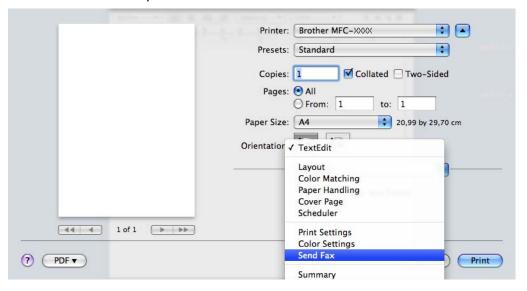
■ (Mac OS X 10.5.x to 10.6.x)

Click the disclosure triangle beside the **Printer** drop-down list.

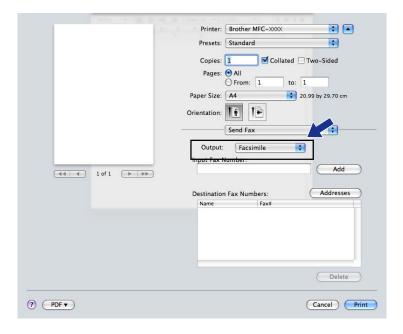




3 Choose Send Fax from the drop-down list.



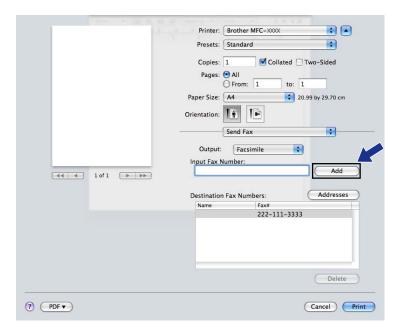
4 Choose Facsimile from the Output drop-down list.



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



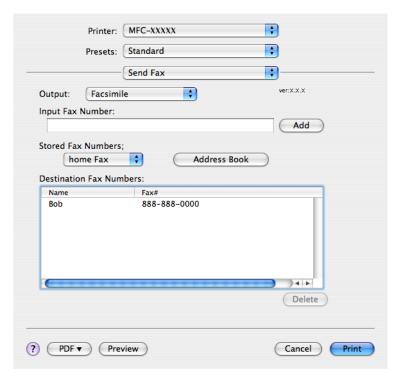
If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the **Destination Fax Numbers** field.



# Drag a vCard from the Mac OS X Address Book application (Mac OS X 10.4.11)

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

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

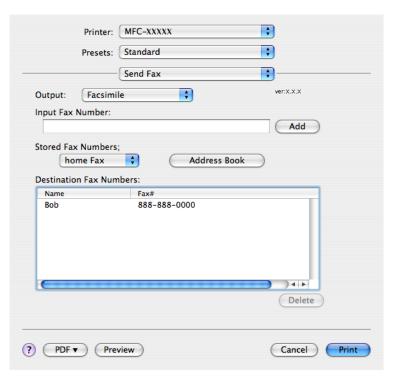






If both work and home fax numbers are stored in the Mac OS X Address Book, choose **work fax** or **home fax** from the **Stored Fax Numbers** drop-down list, and then drag a vCard.

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



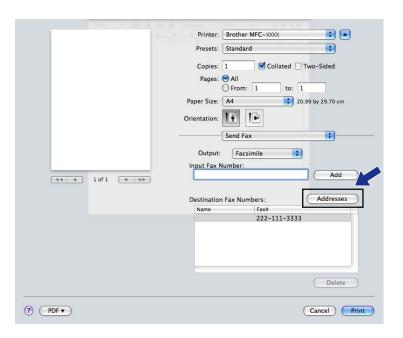


The vCard used must contain a work fax or home fax number.

# Using Mac OS X 10.5.x to 10.6.x Addresses panel

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

1 Click Addresses.

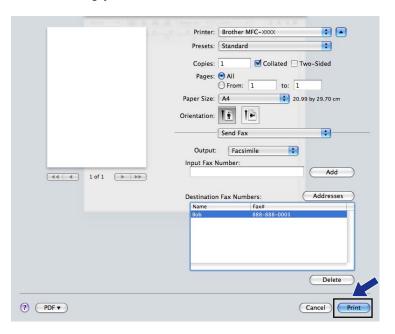


2 Choose the fax number from the **Addresses** panel and then click **To**.



Printing and Faxing

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



# S

# **Scanning**

# Scanning a document using the TWAIN driver

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.

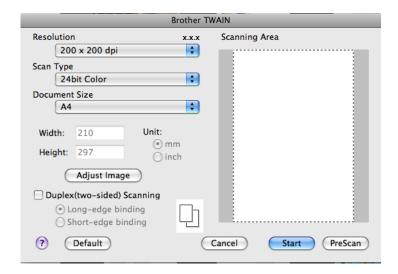
When you scan a document, you can either use the ADF (automatic document feeder) or the scanner glass. For more information on loading the documents, see *Using the ADF* and *Using the scanner glass* in the *Basic User's Guide*.



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** drop-down list of ControlCenter2.

# Accessing the TWAIN driver

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 **Acquire**. The scanner setup dialog box appears.





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
  - Adjust Image
    - Brightness
    - Contrast
- 3 Click Start.

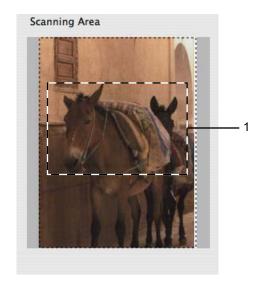
When scanning has finished, the image appears in your graphics application.

# **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.
- 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.



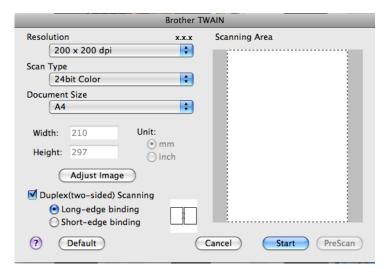
Skip this step if you loaded the document on the scanner glass in step 1.

- 5 Adjust the settings for **Resolution**, **Scan Type**, **Brightness** and **Contrast** in the Scanner Setup dialog box as needed.
- 6 Click Start. This time only the chosen area of the document appears in the application window.
- 7 You can refine the image in your editing software.
- **Note**

Pre-Scanning is not available when choosing **Duplex (two-sided) Scanning**. (For MFC-J6910DW)

# Scanning a duplex (two-sided) document (For MFC-J6910DW)

- 1 Load your document.
- 2 Check Duplex (two-sided) Scanning and choose Long-edge binding or Short-edge binding.



- 3 Adjust the following settings, if needed, in the scanner setup dialog box:
  - Resolution
  - Scan Type
  - **■** Document Size
  - Adjust Image
    - Brightness
    - Contrast
- 4 Click Start.



- · You cannot adjust the scanning area.
- Duplex scan is available from the ADF only.
- Duplex scan is not available for B4, A3 and Ledger size paper.

# **Settings in the Scanner window**

# Resolution

You can change the 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/ Gray (Error Diffusion)	256 Color	True Gray/24bit 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.

