

Software User's Guide

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

Not all models are available in all countries.

Applicable models

This User's Guide applies to the following models.

DCP-J4110DW, MFC-J2310/J2510/J4310DW/J4410DW/J4510DW/J4610DW/J4710DW

Definitions of notes

We use the following icons throughout this User's Guide:

IMPORTANT	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
NOTE	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Compilation and publication notice

Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product's descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

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IMPORTANT NOTE

- This product is approved for use in the country of purchase only. Do not use this product outside the country of purchase as it may violate the wireless telecommunication and power regulations of that country.
- Windows® XP in this document represents Windows® XP Professional, Windows® XP Professional x64 Edition and Windows® XP Home Edition.
- Windows Server® 2003 in this document represents Windows Server® 2003, Windows Server® 2003 x64 Edition, Windows Server® 2003 R2 and Windows Server® 2003 R2 x64 Edition.
- Windows Server® 2008 in this document represents Windows Server® 2008 and Windows Server® 2008 R2.
- Windows Vista® in this document represents all editions of Windows Vista®.
- Windows® 7 in this document represents all editions of Windows® 7.
- This manual uses the LCD messages from the MFC-J2510 or MFC-J4510DW if not specified.

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NOTE

- The screens in this section are from Windows® 7. Screens on your computer may vary depending on your operating system.
- If your computer is protected by a firewall, and you are unable to network print, network scan or PC-Fax, you may need to configure the firewall settings. If you are using the Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. If you did not install from the CD-ROM, see *Firewall settings (For Network users)* on page 116 to configure your Windows® Firewall. If you are using any other personal Firewall software, see the user's guide for your software or contact the software manufacturer.

Using the Brother printer driver

A printer driver translates the data from your 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 × 6000 dpi on glossy paper to get the best possible resolution. 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 computer.

Ethernet (For Wired Network models)

The Ethernet interface lets your machine communicate with multiple computers connected on a network. This feature is available for Wired Network models only.

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 Network User's Guide.

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 computer printing.

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


Clearing data from the memory

If the LCD shows `Data Remaining in Memory`, you can clear the data that is left in the printer memory by pressing  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 /All Programs/Brother/MFC-XXXX on your computer.

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.

■ Error Messages



	The ink level is low.
	The ink cartridge is empty.
	There is a problem with the ink cartridge.



NOTE

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 computer, the Brother Status Monitor icon appears on the tasktray.

	The green icon indicates the machine is ready.
	The yellow icon indicates a warning.

	The red icon indicates an error has occurred.
	The grey icon indicates the machine is offline.

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

Popup on Error

Popup on Error lets you know if there is a problem with a device that your computer is monitoring. The default setting is On.

If you want to turn off **Popup on Error**, follow these steps:

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

NOTE

Even if **Popup on Error** is turned off, you can check the machine’s status at any time by displaying the Status Monitor.

Printer driver settings

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

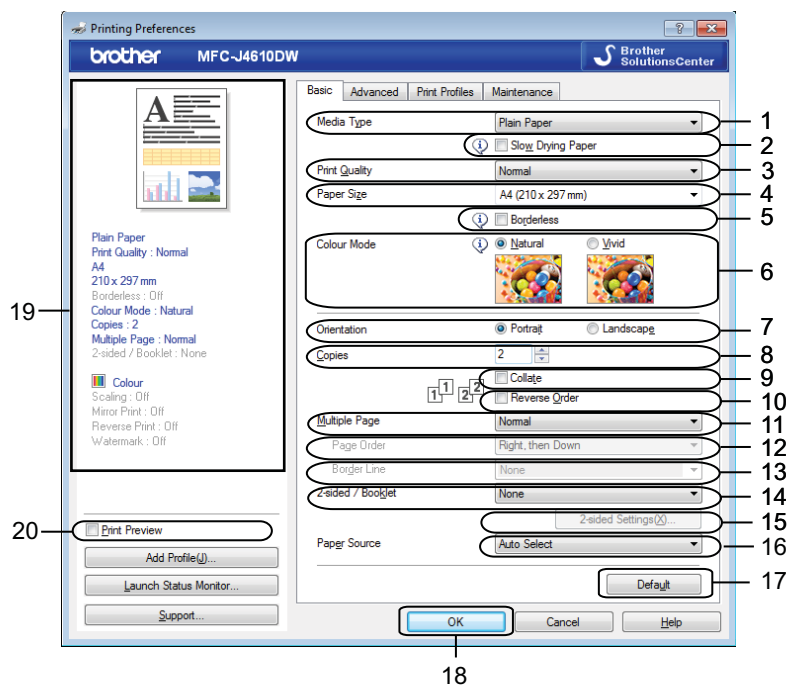
- **Media Type**
- **Print Quality**
- **Paper Size**
- **Orientation**
- **2-sided / Booklet**
- **Colour / Greyscale**
- **Ink Save Mode**
- **Scaling**

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



- 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 **2-sided / Booklet** drop-down list
- 15 **2-sided Settings** button
- 16 **Paper Source** drop-down list (For MFC-J4610DW/J4710DW)
- 17 **Default** button
- 18 **OK** button

19 Current settings view

20 **Print Preview** check box

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

NOTE

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

- 2 Choose **Paper Size**, **Borderless**, **Colour Mode**, **Orientation**, number of **Copies** and the page order, **Collate**, **Reverse Order**, **Multiple Page**, **Page Order**, **Border Line** and **2-sided / Booklet** (if required).
(For MFC-J4610DW/J4710DW)
Choose **Paper Source** if necessary.
- 3 Click **OK** to apply your chosen settings.
To return to the default settings, click **Default**, then **OK**.

NOTE

If you want to preview your document before printing, check the **Print Preview** check box.

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 BP60 Matt 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.

■ **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.

■ **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.

1

Media Type	Colour/Greyscale	Print Quality Selection
Plain Paper ¹	Colour / Greyscale	Fast, Normal , Best
Inkjet Paper or Brother BP60 Matt Paper	Colour / Greyscale	Normal, Photo
Brother BP71 Photo Paper or Other Photo Paper	Colour / Greyscale	Fast, Photo , Best
Transparencies	Colour / Greyscale	Normal

¹ If you choose **A3** as the **Paper Size** and check the **Borderless** check box, you can only choose **Best**.

NOTE

The default settings are shown in bold.

Paper Size

The **Paper Size** drop-down list includes a large selection of standard paper sizes. If you want, you can create a custom size ranging from 88.9 × 127.0 mm (3.5 × 5 in.) to 287 × 431.8 mm (11.3 × 17 in.). From the drop-down list, choose the **Paper Size** you are using.

Paper Size

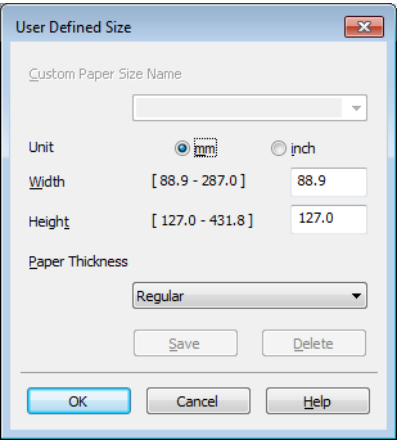
A4 (210 × 297 mm) ▼

NOTE

- You can print using A3, Legal and Ledger paper only from the manual feed slot.
- When you are feeding A3, Legal or Ledger size paper in the manual feed slot, the machine holds the printed page after printing so that the page does not fall. Once printing is complete, pull out the printed page and press **OK**.
- (For MFC-J4710DW)

You can also print using A3, Legal and Ledger paper from **Tray2**.

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.



NOTE

- Depending on the user defined size, you may only be able to print using the manual feed slot.
- The paper orientation (portrait or landscape) varies depending on the paper size. See Basic User’s Guide.

To do borderless printing

Check the **Borderless** check box.

Colour Mode

Colour is adjusted to get the closest colour match with the 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 that your document will be printed (in **Portrait** or **Landscape**).



Portrait (Vertical)	Landscape (Horizontal)

NOTE

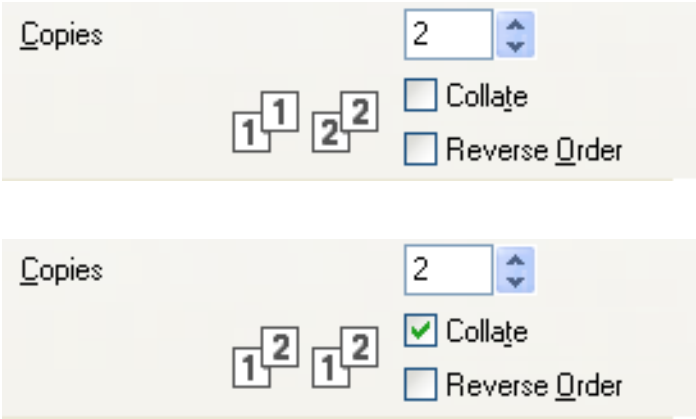
If your application software contains a similar function to this, we recommend you use the one in the application.

Copies

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

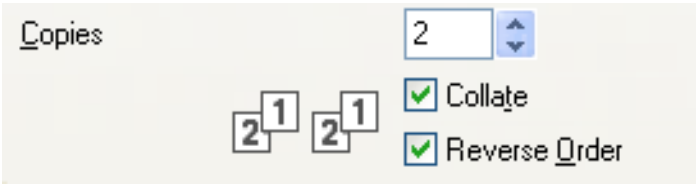
Collate

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



Reverse Order

Reverse Order prints the pages of your document in the opposite order. The last page of your document will be printed first.



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 option is selected, you can choose to have a solid border, dashed border or no border around each page on the sheet.

2-sided / Booklet

When you want to print a booklet or do 2-sided printing, use this function.

■ None

Disable 2-sided printing.

■ 2-sided

The machine prints on both sides of the paper automatically.

When you choose **2-sided**, the **2-sided Settings** button becomes available to choose. You can set the following settings in the **2-sided Settings** dialog box.

- **2-sided Type**

There are four types of 2-sided binding directions available for each orientation.

- **Binding Offset**

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

NOTE

You cannot use A3, Legal or Ledger paper for 2-sided printing.

■ Booklet

Use this option to print a document in booklet format using 2-sided 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 page number order.

Booklet

The machine prints on both sides of the paper automatically.

When you choose **Booklet**, the **2-sided Settings** button becomes available to choose. You can set the following settings in the **2-sided Settings** dialog box.

- **2-sided Type**

There are two types of 2-sided 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 centre 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 you check **Binding Offset**, you can also specify the offset for binding in inches or millimetres.

NOTE

The **Borderless** feature is not available for 2-sided printing and booklet printing.

Paper Source (For MFC-J4610DW/J4710DW)

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**.

NOTE

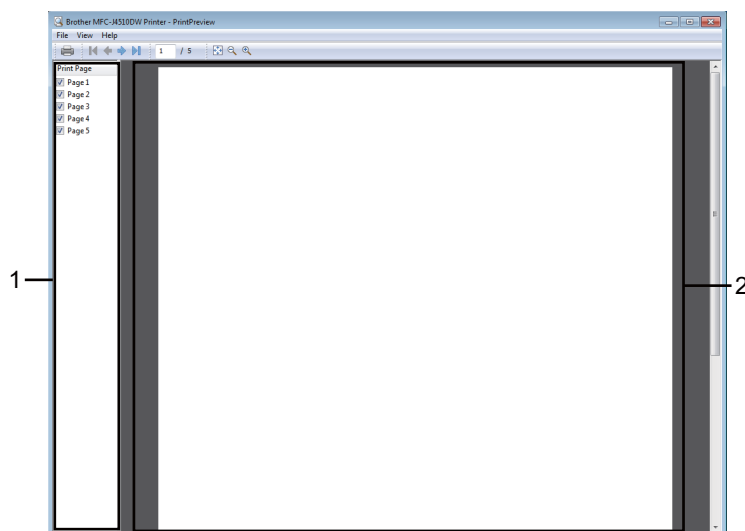
- You can print using A3, Legal and Ledger paper only from the manual feed slot.
- When you are feeding A3, Legal or Ledger size paper in the manual feed slot, the machine holds the printed page after printing so that the page does not fall. Once printing is complete, pull out the printed page and press **OK**.

- (For MFC-J4710DW)

You can also print using A3, Legal and Ledger paper from **Tray2**.

Print Preview

You can preview a document before it is printed. If you check the **Print Preview** check box, the Print Preview window will open before printing starts.



1 Page List Area

The Page List Area displays the page numbers for the actual pages that will be printed. If you chose a page in this list, a preview of the print results for the page will be displayed in the Preview Area.

If you do not want to print a page, clear the check mark.

2 Preview Area

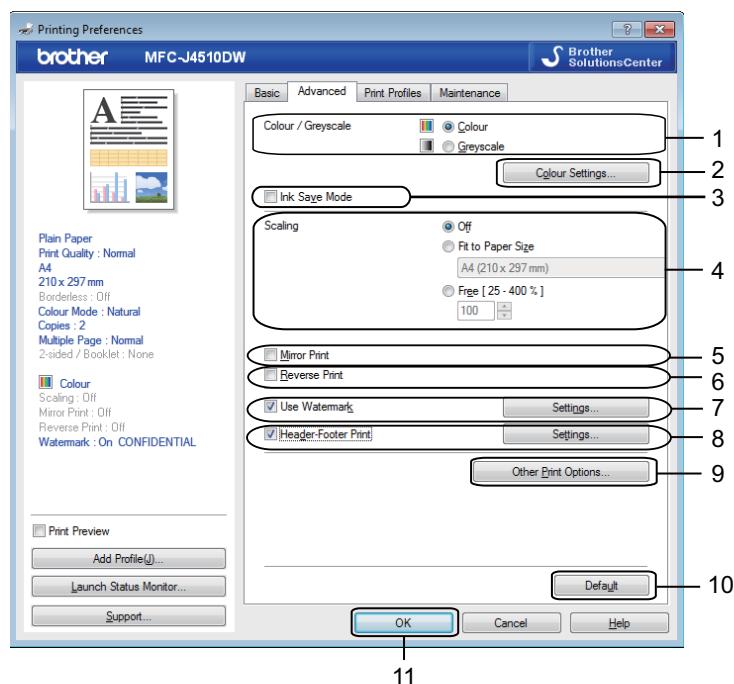
The Preview Area displays a preview of the print results for the pages chosen in the Page List Area.

NOTE

- If the **Booklet** setting was chosen in the Printer driver settings, you cannot use the Print Preview function.
 - If the **2-sided** setting was chosen in the Printer driver settings, you cannot delete pages using the Page List Area.
-

Advanced tab

1



- 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**.
- 2 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 change 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 from up to down.

NOTE

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 computer login user name or your entered text on your document using **Header-Footer Print**.

NOTE

Header-Footer Print is not available if you are using **Borderless**.

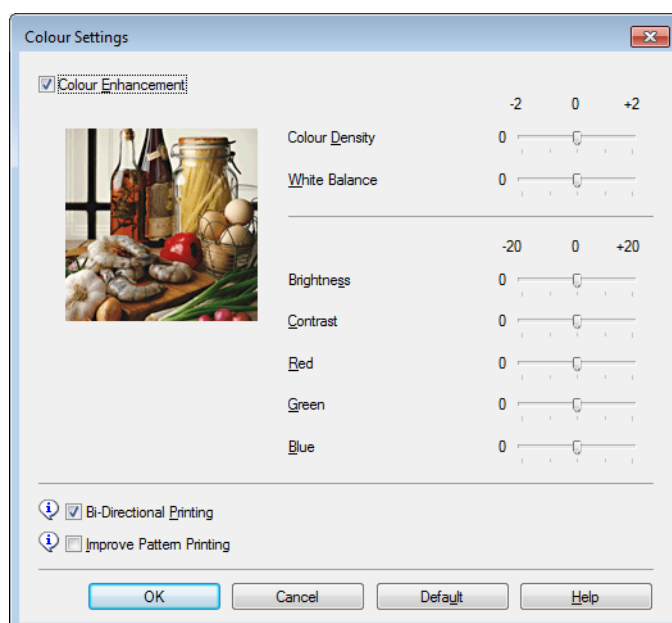
- 7 Click **Other Print Options** to set more Printer functions.
- 8 Click **OK** to apply your chosen settings.
To return to the default settings, click **Default**, then **OK**.

Colour/Greyscale

This function can be used to print documents in colour, or monochrome 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 computer.

■ 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.

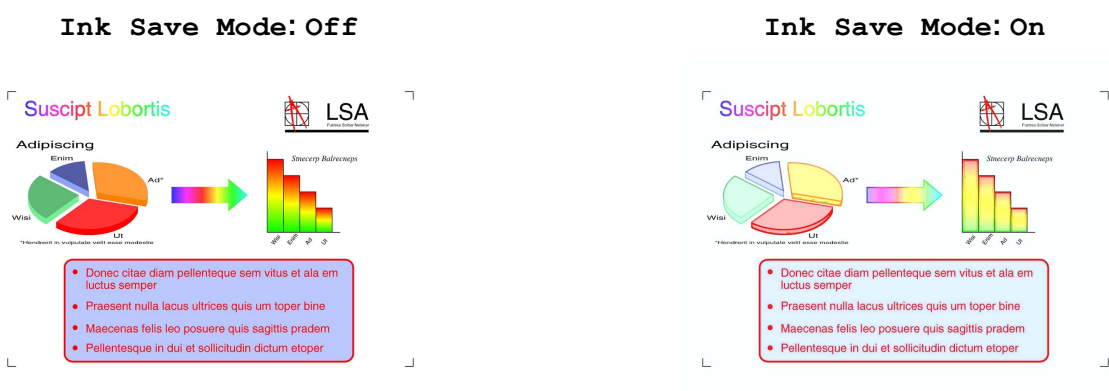
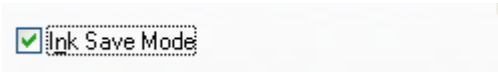
Improve Pattern Printing

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.



(The above screens are used in ISO/IEC 24712.)

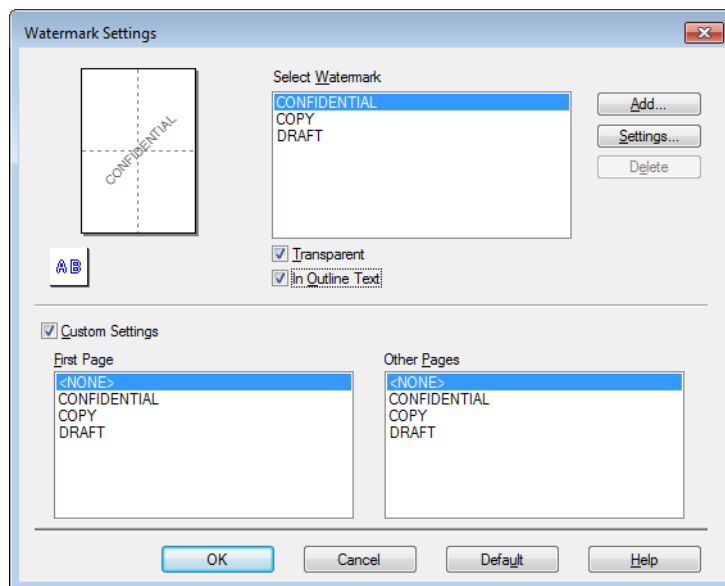
Use Watermark

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.

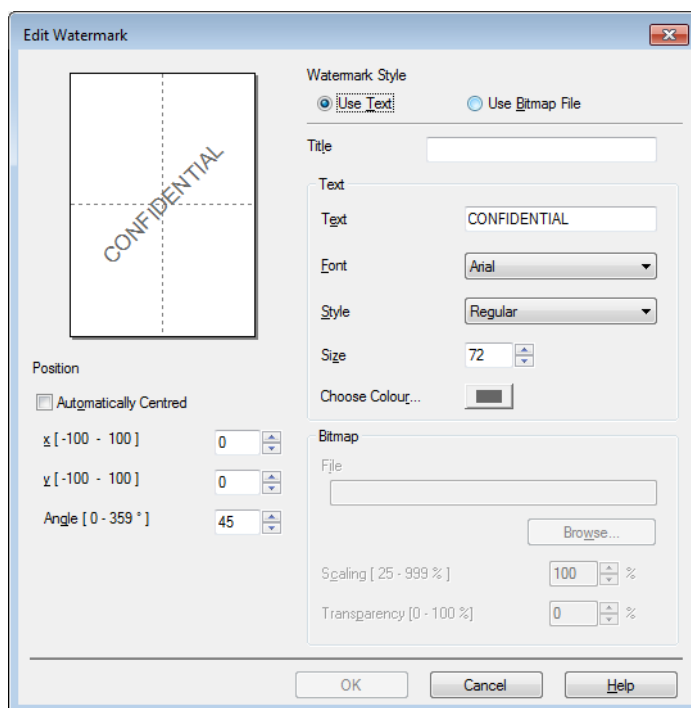
In Outline Text

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 the **Text** box, then choose **Font**, **Style**, **Size** and **Choose Colour**.

■ Bitmap

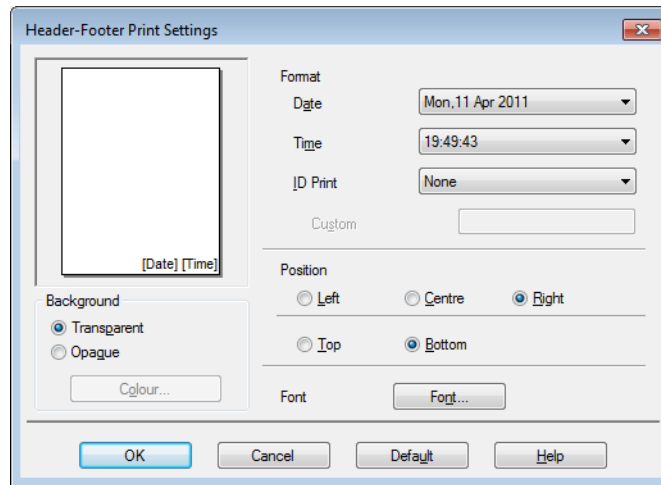
Enter a file name and location of your bitmap image in **File**, or click **Browse** to search for the file. You can also configure the scaling size and transparency of the image.

■ Position

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

Header-Header Print

You can print the date and time from your computer's system clock, and the computer 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 computer login user name or your entered text as a header or footer from the following ways:

- Choosing **Login User Name** to print your computer 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.

NOTE

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

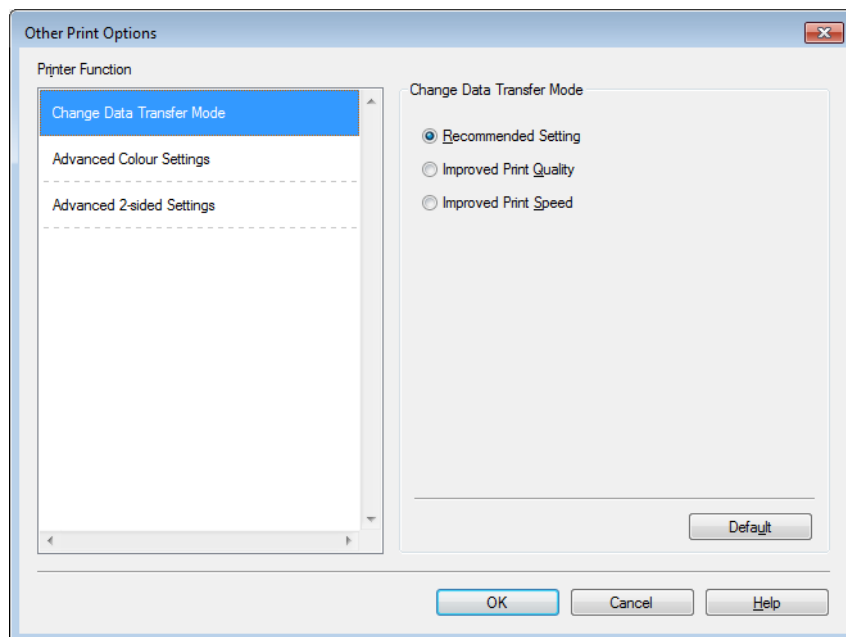
Choose **Recommended Setting** for general use.

■ 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**

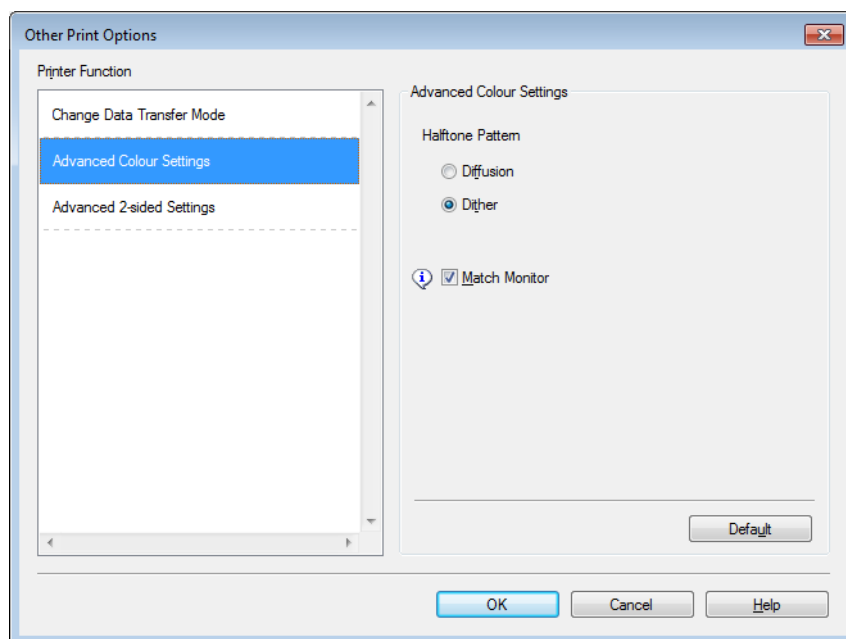
Dots are put at random to create the halftones. Use for printing photographs that have delicate shades and graphics.

- **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 monitor.



Advanced 2-sided Settings

Some types of print media may need more drying time when using the 2-sided feature. Change **Advanced 2-sided Settings** if you have problems with smudged 2-sided prints or paper jams.

■ Normal

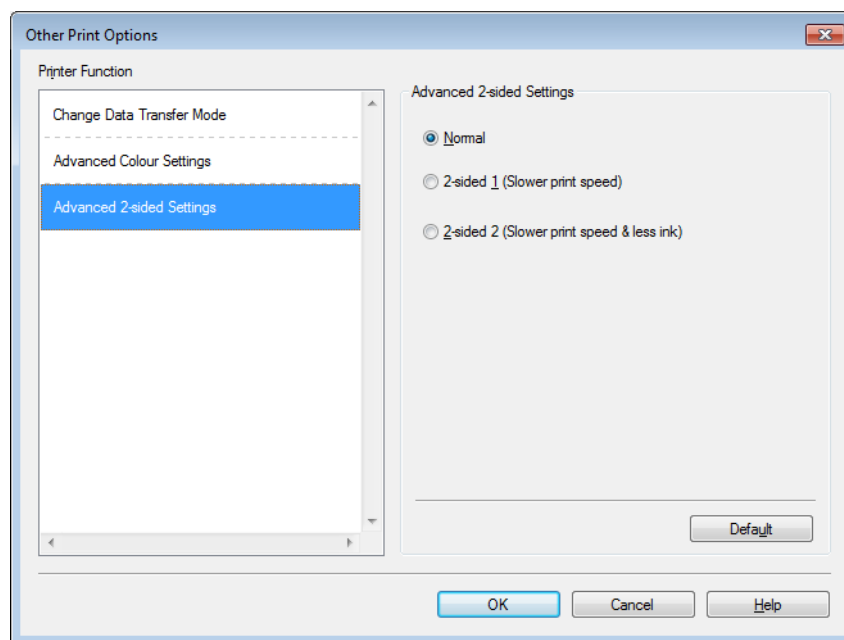
Choose **Normal** to print at a typical speed, using a normal amount of ink.

■ 2-sided 1 (Slower print speed)

Choose **2-sided 1** to print at a slower speed, using a normal amount of ink.

■ 2-sided 2 (Slower print speed & less ink)

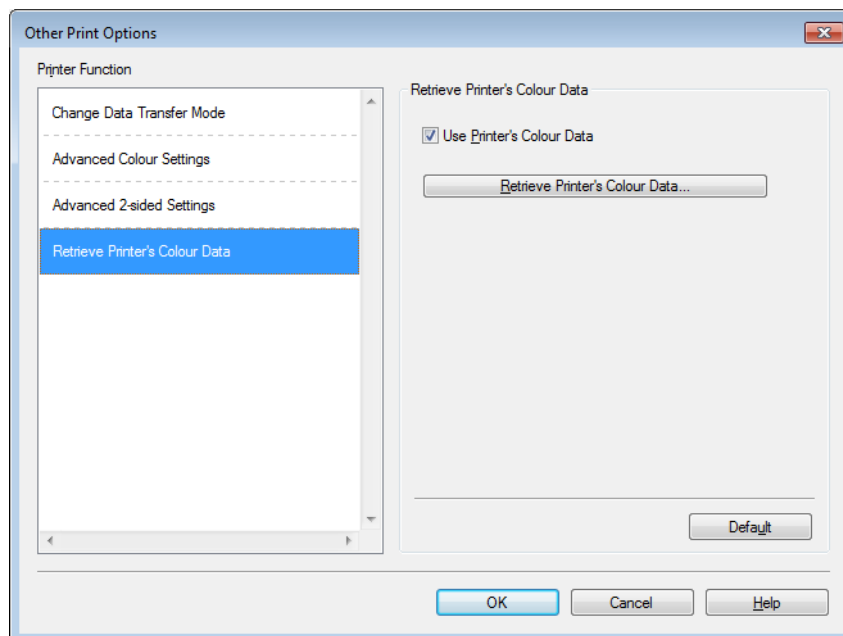
Choose **2-sided 2** to print the same speed as using **2-sided 1**, but using less ink.



Retrieve Printer's Colour Data

This setting helps to optimize print quality by retrieving colour data from your specific device. Use this option when you replace the device or change the network connected device.

1



■ 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.

NOTE

- To show this feature, open the printer driver window using the appropriate procedure below, and then click **Other Print Options** on the **Advanced** tab.

(Windows® XP)

Choose and right-click **Brother MFC-XXXX Printer** (where XXXX is your model name) located in **Start/Printers and Faxes**, and then choose **Printing Preferences**.

(Windows Vista®)

Choose and right-click **Brother MFC-XXXX Printer** (where XXXX is your model name) located in  **/Control Panel/Hardware and Sound/Printers**, and then choose **Printing Preferences**.

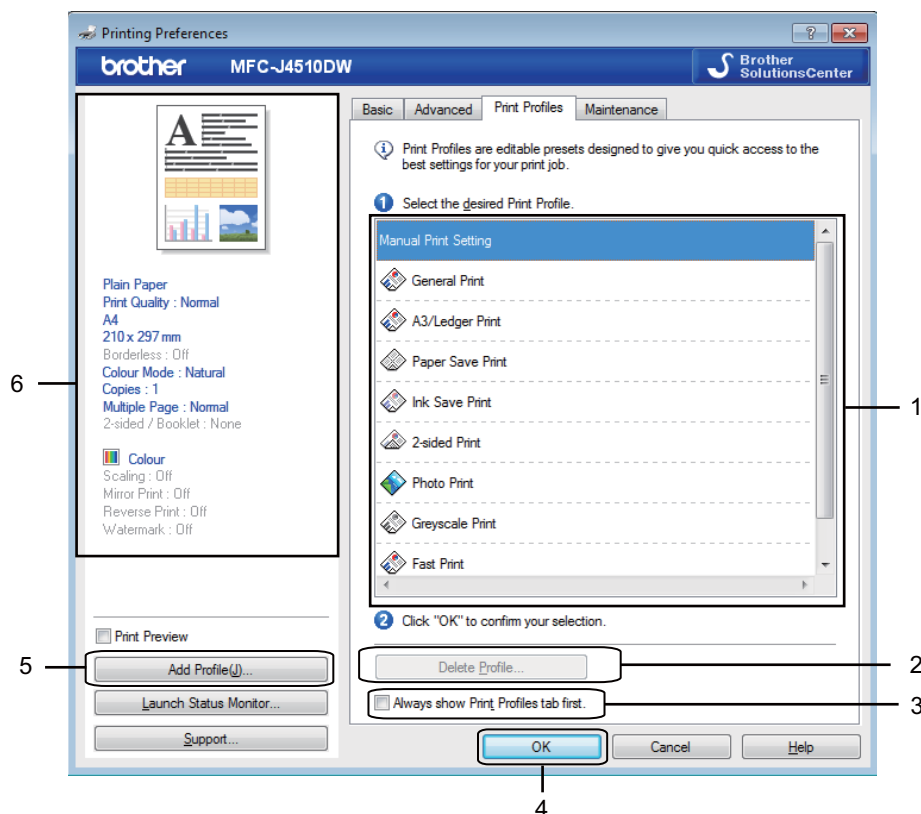
(Windows® 7)

Choose and right-click **Brother MFC-XXXX Printer** (where XXXX is your model name) located in  **/Devices and Printers**, and then choose **Printing Preferences**.

