

# Web Connect Guide



## Applicable models

This User's Guide applies to the following models:

DCP-J152W/J172W/J552DW/J752DW, MFC-J470DW/J475DW/J650DW/J870DW

## Definitions of notes

We use the following note style throughout this user's guide:

<b>NOTE</b>	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.
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## IMPORTANT NOTE

- Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals, including the Quick Setup Guide and User's Guide, for your model.
- Not all models are available in all countries.
- For DCP users; This documentation is for both MFC and DCP models. Where it says 'MFC' in this user's guide, please read 'MFC-xxxx' as 'DCP-xxxx'.

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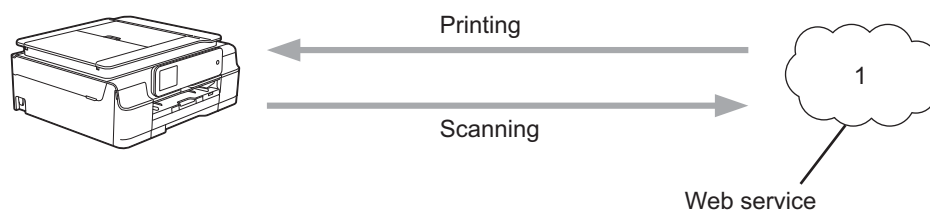
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## Brother Web Connect

Certain websites provide services that allow users to upload and view images and files on the website. Your Brother machine can scan images and upload them to these services, and also download from and print images that are already uploaded to these services.



### 1 Photos, images, documents, and other files

## Accessible services

The following services can be accessed from your Brother machine:

- Picasa Web Albums™

Picasa Web Albums™ is an online photo sharing service. Images can be uploaded, organized into albums, and shared with other users.

URL: <http://picasaweb.google.com/>

- Google Drive™

Google Drive™ is an online document editing and sharing service.

URL: <http://drive.google.com/>

- Flickr®

Flickr® is an online photo sharing service. Images can be uploaded, organized into albums, and shared with other users.

URL: <http://www.flickr.com/>

- Facebook

Facebook is a social networking service that also allows images to be uploaded and shared with other users.

URL: <http://www.facebook.com/>

- Evernote®

Evernote® is an online file storage and managing service.

URL: <http://www.evernote.com/>

- Dropbox

Dropbox is an online file storage, sharing and file synchronization service.

URL: <http://www.dropbox.com/>

- SkyDrive®

SkyDrive® is an online file storage, sharing and managing service.

URL: <http://skydrive.live.com/>

- Box

Box is an online document editing and sharing service.

URL: <http://www.box.com/>

- Brother CreativeCenter (not available for some countries)

Brother CreativeCenter is a service that allows you to download various templates to print, such as greeting cards, brochures, and calendars.

For more information about any of these services, refer to the respective service's website.

The following table describes which file types can be used with each Brother Web Connect feature:

Accessible Services	Picasa Web Albums™ Flickr® Facebook	Google Drive™ Evernote® Dropbox SkyDrive® Box	Brother CreativeCenter
Download and print images or save them to media	JPEG	JPEG/PDF/doc/docx/xls/xlsx/ppt/pptx	○ (Print only)
Upload scanned images	JPEG	JPEG/PDF/doc/xls/ppt	-
Upload images saved on media	JPEG	JPEG	-

## NOTE

(For Hong Kong, Taiwan and Korea)

Brother Web Connect supports only file names written in English. Files named in the local language will not be downloaded or uploaded.

# Conditions for using Brother Web Connect

## Service account

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In order to use Brother Web Connect, you must have an account with the desired service. If you do not already have an account, use a computer to access the service's website and create an account.

You do not need to create an account if you use Brother CreativeCenter.

## Internet connection

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In order to use Brother Web Connect, your Brother machine must be connected to a network that has access to the Internet through either a wired or wireless connection. For more information on connecting and configuring your machine, see the Quick Setup Guide included with your machine.

For network setups that use a proxy server, the machine must also be configured to use a proxy server (see *Proxy server settings* on page 4). If you are not sure, check with your network administrator.

## NOTE

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A proxy server is a computer that serves as an intermediary between computers without a direct Internet connection, and the Internet.

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## MFL-Pro Suite installation

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The initial installation of Brother Web Connect requires a computer that has access to the Internet and has Brother MFL-Pro Suite installed. Follow the steps outlined in the Quick Setup Guide to install MFL-Pro Suite (from the supplied installer CD-ROM) and configure the machine to be able to print over your wired or wireless network.

## Proxy server settings

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If the network uses a proxy server, the following proxy server information must be configured on the machine. If you are not sure, check with your network administrator.

- Proxy server address
- Port number
- User name
- Password

For more information on entering text on the LCD, see the Quick Setup Guide included with your machine.


### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Press  (Settings).
- 2 Press All Settings.



- 3 Press ▲ or ▼ to display `Network`.  
Press `Network`.
- 4 Press ▲ or ▼ to display `Web Connect Settings`.  
Press `Web Connect Settings`.
- 5 Press `Proxy Settings`.
- 6 Press ▲ or ▼ to display `Proxy Connection`.  
Press `Proxy Connection`.
- 7 Press `On`.
- 8 Press the option that you want to set, and then enter the proxy server information.  
Press `OK`.
- 9 Press .

**For DCP-J172W**

- 1 Press `Settings`.
- 2 Press ▲ or ▼ to display `Network`.  
Press `Network`.
- 3 Press ▲ or ▼ to display `Web Connect Settings`.  
Press `Web Connect Settings`.
- 4 Press `Proxy Settings`.
- 5 Press ▲ or ▼ to display `Proxy Connection`.  
Press `Proxy Connection`.
- 6 Press `On`.
- 7 Press the option that you want to set, and then enter the proxy server information.  
Press `OK`.
- 8 Press .

**For DCP-J152W, MFC-J470DW/J475DW**

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose `Network`.  
Press **OK**.
- 3 Press ▲ or ▼ to choose `Web Connect Settings`.  
Press **OK**.
- 4 Choose `Proxy Settings` and press **OK**.

- 5 Press ▲ or ▼ to choose Proxy Connection.  
Press **OK**.
- 6 Press ▲ or ▼ to choose On.  
Press **OK**.
- 7 Press **Stop/Exit**.

# Setting up Brother Web Connect

(For Picasa Web Albums™, Flickr®, Facebook, Google Drive™, Evernote®, Dropbox, SkyDrive® and Box)

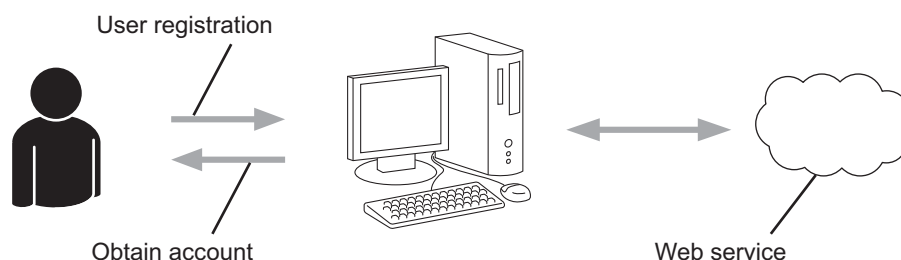
1

## Step-by-step overview

Configure the settings using the following procedure:

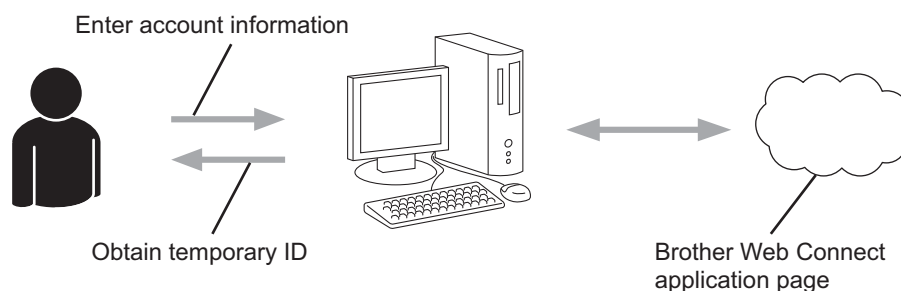
### Step 1: Create an account with the desired service (see page 8).

Access the service's website using a computer and create an account. (If you already have an account, there is no need to create an additional account.)