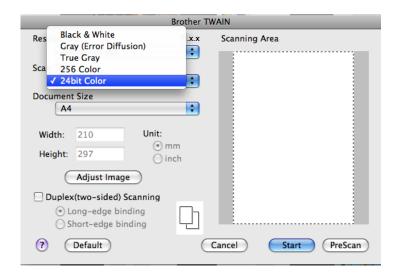
#### ■ 256 Color

Uses up to 256 colours to scan the image.

#### ■ 24bit Color

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 Color** option. It requires the most memory and has the longest transfer time.



#### **Document Size**

Choose one of the following sizes:

Auto

Auto is shown as the default setting for **Document Size** (for the ADF, A4 or A3 size paper only). You can scan a standard sized document without any further adjustments to **Document Size**. If you want to use **Auto Crop**, choose a **Document Size** other than **Auto**.

- A3 297 x 420 mm
- Ledger 11 x 17 in.
- JIS B4 257 x 364 mm
- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 8.5 x 11 in.
- Legal 8.5 x 14 in.
- 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 (Double) 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.

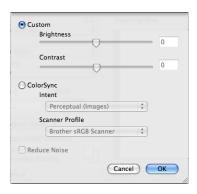
**Width:** Enter the width of the custom size. **Height:** Enter the height of the custom size.

# 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 slider 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.



The **Brightness** setting is only available when setting **Scan Type** to **Black & White**, **Gray (Error Diffusion)**, **True Gray** or **24bit Colour**.

#### ■ Contrast

You can increase or decrease the contrast level by moving the slider 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**.



The Contrast setting is only available when setting Scan Type to Gray (Error Diffusion), True Gray or 24bit Colour.

#### ■ 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  $300 \times 300$  dpi,  $400 \times 400$  dpi or  $600 \times 600$  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.

# Scanning a document using the ICA driver (Mac OS X 10.6.x)

You can scan a document using one of the following methods:

- Using the Image Capture application
- Scanning directly from the "Print & Fax" section

# **Using Image Capture**

In order to use Image Capture included with Mac OS X 10.6.x, the ICA Scanner Driver is required. The Brother CUPS Printer Driver for Mac OS X 10.6.x contains the ICA Scanner Driver. To install the ICA Scanner Driver, go to the downloads selection located on the main page for your model on the Brother Solutions Center (http://solutions.brother.com/).

- 1 Connect your Brother machine to the Macintosh using a USB cable. Or connect your Brother machine to the same LAN where the Macintosh is connected.
- 2 Launch the Image Capture application.

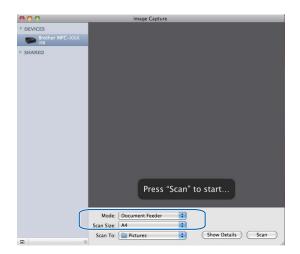


3 Select the machine from the list on the left side of the screen.
If you connected the Brother machine and your Macintosh with a USB cable, you will see the machine in the **DEVICES** area. If connected via LAN, you will see it in the **SHARED** area.



4 Place your document in the ADF or on the scanner glass.

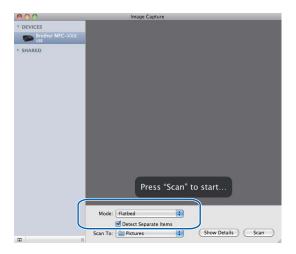
If you place the document in the ADF, select "**Document Feeder**" for **Mode** and the size of your document for **Scan Size**.



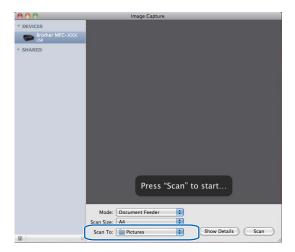
If you place the document on the scanner glass, select "Flatbed" for Mode.



When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

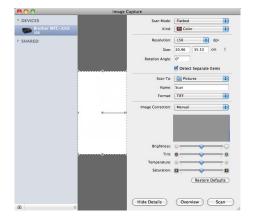


5 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

- Scan Mode: Choose Document Feeder or Flatbed.
- Kind: Choose from Color, Black & White or Text.
- **Resolution**: Choose the resolution you want to scan your document at.
- Scan Size or Size: Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.
- Orientation or Rotation Angle: Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.
- Scan To: Choose the destination folder or destination application.
- Name: Enter the prefix text used for the name of the scanned image.
- Format: Select the file format of the scanned data.
- Image Correction: From the manual setting you can adjust Brightness, Tint, Temperature and Saturation.

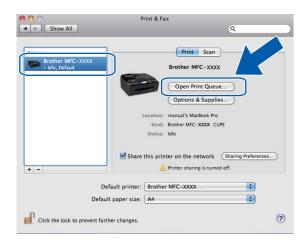


6 Click on **Scan** to start scanning.

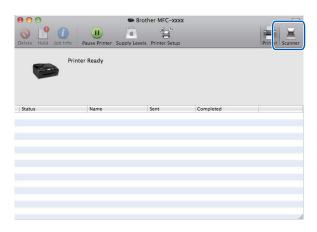
# Scanning directly from the "Print & Fax" section

If you already added your Brother machine in the **Print & Fax** section, you can scan directly from there. Please follow the steps below:

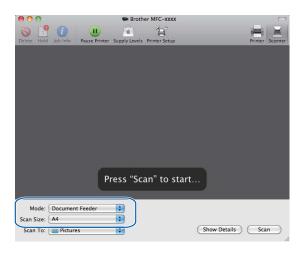
- 1 Connect your Brother machine to the Macintosh using a USB cable. Or connect your Brother machine to the same LAN (if you are using a network model) where the Macintosh is connected.
- Select System Preferences from the Apple Menu.
- 3 Click on the Print & Fax icon.
- 4 Select the machine from the list on the left side of the screen and click on Open Print Queue.



5 Click on the **Scanner** icon.



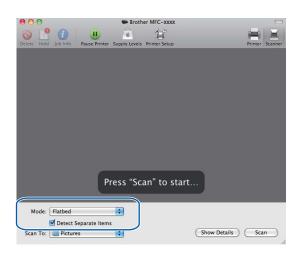
6 Place your document in the ADF or on the scanner glass.
If you place the document in the ADF, select "**Document Feeder**" for **Mode** and the size of your document for **Scan Size**.



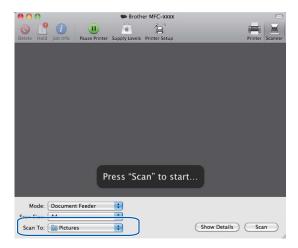
If you place the document on the scanner glass, select "Flatbed" for Mode.



When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

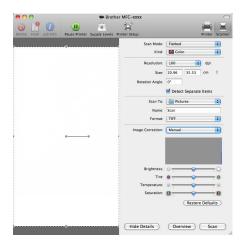


7 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

- Scan Mode: Choose Document Feeder or Flatbed.
- Kind: Choose from Color, Black & White or Text.
- **Resolution**: Choose the resolution you want to scan your document at.
- Scan Size or Size: Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.
- Orientation or Rotation Angle: Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.
- **Scan To**: Choose the destination folder or destination application.
- Name: Enter the prefix text used for the name of the scanned image.
- Format: Select the file format of the scanned data.
- Image Correction: From the manual setting you can adjust Brightness, Tint, Temperature and Saturation.



