

Button Manager V2

User's Guide



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NOTE

- **Button Manager V2** is only available to Windows® users.
 - This User's guide uses screen captures from a Brother DS-620 scanner basically.
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Product Overview

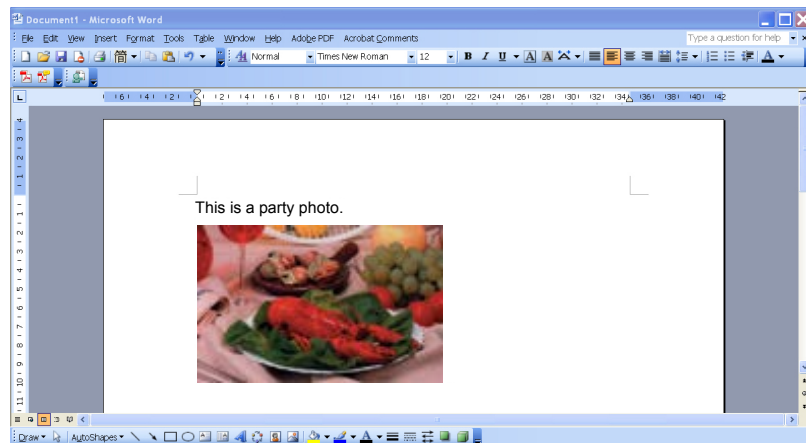
Button Manager V2 provides an easy way to scan your document and then send the scanned image to the destination or software application of your choice. You can assign up to nine different destinations to complete your frequently-performed tasks, and can customize how you want different document types scanned and saved.

Button Manager V2 features

Button Manager V2 provides the following features to manage your scanned documents more effectively:

- **Scanning and inserting your image in a software application**

Use **Button Manager V2** to open a scanned image directly into a software application. For example, to insert a scanned picture into a document, scan the picture, Microsoft Word will be launched automatically, and the scanned image will be displayed in your Microsoft Word document.



- **Uploading your scanned image to the network**

Use **Button Manager V2** to scan and upload scanned images to various network file servers, including FTP and other locations on your network.

- **Displaying the scanner's TWAIN user interface**

For more advanced scan settings, use **Button Manager V2**'s TWAIN user interface and customize your scan configurations to fit with your application needs.

- **Supporting outside plug-in applications**

If you are a software developer, you can develop and add your own plug-in features to expand **Button Manager V2**'s scanning functions.

Installation

NOTE

Install the scanner driver **FIRST** before installing **Button Manager V2**.

Using the wizard to install Button Manager V2

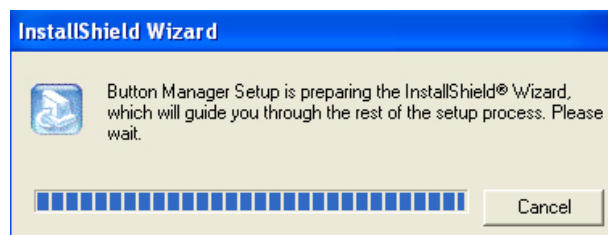
1. Put the DVD-ROM into your DVD-ROM drive.
2. When the **Setup** screen appears, click **Additional Applications**, and then select **Install Button Manager**.



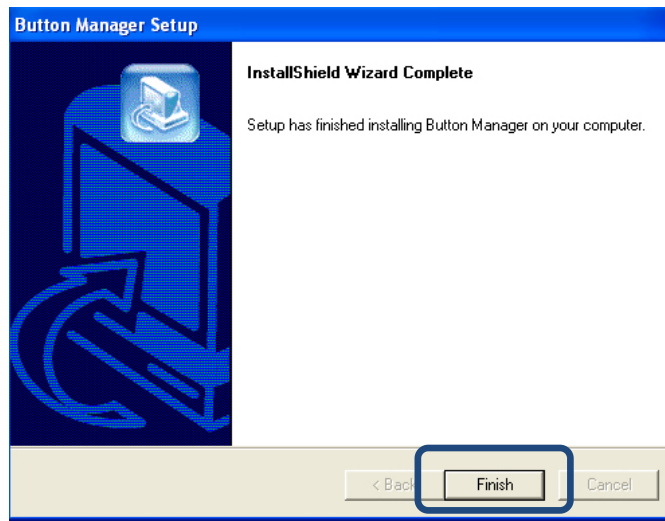
NOTE

If the Brother screen does not appear automatically, go to **Computer (My Computer)**. Double-click on the DVD-ROM icon, and then double-click **AutoRun.exe**. If the user account control screen appears, click **Allow** or **Yes**.

3. The **InstallShield Wizard** appears and will guide you through the installation.



4. When the InstallShield Wizard is complete, click **Finish**.




Start Scanning

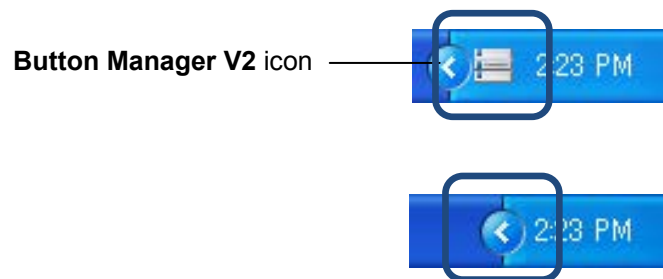
After installing the scanner driver and **Button Manager V2**, you must restart your computer. After restarting, **Button Manager V2** will launch automatically when your scanner is connected and turned on. A shortcut icon will appear in the system tray at the lower right corner of your Desktop.

When you start scanning, you can use **Button Manager V2**'s default settings or customize the scan settings for your own needs. For more information on customizing **Button Manager V2**'s scanning configurations, see *Changing scan button properties* on page 12.

Before scanning, take a moment to become familiar with **Button Manager V2** Button Panel and the types of scanning formats and configurations available by default.

Starting Button Manager V2

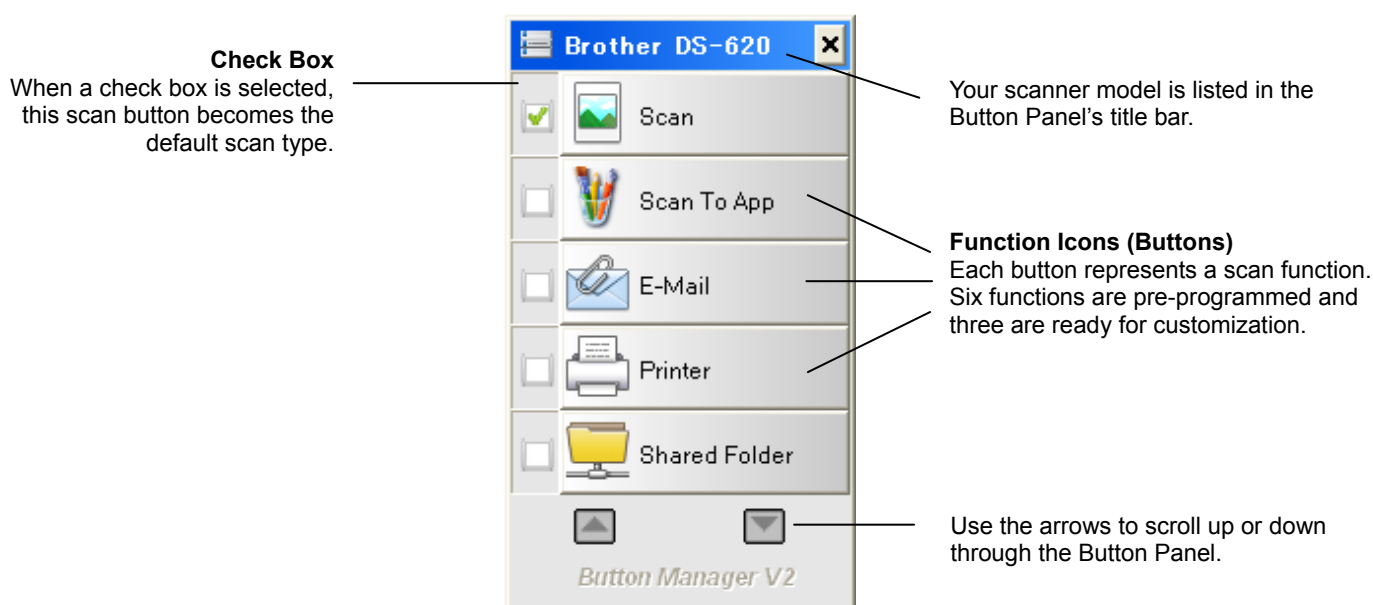
1. If **Button Manager V2** is not already open, click the **Button Manager V2** icon in the system tray at the bottom right corner of your Desktop to launch the application.
If **Button Manager V2** is installed but the icon is not visible, click the  to view the rest of your system tray, and then click the **Button Manager V2** icon.
2. View the rest of your system tray, and then click the Button Manager V2 icon.