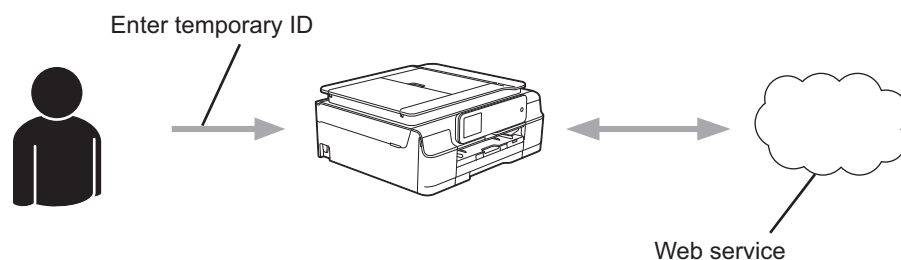
### Step 2: Apply for Brother Web Connect access (see page 8).

Start Brother Web Connect access using a computer and obtain a temporary ID.



### Step 3: Register (on the machine), the account information that is needed to access the desired services (see page 10).

Enter the temporary ID to enable the service on the machine. Specify the account name as you would like it to be displayed on the machine, and enter a PIN if you would like to use one.



The machine can now use the service.

## How to create an account for each of the desired services

In order to use Brother Web Connect to access an online service, you must have an account with that online service. If you do not already have an account, use a computer to access the website of the service and create an account. After creating an account, log on and use the account once with a computer before using the Brother Web Connect feature. Otherwise, you may not be able to access the service using Brother Web Connect.

If you already have an account, there is no need to create an additional account.

Continue with the next procedure, *How to apply for Brother Web Connect access* on page 8.

### NOTE


You do not need to create an account if you will use the service as a guest. You can use only certain services as a guest. If the service you want to use does not have a guest-user option, you must create an account.

## How to apply for Brother Web Connect access


In order to use Brother Web Connect to access online services, you must first apply for Brother Web Connect access using a computer that has Brother MFL-Pro Suite installed:

- 1 Turn on your computer.
- 2 Access the Brother Web Connect application web page.

- Windows® XP, Windows Vista® and Windows® 7

If you have already installed MFL-Pro Suite, choose  (**Start**) / **All Programs** / **Brother** / **MFC-XXXX** (where XXXX is your model name) / **Brother Web Connect**.

- Windows® 8

Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Use More** in the left navigation bar, and then click **Brother Web Connect**.

### NOTE

You can also access the page directly by typing "<http://bwc.brother.com>" into your web browser's address bar.

- Macintosh

If you have already installed MFL-Pro Suite, click **Go** from the **Finder** bar / **Applications** / **Brother** / **Utilities** / **Brother Web Connect**.

**NOTE**

You can also access the page directly in the following ways:

- From the supplied CD-ROM

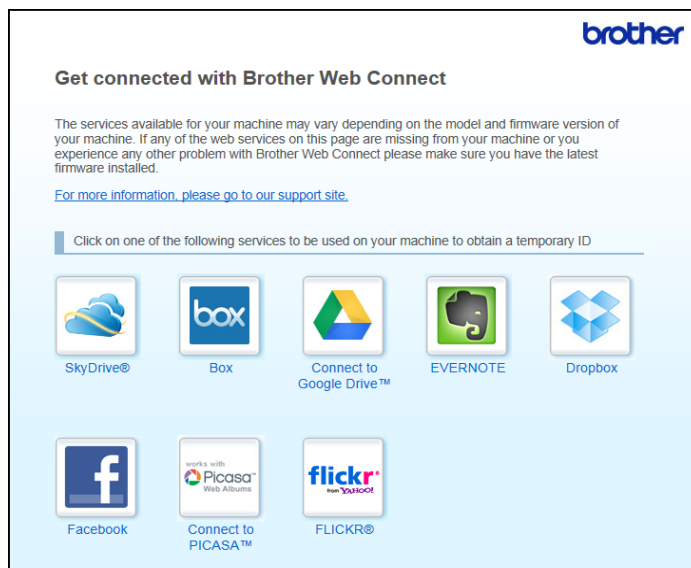
**1** Put the CD-ROM into your CD-ROM drive. When it launches, double-click the **Brother Support** icon.

**2** Click the **Brother Web Connect** icon.

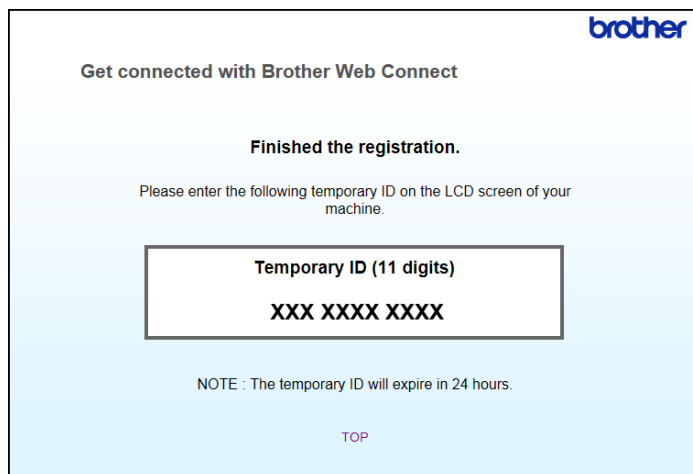
- From your web browser

Type "<http://bwc.brother.com>" into your web browser's address bar.

- 3** Choose the service you want to use.



- 4** Follow the on-screen instructions and apply for access.  
When finished, your temporary ID will be displayed. Make a note of this temporary ID, as you will need it to register accounts to the machine. The temporary ID is valid for 24 hours.



- 5 Close the web browser.  
Continue with the next procedure, *How to register and delete accounts on the machine* on page 10.

## How to register and delete accounts on the machine

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Enter the account information and configure your machine so that it can access the service.

You can register up to 10 accounts on your machine.

### Register an account

#### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Before you register an account, confirm that the correct date and time are set on the machine's control panel. For more information on setting the date and time, see the Quick Setup Guide included with your machine.
- 2 Press ◀ or ▶ to display **Web**.  
Press **Web**.
- 3 Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press **OK**.
- 4 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

### NOTE

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Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 5 Press ▲ or ▼ to display the service with which you want to register.  
Press the service.
- 6 If information regarding Brother Web Connect is displayed, press **OK**.
- 7 Press **Register/Delete**.
- 8 Press **Register Account**.
- 9 The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access.  
Press **OK**.
- 10 Enter the temporary ID using the LCD.  
Press **OK**.

### NOTE

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An error message will appear on the LCD if the information you entered does not match the temporary ID you received when you applied for access, or if the temporary ID has expired. Either enter the temporary ID correctly, or apply for access again to receive a new temporary ID (see *How to apply for Brother Web Connect access* on page 8).

- 11 The machine will prompt you to enter the account name that you want to be displayed on the LCD.  
Press **OK**.
- 12 Enter the name using the LCD.  
Press **OK**.
- 13 Do one of the following:
  - To set a PIN for the account, press **Yes**. (A PIN prevents unauthorized access to the account.)  
Enter a four-digit number and press **OK**.
  - If you do not want to set a PIN, press **No**.
- 14 When the account information you entered is displayed, confirm that it is correct.
  - Press **Yes** to register your information as entered.
  - Press **No** to change any of the information you entered. Go back to step 10.
- 15 Account registration is complete.  
Press **OK**.
- 16 Press .

#### For DCP-J172W

- 1 Before you register an account, confirm that the correct date and time are set on the machine's control panel. For more information on setting the date and time, see the Quick Setup Guide included with your machine.
- 2 Press **▲** or **▼** to display **Web**.  
Press **Web**.
- 3 Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press **OK**.
- 4 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

#### NOTE


Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 5 Press **▲** or **▼** to display the service with which you want to register.  
Press the service.
- 6 If information regarding Brother Web Connect is displayed, press **OK**.
- 7 Press **Register/Delete**.
- 8 Press **Register Account**.


- 9 The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access.  
Press **OK**.
- 10 Enter the temporary ID using the LCD.  
Press **OK**.

## NOTE

An error message will appear on the LCD if the information you entered does not match the temporary ID you received when you applied for access, or if the temporary ID has expired. Either enter the temporary ID correctly, or apply for access again to receive a new temporary ID (see *How to apply for Brother Web Connect access* on page 8).

- 11 The machine will prompt you to enter the account name that you want to be displayed on the LCD.  
Press **OK**.
- 12 Enter the name using the LCD.  
Press **OK**.
- 13 Do one of the following:
  - To set a PIN for the account, press **Yes**. (A PIN prevents unauthorized access to the account.)  
Enter a four-digit number and press **OK**.
  - If you do not want to set a PIN, press **No**.
- 14 When the account information you entered is displayed, confirm that it is correct.
  - Press **Yes** to register your information as entered.
  - Press **No** to change any of the information you entered. Go back to step 10.
- 15 Account registration is complete.  
Press **OK**.
- 16 Press .

