

Brother Industries, Ltd.
15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561, Japan

Please read the **Product Safety Guide** on **page 14** before you set up your machine. Then, please return to this page of the Quick Setup Guide for the correct setup and installation procedure.

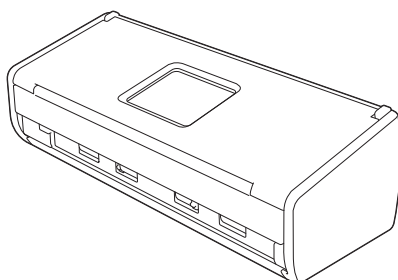
⚠ WARNING	<u>WARNING</u> indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
⚠ CAUTION	<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
IMPORTANT	<u>IMPORTANT</u> indicates 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.

NOTE

Unless otherwise specified, illustrations in this guide show the ADS-1600W.

1

Unpack the machine



You can download the *User's Guide* and *Network User's Guide* for your model from the Brother Solutions Center at support.brother.com

⚠ WARNING

- This product was packaged in a plastic bag. To avoid suffocation, keep plastic bags away from babies and children. Do not use the bag in cribs, beds, carriages or play pens. The bag is not a toy.
- Use only the AC adapter supplied with this product.

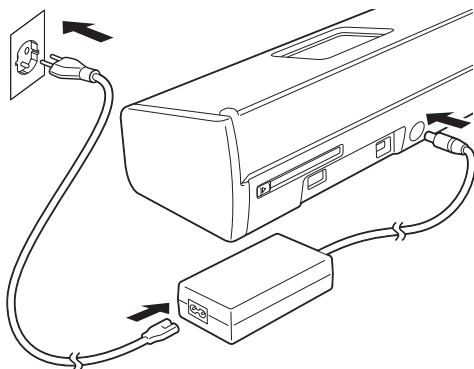
a Remove the protective tape and film covering the machine and the LCD or Control Panel.

2 Connect the AC adapter

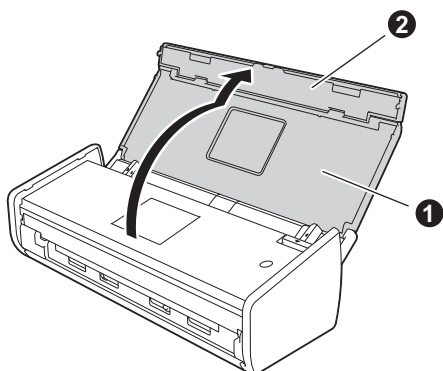
NOTE

DO NOT connect the USB cable yet.

- a** Connect the AC adapter.



- b** Open the Top Cover ① and push the flap of the Top Cover ② firmly back until it clicks.



3

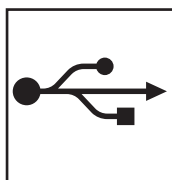
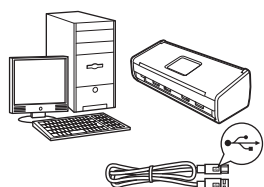
Choose your connection type

These installation instructions are for Windows® XP Home, XP Professional, Windows Vista®, Windows® 7, Windows® 8, and Mac OS X v10.6.8, 10.7.x and 10.8.x.

If your computer does not have a DVD-ROM drive or the supplied DVD-ROM does not contain drivers for your operating system, or you want to download manuals and utilities, visit your model page at support.brother.com. Some software applications included on the DVD-ROM may not be available as a download.

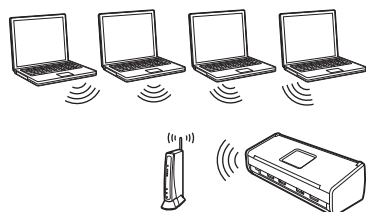
NOTE

Windows® 8 users: If the Brother manuals are in PDF format, use Adobe® Reader® to open them. If Adobe® Reader® is installed on your computer but you cannot open the files in Adobe® Reader®, change the file association for PDF.



For USB interface cable

Windows®, go to page 4
Macintosh, go to page 6



For Wireless Network

Windows® and Macintosh,
go to page 7



For Windows® USB interface users

(Windows® XP Home/XP Professional/Windows Vista®/Windows® 7/Windows® 8)

4

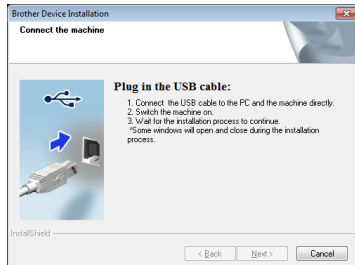
Before you install

Make sure that your computer and machine are ON.