8 Click **Scan** to start scanning.

### 9

# **Using Presto! PageManager**

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

If you use the machine as a scanner, we recommend that you install Presto! PageManager. You can install Presto! PageManager from Brother Support on the Installation CD-ROM.



The complete NewSoft Presto! PageManager 9 User's Guide can be viewed from **Help** in the menu bar in NewSoft Presto! PageManager 9.

#### **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.
- Folders Window: View and arrange your folder hierarchy for easy access.
- View Window: View files as thumbnails, list or Cover Flow for easy identification.

# System requirements for Presto! PageManager

- Mac OS X 10.4.11, 10.5.x, 10.6.x
- Hard disk drive with at least 400 MB of free disk space

#### Ç

# **Technical support**

#### For USA

Company name: NewSoft America Inc.

Postal Address: 47102 Mission Falls Court, Suite 202 Fremont CA 94539

Telephone: 510-770-8900 Fax: 510-770-8980

E-mail Address: contactus@newsoftinc.com
URL: <a href="http://www.newsoftinc.com/">http://www.newsoftinc.com/</a>

For Canada

E-mail Address: contactus@newsoftinc.com

Germany

Company name: SoftBay GmbH

Postal Address: Carlstraße 50, D-52531, Übach-Palenberg, Germany

Telephone: 0900 1 409640

E-mail Address: de.nsc@newsoft.eu.com
URL: http://de.newsoft.eu.com/

UK

Company name: Avanquest UK

Postal Address: The Software Centre East Way, Lee Mill Industrial Estate Plymouth Devon.

**PL21 9GE** 

Telephone: 44-01752-201148 Fax: 44-01752-894833

E-mail Address: uk.nsc@newsoft.eu.com
URL: http://uk.newsoft.eu.com/

**France** 

Company name: 5CA

Telephone: 089-965-01-09

E-mail Address: fr.nsc@newsoft.eu.com
URL: http://fr.newsoft.eu.com/

Italy

Company name: 5CA

Telephone: 0899399878

E-mail Address: it.nsc@newsoft.eu.com
URL: http://it.newsoft.eu.com/

Spain

Company name: 5CA

Telephone: 0807505598

E-mail Address: sp.nsc@newsoft.eu.com

Other countries

E-mail Address: tech@newsoft.eu.com

# **ControlCenter2**



- 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**

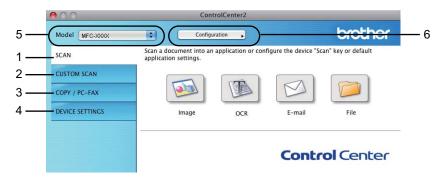
ControlCenter2 is a software utility that lets you quickly and easily access your often used applications. Using ControlCenter2 eliminates the need to manually launch specific applications. The icon will appear on the

menu bar. To open the ControlCenter2 window, click the the following operations:



icon and choose **Open**. ControlCenter2 has

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



# **Turning the AutoLoad feature off**

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

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





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<sup>®</sup> Photoshop<sup>®</sup> 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<sup>®</sup> Word or any word processing application on your Macintosh. You must download Presto! PageManager and install it on your Macintosh. For installation information see *Using Presto!* PageManager on page 154.

■ 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.



- 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.
- Duplex scan is not available for B4, A3 and Ledger size paper.



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# File types

Choose the type of file to save the scanned images as from the drop-down list.

- Windows<sup>®</sup> Bitmap (\*.bmp)
- JPEG (\*.jpg)
- **■** TIFF (\*.tif)
- TIFF Multi-Page (\*.tif)
- Portable Network Graphics (\*.png)
- PDF (\*.pdf)
- Secure PDF (\*.pdf)



- 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.

# **Document Size**

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as 1 to 2 (A4), the scanned image will be divided into two A5 size documents.

# 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**.



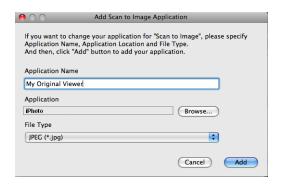
If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

ControlCenter2

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For MFC-J6910DW)

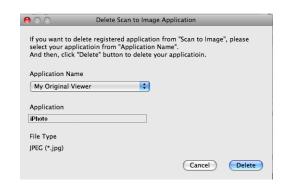
Change the other settings, if needed.

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 **Add**.



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 drop-down list.

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





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**.

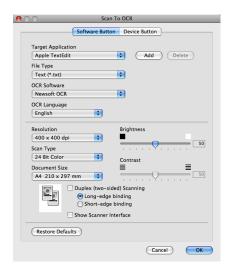


Secure PDF is also available for Scan To E-mail and Scan To File.

# **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 Software Button.



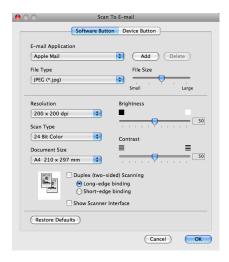
To change the word processing application, choose the destination word processing application from the **Target Application** drop-down list. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

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

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For MFC-J6910DW)

## 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** drop-down list. You can add an application to the lists by clicking **Add** <sup>1</sup>. To delete an application, click **Delete**.

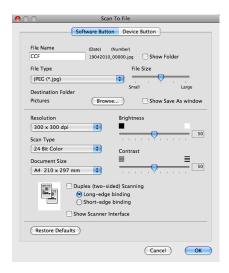
If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For MFC-J6910DW)

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

## 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** drop-down list. You can save the file to the default folder, or choose your preferred folder by clicking **Browse**.

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.

If you want to scan a duplex document, check **Duplex (two-sided) Scanning** and choose **Long-edge binding** or **Short-edge binding**. (For MFC-J6910DW)

# **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 download Presto! PageManager and install it on your Macintosh. For installation information see *Using Presto! PageManager* on page 154.

#### ■ 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.



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# File types

Choose the type of file to save the scanned images as from the drop-down list.

- Windows<sup>®</sup> Bitmap (\*.bmp)
- JPEG (\*.jpg)
- **■** TIFF (\*.tif)
- TIFF Multi-Page (\*.tif)
- Portable Network Graphics (\*.png)
- PDF (\*.pdf)
- Secure PDF (\*.pdf)



- 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.

# **Document Size**

You can choose the document size from the pull-down list. If you choose a 1 to 2 document size, such as 1 to 2 (A4), the scanned image will be divided into two A5 size documents.

# **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

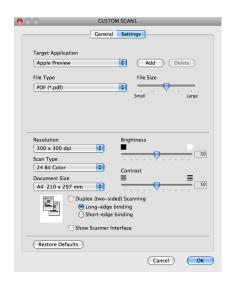
#### ■ General tab

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**, **Duplex (two-sided) Scanning** (for MFC-J6910DW), **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**.



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

# Scan to OCR

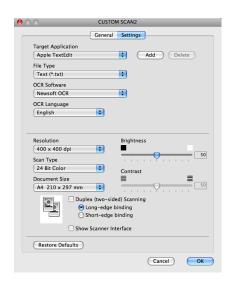
#### ■ General tab

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

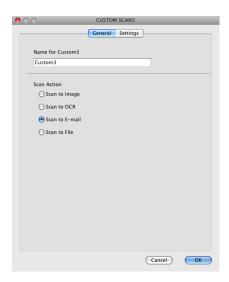
Choose the Target Application, File Type, OCR Software, OCR Language, Resolution, Scan Type, Document Size, Duplex (two-sided) Scanning (for MFC-J6910DW), Show Scanner Interface, Brightness and Contrast settings.