- When an error message dialog box appears, confirm that your computer and your Brother machine are correctly connected, and then retry.
 - After retrieving the printer's colour data, your computer will save the data and apply it to printing.
 - If your Brother machine is connected to multiple computers, do this feature on each computer connected.
 - You can retrieve the printer's colour data only from the printer server if the printer is shared.
-

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 **Delete Profile** button
- 3 **Always show Print Profiles tab first** check box
- 4 **OK** button
- 5 **Add Profile** button
- 6 Current print profile view

- 1 Choose your profile from the print profile list box.
- 2 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.

Add Profile

The **Add Profile** dialog box appears by clicking **Add Profile**. You can add 20 new profiles with your preferred settings.

- 1 Enter the desired title in **Name**.
- 2 Choose an icon you want to use from the Icon list, then click **OK**.
- 3 The current settings shown on the left side of the printer driver window will be saved.

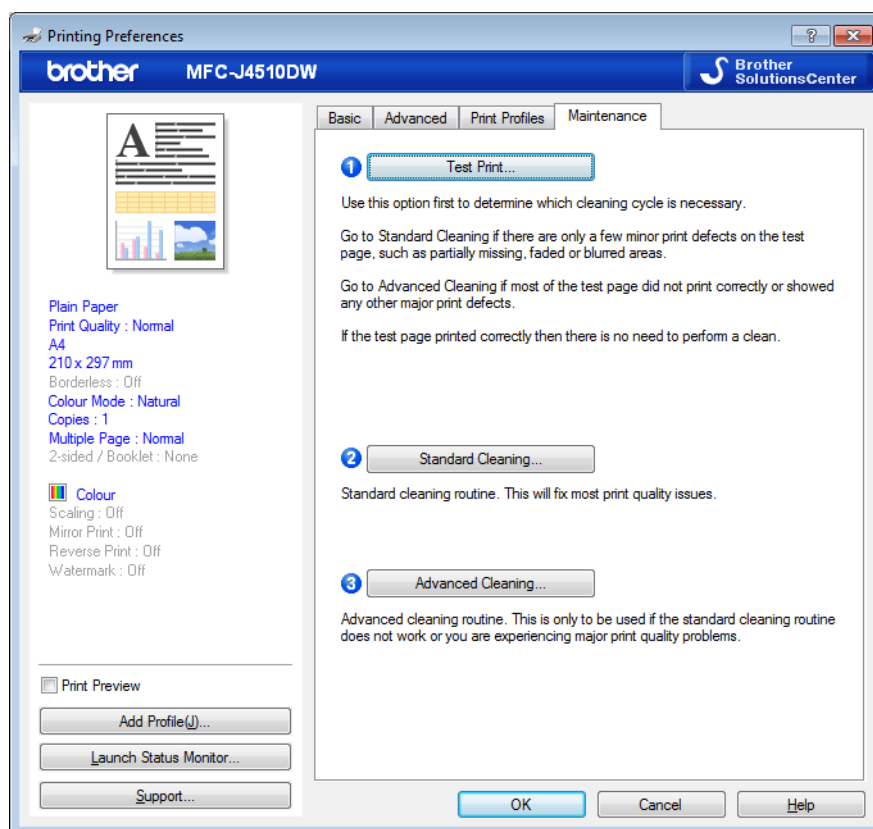
Delete Profile

The **Delete Profile** dialog box appears by clicking **Delete Profile**. You can delete any of the profiles you have added.

- 1 Choose a profile you want to delete from the profile list box.
- 2 Click **Delete**.
- 3 The selected profile will be deleted.

Maintenance tab

To maintain good print quality, the machine will automatically clean the print head when needed. You can also start the cleaning process manually if there is a print quality problem.



■ Test Print

You can print the test page and check the print quality.

■ Standard Cleaning

You can clean the machine's print head manually. Clean the print head if a vertical line appears in text or graphics, or if blank spaces appear in the text on printed pages. You can choose three types of print head cleaning: **All**, **Black**, or **Colour**.

■ Advanced Cleaning

You can manually clean the print head more thoroughly than **Standard Cleaning**. Choose this option if **Standard Cleaning** does not resolve your print quality problems. You can choose three types of print head cleaning: **All**, **Black**, or **Colour**.

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 Brother product including FAQs (Frequently Asked Questions), user's guide, 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

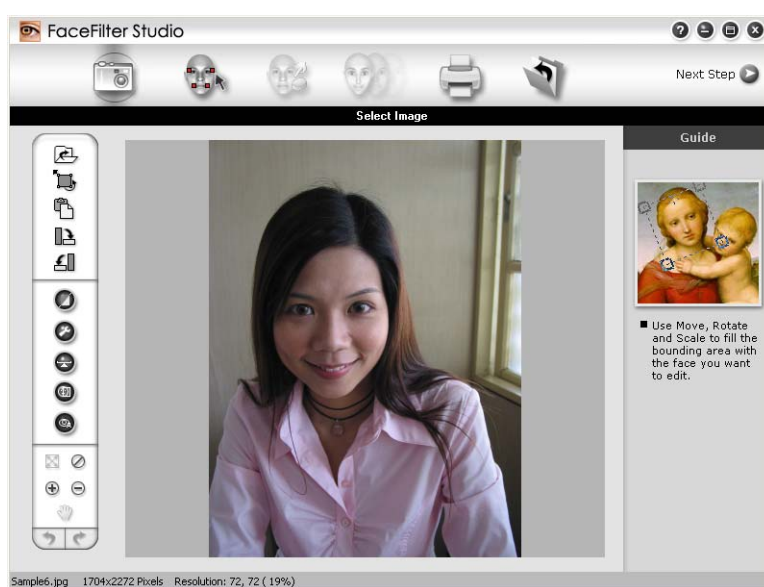
This function provides information about the printer driver installed for your Brother machine.

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.

FaceFilter Studio

Brother Edition



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

You can start FaceFilter Studio by clicking on



/All Programs/Reallusion/FaceFilter Studio/FaceFilter Studio.

NOTE

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

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

To view the complete FaceFilter Studio Help, click



/All Programs/Reallusion/FaceFilter Studio/FaceFilter Studio Help.

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.



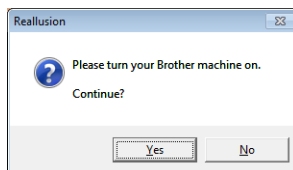
Starting FaceFilter Studio when your Brother machine is turned off

1

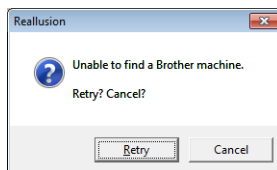
- 1 When you launch FaceFilter Studio for the first time, if your Brother machine is turned off or not connected to your computer, this screen will appear.



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

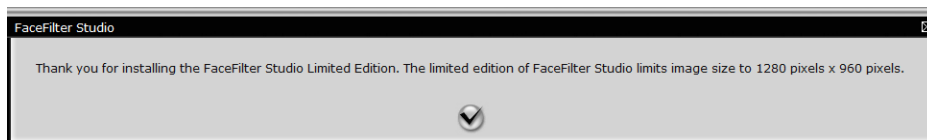


- 3 If FaceFilter Studio does not detect the Brother machine, this screen will appear. Make sure your Brother machine is turned on and click **Retry**.



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

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



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

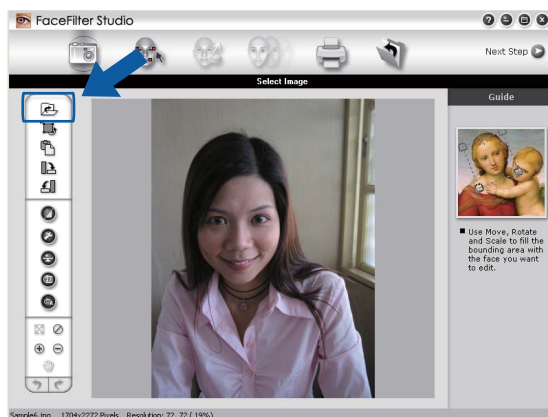


NOTE

- When FaceFilter Studio starts with limited functionality, the image file will be saved with a watermark.
- To start FaceFilter Studio with full functionality, see *Starting FaceFilter Studio with your Brother machine turned on* on page 32.

Printing an image

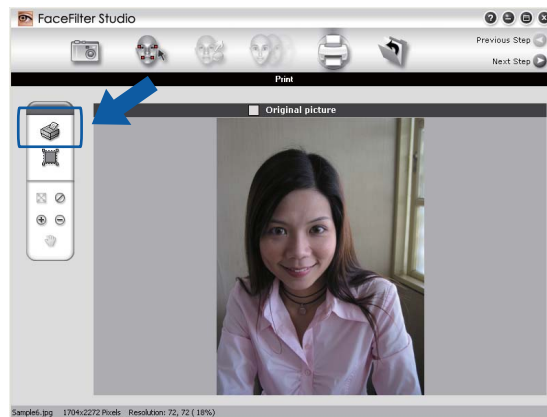
- 1 Click the **Open** icon to choose the image file.



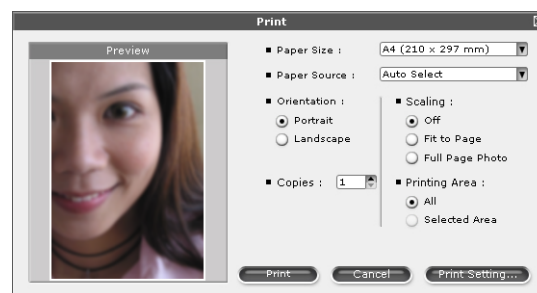
- 2 Click the Print icon in the top menu bar to move to the print screen.



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



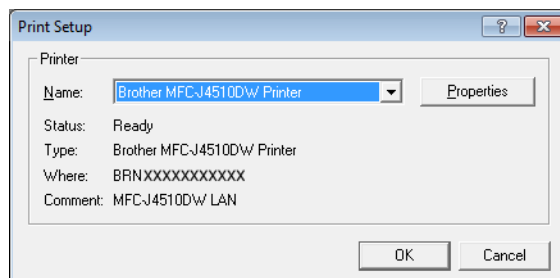
- 4 Choose **Paper Size**, **Paper Source**, **Orientation**, number of **Copies**, **Scaling** and **Printing Area**.



NOTE

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

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




NOTE

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

- 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 adjusts the brightness of the skin tone automatically.

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

Red-eye Reduction

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

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

Print Expression List

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



Uninstalling FaceFilter Studio

To uninstall FaceFilter Studio, choose



/All Programs/Reallusion/FaceFilter Studio/Uninstall FaceFilter Studio.

The scanning operations and the drivers used will be different depending on your operating system or the scanning application used.

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 38) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver* on page 47).

Windows® XP/Windows Vista®/Windows® 7 users can select either driver when scanning documents.

NOTE

- For Nuance™ PaperPort™ 12SE, see *Using Nuance™ PaperPort™ 12SE* on page 55.
- If your computer is protected by a firewall and is unable to network scan, you may need to configure the firewall settings to allow communication through port number 54925 and 137. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 116.

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 computer

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.

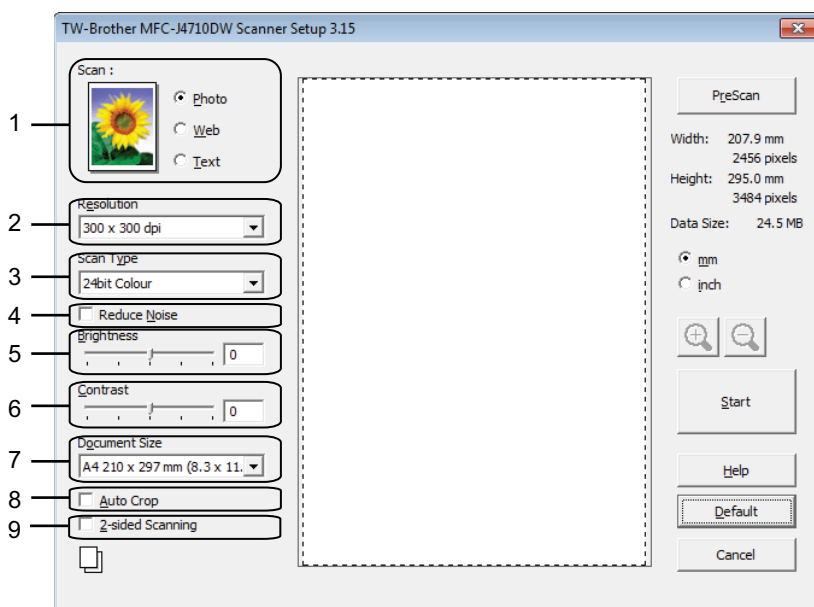
- 1 Load your document.
- 2 Start the Nuance™ PaperPort™ 12SE software that was installed during the MFL-Pro Suite installation to scan a document.

NOTE

- The Nuance™ PaperPort™ 12SE may not be available depending on the model of your machine. If it is not available, please use other software applications.
- The instructions for scanning in this guide are for when you use Nuance™ PaperPort™ 12SE. The scanning steps may vary when using other software applications.

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

- 5 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 the **Display scanner dialog box** on the **Scan or Get Photo** panel.
- 7 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 2-sided Scanning (For MFC-J4710DW)

- 9 Click **Start**.
When scanning is finished, click **Cancel** to return to the PaperPort™ 12SE window.

NOTE

- After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when cropping an image for scanning.

- About 2-sided scanning (For MFC-J4710DW):
You cannot adjust the scanning area.
You cannot use **PreScan** to preview an image.
2-sided scanning is available from the ADF only.

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.

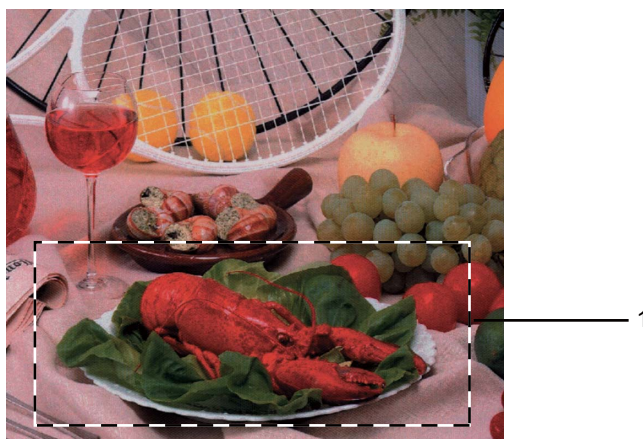
- 1 Follow the steps from ❶ to ❷ of *Scanning a document into the computer* on page 38.
- 2 Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size** as needed.

NOTE

Pre-Scanning is not available when choosing **Auto Crop** or **2-sided Scanning** ¹.



¹ (For MFC-J4710DW)

- 3 Click **PreScan**.
The whole image is scanned into the computer 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

NOTE

You can enlarge the image using the  icon, and then use the  icon to restore the image to its original size.

- 5 Load your document again.

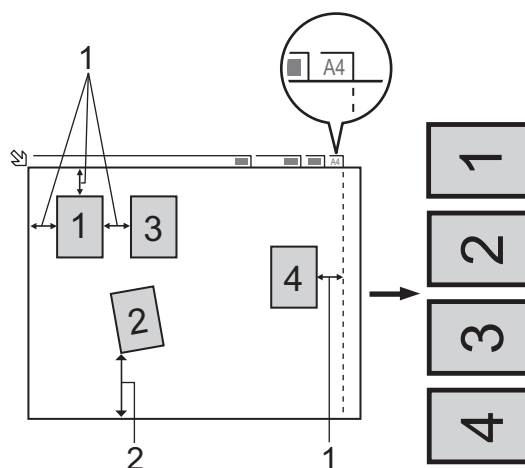
NOTE

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

- 6 Click **Start**.
This time only the chosen area of the document appears in the 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 correctly.
- 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 the size of your documents.
- If you check **Auto Crop**, you cannot choose **PreScan** and **2-sided Scanning** ¹.

¹ (For MFC-J4710DW)

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 × 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 41.

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.

NOTE

The **Brightness** setting is only available when setting the **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 emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also enter a value in the box to set the **Contrast**.

NOTE

The **Contrast** setting is only available when setting the **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 your needs.

Document Size

Choose one of the following sizes:

■ Auto

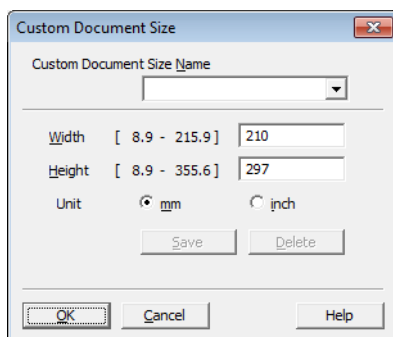
You can scan a standard sized document without any further adjustments to **Document Size**. If you want to use **Auto Crop**, choose a **Document Size** other than **Auto**.

- A4 210 x 297 mm (8.3 x 11.7 in)
- JIS B5 182 x 257 mm (7.2 x 10.1 in)
- Letter 215.9 x 279.4 mm (8 1/2 x 11 in)
- Legal 215.9 x 355.6 mm (8 1/2 x 14 in) (Available on ADF models)
- A5 148 x 210 mm (5.8 x 8.3 in)
- JIS B6 128 x 182 mm (5 x 7.2 in)
- A6 105 x 148 mm (4.1 x 5.8 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.

- 10 x 15 cm (4 x 6 in)
- 13 x 20 cm (5 x 8 in)
- 9 x 13 cm (3.5 x 5 in)
- 13 x 18 cm (5 x 7 in)
- Postcard 1 100 x 148 mm (3.9 x 5.8 in)
- Postcard 2 (Double) 148 x 200 mm (5.8 x 7.9 in)
- Custom

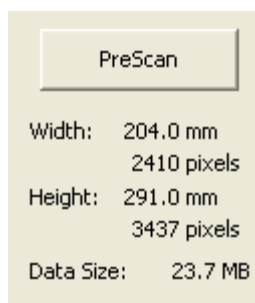
If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.



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

NOTE

You can see the actual paper size you chose on the screen.



- **Width:** shows the width of scanning area.
- **Height:** shows the height of scanning area.
- **Data Size:** shows the approximate data size in Bitmap format. The size will vary depending on the type of file, resolution and number of colours used.

Scanning a document using the WIA driver

WIA compliant

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

NOTE

(For MFC-J4710DW)

Windows® XP does not support 2-sided scan in the WIA driver.

If you want to do 2-sided scanning, use the TWAIN driver. For more information, see *Scanning a document using the TWAIN driver* on page 38.

Scanning a document into the computer

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 49.)

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

NOTE

- Depending on your model Nuance™ PaperPort™ 12SE may not be included. If it is not included, please use other software applications that support scanning.
- The instructions for scanning in this guide are based on Nuance™ PaperPort™ 12SE. The process will vary when scanning from other applications.

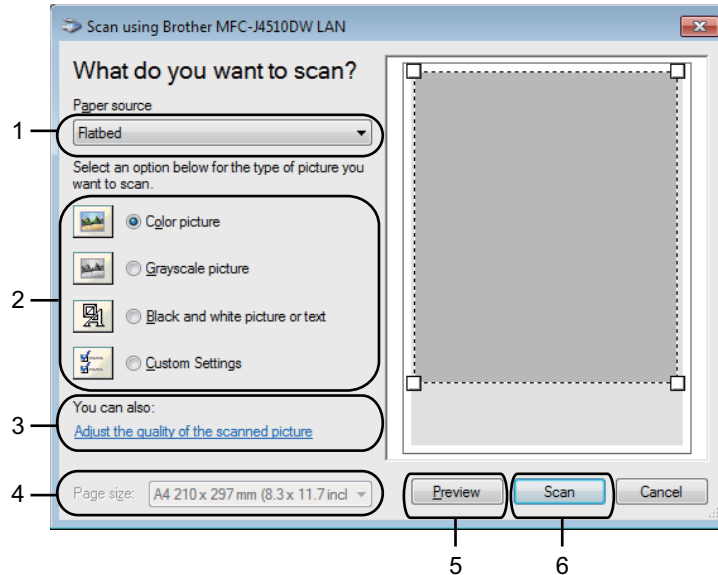
- 3 Click **Scan Settings** from the **Desktop** tab on the ribbon.
The **Scan or Get Photo** panel appears on the left side of the screen.
- 4 Click **Select**.
- 5 Choose **WIA:Brother MFC-XXXX** or **WIA:Brother MFC-XXXX LAN** from the **Available Scanners** list.
(Where XXXX is your model name.)

NOTE

If you choose **TWAIN: 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

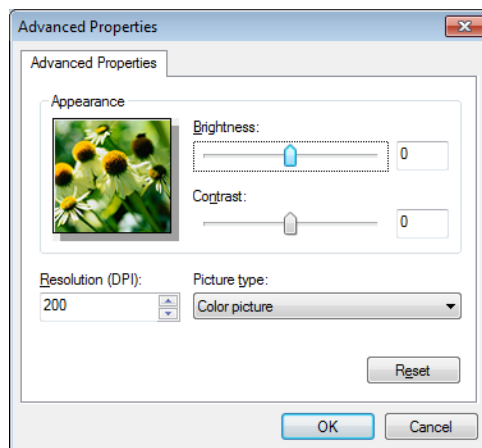
- 9 Choose **Document Feeder** or **Flatbed** from the **Paper source** drop-down list.

NOTE

If your machine has no Auto Document Feeder (ADF), you cannot choose **Document Feeder**.

- 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.



NOTE

By default, the scanner resolution can be set to a maximum of 1200 dpi. If you want to scan at higher resolutions, use the **Scanner Utility**. (See *Scanner Utility* on page 50.)

- 13 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 7 of *Scanning a document into the computer* on page 47.
- 2 Choose **Flatbed** from the **Paper source** drop-down list.

NOTE

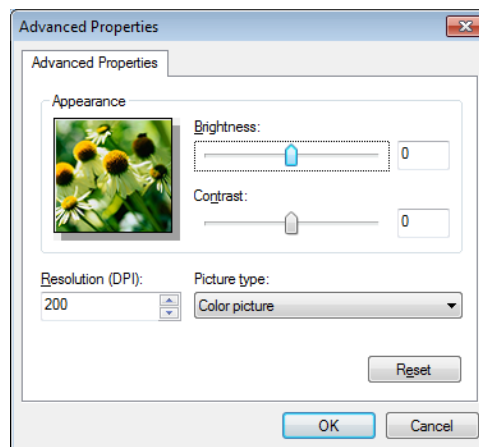
If your machine has no Auto Document Feeder (ADF), you do not need to specify the **Paper source**.

- 3 Choose the picture type.
- 4 Click **Preview**.
The whole image is scanned into the computer 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.



- 7 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™ 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.

NOTE

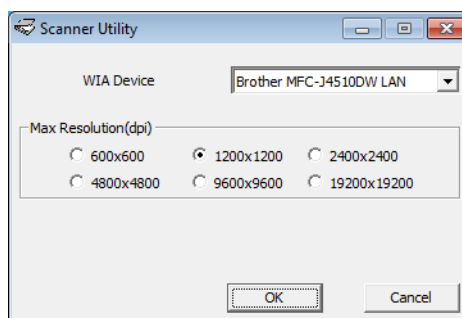
If you scan the document at a resolution of greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your computer may freeze and you could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

■ Running the utility

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

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

2

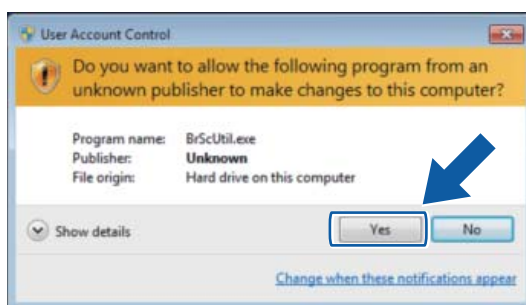


NOTE

(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)

2

Scanning a document into the computer

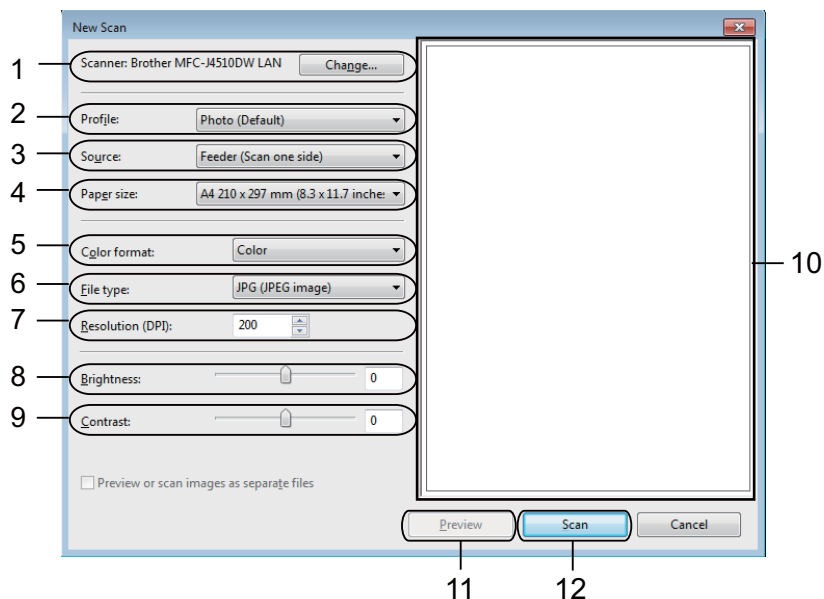
There are two ways to scan a whole page. You can either use the ADF (automatic document feeder) or the scanner glass.

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 54.)

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

The Scan dialog box appears.

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



- 1 **Scanner**
- 2 **Profile**
- 3 **Source**
- 4 **Paper size**
- 5 **Color format**
- 6 **File type**
- 7 **Resolution**
- 8 **Brightness**
- 9 **Contrast**
- 10 Scanning area
- 11 **Preview**
- 12 **Scan**

NOTE

- By default, the scanner resolution can be set to a maximum of 1200 dpi. If you want to scan at higher resolutions, use the **Scanner Utility**. (See *Scanner Utility* on page 50.)
- If you want to use Web Services to scan, choose a scanner that supports Web Services. See *Using Web Services for scanning on your network (Windows Vista® SP2 or later and Windows® 7)* on page 225.
- If you want to do 2-sided scanning, choose **Feeder (Scan both sides)** as **Source** (For MFC-J4710DW).

- 7 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 Put the document face down on the scanner glass.
- 2 Follow the steps from 2 to 5 of *Scanning a document into the computer* on page 52.
- 3 Choose **Flatbed** from the **Source** drop-down list. Adjust the settings, if needed, in the Scanner dialog box.

NOTE

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

- 4 Click **Preview**.
The whole image is scanned into the computer 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.

Using Nuance™ PaperPort™ 12SE

NOTE

Nuance™ PaperPort™ 12SE supports Windows® XP (SP3 or higher), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or higher) and Windows® 7 only.

2

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

PaperPort™ 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 Nuance™ PaperPort™ 12SE **Getting Started Guide**. To view the complete Nuance™ PaperPort™ 12SE **Getting Started Guide**, choose the **Help** tab from the ribbon and click **Getting Started Guide**. When you install MFL-Pro Suite, Nuance™ PaperPort™ 12SE for Brother is installed automatically. You can access Nuance™ PaperPort™ 12SE through the Nuance™ PaperPort™ 12SE program group located in



/All Programs/Nuance PaperPort 12 on your computer.

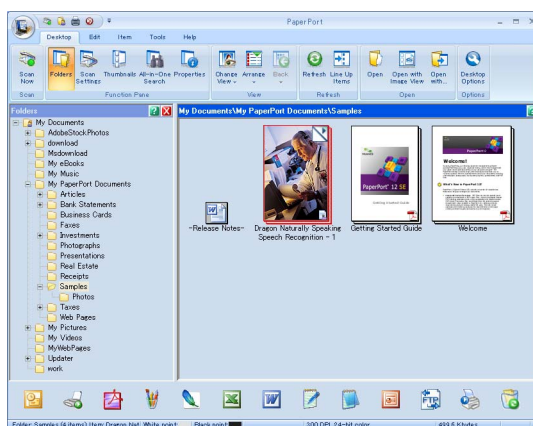
Viewing items

Nuance™ 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.

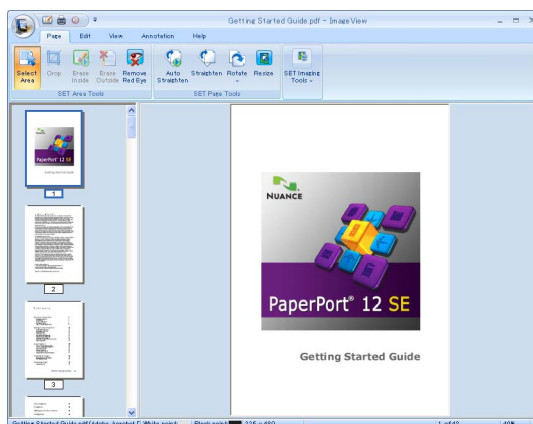
You can see both PaperPort™ 12SE items (MAX files) and non-PaperPort™ 12SE items (files created using other applications).

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.



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

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



Organizing your items in folders

PaperPort™ 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™ 12SE item or a non-PaperPort™ 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™ 12SE MAX files and non PaperPort™ 12SE files) appear in **Desktop**.
- You can also use Windows® Explorer to manage the folders and items shown in **Desktop**.

Quick links to other applications

Nuance™ PaperPort™ 12SE automatically recognises many other applications on your computer and creates a 'working link' to them.

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



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

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

Nuance™ PaperPort™ 12SE lets you convert image text into text you can edit

2

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

PaperPort™ 12SE uses the optical character recognition software (OCR), which comes with PaperPort™ 12SE. PaperPort™ 12SE can use your preferred OCR application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** button from the **Item** tab on the 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 import 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® Word.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tagged Image File Format (TIFF).

Exporting items into other formats

You can export or save PaperPort™ 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 Nuance™ PaperPort™ 12SE

(Windows® 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**.

Using BookScan Enhancer and Whiteboard Enhancer by REALLUSION

BookScan Enhancer and Whiteboard Enhancer are image processing applications. BookScan Enhancer can automatically correct images scanned from books. Whiteboard Enhancer can clean up and enhance text and images in photos taken of a whiteboard.

Installing BookScan Enhancer and Whiteboard Enhancer

- 1 Insert the supplied CD-ROM into your CD-ROM drive.
- 2 The CD-ROM top menu will appear automatically. Choose the desired language and then click **Additional Applications**.
- 3 Click **BookScan&Whiteboard Suite**.
Follow the on-screen instructions.

For details, see the **BookScan&Whiteboard Suite Help** located in



/All Programs/Reallusion/BookScan&Whiteboard Suite on your computer.

NOTE

- The machine must be turned on and connected to the computer.
 - The computer must be connected to the Internet.
 - Make sure you are logged on with Administrator access privileges.
 - These applications are not available for Windows Server® 2003/2008 series.
 - If the Brother screen does not appear automatically, go to **My Computer** or **Computer** then double-click the CD-ROM icon and double-click **start.exe**.
-

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 also controls the settings for the **Scan** button on your Brother machine. For information about how to configure the settings for the **Scan** button on the machine, see *Configuring the Scan button settings* on page 75 for **Home Mode** or *Configuring Scan button settings* on page 90 for **Advanced Mode**.