5

Install MFL-Pro Suite

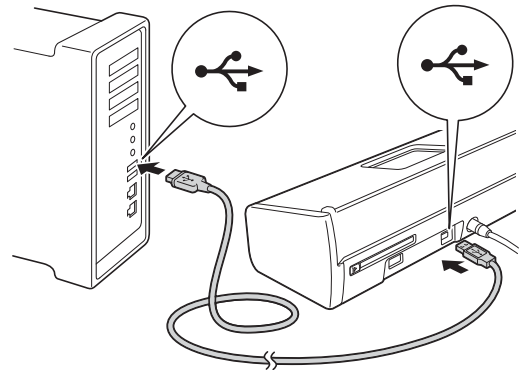
- a** Put the DVD-ROM into your DVD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.
- b** Click **Install MFL-Pro Suite**, and then click **Yes** if you accept the license agreements.
- c** Choose **Local Connection (USB)**, and then click **Next**.
- d** Follow the on-screen instructions.



6

Connect the USB cable

a



b

The installation will continue automatically. The installation screens appear one after another.

c

When the **On-Line Registration** screen is displayed, make your selection and follow the on-screen instructions.



7

Finish and restart

- a** Click **Finish** to restart your computer.
- b** The following screens will appear:
- When the **Software Update Setting** screen appears, choose the software update setting you want and click **OK**.
 - When the Brother Product Research and Support Program screen appears, select your preference and follow the on-screen instructions.

NOTE

Internet access is required for the software update and the Brother Product Research and Support Program.

Finish

The installation is now complete and it is time to do a test scan. See *Test Scan (scan to PDF)* on page 12.

To install optional applications:

Now go to

Page 11



For Macintosh USB interface users (Mac OS X v10.6.8/10.7.x/10.8.x)

4

Before you install

Make sure your machine is connected to the power and your Macintosh is ON.

NOTE

For Mac OS X v10.6.0 to 10.6.7 users, upgrade to Mac OS X v10.6.8 - 10.8.x.

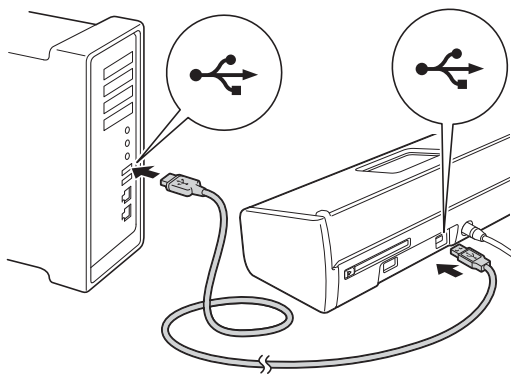
5

Connect the USB cable

NOTE

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

a



6

Install MFL-Pro Suite

- Put the installer DVD-ROM into your DVD-ROM drive.
- Double-click the **Start Here OSX** icon to install. If the model name screen appears, choose your machine.
- Choose **Local Connection (USB)**, and then click **Next**. Follow the on-screen instructions.
- After the installation, the Brother software will search for the Brother device. This will take a few moments to complete.
- Choose your machine from the list, and then click **Next**.

Finish

The installation is now complete and it is time to do a test scan. See **Test Scan (scan to PDF)** on page 12.

To install optional applications:

Now go to

Page 11



For wireless network interface users

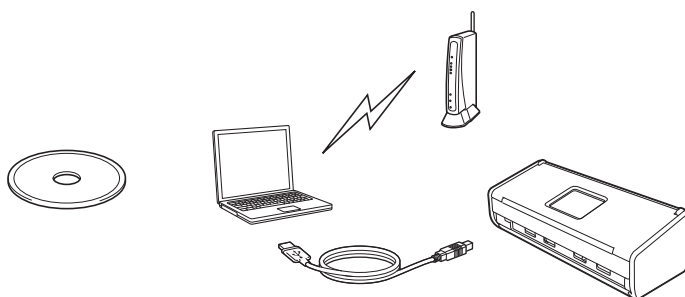
4

Choose your wireless setup method

The following instructions will offer two methods for setting up your Brother machine on a wireless network. If you want to scan using your mobile devices only and your wireless access point/router supports automatic wireless (one-push) setup (WPS or AOSS™), select method **b**. Otherwise, select method **a**.

a Setup using the DVD-ROM and a USB cable (Windows® & Macintosh)

- We recommend using a computer wirelessly connected to your network for this method.
- You will need to use a USB cable temporarily during configuration.

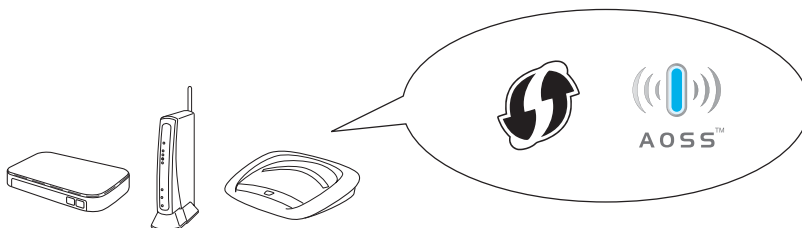


Now go to

page 8

b One-push setup using WPS or AOSS™ (mobile devices)

- Use this method if your wireless access point/router supports automatic wireless (one-push) setup (WPS or AOSS™). You can find instructions in the Network User's Guide.
- If you want to scan using your computer, use method **a**.