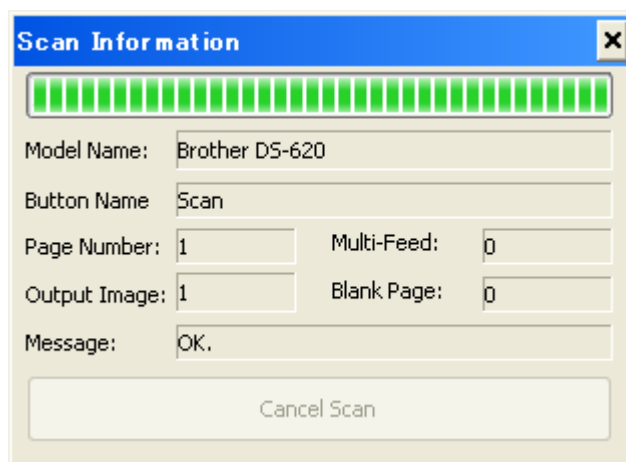
NOTE

If the **Button Manager V2** icon does not appear in the Windows system tray, first make sure that your scanner is connected to your computer via USB cable. If it is connected, and you still do not see the **Button Manager V2** icon, turn your scanner off and then back on.

3. **Button Manager V2 Button Panel** appears.



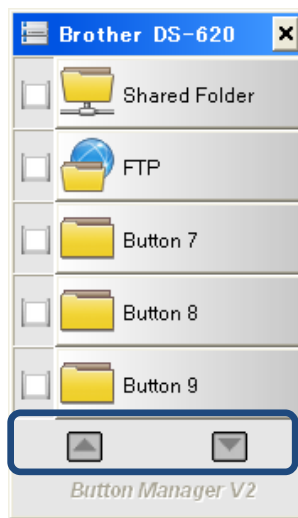
4. To review a button's configuration details, click the button in the Button Panel. The **Scan Information** screen appears.




NOTE

You can also view the Scan Information screen by pressing the **Start** button on your scanner. When you use this method, click **Cancel Scan** after viewing this screen, so that your scanner does not start a new scan.

5. To cycle through all of the buttons in the Button Panel, click the  and  buttons.



6. To check the scan configuration of any button, right-click on the button. The **Button Properties** window appears, showing the default scan configuration. For more information on button defaults, see *Default functions and predefined tasks* on page 7.
7. To start a scan, click on the scan button you want to use. The scanner begins to scan your document and will deliver the scanned image to the default destination, as listed in that button's **Button Properties** window.
8. To change the scan configuration of any button, right-click on the scan button to open the **Button Properties** window, where you can customize button settings. For more information, see *Button Panel Configuration* on page 12.
9. To close the Button Panel, click the Close button .

Default functions and predefined tasks

Button Manager V2 features nine function buttons, some of which are pre-configured for your most frequently-used tasks, such as scanning to a folder, scanning to an email, and scanning to a printer. Six of the buttons are already configured and named, and three of the buttons are ready for you to customize.

This table describes the pre-configured buttons in the Button Panel. To change any of these settings or names, see *Button Panel Configuration* on page 12.

NOTE

The order in which the button names appear in your Button Panel may be different than the order shown below, depending on the scanner model you are using.



Name	Destination/Application	Preset Scan Settings
Scan	Select this button to scan a document and send it to a folder or view it in an application that is already launched.	Color, 200 dpi, JPEG, Auto Crop
Scan To App	Select this button to scan a document, launch Microsoft Paint, and open the scanned image in Microsoft Paint.	Color, 200 dpi, JPEG, Auto Crop
E-Mail	Select this button to scan a document and send the scanned image as an email attachment from your default email application.	Color, 200 dpi, JPEG, Auto Crop
Printer	Select this button to scan a document and print the scanned image from your default printer.	Color, 200 dpi, BMP, Auto Crop
Shared Folder	Select this button to scan a document and save the scanned image to a shared folder on the network.	Color, 200 dpi, JPEG, Auto Crop
FTP	Select this button to scan a document and save the scanned image to a network file server, such as FTP.	Color, 200 dpi, JPEG, Auto Crop

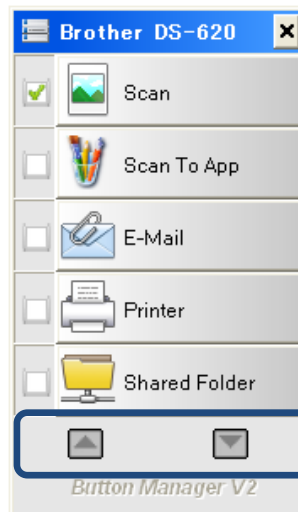
Name	Destination/Application	Preset Scan Settings
Button 7	Select this button to customize its scan settings for scanning a document and sending the image to a specific destination. (Scan settings for the button must be set in advance and the button name can be customized.)	Color, 200 dpi, JPEG, Auto Crop
Button 8	Select this button to customize its scan settings for scanning a document and sending the image to a specific destination. (Scan settings for the button must be set in advance and the button name can be customized.)	Color, 200 dpi, JPEG, Auto Crop
Button 9	Select this button to customize its scan settings for scanning a document and sending the image to a specific destination. (Scan settings for the button must be set in advance and the button name can be customized.)	Color, 200 dpi, JPEG, Auto Crop

NOTE

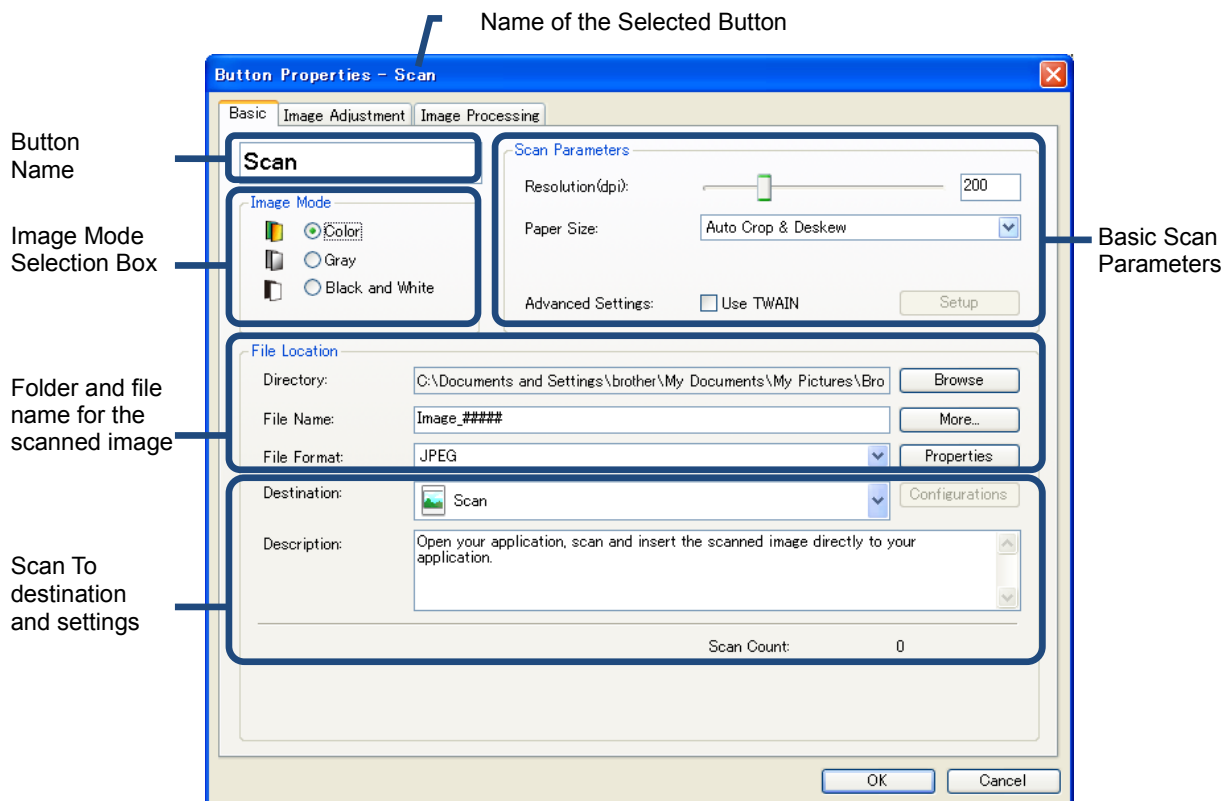
- To use the scanner's default settings, set up your computer before installing **Button Manager V2** if needed. For example, network access is needed to use Shared Folder, or Internet environment is required for FTP.
 - To send your scanned images to a network server such as FTP, make sure you have network server access. You may need to create a login name and password first.
 - **Microsoft .NET Framework:** To accurately send your scanned images to a network server, Microsoft .NET Framework 2.0 or higher is required on your computer. Check the program and the version by choosing **Start > Control Panel > Add or Remove Programs**. A list of programs will be displayed; if you have installed Microsoft .NET Framework, the program and version will be shown in the list.
-

Checking button configurations before scanning

1. **Button Manager V2** Button Panel displays five buttons at one time. Click the  and  to scroll up or down in the Button Panel.



2. Right-click any button to view its configuration properties.
3. The **Button Properties** window appears (in this example, the **Scan** button was selected).