# Scan to E-mail

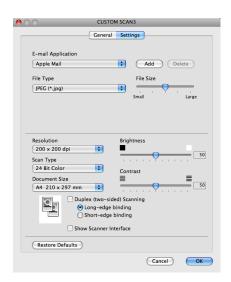
#### ■ General tab

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



# ■ Settings tab

Choose the **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (for MFC-J6910DW), **Show Scanner Interface**, **Brightness** and **Contrast** settings.



# Scan to File

#### ■ General tab

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

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



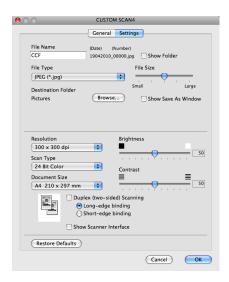
# ■ Settings tab

Choose the file format from the **File Type** drop-down list. Save the file to the default folder or choose your preferred folder by clicking the **Browse** button.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Duplex (two-sided) Scanning** (for MFC-J6910DW), **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

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**, **Duplex (two-sided) Scanning** (for MFC-J6910DW), **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

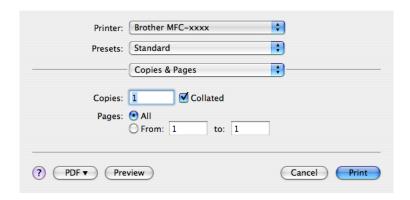
Before finishing the **Copy** button configuration, set the **Printer**. Then choose your print settings from the **Presets** drop-down list, then click **OK** to close the dialog box. By clicking the configured copy button, the print dialog box opens.

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# (Mac OS X 10.4.11)

To copy, choose Copies & Pages from the drop-down list.

To fax, choose **Send Fax** from the drop-down list. (See *Sending a fax* on page 133.)



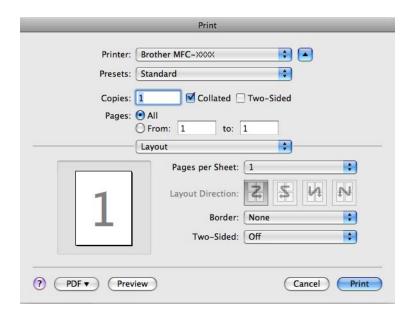
## (Mac OS X 10.5.x to 10.6.x)

For more options click the triangle beside the **Printer** drop-down list.

To copy, click **Print**.

To fax, click the disclosure triangle beside the **Printer** drop-down list and then choose **Send Fax** from the drop-down list. (See *Sending a fax* on page 133.)





# **DEVICE SETTINGS**

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

# ■ Remote Setup

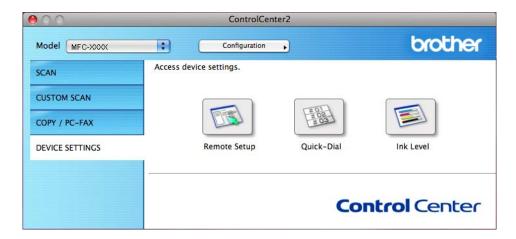
Lets you open the Remote Setup Program. (See Remote Setup on page 176.)

## ■ Quick-Dial

Lets you open the Set Quick-Dial window of the Remote Setup. (See Remote Setup on page 176.)

## ■ Ink Level

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

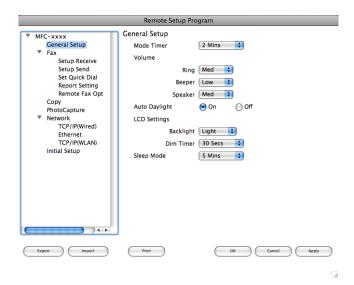


# **Remote Setup**

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

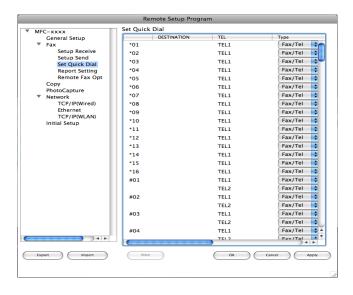


For details, see Remote Setup on page 176.



# **Quick-Dial**

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 Status Monitor window, which displays the ink level for each cartridge.



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



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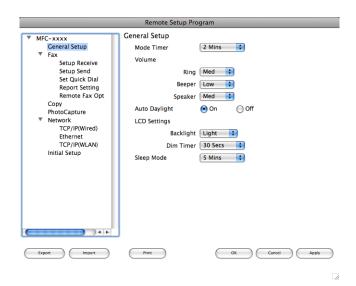
# Remote Setup & PhotoCapture Center™

# **Remote Setup**

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.



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.



- 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.

# **A** 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.



- The PhotoCapture Center™ will read only the media that was put in first.
- 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.



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.
- You can edit a file and save it to another drive on your Macintosh.



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.

# **A** 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

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



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.
- Wait until the (PHOTO CAPTURE) key stops blinking before taking out the memory card or USB Flash memory drive.

# **A** 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.

# **Section III**



# Using the Scan key

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# 12 USB cable scanning

# Using the Scan key over a USB cable connection

I		Note	
ı	-100	Note	

If you use the **SCAN** key on a network, see *Network Scanning* on page 194.

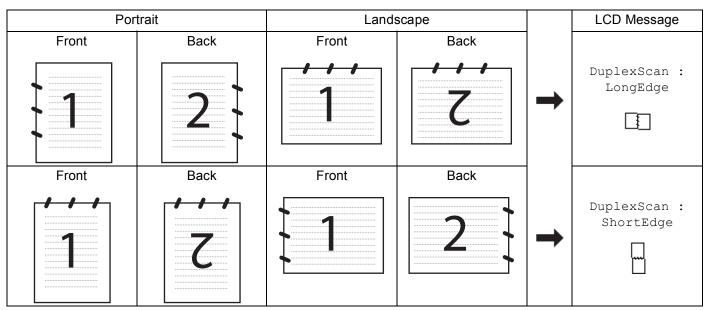
You can use the (SCAN) key on the control panel to scan documents directly into your word processing, graphics or E-mail applications, to a folder on your computer, to a memory card or USB Flash memory drive.

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 Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows<sup>®</sup>, see *Scan tab* on page 61 when choosing **Home Mode**, see *Scan tab* on page 72 when choosing **Advanced Mode**. For Macintosh, see *SCAN* on page 159.) For details about how to configure the scan settings and to launch the application of your choice using the (SCAN) key, see *ControlCenter4* on page 55 (Windows<sup>®</sup>) or *ControlCenter2* on page 157 (Macintosh).



- If you want to scan a document using the duplex scanning feature, you need to put the document in the ADF and then choose <code>DuplexScan</code> : <code>LongEdge or DuplexScan</code> : <code>ShortEdge depending on your document layout</code>.
- Choose your document layout from following table:



**Document Layout Table** 

Duplex Scan is supported by MFC-J6910DW.