5

Setup using the DVD-ROM and USB cable (Windows® & Macintosh)

For Macintosh Users:

For Macintosh installation, insert the DVD-ROM into your DVD-ROM drive and double-click Start Here OSX. Select Wireless installation and follow the Wireless Device Setup instructions on your computer screen.

For Windows® Users:

- a** Put the DVD-ROM into your DVD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.
- b** Click **Install MFL-Pro Suite** and click **Yes** if you accept the license agreements.
- c** Choose **Wireless Network Connection**, and then click **Next**.
- d** When the **Firewall/AntiVirus detected** screen appears, choose **Change the Firewall port settings to enable network connection and continue with the installation. (Recommended)** and click **Next**.
- e** Follow the on-screen instructions to set up the Brother machine.
- f** Your machine will now try to connect to your wireless network. It may take a few minutes.



Wireless setup is now complete.

The Wi-Fi light  on the Control Panel lights up, indicating that the machine's Network I/F is set to WLAN.

To install MFL-Pro Suite

For Windows® users:

Now go to

Step g on page 9

For Macintosh users:


Now go to

Step g on page 10



- g** Choose your machine from the list, and then click **Next**.

NOTE

- If your machine is not found over the network, confirm your settings by following the on-screen instructions.
- If you are using WEP and the WiFi light  on the Control Panel lights up (for ADS-1100W) or the LCD displays *Connected* (for ADS-1600W) but your machine is not found on the network, make sure you entered the WEP key correctly. The WEP key is case-sensitive.

- h** The installation of the Brother drivers will automatically start. The installation screens appear one after another.

NOTE

DO NOT cancel any of the screens during the installation. It may take a few seconds for all screens to appear.

- i** When the **On-Line Registration** screen is displayed, make your selection and follow the on-screen instructions.


6

Finish and restart

- a** Click **Finish** to restart your computer.

- b** The following screens will appear:
- When the **Software Update Setting** screen appears, choose the software update setting you want and click **OK**.
 - When the Brother Product Research and Support Program starts up, follow the on-screen instructions.

NOTE

- Internet access is required for the software update and the Brother Product Research and Support Program.
- When you install MFL-Pro Suite, Brother Help will also be installed automatically. Brother Help allows you to access the Brother Solutions Center by clicking  **Brother Help** in the task tray.

Finish

The installation is now complete and it is time to do a test scan. See **Test Scan (scan to PDF)** on page 12.

To install optional applications:

Now go to

Page 11





- g** Choose your machine from the list, and then click **Next**.

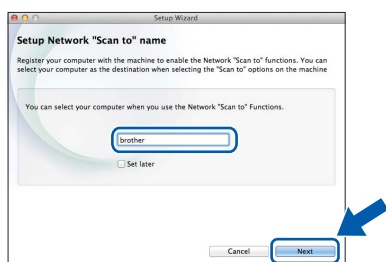
NOTE

If your wireless settings fail, the **Wireless Device Setup Wizard** screen appears. Follow the on-screen instructions to complete the wireless configuration.

- h** The installation of the Brother drivers will automatically start. Please wait for the software to install.

NOTE

- (ADS-1100W)
You can find your machine's MAC Address (Ethernet Address) in **Network Status** from the **Network** tab, and IP address in **TCP/IP (Wireless)** in **Wireless** from the **Network** tab, in Web Based Management. See the *Network User's Guide*.
(ADS-1600W)
You can find your machine's MAC Address (Ethernet Address) and IP Address on the Control Panel of the machine. To find MAC Address, press  (Settings), Network, WLAN and then MAC Address. To find IP Address, press  (Settings), Network, WLAN, TCP/IP and then IP Address.
- If the **Setup Network "Scan to" name** screen appears, type a name for your Macintosh (up to 15 characters), and then click **Next**.



The name you type will appear in the **Destination** drop-down list in **Scan to Network Device** from the **Scan** tab in Web Base Management (ADS-1100W only)(see the *User's Guide*) or on the LCD of the machine (ADS-1600W only) when you choose a scan option. For more information, see the *User's Guide*.

To install optional applications:

Now go to

Page 11

Finish

The installation is now complete and it is time to do a test scan. See **Test Scan (scan to PDF)** on page 12.

Install Optional Applications

1 Install optional applications (Windows® users)

BR-Receipts

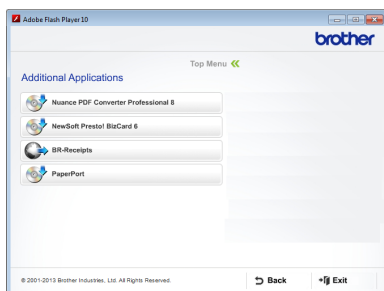
Brother's BR-Receipts application processes receipts by taking information from your scanned images and categorizing it. You can generate reports to view and track categorized expenses. (This application is not available depending on your country.)