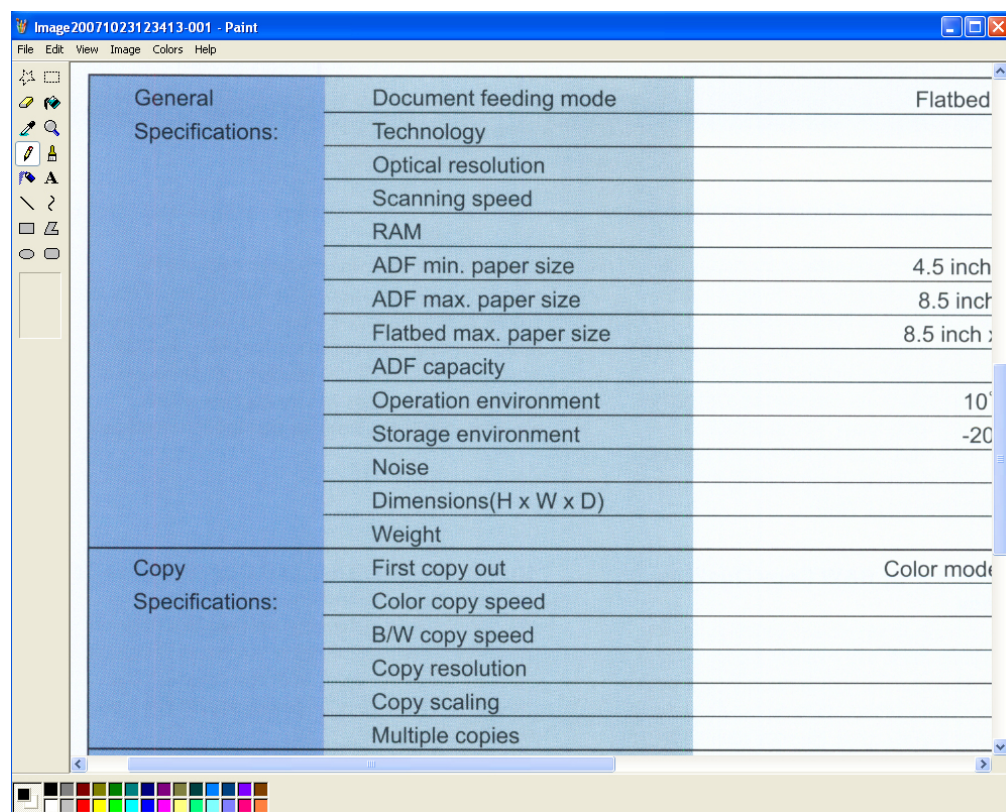


4. You can change settings such as file format, destination application, or scan parameters in the **Button Properties** window. For more information on changing settings, see *Button Panel Configuration* starting on page 12.
5. Click **OK** to save your settings and exit.
Click **Cancel** to close this screen without saving changes.

Scanning using the default settings

Press the **Start** button on your scanner to scan your document, process it, and send it to the software application pre-programmed for the scanning function you choose on the Button Panel.


1. Insert the document you want to scan into your scanner.
2. In the Button Panel, select the check box in the button you want to use.
For example, if you want to scan using the **Scan To App** button, which launches Microsoft Paint and then displays the scanned image in the Microsoft Paint window, select the checkbox for the **Scan To App** button.
3. Press the **Start** button on your scanner.
4. When scanning is finished, **Button Manager V2** launches Microsoft Paint and the scanned image appears in the Microsoft Paint window.

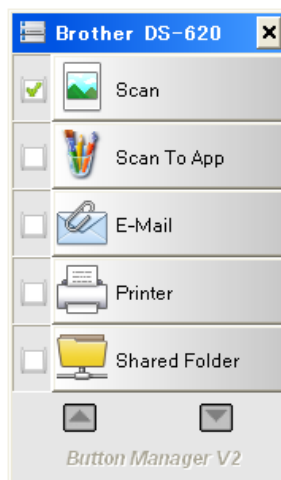


Button Panel Configuration

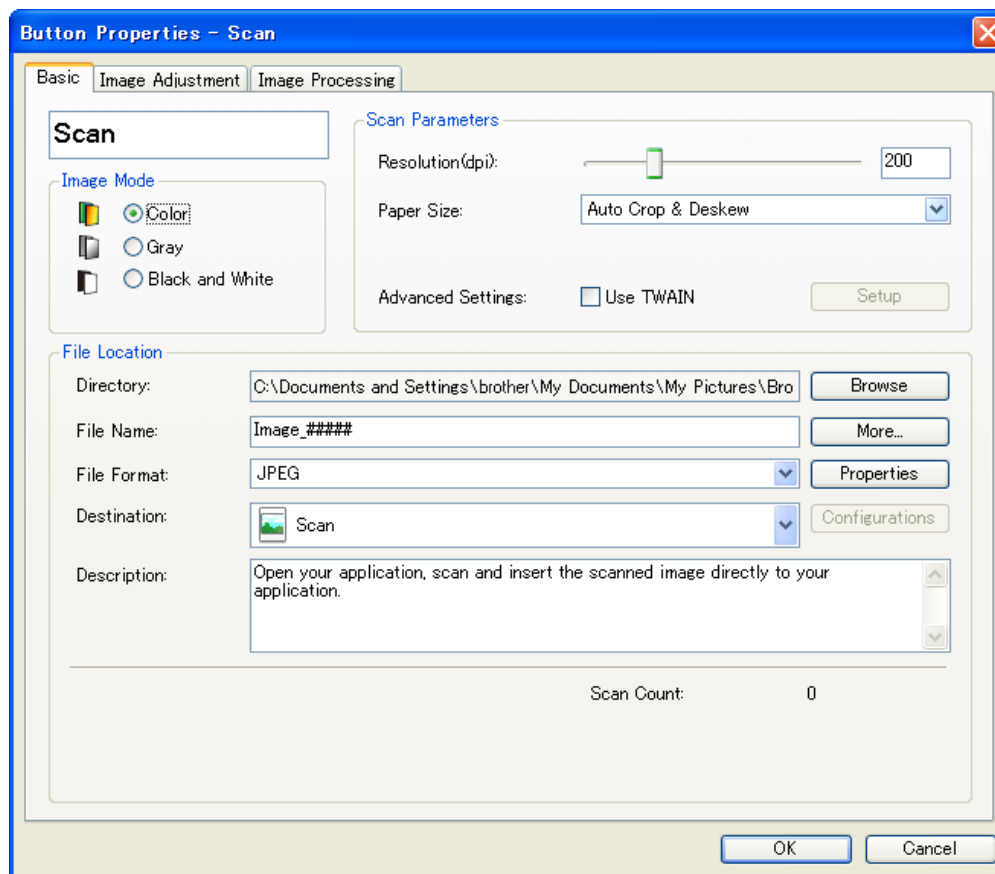
In **Button Manager V2**, you can customize the buttons in the Button Panel; change button names, update the default settings, and customize scanning properties, including destination applications and how scanned files are stored and named.

Changing scan button properties

1. Click the **Button Manager V2** icon  in the system tray.
2. **Button Manager V2** launches.



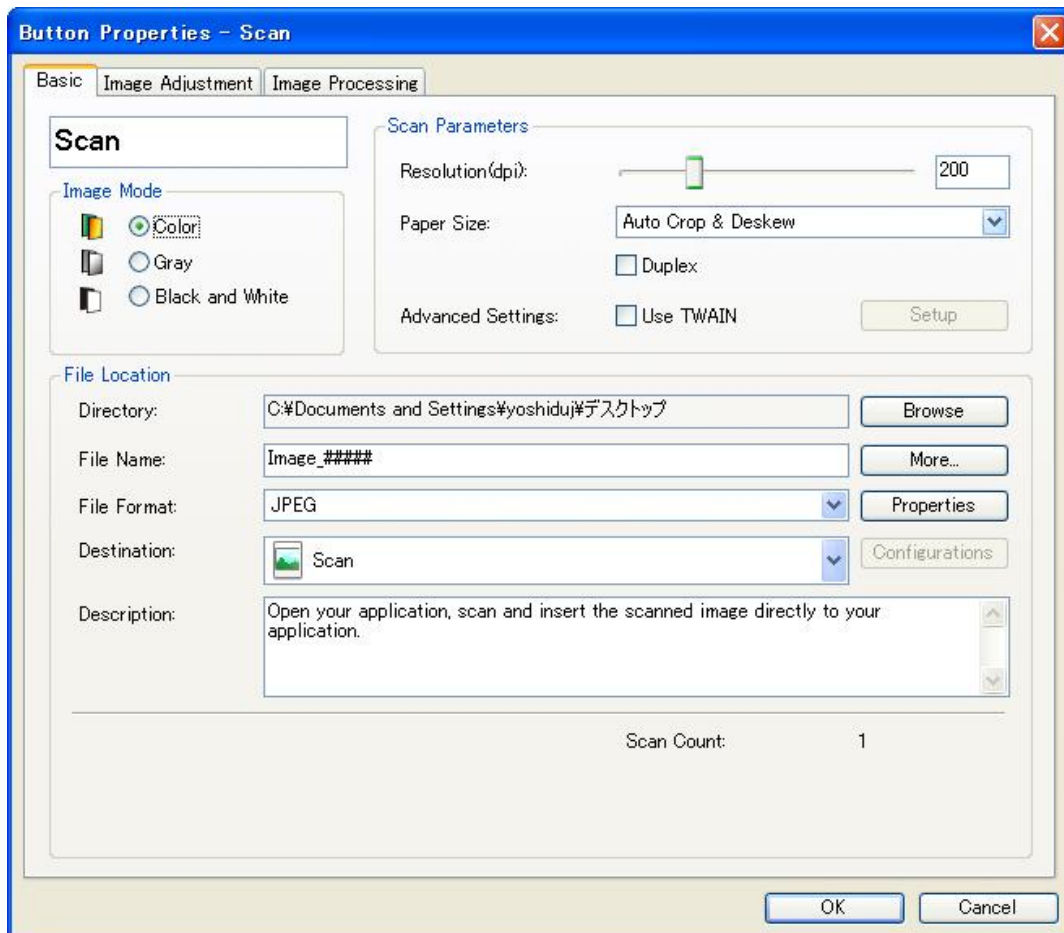
3. Click  and  to scroll through the Button Panel until you find the button you want to change. Right-click on the button to view its **Button Properties** screen.