#### 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 A 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 the (SCAN) key.
- 3 Press ◀ or ▶ to choose to Email. Do one of the following:
  - If you want to use duplex scanning, go to ④.
  - If you do not want to use duplex scanning, go to ⑤.
- 4 Press Duplex Scan.
  Press DuplexScan :LongEdge Or DuplexScan :ShortEdge.
- 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.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, click **Help** in ControlCenter4.

#### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See SCAN on page 159.)

# 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 A 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 the (SCAN) key.
- 3 Press ◀ or ▶ to choose to Image. Do one of the following:
  - If you want to use duplex scanning, go to ④.
  - If you do not want to use duplex scanning, go to ⑤.
- 4 Press Duplex Scan.
  Press DuplexScan :LongEdge Or DuplexScan :ShortEdge.
- 5 Press Mono Start or Colour Start.
  The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, click **Help** in ControlCenter4.

#### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See SCAN on page 159.)

# Scan to OCR

If your original document is text, you can use ScanSoft™ PaperPort™12SE or 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 A 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 the (SCAN) key.
- 3 Press ◀ or ▶ to choose to OCR.

  Do one of the following:
  - If you want to use duplex scanning, go to ④.
  - If you do not want to use duplex scanning, go to ⑤.
- 4 Press Duplex Scan.
  Press DuplexScan :LongEdge Or DuplexScan :ShortEdge.
- 5 Press Mono Start or Colour Start.
  The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, click **Help** in ControlCenter4.
- ScanSoft<sup>™</sup> PaperPort<sup>™</sup>12SE must be installed on your PC.

### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See SCAN on page 159.)
- You must download Presto! PageManager and install it on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. For installation information see *Using Presto! PageManager* on page 154.
- The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Traditional Chinese and Simplified Chinese.

#### 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 your chosen settings in the Scan to File configuration screen of ControlCenter. (For Windows<sup>®</sup>, see *Scan tab* on page 61 when choosing **Home Mode**, see *Scan tab* on page 72 when choosing **Advanced Mode**. For Macintosh, see *SCAN* on page 159.)

- 1 Load your document.
- 2 Press (SCAN).
- 3 Press A 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 the (SCAN) key.
- 3 Press ◀ or ▶ to choose to File.
  Do one of the following:
  - If you want to use duplex scanning, go to 4.
  - If you do not want to use duplex scanning, go to ⑤.
- 4 Press Duplex Scan.
  Press DuplexScan :LongEdge Or DuplexScan :ShortEdge.
- 5 Press Mono Start or Colour Start.
  The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, or the file name of scanned documents, click **Help** in ControlCenter4.

#### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See SCAN on page 159.)
- If you want to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Button** tab of ControlCenter2 configuration screen. (See *SCAN* on page 159.)

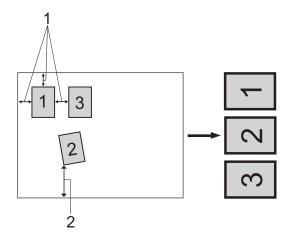
#### Scan to Media

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 1 July 2010 would be named 01071005.PDF. You can change the colour, quality and file name.

Resolution	File Format Options	Default File Format
B/W 100 <b>or</b> B/W 100 dpi	TIFF / PDF	PDF
B/W 200 <b>or</b> B/W 200 dpi	TIFF / PDF	PDF
B/W 300 <b>or</b> B/W 300 dpi	TIFF / PDF	PDF
Color 100 <b>or</b> Color 100 dpi	JPEG / PDF	PDF
Color 200 <b>or</b> Color 200 dpi	JPEG / PDF	PDF
Color 300 <b>or</b> Color 300 dpi	JPEG / PDF	PDF
Color 600 <b>or</b> Color 600 dpi	JPEG / PDF	PDF

#### **Auto Crop**

You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When choosing 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)



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



#### **Guidelines for Auto Crop**

- This setting is only available for documents that are 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 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.

# **A** 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 A or V to choose Scan to Media.

Press **OK**.

Do one of the following:

- If you want to change the quality, go to step 6.
- Press Mono Start or Colour Start to start scanning without changing additional settings. Go to step
  9.
- 5 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
   9.

6 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 glass scan size, go to step ②.
- Press Mono Start or Colour Start to start scanning without changing additional settings. Go to step 9.
- 7 Press ▲ or ▼ to choose Glass ScanSize.

Press ◀ or ▶ to choose the glass scan size you want.

Press OK.

Do one of the following:

- If you want to change the file name, go to 3.
- Press **Mono Start** or **Colour Start** to start scanning without changing additional settings. Go to step **⑤**.



- If you choose colour in the quality setting, you cannot choose TIFF.
- If you choose monochrome in the quality setting, you cannot choose JPEG.
- 8 The file name is set automatically. However, you can set a name of your choice. You can only change the first 6 digits of the file name.

Press ▲ or ▼ to choose File Name.

Press **OK**.



Use the dial pad to enter the letters.

Do one of the following:

- If you want to use the Auto Crop feature, go to step **(0**).
- Press Mono Start or Colour Start to start scanning without changing additional settings. Go to step
  9.
- 9 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.
- Press ▲ or ▼ to choose Auto Crop.
- 11 Press ◀ or ▶ to choose on.
  Press **OK**.
- 12 If you do not want to change additional settings, press Mono Start or Colour Start to start scanning.
- 13 The number of scanned documents appears on the LCD. Press **OK**.

- Press ◀ or ▶ to preview each document data.
- Press **OK** to save the data. Press **Stop/Exit**.



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

#### For Touchscreen models

- 1 Put a USB Flash memory drive, Memory Stick<sup>™</sup> <sup>1</sup>, Memory Stick PRO<sup>™</sup> <sup>1</sup> or SecureDigital <sup>2</sup> into your machine.
  - MagicGate™ Memory Stick™ and Memory Stick PRO™ can be used, but any music data that is stored on the stick cannot be read.
  - <sup>2</sup> This product supports SecureDigital High Capacity.

# **A** CAUTION

DO NOT unplug the power cord or remove a USB Flash memory drive, Memory Stick™, Memory Stick PRO™ or SecureDigital from the machine while it is reading the data (the **PHOTO CAPTURE** key is flashing). You could lose your data or damage the media.

If you take out the USB Flash memory drive or memory card while the **PHOTO CAPTURE** key is flashing, you must restart your PC before putting the USB Flash memory drive or memory card back in. If you put in another USB Flash memory drive or memory card before the PC is restarted, the data on it may be destroyed.

- 2 Load your document.
- 3 Press the (SCAN) key.
- 4 Press ◀ or ▶ to choose to Media.
  - If you want to change the duplex scan setting, go to ⑤.
  - If you want to start scanning without changing any settings, go to ②.
- 5 Press ◀ or ▶ to choose Duplex Scan and then press Off, DuplexScan :LongEdge or DuplexScan :ShortEdge.
  - If you want to change the quality, go to ⑥.
  - If you want to change the glass scan size, go to ②.
  - If you want to start scanning without changing any settings, go to ⑤.
- 6 Press ◀ or ▶ to choose Quality and then the quality you want.
  - If you want to change the glass scan size, go to .
  - If you want to change the file type, go to 3.
  - If you want to start scanning without changing any settings, go to ⑨.