Nuance PDF Converter Professional 8 (ADS-1600W only)

Nuance PDF Converter Professional 8 offers a variety of features for handling PDF files. It can unlock and open PDF files for viewing, editing, annotation and re-assembly.

Enter the Nuance serial number that is shown on the MFL-Pro Suite DVD-ROM sleeve when installing Nuance PDF Converter Professional 8.

- a** Reinsert the DVD-ROM or double-clicking the **start.exe** program. If the model name screen appears, choose your machine. If the language screen appears, choose your language.
- b** The DVD-ROM **Top Menu** will appear. Click **Additional Applications**.
- c** Click the button for the application you want to install.



- d** Go back to the **Additional Applications** screen to install more applications. To exit, click **Exit**.

Finish

The installation is now complete.

1 Install optional applications (Macintosh users)

BR-Receipts

Brother's BR-Receipts application processes receipts by taking information from your scanned images and categorizing it. You can generate reports to view and track categorized expenses. (This application is not available depending on your country.)

Presto! PageManager

Presto! PageManager adds Optical Character Recognition (OCR) capability to Brother ControlCenter2. OCR allows you to scan a document and convert its contents to text, so that you can edit the text using the word processing application of your choice. You can scan, share and organize photos and documents using Presto! PageManager.

- a** Double-click the **Brother Support** icon to install. The **Brother Support** window will appear.



- b** Click the button for the application you want to install.



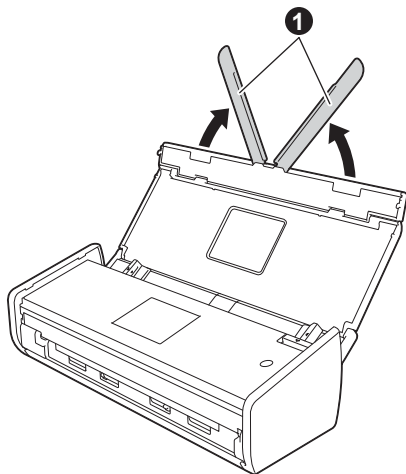
Finish

The installation is now complete.

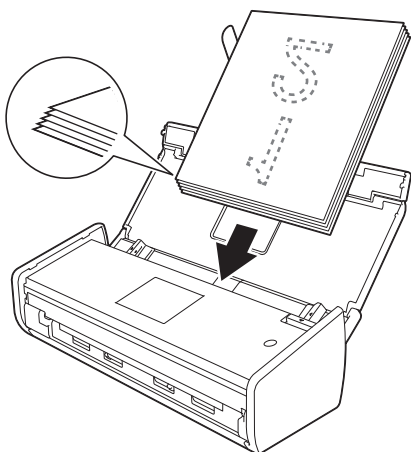
1

Load your document

- a** Lift the Document Support Arms ①.

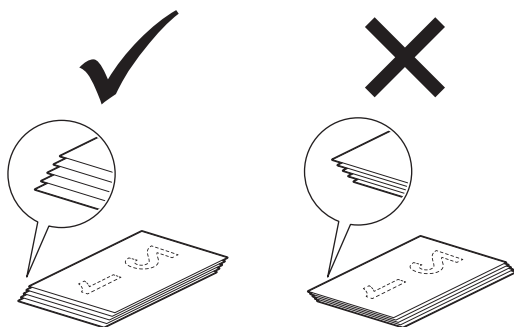


- b** Place your document, face down, top edge first in the document feeder between the Guides until you feel it touch the inside of the machine gently.



NOTE

When you load multiple documents, position the documents so that the leading edges are aligned at a slight angle in the feed direction.



For Windows® users:

Now go to

Step 2 on page 12




For Macintosh users:

Now go to

Step 2 on page 13

2

Scan using ControlCenter4 (Windows®)

- a** Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu.
- b** Select **Home Mode** in the mode dialog box. The **ControlCenter4** window appears.
- c** Click  (**Scan**). The machine starts to feed and scan your document.
- d** Click  (**Save**). The **Save** dialog box appears.
- e** Click **OK**. The scanned data is saved in PDF format.

Finish

The test scan is now complete.



NOTE

(ADS-1100W only)

If you set up the machine using a Wireless Network connection and want to start scanning using Scan to FTP, Scan to PC (Network Connect) or WS Scan, see the *User's Guide* to configure the settings for scanning from the Control Panel of the machine.

2

Scan using ControlCenter2 (Macintosh)

- a** Click the  (ControlCenter2) icon in the Dock. The **ControlCenter2** window appears.
- b** Click  (**File**).
- c** Click **Start Scanning**. The machine starts to feed and scan your document.
The scanned data is saved in PDF format.

Finish

The test scan is now complete.