4. Click on any of the tabs to make changes to the scanning properties:
- **Basic** tab: Use to select basic scan settings, including image mode, resolution, paper size, file path and file name, and your desired Scan To destination. For more information, see *Basic properties* on page 14.
 - **Image Adjustment** tab: Use to set the desired brightness and contrast values to help improve your scanned image. For more information, see *Image adjustment properties* on page 20.
 - **Image Processing** tab: Use to rotate your scanned image. For more information, see *Image processing properties* on page 22.
5. Click **OK** to save your settings and exit.
Click **Cancel** to close this screen without saving changes.

Basic properties

Click the **Basic** tab to change button configuration settings, including basic scan settings, file format and path, and your “Scan To” destination.



(This is a **DS-720D** or **DS-920DW** screen shot.)

Button Name

Scan

The **Button Name** field at the top of this screen allows you to rename the button. Type the name you want in the field and when you click **OK**, the revised name for that button will be reflected in the Button Panel.

To rename a button on the Button Panel without opening the **Properties** screen:

1. On the Button Panel, right-click the button you want to rename. The button name will be highlighted.

Printer

2. Type the new button name in the field, and then press the **Enter** key on your keyboard.

My Printer

3. The button name is changed and will be displayed in the Button Panel.

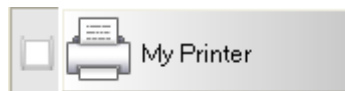
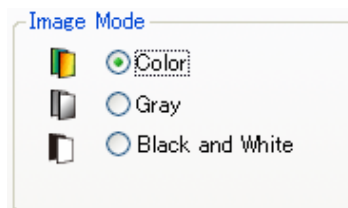


Image Mode

Select the image mode you want for the scanned image.



Color	Choose Color when scanning color photographs or color documents. A Color scan produces the largest scanned file size.
Gray	Choose Gray to scan documents containing drawings or black and white photographs. A Gray scan produces an image containing up to 256 shades of gray.
Black and White	Choose Black and White to scan documents containing text, pencil, or ink. A Black and White scan produces the smallest scanned file size.

Scan Parameters

- **Resolution**

Click and drag the **Resolution** slider to choose your ideal resolution. The default value is 200 dpi. Available resolutions are 75, 100, 150, 200, 300, 400 and 600 dpi; options may vary based on your scanner model.

Image resolution is measured in pixels per inch (ppi), sometimes referred to as dots per inch (**dpi**). Higher resolutions result in more detail, slower scanning and, in general, larger file sizes. For example, a Letter/ A4 size color image scanned at 300 dpi in Color consumes approximately 25 MB of disk space.



Resolution: 100 dpi



Resolution: 200 dpi

- **Paper Size**

Click the **Paper Size** drop-down list, and then select your ideal scan size. Options may vary based on your scanner model. Select **Auto Crop and Deskew** to automatically adjust the cropping window, according to document size, and to automatically straighten a skewed or slanted image. Use this option if you are scanning batches of mixed-sized documents.

- **Duplex** (for DS-720D and DS-920DW only)

Select the Duplex check box to perform duplex (2-side) scanning.

- **Use TWAIN**

Select the TWAIN check box to scan based on the scanner's TWAIN user interface. Once selected, click **Setup** to configure more advanced TWAIN settings. For more information on settings, see the User's Guide of your scanner.

File Location

- **Directory**

Either type a destination **File Location** for your scanned image, or click **Browse** to locate the folder you want.

- **File Name**

The default **File Name** for your scanned image is composed of a text string and a numeric suffix. The default text string is **Image_**, and the suffix is automatically generated to make unique file names. For example, your first scanned image will be named Image_00001, and the next will be named Image_00002, and so on. You can change the default string by typing a new default file name to replace "Image_".

To further customize your file name, click **More**. You can add Date, Time, Year, and other current information to the name.

The Date is indicated in the format of YYYYMMDD (year, month and date). The Time is indicated in the format of HHMMSS (hour, minute, second). If you choose both date and time, the file name will be displayed as: **Image_000720130308175239.pdf** (where 20130308 indicates date and 175239 indicates time).

The following choices are available for use:

Choice	Converts to
#	Numbered Counter
Date	Current Year+Month+Date, 4 digits+2 digits+2 digits
Time	Current Hour+Minute+Second, 2 digits+2 digits+2 digits
Year	Current Year, 4 digits
Month	Current Month, 01-12
Day	Current Day, 01-31
Hour	Current Hour, 1-24
Minute	Current Minute, 1-60
Second	Current Second, 1-60
DayofWeek	Current Day of a week, 1-7
Weekly	Current Week Number, 1-53
Barcode (TWAIN)	Recognized barcode from document * The availability of the barcode option varies based on your scanner's TWAIN user interface.
Custom	When scanning, a dialog box will appear. Type the file name you want into the box.

- **File Format**

Click the **File Format** drop-down list to select a file format for your scan output.

Your choices include:

BMP:

A Bitmap (BMP) is the standard Windows image format on DOS and Windows-compatible computers. The BMP format supports RGB, indexed-color, grayscale and Bitmap color modes.

GIF:

The Graphics Interchange Format (GIF) was created for internet use, mainly for its small file size, and is good for fast-loading web pages. GIFs are widely used on the World Wide Web, both for still images and for animations. A GIF displays a maximum of 256 colors, which makes it unsuitable for pictures with continuous colors. Its application is best for color clip art, black-and-white line drawings, or images with large blocks of solid colors.

PNG:

A Portable Network Graphic (PNG) file is also a bitmap of indexed colors under a lossless compression, but without copyright limitations; commonly used to store graphics for web images. A PNG is superior to a GIF in that it has better compression and supports millions of colors.

TIFF:

The Tagged-Image File Format (TIFF) is a flexible bitmap image format supported by virtually all paint, image-editing and page-layout applications. Virtually all desktop scanners can produce TIFF images.

To compress your TIFF file size, click the **Properties** button the right of the **File Format** field. Move the slider to the right or to the left to increase or decrease the level of compression.

NOTE

The higher the compression level, the lower the image quality.

Multi-page TIFF:

Select Multi-TIFF to combine all of the scanned images into a single TIFF file.

JPEG:

A Joint Photographic Experts Group (JPEG) compression provides the best results with continuous-tone color and the smallest file size.

To compress your JPEG file size, click the **Properties** button the right of the **File Format** field. Move the slider to the right or to the left to increase or decrease the level of compression.

NOTE

The higher the compression level, the lower the image quality.

PDF/Multi-page PDF:

The Portable Document Format (PDF) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.

Multi-page PDF:

Select Multi-page PDF to combine all the scanned images into a single PDF file.

The following table gives you an idea of file size as it relates to file format.

To scan a Letter/A4 color image in 200 dpi.

File Format	BMP	TIFF	PDF	JPEG	GIF
File Size	10 MB	10 MB	53 KB	212 KB	1.3 MB

- **Destination**

Click the **Destination** drop-down list, and then select where you want to send your scanned image. Your options are: Scan, Scan To App, E-Mail (your default e-mail software), Printer (your default printer), Shared Folder, FTP, and Archive.

NOTE

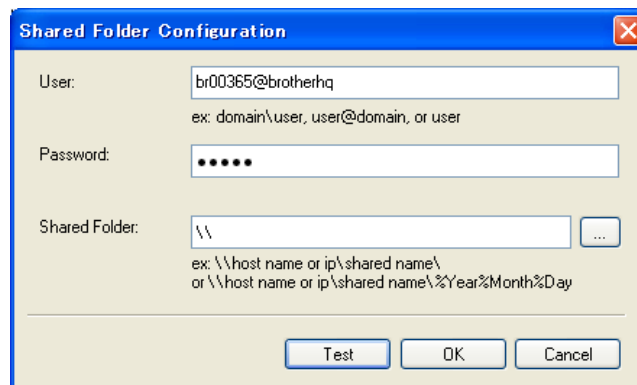
In addition to the **Destination** you select from the drop-down list, the scanned image is automatically saved to the local folder displayed in the **Directory** field.