## For DCP-J152W, MFC-J470DW/J475DW

- 1 Before you register an account, confirm that the correct date and time are set on the machine's control panel. For more information on setting the date and time, see the Quick Setup Guide included with your machine.
- 2 Press  (**WEB**).
- 3 Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press **OK**.
- 4 You will be asked if you want to display this information again in the future.  
Press **1** (**Yes**) or **2** (**No**).



**NOTE**

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 5 Press **▲** or **▼** to choose the service with which you want to register.  
Press **OK**.
- 6 If information regarding Brother Web Connect is displayed, press **OK**.
- 7 Press **▲** or **▼** to choose `Register/Delete`.  
Press **OK**.
- 8 Press **▲** or **▼** to choose `Register Account`.  
Press **OK**.
- 9 The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access.  
Press **OK**.
- 10 Enter the temporary ID using the dial pad.  
Press **OK**.

**NOTE**

An error message will appear on the LCD if the information you entered does not match the temporary ID you received when you applied for access, or if the temporary ID has expired. Either enter the temporary ID correctly, or apply for access again to receive a new temporary ID (see *How to apply for Brother Web Connect access* on page 8).

- 11 The machine will prompt you to enter the account name that you want to be displayed on the LCD.  
Press **OK**.
- 12 Enter the name and press **OK**.
- 13 Do one of the following:
  - To set a PIN for the account, press **1** (`Yes`). (A PIN prevents unauthorized access to the account.)  
Enter a four-digit number and press **OK**.
  - If you do not want to set a PIN, press **2** (`No`).
- 14 When the account information you entered is displayed, confirm that it is correct.
  - Press **1** (`Yes`) to register your information as entered.
  - Press **2** (`No`) to change any of the information you entered. Go back to step 10.
- 15 Account registration is complete.  
Press **OK**.
- 16 Press **Stop/Exit**.


## Delete an account

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Press ◀ or ▶ to display **Web**.  
Press **Web**.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.


- 4 Press ▲ or ▼ to display the service that hosts the account you want to delete.  
Press the service.
- 5 Press **Register/Delete**.
- 6 Press **Delete Account**.
- 7 Press the accounts that you want to delete. The selected accounts will be indicated by check marks.
- 8 Press **OK**.
- 9 You will be asked to confirm your selections.  
Press **Yes** to delete.
- 10 Account deletion is complete.  
Press **OK**.
- 11 Press .

### For DCP-J172W


- 1 Press ▲ or ▼ to display **Web**.  
Press **Web**.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 4 Press ▲ or ▼ to display the service that hosts the account you want to delete.  
Press the service.
- 5 Press `Register/Delete`.
- 6 Press `Delete Account`.
- 7 Press the accounts that you want to delete. The selected accounts will be indicated by check marks.
- 8 Press `OK`.
- 9 You will be asked to confirm your selections.  
Press `Yes` to delete.
- 10 Account deletion is complete.  
Press `OK`.
- 11 Press .

#### For DCP-J152W, MFC-J470DW/J475DW

- 1 Press  (**WEB**).
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **1** (**Yes**) or **2** (**No**).

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 4 Press ▲ or ▼ to choose the service that hosts the account you want to delete.  
Press **OK**.
- 5 Press ▲ or ▼ to choose `Register/Delete`.  
Press **OK**.
- 6 Press ▲ or ▼ to choose `Delete Account`.  
Press **OK**.
- 7 Press ▲ or ▼ to choose the account that you want to delete.  
Press **OK**.
- 8 You will be asked to confirm your selections.  
Press **1** (**Yes**) to delete.
- 9 Press **Stop/Exit**.

#### Setting up Brother Web Connect (For Brother CreativeCenter)

You do not need to configure any extra settings.

## Scanning and uploading documents

Your scanned photos and documents can be uploaded directly to a service without using a computer.

When scanning and uploading JPEG or Microsoft® Office files, black and white scanning is not available.

When scanning and uploading JPEG files, each page is uploaded as a separate file.

Uploaded documents are saved in an album named "From\_BrotherDevice".

For information regarding restrictions, such as the size or number of documents that can be uploaded, refer to the respective service's website.

For more information about services and supported features, see *Accessible services* on page 2.


### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Load your document.
- 2 Press ◀ or ▶ to display **Web**.  
Press **Web**.
- 3 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 4 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 5 Press ▲ or ▼ to display the service that hosts the account to which you want to upload.  
Press the service.
- 6 Press ▲ or ▼ to display your account name, and then press it.
- 7 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 8 Press **Upload: Scanner**.
- 9 If you are prompted to specify your document's file format, select the file format of the document you are scanning.
- 10 When the Scan Settings screen appears on the LCD, do one of the following:
  - To change scan settings, see *How to change scan settings* on page 19. After changing the scan settings, go to step 11.
  - To continue without changing the scan settings, press **OK**.

- 11 If the LCD prompts you to `Select a Tag`, press the tag you want.
- 12 Press `OK`.  
If you placed the document in the automatic document feeder (ADF), the machine scans the document and starts uploading.  
If you are using the scanner glass, go to step 13.
- 13 When `Next Page?` is displayed, do one of the following:
  - If there are no more pages to scan, press `No`. Go to step 15.
  - To scan more pages, press `Yes` and go to step 14.
- 14 Place the next page on the scanner glass.  
Press `OK`.  
The machine starts scanning the page. Repeat steps 13 and 14 for each additional page.
- 15 The machine uploads the documents.  
Press .


#### For DCP-J172W

- 1 Load your document.
- 2 Press `▲` or `▼` to display `Web`.  
Press `Web`.
- 3 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- 4 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.


#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press `OK`.

- 5 Press `▲` or `▼` to display the service that hosts the account to which you want to upload.  
Press the service.
- 6 Press `▲` or `▼` to display your account name, and then press it.
- 7 If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.
- 8 Press `Upload: Scanner`.
- 9 If you are prompted to specify your document's file format, select the file format of the document you are scanning.
- 10 When the Scan Settings screen appears on the LCD, do one of the following:
  - To change scan settings, see *How to change scan settings* on page 19. After changing the scan settings, go to step 11.
  - To continue without changing the scan settings, press `OK`.

- 11 If the LCD prompts you to *Select a Tag*, press the tag you want.
- 12 Press **OK**.
- 13 When *Next Page?* is displayed, do one of the following:
  - If there are no more pages to scan, press **No**. Go to step 15.
  - To scan more pages, press **Yes** and go to step 14.
- 14 Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. Repeat steps 13 and 14 for each additional page.
- 15 The machine uploads the documents.  
Press .

#### For DCP-J152W, MFC-J470DW/J475DW

- 1 Load your document.
- 2 Press  (**WEB**).
- 3 Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press **OK**.
- 4 You will be asked if you want to display this information again in the future.  
Press **1** (**Yes**) or **2** (**No**).

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 5 Press **▲** or **▼** to choose the service that hosts the account to which you want to upload.  
Press **OK**.
- 6 Press **▲** or **▼** to choose your account name.  
Press **OK**.
- 7 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 8 If you are prompted to specify your document's file format, select the file format of the document you are scanning.  
Press **OK**.
- 9 When the Scan Settings screen appears on the LCD, do one of the following:
  - To change scan settings, see *How to change scan settings* on page 19. After changing the scan settings, go to step 10.
  - To continue without changing the scan settings, press **▲** or **▼** to choose *Complete*, and then press **OK**.
- 10 If the LCD prompts you to *Select a Tag*, choose the tag you want and press **OK**.

- 11 Press **OK**.  
If you placed the document in the automatic document feeder (ADF), the machine scans the document and starts uploading.  
If you are using the scanner glass, go to step 12.
- 12 When **Next Page?** is displayed, do one of the following:
  - If there are no more pages to scan, press **2** (**No**). Go to step 14.
  - To scan more pages, press **1** (**Yes**) and go to step 13.
- 13 Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. Repeat steps 12 and 13 for each additional page.
- 14 The machine uploads the documents.  
Press **Stop/Exit**.

## How to change scan settings

---

The Scan Settings screen is displayed before you scan the documents that you want to upload (see step 10 on page 16, step 10 on page 17, or step 9 on page 18). Use the ▲ and ▼ buttons to scroll through the settings list.

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

#### Scan Type

- 1 Press **Scan Type**.
- 2 Choose **Color** or **B&W**.
- 3 If you do not want to change any other settings, press **OK**.

#### NOTE

---

- When scanning and uploading JPEG or Microsoft® Office files, black and white scanning is not available.
  - When scanning and uploading JPEG files, each page is uploaded as a separate file.
- 

#### Resolution

- 1 Press **Resolution**.
- 2 Choose **100 dpi**, **200 dpi**, **300 dpi** or **600 dpi**.
- 3 If you do not want to change any other settings, press **OK**.