NOTE

(ADS-1100W only)

If you set up the machine using a Wireless Network connection and want to start scanning using Scan to FTP, Scan to PC (Network Connect) or WS Scan, see the *User's Guide* to configure the settings for scanning from the Control Panel of the machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation:

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

NOTE

NOTE tells you how you should respond to a situation that may arise or give tips about how the operation works with other features.



Prohibition icons indicate actions that must not be performed.



This icon indicates that flammable sprays may not be used.



This icon indicates that organic solvents such as alcohol and liquids may not be used.



Electrical Hazard icons alert you to possible electrical shocks.



Fire Hazard icons alert you to the possibility of fire.



Unplug icons indicate that you should unplug the machine.

Bold

Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.

Italics

Italicized typeface emphasizes an important point or refers you to a related topic.

(ADS-1600W
only)

Courier New

Text in the Courier New font identifies messages on the LCD of the machine.

Follow all warnings and instructions marked on the machine and AC adapter (from now on collectively referred to as "the unit").

NOTE

The illustrations in this guide show the ADS-1600W.

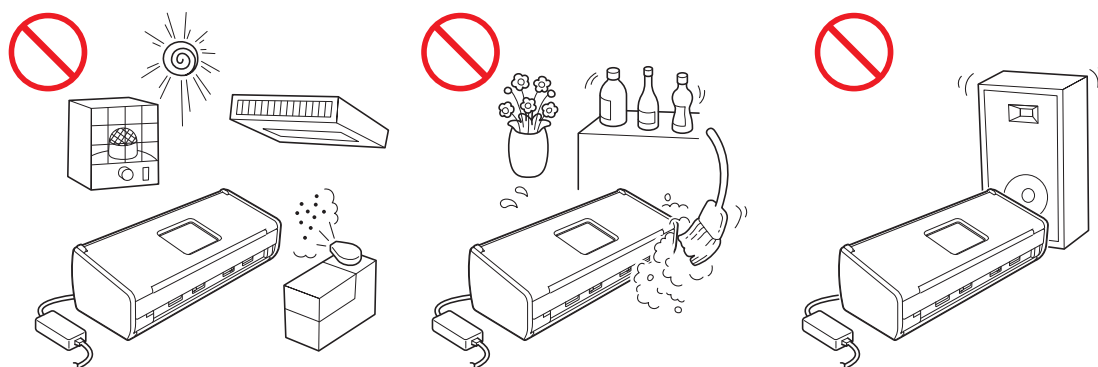
Compilation and Publication Notice

This manual has been compiled and published to provide the latest product safety information at the time of publication. The information contained in this manual may be subject to change.

For the latest manual, please visit us at support.brother.com

Choose a safe location for the unit

Put the unit on a flat, stable surface that is free from shocks and vibrations, such as a desk. Choose a dry, well ventilated location where the temperature remains between 5 °C and 35 °C.



WARNING



DO NOT expose the unit to direct sunlight, excessive heat, open flames, corrosive gasses, moisture or dust. **DO NOT** place the unit on a carpet or rug, as this will expose it to dust. Doing so may create a risk of an electrical short or fire. It may also damage the unit and/or render it inoperable.



DO NOT place the unit near radiators, heaters, air conditioners, water, chemicals or devices that contain magnets or generate magnetic fields. Doing so may create the risk of a short circuit or fire should water come into contact with the unit (including condensation from heating, air conditioning, and/or ventilation equipment that may be sufficient to create a short circuit or fire).



DO NOT place the unit near chemicals or in a place where chemical spillage could occur. In particular, organic solvents or liquids may cause the casing and/or cables to melt or dissolve, risking fire or electric shock. They may also cause the unit to malfunction or become discoloured.



Slots and openings in the casing, back or bottom of the product are provided for ventilation. The product should be placed so as not to come into contact with any wall or other device so these openings are not blocked or covered. Blocking the unit's ventilation could create a risk of overheating and/or fire.

IMPORTANT

- Always place the unit on a solid surface, never on a bed, sofa, rug, or similar soft surfaces.
- **DO NOT** place the unit in a “built-in” installation.

CAUTION

Make sure that no part of the unit protrudes from the desk or stand where the unit is located. Make sure that the unit is located on a flat, level, and stable surface free from vibration. Failure to observe these precautions could cause the unit to fall, causing injury.

DO NOT place the unit on an unstable or tilted cart, stand, and table or on any tilted/slanted surface. The machine may fall, causing injury to you and serious damage to the unit.

IMPORTANT

- DO NOT put objects on top of the unit.
- DO NOT place the unit next to sources of interference, such as speakers or the base units of non-Brother cordless telephones. Doing so may interfere with the operation of the unit's electronic components.

General precautions

WARNING

Plastic bags are used in the packing of the unit. To avoid danger of suffocation, keep these plastic bags away from babies and children. Plastic bags are not toys.



Never insert any objects into the slots in the machine's casing, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. If metal objects, water or other liquids get inside the machine, immediately unplug the unit from the electrical socket. Contact your Brother dealer or Brother Customer Service.