- **Configurations**

To upload your scanned image to a network file server, be sure to choose “**Configurations**” and enter your account information. For example, to upload an image to a Shared Folder, you need to log in to a file server.

NOTE

The **Configuration** button is active only when Destination is set to Scan To App, Printer, Shared Folder, FTP, or Archive.



Shared Folder Configuration

User:
ex: domain\user, user@domain, or user

Password:

Shared Folder:
ex: \\host name or ip\shared name\
or \\host name or ip\shared name\%Year%Month%Day

You can use special attributes when naming folders to help segregate files. For more information, see the table *Choice* on page 17.

- **Description**

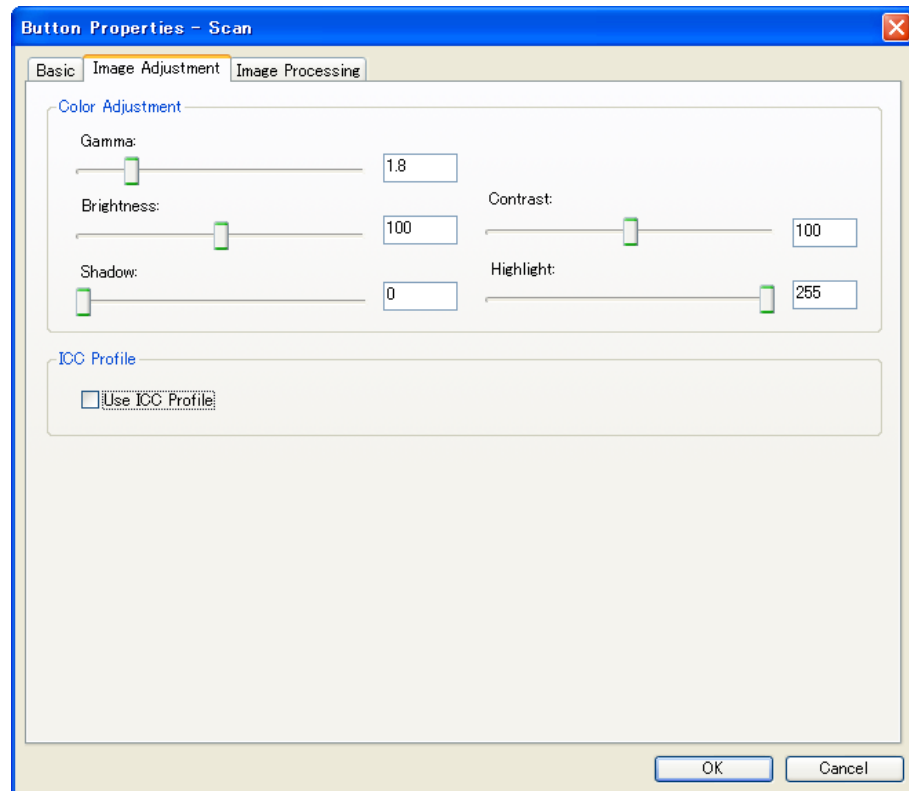
This field displays the explanation of an item selected in **Destination**.

- **Scan Count**

This field displays how many times you scanned in total.

Image adjustment properties

In the **Button Properties** screen, click the **Image Adjustment** tab to adjust the color quality of the scanned image to improve its quality and render it as close as possible to the original document.



- **Gamma**

To adjust the midtones of your scanned image without dramatically altering the lightest and the darkest areas, click and drag the **Gamma** slider.



Gamma Value: 1.0



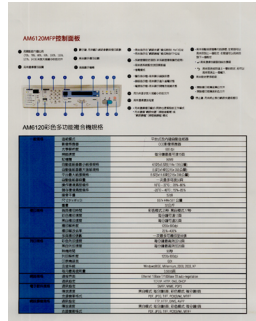
Gamma Value: 1.4



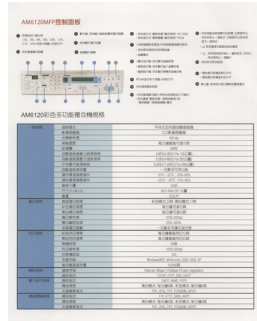
Gamma Value: 2.0

- **Brightness and Contrast**

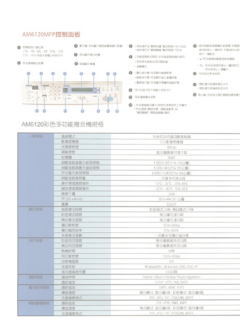
Brightness	Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The default value is 100.
Contrast	Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the difference between dark and light. Drag the slider to the right or left to increase or decrease the contrast. The default value is 100.



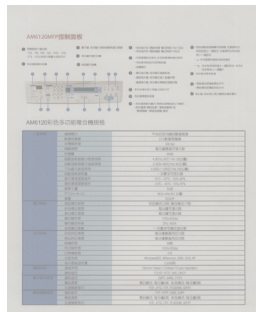
Brightness: 50



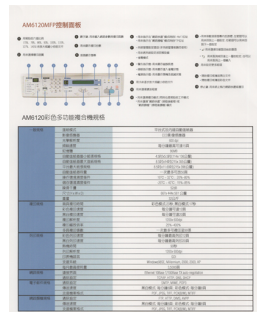
Brightness: 100 (Normal)



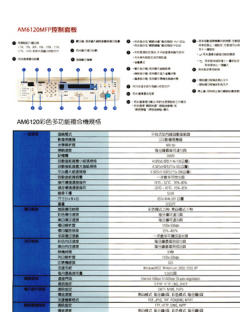
Brightness: 150



Contrast: 50



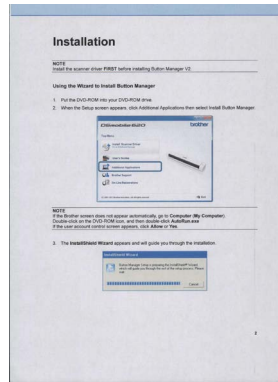
Contrast: 100 (Normal)



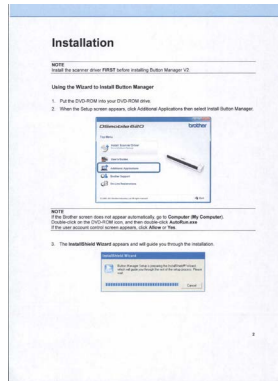
Contrast: 150

- Shadow and Highlight

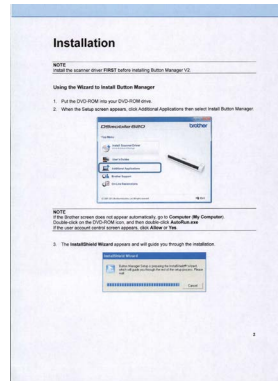
Shadow	Shadow is the darkest color of the scanned image. The higher the value, the darker the current darkest color becomes. Drag the slider to the right or left to adjust the darkest level. The default value is 0.
Highlight	Highlight is the lightest color of the scanned image. The lower the value, the lighter the current lightest color becomes. Drag the slider to the right or left to adjust the lightest level. The default value is 255.



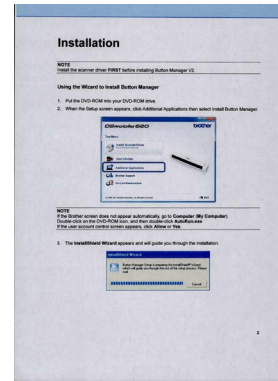
Shadow: 0/Highlight: 255 (Normal)



Shadow: 0/Highlight: 200



Shadow: 10/Highlight: 210



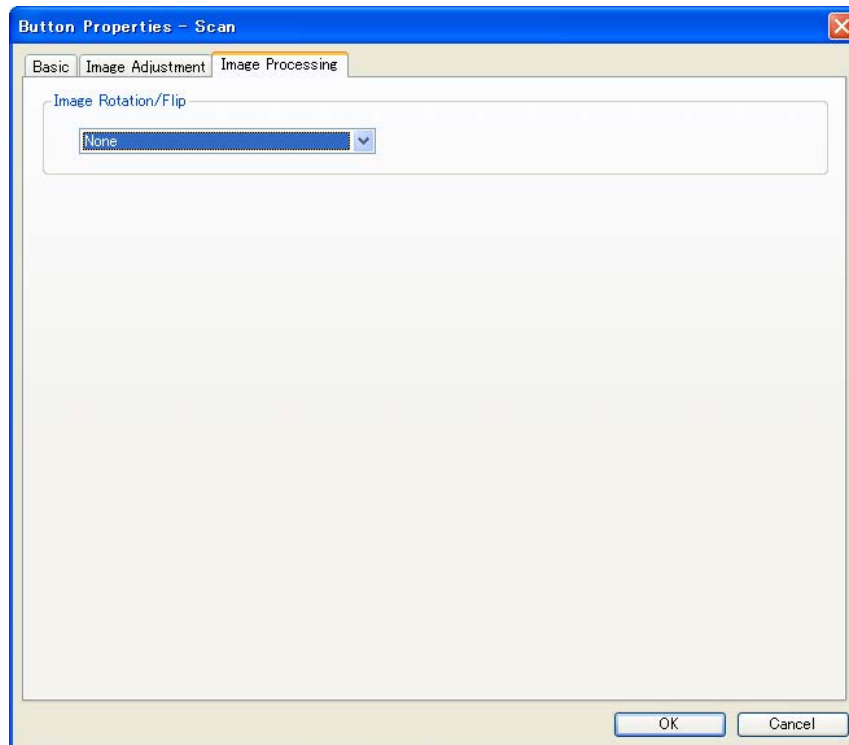
Shadow: 50/Highlight: 255

- ICC Profile

Select the **Use ICC Profile** check box to adjust the color quality of the scanned image based on an ICC profile.