#### NOTE

---

You cannot choose **Resolution** for Microsoft® Office files.

---

### Scan Size

- 1 Press **Scan Size**.
- 2 Choose the size you want.
- 3 If you do not want to change any other settings, press **OK**.

### For DCP-J172W

#### Scan Type

- 1 Press **Scan Type**.
- 2 Choose **Color** or **B&W**.
- 3 If you do not want to change any other settings, press **OK**.

#### NOTE

---

- When scanning and uploading JPEG or Microsoft® Office files, black and white scanning is not available.
  - When scanning and uploading JPEG files, each page is uploaded as a separate file.
- 

#### Resolution

- 1 Press **Resolution**.
- 2 Choose **100 dpi**, **200 dpi**, **300 dpi** or **600 dpi**.
- 3 If you do not want to change any other settings, press **OK**.

#### NOTE

---

You cannot choose **Resolution** for Microsoft® Office files.

---

### Scan Size

- 1 Press **Scan Size**.
- 2 Choose the size you want.
- 3 If you do not want to change any other settings, press **OK**.

### For DCP-J152W, MFC-J470DW/J475DW

#### Scan Type

- 1 Press **▲** or **▼** to choose **Scan Type**.  
Press **OK**.



- 2 Choose **Color** or **B&W**.  
Press **OK**.
- 3 If you do not want to change any other settings, press **▲** or **▼** to choose **Complete**, and then press **OK**.

## NOTE

---

- When scanning and uploading JPEG or Microsoft® Office files, black and white scanning is not available.
  - When scanning and uploading JPEG files, each page is uploaded as a separate file.
- 

## Resolution

- 1 Press **▲** or **▼** to choose **Resolution**.  
Press **OK**.
- 2 Choose **100 dpi**, **200 dpi**, **300 dpi** or **600 dpi**.  
Press **OK**.
- 3 If you do not want to change any other settings, press **▲** or **▼** to choose **Complete**, and then press **OK**.

## NOTE

---

You cannot choose **Resolution** for Microsoft® Office files.

---

## Scan Size

- 1 Press **▲** or **▼** to choose **Scan Size**.  
Press **OK**.
- 2 Choose the size you want.  
Press **OK**.
- 3 If you do not want to change any other settings, press **▲** or **▼** to choose **Complete**, and then press **OK**.

## Uploading a document from an external memory device (For DCP-J552DW/J752DW, MFC-J650DW/J870DW)


Documents saved on media such as a memory card or a USB flash drive connected to the machine can be uploaded directly to a service.

For more information about services and supported features, see *Accessible services* on page 2.

### NOTE


(For Hong Kong, Taiwan and Korea)

Brother Web Connect supports only file names written in English. Files named in the local language will not be uploaded.

- 1 Open the media slot cover.
- 2 Insert a memory card or USB flash drive into your machine.  
The LCD screen automatically changes.
- 3 Press .
- 4 Press ◀ or ▶ to display **Web**.  
Press **Web**.
- 5 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 6 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 7 Press ▲ or ▼ to display the service that hosts the account to which you want to upload.  
Press the service.
- 8 Press ▲ or ▼ to display your account name, and then press it.
- 9 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 10 Press **Upload: Media**.
- 11 Press ▲ or ▼ to display the desired document, and press it.  
Confirm the document on the LCD and press **OK**.  
Repeat this step until you have chosen all the documents that you want to upload.
- 12 After you have chosen all of the documents, press **OK**.
- 13 Press **OK**.  
The machine starts uploading the document(s).
- 14 Press .

## NOTE

---

- Uploaded documents are saved in an album named "From\_BrotherDevice".
  - For information regarding restrictions, such as the size or number of documents that can be uploaded, refer to the respective service's website.
-

### Downloading and printing documents (For DCP-J172W/J552DW/J752DW, MFC-J650DW/J870DW)

Documents that have been uploaded to your account on a service can be downloaded directly to your machine and printed. Documents that other users have uploaded to their own accounts for sharing can also be downloaded to your machine and printed, as long as you have viewing privileges for those documents.

Certain services allow guest users to view documents that are public. When accessing a service or an account as a guest user, you can view documents that the owner has made public, that is, documents that have no viewing restrictions.

In order to download other users' documents, you must have access privileges to view the corresponding albums or documents.

For more information about services and supported features, see *Accessible services* on page 2.

#### NOTE

(For Hong Kong, Taiwan and Korea)

Brother Web Connect supports only file names written in English. Files named in the local language will not be downloaded.

## For Picasa Web Albums™, Flickr®, Facebook, Google Drive™, Evernote®, Dropbox, SkyDrive® and Box

---

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Press ◀ or ▶ to display `Web`.  
Press `Web`.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- 3 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.

### NOTE

---

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press `OK`.

---

- 4 Press ▲ or ▼ to display the service that hosts the document you want to download and print.  
Press the service.
- 5 Do one of the following:
  - To log on to the service with your account, press ▲ or ▼ to display your account name, and press it. Go to step 6.
  - To access the service as a guest user, press ▲ or ▼ to display `Use as a GuestUser`, and press it. When the information regarding access as a guest user is displayed, press `OK`. Go to step 7.
- 6 If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.
- 7 Press `Download: Print`.  
Do one of the following:
  - If you logged on to the service with your account, go to step 8.
  - If you accessed the service as a guest user, go to step 9.
- 8 Do one of the following:  
(For Picasa Web Albums™, Flickr®, and Facebook)
  - To download your own documents from the service, press `Your album`. Go to step 10.
  - To download other users' documents from the service, press `Other user's album`. Go to step 9.  
(For Google Drive™, Dropbox, Evernote®, SkyDrive®, and Box)
  - Go to step 10.
- 9 Using the LCD, type the account name of the user whose documents you want to download.  
Press `OK`.

### NOTE


---

Depending on the service, you may have to select the account name from a list.

---

- 10 Press ▲ or ▼ to display the desired album <sup>1</sup>, and press it.  
Some services do not require documents to be saved in albums. For documents not saved in albums, select `See UnsortedPhotos` to select documents. Other users' documents cannot be downloaded if they are not saved in an album.

<sup>1</sup> An album is a collection of documents. However, the actual term may differ depending on the service you use.  
When using Evernote®, you must select the notebook, and then select the note.

- 11 Press the thumbnail of the document you want to print.  
Confirm the document on the LCD and press `OK`.  
Press `OK` to return to the album and select additional documents to print (you can select up to 10 documents).
- 12 After you have chosen all of the desired documents, press `OK`.
- 13 The Print Settings screen will be displayed. Do one of the following:
- To change print settings, see *How to change print settings* on page 30. After changing the print settings, go to step 14.
  - If you do not want to change print settings, press `OK`.
- 14 Press `OK` to print.  
The machine starts downloading and printing the documents.
- 15 Press .

#### For DCP-J172W

- 1 Press ▲ or ▼ to display `Web`.  
Press `Web`.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- 3 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press `OK`.


- 4 Press ▲ or ▼ to display the service that hosts the document you want to download and print.  
Press the service.
- 5 Do one of the following:
- To log on to the service with your account, press ▲ or ▼ to display your account name, and press it. Go to step 6.
  - To access the service as a guest user, press ▲ or ▼ to display `Use as a GuestUser`, and press it. When the information regarding access as a guest user is displayed, press `OK`. Go to step 7.
- 6 If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.

- 7 Press **Download: Print**.  
Do one of the following:
  - If you logged on to the service with your account, go to step 8.
  - If you accessed the service as a guest user, go to step 9.
- 8 Do one of the following:  
(For Picasa Web Albums™, Flickr® and Facebook)
  - To download your own documents from the service, press **Your album**. Go to step 10.
  - To download other users' documents from the service, press **Other user's album**. Go to step 9.
 (For Google Drive™, Dropbox, Evernote®, SkyDrive® and Box)
  - Go to step 10.
- 9 Using the LCD, type the account name of the user whose documents you want to download.  
Press **OK**.

## NOTE

Depending on the service, you may have to select the account name from a list.

- 10 Press **▲** or **▼** to display the desired album <sup>1</sup>, and press it.  
Some services do not require documents to be saved in albums. For documents not saved in albums, select **See UnsortedPhotos** to select documents. Other users' documents cannot be downloaded if they are not saved in an album.
 

<sup>1</sup> An album is a collection of documents. However, the actual term may differ depending on the service you use.  
When using Evernote®, you must select the notebook, and then select the note.
- 11 Press **▲** or **▼** to display the document you want to print, and then press it.  
Press **+** to print one copy of the document.  
Press **OK** to return to the album and select additional documents to print (you can select up to 10 documents).
- 12 After you have chosen all of the desired documents, press **OK**.
- 13 The Print Settings screen will be displayed. Do one of the following:
  - To change print settings, see *How to change print settings* on page 30. After changing the print settings, go to step 14.
  - If you do not want to change print settings, press **OK**.
- 14 Press **OK** to print.  
The machine starts downloading and printing the documents.
- 15 Press .