DO NOT use flammable substances, any type of spray, or an organic solvent/liquid that contains alcohol or ammonia to clean the inside or outside of the unit. Doing this may cause a fire or electrical shock.



DO NOT disassemble or modify the unit, otherwise fire or electric shock may result. If the unit requires repair, contact your Brother dealer or Brother Customer Service.



DO NOT use a damaged AC adapter.



DO NOT place heavy objects on, damage, or modify the AC adapter. Do not forcibly bend or pull the cord.



DO NOT drop, hit, or otherwise damage the AC adapter.



DO NOT touch the unit during a thunderstorm. There may be a remote risk of electric shock from lightning when the machine is used during a thunderstorm.

Product Safety Guide

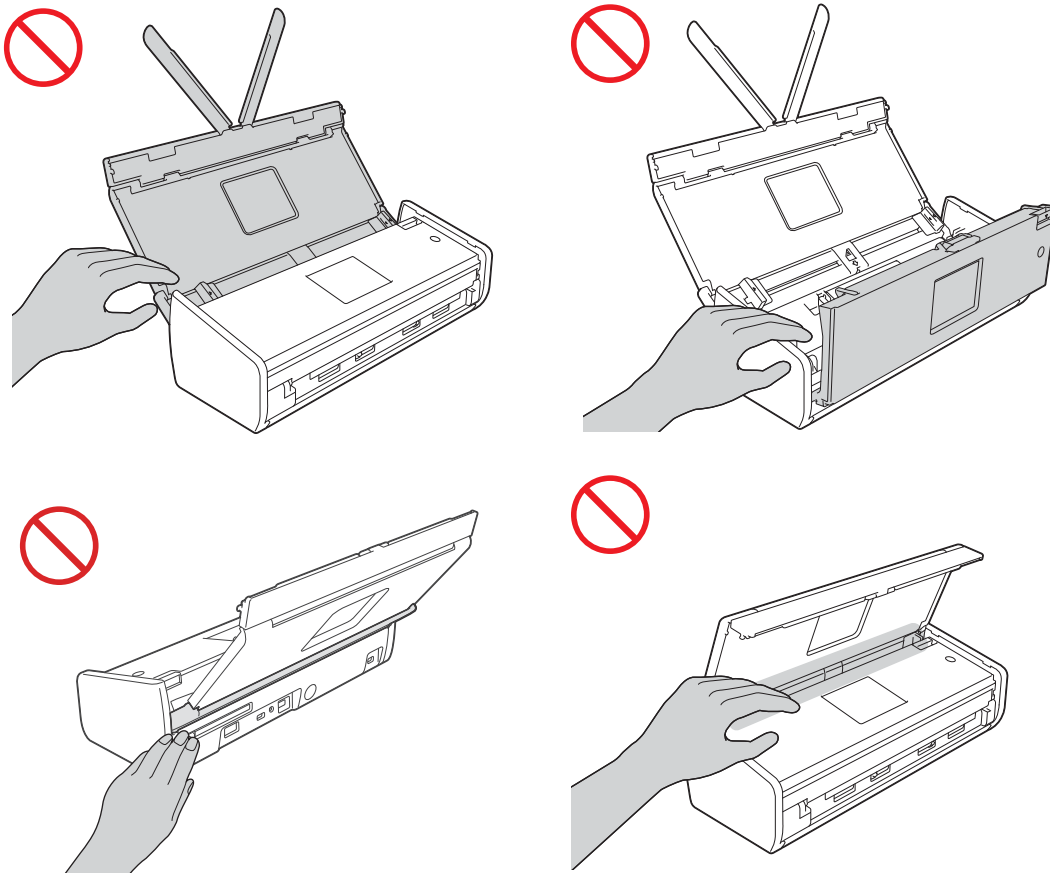


DO NOT use the unit near any liquids, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.

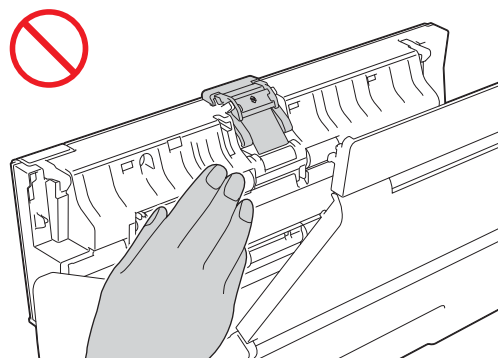
CAUTION

DO NOT try and pick up pages until they have finished scanning and are ejected from the machine. Doing this may cause you injury by trapping your fingers in the rollers.

Some areas of the machine can cause injury if covers (shaded) are closed with force. Take care when placing your hand in the areas shown in the illustrations.