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

■ Home Mode

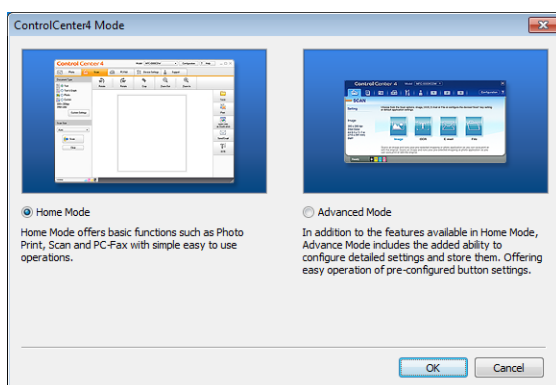
The **Home Mode** gives you easy access to your machine's main functions. See *Using ControlCenter4 in Home Mode* on page 61.

■ 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 79.

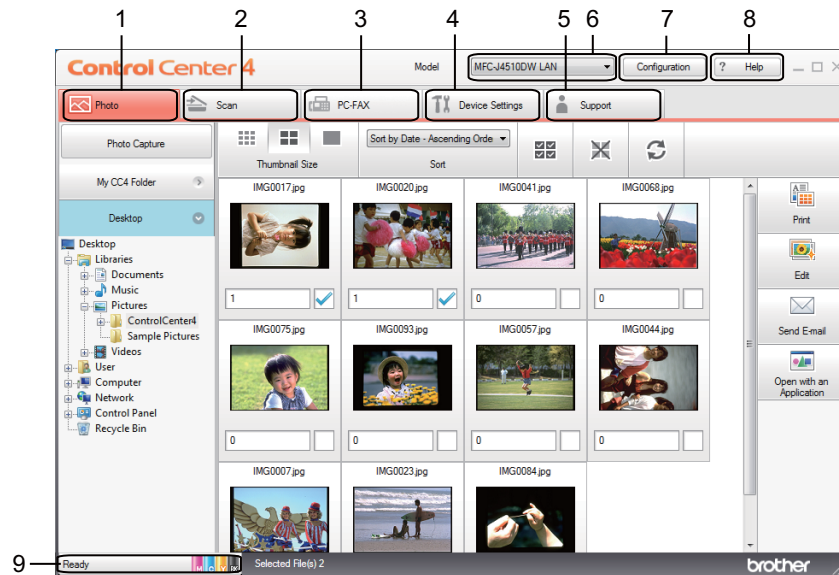
Changing the user interface

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



Using ControlCenter4 in Home Mode

This section briefly introduces the ControlCenter4 function in **Home Mode**. For more details of 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. (For MFC models)
- 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 to 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 the device status button.

ControlCenter4 Features for Home Mode users

Photo (See *Photo tab* on page 63.)

- See *Copying images from a memory card or USB Flash memory drive* on page 63.
- See *Opening the ControlCenter4 folder tree* on page 63.
- See *Opening the folder tree* on page 64.
- See *Printing images* on page 64.
- See *Editing images* on page 64.
- See *Attaching images to E-mail* on page 65.
- See *Opening images with an application* on page 65.

Scan (See *Scan tab* on page 66.)

- See *File types* on page 67.
- See *Document Size* on page 67.
- See *Advanced Settings* on page 67.
- See *Saving the scanned image* on page 68.
- See *Printing the scanned image* on page 68.
- See *Opening the scanned image in an application* on page 69.
- See *Attaching the scanned data to E-mail* on page 69.
- See *Using the OCR feature* on page 70.

PC-FAX (See *PC-FAX tab (For MFC models)* on page 71.)

- See *Sending an image file from your computer* on page 72.
- See *Sending a scanned image* on page 72.
- See *Viewing and printing received PC-FAX data* on page 72.

Device Settings (See *Device Settings tab* on page 74.)

- See *Configuring Remote Setup (For MFC models)* on page 74.
- See *Accessing Address Book (For MFC models)* on page 74.
- See *Configuring the Scan button settings* on page 75.
- See *Launching the BRAdmin utility* on page 76.

Support (See *Support tab* on page 78.)

- See *Opening ControlCenter Help* on page 78.
- See *Using the Brother Solutions Center* on page 78.
- See *Accessing the Brother CreativeCenter* on page 78.

Photo tab

There are five functions: **Print**, **Edit**, **Open with an Application**, **Send E-mail** and **Photo Capture**. This section briefly introduces these 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.

- 1 Click **Photo Capture**, and the **Photo Capture** dialog box appears.
- 2 Configure your settings for the **Destination Folder**, then click **OK**.
- 3 The images on a memory card or USB Flash memory drive will be 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 an E-mail or open with a specific application directly from 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 an E-mail or open with a specific application directly.

Printing images


3

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).
- 2 Click  (**Print**). The print setting window will appear.
- 3 Configure the settings for **Paper Size**, **Media Type** and **Layout**.
- 4 Click **Properties** to configure **Print Quality**, **Colour / Greyscale** and **Colour Mode** if necessary.
(For MFC-J4610DW/J4710DW)
Click **Properties** to configure **Paper Source** if necessary.



NOTE

If you want to print the image timestamp in the lower-right corner of the image, check the **Print Date** check box.

- 5 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**). The edit window will appear.
- 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.

NOTE

The Send E-mail feature does not support Webmail services.

Opening images with an application

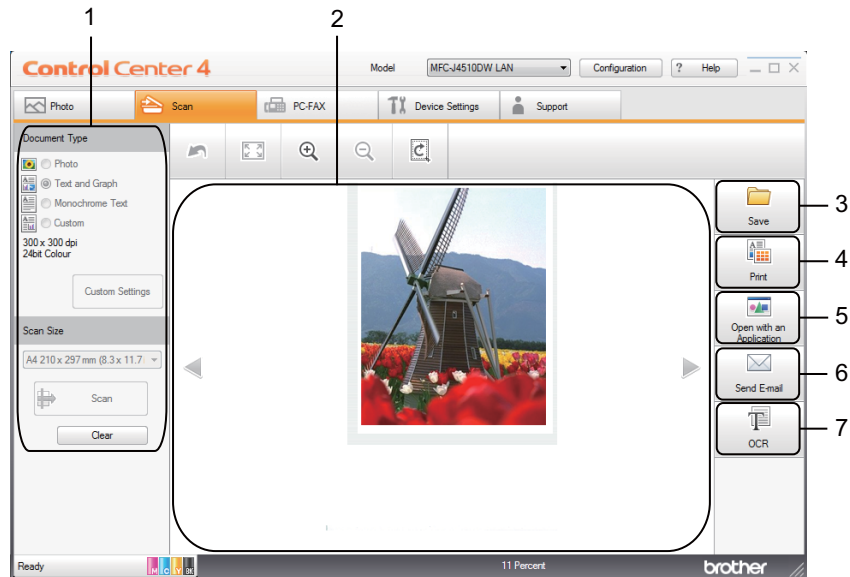
The  (**Open with an Application**) button lets you open images with a specific application directly.

- 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 a file type to save the scanned image as from the following list:

For Save and Send E-mail

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

For OCR

- HTML (*.htm)
- Excel (*.xls)
- Rich Text Format (*.rtf)
- Word Perfect (*.wpd)
- Text (*.txt)
- Searchable PDF (*.pdf)

NOTE

- The XML Paper Specification is available for Windows Vista®, Windows® 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**.
-

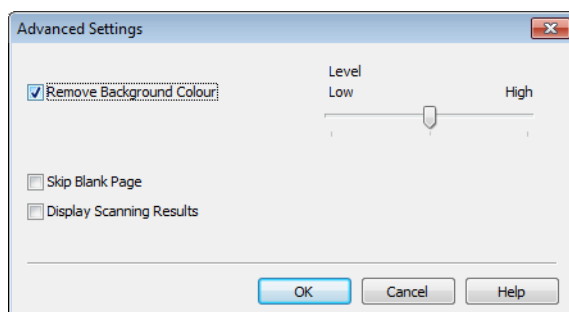
Document Size

You can choose the document size from the **Scan Size** drop-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.

Advanced Settings

You can configure advanced settings by choosing **Custom** and then click **Custom Settings**. The **Custom Settings** dialog box will appear, click **Advanced Settings** and the **Advanced Settings** dialog box will appear.

You can also configure advanced settings by clicking the **Advanced Settings** button in the scan settings dialog box.



■ Remove Background Colour

Removes the base colour of documents to make the scanned data more recognisable. When you use this function, you can select the level from 3 settings: high, medium, and low.


■ Skip Blank Page (For MFC-J4710DW)



Removes blank pages of the document from the scanning results.

■ Display Scanning Results (For MFC-J4710DW)

Shows the numbers of total pages saved and blank pages skipped on your computer screen.

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.
- 2 Click  (**Scan**).
- 3 Confirm and edit (if necessary) the scanned image in the image viewer.
- 4 Click  (**Save**).
- 5 The **Save** dialog box 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.

- 1 Select the **Scan** tab.
- 2 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  (**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.

- 1 Select the **Scan** tab.
- 2 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  (**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.
- 2 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  (**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 E-mail.



NOTE

The Send E-mail feature does not support Webmail services.

Using the OCR feature

3

The  (**OCR**) button lets you scan a document and convert it into text. This text can be edited using a word processing application of your choice.

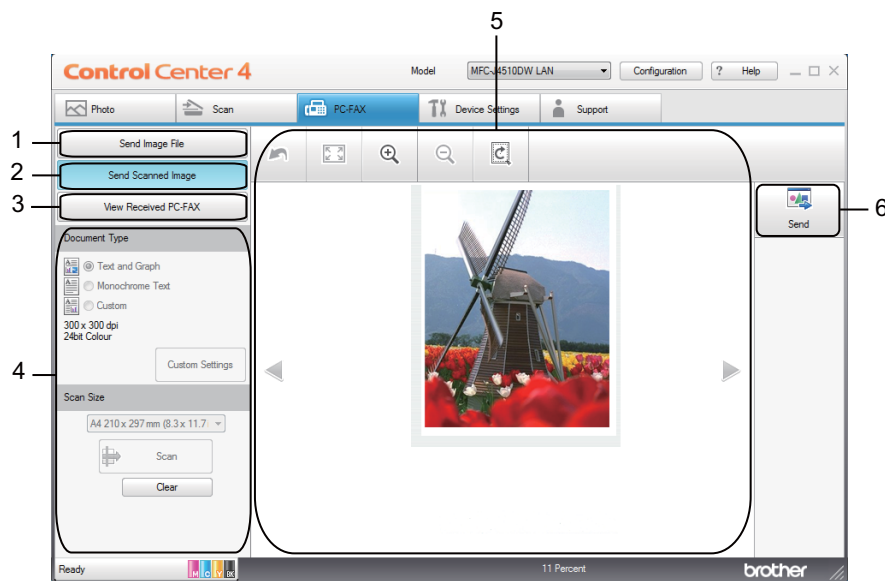
- 1 Select the **Scan** tab.
- 2 Configure the settings in the PC Scan setting area.
- 3 Click  (**Scan**).
- 4 Confirm and edit (if necessary) the scanned image in the image viewer.
- 5 Click  (**OCR**).
- 6 Configure the OCR settings and click **OK**.
- 7 The application you have chosen will open with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

PC-FAX tab (For MFC models)

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 monochrome fax documents.



- 1 **Send Image File** button
- 2 **Send Scanned Image** button
- 3 **View 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 computer using the Brother PC-FAX software.

- 1 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 box 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 computer using the Brother PC-FAX software.

- 1 Select the **PC-FAX** tab.
- 2 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 box will appear. Enter a fax number and then click **Start**.




Viewing and printing received PC-FAX data

The **View Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software.


NOTE

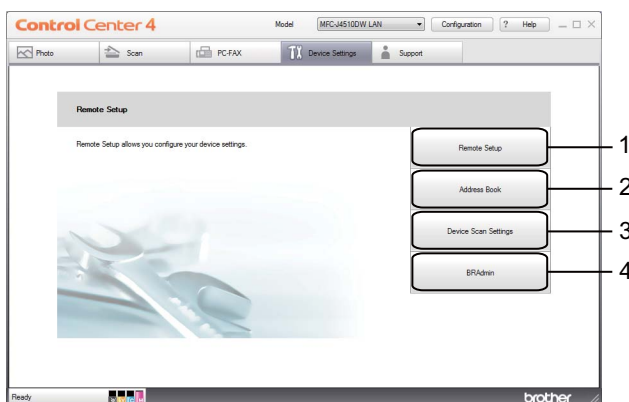
Before you use the PC-FAX Receive function, you must select the PC-FAX Receive option from the control panel menu of the Brother machine. (See *Enabling the PC-FAX Receiving software on your machine* on page 109.)

- 1 Select the **PC-FAX** tab.
- 2 Click **View 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**).
- 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**).



- 1 **Remote Setup** button (For MFC models)
- 2 **Address Book** button (For MFC models)
- 3 **Device Scan Settings** button
- 4 **BRAdmin** button

Configuring Remote Setup (For MFC models)

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.
- 2 Click **Remote Setup**.
- 3 The Remote Setup program window will appear. For Remote Setup configuration, see *Remote Setup (For MFC models)* on page 96.

Accessing Address Book (For MFC models)

The **Address Book** button lets you open the **Address Book** window in the Remote Setup program. You can then easily register or change the Address Book numbers on your machine, from your computer.

- 1 Select the **Device Settings** tab.
- 2 Click **Address Book**.
- 3 The **Address Book** window will appear. For the Remote Setup configuration, see *Remote Setup (For MFC models)* on page 96.

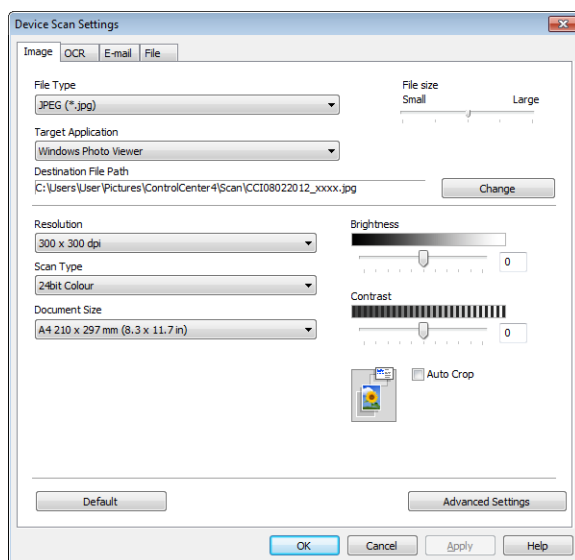
Configuring the Scan button settings

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

NOTE

You can change the `Scan` button settings using your Brother machine - however, these changes are only temporary.

If you want to make permanent changes, click **Device Scan Settings** and configure as required.




There are four scan functions which you can configure to fit your scanning needs.

To configure each scan function, select the **Device Settings** tab and then click **Device Scan Settings**. The **Device Scan Settings** dialog box will appear.

Image tab

Lets you configure settings for Scan to Image by pressing the `Scan` button on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **Destination File Path**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Auto Crop** and **Advanced Settings** as needed. Click **OK**.

If you choose Secure PDF from the **File Type** drop-down list, click the  (**Set PDF Password**) button. The **Set PDF Password** dialog box will appear. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

NOTE

- Secure PDF is also available for Scan to E-mail and Scan to File.
- You can change the data compression ratio of the scanned image with **File size**.

OCR tab

Lets you configure settings for Scan to OCR by pressing the **Scan** button on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **OCR Language**, **Destination File Path**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast** and **Advanced Settings** as needed. Click **OK**.

E-mail tab

Lets you configure settings for Scan to E-mail by pressing the **Scan** button on your Brother machine.

Choose the settings for **File Type**, **Destination File Path**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Auto Crop** and **Advanced Settings** as needed. Click **OK**.

NOTE

You can change the data compression ratio of the scanned image with **File size**.

File tab

Lets you configure settings for Scan to File by pressing the **Scan** button on your Brother machine.

Choose the settings for **File Type**, **File Name**, **Insert Date in File Name**, **Destination Folder**, **Show Folder**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Auto Crop** and **Advanced Settings** as needed. Click **OK**.

NOTE

- If **Show Folder** is checked, the destination of the scanned image to save will be shown after scanning.
- You can change the data compression ratio of the scanned image with **File size**.

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. For more information, see 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 <http://solutions.brother.com/>.

- 1 Select the **Device Settings** tab.
- 2 Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 utility dialog box 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 more detailed information about ControlCenter.

3

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

Using the 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.


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

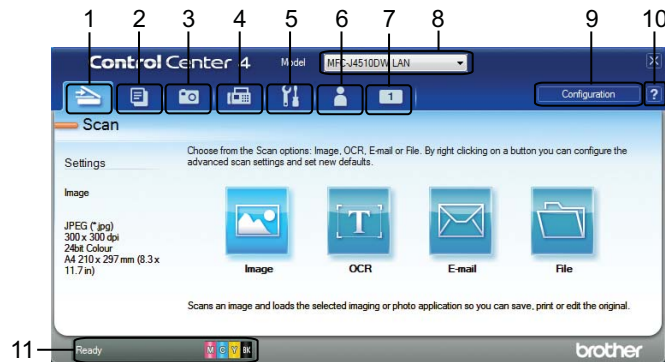
Accessing the Brother CreativeCenter

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

- 1 Select the **Support** tab.
- 2 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 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 computer.
- 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 to 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 the device status button.

ControlCenter4 Features for Advanced Mode users

Scan (See *Scan tab* on page 81.)

- See *File types* on page 82.
- See *Document Size* on page 82.
- See *Advanced Settings* on page 82.
- See *Opening the scanned image in an application* on page 82.
- See *Using the OCR feature* on page 82.
- See *Attaching the scanned data to E-mail* on page 82.
- See *Saving the scanned image* on page 83.
- See *How to change the default settings of each button* on page 83.

PC-Copy (See *PC-Copy tab* on page 84.)

- See *Printing the scanned image* on page 84.

Photo (See *Photo tab* on page 85.)

- See *Printing/Editing images* on page 85.
- See *Opening PCC folder (PCC: PhotoCapture Center™)* on page 86.
- See *Copying files from PCC folder* on page 86.
- See *Copying files to an application* on page 86.

PC-FAX (See *PC-FAX tab (For MFC models)* on page 87.)

- See *Sending an image file from your computer* on page 87.
- See *Sending a scanned image* on page 87.
- See *Viewing and printing received PC-FAX data* on page 87.

Device Settings (See *Device Settings tab* on page 89.)

- See *Configuring Remote Setup (For MFC models)* on page 89.
- See *Accessing Address Book (For MFC models)* on page 89.
- See *Configuring Scan button settings* on page 90.
- See *Launching the BRAdmin utility* on page 91.

Support (See *Support tab* on page 93.)


- See *Opening ControlCenter Help* on page 93.
- See *Using the Brother Solutions Center* on page 93.
- See *Accessing the Brother CreativeCenter* on page 93.

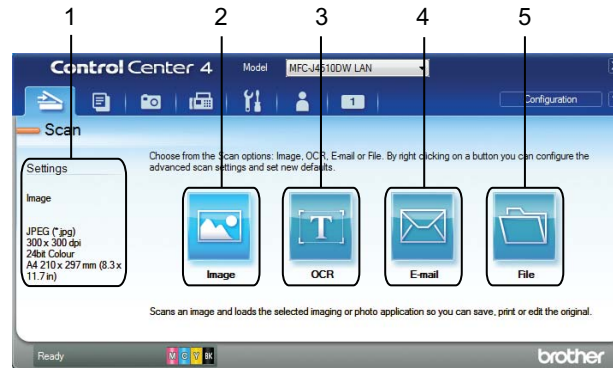
Custom (See *Custom tab* on page 94.)

- See *Creating a Custom tab* on page 94.
- See *Creating a Custom button* on page 94.

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

File types

You can choose a file type to save the scanned images as. For details, see *File types* on page 67.

Document Size

You can choose the document size from the **Document Size** drop-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.


3

Advanced Settings


You can configure advanced settings. For details, see *Advanced Settings* on page 67.


Opening the scanned image in an application

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


- 1 Select the **Scan** tab.
- 2 Click  (**Image**). The Scan Settings dialog box appears.
- 3 You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.
- 4 Click **Scan**. The image will appear in the application you have chosen.


Using the OCR feature

The  (**OCR**) button lets you scan a document and convert it into text. This text can be edited using a word processing application of your choice.

- 1 Select the **Scan** tab.
- 2 Click  (**OCR**). The Scan Settings dialog box appears.
- 3 You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.
- 4 Click **Scan**. 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 Click  (**E-mail**). The Scan Settings dialog box appears.
- 3 You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.
- 4 Click **Scan**. Your default E-mail application will open and the image will be attached to a new E-mail.

NOTE

The E-mail feature does not support Webmail services.

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.

- 1 Select the **Scan** tab.
- 2 Click  (**File**). The Scan Settings dialog box appears.
- 3 You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.
- 4 Click **Scan**. The image will be saved in the folder you have chosen.

How to change the default settings of each button

You can change the default settings of the  (**Image**),  (**OCR**),  (**E-mail**) and  (**File**) buttons.

- 1 Right-click the button that you want to configure and click **Button settings**. The settings dialog box will appear.
- 2 Choose the settings for **File Type**, **PreScan**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Continuous Scanning**, **2-sided Scanning**¹ and **Auto Crop** as needed.
- ¹ (For MFC-J4710DW)
- 3 Click **OK**. The new settings will be used as the default settings.

NOTE

- To preview and configure the scanned image, check **PreScan** box in the settings dialog box.
- You cannot use **Auto Crop** for Scan to OCR.


PC-Copy tab

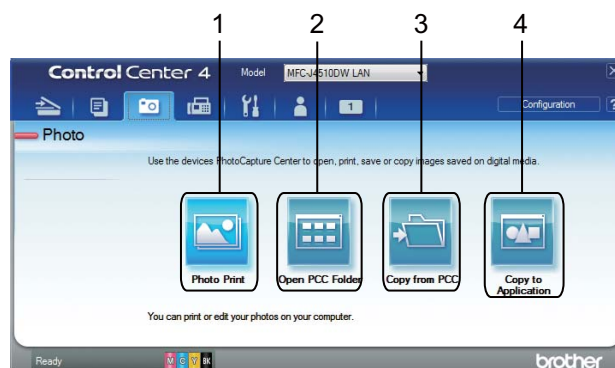
Printing the scanned image

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 **PreScan** box. Click **OK**.
- 3 Click **Colour 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 **Photo Print** window appears.
- 4 Configure the settings for **Paper Size**, **Media Type** and **Layout**.
- 5 Click **Properties** to configure **Print Quality**, **Colour / Greyscale** and **Colour Mode** if you need to.
(For MFC-J4610DW/J4710DW)
You can also configure the setting for **Paper Source**.

NOTE


If you want to print the image timestamp in the lower-right corner of the image, check the **Print Date** check box.

- 6 Click **OK**.
- 7 Click  (**Start Printing**).


Editing images

- 1 Click  (**Photo Print**). The image viewer will appear.
- 2 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**). The **Photo Print** window will appear.
- 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® 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 (For MFC models)


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 monochrome fax documents.


3



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.
- 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**). The PC-FAX sending dialog box will appear.
- 5 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 computer using the Brother PC-FAX software.





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

Viewing and printing received PC-FAX data


The  (**View Received PC-FAX**) button lets you view and print received fax data using the Brother PC-FAX software.

NOTE

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 109.)


- 1 Select the **PC-FAX** tab.
- 2 Click  (**View Received PC-FAX**).
- 3 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 (For MFC models)


3

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.
- 2 Click  (**Remote Setup**). The Remote Setup program window will appear.
- 3 For Remote Setup configuration, see *Remote Setup (For MFC models)* on page 96.

Accessing Address Book (For MFC models)

The  (**Address Book**) button lets you open the **Address Book** window in the Remote Setup program. You can then easily register or change the Address Book numbers from your computer.

- 1 Select the **Device Settings** tab.
- 2 Click  (**Address Book**). The **Address Book** window will appear.
- 3 For the Remote Setup configuration, see *Remote Setup (For MFC models)* on page 96.

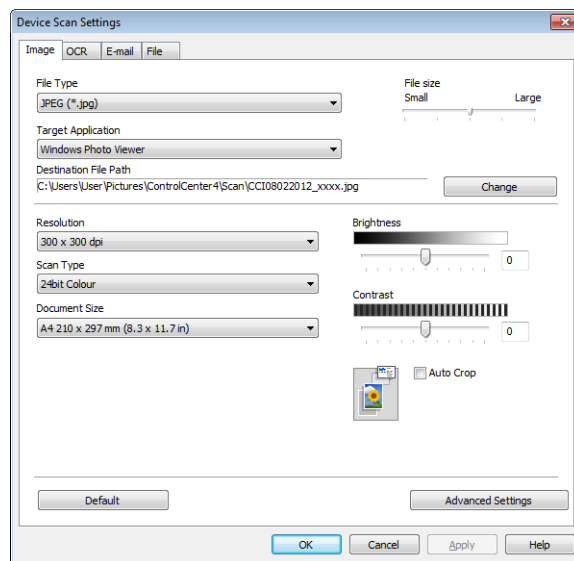
Configuring Scan button settings

The  (**Device Scan Settings**) button lets you configure your machine's `Scan` button settings.

NOTE

You can change the `Scan` button settings using your Brother machine - however, these changes are only temporary.

If you want to make permanent changes, click **Device Scan Settings** and configure as required.




There are four scan functions which you can configure to fit your scanning needs.

To configure each scan function, select the **Device Settings** tab and then click **Device Scan Settings**. The **Device Scan Settings** dialog box will appear.

Image tab

Lets you configure settings for Scan to Image by pressing the `Scan` button on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **Destination File Path**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Auto Crop** and **Advanced Settings** as needed. Click **OK**.

If you choose Secure PDF from the **File Type** drop-down list, click the  (**Set PDF Password**) button. The **Set PDF Password** dialog box will appear. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

NOTE

- Secure PDF is also available for Scan to E-mail and Scan to File.
- You can change the data compression ratio of the scanned image with **File size**.

OCR tab

Lets you configure settings for Scan to OCR by pressing the **Scan** button on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **OCR Language**, **Destination File Path**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast** and **Advanced Settings** as needed. Click **OK**.

E-mail tab

Lets you configure settings for Scan to E-mail by pressing the **Scan** button on your Brother machine.

Choose the settings for **File Type**, **Destination File Path**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Auto Crop** and **Advanced Settings** as needed. Click **OK**.

NOTE

You can change the data compression ratio of the scanned image with **File size**.

File tab


Lets you configure settings for Scan to File by pressing the **Scan** button on your Brother machine.

Choose the settings for **File Type**, **File Name**, **Insert Date in File Name**, **Destination Folder**, **Show Folder**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **Auto Crop** and **Advanced Settings** as needed. Click **OK**.

NOTE


- If **Show Folder** is checked, the destination of the scanned image to save will be shown after scanning.
- You can change the data compression ratio of the scanned image with **File size**.

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. For more information, see Network User's Guide.

If you require more advanced machine management, use the latest version of BRAdmin Professional 3 that is available as a download from <http://solutions.brother.com/>.

- 1 Select the **Device Settings** tab.
- 2 Click  (**BRAdmin**). The BRAdmin Light or BRAdmin Professional 3 utility dialog box 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**) button lets you open the **Help** file for detailed information about ControlCenter.


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


Using the 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.
- 2 Click  (**Brother Solutions Center**).
- 3 The 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 uses.

- 1 Select the **Support** tab.
- 2 Click  (**Brother CreativeCenter**). ControlCenter4 will launch your web browser and then open the Brother CreativeCenter website.

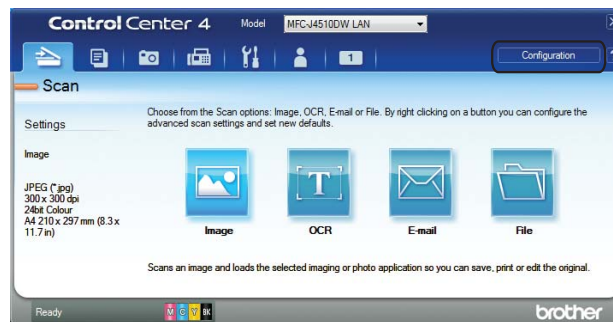
Custom tab

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

Creating a Custom tab

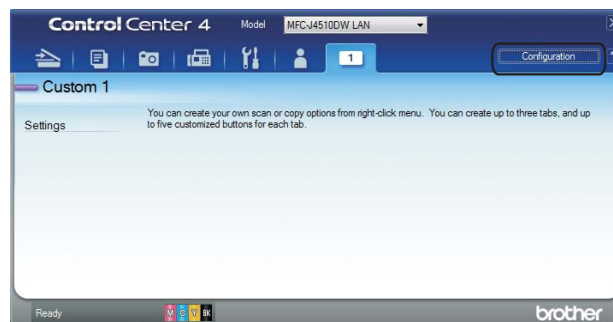
You can create up to three customized tabs including up to five customized buttons with your preferred settings.

- 1 Click **Configuration** and then select **Create custom tab**.

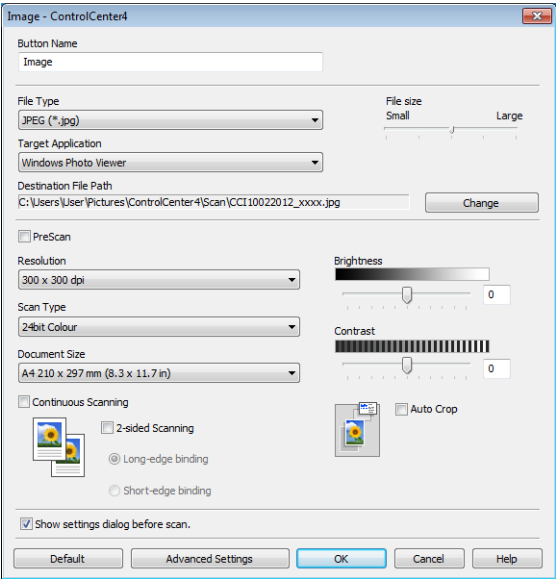


Creating a Custom button

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



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



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

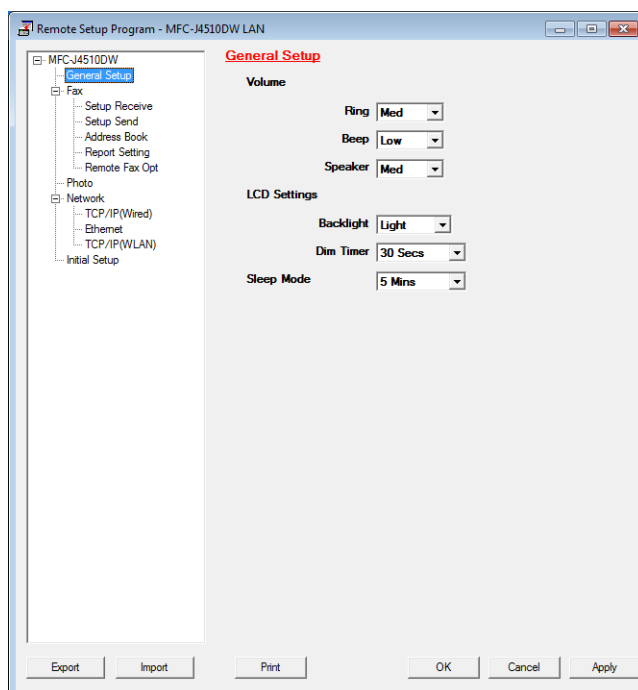
4

Remote Setup (For MFC models)

Remote Setup

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

Click the  button, **All Programs**, **Brother**, **MFC-XXXX**, and **Remote Setup**.



■ OK

Lets you start uploading data to the machine and exit the Remote Setup program. If an error message is displayed, enter the correct data again and then click **OK**.

■ Cancel

Lets you exit the Remote Setup program without uploading data to the machine.

■ Apply

Lets you upload data to the machine without exiting the Remote Setup program.

■ Print

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

■ Export

Lets you save the current configuration settings to a file.