- 7 Press ◀ or ▶ to choose Glass Scan Size and then the glass scan size you want.
  - If you want to change the file type, go to **3**.
  - If you want to start scanning without changing any settings, go to ⑤.
- 8 Press ◀ or ▶ to choose File Type and then the file type you want.
- **Note**
- If you choose color in the quality setting, you cannot choose TIFF.
- If you choose black and white in the quality setting, you cannot choose JPEG.
- 9 Press **Mono Start** or **Colour Start** to start scanning. If you are using the scanner glass, the LCD displays Next Page?. Press Yes or No. After you finish scanning, make sure you choose No before removing the USB Flash memory drive or memory card from the machine.



Scan type depends on the settings you choose in step **6** to **8**, **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.

#### Setting the new default

- 1 Press (SCAN).
- Press A or V 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 to choose Yes.
- 6 Press Stop/Exit.

#### **Factory reset**

- 1 Press (SCAN).
- Press A or V to choose Scan to Media. Press OK.
- 3 Press A or ▼ to choose Factory Reset. Press OK.
- 4 Press 1 to choose Yes.
- 5 Press Stop/Exit.

# Setting the new default (For Touchscreen models)

- 1 Press (SCAN).
- Press ◀ or ▶ to choose 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 choose Set New Default.
- 5 Press Yes.
- 6 Press Stop/Exit.

# **Factory reset (For Touchscreen models)**

- 1 Press (SCAN).
- Press ◀ or ▶ to choose to Media.
- 3 Press ◀ or ▶ to choose Factory Reset.
- 4 Press Yes.
- 6 Press Stop/Exit.

# 13 Network Scanning

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.



- 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<sup>®</sup> 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 109.

# **Before using Network Scanning**

# Network licence (Windows®)

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

This licence supports the installation of the MFL-Pro Software Suite including ScanSoft™ PaperPort™12SE or ScanSoft™ PaperPort™11SE on up to 5 PCs on the network.

If you want to use more than 5 PCs with ScanSoft™ PaperPort™12SE or ScanSoft™ PaperPort™11SE installed, please buy the Brother NL-5 pack which is a multiple PC licence agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother dealer.



Depending on your model ScanSoft™ PaperPort™12SE may not be included. If it is not included, please use other software applications that support 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.

(Windows<sup>®</sup> 2000)

Click the Start button, Settings, Control Panel, then Scanners and Cameras.

(Windows<sup>®</sup> XP)

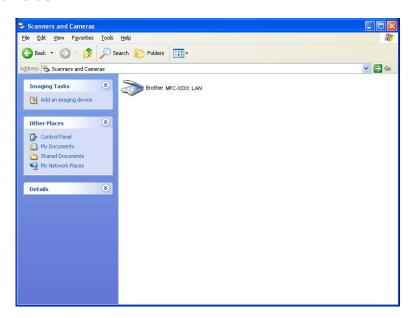
Click the Start button, Control Panel, Printers and Other Hardware, then Scanners and Cameras (or Control Panel, Scanners and Cameras).

(Windows Vista®)

Click the 🚱 button, Control Panel, Hardware and Sound, then Scanners and Cameras.

(Windows® 7)

Click the button, All Programs, Brother, MFC-XXXX, Scanner Settings, then Scanners and Cameras.



- 2 Do one of the following:
  - (Windows<sup>®</sup> 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<sup>®</sup> and Windows<sup>®</sup> 7) Click the **Properties** button.



(Windows Vista® and Windows® 7)

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

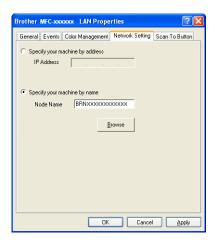
• For users who have administrator rights: Click Continue or Yes.



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



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

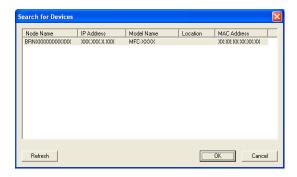


# Specify your machine by address

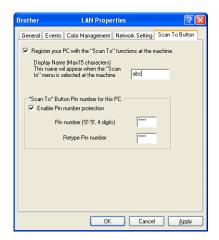
Enter the IP address of the machine in IP Address, and then click Apply or OK.

#### 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.



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 200.)

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# **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** drop-down list 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.

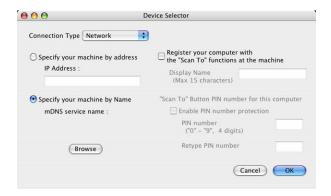
To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the control panel. (See *Control Panel Setup* in the *Network User's Guide*.)

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 157.

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**.



- 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's 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
  machines. (See Using the Scan key on your network on page 200.)



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# Using the Scan key on your network



If you are connected using USB, see USB cable scanning on page 182.

# 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 A or ▼ to choose Scan to E-mail. Press OK.
- 4 Press ▲ or ▼ to choose PC.
  Press OK.
- 5 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**.

6 Press Mono Start or Colour Start.
The machine starts the scanning process.

#### For Touchscreen models

- 1 Load your document.
- 2 Press the 📤 (SCAN) key.
- 3 Press ◀ or ▶ to choose to Email.
- 4 Press PC.
- 5 Press ▲ or ▼ to display the destination PC you want to use for E-mailing your document.

6 Press the destination PC and then press OK.

If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

Press OK.

Do one of the following:

- If you want to use duplex scanning, go to ①.
- If you do not want to use duplex scanning, go to 8.
- 7 Press Duplex Scan.

Press DuplexScan :LongEdge or DuplexScan :ShortEdge.

8 Press Mono Start or Colour Start.

The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, click **Help** in ControlCenter4.

#### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See SCAN on page 159.)

# Scan to E-mail (E-mail Server)

Scan to E-mail (E-mail Server) can assign an E-mail address allowing you to send, receive or forward documents over a Local Area Network or the Internet to computers or other Internet Fax machines. In order to use this function, download the necessary software from the Brother Solutions Center (http://solutions.brother.com/).

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

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# 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 A or V to choose Scan to Image. Press OK.
- 4 Press ▲ or ▼ to choose the destination computer you want to send to.

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.

#### For Touchscreen models

- 1 Load your document.
- 2 Press the (SCAN) key.
- 3 Press **dor ▶ to choose** to Image.
- Press ▲ or ▼ to display the destination PC you want to send to.
- 5 Press the destination PC and then press OK.

  If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

Press OK.

Do one of the following:

- If you want to use duplex scanning, go to ⑥.
- If you do not want to use duplex scanning, go to ⑦.
- 6 Press Duplex Scan.
  Press DuplexScan :LongEdge Or DuplexScan :ShortEdge.
- Press Mono Start or Colour Start.
  The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, click **Help** in ControlCenter4.

#### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See SCAN on page 159.)

#### 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 ScanSoft™ PaperPort™12SE with OCR software or 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 A or V to choose Scan to OCR. Press OK.
- 4 Press ▲ or ▼ to choose the destination computer you want to send to.

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.