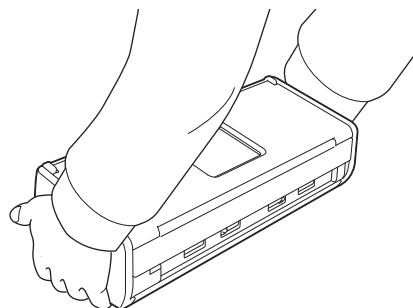
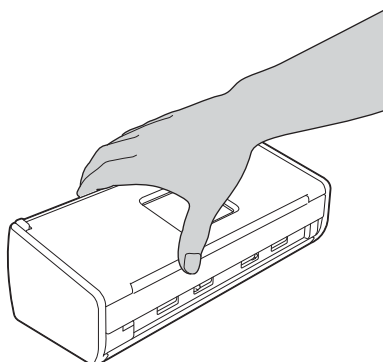


Be careful when touching the Separation Pad and its surrounding area in the machine. Otherwise, you could cause injury to yourself, and serious damage to the machine.

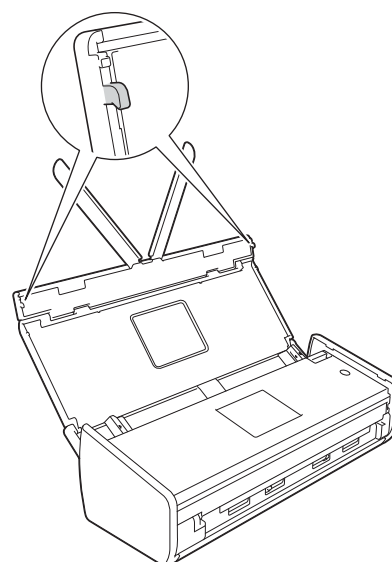
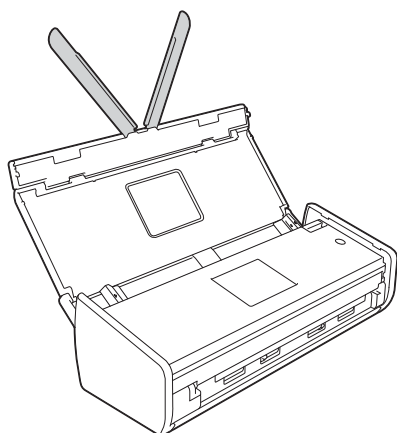


Product Safety Guide

DO NOT carry the machine by holding the top cover. Doing this may cause the machine to slip out of your hands. Only carry the machine by placing your hands under the entire machine.



Be careful of the projections on the machine. Otherwise, you could cause injury to yourself.



Use caution when operating the machine to prevent clothing (particularly sleeves, neckties, etc.), hair, or accessories from being drawn into the machine, otherwise injury may result. In the event that an object is drawn into the machine, immediately disconnect the unit from the power source.

IMPORTANT

(ADS-1600W only)

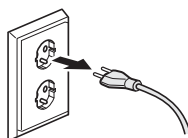
DO NOT touch the Touchscreen immediately after plugging in the power cord or turning on the machine. Doing this may cause an error.

Connecting the unit safely

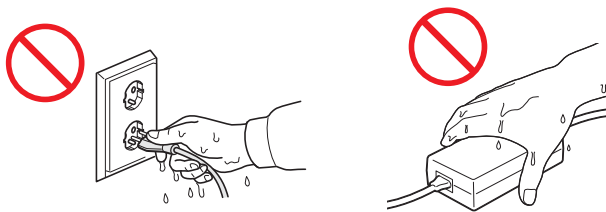
WARNING



There are high-voltage electrodes inside the unit. Before you access the inside of the machine, (for routine maintenance, such as cleaning), make sure you have unplugged the power cord from the electrical socket.



DO NOT touch the AC adapter, or handle the plug with wet hands. Doing this might cause an electrical shock.



DO NOT connect it to a DC power source or inverter. Doing this might cause an electrical shock. If you are not sure what kind of power source you have, contact a qualified electrician.



DO NOT use the unit if the power cord is frayed or damaged, doing so may cause an electrical shock or a fire.



DO NOT pull on the middle of the AC power cord. **DO NOT** allow anything to rest on the power cord. **DO NOT** place the unit where people can walk on the cord. Doing this might cause an electrical shock or a fire.



Brother strongly recommends that you **DO NOT** use any type of extension cord. Failure to observe these precautions could cause fire, electric shock, or damage to the unit.



When disconnecting the AC adapter from the machine or from the power outlet, always hold the connector, not the cable, and pull firmly. Failure to do so may result in exposed or broken power cord wires, fire, or electric shock.



Make sure that one end of the power cord is firmly plugged into a standard power outlet and the other end is plugged into the adapter block firmly. Do not use a power socket that is loose. If the power cord is not completely plugged into the power outlet and adapter block, there is a danger of the adapter becoming hot and catching fire.



Always use the supplied AC adapter, and plug the adapter into a power socket within the voltage range indicated on the rating label on the adapter block. Failure to do so may result in injury to yourself or others, or damage to the machine or other property. Brother does not assume any responsibility for any accident or damage resulting from not using the supplied AC adapter.