Image processing properties

In the **Button Properties** screen, click the **Image Processing** tab to change the direction of your scanned image.



- **Image Rotation/Flip**

Click the **Image Rotation/Flip** drop-down list, and then select the rotation angle you want for your scanned document.

Choose **None** or one of the following options:

123

Original

123

Rotate 90 Degrees Right

123

Rotate 90 Degrees Left

123

Rotate 180 Degrees

123

Flip Horizontal



123

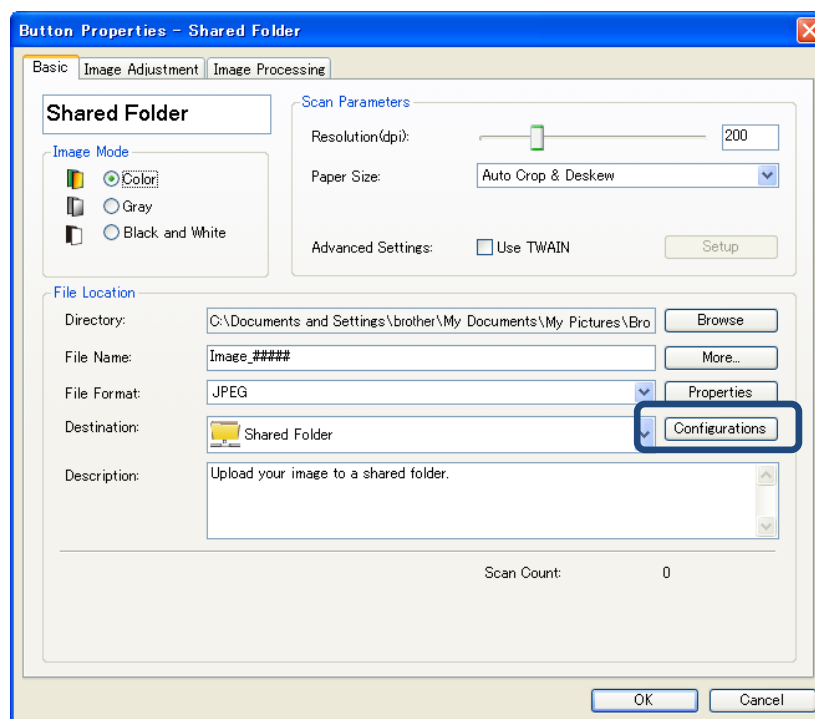
Flip Vertical

Sending scans to an shared folder

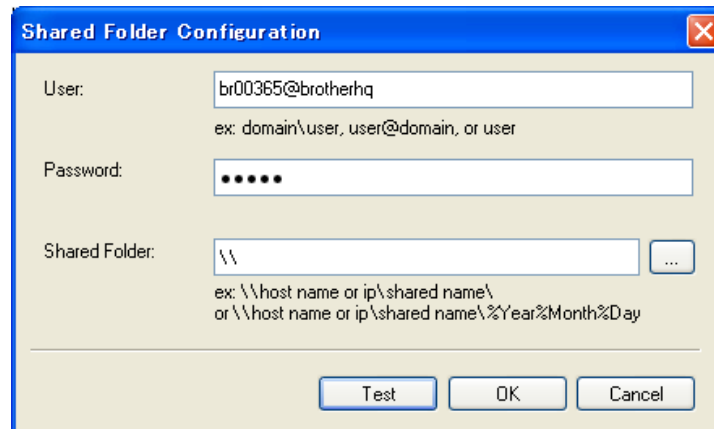
To share your scanned images, you can send them to a shared folder, and all users who have access to that shared folder will be able to share the uploaded images.

To upload images to a shared folder:

1. Click the **Button Manager V2** icon  in your system tray.
2. Scroll through the Button Panel until you see the **Shared Folder** button .
3. Right-click **Shared Folder**. The shared folder **Button Properties** screen appears.
4. Click **Configurations**.



5. The **Shared Folder Configuration** screen appears.




The screenshot shows a dialog box titled "Shared Folder Configuration" with a blue title bar and a close button (X) in the top right corner. The dialog has a light beige background. It contains three input fields: "User:" with the text "br00365@brotherhq" and a hint "ex: domain\user, user@domain, or user"; "Password:" with masked characters "•••••"; and "Shared Folder:" with the text "\\\" and a browse button "...". Below the "Shared Folder:" field is a hint: "ex: \\host name or ip\shared name\" or \\host name or ip\shared name\%Year%Month%Day". At the bottom are three buttons: "Test", "OK", and "Cancel".

6. In the **User** field, type your user account.
7. Type your **Password**.
8. Type the path to your shared folder.

NOTE

- Contact your System Administrator for authorization to send documents to a Shared Folder.
- The User login name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash, then the user login name).



9. In the **Shared Folder** field, type a name or click  (Browse) to search for a specific folder. If you are typing a folder name, you can use special attributes to name folders to help segregate files.

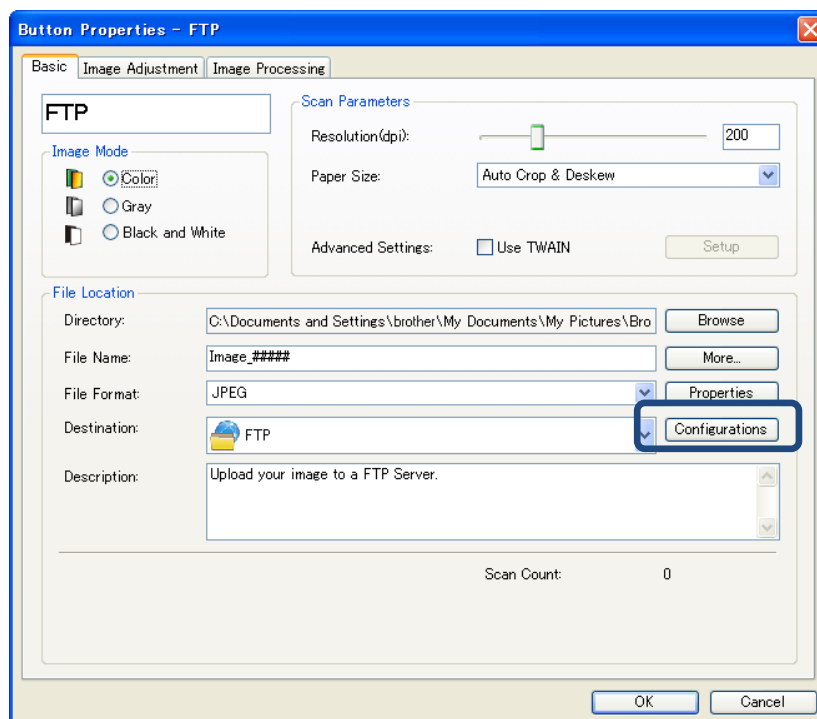
Sending scans to an FTP server

To share your scanned images, you can send them to a shared FTP server, and all users who have access to that FTP server will be able to share the uploaded images.

You may need to contact your System Administrator for the correct URL of your FTP server. Your System Administrator can give you access to the FTP server, along with a valid User Login and Password.

To upload images to a FTP server:

1. Click the **Button Manager V2** icon  in your system tray.
2. Scroll through the Button Panel until you see the **FTP** button .
3. Right-click **FTP**. The **FTP Button Properties** screen appears.
4. Click **Configurations**.



5. The **FTP Configuration** screen appears.


The screenshot shows the 'FTP Configuration' dialog box. It has a title bar with a close button. Inside, there are two tabs: 'FTP' and 'Proxy'. The 'FTP' tab is active. It contains the following fields and controls:

- Host:** A text box containing 'ftp://sftp.brother.com'. Below it, an example text reads: 'Ex: myftp.com, myftp, or ip'.
- Port:** A text box containing '21'.
- User Name:** A text box containing 'br00365@brotherhq'. Below it, an example text reads: 'Ex: domain\user, user@domain.com or user'.
- Password:** A text box with masked characters (dots).
- Directory:** A text box containing '/test'. To its right is a 'Browse' button (three dots). Below it, an example text reads: 'Ex: /forecast/q1, or /%Year%Month%Day'.
- At the bottom left, there is a checkbox labeled 'Explicit TLS/SSL' which is unchecked.
- At the bottom right, there is a checkbox labeled 'Passive Mode' which is unchecked.
- At the very bottom, there are three buttons: 'Test', 'OK', and 'Cancel'.