#### For Touchscreen models

- 1 Load your document.
- Press the (SCAN) key.
- 3 Press ◀ or ▶ to choose to OCR.
- 4 Press ▲ or ▼ to display the destination PC you want to send to.

5 Press the destination PC and then press OK.

If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

Press OK.

Do one of the following:

- If you want to use duplex scanning, go to ⑥.
- If you do not want to use duplex scanning, go to **1**.
- 6 Press Duplex Scan.

Press DuplexScan :LongEdge or DuplexScan :ShortEdge.

7 Press Mono Start or Colour Start.

The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, click **Help** in ControlCenter4.
- ScanSoft<sup>™</sup> PaperPort<sup>™</sup>12SE must be installed on your PC.

### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does not change the settings.
- You must download Presto! PageManager and install it on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. For installation information see *Using Presto! PageManager* on page 154.
- The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Traditional Chinese and Simplified Chinese.

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#### 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 A or V to choose Scan to File. Press OK.
- 4 Press ▲ or ▼ to choose the destination computer you want to send to.

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.

#### For Touchscreen models

- 1 Load your document.
- 2 Press the (SCAN) key.
- 3 Press ◀ or ▶ to choose to File.
- Press ▲ or ▼ to display the destination PC you want to send to.
- 5 Press the destination PC and then press OK.

  If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the destination PC on the control panel.

Press OK.

Do one of the following:

- If you want to use duplex scanning, go to ⑥.
- If you do not want to use duplex scanning, go to ⑦.
- 6 Press Duplex Scan.
  Press DuplexScan :LongEdge Or DuplexScan :ShortEdge.
- Press Mono Start or Colour Start.
  The machine starts the scanning process.



# (Windows®)

- Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4. **Mono Start** or **Colour Start** does not change the settings.
- If you want to change between colour and black and white scanning, or the file name of scanned documents, click **Help** in ControlCenter4.

#### (Macintosh)

- Scan type depends on the settings of the **Device Button** tab of ControlCenter2. **Mono Start** or **Colour Start** does 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 ControlCenter2 configuration screen. (See *SCAN* on page 159.)
- If you want to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Button** tab of ControlCenter2 configuration screen. (See *SCAN* on page 159.)

#### Scan to FTP

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

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



- Scan to FTP is available when FTP profiles are configured by using Web Based Management.
- We recommend Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 6.0 (or greater) or Firefox 3.0 (or greater) for Windows<sup>®</sup> and Safari 3.0 (or greater) for Macintosh. Please also make sure that JavaScript and Cookies are always enabled in whichever browser you use. If a different web browser is used, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

To use Web Based Management, type http://xxx.xxx.xxx.xxx (where xxx.xxx.xxx.xxx is the IP address of your machine) into your browser and enter your password (the default value is "access") in the **Login** field, and then you can configure or change the settings in **Scan to FTP/Network** in the **Scan** tab. You can configure up to five FTP server profiles and you can choose what profile numbers (1 to 5) to use for Scan to FTP settings in **Scan to FTP/Network Profile**.



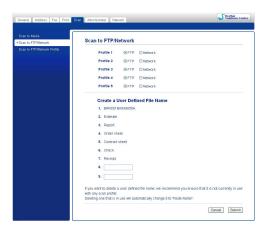
If you want to find the IP address of your machine, see *Printing the Network Configuration List* in the *Network User's Guide*.

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

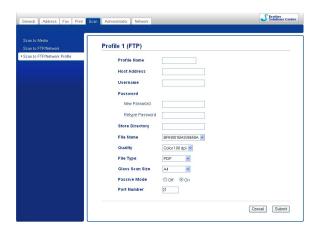
Choose **Scan to FTP/Network** in Web Based Management. In **Create a User Defined File Name**, enter a file name in one of the two user defined fields and click **Submit**. A maximum of 15 characters can be entered in each of the user defined name fields.



Do not use unsuitable characters in the file name (for example ?, /, \, or \*). They may cause a sending error when using Scan to FTP.



# **Configuring the FTP Default Settings**



You can set **Passive Mode** to **Off** or **On** depending on your FTP server and network firewall configuration. By default this setting is **On**. You can also change the port number used to access the FTP server. The default for this setting is port 21. In most cases these two settings can remain as default.

- 1 Choose FTP in Scan to FTP/Network from the Scan tab. Press Submit.
- Choose the Profile you want to configure in Scan to FTP/Network Profile.
- 3 Enter the name that you want to use for the profile of the FTP server. This name will be displayed on the LCD of the machine and can be up to 15 characters.

- 4 The Host Address is the domain name of the FTP server. Enter the Host Address (for example ftp.example.com) (up to 64 characters) or the IP address (for example 192.23.56.189).
- 5 Enter the Username that has been registered with the FTP server for the machine (up to 32 characters).
- 6 Enter the Password for access to the FTP server (up to 32 characters).
- The intermediate Tenter the destination folder where your document will be stored on the FTP server (for example \brother\abc) (up to 60 characters).
- 8 Choose the file name you want to use for the scanned document. You can choose from seven preset and two user defined file names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate 098765.pdf). You can also manually enter a file name up to 15 characters.
- Ohoose the scan quality from the drop-down list. You can choose Color 100 dpi, Color 200 dpi, Color 300 dpi, Color 600 dpi, B/W 100 dpi, B/W 200 dpi or B/W 300 dpi.
- 10 Choose the file type for the document from the drop-down list. You can choose **PDF** or **JPEG** for colour documents, **PDF** or **TIFF** for B/W documents.
- 11 Choose the glass scan size from the drop-down list. You can choose Letter, Legal, Ledger, A4 or A3.

# Scan to FTP using FTP Server Profiles

- Load your document.
- 2 Press the (SCAN) key.
- 3 Press A or V to choose Scan to FTP. Press OK.
- Press ▲ or ▼ to choose one of the FTP server profiles listed. Press OK.
  - If the Scan to FTP profile is complete, you will automatically go to ①.
  - If the Scan to FTP profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
- 6 Choose one of the options below:
  - Press ▲ or ▼ to choose Color 100, Color 200, Color 300 or Color 600. Press OK and go to
    6.
  - Press A or ▼ to choose B/W 100, B/W 200 or B/W 300. Press OK and go to ⑥.

- 6 Press A or ▼ to choose PDF or JPEG for colour documents. Press OK and go to 3.
- Press A or ▼ to choose PDF or TIFF for B/W documents. Press OK and go to 8.
- 8 Press ▲ or ▼ to choose A4, A3, Letter, Legal or Ledger. Press OK.
- 9 Enter the username. Press OK.
- 10 Enter the password. Press OK.
- Press Mono Start or Colour Start.
- The LCD shows Connecting. When the connection to the FTP server is successful the machine starts the scanning process.

  If you are using the scanner glass, the LCD displays Next Page?. Press 1 for Yes or press 2 for No.