## For Brother CreativeCenter (not available for some countries)

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### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Press ◀ or ▶ to display **Web**.  
Press **Web**.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

#### NOTE

---

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

---


- 4 Press ▲ or ▼ to display **Apps**.  
Press **Apps**.
- 5 Press **Print "CreativeCenter" Templates**.
- 6 Press ▲ or ▼ to display the desired category, and press it.

#### NOTE

---

To add Brother CreativeCenter to the Shortcut, press **Save as Shortcut**.

---

- 7 Select the desired file.  
Enter the number of copies to print and then press **OK**.  
Repeat this step until you have chosen all the files that you want to print.
- 8 After you have chosen all of the desired files, press **OK**.
- 9 If information regarding the recommended print settings is displayed on the machine's LCD, read the information and press **OK**.
- 10 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 11 The Print Settings screen will be displayed. Do one of the following:
  - To change print settings, see *How to change print settings* on page 30. After changing the print settings, go to step 13.
  - If you do not want to change print settings, press **OK**.
- 12 Press **OK** to print.  
The machine starts downloading and printing the documents.
- 13 Press .




### For DCP-J172W

- 1 Press **▲** or **▼** to display **Web**.  
Press **Web**.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 4 Press **▲** or **▼** to display **Apps**.  
Press **Apps**.
- 5 Press **Print** "CreativeCenter" Templates.
- 6 Press **▲** or **▼** to display the desired category, and press it.
- 7 Select the desired file.  
Enter the number of copies to print and then press **OK**.  
Repeat this step until you have chosen all the files that you want to print.
- 8 After you have chosen all of the desired files, press **OK**.
- 9 If information regarding the recommended print settings is displayed on the machine's LCD, read the information and press **OK**.
- 10 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 11 The Print Settings screen will be displayed. Do one of the following:
  - To change print settings, see *How to change print settings* on page 30. After changing the print settings, go to step 13.
  - If you do not want to change print settings, press **OK**.
- 12 Press **OK** to print.  
The machine starts downloading and printing the documents.
- 13 Press .

## How to change print settings

---

The Print Settings screen is displayed after you have selected the documents that you want to print. Use the ▲ or ▼ buttons to scroll through the settings list.

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

3

#### Print Quality

- 1 Press **Print Quality**.
- 2 Press **Fine** or **Normal**.
- 3 If you do not want to change any other settings, press **OK**.

#### Paper Size

- 1 Press **Paper Size**.
- 2 Press the paper size you are using, **Letter**, **Legal** <sup>1</sup>, **A4**, **4"x6"** (10x15cm), or **5"x7"** (13x18cm) <sup>2</sup>.

<sup>1</sup> PDF or Microsoft® Office files only

<sup>2</sup> JPEG files only

- 3 If you do not want to change any other settings, press **OK**.

#### Paper Type

- 1 Press **Paper Type**.
- 2 Press the paper type you are using, **Plain Paper**, **Inkjet Paper**, **Brother BP71**, or **Other Glossy**.
- 3 If you do not want to change any other settings, press **OK**.

#### NOTE

---

When downloading and printing PDF or Microsoft® Office files, you must use **Plain Paper**.

---

#### Borderless Printing (for JPEG files only)

This feature expands the printable area to the edges of the paper.

- 1 Press **Borderless**.
- 2 Press **On** or **Off**.
- 3 If you do not want to change any other settings, press **OK**.

## For DCP-J172W

### Print Quality

- 1 Press **Print Quality**.
- 2 Press **Fine** or **Normal**.
- 3 If you do not want to change any other settings, press **OK**.

### Paper Size

- 1 Press **Paper Size**.
- 2 Press the paper size you are using, **Letter**, **Legal** <sup>1</sup>, **A4**, **4"x6"** (10x15cm), or **5"x7"** (13x18cm) <sup>2</sup>.  

<sup>1</sup> PDF or Microsoft® Office files only  
<sup>2</sup> JPEG files only
- 3 If you do not want to change any other settings, press **OK**.

### Paper Type

- 1 Press **Paper Type**.
- 2 Press the paper type you are using, **Plain Paper**, **Inkjet Paper**, **Brother BP71**, or **Other Glossy**.
- 3 If you do not want to change any other settings, press **OK**.

### NOTE

---

When downloading and printing PDF or Microsoft® Office files, you must use **Plain Paper**.

---

### Borderless Printing (for JPEG files only)

This feature expands the printable area to the edges of the paper.

- 1 Press **Borderless**.
- 2 Press **On** or **Off**.
- 3 If you do not want to change any other settings, press **OK**.

## Downloading and saving a document to an external memory device (For DCP-J552DW/J752DW, MFC-J650DW/J870DW)

JPEG, PDF and Microsoft® Office files can be downloaded from a service and saved directly on media connected to the machine. Documents that other users have uploaded for to their own accounts sharing can also be downloaded, to your machine and printed, as long as you have viewing privileges for those documents.

Certain services allow guest users to view documents that are public. When accessing a service or an account as a guest user, you can view documents that the owner has made public, that is, documents that have no viewing restrictions.

Make sure there is enough available space on your memory card or USB flash drive.


In order to download other users' documents, you must have access privileges to view the corresponding albums or documents.

For more information about services and supported features, see *Accessible services* on page 2.

### NOTE

(For Hong Kong, Taiwan and Korea)

Brother Web Connect supports only file names written in English. Files named in the local language will not be downloaded.

- 1 Open the media slot cover.
- 2 Insert a memory card or USB flash drive into your machine.  
The LCD screen automatically changes.
- 3 Press .
- 4 Press ◀ or ▶ to display **Web**.  
Press **Web**.
- 5 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 6 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.


- 7 Press ▲ or ▼ to display the service that hosts the document you want to download and print.  
Press the service.
- 8 Do one of the following:
  - To log on to the service with your account, press ▲ or ▼ to display your account name, and then press it. Go to step 9.
  - To access the service as a guest user, press ▲ or ▼ to display **Use as a GuestUser**, and then press it. When the information regarding access as a guest user is displayed, press **OK**. Go to step 10.

- 9 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 10 Press **Download: Media**.  
Do one of the following:
  - If you logged on to the service with your account, go to step 11.
  - If you accessed the service as a guest user, go to step 12.
- 11 Do one of the following:  
(For Picasa Web Albums™, Flickr® and Facebook)
  - To download your own documents from the service, press **Your album**. Go to step 13.
  - To download other users' documents from the service, press **Other user's album**. Go to step 12.
 (For Google Drive™, Dropbox, Evernote®, SkyDrive® and Box)
  - Go to step 13.
- 12 Using the LCD, type the account name of the user whose documents you want to download.  
Press **OK**.

## NOTE

Depending on the service, you may have to select the account name from a list.

- 13 Press **▲** or **▼** to display the desired album <sup>1</sup>, and then press it.  
Some services do not require documents to be saved in albums. For documents not saved in albums, select **See UnsortedPhotos** to select documents. Other users' documents cannot be downloaded if they are not saved in an album.
 

<sup>1</sup> An album is a collection of documents. However, the actual term may differ depending on the service you use.  
When using Evernote®, you must select the notebook, and then select the note.
- 14 Press the thumbnail of the document you want to print.  
Confirm the document on the LCD and press **OK**.  
Press **OK** to return to the album and select additional documents to print (you can select up to 10 documents).
- 15 After you have chosen all of the desired documents, press **OK**.
- 16 Press **OK** to download.  
The machine starts downloading and printing the documents.
- 17 Press .

## NOTE

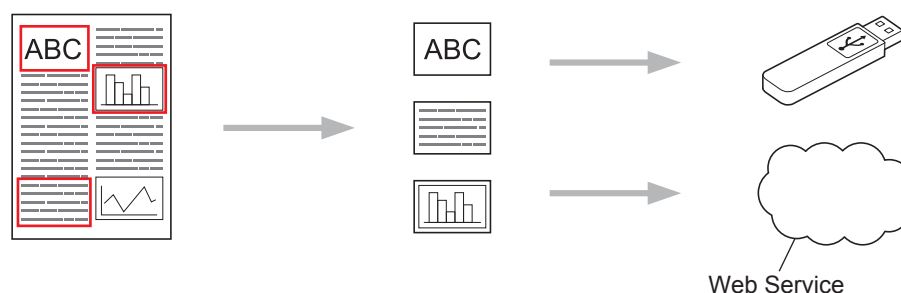
- Downloaded files are renamed based on the current date. For example, the first document saved on July 1, would be named 07010001.jpg. Note that the region setting also determines the date format of the file name.
- Documents are saved in the "BROTHER" folder, which will be created automatically at the root level of the external memory device you are using.