DO NOT connect the supplied AC adapter to other products.



DO NOT overload the AC adapter.

If you do not intend using the unit for an extended period of time, disconnect the AC adapter from the power outlet.

Servicing the unit

DO NOT attempt to service the unit yourself. Opening or removing covers may expose you to dangerous voltages and other risks, and may void your warranty. Contact your Brother dealer or Brother Customer Service.

WARNING



If the unit has been dropped or the casing has been damaged, there may be the possibility of an electric shock or a fire. Unplug the unit from the power socket and contact your Brother dealer or Brother Customer Service.

CAUTION

If the unit becomes unusually hot, releases smoke, generates any strong smells, or if you accidentally spill any liquid on it, immediately unplug the unit from the electrical socket. Contact your Brother dealer or Brother Customer Service.

IMPORTANT

If the machine does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage, and will often require extensive work by a qualified technician to restore the unit to normal operation.

Product Warranty & Liability

Nothing in this guide shall affect any existing product warranty or be construed as granting any additional product warranty. Failure to follow the safety instructions in this guide may invalidate your product's warranty.

WARNING

Use only the power cord supplied with this machine.

This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely.

Declaration of Conformity (Europe and Turkey only)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in conformity with the essential requirements of all relevant directives and regulations applied within the European Community.

The Declaration of Conformity (DoC) can be downloaded from Brother Solutions Center.

Visit support.brother.com and:

- > select "Europe"
- > select your country
- > select your model
- > select "Manuals" and your language, then click "Search"
- > select Declaration of Conformity
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We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in conformity with the provisions of the R&TTE Directive 1999/5/EC. A copy of the Declaration of Conformity can be downloaded by following the instructions in the Declaration of Conformity (Europe only) section.

[After 13th June 2017]

Declaration of Conformity for RE Directive 2014/53/EU (Europe only)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that these products are in conformity with the provisions of the RE Directive 2014/53/EU. A copy of the Declaration of Conformity can be downloaded by following the instructions in the Declaration of Conformity (Europe only) section.

Wireless LAN

This product supports Wireless LAN.

Frequency band(s): 2400 - 2483.5 MHz

Maximum radio-frequency power transmitted in the frequency band(s): less than 20 dBm (e.i.r.p)

Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B. When connecting the machine to a computer, ensure that you use a USB cable which does not exceed 2 m in length.

Recycling information in accordance with the WEEE and Battery Directives



Product mark



Battery mark

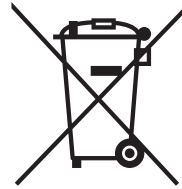
European Union only

The product/battery is marked with one of the above recycling symbols. It indicates that at the end of the life of the product/battery, you should dispose of it separately at an appropriate collection point and not place it in the normal domestic waste stream.

WEEE ve Pil Direktifleriyle uyumlu geri dönüşüm bilgileri



Ürün markası



Pil markası

Yalnızca Avrupa Birliği

Ürün/pil yukarıdaki geri dönüşüm simgelerinden bir tanesinin işaretini taşımaktadır. Bu, ürün/pil ömrünün sonunda ürünün uygun bir topla noktasına ayrıca atmalısınız ve normal ev atıklarıyla birlikte atmamanız gerektiğini, belirtmektedir. Kullanıcı tarafından değiştirilebilen pilleri kullanan ürünlerle ilgili kullanım kılavuzundaki değiştirme bilgilerine bakınız.

International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.



Türkiye RoHS Uygunluk Bildirisi

EEE Yönetmeliğine Uygundur.

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Clean the inside of the machine carefully and regularly.

- The following may occur depending on the scan settings, such as document size, scanning resolution, colour-related settings, single-side or double-side scanning settings, auto deskew, blank page skip, etc:

- Text may be illegible or unclear if image resolution is too low.
- Scan data of a colour document may be captured in black-and-white.
- Only one side of a two-sided document may be captured.
- A portion of the document may not be scanned, or the size may be too small.
- The document may only be scanned up to a certain point, after which scan data will be lost.
- Blank pages may not be deleted, or pages may be deleted unnecessarily.
- Margins may be added to the edges of the scan data.

Refer to the User's Guide for information about how to configure the scan settings.

- Depending on the condition of the document (such as if it has wrinkles, bends, or holes) and consumables, multiple pages of a document may be fed at once, causing some pages to be missing from the scanned data.

Confirm that the document has no wrinkles, bends, or holes.

Replace all consumables periodically.

- When scanning documents that are not within the recommended guidelines, or depending on the condition of the document (such as if it has wrinkles, bends, or holes), consumables, or the paper feeding mechanisms inside the machine, documents may become jammed inside the machine during scanning. In this case, some or all of the scan data may be lost. (Documents may be destroyed as a result of a paper jam.)

Refer to "Acceptable Documents" in the User's Guide for information about acceptable documents.

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