■ Import

Lets you read the settings from a file.

NOTE

- You can use the **Export** button to save all your settings for your machine.
 - If your computer 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 116.
 - 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 (For MFC models)

PC-FAX sending

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

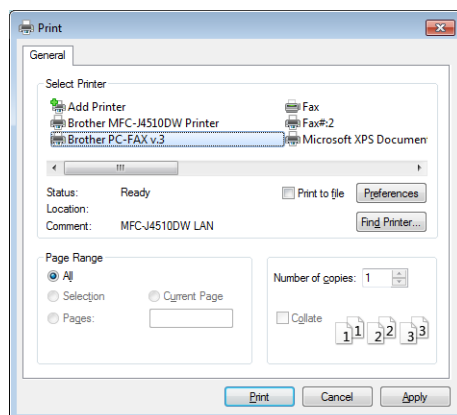
For the latest information and updates on the Brother PC-FAX feature, visit the main page for your model on the Brother Solutions Center (<http://solutions.brother.com/>). To update the PC-FAX software, go to the Downloads page, download the Full Driver & Software Package for your OS and language, and then install the package. If you have questions or problems, go to the FAQ's & Troubleshooting page.

NOTE

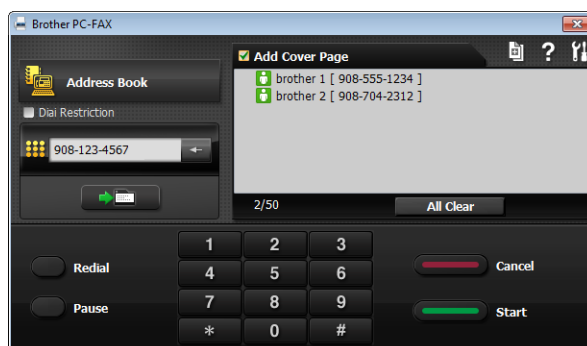
The PC-FAX software can only send monochrome fax documents.

Sending a file as a PC-FAX

- 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 PC-FAX sending dialog box appears:



- 4 Enter a fax number using any of the following methods:
- Use the dial pad to enter the number.

NOTE

If you check the **Dial Restriction** check box, a confirmation dialog box will appear for you to re-enter the fax number using the dial pad. This feature helps to prevent transmissions to the wrong destination.

- Click the **Address Book** button, and then choose a member or group from the Address Book.
- If you make a mistake, click **All Clear** to delete all the entries.

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

NOTE

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


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


NOTE

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

Setting up user information

NOTE

You can access **User Information** from the FAX Sending dialog box by clicking the  icon. (See *Sending a file as a PC-FAX* on page 98.)

- 1 Click the  button, **All Programs**, **Brother**, **MFC-XXXX** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Setup**.
The **Brother PC-FAX Setup** dialog box appears:

PC-FAX Setup

User Information | Sending | Address Book

Name:

Company:

Department:

Phone Number:

Fax Number:

Email:

Address 1:

Address 2:

OK Cancel

2 Enter this information to create the fax header and cover page.

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

NOTE

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

Sending setup

From the **Brother PC-FAX Setup** dialog box, choose the **Sending** tab to display the screen below.

PC-FAX Setup

User Information | Sending | Address Book

Dial Setting

Outside line access:

For example: Dial 9 to access outside line

Header

☒ Include header

Network PC-FAX

☐ Enable

OK Cancel


■ Outside line access

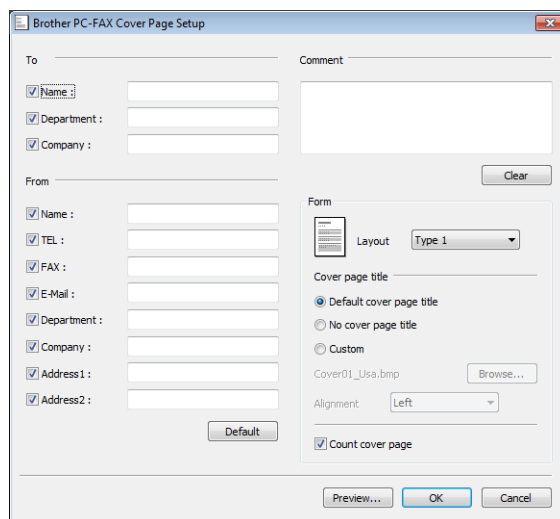
Enter the characters (including numbers and !, #, *, - and +) used to access an outside line here. This is sometimes required by office telephone systems (for example, dialling #09 to get an outside line in your office).

■ 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 99.

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:

The image shows the 'Brother PC-FAX Cover Page Setup' dialog box. It is divided into several sections: 'To' (Name, Department, Company), 'From' (Name, TEL, FAX, E-Mail, Department, Company, Address1, Address2), 'Comment', 'Form' (Layout, Type 1), 'Cover page title' (Default cover page title, No cover page title, Custom), 'Cover01_Usa.bmp' with a 'Browse...' button, 'Alignment' (Left), and 'Count cover page' (checked). There are 'Default', 'Preview...', 'OK', and 'Cancel' buttons at the bottom.

Entering cover page information

NOTE

If you are sending a fax to more than one recipient, the recipient information will not be printed on the cover page.

■ To

Choose the recipient information you want to add to the cover page.

■ From

Choose the sender information you want to add to the cover page.

■ Comment

Enter the comment you want to add to the cover page.

■ Form

Choose the cover page format you want to use.

■ Cover page title

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

■ Count cover page

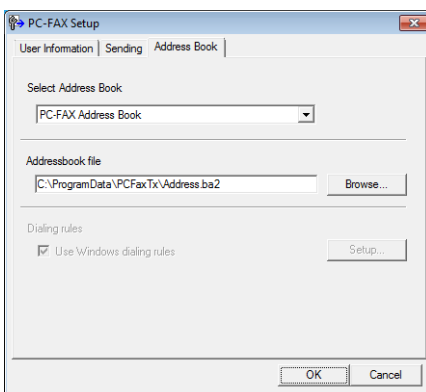
When **Count cover page** is checked, the cover page will be included in the page numbering. When **Count cover page** is unchecked, the cover page will not be included.

Address Book

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

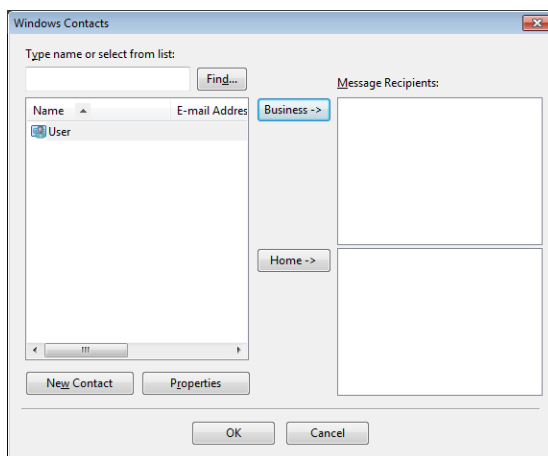
For the address book file, you must enter the path and file name of the database file which contains the address book information.

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



You can use the address book chosen from the **Select Address Book** drop-down list by clicking the **Address Book** button in the FAX Sending dialog box.


When Windows Contacts was chosen

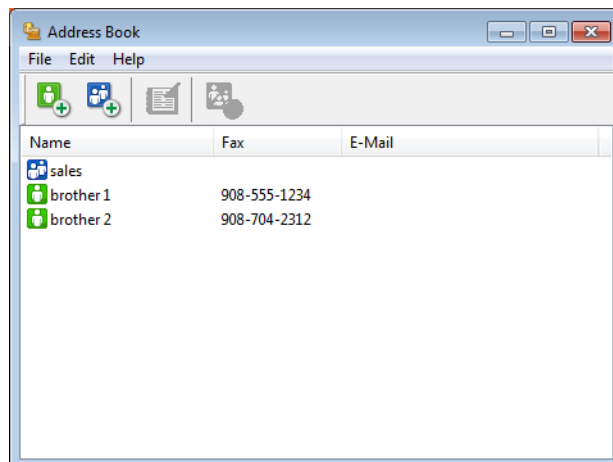


NOTE

- To use your Outlook Address Book, you must select Microsoft® Outlook® 2002, 2003, 2007 or 2010 as your default E-mail application.
- For Microsoft® Outlook® 2010, the 64-bit version is not supported.


Brother Address Book

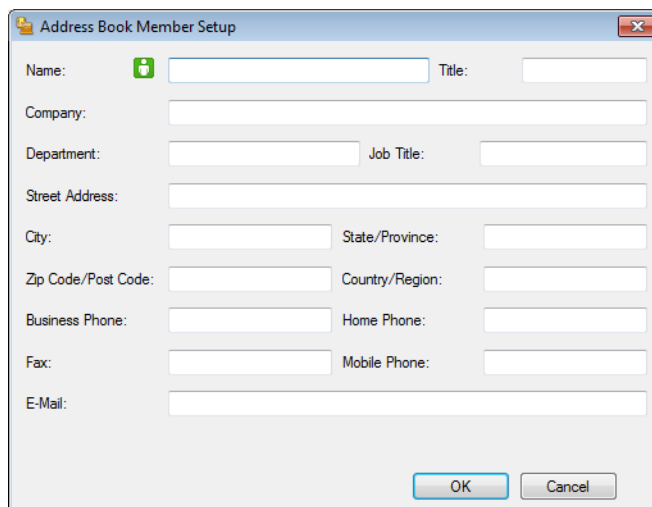
- 1 Click the  button, **All Programs, Brother, MFC-XXXX** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Address Book**.
The **Address Book** dialog box appears:




Setting up a member in the Address Book

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

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



Address Book Member Setup

Name:  Title:

Company:

Department: Job Title:

Street Address:

City: State/Province:

Zip Code/Post Code: Country/Region:

Business Phone: Home Phone:

Fax: Mobile Phone:


E-Mail:

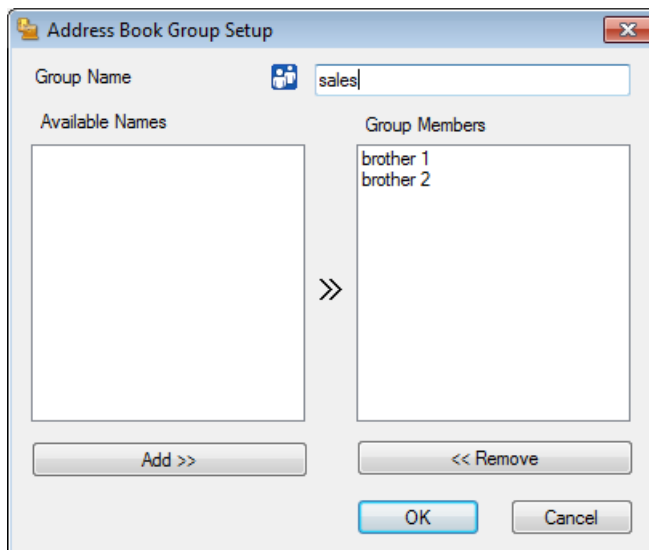
OK Cancel

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

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 **Address Book** dialog box, click the  icon to create a Group.
The **Address Book Group Setup** dialog box appears:




- 2 Enter the name of the new group in the **Group Name** field.
- 3 In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.
- 4 After all the members you want have been added, click **OK**.

NOTE


You can have up to 50 members in a group.

Editing member information

- 1 Choose the member or group you want to edit.
- 2 Click the edit  icon.
- 3 Change the member or group information.
- 4 Click **OK**.

Deleting a member or group

- 1 Choose the member or group you want to delete.

- 2 Click the delete  icon.
- 3 When the confirmation dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). You can also create a vCard for an address book member that can be attached to an outgoing E-mail (a vCard is an electronic business card that contains the sender's contact information). You can also export the Address Book as Remote Setup Dial Data that can be used by the Remote Setup program of your machine. (See *Remote Setup (For MFC models)* on page 96.) 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

NOTE

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

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

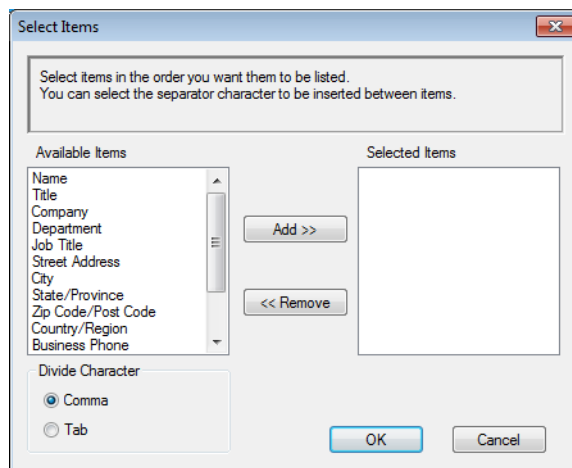
- 1 Do one of the following:
 - From the Address Book, click **File, Export**, then **Text**.
 - From the Address Book, click **File, Export**, then **vCard** and go to ❺.
 - From the Address Book, click **File, Export**, then **Remote Setup Dial Data** and go to ❺.
- 2 From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.

NOTE

Choose the items in the order you want them listed.

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

- 4 Click **OK** to save the data.

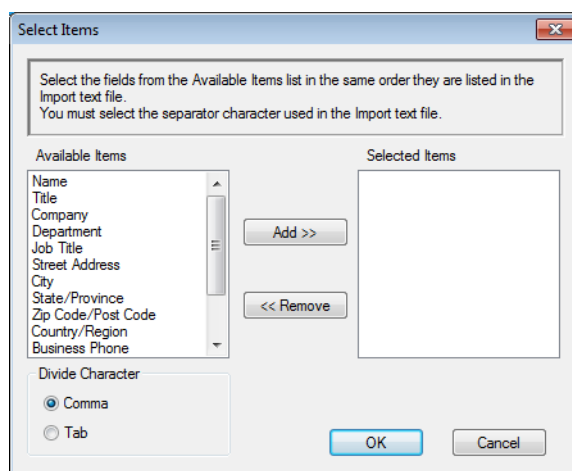


- 5 Enter the file name, and then click **Save**.

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

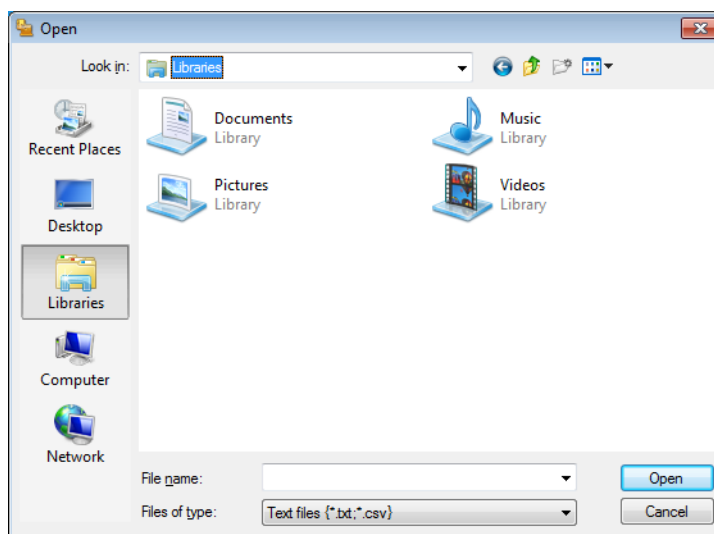


- From the **Available Items** column choose the data fields you want to import, and click **Add >>**.

NOTE

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

- Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.
- Click **OK** to import the data.
- Enter the file name, and then click **Open**.



NOTE

If you chose **Text** in ❶, **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 computer. 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 computer.

If you turn your computer off, your machine will continue to receive and store your faxes in its memory. The machine's Touch Panel will display the number of stored faxes received.

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

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 computer. (We recommend you select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on computer startup.)

NOTE

- Refer to the guide and the website noted below for more information.

See Basic User's Guide: *Troubleshooting*.

Visit the Brother Solutions Center (<http://solutions.brother.com/>)

- To use PC-FAX receiving with a computer that is protected by a firewall, the Network PC-FAX receiving program must be excluded from the firewall setting. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 116.



- (For MFC-J4710DW)

If you receive a fax containing multiple paper sizes (for example, a page of Letter/A4 data and a page of Ledger/A3 data), the machine creates a new file each time it receives a different paper size. When your computer 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 computer or if the computer is switched off.

(For MFC-J2510/J4510DW/J4710DW)


- 1 Press .
- 2 Press All Settings.
- 3 Press Fax.
- 4 Press Setup Receive.
- 5 Swipe up or down, or press ▲ or ▼ to display Memory Receive.
Press Memory Receive.
- 6 Swipe up or down, or press ▲ or ▼ to display PC Fax Receive.
Press PC Fax Receive.
Press OK.
- 7 Swipe up or down, or press ▲ or ▼ to choose <USB> or your computer name if connected to a network.
Press OK.
- 8 Press Backup Print:On or Backup Print:Off.
- 9 Press .

NOTE

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

(For MFC-J2310/J4310DW/J4410DW/J4610DW)

- 1 Press Settings.
- 2 Press ▲ or ▼ to display Fax.
Press Fax.

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

NOTE

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

Running the PC-FAX Receiving software on your computer


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

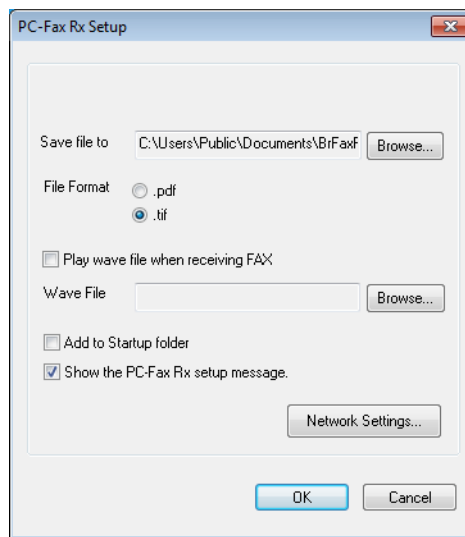
The **PC-Fax Receiving** dialog box appears. Confirm the message and click **OK**.

The PC-FAX icon appears in your computer's tasktray.



Setting up your computer

- 1 Right-click the PC-FAX  icon on your computer's tasktray, and then click **PC-Fax Rx Setup**.
The **PC-Fax Rx Setup** dialog box appears:



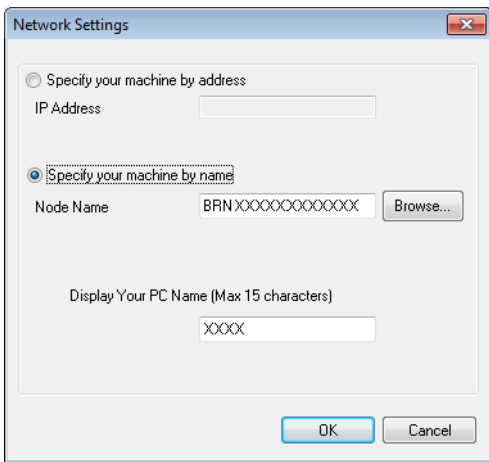
- 2 In **Save file to**, click **Browse** if you want to change the path where PC-FAX files are saved.
- 3 In **File Format**, choose **.tif** or **.pdf** as the received document format. The default format is **.tif**.
- 4 To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.
- 5 To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.
- 6 If you want to use the PC-FAX Receiving software over your network, see *Configuring the Network PC-FAX Receiving Settings* on page 112.

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 Quick Setup Guide.

If you are using a different machine than the one that was registered to your computer 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.

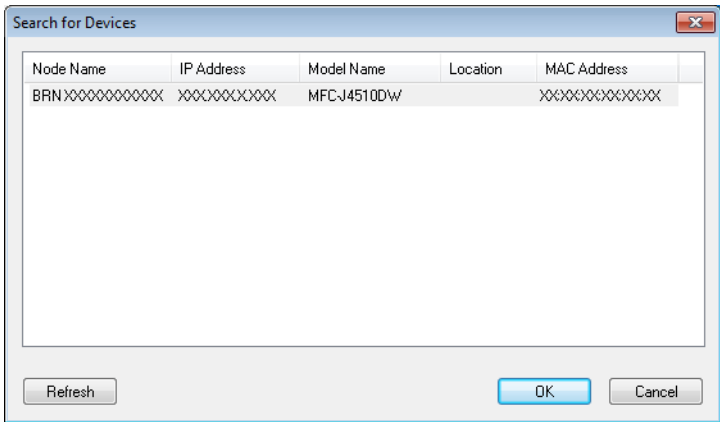


Specify your machine by address

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 computer 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 computer is receiving a PC-FAX, the icon will alternate between  and . Once the fax has been received, the icon will change to . The  icon will change to  once the received fax has been viewed.

- 1 Double-click  to run Nuance™ PaperPort™ 12SE.
- 2 Open the Fax Received folder.
- 3 Double-click any new faxes to open and view them.

NOTE

The name of your unread computer message will be based on the date and time that the messages were received until you assign a file name. For example 'Fax 20-2-2012 16:40:21.tif'.

IMPORTANT

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

NOTE

- The PhotoCapture Center™ will read only the media that was put in first.
- While the machine is printing from the PhotoCapture Center™, your computer cannot access the PhotoCapture Center™ for any other operation.

Using PhotoCapture Center™

- 1 Open the media slot cover.
- 2 Put a memory card or USB Flash memory drive into your machine.
- 3 In Windows® Explorer, double-click the **Removable Disk** icon¹. The files and folders on the memory card or USB Flash memory drive will appear on your screen.
You can edit a file and save it to another drive on your computer.

¹ 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 LCD message disappears before taking out the media.

IMPORTANT

DO NOT remove the memory card or USB Flash memory drive while the LCD is displaying a message. Otherwise, the card, USB Flash memory drive or data stored on the card could be damaged.

If you remove the memory card or USB Flash memory drive while the LCD is displaying the message, you must restart your computer once before inserting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media could be destroyed.

For Network Users

- 1 Open the media slot cover.
- 2 Put a memory card or USB Flash memory drive into your machine.
- 3 Start a web browser which supports the FTP protocol. 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.
- 4 Click the name of the file you want to see.

NOTE

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

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

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

- 1 Close the browser.
- 2 Wait until the LCD message disappears before taking out the memory card or USB Flash memory drive.

IMPORTANT

DO NOT remove the memory card or USB Flash memory drive while the LCD is displaying a message. Otherwise, the card, USB Flash memory drive or data stored on the card could be damaged.

If you remove the memory card or USB Flash memory drive while the LCD is displaying the message, you must restart your computer once before inserting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media could be destroyed.

Before using the Brother software

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

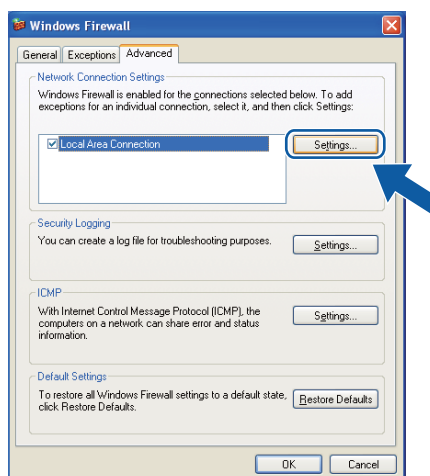
UDP Port number information for Firewall configuration

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

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

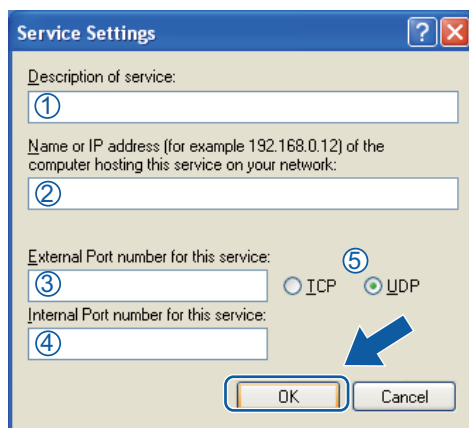
Windows® XP SP2 or higher users

- 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**.
- 2 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**.



- 5 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**.

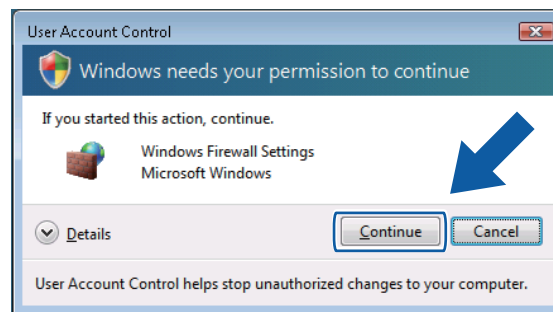
9 Make sure that the new setting is added and is checked, and then click **OK**.

Windows Vista® users

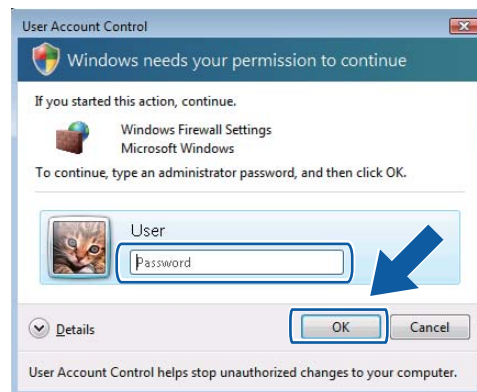
1 Click the  button, **Control Panel**, **Network and Internet**, **Windows Firewall** and click **Change settings**.

2 When the **User Account Control** screen appears, do the following:

- Users who have administrator rights: Click **Continue**.

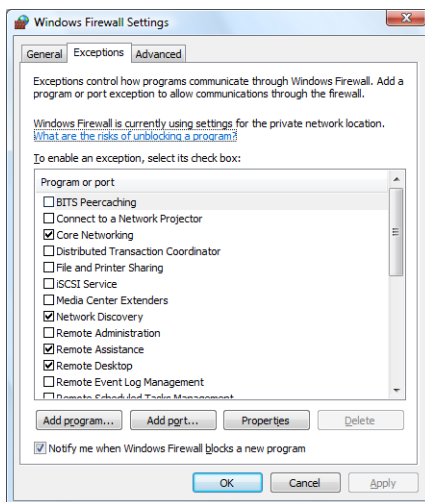


- For users who do not have administrator rights: Enter the administrator password and click **OK**.



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

- 4 Choose the **Exceptions** tab.

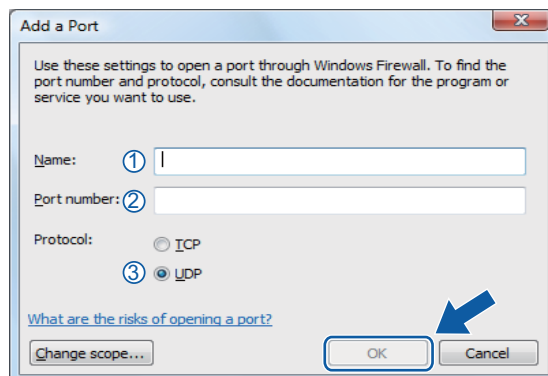


- 5 Click **Add port**.

- 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**.

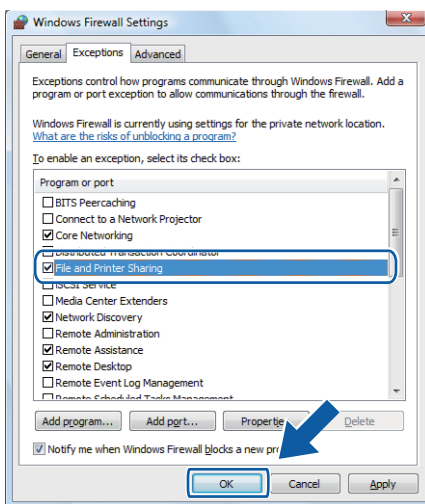
- 8 To add port **54926** for Network PC-Fax, enter the information below:

- 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**.


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

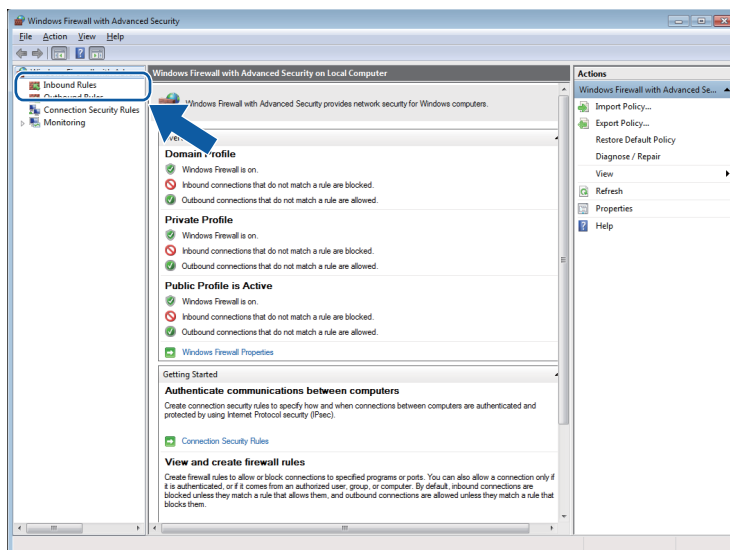
- 10 If you still have trouble with your network connection such as Network Scanning or Printing, check the **File and Printer Sharing** box in the **Exceptions** tab and then click **OK**.



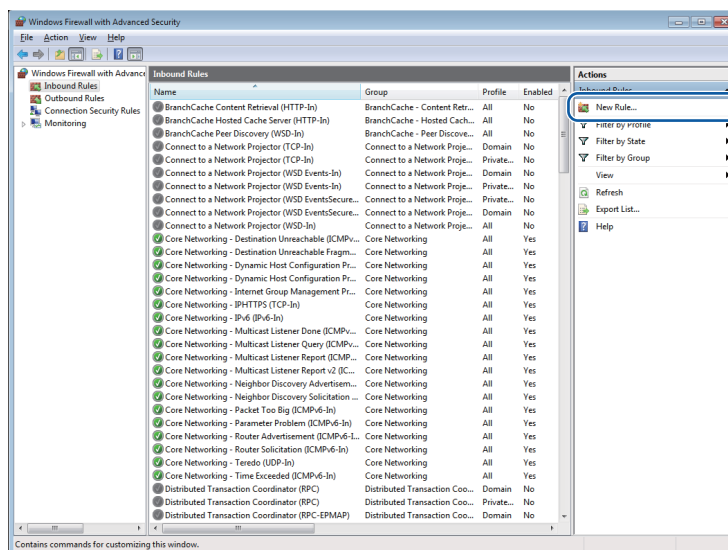
7

Windows® 7 users

- 1 Click the  button, **Control Panel**, **System and Security** and then **Windows Firewall**. Make sure the **Windows Firewall state** is set to **On**.
- 2 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

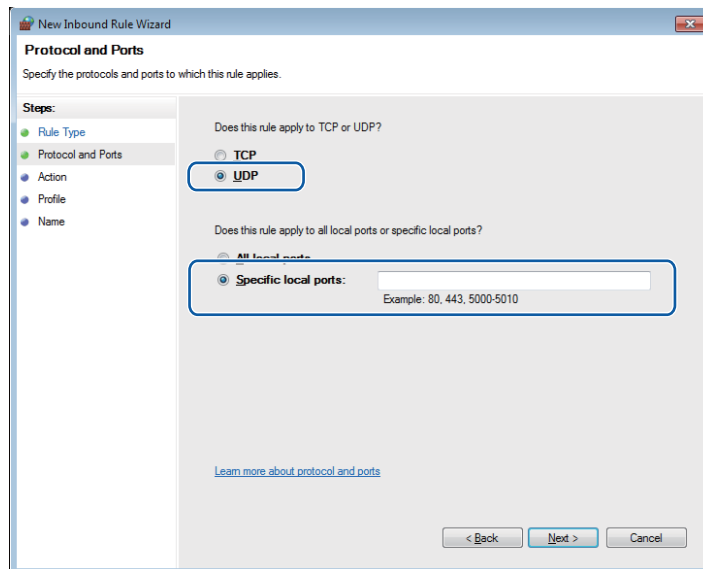
Choose **UDP** and enter “**54925**” in the **Specific local ports**.

Click **Next**.