6. In the **Host** field, type your URL using the format: **ftp://yourhostname/yoursite**, where:
- ftp is your scheme
 - your host name is the name of your server
 - your site is your host's website URL
7. Type your **Port** number.
8. Type your **User Name**.
9. Type your **Password**.

NOTE

- Contact your System Administrator for authorization to send documents to the site.
- The User Login Name may include a domain name. If a domain name is included, the format that is required by the user would be: **domain\username** (domain name followed by a backslash, then the user login name).

10. In the **Directory** field, type a name or click  (Browse) to search for a specific folder. If you are typing a folder name, you can use special attributes for naming folders to help segregate files.
11. If you secure the connection using Explicit TLS/SSL, select the **Explicit TLS/SSL** check box. If you would like your connection in passive mode, select the **Passive Mode** check box.




12. Click the **Proxy** tab.

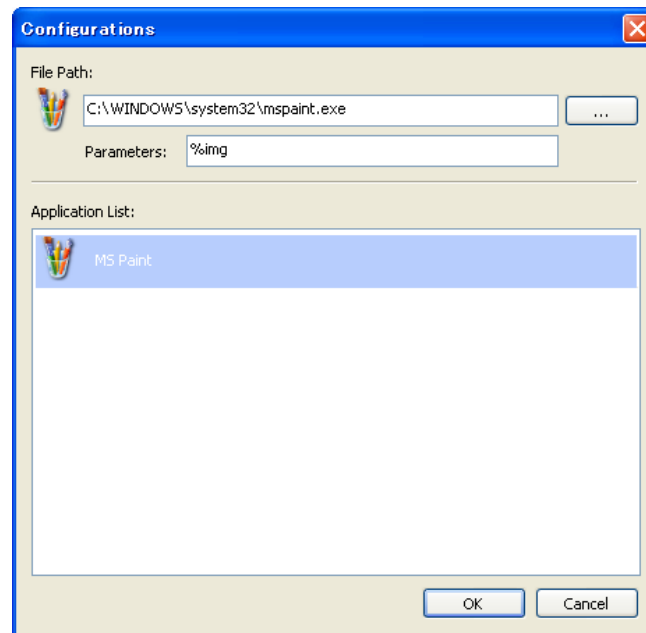
The screenshot shows the 'FTP Configuration' dialog box with the 'Proxy' tab selected. The 'Use Proxy' checkbox is checked. There are two main sections for proxy configuration. The first section has 'Auto Detect Proxy' selected with a radio button, and 'Specify Proxy' is unselected. Below this are fields for 'Proxy Host' and 'Port', with an example 'Ex: http://proxy.com'. The second section has 'Logged On User' selected with a radio button, and 'Specify Credential' is unselected. Below this are fields for 'User Name' and 'Password', with an example 'Ex: domain\user, user@domain.com or user'. At the bottom are 'Test', 'OK', and 'Cancel' buttons.



13. If you are using a Proxy, select either **Auto Detect Proxy** or **Specify Proxy**. If you choose **Specify Proxy**, you must type your **Proxy Host** IP address and your Proxy server's **Port** number. Type your **User Name** and **Password**, if they are required by your Host. For more information, see your Network Administrator.
14. Click **OK** to save your settings and exit.
Click **Test** to test your settings and verify that the account is active.
Click **Cancel** to close this screen without saving changes.

Sending scans to a new software application

You can customize a scan button so that your scan automatically launches the software application you want, and opens your scanned image in that application.

1. Click the **Button Manager V2** icon  in your system tray.
2. Scroll through the Button Panel until you see one of the unassigned buttons, such as **Button 7**, and then right-click on it .
3. In the **Button Properties** screen's Destination field, click **Scan to App**. 
4. Click **Configurations**. The **Configurations** screen appears.



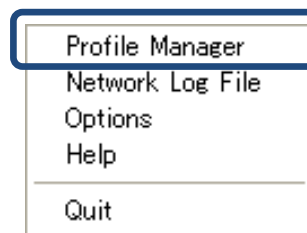
5. To select a software application, do one of the following:
 - Choose the application you want from the **Application List**. The application's path will appear in the **File Path** field. (**Button Manager V2** searches for image-editing software applications on your computer and displays the results in the **Application List** automatically).
 - Type the **File Path** to the application you want to use, or click  (Browse) to navigate to the application folder and select its **.exe** file.
 - On your computer desktop, click  (Start) > **All Programs**, and navigate to the software application you want to use. Drag and drop the software application's icon from your Start menu to this **Configurations** screen. The application path will appear in the **File Path** field.
6. Click **OK** to save your settings and exit.
Click **Cancel** to close this screen without saving changes.

Creating new profiles

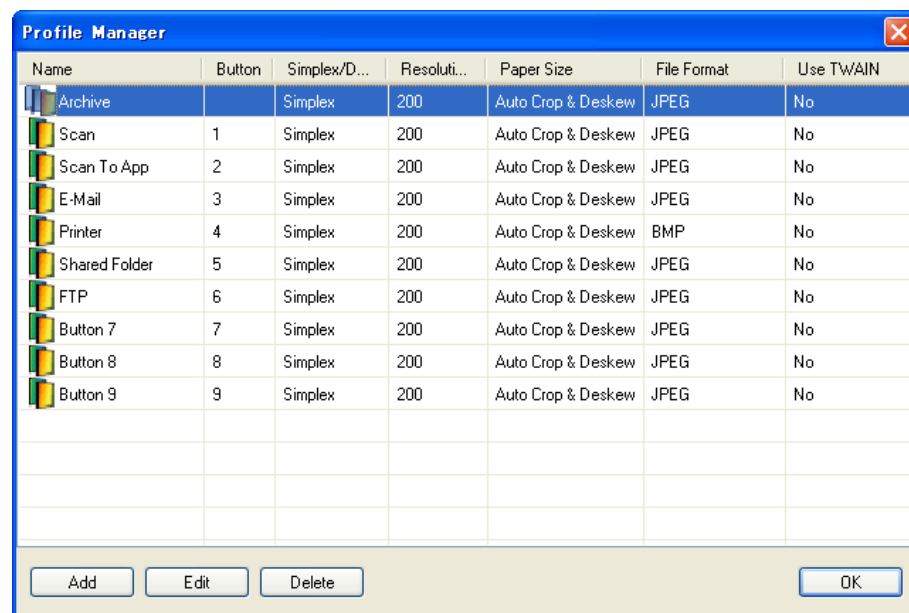
Button Manager V2 provides nine preset profiles for you to use and customize, but you can create new personalized profiles for any specific needs you have, such as scanning a particular type of document or working on certain scanned images.

To add a new profile:

1. Right-click the **Button Manager V2** icon  in your system tray.
2. Click **Profile Manager**.



3. The **Profile Manager** screen appears.

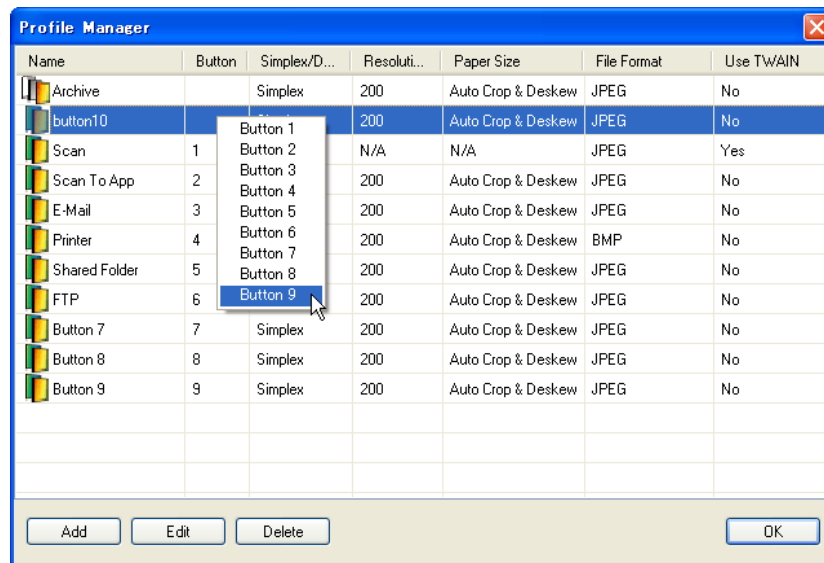


4. Choose any of the preset profiles and click **Add**. A new profile will be created and displayed in the list.
5. Name the button by typing a new name in the **Name** field.
6. Change the button settings by clicking **Edit**. When the **Button Properties** screen appears, customize the button properties as needed.

NOTE

Edit any button in this list by selecting it, clicking **Edit**, and making changes in the **Button Properties** screen.