## Scanning, copying, and cutting parts of your documents

When you outline specific areas of a document using a red pen and then scan the document, the outlined areas will be captured and can be processed as images in various ways.

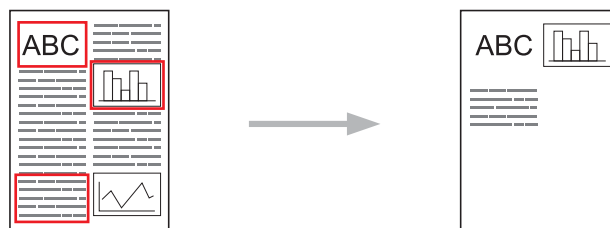
### Outline and Scan

When you use a red pen to outline sections of a document and then scan the document, the outlined areas are extracted and saved to media or a cloud service as separate JPEG files.



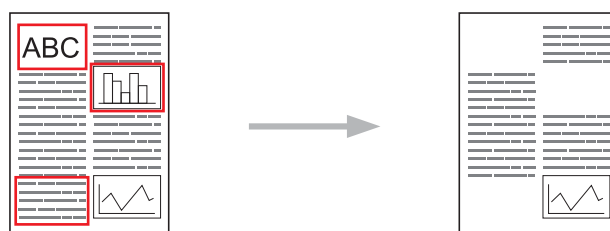
### Copy Outlined Area (For DCP-J172W/J552DW/J752DW, MFC-J650DW/J870DW)

When you use a red pen to outline sections of a document and then scan the document, the outlined areas are extracted, rearranged, and printed together.





### Cut Outlined Area (For DCP-J172W/J552DW/J752DW, MFC-J650DW/J870DW)

When you use a red pen to outline sections of a document and then scan the document, the outlined areas are deleted and the remaining information is printed.



Outlining

	
Good examples	Bad examples

- Use a red pen or marker with a tip width of 0.04-0.39 in. (1.0-10.0 mm), or an extra-fine tip up to an extra-thick marker tip.
- The red outline must not be broken and the line must not cross more than once.
- The outlined area must have a length and width of at least 0.4 in. (1 cm).

How to outline and scan a document

The areas outlined using a red pen are deleted from the scanned images.

For DCP-J552DW/J752DW, MFC-J650DW/J870DW


When saving to media, insert the media before scanning.

- 1 Using a red pen, outline the areas of the document that you want to scan.
- 2 Load your document.
- 3 Press ◀ or ▶ to display Web.  
Press Web.
- 4 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press OK.
- 5 You will be asked if you want to display this information again in the future.  
Press Yes or No.

NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press OK.

- 6 Press ▲ or ▼ to display Apps.  
Press Apps.
- 7 Press Outline&Scan.

- 8 If information regarding **Outline&Scan** is displayed, read the information and press **OK**.
- 9 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 10 Do one of the following:
  - To save images to a cloud, press **Save to Cloud** and go to step 11.
  - To save images to media, press **Save to Media Card** and go to step 14.
- 11 Press **▲** or **▼** to display the service you want.  
Press the service.
- 12 Press **▲** or **▼** to display your account name, and then press it.
- 13 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 14 Press **OK**.  
If you placed the document in the automatic document feeder (ADF), the machine starts scanning.  
If you are using the scanner glass, go to step 15.
- 15 When **Next page?** is displayed, do one of the following:
  - If there are no more pages to scan, press **No**. Go to step 17.
  - To scan more pages, press **Yes** and go to step 16.
- 16 Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. Repeat steps 15 and 16 for each additional page.
- 17 The machine uploads the image. When it is finished, press **OK**.
- 18 Press .


#### For DCP-J172W

- 1 Using a red pen, outline the areas of the document that you want to scan.
- 2 Load your document.
- 3 Press **▲** or **▼** to display **Web**.  
Press **Web**.
- 4 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 5 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.


#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD.  
Read the information, and then press **OK**.



- 6 Press ▲ or ▼ to display **Apps**.  
Press **Apps**.
- 7 Press **Outline&Scan**.
- 8 If information regarding **Outline&Scan** is displayed, read the information and press **OK**.
- 9 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 10 Press ▲ or ▼ to display the service you want.  
Press the service.
- 11 Press ▲ or ▼ to display your account name, and then press it.
- 12 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 13 Press **OK**.
- 14 When **Next page?** is displayed, do one of the following:
  - If there are no more pages to scan, press **No**. Go to step 16.
  - To scan more pages, press **Yes** and go to step 15.
- 15 Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. Repeat steps 14 and 15 for each additional page.
- 16 The machine uploads the image. When it is finished, press **OK**.
- 17 Press .

#### For DCP-J152W, MFC-J470DW/J475DW

- 1 Using a red pen, outline the areas of the document that you want to scan.
- 2 Load your document.
- 3 Press  (**WEB**).
- 4 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 5 You will be asked if you want to display this information again in the future.  
Press **1** (**Yes**) or **2** (**No**).

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 6 Press ▲ or ▼ to display **Apps**.  
Press **OK**.

- 7 Choose **Outline&Scan** and press **OK**.
- 8 If information regarding **Outline&Scan** is displayed, read the information and press **OK**.
- 9 You will be asked if you want to display this information again in the future. Press **1** (**Yes**) or **2** (**No**).
- 10 Press **▲** or **▼** to choose the desired service. Press **OK**.
- 11 Press **▲** or **▼** to choose your account name. Press **OK**.
- 12 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 13 Press **OK**.  
If you placed the document in the automatic document feeder (ADF), the machine starts scanning. If you are using the scanner glass, go to step 14.
- 14 When **Next page?** is displayed, do one of the following:
  - If there are no more pages to scan, press **2** (**No**). Go to step 16.
  - To scan more pages, press **1** (**Yes**) and go to step 15.
- 15 Place the next page on the scanner glass. Press **OK**.  
The machine starts scanning the page. Repeat steps 14 and 15 for each additional page.
- 16 The machine uploads the image. When it is finished, press **OK**.
- 17 Press **Stop/Exit**.

## How to copy or cut an outlined section

---

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Using a red pen, outline the areas of the document that you want to scan.
- 2 Load your document.
- 3 Press ◀ or ▶ to display `Web`.  
Press `Web`.
- 4 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- 5 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.

### NOTE

---

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press `OK`.

---

- 6 Press ▲ or ▼ to display `Apps`.  
Press `Apps`.
- 7 Press `Outline&Copy`.
- 8 Press `Copy Outlined area` or `Cut Outlined area`.
- 9 If information regarding `Copy Outlined area` or `Cut Outlined area` is displayed, read the information and press `OK`.
- 10 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.
- 11 The `Copy Settings` screen will be displayed. Change your `Print Quality` or your `Paper Size`, if necessary.  
Press `OK`.
- 12 Press `OK`.  
If you placed the document in the automatic document feeder (ADF), the machine starts scanning.  
If you are using the scanner glass, go to step 13.
- 13 When `Next page?` is displayed, do one of the following:
  - If there are no more pages to scan, press `No`. Go to step 15.
  - To scan more pages, press `Yes` and go to step 14.
- 14 Place the next page on the scanner glass.  
Press `OK`.  
The machine starts scanning the page. Repeat steps 13 and 14 for each additional page.

15 The machine uploads the image. When it is finished, press **OK**.

16 Press .

#### For DCP-J172W

1 Using a red pen, outline the areas of the document that you want to scan.

2 Load your document.

3 Press **▲** or **▼** to display **Web**.  
Press **Web**.

4 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.

5 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

6 Press **▲** or **▼** to display **Apps**.  
Press **Apps**.

7 Press **Outline&Copy**.

8 Press **Copy Outlined area** or **Cut Outlined area**.

9 If information regarding **Copy Outlined area** or **Cut Outlined area** is displayed, read the information and press **OK**.

10 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

11 The **Copy Settings** screen will be displayed. Change your **Print Quality** or your **Paper Size**, if necessary.  
Press **OK**.

12 Press **OK**.

13 When **Next page?** is displayed, do one of the following:

- If there are no more pages to scan, press **No**. Go to step 15.
- To scan more pages, press **Yes** and go to step 14.

14 Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. Repeat steps 13 and 14 for each additional page.