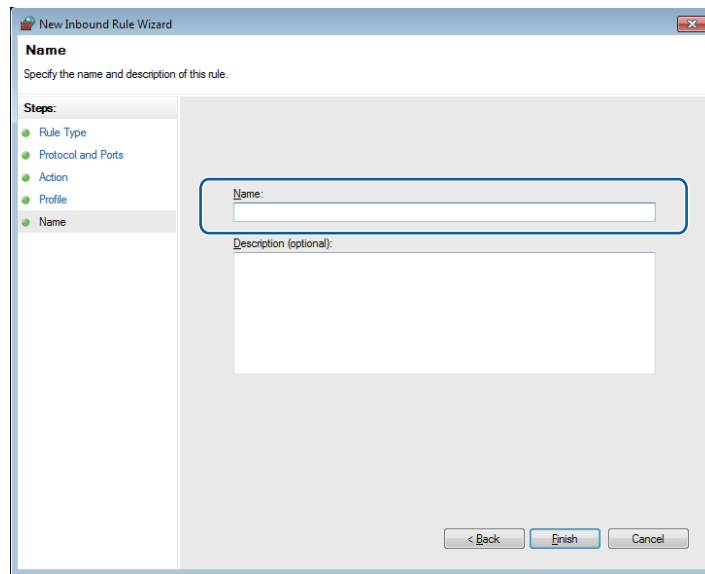
- For Network PC-Fax

Choose **UDP** and enter “**54926**” in the **Specific local ports**.

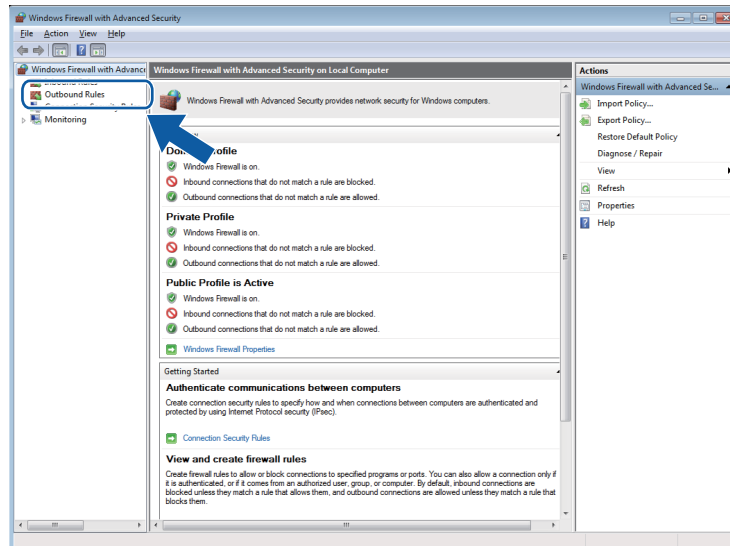
Click **Next**.



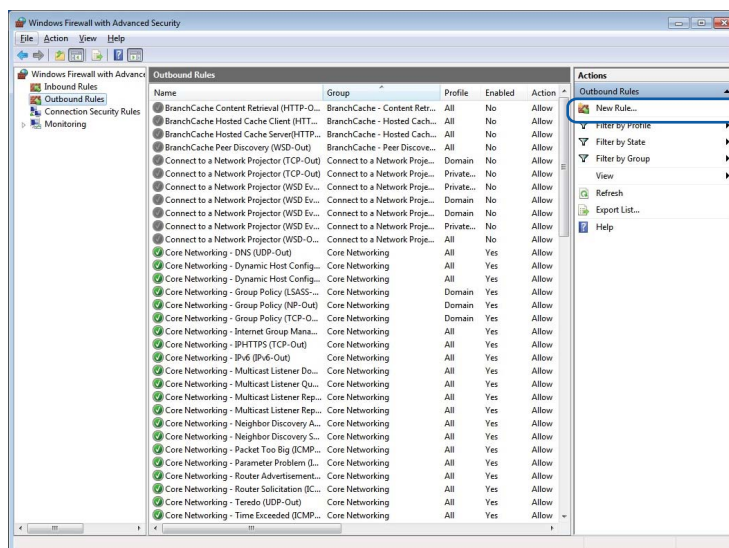
- 7 Choose **Allow the connection** and click **Next**.
- 8 Check the applicable items and click **Next**.
- 9 Enter any description in **Name:** (for example “Brother Scanner” or “Brother PC-Fax”) and click **Finish**.



- 10 Make sure that the new setting is added and is checked.
- 11 Click **Outbound Rules**.



12 Click **New Rule**.



13 Choose **Port** and click **Next**.

14 To add port enter the information below:

- For network scanning

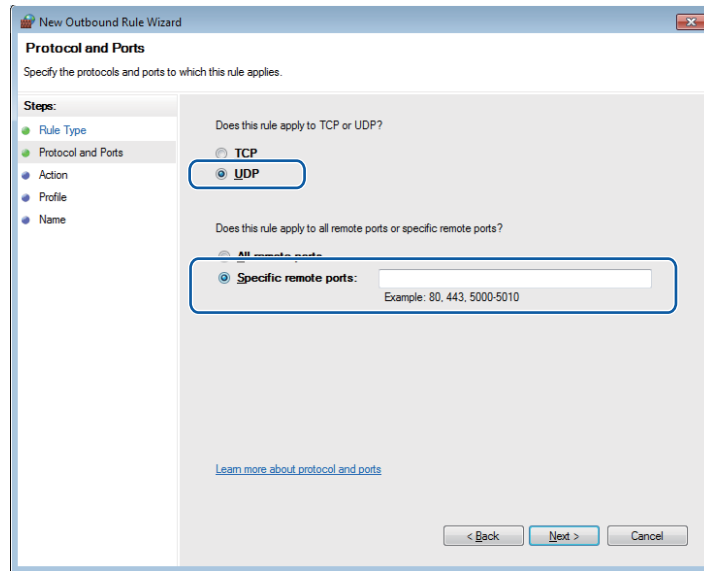
Choose **UDP** and enter “**54925**” in the **Specific remote ports**.

Click **Next**.

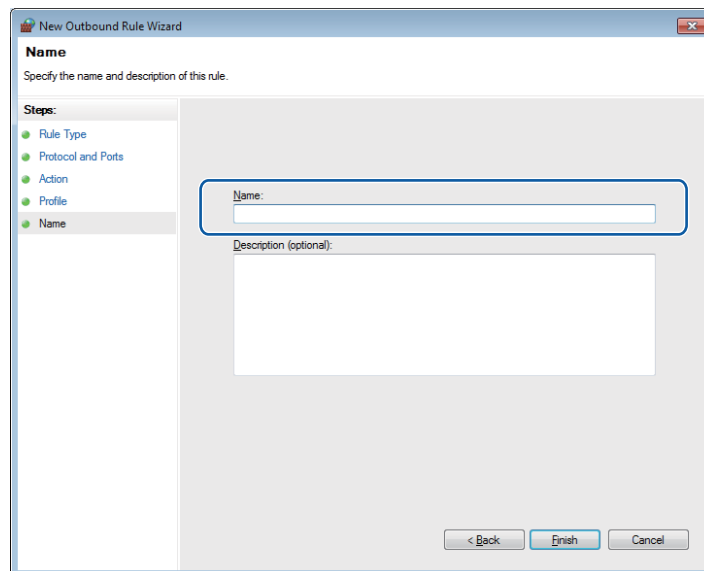
- For Network PC-Fax

Choose **UDP** and enter “**54926**” in the **Specific remote ports**.

Click **Next**.



- 15 Choose **Allow the connection** and click **Next**.
- 16 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.



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Setting up your computer

NOTE

The screens shown in this section are mainly from Mac OS X v10.7.x. Screens on your computer may vary depending on your operating system and application.

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 stop during computer printing.

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

Clearing data from the memory

If the LCD shows `Data Remaining in Memory`, you can clear the data that is left in the printer memory by pressing  on the control panel.

Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of the machine. It allows you to see error messages such as paper empty, paper jam or ink replacement. Before you can use the tool you must choose your machine in the **Model** pop-up menu in ControlCenter2.

You can check the device status by launching Brother Status Monitor.

(Mac OS X v10.5.8)

- 1 Run the **System Preferences**, select **Print & Fax**, then choose the machine.

- 2 Click **Open Print Queue**, then click **Utility**. The Status Monitor will start up.

(Mac OS X v10.6.x)

- 1 Run the **System Preferences**, select **Print & Fax**, then choose the machine.

- 2 Click **Open Print Queue**, then click **Printer Setup**. Select the **Utility** tab then click **Open Printer Utility**. The Status Monitor will start up.

(Mac OS X v10.7.x)

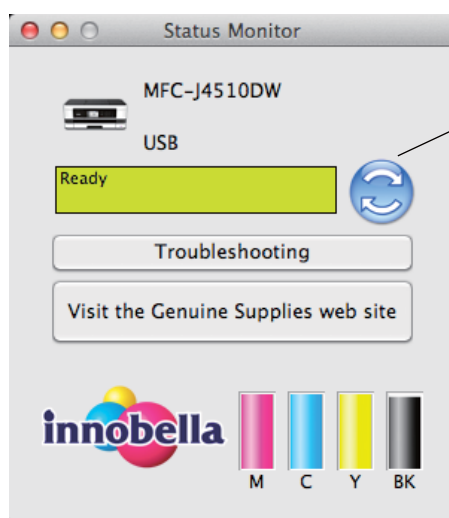
- 1 Run the **System Preferences**, select **Print & Scan**, then choose the machine.

- 2 Click **Open Print Queue**, then click **Printer Setup**. Select the **Utility** tab then click **Open Printer Utility**. The Status Monitor will start up.



You can also check the device status by clicking the **Ink Level** icon in the **DEVICE SETTINGS** tab of ControlCenter2.

■ Updating the machine's status

If you want the latest machine status while the **Status Monitor** window is open, click the update button (1).



■ Error Messages

	The ink level is low.
	The ink cartridge is empty.
	There is a problem with the ink cartridge.

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 **Brother 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 pop-up menu.

■ 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). Refer to the guide noted below more information on the Web Based Management System.

See Network User's Guide: *Web Based Management*.

■ Retrieve Printer's Colour Data

This setting helps to optimize print quality by retrieving colour data from your specific device. Use this option when you have replaced the device or changed the network connected device. To configure the setting, go to the menu bar, choose **Control** and then **Retrieve Printer's Color Data**.

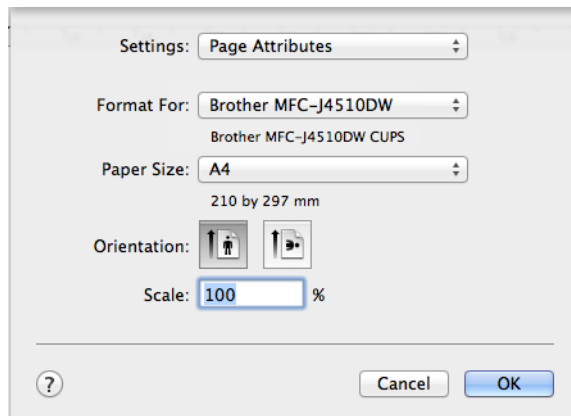
NOTE

- When an error message dialog box appears, confirm that your computer and your Brother machine are correctly connected, and then retry.
- After retrieving the printer's colour data, your computer will save the data and apply it to printing.
- If your Brother machine is connected to multiple computers, do this feature on each computer connected.
- You can retrieve the printer's colour data only from the printer server if the printer is shared.

Using the Brother printer driver

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** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.



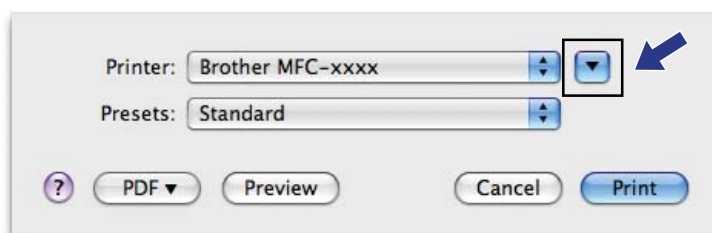
NOTE

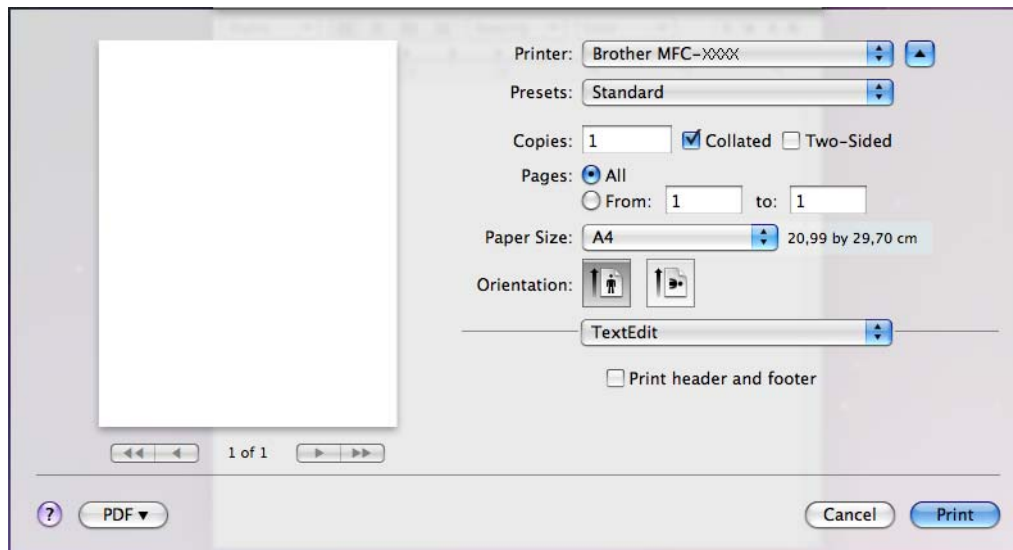
- The printer driver does not support Watermark printing.
- You can print using A3, Legal and Ledger paper only from the manual feed slot.
- When you are feeding A3, Legal or Ledger size paper in the manual feed slot, the machine holds the printed page after printing so that the page does not fall. Once printing is complete, pull out the printed page and press **OK**.
- (For MFC-J4710DW)
You can also print using A3, Legal and Ledger paper from **Tray2**.
- The paper orientation (portrait or landscape) varies depending on the paper size. See Basic User's Guide.

- 2 From an application such as Apple TextEdit, click **File**, then click **Print** to start printing. You can choose a preset from the **Presets** pop-up menu to select a previously configured set of print settings.

- (Mac OS X v10.5.8 to 10.6.x)

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



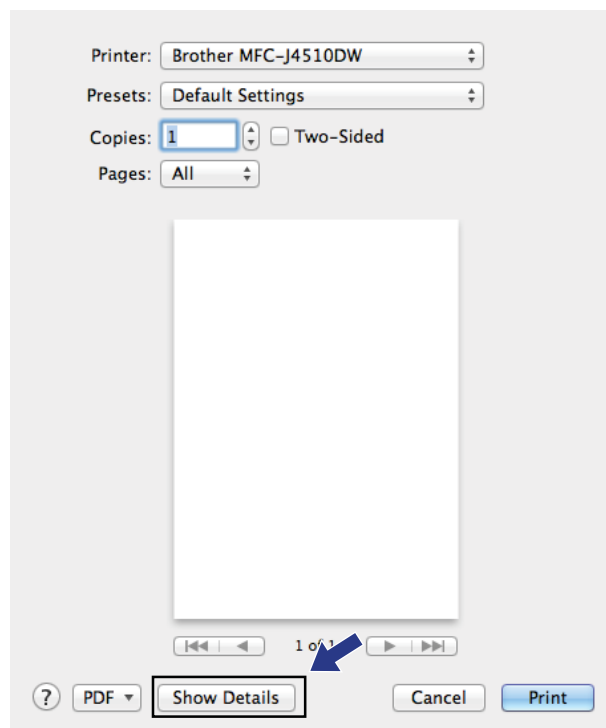


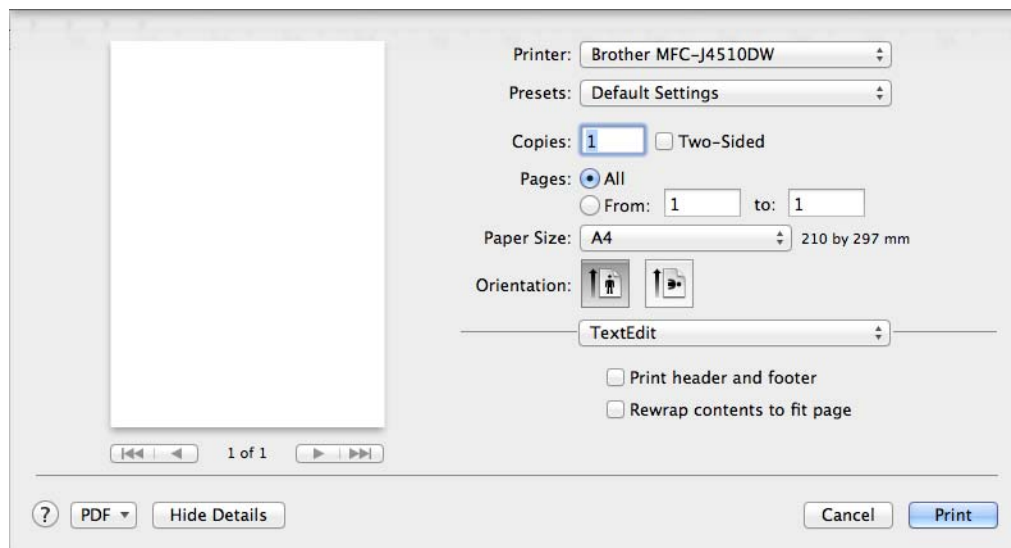
NOTE

You can save the current settings as a preset by choosing **Save As** from the **Presets** pop-up menu.

■ (Mac OS X v10.7.x)

For more page setup options, click **Show Details**.





NOTE

You can save the current settings as a preset by choosing **Save Current Settings as Preset** from the **Presets** pop-up menu.

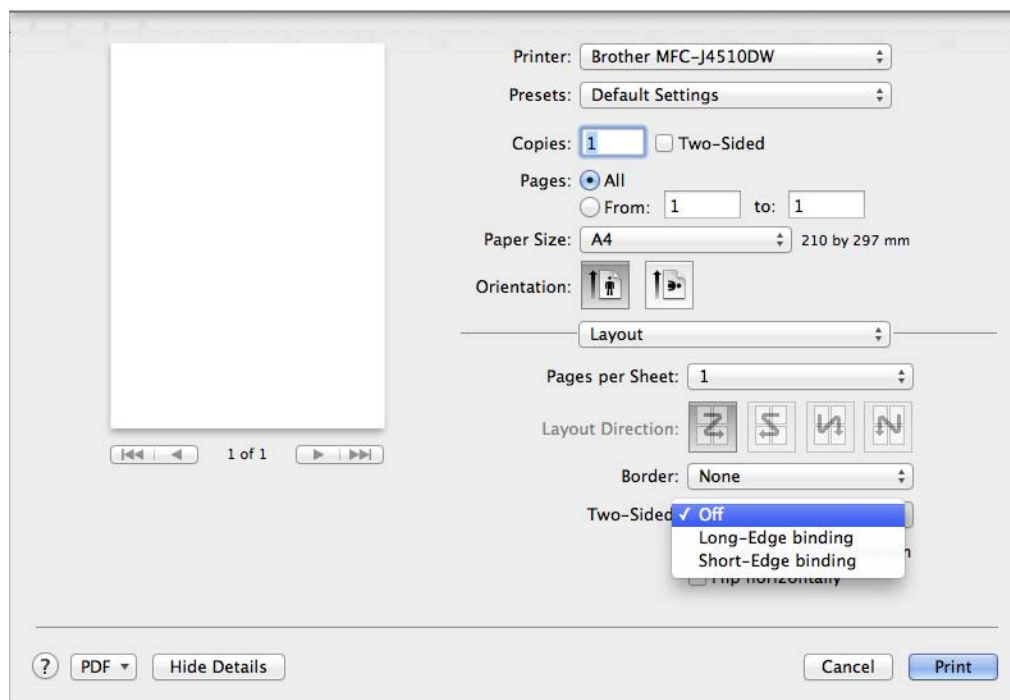
8

To do borderless printing

From the **Paper Size** pop-up menu, choose the size of paper you want to print such as **A4 Borderless** or **A3 Borderless**.

2-sided Printing

- 1 Select **Layout**.
- 2 Choose **Long-Edge binding** or **Short-Edge binding** in **Two-Sided**.

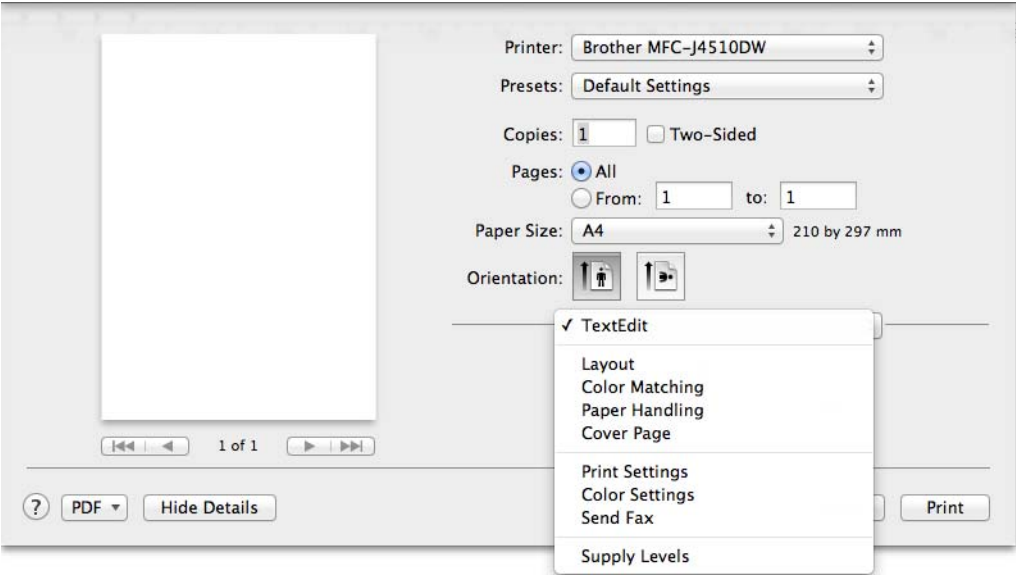


NOTE

- The **Borderless** feature is not available for 2-sided printing.
- You cannot use A3, Legal or Ledger paper for 2-sided printing.

Choosing printing options

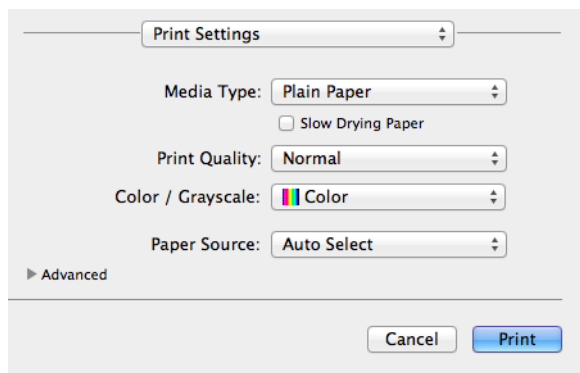
To use special printing features, choose **Print Settings** or **Color Settings** in the Print dialog box.



Print Settings

You can choose the **Media Type**, **Slow Drying Paper**, **Print Quality** and **Color/Greyscale** settings.
(For MFC-J4610DW/J4710DW)

You can also choose the **Paper Source** setting.



NOTE

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

8

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 BP60 Matte 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.

■ 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.

■ 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 ¹	Colour/Greyscale	Fast, Normal , Best
Inkjet Paper or Brother BP60 Matte Paper	Colour/Greyscale	Normal, Photo
Brother BP71 Photo Paper or Other Photo Paper	Colour/Greyscale	Fast, Photo , Best
Transparencies	Colour/Greyscale	Normal

¹ If you choose **A3 Borderless** as the **Paper Size**, you can only choose **Best**.

NOTE

The default settings are shown in bold.

Colour/Greyscale

This function can be used to print colour documents in monochrome using greyscale.

Paper Source (For MFC-J4610DW/J4710DW)

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**.

NOTE

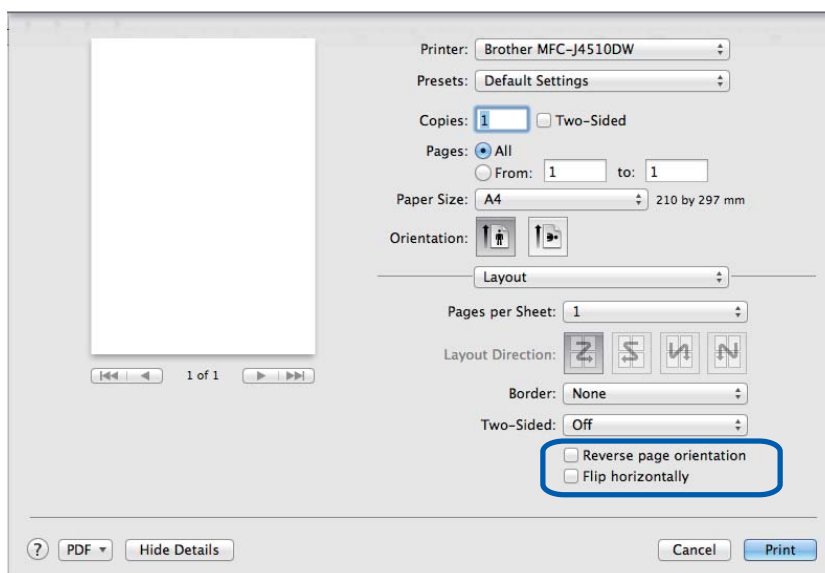
- You can print using A3, Legal and Ledger paper only from the manual feed slot.

- When you are feeding A3, Legal or Ledger size paper in the manual feed slot, the machine holds the printed page after printing so that the page does not fall. Once printing is complete, pull out the printed page and press **OK**.
- (For MFC-J4710DW)

You can also print using A3, Legal and Ledger paper from **Tray2**.

Layout

To choose **Reverse Page Orientation** or **Flip horizontally**, select **Layout**.



Reverse Page Orientation

Check **Reverse Page Orientation** to reverse the data from up to down.

Flip horizontally

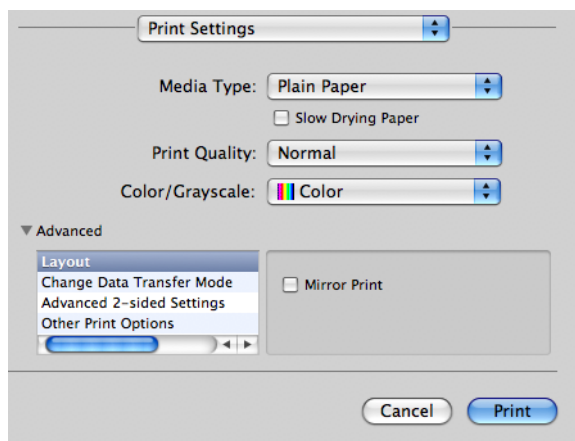
Check **Flip horizontally** to reverse the data from left to right.

NOTE

(For Mac OS X v10.5.8 users)

- **Flip horizontally** is shown as **Mirror Print** in the **Advanced** menu.

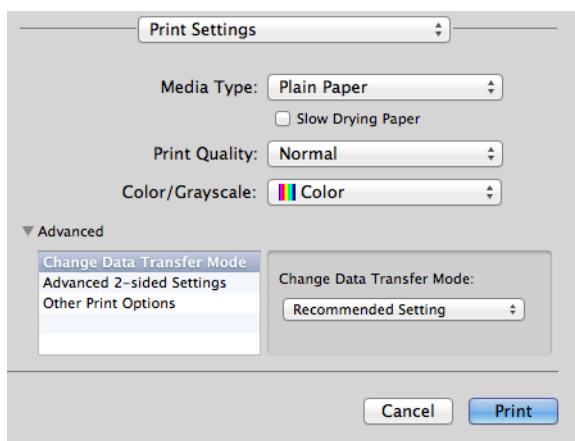
- **Mirror Print** is not available when choosing **Transparencies** as the **Media Type**.



Advanced settings

Click **Advanced** to configure **Change Data Transfer Mode**, **Advanced 2-sided Settings** and **Other Print Options** settings.

8



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 2-sided Settings

Some types of print media may need more drying time when using the 2-sided feature. Change **Advanced 2-sided Settings** if you have problems with smudged 2-sided prints or paper jams.

■ Normal

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

■ 2-sided 1 (Slower print speed)

Choose **2-sided 1** to print at a slower speed, using a normal amount of ink.

■ 2-sided 2 (Slower print speed & less ink)

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

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**.

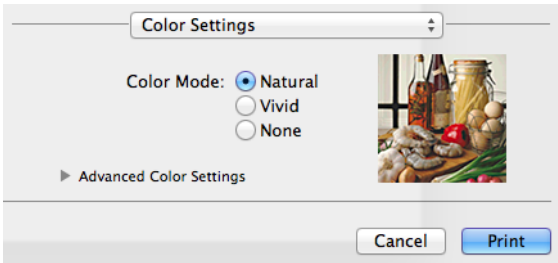
■ Bi-Directional Printing

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.

Color Settings

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

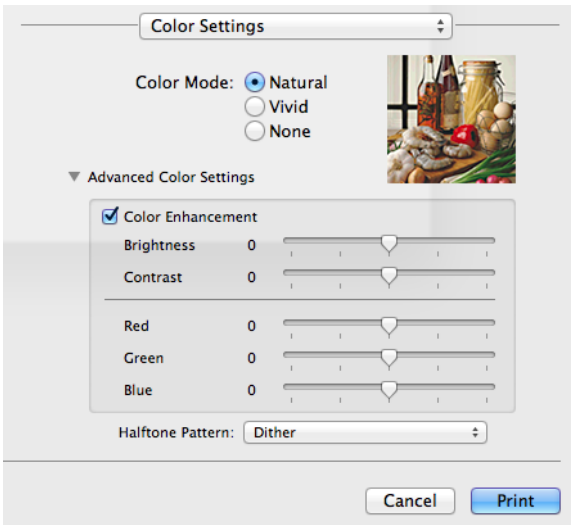
- **Natural:** Use for photographic images. The colour is adjusted to print more natural colours.
- **Vivid:** Use for business graphics such as charts, graphics and text. The colour is adjusted to print more vivid colours.
- **None**



- **ColorSync:** This option is shown and used automatically when choosing **ColorSync** in **Color Matching**.

Advanced Color Settings

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



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. 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.

■ **Green**

Increases the intensity of **Green** in the image.

■ **Blue**

Increases the intensity of **Blue** in the image.

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.

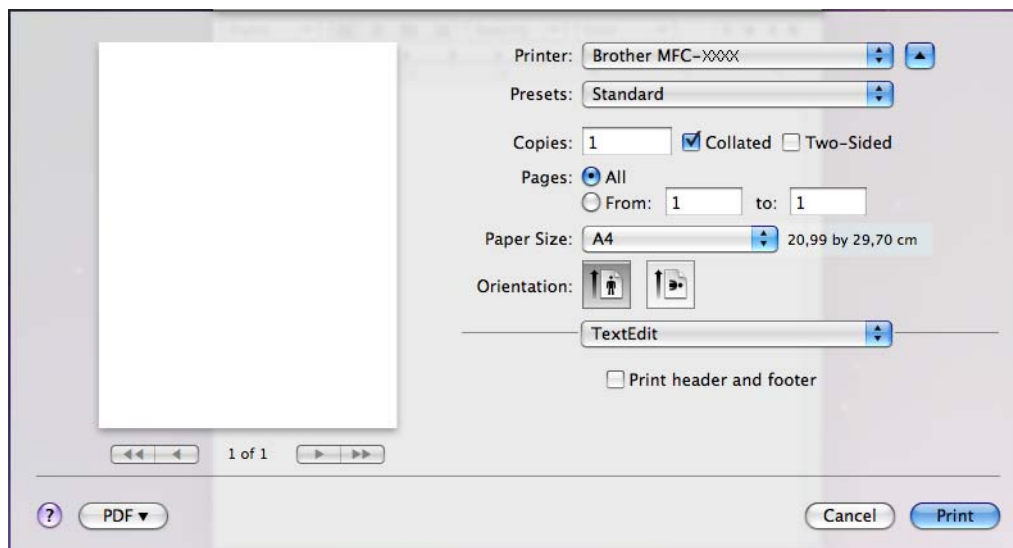
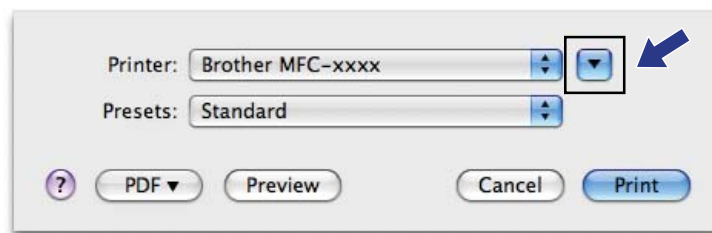
■ **Dither**

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.