#### For Touchscreen models

- 1 Load your document.
- 2 Press the (SCAN) key.
- 3 Press ◀ or ▶ to choose to FTP.
- Press ▲ or ▼ to choose one of the FTP server profiles listed.
  - If the Scan to FTP profile is complete, you will automatically go to ①.
  - If the Scan to FTP profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
- 5 Choose one of the options below:
  - Press ◀ or ▶ to choose Color 100 dpi, Color 200 dpi, Color 300 dpi or Color 600 dpi. Go to ⑥.
  - Press ◀ or ▶ to choose B/W 100 dpi, B/W 200 dpi or B/W 300 dpi. Go to ⑦.
- 6 Press PDF or JPEG for colour documents. Go to 8.
- 7 Press PDF or TIFF for B/W documents. Go to 3.
- 8 Press A4, A3, Letter, Legal or Ledger.
- 9 Enter the username.
- 10 Enter the password.
- Press Mono Start or Colour Start.
- 12 The LCD shows Connecting. When the connection to the FTP server is successful the machine starts the scanning process.

If you are using the scanner glass, the LCD displays Next Page?. Press Yes or No.

# Scan to Network

When you choose Scan to Network, you can scan documents directly to a shared folder on a CIFS server located on your local network or the internet. (For more information about CIFS severs, see the *Network Glossary*.) The Scan to Network feature supports NTLMv2 authentication.

The details required to use Scan to Network can be entered by using Web Based Management to preconfigure and store the details in a Scan to Network profile. The Scan to Network profile stores user information and configuration settings for use on a network, or the internet.



Scan to Network is available when Scan to Network profiles are configured by using Web Based Management.

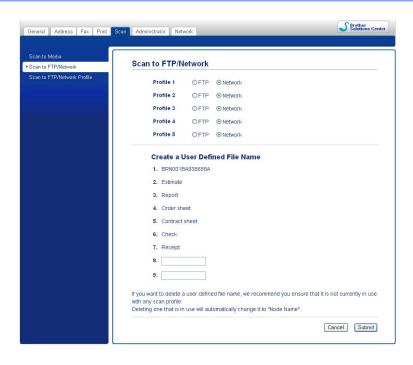
To use Web Based Management, type http://xxx.xxx.xxx (where xxx.xxx.xxx is the IP address of your machine) into your browser and enter your password (the default value is "access") in the **Login** field, and then you can configure or change the settings in **Scan to FTP/Network** in the **Scan** tab. You can configure up to five Scan to Network profiles and you can choose what profile numbers (1 to 5) to use for Scan to Network settings in **Scan to FTP/Network Profile**.

In addition to the seven preset file names you can store two user defined file names that can be used for creating an Scan to Network profile.

Choose **Scan to FTP/Network** in Web Based Management. In **Create a User Defined File Name**, enter a file name in one of the two user defined fields and click **Submit**. A maximum of 15 characters can be entered in each of the user defined name fields.



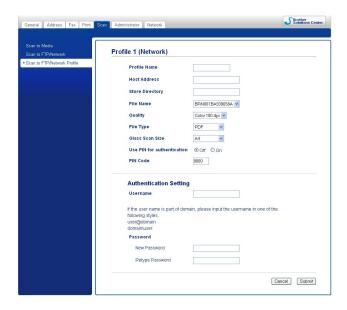
Do not use unsuitable characters in the file name (for example ?, /, \, or \*). They may cause a sending error when using Scan to Network.



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# **Configuring the Scan to Network Default Settings**



- 1 Choose Network in Scan to FTP/Network from the Scan tab. Press Submit.
- Choose the Profile you want to configure in Scan to FTP/Network Profile.
- 3 Enter the name that you want to use for the Scan to Network profile. This name will be displayed on the LCD of the machine and can be up to 15 characters.
- The Host Address is the domain name of the CIFS server. Enter the Host Address (for example ftp.example.com) (up to 64 characters) or the IP address (for example 192.23.56.189).
- 5 Enter the destination folder where your document will be stored on the CIFS server (for example \brother\abc) (up to 60 characters).
- Choose the file name you want to use for the scanned document. You can choose from seven preset and two user defined file names. The file name that will be used for your document will be the file name you selected plus the last 6 digits of the flatbed/ADF scanner counter plus the file extension (For example, Estimate\_098765.pdf). You can also manually enter a file name up to 32 characters.
- Choose the scan quality from the drop-down list. You can choose Color 100 dpi, Color 200 dpi, Color 300 dpi, Color 600 dpi, B/W 100 dpi, B/W 200 dpi or B/W 300 dpi.
- 8 Choose the file type for the document from the drop-down list. You can choose **PDF** or **JPEG** for colour documents, **PDF** or **TIFF** for B/W documents.
- 9 Choose the glass scan size from the drop-down list. You can choose Letter, Legal, Ledger, A4 or A3.



If you choose Secure PDF, the machine will ask you to enter the password before it starts scanning.

- If you want to protect the profile, choose On from Use PIN for authentication and enter a 4-digit PIN number in PIN Code.
- 11 Enter the **Username** that has been registered with the CIFS server for the machine (up to 96 characters).
- [2] Enter the **Password** for access to the CIFS server (up to 32 characters).

# Scan to Network using Scan to Network Profiles

- 1 Load your document.
- 2 Press the (SCAN) key.
- 3 Press ▲ or ▼ to choose Scan to Network.
  Press OK.
- Press ▲ or ▼ to choose one of the Scan to Network profiles listed. Press OK.
  - If the Scan to Network profile is complete, you will automatically go to ①.
  - If the Scan to Network profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
- Choose one of the options below:
  - Press ▲ or ▼ to choose Color 100, Color 200, Color 300 or Color 600. Press OK and go to⑥.
  - Press A or ▼ to choose B/W 100, B/W 200 or B/W 300. Press OK and go to <a>T</a>.
- 6 Press ▲ or ▼ to choose PDF or JPEG for colour documents. Press **OK** and go to **⑤**.
- Press A or ▼ to choose PDF or TIFF for B/W documents. Press OK and go to ⑤.
- 8 Press A or ▼ to choose A4, A3, Letter, Legal or Ledger. Press OK.
- 9 Enter the username. Press OK.
- Enter the password. Press OK.
- Press Mono Start or Colour Start.
- 12 The LCD shows Connecting. When the connection to the Network is successful the machine starts the scanning process.

If you are using the scanner glass, the LCD displays Next Page?. Press 1 for Yes or press 2 for No.

#### For Touchscreen models

- 1 Load your document.
- 2 Press the (SCAN) key.
- 3 Press ◀ or ▶ to choose to Network.
- Press ▲ or ▼ to choose one of the Scan to Network profiles listed.
  - If the Scan to Network profile is complete, you will automatically go to ①.
  - If the Scan to Network profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.
- Choose one of the options below:
  - Press ◀ or ▶ to choose Color 100 dpi, Color 200 dpi, Color 300 dpi or Color 600 dpi. Go to ⑥.
  - Press ◀ or ▶ to choose B/W 100 dpi, B/W 200 dpi or B/W 300 dpi. Go to 1.
- 6 Press PDF or JPEG for colour documents. Go to 8.
- 7 Press PDF or TIFF for B/W documents. Go to 8.
- 8 Press A4, A3, Letter, Legal or Ledger.
- 9 Enter the username.
- 10 Enter the password.
- Press Mono Start or Colour Start.
- 12 The LCD shows Connecting. When the connection to the Network is successful the machine starts the scanning process.

If you are using the scanner glass, the LCD displays Next Page?. Press Yes or No.

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