15 The machine uploads the image. When it is finished, press **OK**.

16 Press .

# NotePrint and NoteScan (For DCP-J172W/J552DW/J752DW, MFC-J650DW/J870DW)

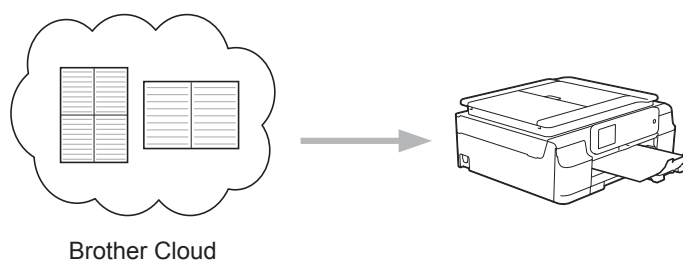
## Printing and Scanning notes

Use this function to print note sheets and folders designed to hold them, and to scan note sheets so that each page of notes is saved as a JPEG file.

The printed note sheets can be folded in half or quarters, used, and stored in the folders. After writing on the note sheets pre-printed with lines or a grid, scan the sheets and save your notes to media or to a cloud service.

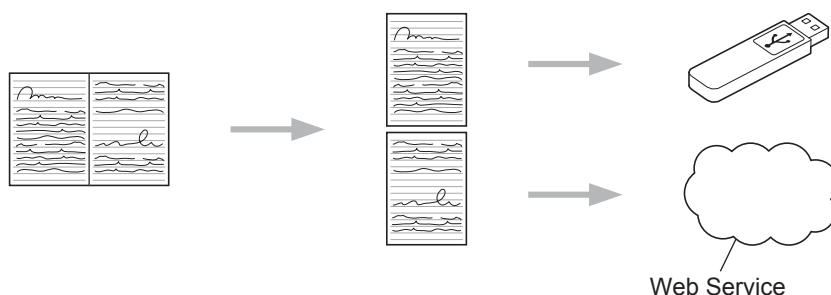
### NotePrint

Choose a specific style of note sheet or note folder to print.



### NoteScan

After writing on your note sheet, scan it to save your notes as a JPEG file. If you use our 2-, 4-, or 8-in-1 style, each page of notes is saved as a separate JPEG file.

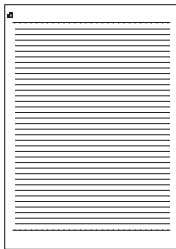


### NOTE

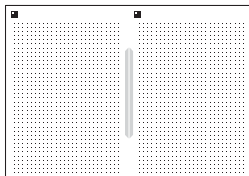
You must use Brother note sheet templates to successfully use the NoteScan feature.

**Note Sheet template examples:**

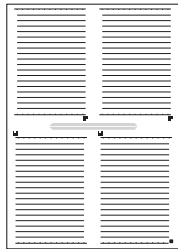
1 in 1, Note style



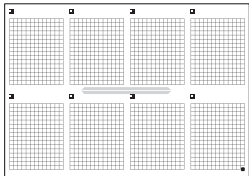
2 in 1, Dot graph style



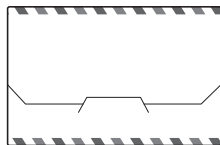
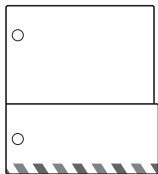
4 in 1, Note style



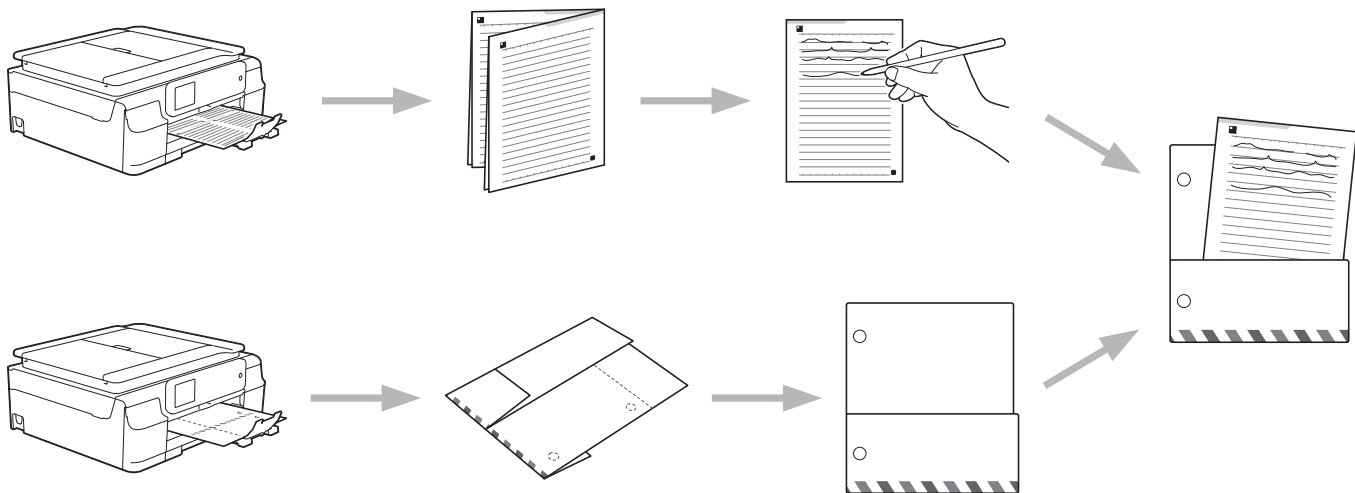
8 in 1, Grid style



**Note Folder template examples:**



**How to use note sheets and note folder**



## Print Note and Folder Template

---

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

- 1 Press ◀ or ▶ to display `Web`.  
Press `Web`.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- 3 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.

### NOTE

---

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press `OK`.

---


- 4 Press ▲ or ▼ to display `Apps`.  
Press `Apps`.
- 5 Press `NoteScan`.
- 6 Press `Print Note & Folder template`.
- 7 If information regarding `Print Note & Folder template` is displayed, read the information and press `OK`.
- 8 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.
- 9 Press `Note Format` or `Note Folder`.  
If you select `Note Format`, go to step 10.  
If you select `Note Folder`, go to step 11.
- 10 Choose from `Note`, `Grid`, `Dot graph`, or `Blank`. Press the format you want: `1 in 1`, `2 in 1`, `4 in 1`, or `8 in 1`. Indicate the number of copies you want to print and press `OK`. Repeat this step to select other format.
- 11 A `Note Folder` is specially designed to coordinate with the type of Notes you print. Press the category you want: `For 2 in 1 Folder` or `For 4 in 1 Folder`. Select the format you want. Indicate the number of copies you want to print and press `OK`. Repeat this step to select other format.

### NOTE

---

After the folder is printed, fold the paper along the dotted lines and secure the folded areas with tape or other adhesive.

---

- 12 Press `OK`.
- 13 Press `OK`.  
The machine starts printing.  
Press `OK` when it is finished.
- 14 Press .

### For DCP-J172W

- 1 Press **▲** or **▼** to display **Web**.  
Press **Web**.
- 2 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

### NOTE


Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

5

- 4 Press **▲** or **▼** to display **Apps**.  
Press **Apps**.
- 5 Press **NoteScan**.
- 6 Press **Print Note & Folder template**.
- 7 If information regarding **Print Note & Folder template** is displayed, read the information and press **OK**.
- 8 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 9 Press **Note Format** or **Note Folder**.  
If you select **Note Format**, go to step 10.  
If you select **Note Folder**, go to step 11.
- 10 Choose from **Note**, **Grid**, **Dot graph**, or **Blank**. Press the format you want: **1 in 1**, **2 in 1**, **4 in 1**, or **8 in 1**. Indicate the number of copies you want to print and press **OK**. Repeat this step to select other format
- 11 A **Note Folder** is specially designed to coordinate with the type of Notes you print. Press the category you want: **For 2 in 1 Folder** or **For 4 in 1 Folder**. Select the format you want. Indicate the number of copies you want to print and press **OK**. Repeat this step to select other format.

### NOTE

After the folder is printed, fold the paper along the dotted lines and secure the folded areas with tape or other adhesive.

- 12 Press **OK**.
- 13 Press **OK**.  
The machine starts printing.
- 14 Press **OK** when it is finished.
- 15 Press .



## How to Scan a note

---

Each page of your notes template page will be saved as a separate JPEG file.

### For DCP-J552DW/J752DW, MFC-J650DW/J870DW

When saving scanned Notes to an external media source, insert the media before scanning.

- 1 Load your notes.
- 2 Press ◀ or ▶ to display `Web`.  
Press `Web`.
- 3 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- 4 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.


### NOTE

---

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press `OK`.