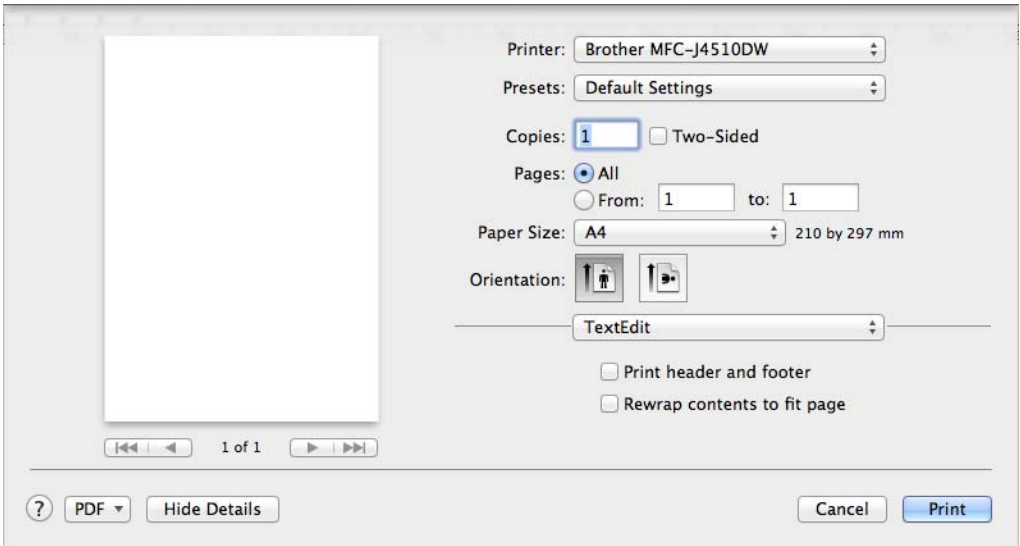
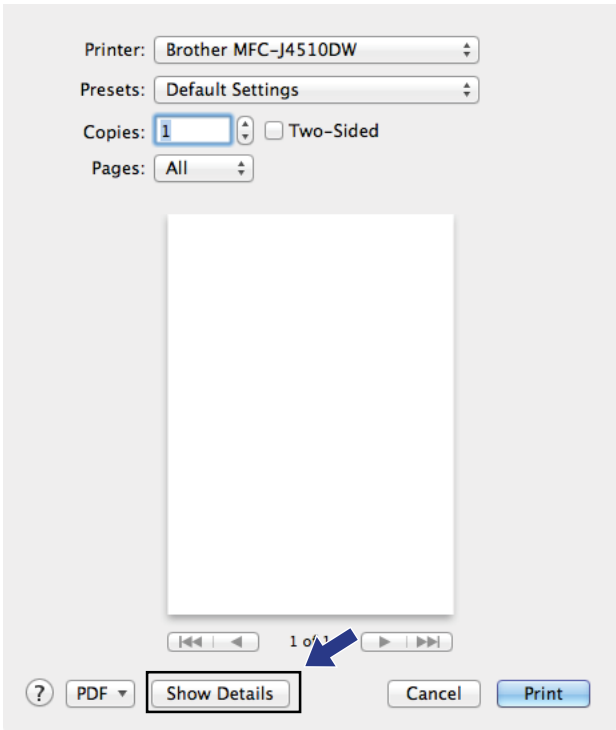
Sending a fax (For MFC models)

You can send a fax directly from an application.

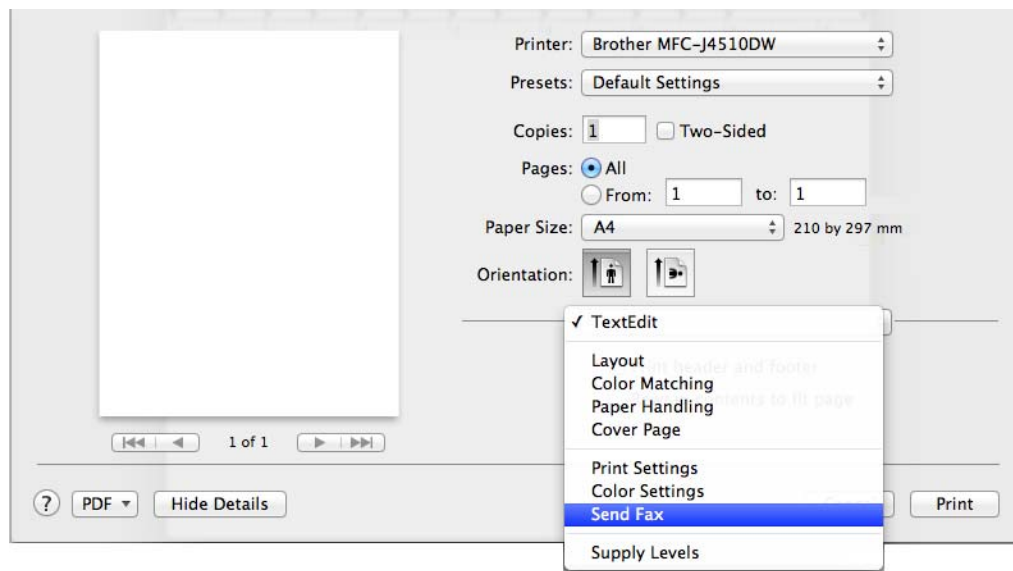
- 1 Create a document in an application.
- 2 From an application such as Apple TextEdit, click **File**, then **Print**.
 - (Mac OS X v10.5.8 to 10.6.x)
Click the disclosure triangle beside the **Printer** pop-up menu.



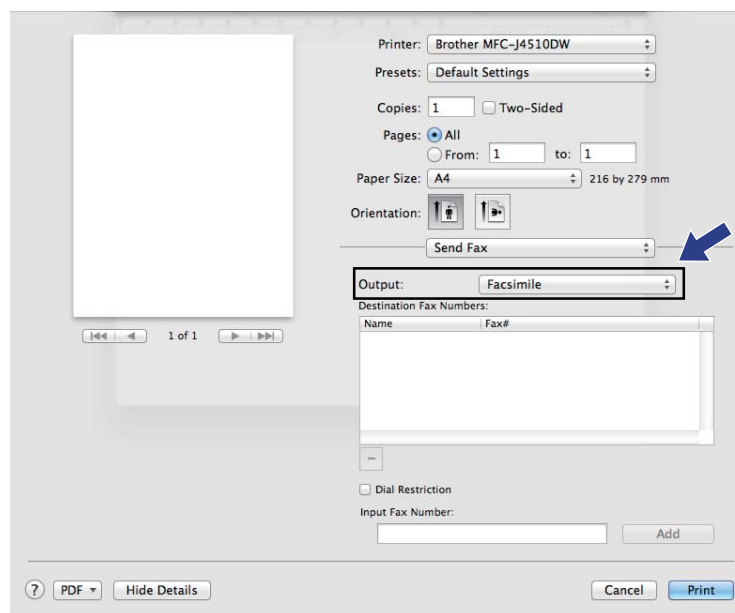
- (For Mac OS X v10.7.x)
For more page setup options, click **Show Details**.



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



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

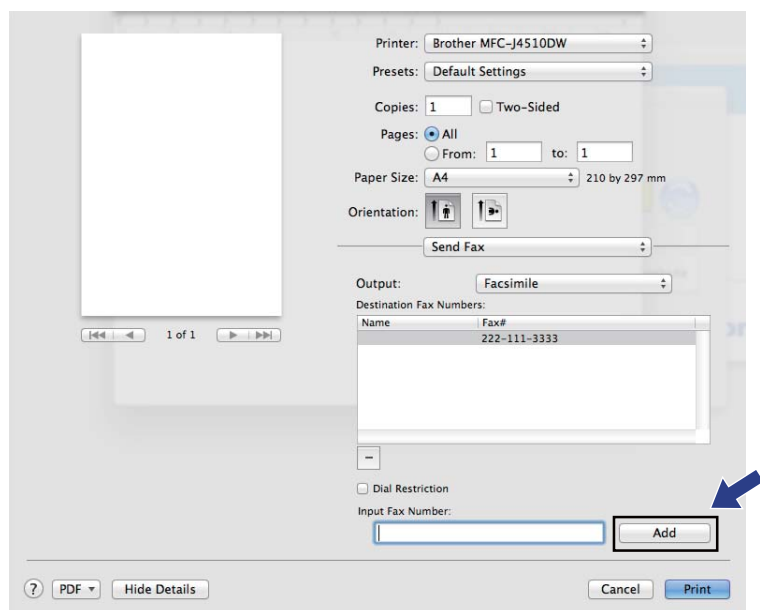


- 5 Enter a fax number in the **Input Fax Number** box, and then click **Print** to send the fax.

NOTE

- If you check the **Dial Restriction** check box, a confirmation box will appear for you to re-enter the fax number. Therefore, this feature helps to prevent transmissions to the wrong destination.

- 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.



Scanning a document using the TWAIN driver

The Brother machine software includes a TWAIN Scanner driver for Macintosh. You can use this 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. Refer to the guide noted below for more information on loading the documents.

See Basic User's Guide: *Using the ADF*.

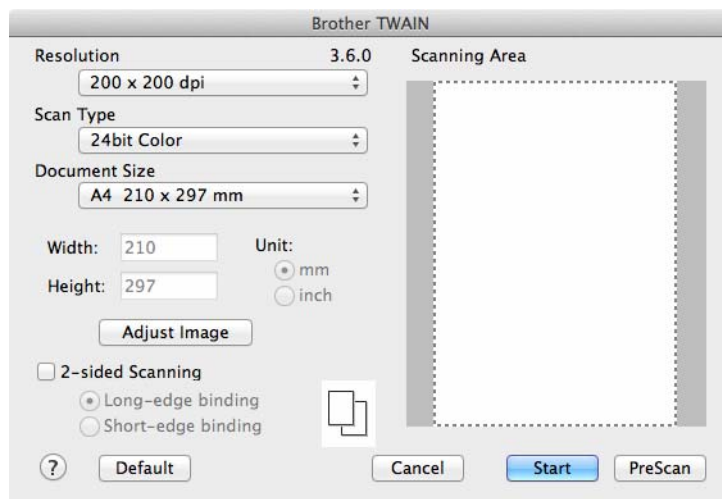
See Basic User's Guide: *Using the scanner glass*.

NOTE

If you want to scan from the machine on a network, you must choose the networked machine in the **Device Selector** window. The **Device Selector** window can be opened from the **Model** pop-up menu in the main screen of ControlCenter2.

Accessing the TWAIN driver

Run your 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.



NOTE

The method of choosing the default driver or scanning a document may vary depending on the application you are using.

Scanning an image into your computer

You can scan a whole page, or a portion by pre-scanning the document.

Scanning a whole page

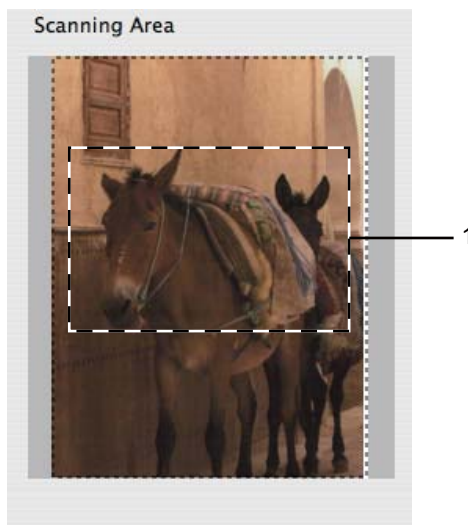
- 1 Load your document.
- 2 Adjust the following settings, if needed, in the scanner setup dialog box:
 - **Resolution**
 - **Scan Type**
 - **Scanning Area**
 - **Document Size**
 - **Adjust Image**
 - **Brightness**
 - **Contrast**
- 3 Click **Start**.
When scanning has finished, the image appears 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.
- 2 Click **PreScan**.
The whole image is scanned into your computer and appears in the **Scanning Area**.

- 3 Drag the mouse pointer over the portion you want to scan (1).



- 4 Load your document again.

NOTE

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

- 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

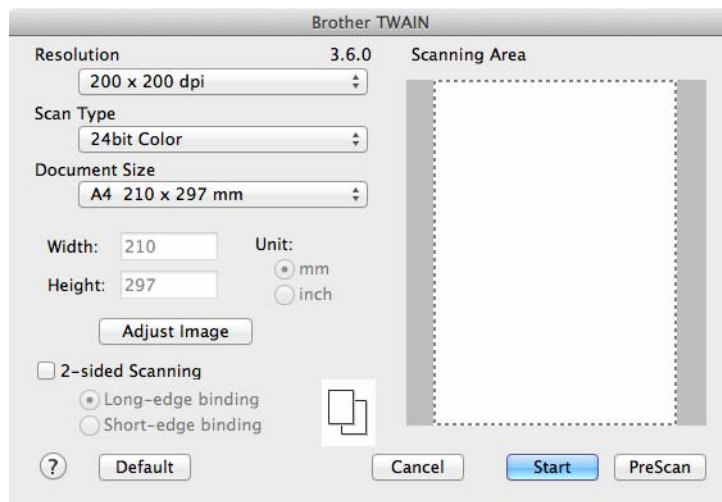
(For MFC-J4710DW)

Pre-Scanning is not available when choosing **2-sided Scanning**.

Scanning a 2-sided document (For MFC-J4710DW)

- 1 Load your document.

- 2 Check **2-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**.

NOTE

- You cannot adjust the scanning area.
- 2-sided scan is available from the ADF only.

Settings in the Scanner window

Resolution

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

Resolution	Black & White/ Gray (Error Diffusion)	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 Color** creates an image with the most accurate colour reproduction, the image file size will be about three times larger than a file created using the **256 Color** option. It requires the most memory and has the longest transfer time.

Document Size

Choose one of the following sizes:

- Auto

You can scan a standard sized document without any further adjustments to **Document Size**.

- A4 210 x 297 mm
- JIS B5 182 x 257 mm
- Letter 215.9 x 279.4 mm
- Legal 215.9 x 355.6 mm (Available on ADF models)
- A5 148 x 210 mm
- JIS B6 128 x 182 mm
- A6 105 x 148 mm
- Executive 184.1 x 266.7 mm
- Business Card 90 x 60 mm

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.

- 10 x 15 cm
- 13 x 20 cm
- 9 x 13 cm
- 13 x 18 cm
- 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.

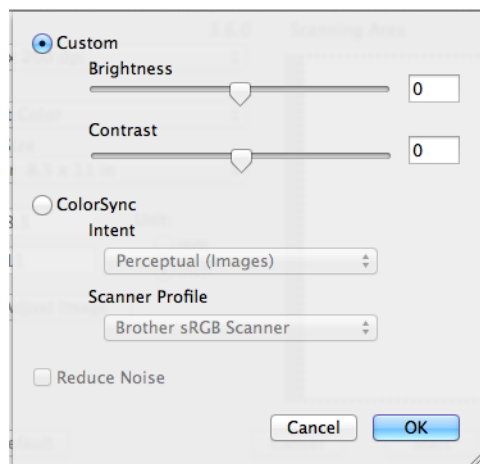
Adjusting the Image

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.

- **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.

NOTE

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

■ Contrast

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

NOTE

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

■ 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 Color** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

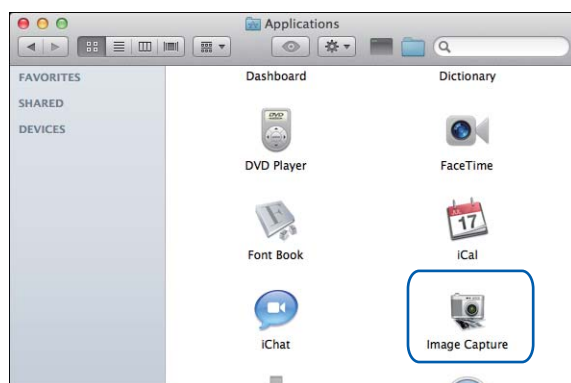
Scanning a document using the ICA driver (Mac OS X v10.6.x, 10.7.x)

You can scan a document using the ICA driver. If you installed MFL-Pro Suite from the installer CD-ROM, the ICA driver has been already installed on your Macintosh. You can also scan directly using the Image Capture application.

NOTE

The screens in this section are from Mac OS X v10.7.x. The screens on your Macintosh may vary depending on your operating system version.

- 1 Connect your Brother machine to the computer using a USB cable. Or connect your Brother machine to the same LAN (if you are using a network model) or Wireless LAN where the computer is connected.
- 2 Launch the **Image Capture** application.

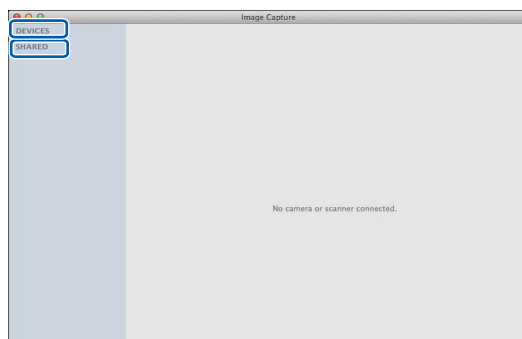


- 3 Select the machine from the list on the left side of the screen.
If you connected the Brother machine and your computer with a USB cable, you will see the machine in the **DEVICES** area. If connected via LAN or Wireless LAN, you will see it in the **SHARED** area.

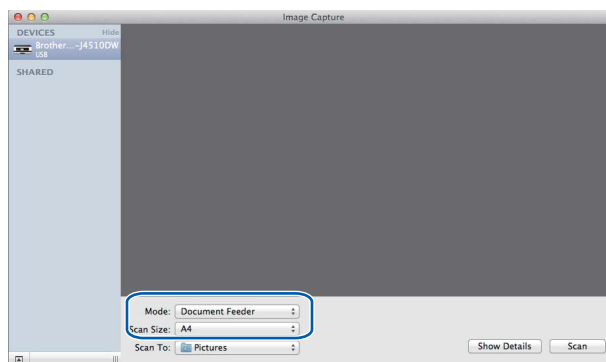
NOTE

(For Mac OS X v10.7.x)

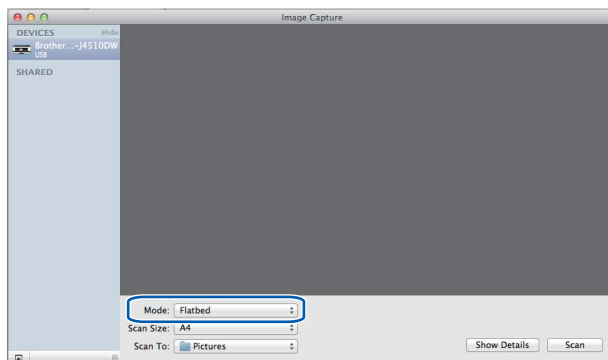
If you cannot see the machine in the **DEVICES** area or the **SHARED** area, hover the mouse cursor over the area, and then click **Show**.



- 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**.



NOTE

- If your Brother machine does not have an ADF, the **Mode** option does not appear.

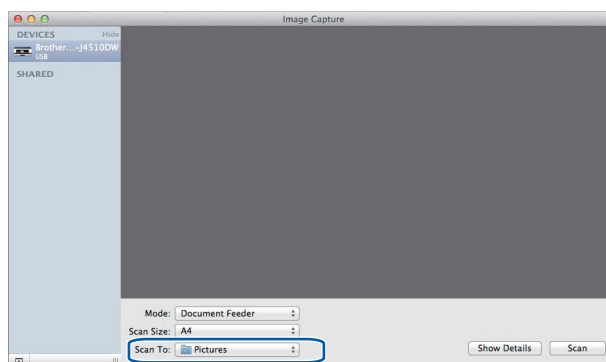
- (For Mac OS X v10.6.x)

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 cursor over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

- (For Mac OS X v10.7.x)

When the **Detect Enclosing Box** is selected for **Scan Size**, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** is selected for **Scan Size**, 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 cursor over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

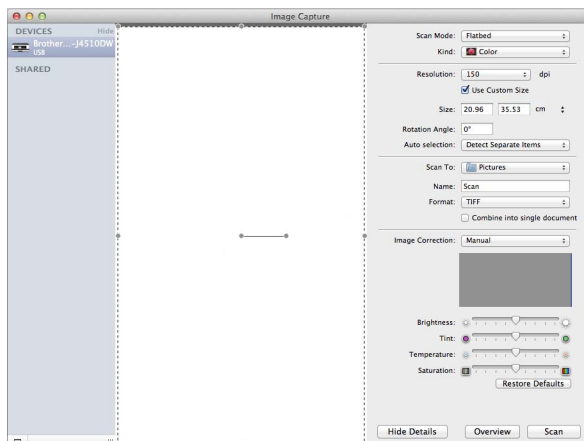
- 5 Select the destination folder or destination application for **Scan To**.



You can adjust the following settings, if needed, in the dialog box accessed by clicking on **Show Details**. Please note that the scan options and settings 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.
- **Use Custom Size** (Mac OS X v10.7.x): Check this box to customize the document size.
- **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.
- **Auto selection** (Mac OS X v10.7.x): If you check **Use Custom Size** when using the Flatbed, you can choose the scanner driver's automatic detection features.
- **Duplex** (For MFC-J4710DW): Check this box when using 2-sided scan feature from Document Feeder.
- **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.

- **Combine into single document** (Mac OS X v10.7.x): When you choose PDF or TIFF for the file format, check this box to scan a document as one item and save as one file.
- **Image Correction**: From the manual setting you can adjust Brightness, Contrast (Mac OS X v10.7.x only), Tint, Temperature, Threshold and Saturation.



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

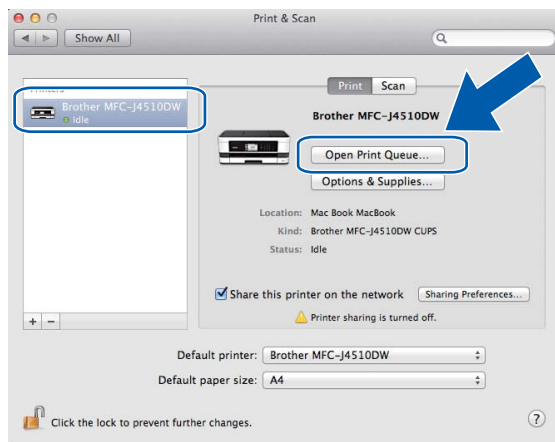
Choosing your machine from Print & Fax or Print & Scan

9

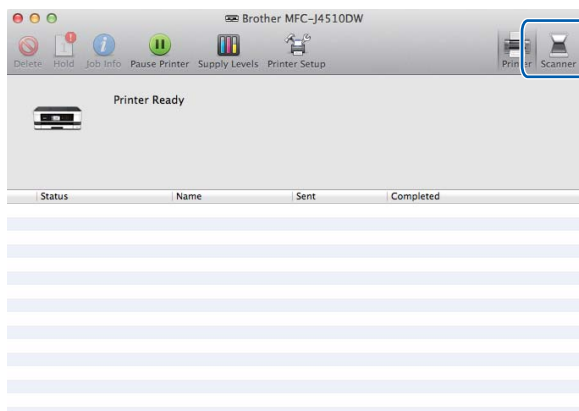
- 1 Connect your Brother machine to the computer using a USB cable. Or connect your Brother machine to the same LAN or Wireless LAN where the computer is connected.
- 2 Select **System Preferences** from the Apple Menu.
- 3 Click **Print & Fax** or **Print & Scan**.
- 4 Select the machine from the list on the left side of the screen and click **Open Print Queue**.

NOTE

If you do not see the Scan tab on the screen, remove your machine by clicking the - button from the **Print & Fax** or **Print & Scan** list. Then add the machine by clicking the + button.



- 5 Click on the **Scanner** icon.



- 6 Go to step 4 of *Scanning a document using the ICA driver (Mac OS X v10.6.x, 10.7.x)* on page 152 to continue.
The screens vary depending on the scanning methods you are using.

Using Presto! PageManager

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

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

NOTE

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, recognise 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 v10.5.8, 10.6.x, 10.7.x
- Hard disk drive with at least 400 MB of free disk space

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: <http://www.newsoftinc.com/>

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

NOTE

- The screens shown in this section are mainly from Mac OS X v10.7.x. Screens on your computer may vary depending on your operating system and application.
- The features available to you in ControlCenter2 may vary depending on the model number of your machine.

Using ControlCenter2

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

menu bar. To open the ControlCenter2 window, click the  icon and choose **Open**. ControlCenter2 has the following features:

- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)
- 2 Custom Scan buttons let you configure a button to meet your own application needs. (2)
- 3 Access the Copy features available via your computer and access the PC-FAX applications available for your device. (Mac OS X v10.5.8, 10.6.x) (3)
- 4 Access the settings available to configure your device. (4)
- 5 You can choose which machine ControlCenter2 will connect to from the **Model** pop-up menu. (5)
You can also open the **Device Selector** window by choosing **Other** from the **Model** pop-up menu.
- 6 You can also open the configuration window for each function by clicking **Configuration**. (6)

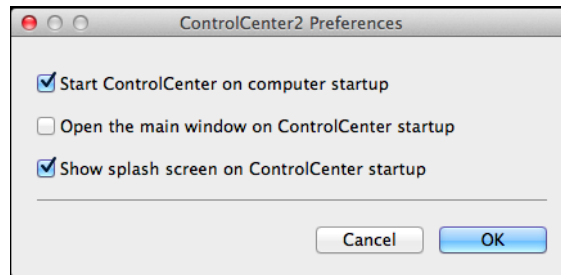


Turning the AutoLoad feature off

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

- 1 Click the ControlCenter2 icon in the menu bar and choose **Preferences**.
The ControlCenter2 preference window appears.

- 2 Uncheck **Start ControlCenter on computer startup**.
- 3 Click **OK** to close the window.



NOTE

The ControlCenter2 application icon is in **Macintosh HD/Applications/Brother**.

SCAN

There are four scan buttons for the **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** features.

■ Image (Default: Apple Preview)

Lets you scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Adobe® Photoshop® or any kind of image editing application on your computer.

■ OCR (Default: Apple TextEdit)

Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Word or any word processing application on your computer. You must download Presto! PageManager and install it on your computer. For installation information see *Using Presto! PageManager* on page 157.

■ 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** button on your machine and the ControlCenter2 software button for each scan feature. To configure the hardware **Scan** button on your machine choose the **Device Button** tab in the configuration menu for each of the **SCAN** buttons. To configure the software button in ControlCenter2 choose the **Software Button** tab in the configuration menu for each of the **SCAN** buttons.

NOTE

You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary.

If you want to make permanent changes, choose the **Device Button** tab in the configuration menu for each of the **SCAN** buttons and configure as required.



File types

Choose the type of file to save the scanned images as from the pop-up menu.

For Image, E-mail and File

- Windows® Bitmap (*.bmp)
- JPEG (*.jpg)
- TIFF (*.tif)
- TIFF Multi-Page (*.tif)
- Portable Network Graphics (*.png)
- PDF (*.pdf)
- High Compression PDF (*.pdf)
- Secure PDF (*.pdf)
- Searchable PDF (*.pdf)

For OCR

- Searchable PDF (*.pdf)
- Text (*.txt)
- Rich Text Format (*.rtf)
- HTML (*.htm)
- Excel 97 (*.xls)

NOTE

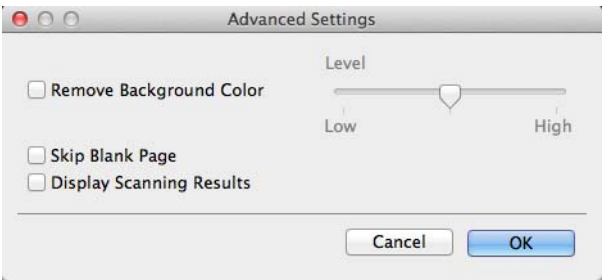
If you set the file type to TIFF or TIFF Multi-Page, you can choose **Uncompressed** or **Compressed**.

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.

Advanced Settings

You can configure advanced settings. Click the **Advanced Settings** button in the scan settings dialog box.



■ **Remove Background Colour**

Removes the base colour of documents to make the scanned data more recognisable. When you use this function, you can select the level from 3 settings: high, medium, and low.

■ **Skip Blank Page (For MFC-J4710DW)**

Removes blank pages of the document from the scanning results.

■ **Display Scanning Results (For MFC-J4710DW)**

Shows the numbers of total pages saved and blank pages skipped on your computer screen.

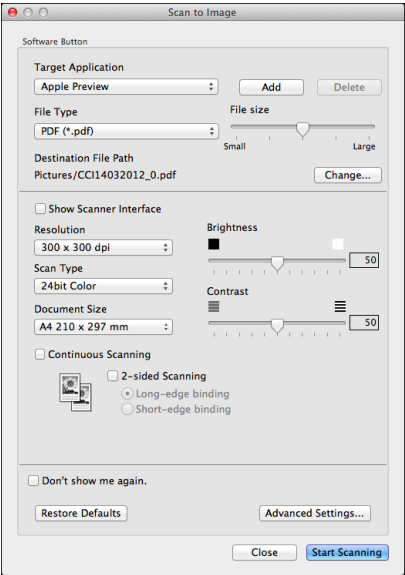
Image (example: Apple Preview)

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

1 Select the **SCAN** tab.

2 Click  (**Image**).

The **Scan to Image** dialog box will appear.



- 3 You can configure the scan settings.
 - To scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** check box.
 - (For MFC-J4710DW)
To scan a 2-sided document, check the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.
 - To change the application that you want to use, choose the appropriate application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**. If you want to delete an application, click **Delete**.
- 4 Click **Start Scanning**.
Your default application will start and display the image.

NOTE

If you choose **Secure PDF** from the **File Type** list, the **Set PDF Password** dialog box will appear. Enter your password in the **Password** and **Re-type Password** boxes, and then click **OK**. You can also choose **Secure PDF** for **Scan to E-mail** and **Scan to File**.

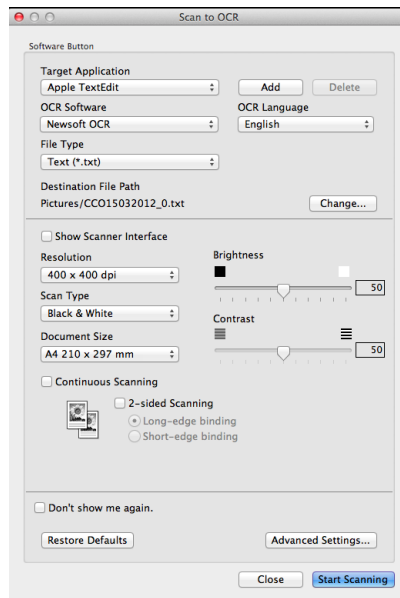
OCR (word processing application)

The **Scan to OCR** feature lets you convert the graphic page image data into text which can be edited by any word processing application. You can change the default word processing application.

1 Select the **SCAN** tab.

2 Click  (**OCR**).

The **Scan to OCR** dialog box will appear.



3 You can configure the scan settings.

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

- (For MFC-J4710DW)

To scan a 2-sided document, check the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.

- To change the word processing application that you want to use, choose the appropriate application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**. If you want to delete an application, click **Delete**.

4 Click **Start Scanning**.

Your default word processing application will start and display the converted text data.

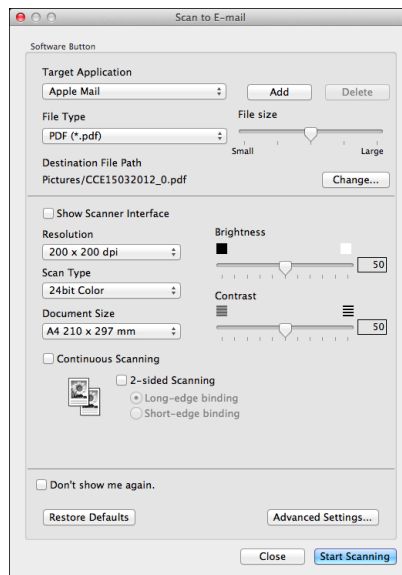
E-mail

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

- 1 Select the **SCAN** tab.

- 2 Click  (**E-mail**).

The **Scan to E-mail** dialog box will appear.



- 3 You can configure the scan settings.

- To scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** check box.
- (For MFC-J4710DW)
To scan a 2-sided document, check the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.
- To change the E-mail application that you want to use, choose the appropriate application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**¹. If you want to delete an application, click **Delete**.

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

- 4 Click **Start Scanning**.
Your default E-mail application will start and the image will be attached to a new E-mail.

NOTE

The Scan to E-mail feature does not support Webmail services.

Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to an E-mail message.

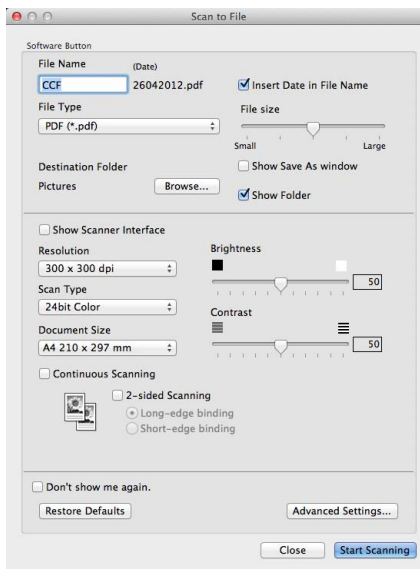
File

The **Scan to File** button lets you scan an image to a folder on your hard disk in a supported file format. Therefore, this feature allows you to easily archive your paper documents.

- 1 Select the **SCAN** tab.

- 2 Click  (**File**).

The **Scan to File** dialog box will appear.



- 3 You can configure the scan settings.
 - To scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** check box.
 - (For MFC-J4710DW)
 - To scan a 2-sided document, check the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.
 - To change the file name, enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. The file name will be the file name you entered plus the current date and a sequential number.
 - Choose the file type for the saved image from the **File Type** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking **Browse**.
 - To show where the scanned image is saved when scanning is finished, check the **Show Folder** check box. If you want to specify the destination of the scanned image every time, check the **Show Save As window** check box.
- 4 Click **Start Scanning**.
The image will be saved in the folder you have chosen.

Changing the default settings of a button

You can change the default settings of the



(Image),



(OCR),



(E-mail), and



(File) buttons.

- 1 Click the button while holding down the **Ctrl** key and choose **Software Button**. The settings dialog box will appear.
- 2 Choose the settings for **File Type**, **Show Scanner Interface**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, and **Continuous Scanning** as needed.
(For MFC-J4710DW)
You can also choose the setting for **2-sided Scanning**.
- 3 Click **OK**. The new settings will be used as the default settings.

NOTE

To preview and configure the scanned image, check the **Show Scanner Interface** check box in the setting dialog box.

Configuring Scan button settings

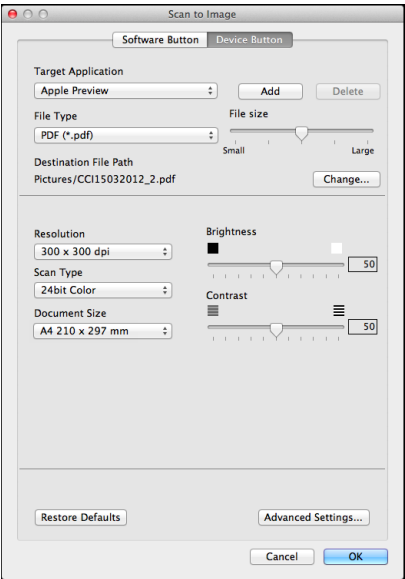
The **Device Button** tab lets you configure your machine's *Scan* button settings.

There are four scan functions that you can configure to suit your scanning needs.

Click the button while holding down the **Ctrl** key and choose **Device Button**. The settings dialog box will appear.

NOTE

You can change the *Scan* button settings using your Brother machine - however, these changes are only temporary.



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 computer as a destination.

■ Scan to OCR

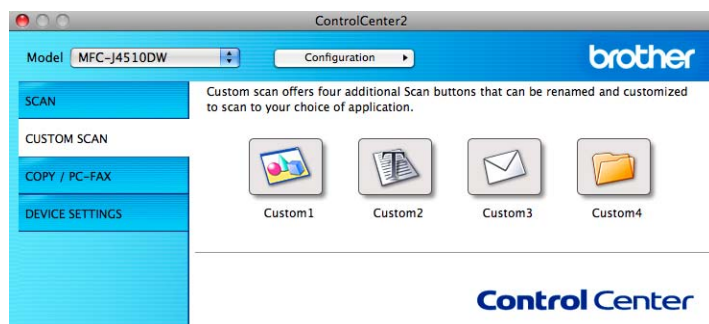
Converts scanned documents into editable text files. You can choose the destination application for the editable text. You must download Presto! PageManager and install it on your computer. For installation information see *Using Presto! PageManager* on page 157.

■ Scan to E-mail

Attaches the scanned images to an E-mail message. You can also choose the file attachment type and create a quick send list of E-mail addresses chosen from your E-mail address book.

■ Scan to File

Lets you save a scanned image to any folder on a local or network hard disk. You can also choose the file type to be used.



File types

You can choose the file type to save the scanned images. For details, see *File types* on page 163.

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.

Advanced Settings

You can configure advanced settings. For details, see *Advanced Settings* on page 163.

User-defined button

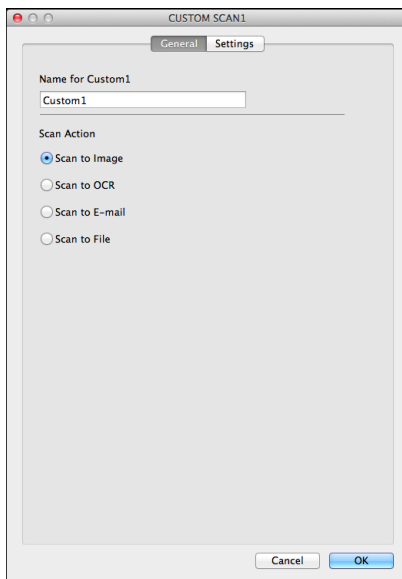
To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. Follow these guidelines for button configuration.

Scan to Image/OCR/E-mail/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** selections.



■ Settings tab (Scan to Image/OCR/ E-mail)

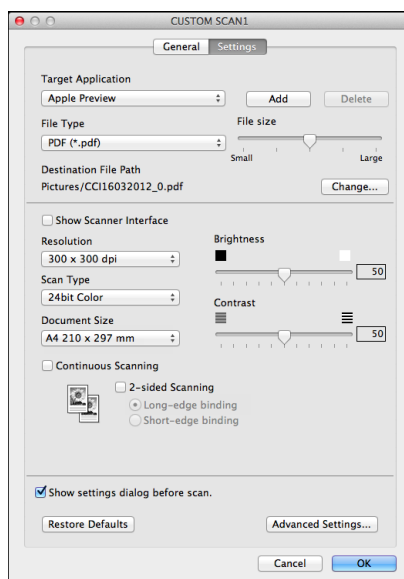
Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **2-sided Scanning**¹, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

¹ (For MFC-J4710DW)

NOTE

The Scan to E-mail feature does not support Webmail services.

Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to an E-mail message.



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

NOTE

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

■ Settings tab (Scan to File)

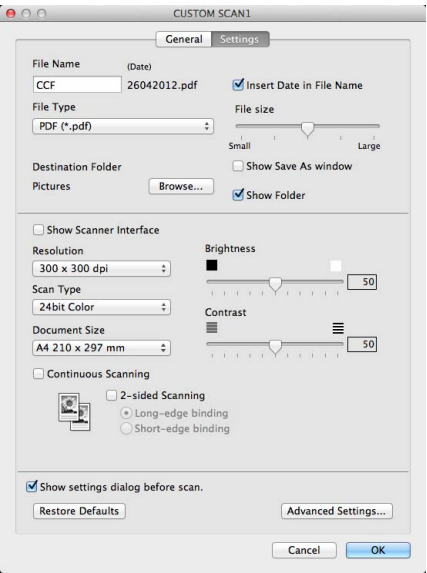
Choose the file format from the **File Type** pop-up menu. Save the file to the default folder or choose your preferred folder by clicking the **Browse** button.

Choose the **Resolution**, **Scan Type**, **Document Size**, **2-sided Scanning**¹, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

¹ (For MFC-J4710DW)

If you want to specify the destination of the scanned image, check the **Show Save As window** option.

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



COPY / PC-FAX (PC-FAX for MFC models) (Mac OS X v10.5.8, 10.6.x)

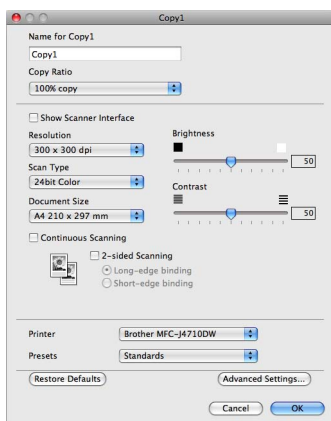
COPY - Lets you use your computer and any printer driver for enhanced copy operations. You can scan a page on the machine and print the copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on your computer including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

PC-FAX - Lets you scan a page or document and automatically send the image as a fax from the computer. 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.



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 a **Copy Ratio** option.

Choose the **Resolution**, **Scan Type**, **Document Size**, **2-sided Scanning**¹, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

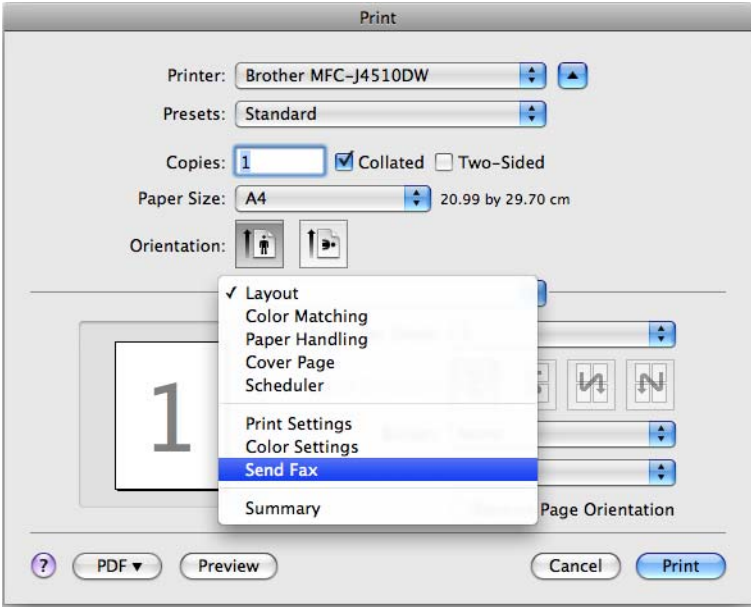
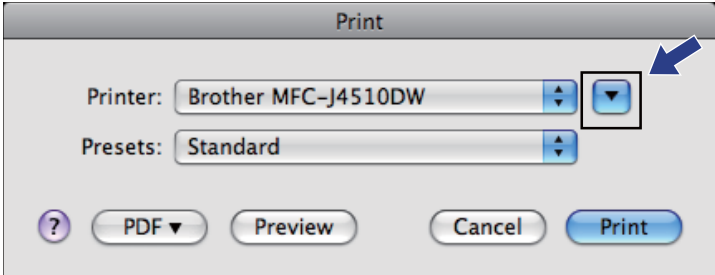
¹ (For MFC-J4710DW)

Before finishing the **Copy** button configuration, set the **Printer**. By clicking the configured copy button, the print dialog box opens.

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

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

To fax, click the disclosure triangle beside the Printer pop-up menu and then choose **Send Fax** from the pop-up menu. (See *Sending a fax (For MFC models)* on page 141.)



DEVICE SETTINGS

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

■ **Remote Setup** (For MFC models)

Lets you open the Remote Setup program. (See *Remote Setup (For MFC models)* on page 182.)

■ **Address Book** (For MFC models)

Lets you open the Address Book window of the Remote Setup. (See *Remote Setup (For MFC models)* on page 182.)

■ **Ink Level**

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

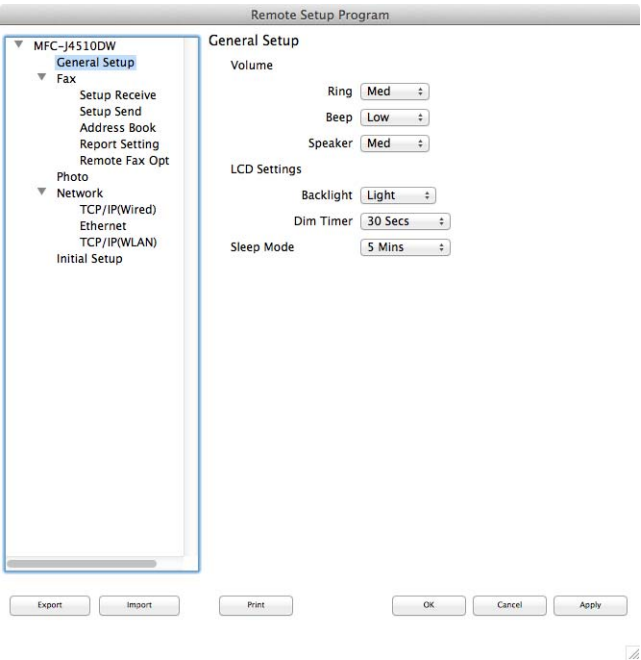


Remote Setup (For MFC models)

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

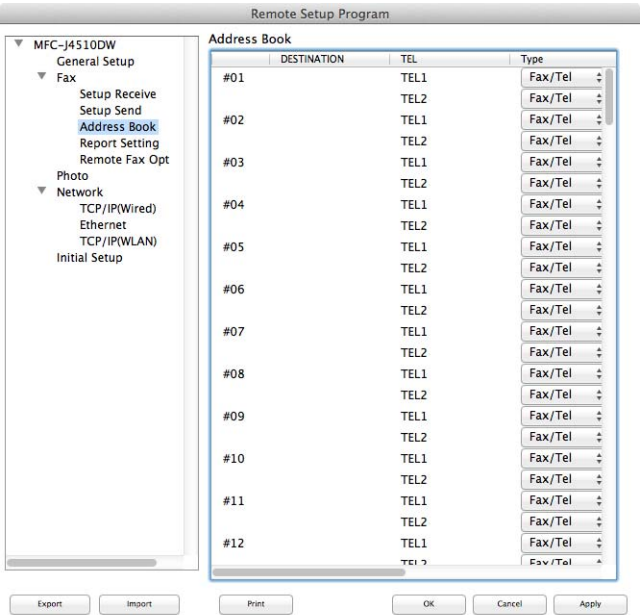
NOTE

For details, see *Remote Setup (For MFC models)* on page 182.



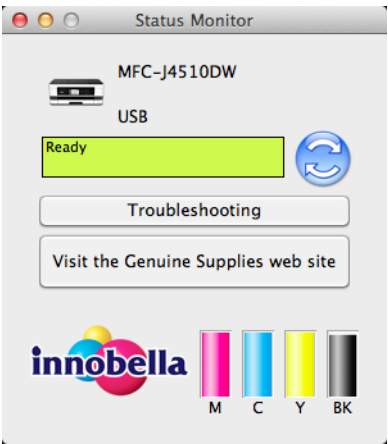
Address Book (For MFC models)

The **Address Book** button lets you open the **Address Book** window in the Remote Setup program, so you can easily register or change the dial numbers from your computer.



Ink Level

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

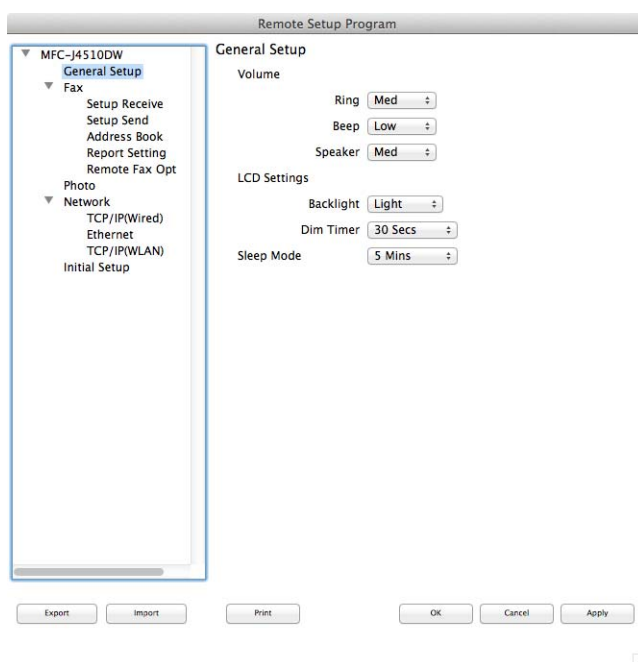


Remote Setup (For MFC models)

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

NOTE

The **Remote Setup** icon is in **Macintosh HD/Applications/Brother**.



■ OK

Lets you start uploading data to the machine and exit the Remote Setup program. If an error message is displayed, enter the correct data again and then click **OK**.

■ Cancel

Lets you exit the Remote Setup program without uploading data to the machine.

■ Apply

Lets you upload data to the machine without exiting the Remote Setup program.

■ 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 to a file.

■ Import

Lets you read the settings from a file.

NOTE

- You can use the **Export** button to save all your settings for your machine.
 - If you need to change the machine that was registered to your computer during the installation of MFL-Pro Suite (See 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 computer.

IMPORTANT

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

NOTE

- The PhotoCapture Center™ will read only the media that was put in first.
- While the machine is printing from the PhotoCapture Center™, your computer cannot access the PhotoCapture Center™ for any other operation.

For USB cable users

- 1 Open the media slot cover.
- 2 Put a memory card or USB Flash memory drive into your machine.

NOTE

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

- 3 Double-click the **Removable Disk** icon. The files and folders on the memory card or USB Flash memory drive appear on your screen.
- 4 You can edit a file and save it to another drive on your computer.
- 5 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.

IMPORTANT

DO NOT remove the memory card or USB Flash memory drive while the LCD is displaying a message. Otherwise, the card, USB Flash memory drive or data stored on the card could be damaged.

If you remove the memory card or USB Flash memory drive while the LCD is displaying the message, you must restart your computer once before inserting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media could be destroyed.

For network users

- 1 Open the media slot cover.
- 2 Put a memory card or USB Flash memory drive into your machine.

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

NOTE

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

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

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

- 1 Close the browser.
- 2 Wait until the LCD message disappears before taking out the memory card or USB Flash memory drive.

IMPORTANT

DO NOT remove the memory card or USB Flash memory drive while the LCD is displaying a message. Otherwise, the card, USB Flash memory drive or data stored on the card could be damaged.

If you remove the memory card or USB Flash memory drive while the LCD is displaying the message, you must restart your computer once before inserting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media could be destroyed.



Using the Scan button

USB cable scanning

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Network Scanning

201

12 USB cable scanning

Using the Scan button over a USB cable connection

NOTE

If you use the **Scan** button on a network, see *Network Scanning* on page 201.

You can use the **Scan** button on the Touch Panel to scan documents directly into your word processing, graphics or E-mail applications, to a folder on your computer, or to a memory card or USB Flash memory drive.



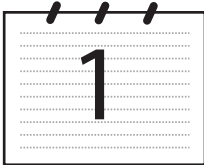
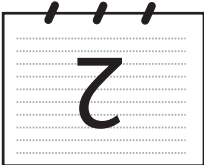



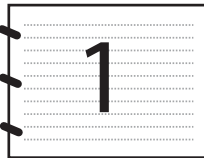
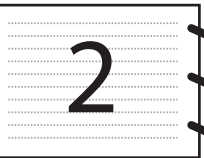

Before you can use the **Scan** button, you must install the Brother MFL-Pro Suite software and connect the machine to your computer. If you installed MFL-Pro Suite from the included CD-ROM, then the correct drivers and the ControlCenter software are installed.

You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

NOTE

(For MFC-J4710DW)

- If you want to scan a document using the 2-sided scanning feature, you need to put the document in the ADF and then choose **2-sided Scan: Long Edge** or **2-sided Scan: Short Edge** depending on your document layout.
- Choose your document layout from following the table:

Portrait		Landscape			LCD Message
Front	Back	Front	Back		
				→	2-sided Scan: Long Edge 
				→	2-sided Scan: Short Edge 

Scan to E-mail




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

NOTE

The Scan to E-mail feature does not support Webmail services.

Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to an E-mail message.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to E-mail).
- 4 Press  (to E-mail).
The icon moves to the middle and is highlighted in blue.
- 5 Press OK.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 6.
- 6 Press Options.
- 7 (For MFC-J4710DW)
If you want to use 2-sided scanning, press 2-sided Scan.
Press 2-sided Scan: Long Edge or 2-sided Scan: Short Edge.
- 8 Press Set with Touch Panel.
Press On.

NOTE

To use Set with Touch Panel, the ControlCenter software must be installed on the computer that is connected to the machine.

- 9 Choose the settings for Scan Type, Resolution, File Type, Skip Blank Page¹ and Remove Background Colour as needed.
 - ¹ (For MFC-J4710DW)
- 10 Press OK.
- 11 Press Start.
The machine starts scanning the document, creates a file attachment, and launches your E-mail application displaying a new E-mail.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press **Scan**.
- 3 Press **^** or **v** to display **Scan to email**.
- 4 Press **Scan to email**.
Do one of the following:
 - If you want to use the default settings, go to 9.
 - If you want to change the default settings, go to 5.
- 5 Press **Options**.
- 6 Press **Set with TouchPanel**.
Press **On**.

NOTE

To use **Set with TouchPanel**, the ControlCenter software must be installed on the computer that is connected to the machine.

- 7 Choose the settings for **Scan Type**, **Resolution**, **File Type**, and **Remove Background** as needed.
- 8 Press **OK**.
- 9 Press **Start**.
The machine starts scanning the document, creates a file attachment, and launches your E-mail application displaying a new E-mail.


NOTE



You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

Scan to Image

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

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (**Scan**).

- 3 Swipe left or right to display  (to Image).
- 4 Press  (to Image).
The icon moves to the middle and is highlighted in blue.
- 5 Press OK.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 6.
- 6 Press Options.
- 7 (For MFC-J4710DW)
If you want to use 2-sided scanning, press 2-sided Scan.
Press 2-sided Scan: Long Edge or 2-sided Scan: Short Edge.
- 8 Press Set with Touch Panel.
Press On.

NOTE

To use Set with Touch Panel, the ControlCenter software must be installed on the computer that is connected to the machine.

- 9 Choose the settings for Scan Type, Resolution, File Type, Skip Blank Page¹ and Remove Background Colour as needed.
¹ (For MFC-J4710DW)
- 10 Press OK.
- 11 Press Start.
The machine starts scanning the document.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press Scan.
- 3 Press ^ or v to display Scan to Image.
- 4 Press Scan to Image.
Do one of the following:
 - If you want to use the default settings, go to 9.
 - If you want to change the default settings, go to 5.
- 5 Press Options.

- 6 Press **Set with TouchPanel**.
Press **On**.

NOTE

To use **Set with TouchPanel**, the **ControlCenter** software must be installed on the computer that is connected to the machine.

- 7 Choose the settings for **Scan Type**, **Resolution**, **File Type** and **Remove Background** as needed.
- 8 Press **OK**.
- 9 Press **Start**.
The machine starts scanning the document.




NOTE

You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the **ControlCenter** software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

Scan to OCR

If your original document is text, you can use Nuance™ PaperPort™ 12SE or Presto! PageManager to scan the document and convert it into a text file which can then be edited using a word processing application of your choice.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (**Scan**).
- 3 Swipe left or right to display  (**to OCR**).
- 4 Press  (**to OCR**).
The icon moves to the middle and is highlighted in blue.
- 5 Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 6.
- 6 Press **Options**.

- 7 (For MFC-J4710DW)
If you want to use 2-sided scanning, press 2-sided Scan.
Press 2-sided Scan: Long Edge or 2-sided Scan: Short Edge.
- 8 Press Set with Touch Panel.
Press On.

NOTE

To use Set with Touch Panel, the ControlCenter software must be installed on the computer that is connected to the machine.

- 9 Choose the settings for Skip Blank Page¹, Scan Type, Resolution and File Type as needed.
¹ (For MFC-J4710DW)
- 10 Press OK.
- 11 Press Start.
The machine starts scanning the document.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press Scan.
- 3 Press ^ or v to display Scan to OCR.
- 4 Press Scan to OCR.
Do one of the following:
 - If you want to use the default settings, go to 9.
 - If you want to change the default settings, go to 5.
- 5 Press Options.
- 6 Press Set with TouchPanel.
Press On.

NOTE

To use Set with TouchPanel, the ControlCenter software must be installed on the computer that is connected to the machine.

- 7 Choose the settings for Scan Type, Resolution and File Type as needed.
- 8 Press OK.
- 9 Press Start.
The machine starts scanning the document.




NOTE

- You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)
- (Windows®)
Nuance™ PaperPort™ 12SE must be installed on your computer.
- (Macintosh)
You must download Presto! PageManager and install it on your computer for the OCR feature to work from the **Scan** button or ControlCenter2. For installation information see *Using Presto! PageManager* on page 157.
- The **Scan to OCR** function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Traditional Chinese, Simplified Chinese and Korean.

Scan to File

You can scan a monochrome 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®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to File).
- 4 Press  (to File).
The icon moves to the middle and is highlighted in blue.
- 5 Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 6.
- 6 Press **Options**.
- 7 (For MFC-J4710DW)
If you want to use 2-sided scanning, press **2-sided Scan**.

Press 2-sided Scan: Long Edge or 2-sided Scan: Short Edge.

- 8 Press Set with Touch Panel.
Press On.

NOTE

To use Set with Touch Panel, the ControlCenter software must be installed on the computer that is connected to the machine.

- 9 Choose the settings for Scan Type, Resolution, File Type, Skip Blank Page¹ and Remove Background Colour as needed.

¹ (For MFC-J4710DW)

- 10 Press OK.
- 11 Press Start.
The machine starts scanning the document.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press Scan.
- 3 Press ▲ or ▼ to display Scan to File.
- 4 Press Scan to File.
Do one of the following:
 - If you want to use the default settings, go to 9.
 - If you want to change the default settings, go to 5.
- 5 Press Options.
- 6 Press Set with TouchPanel.
Press On.

NOTE

To use Set with TouchPanel, the ControlCenter software must be installed on the computer that is connected to the machine.

- 7 Choose the settings for Scan Type, Resolution, File Type and Remove Background as needed.
- 8 Press OK.
- 9 Press Start.
The machine starts scanning the document.

NOTE

You can change the *Scan* button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

Scan to Media

You can scan monochrome and colour documents directly to a memory card or USB Flash memory drive. Monochrome documents may 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 2012 would be named 01071205.PDF. You can change the colour, quality and file name.

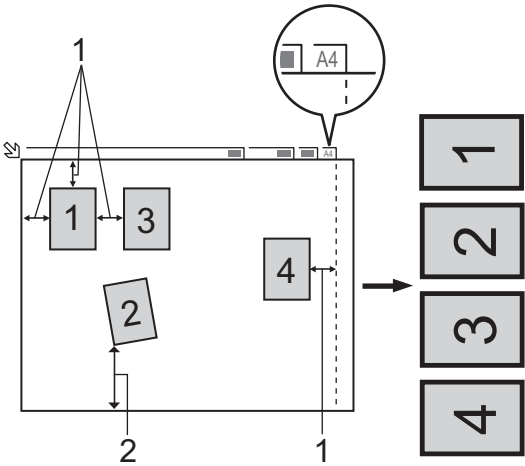
Scan Type	Resolution	File Format Options	Default File Format
Black and White	100 dpi / 200 dpi / 300 dpi / 600 dpi / Auto	TIFF / PDF	PDF
Colour	100 dpi / 200 dpi / 300 dpi / 600 dpi / Auto	JPEG / PDF	PDF

NOTE

When you set the Resolution to Auto, the machine will automatically choose the best resolution for the file format you selected.

Auto Crop (For MFC-J2510/J4510DW/J4710DW)

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)

NOTE

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 correctly.
- 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 when using Auto Crop.
- The Auto Crop feature is available for up to a maximum of 16 documents depending on the size of your documents.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Open the media slot cover.
- 3 Put a memory card or USB Flash memory drive into your machine.
The LCD screen automatically changes.
Press **Scan to Media**.

IMPORTANT

DO NOT remove the memory card or USB Flash memory drive while the LCD is displaying a message. Otherwise, the card, USB Flash memory drive or data stored on the card could be damaged.

If you remove the memory card or USB Flash memory drive while the LCD is displaying the message, you must restart your computer once before inserting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media could be destroyed.

- 4 Do one of the following:
 - If you want to use the default settings, go to 9.
 - If you want to change the default settings, go to 5.
- 5 Press **Options**.
- 6 Choose the settings for 2-sided Scan¹, Scan Type, Resolution, File Type, File Name, Auto Crop, Skip Blank Page¹ and Remove Background Colour as needed.

¹ (For MFC-J4710DW)

NOTE

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

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

- 8 Press **OK**.

NOTE

If you want to save the settings as a shortcut, press **Save as Shortcut**. For more information, see the Advanced User's Guide.

- 9 Press **Start**.
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 memory card or USB Flash memory drive from the machine.


For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Open the media slot cover.
- 3 Put a memory card or USB Flash memory drive into your machine.

IMPORTANT

DO NOT remove the memory card or USB Flash memory drive while the LCD is displaying a message. Otherwise, the card, USB Flash memory drive or data stored on the card could be damaged.

If you remove the memory card or USB Flash memory drive while the LCD is displaying the message, you must restart your computer once before inserting the same memory card or USB Flash memory drive into the machine. If you do not restart your computer, the data on your media could be destroyed.

- 4 Press .
- 5 Press **Scan**.
- 6 Press **Scan to Media**.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 7.
- 7 Press **Options**.


- 8 Choose the settings for Scan Type, Resolution, File Type, and Remove Background as needed.

NOTE

- If you choose colour in the quality setting, you cannot choose TIFF.
 - If you choose monochrome in the quality setting, you cannot choose JPEG.
- 9 The file name is set automatically. However, you can create a name of your choice using the character buttons on the LCD. You can only change the first 6 digits of the file name.
Press **▲** or **▼** to display File Name. Press File Name.
Enter the file name and press OK.
 - 10 Press OK.
 - 11 Press Start.
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.


How to set a new default for Scan to Media

Setting the new default (For MFC-J2510/J4510DW/J4710DW)



- 1 Open the media slot cover.
- 2 Put a memory card or USB Flash memory drive into your machine.
The LCD screen automatically changes.
Press Scan to Media.
- 3 Press Options.
- 4 Choose the settings for Scan Type, Resolution, File Type, File Name, Auto Crop, Skip Blank Page¹ and Remove Background Colour as needed.
¹ (For MFC-J4710DW)
- 5 Swipe up or down, or press **▲** or **▼** to choose Set New Default.
Press Set New Default.
- 6 Press Yes to confirm.
- 7 Press .

Factory reset (For MFC-J2510/J4510DW/J4710DW)



- 1 Open the media slot cover.
- 2 Put a memory card or USB Flash memory drive into your machine.
The LCD screen automatically changes.
Press Scan to Media.