---

- 5 Press ▲ or ▼ to display `Apps`.  
Press `Apps`.
- 6 Press `NoteScan`.
- 7 Press `Scan Notes`.
- 8 If information regarding `Scan Notes` is displayed, read the information and press `OK`.
- 9 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.
- 10 Do one of the following:
  - To save images to a cloud, press `Save to Cloud` and go to step 11.
  - To save images to media, press `Save to Media Card` and go to step 14.
- 11 Press ▲ or ▼ to display the service you want.  
Press the service.
- 12 Press ▲ or ▼ to display your account name, and press it.
- 13 If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.
- 14 Press `OK`.  
If you placed the document in the automatic document feeder (ADF), the machine starts scanning.  
If you are using the scanner glass, go to step 15.

- 15 When **Next page?** is displayed, do one of the following:
  - If there are no more pages to scan, press **No**. Go to step 17.
  - To scan more pages, press **Yes** and go to step 16.
- 16 Place the next page on the scanner glass.  
Press **OK**.  
The machine starts scanning the page. Repeat steps 15 and 16 for each additional page.
- 17 The machine uploads the image. When it is finished, press **OK**.
- 18 Press .


#### For DCP-J172W

- 1 Load your notes.
- 2 Press **▲** or **▼** to display **Web**.  
Press **Web**.
- 3 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- 4 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.

#### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press **OK**.

- 5 Press **▲** or **▼** to display **Apps**.  
Press **Apps**.
- 6 Press **NoteScan**.
- 7 Press **Scan Notes**.
- 8 If information regarding **Scan Notes** is displayed, read the information and press **OK**.
- 9 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 10 Press **▲** or **▼** to display the service you want.  
Press the service.
- 11 Press **▲** or **▼** to display your account name, and press it.
- 12 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 13 Press **OK**.



- 14 When `Next page?` is displayed, do one of the following:
  - If there are no more pages to scan, press `No`. Go to step 16.
  - To scan more pages, press `Yes` and go to step 15.
- 15 Place the next page on the scanner glass.  
Press `OK`.  
The machine starts scanning the page. Repeat steps 14 and 15 for each additional page.
- 16 The machine uploads the image. When it is finished, press `OK`.
- 17 Press .

# Shortcut Settings (For DCP-J552DW/J752DW, MFC-J650DW/J870DW)

## Adding Web Connect Shortcuts

Your customized settings for uploading to or downloading and printing from the following services can be saved as a Web Connect Shortcut on your machine.

- Picasa Web Albums™
- Google Drive™
- Flickr®
- Facebook
- Evernote®
- Dropbox
- SkyDrive®
- Box

- 1 Press  (Shortcuts).
- 2 Press  where there is room to add a Shortcut.
- 3 Press ▲ or ▼ to display Web.
- 4 Press Web.
- 5 If information regarding the Internet connection is displayed on the machine's LCD, read the information and press OK.

### NOTE

Occasionally, updates or announcements about your machine's feature will be displayed on the LCD. Read the information, and then press OK.

- 6 Press ▲ or ▼ to display the available services, and then press the desired service.
- 7 Press ▲ or ▼ to display your account name, and press it.
- 8 If the PIN entry screen is displayed, enter the four-digit PIN and press OK.
- 9 Select the function you want.

### NOTE

The functions that can be set vary depending on the chosen service.

- 10 When finished, review the settings you have chosen for this Shortcut, and then press OK.
- 11 Enter a name for the Shortcut using the Touchscreen. Press OK.

- 12 Press **OK** to save your Shortcut.



## How to change Shortcuts

---

Web Connect Shortcut settings cannot be changed. Instead, you must delete the Shortcut (see *How to delete Shortcuts* on page 49) and create a new Shortcut with the settings you need (see *Adding Web Connect Shortcuts* on page 48).

## How to edit Shortcut names


---

- 1 Press  (Shortcuts).
- 2 Press **◀** or **▶** to display the Shortcut name you want to edit.
- 3 Do one of the following:
  - Press and hold the Shortcut until the options appear.
  - Press **Edit/Delete**, and then press the Shortcut you want.
- 4 Press **Edit Shortcut Name**.
- 5 Hold down  to delete the current name, and then enter a new name using the Touchscreen. Press **OK**.

6


## How to delete Shortcuts

---

- 1 Press  (Shortcuts).
- 2 Press **◀** or **▶** to display the Shortcut you want to delete.
- 3 Do one of the following:
  - Press and hold the Shortcut until the options appear.
  - Press **Edit/Delete**, and then press the Shortcut you want.
- 4 Press **Delete** to delete the Shortcut that you chose in step 3. Press **Yes** to confirm.

## How to use a Shortcut

---

- 1 Press  (Shortcuts).
- 2 Press **◀** or **▶** to display the Shortcut you want to recall.
- 3 Press the Shortcut.

## Error messages

As with any sophisticated office product, errors may occur. If an error occurs, your machine will display an error message. The most common error messages are shown below.

You can correct most errors yourself. If, after reading this table, you still need help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at <http://solutions.brother.com/>.

Error Message	Cause	Action
(For DCP-J552DW/J752DW, MFC-J650DW/J870DW)  Network connection failed. Verify that the network connection is good.  (For DCP-J152W/J172W, MFC-J470DW/J475DW)  Network connection failed. Verify that the network connection is good.	The machine is not connected to a network.	<ul style="list-style-type: none"> <li>■ Verify that the network connection is good.</li> <li>■ If the <b>Web</b> button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.</li> </ul>
(For DCP-J552DW/J752DW, MFC-J650DW/J870DW)  Connection failed to server. Check network settings.  (For DCP-J152W/J172W, MFC-J470DW/J475DW)  Connection failed to server. Check network settings.	Network or server settings are incorrect.  There is a problem with the network or server.	<ul style="list-style-type: none"> <li>■ Confirm that network settings are correct, or wait and try again later.</li> <li>■ If the <b>Web</b> button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.</li> </ul>
Connection Error 07  Connection failed to server. Wrong Date&Time.	Date and time settings are incorrect.	Set the date and time correctly. Note that if the machine's power cord is disconnected, the date and time settings may have reset to factory settings.
Server Error 01  Authentication is invalid. Reissue temporary ID, and register account again.	The machine's authentication information (needed to access the service) has expired or is invalid.	Apply for Brother Web Connect access again to receive a new temporary ID, and then use the new ID to register the account to the machine (see <i>How to apply for Brother Web Connect access</i> on page 8 and <i>How to register and delete accounts on the machine</i> on page 10).

Error Message	Cause	Action
<p>Server Error 03</p> <p>Failed to upload. Unsupported file or corrupt data. Confirm data of file.</p>	<p>The file you are trying to upload may have one of the following problems:</p> <ul style="list-style-type: none"> <li>■ The file exceeds the service's limit on number of pixels, file size, etc.</li> <li>■ The file type is not supported.</li> <li>■ The file is corrupted.</li> </ul>	<p>The file cannot be used:</p> <ul style="list-style-type: none"> <li>■ Check the service's size or format restrictions.</li> <li>■ Save the file as a different type.</li> <li>■ If possible, get a new, uncorrupted version of the file.</li> </ul>
<p>Server Error 13</p> <p>Service temporarily unavailable. Try again later.</p>	<p>There is a problem with the service and it cannot be used now.</p>	<p>Wait and try again. If you get the message again, accessing the service from a computer to confirm if it is unavailable.</p>
<p>Authentication Error 01</p> <p>Incorrect PIN code. Enter PIN correctly.</p>	<p>The PIN you entered to access the account is incorrect. The PIN is the four-digit number that was entered when registering the account to the machine.</p>	<p>Enter the correct PIN.</p>
<p>Authentication Error 02</p> <p>Incorrect or expired ID. Or this temporary ID is already used. Enter correctly or reissue temporary ID. Temporary ID is valid for 24 hours after it is issued.</p>	<p>The temporary ID that was entered is incorrect.</p>	<p>Enter the correct temporary ID.</p>
	<p>The temporary ID that was entered has expired. A temporary ID is valid for 24 hours.</p>	<p>Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine. See <i>How to apply for Brother Web Connect access</i> on page 8 and <i>How to register and delete accounts on the machine</i> on page 10.</p>
<p>Authentication Error 03</p> <p>Display name has already been registered. Enter another display name.</p>	<p>The name you entered as the display name has already been registered to another service user.</p>	<p>Enter a different display name.</p>
<p>Registration Error 02</p> <p>Max Qty of accounts reached. Try again after deleting unnecessary accounts.</p>	<p>The maximum number of accounts (10) has been reached.</p>	<p>Delete any unnecessary or unused accounts and try again.</p>
<p>ShortCut Error 02</p> <p>Account is invalid. Please register account and shortcut again after deleting this shortcut.</p>	<p>The shortcut cannot be used because the account was deleted after the shortcut was registered.</p>	<p>Delete the shortcut, and then register the account and shortcut again.</p>

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