- 3 Press Options.
- 4 Swipe up or down, or press ▲ or ▼ to choose Factory Reset.
Press Factory Reset.
- 5 Press Yes to confirm.
- 6 Press .

Setting the new default (For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW)

- 1 Put a memory card or USB Flash memory drive into your machine.
The LCD screen automatically changes.
Press .
- 2 Press Scan.
- 3 Press ▲ or ▼ to display Scan to Media.
Press Scan to Media.
Press Options.
- 4 Choose the settings for Scan Type, Resolution, File Type and Remove Background as needed.
- 5 Press ▲ or ▼ to display Set New Default.
Press Set New Default.
Press OK.
- 6 Press Yes.
- 7 Press .

Factory reset (For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW)

- 1 Put a memory card or USB Flash memory drive into your machine.
The LCD screen automatically changes.
Press .
- 2 Press Scan.
- 3 Press ▲ or ▼ to display Scan to Media.
Press Scan to Media.
Press Options.
- 4 Press ▲ or ▼ to display Factory Reset.
Press Factory Reset.
- 5 Press Yes.
- 6 Press .

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 Network User's Guide: *Control panel setup*.) or by using the BRAdmin Light software. If you installed the machine following the instructions for a network user in the *Quick Setup Guide* then the machine should already be configured for your network.

NOTE

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

- **(Windows®)**

If your computer is protected by a firewall, and is unable to network scan, you may need to configure the firewall settings. If you are using Windows® Firewall and you installed MFL-Pro Suite from the CD-ROM, the necessary Firewall settings have already been made. For more information, see *Firewall settings (For Network users)* on page 116.

Before using Network Scanning

Network licence (Windows®)

This product includes a computer licence for up to 2 users.

This licence supports the installation of the MFL-Pro Suite software including Nuance™ PaperPort™ 12SE on up to 2 PCs on the network.

If you want to use more than 2 PCs with Nuance™ PaperPort™ 12SE installed, please buy the Brother NL-5 pack which is a multiple computer licence agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother customer service or your local Brother dealer.

NOTE

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

13

Configuring Network Scanning for Windows®

If you are using a different machine than the one that was originally registered to your computer during the installation of MFL-Pro Suite software, follow the steps below.

1 (Windows® XP)

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

(Windows Vista®)

Click the  button, **Control Panel**, **Hardware and Sound**, then **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® XP

Right-click the Scanner Device icon and choose **Properties**.

The Network Scanner Properties dialog box appears.

■ Windows Vista® and Windows® 7

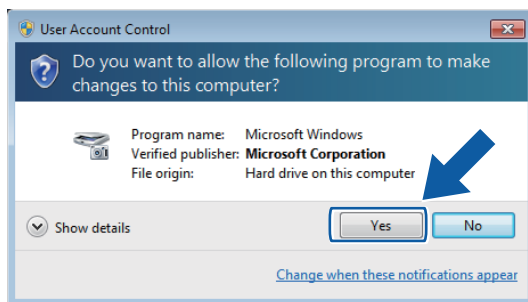
Click the **Properties** button.

NOTE

(Windows Vista® and Windows® 7)

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

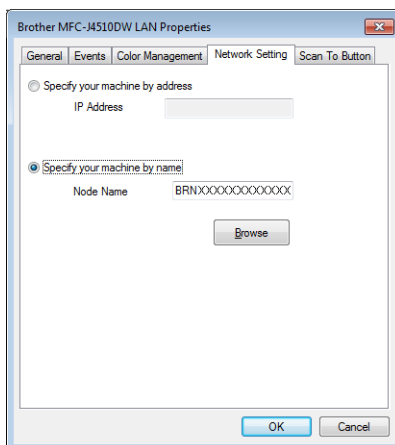
- For users who have administrator rights: Click **Continue** or **Yes**.



- 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.

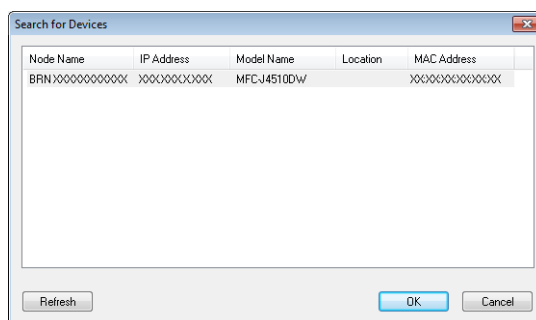


Specify your machine by address

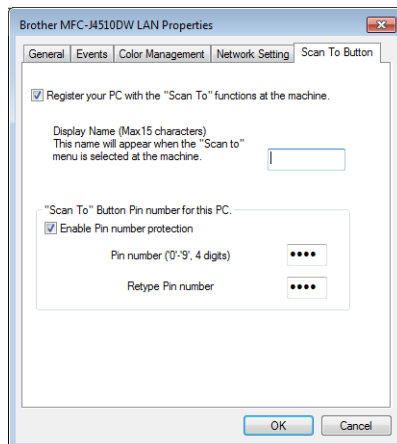
Enter the IP address of the machine in **IP Address**, and then click **Apply** or **OK**.

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 computer name in the **Display Name** field. The machine's LCD displays the name you enter. The default setting is your computer name. You can enter any name that you like.




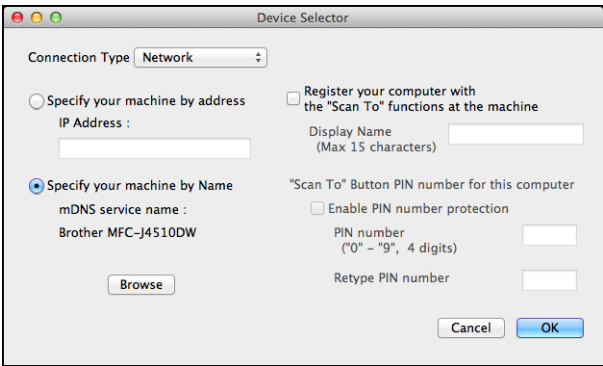
- 5 If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the **Pin number** and **Retype Pin number** field. To send data to a computer protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the computer. (See *Using the Scan button on your network* on page 206.)

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** window. The **Device Selector** window can be opened from the **Model** pop-up menu in the main screen of ControlCenter2. If you have already installed the MFL-Pro Suite software following the network installation steps in the *Quick Setup Guide* then this selection should already be made.

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

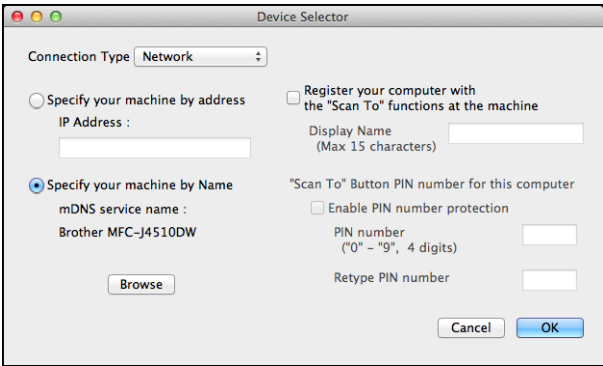
- 1 Click the  icon and choose **Open**. The ControlCenter2 window will open.
- 2 Choose **Other** from the **Model** pop-up menu in the main screen of ControlCenter2. The **Device Selector** window appears.
- 3 Specify your machine by IP address or mDNS service name. To change the IP address, enter the new IP address.
You can also choose a machine from the list of the machines available. Click **Browse** to show the list.



4 Click **OK**.

NOTE

- To use the **Scan** button features on the machine, click the check box for **Register your computer with the "Scan To" functions at the machine**. Then enter the name you want to be displayed on the machine's LCD for your computer. 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 button on your network* on page 206.)



Using the Scan button on your network

NOTE

If you are connected using USB, see *USB cable scanning* on page 187.

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 monochrome or colour document from the computer as an E-mail attachment.

NOTE

The Scan to E-mail feature does not support Webmail services.

Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to an E-mail message.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to E-mail).
- 4 Press  (to E-mail).
The icon moves to the middle and is highlighted in blue.
- 5 Press **OK**.
- 6 Swipe up or down, or press ▲ or ▼ to display the computer that you want to use to E-mail the document.
- 7 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 13.
 - If you want to change the default settings, go to 8.

NOTE

If you want to save the computer as a shortcut, press **Save as Shortcut**.

- 8 Press **Options**.

- 9 (For MFC-J4710DW)
If you want to use 2-sided scanning, press 2-sided Scan.
Press 2-sided Scan: Long Edge or 2-sided Scan: Short Edge.
- 10 Press Set with Touch Panel.
Press On.

NOTE

To use Set with Touch Panel, the ControlCenter software must be installed on a computer that is connected to the machine.

- 11 Choose the settings for Scan Type, Resolution, File Type, Skip Blank Page¹ and Remove Background Colour as needed.
¹ (For MFC-J4710DW)
- 12 Press OK.
- 13 Press Start.
The machine starts scanning the document, creates a file attachment, and launches your E-mail application displaying a new E-mail.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press Scan.
- 3 Press ▲ or ▼ to display Scan to email.
- 4 Press Scan to email.
- 5 Press ▲ or ▼ to display the computer that you want to use to E-mail the document.
- 6 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press OK.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 7.
- 7 Press Options.
- 8 Press Set with TouchPanel.
Press On.

NOTE

To use Set with TouchPanel, the ControlCenter software must be installed on a computer that is connected to the machine.

- 9 Choose the settings for Scan Type, Resolution, File Type, and Remove Background as needed.
- 10 Press OK.
- 11 Press Start.
The machine starts scanning the document, creates a file attachment, and launches your E-mail application displaying a new E-mail.

NOTE




You can change the Scan button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

Scan to E-mail Server (For MFC models)

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 monochrome or colour document and send it directly to an E-mail address from the machine. You can choose PDF or TIFF for monochrome, and PDF or JPEG for colour.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to E-mail Server).
- 4 Press  (to E-mail Server).
The icon moves to the middle and is highlighted in blue.
- 5 Press OK.
- 6 Press Address Book or Manual to input the E-mail address.
If you choose Address Book, select the E-mail address. Press OK.
If you choose Manual, enter the E-mail address using the character buttons on the LCD. Press OK.
- 7 Press OK.

- 8 Do one of the following:
 - If you want to use the default settings, go to 12.
 - If you want to change the default settings, go to 9.
- 9 Press **Options**.
- 10 Choose the settings for 2-sided Scan¹, Scan Type, Resolution and File Type as needed.

¹ (For MFC-J4710DW)
- 11 Press **OK**.

NOTE

If you want to save the settings as a shortcut, press **Save as Shortcut**.


- 12 Press **Start**.
The machine starts scanning the document.

For MFC-J2310/J4310DW/J4410DW/J4610DW


- 1 Load your document.
- 2 Press **Scan**.
- 3 Press **^** or **v** to display **Scan to E-mail Server**.
- 4 Press **Scan to E-mail Server**.
- 5 Press **Manual** or **Address Book** to input the E-mail address.
If you choose **Manual**, enter the E-mail address using the character buttons on the LCD.
If you choose **Address Book**, do one of the following:
 - Press **Alphabetical** or **Numerical**, and then press the E-mail address you want to send to.
 - Press the 2-digit Speed Dial number using the dial pad.
- 6 Do one of the following:
 - If you want to use the default settings, go to 10.
 - If you want to change the default settings, go to 7.
- 7 Press **Options**.
- 8 Choose the settings for Scan Type, Resolution and File Type as needed.
- 9 Press **OK**.
- 10 Press **Start**.
The machine starts scanning the document.

Setting new default settings for Scan to E-mail Server


Setting the new default (For MFC-J2510/J4510DW/J4710DW)

- 1 Follow the steps from 2 to 7 of *Scan to E-mail Server (For MFC models)* on page 208.
- 2 Press **Options**.
- 3 Choose the settings for **Scan Type**, **Resolution** and **File Type** as needed.
- 4 Swipe up or down, or press ▲ or ▼ to choose **Set New Default**.
Press **Set New Default**.
- 5 Press **Yes** to confirm.
- 6 Press .

Factory reset (For MFC-J2510/J4510DW/J4710DW)




- 1 Follow the steps from 2 to 7 of *Scan to E-mail Server (For MFC models)* on page 208.
- 2 Press **Options**.
- 3 Swipe up or down, or press ▲ or ▼ to choose **Factory Reset**.
Press **Factory Reset**.
- 4 Press **Yes** to confirm.
- 5 Press .

Setting the new default (For MFC-J2310/J4310DW/J4410DW/J4610DW)

- 1 Follow the steps from 2 to 5 of *Scan to E-mail Server (For MFC models)* on page 208.
- 2 Press **Options**.
- 3 Choose the settings for **Scan Type**, **Resolution** and **File Type** as needed.
- 4 Press ▲ or ▼ to display **Set New Default**.
Press **Set New Default**.
Press **OK**.
- 5 Press **Yes**.
- 6 Press .

Factory Reset (For MFC-J2310/J4310DW/J4410DW/J4610DW)






- 1 Follow the steps from 2 to 5 of *Scan to E-mail Server (For MFC models)* on page 208.
- 2 Press **Options**.

- 3 Press  or  to display **Factory Reset**.
Press **Factory Reset**.
- 4 Press **Yes**.
- 5 Press .

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.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to Image).
- 4 Press  (to Image).
The icon moves to the middle and is highlighted in blue.
- 5 Press **OK**.
- 6 Swipe up or down, or press  or  to display the computer you want to send to.
- 7 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 13.
 - If you want to change the default settings, go to 8.

NOTE

If you want to save the computer as a shortcut, press **Save as Shortcut**.

- 8 Press **Options**.
- 9 (For MFC-J4710DW)
If you want to use 2-sided scanning, press **2-sided Scan**.
Press **2-sided Scan: Long Edge** or **2-sided Scan: Short Edge**.
- 10 Press **Set with Touch Panel**.
Press **On**.

NOTE

To use Set with Touch Panel, the ControlCenter software must be installed on a computer that is connected to the machine.

- 11 Choose the settings for Scan Type, Resolution, File Type, Skip Blank Page¹ and Remove Background Colour as needed.

¹ (For MFC-J4710DW)

- 12 Press OK.
- 13 Press Start.
The machine starts scanning the document.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press Scan.
- 3 Press **▲** or **▼** to display Scan to Image.
- 4 Press Scan to Image.
- 5 Press **▲** or **▼** to display the computer you want to send to.
- 6 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press OK.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 7.
- 7 Press Options.
- 8 Press Set with TouchPanel.
Press On.

NOTE

To use Set with TouchPanel, the ControlCenter software must be installed on a computer that is connected to the machine.

- 9 Choose the settings for Scan Type, Resolution, File Type and Remove Background as needed.
- 10 Press OK.
- 11 Press Start.
The machine starts scanning the document.




NOTE

You can change the *Scan* button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

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 Nuance™ PaperPort™ 12SE 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.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to OCR).
- 4 Press  (to OCR).
The icon moves to the middle and is highlighted in blue.
- 5 Press **OK**.
- 6 Swipe up or down, or press ▲ or ▼ to display the computer you want to send to.
- 7 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 13.
 - If you want to change the default settings, go to 8.

NOTE

If you want to save the computer as a shortcut, press *Save as Shortcut*.

- 8 Press **Options**.
- 9 (For MFC-J4710DW)
If you want to use 2-sided scanning, press **2-sided Scan**.
Press **2-sided Scan: Long Edge** or **2-sided Scan: Short Edge**.

- 10 Press **Set with Touch Panel**.
Press **On**.

NOTE

To use **Set with Touch Panel**, the ControlCenter software must be installed on a computer that is connected to the machine.

- 11 Choose the settings for **Skip Blank Page**¹, **Scan Type**, **Resolution** and **File Type** as needed.
¹ (For MFC-J4710DW)
- 12 Press **OK**.
- 13 Press **Start**.
The machine starts scanning the document.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press **Scan**.
- 3 Press **▲** or **▼** to display **Scan to OCR**.
- 4 Press **Scan to OCR**.
- 5 Press **▲** or **▼** to display the computer you want to send to.
- 6 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 7.
- 7 Press **Options**.
- 8 Press **Set with TouchPanel**.
Press **On**.

NOTE

To use **Set with TouchPanel**, the ControlCenter software must be installed on a computer that is connected to the machine.

- 9 Choose the settings for **Scan Type**, **Resolution** and **File Type** as needed.
- 10 Press **OK**.
- 11 Press **Start**.
The machine starts scanning the document.




NOTE

- You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the ControlCenter software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)
- (Windows®)
Nuance™ PaperPort™ 12SE must be installed on your computer.
- (Macintosh)
You must download Presto! PageManager and install it on your computer for the OCR feature to work from the **Scan** button or ControlCenter2. For installation information see *Using Presto! PageManager* on page 157.
- The **Scan to OCR** function is available for English, French, German, Dutch, Italian, Spanish, Portuguese, Danish, Swedish, Japanese, Traditional Chinese, Simplified Chinese and Korean.

Scan to File

When you choose Scan to File, you can scan a monochrome or colour document and send it directly to a computer you designated on your network. The file will be saved in the folder and file format that you have configured in ControlCenter.

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to File).
- 4 Press  (to File).
The icon moves to the middle and is highlighted in blue.
- 5 Press **OK**.
- 6 Swipe up or down, or press ▲ or ▼ to display the computer you want to send to.
- 7 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 13.
 - If you want to change the default settings, go to 8.

NOTE

If you want to save the computer as a shortcut, press **Save as Shortcut**.

- 8 Press **Options**.
- 9 (For MFC-J4710DW)
If you want to use 2-sided scanning, press **2-sided Scan**.
Press **2-sided Scan: Long Edge** or **2-sided Scan: Short Edge**.
- 10 Press **Set with Touch Panel**.
Press **On**.

NOTE

To use **Set with Touch Panel**, the **ControlCenter** software must be installed on a computer that is connected to the machine.

- 11 Choose the settings for **Scan Type**, **Resolution**, **File Type**, **Skip Blank Page**¹ and **Remove Background Colour** as needed.
¹ (For MFC-J4710DW)
- 12 Press **OK**.
- 13 Press **Start**.
The machine starts scanning the document.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press **Scan**.
- 3 Press **▲** or **▼** to display **Scan to File**.
- 4 Press **Scan to File**.
- 5 Press **▲** or **▼** to display the computer you want to send to.
- 6 Press the computer name.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the computer on the LCD.
Press **OK**.
Do one of the following:
 - If you want to use the default settings, go to 11.
 - If you want to change the default settings, go to 7.
- 7 Press **Options**.
- 8 Press **Set with TouchPanel**.
Press **On**.

NOTE

To use **Set with TouchPanel**, the **ControlCenter** software must be installed on a computer that is connected to the machine.

- 9 Choose the settings for **Scan Type**, **Resolution**, **File Type** and **Remove Background** as needed.
- 10 Press **OK**.
- 11 Press **Start**.
The machine starts scanning the document.

NOTE

You can change the **Scan** button settings using your Brother machine - however, these changes are only temporary. If you want to make permanent changes, use the **ControlCenter** software. (For Windows®, see *Configuring the Scan button settings* on page 75 when choosing Home Mode, and see *Configuring Scan button settings* on page 90 when choosing Advanced Mode. For Macintosh, see *Configuring Scan button settings* on page 170.)

Scan to FTP

When you choose Scan to FTP, you can scan a monochrome 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.

NOTE

- Scan to FTP is available when FTP profiles are configured by using Web Based Management.
- We recommend Microsoft® Internet Explorer® 8.0/9.0 for Windows® and Safari 5.0 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 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**.

NOTE

Refer to the guide noted below for information about how to find the IP address of your machine.

See Network User's Guide: *Printing the Network Configuration Report*.

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.

NOTE

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. Click **Submit**.
- 2 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).
- 7 Enter 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).
- 9 Choose the scan quality from the pop-up menu. You can choose **Color 100 dpi**, **Color 200 dpi**, **Color 300 dpi**, **Color 600 dpi**, **Colour Auto**, **B&W 100 dpi**, **B&W 200 dpi**, **B&W 300 dpi**, **B&W 600 dpi**, **B&W Auto** or **User Select**.

- 10 Choose the file type for the document from the pop-up menu. You can choose **PDF**, **JPEG** or **User Select** for colour documents, **PDF**, **TIFF** or **User Select** for monochrome documents.
- 11 Click **Submit**.

Scan to FTP using FTP Server Profiles

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to FTP).
- 4 Press  (to FTP).
The icon moves to the middle and is highlighted in blue.
Press **OK**.
- 5 Swipe up or down, or press ▲ or ▼ to choose one of the FTP server profiles listed.
Do one of the following:
 - If the Scan to FTP profile is complete, go to 9.
 - If the Scan to FTP profile is not complete, the LCD prompts you to enter any missing information. When you finish the settings, go to 9.
 - If you want to change the settings for the Scan to FTP profile, go to 6.
- 6 Press **Options**.
- 7 Choose the settings for 2-sided Scan¹, Scan Type, Resolution, File Type, Skip Blank Page¹, Remove Background Colour and User Name as needed.
¹ (For MFC-J4710DW)
- 8 Press **OK**.

NOTE

If you want to save the profile as a shortcut, press **Save as Shortcut**.

- 9 Press **Start**.
The LCD shows **Connecting**. When the connection to the FTP server is successful, the machine starts scanning the document.
If you are using the scanner glass, the LCD displays **Next page?**. Press **Yes** or **No**.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.

- 2 Press **Scan**.
- 3 Press **▲** or **▼** to choose **Scan to FTP**.
- 4 Press **Scan to FTP**.
- 5 Press **▲** or **▼** to choose one of the FTP server profiles listed.
 - If the Scan to FTP profile is complete, go to 6.
 - If the Scan to FTP profile is not complete, the LCD prompts you to enter any missing information. When you finish the settings, go to 6.
- 6 Press **Start**.
 The LCD shows **Connecting**. When the connection to the FTP server is successful, the machine starts scanning the document.
 If you are using the scanner glass, the LCD displays **Next page?**. Press **Yes** or **No**.

Scan to Network (Windows®)

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. Refer to the guide noted below for more information about CIFS servers.

See Network User's Guide.

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.

NOTE

- Scan to Network is available when Scan to Network profiles are configured by using Web Based Management.
- You must configure the SNTP protocol (network time server), or you must set the date, time and time zone correctly for Authentication. For more information: See Network User's Guide.
- We recommend Microsoft® Internet Explorer® 8.0/9.0. 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 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 a 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.

NOTE

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




Configuring the Scan to Network Default Settings

- 1 Choose **Network** in **Scan to FTP/Network** from the **Scan** tab. Click **Submit**.
- 2 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.

- 4 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).
- 6 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).
- 7 Choose the scan quality from the pop-up menu. You can choose **Color 100 dpi**, **Color 200 dpi**, **Color 300 dpi**, **Color 600 dpi**, **Color Auto**, **B&W 100 dpi**, **B&W 200 dpi**, **B&W 300 dpi**, **B&W 600 dpi**, **B&W Auto** or **User Select**.
- 8 Choose the file type for the document from the pop-up menu. You can choose **PDF**, **JPEG** or **User Select** for colour documents, **PDF**, **TIFF** or **User Select** for monochrome documents.
- 9 If you want to protect the profile, choose **On** from **Use PIN for Authentication** and enter a 4-digit PIN number in **PIN Code**.
- 10 Enter the **Username** that has been registered with the CIFS server for the machine (up to 96 characters).
- 11 Enter the **Password** for access to the CIFS server (up to 32 characters).
- 12 Click **Submit**.
- 13 Choose **Date&Time** from the **General** tab.
- 14 Enter the date and time used on the CIFS server.
- 15 Choose the time zone from the drop-down list.
- 16 Choose the **Auto Daylight** option. If **On** is chosen, the date and time will be switched automatically when summer time starts and ends.
- 17 Click **Submit**.

Scan to Network using Scan to Network Profiles

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (to Network).
- 4 Press  (to Network).
The icon moves to the middle and is highlighted in blue.

Press **OK**.

- 5 Swipe up or down, or press **▲** or **▼** to choose one of the Network server profiles listed.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the profile on the LCD.
Press **OK**.
Do one of the following:
 - If the Scan to Network profile is complete, go to 9.
 - If the Scan to Network profile is not complete, the LCD prompts you to enter any missing information.
When you finish the settings, go to 9.
 - If you want to change the settings for the Scan to Network profile, go to 6.

- 6 Press **Options**.

- 7 Choose the settings for 2-sided Scan¹, Scan Type, Resolution, File Type, Skip Blank Page¹, Remove Background Colour and User Name as needed.

¹ (For MFC-J4710DW)

- 8 Press **OK**.

NOTE

If you want to save the settings as a shortcut, press **Save as Shortcut**.

- 9 Press **Start**.
The LCD shows **Connecting**. When the connection to the network is successful, the machine starts scanning the document.
If you are using the scanner glass, the LCD displays **Next page?**. Press **Yes** or **No**.

For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press **Scan**.
- 3 Press **▲** or **▼** to choose **Scan to Network**.
- 4 Press **Scan to Network**.
- 5 Press **▲** or **▼** to choose one of the Scan to Network profiles listed.
If the LCD prompts you to enter a PIN number, enter the 4-digit PIN number for the profile on the LCD.
Press **OK**.
 - If the Scan to Network profile is complete, go to 6.
 - If the Scan to Network profile is not complete, the LCD prompts you to enter any missing information.
When you finish the settings, go to 6.
- 6 Press **Start**.
The LCD shows **Connecting**. When the connection to the network is successful, the machine starts scanning the document.
If you are using the scanner glass, the LCD displays **Next page?**. Press **Yes** or **No**.

Using Web Services for scanning on your network (Windows Vista® SP2 or later and Windows® 7)

The Web Services protocol enables Windows Vista® (SP2 or later) and Windows® 7 users to scan using a Brother machine on the network. You must install the driver via Web Services. Refer to the Network User's Guide noted below for information about installing Web Services.


See Network User's Guide: *Installing drivers used for printing and scanning via Web Services (Windows Vista® and Windows® 7)*.

NOTE

- For network scanning, a maximum of 5 clients can be connected to one machine on the network. For example, if 8 clients try to connect at a time, 3 of those clients will not be shown on the LCD.
- Five clients can be added to the list shown on the LCD. If five clients are already shown in the list, you can add additional clients by first uninstalling Web Services from one or more of the clients shown on the LCD, installing Web Services in the computer corresponding to the client that you want to add, and then turning the Brother machine off and then on.

To uninstall Web Services from a computer, follow the instructions below.

1 (Windows Vista®)

Click the  button, then choose **Network**.

(Windows® 7)

Click the  button, **Control Panel**, **Network and Internet**, and then **View network computers and devices**.

- 2 The machine's Web Services Name will be shown with the printer icon. Right-click the machine you want to uninstall.
 - 3 From the drop-down menu, click **Uninstall**.
- If your computer is protected by a firewall and is unable to network scan, you may need to configure the firewall settings. For more information, see *Firewall settings (For Network users)* on page 116.
 - You can scan multiple documents from the ADF (automatic document feeder).

Using Web Services for scanning on your network from a computer (Windows Vista® SP2 or later and Windows® 7)

Scanning using the Web Services protocol is also available from your computer.

- 1 Load your document.
- 2 Open your software application to scan the document.

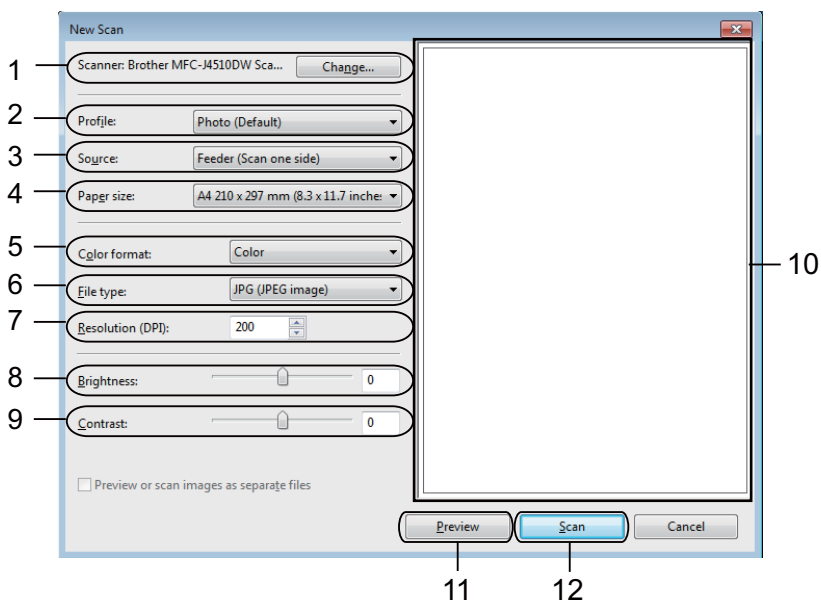
- 3 Do one of the following:
 - Windows® Photo Gallery
Click **File**, then **Import from Camera or Scanner**.
 - Windows® Fax and Scan
Click **File**, **New**, then **Scan**.

- 4 Choose the scanner you want to use.

- 5 Do one of the following:
 - Windows® Photo Gallery
Click **Import**.
 - Windows® Fax and Scan
Click **OK**.

The Scan dialog box appears.

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



- 1 **Scanner**
- 2 **Profile**
- 3 **Source**
- 4 **Paper size**
- 5 **Color format**
- 6 **File type**
- 7 **Resolution** (Up to 300 dpi)

8 **Brightness**

9 **Contrast**

10 Scanning area

11 **Preview**

12 **Scan**

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

NOTE

If the LCD shows **Out of Memory**, decrease the **Paper size** setting or the **Resolution** setting. For details, see *Configuring settings for scanning* on page 228.




Using Web Services for scanning on your network from the Brother machine (Windows Vista® SP2 or later and Windows® 7)

The menu that allows you to use Web Services for scanning is displayed on your Brother machine's LCD if you have installed the driver for scanning via Web Services. See Network User's Guide: *Installing drivers used for printing and scanning via Web Services (Windows Vista® and Windows® 7)*.

NOTE

- Certain characters in the messages displayed on the LCD may be replaced with spaces when the language settings of your OS and your Brother machine are different.
- If the LCD shows **Out of Memory**, decrease the **Paper size** setting or the **Resolution** setting. For details, see *Configuring settings for scanning* on page 228.
- You can scan multiple documents from the ADF (automatic document feeder).

For MFC-J2510/J4510DW/J4710DW

- 1 Load your document.
- 2 Press  (Scan).
- 3 Swipe left or right to display  (WS Scan).
- 4 Press  (WS Scan).
The icon moves to the middle and is highlighted in blue.
Press **OK**.
- 5 Swipe up or down, or press **▲** or **▼** to display the type of scan you want to do.
Press the type of scan.
- 6 Swipe up or down, or press **▲** or **▼** to display the computer you want to send to.
Press the computer name.

- 7 Press **Start**.
The machine starts scanning the document.



For DCP-J4110DW, MFC-J2310/J4310DW/J4410DW/J4610DW

- 1 Load your document.
- 2 Press **Scan**.
- 3 Press **▲** or **▼** to display **Web Service**.
Press **Web Service**.
- 4 Press **▲** or **▼** to display the type of scan you want to do.
Press the type of scan.
- 5 Press **▲** or **▼** to display the computer you want to send to.
Press the computer name.
- 6 Press **Start**.
The machine starts scanning the document.

NOTE

If the LCD shows **Out of Memory**, decrease the **Paper size** setting or the **Resolution** setting.

Configuring settings for scanning

- 1 (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 Click your machine, and then click the **Scan Profiles** button.
The **Scan Profiles** dialog box will appear.
- 3 Choose the scan profile you want to use. Make sure the scanner selected in **Scanner** is a Brother machine that supports Web Services for scanning.
Click **Set as Default**.
- 4 Click **Edit**. The **Edit Default Profile** dialog box will appear.
- 5 Choose the **Source**, **Paper size**, **Color format**, **File type**, **Resolution**, **Brightness** and **Contrast** settings.
- 6 Click **Save Profile**. The settings will be applied when scanning using the Web Services protocol.

NOTE

If you are requested to choose a software application to scan, choose Windows[®] Fax and Scan or Windows[®] Photo Gallery from the list.

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