7. To import a profile to the **Button Panel**, right-click on the Button row to select the button number.

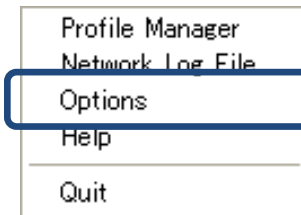


8. To delete a profile, select it and click **Delete**.
9. Click **OK** to save the settings and exit the screen.

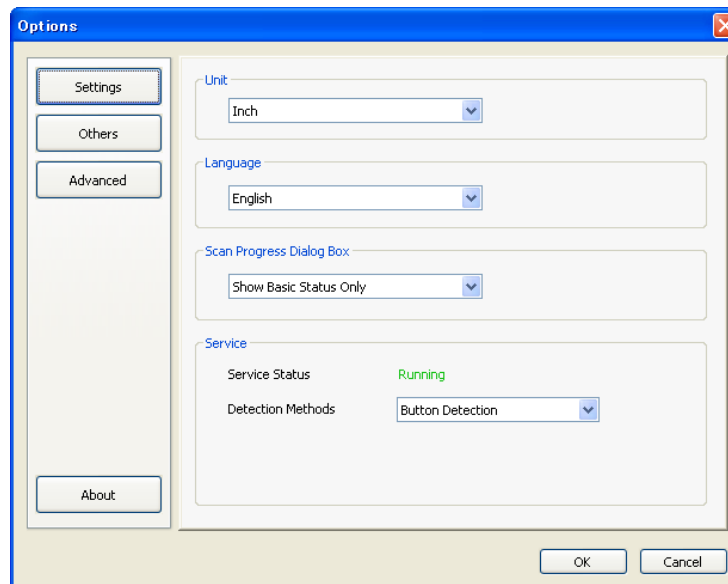
Using the options menu

Use **Button Manager V2**'s **Options** menu to change additional scan settings or to view more detailed information, such as changing user interface language and unit of measurement.

1. Right-click the **Button Manager V2** icon  in your system tray.
2. Click **Options**.



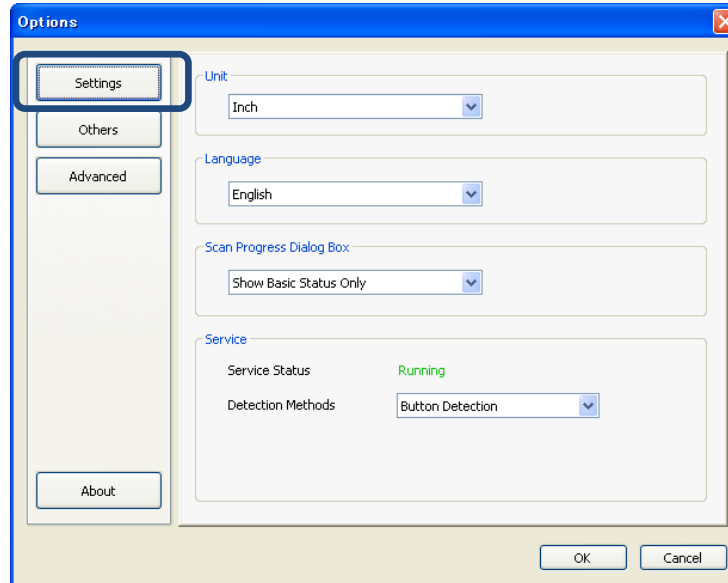
3. The **Options** screen appears.



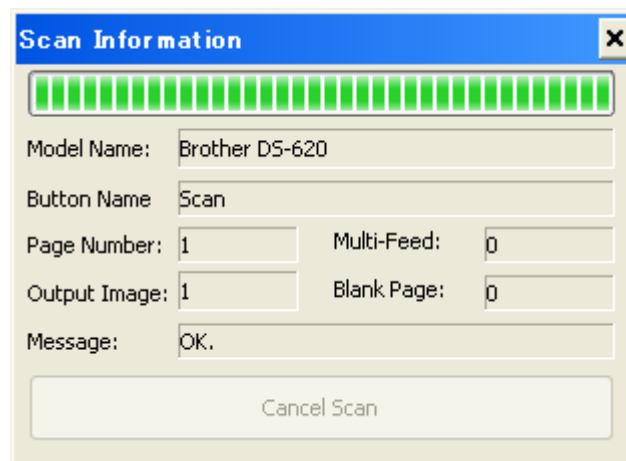
4. Click the buttons in the left navigation panel to change the following settings:

Settings

Click **Settings** to configure these following settings:



- **Unit**
Choose your desired measurement units. Choices include: Centimeter, Inch, and Millimeter.
- **Language**
Choose the language you want to be shown in the user interface. Choices include: English, Chinese Traditional, Chinese Simplified, German, French, Italian, Spanish, Portuguese, Russian, Japanese, and Korean. After clicking **OK**, the specified language will be displayed.
- **Scan Progress Dialog Box**
Choose if you wish to show basic or detailed information during scan. Choices include: Show Basic Status Only, and Show Detailed Information.

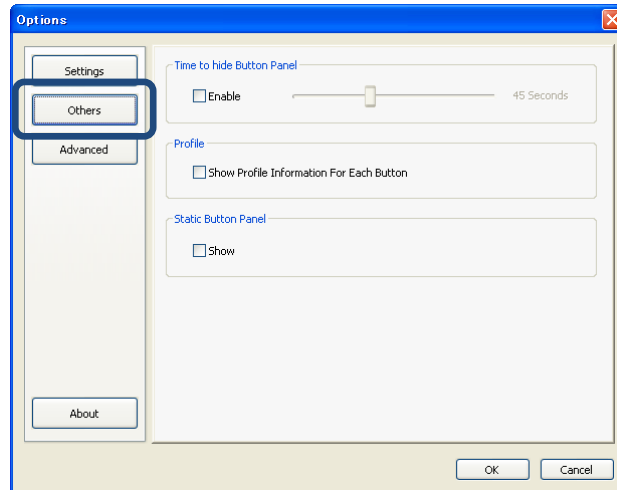


- **Service**

Service Status displays whether or not button detection or paper detection is running. Choose the detection method you want when scanning. The scanner will automatically start scanning if paper is inserted or will wait until the **Start** button is pressed. Choices include: Close, Button Detection, and Paper Detection.

Others

Click **Others** in the **Options** screen to configure the following settings:

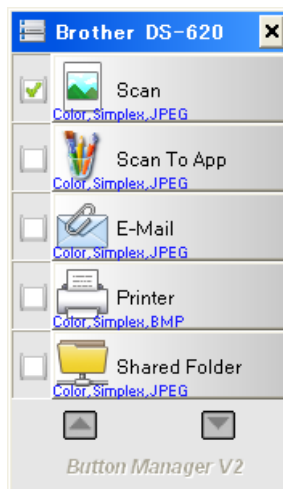


- **Time to hide Button Panel**

Select the **Enable** check box and move the slider to set the time to auto-hide the Button Panel. You can choose from 0 ~ 120 seconds. To show the Button Panel after it is hidden, click the **Button Manager V2** icon in your system tray.

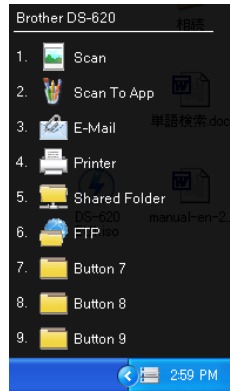
- **Profile**

Select this check box if you want to show profile information for each button. If selected, basic profile information will be displayed in the Button Panel, as illustrated below.



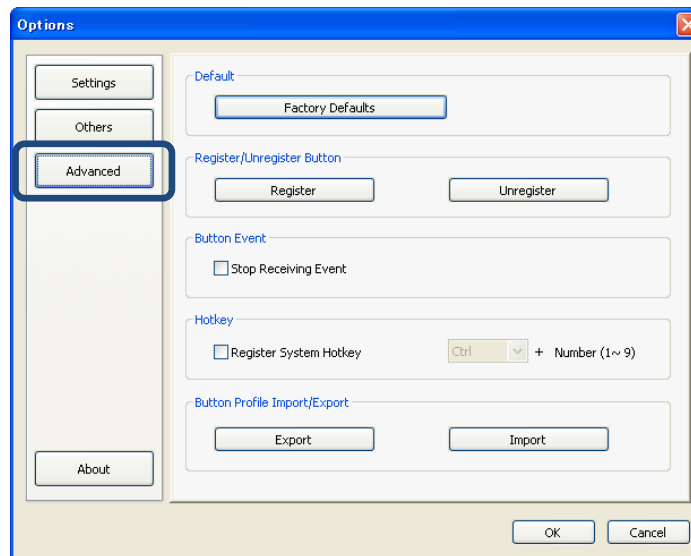
- **Static Button Panel**

Select the **Show** check box to display a static button panel in the bottom-right corner of your desktop. When the Static Button Panel is displayed, you can press the **Start** button on the scanner to start scanning, and do not need to launch **Button Manager V2**.



Advanced

Click **Advanced** in the **Options** screen to configure the following settings:



- **Default**

Click **Factory Defaults** to return any **Button Manager V2** configuration changes if you want to the factory settings.

- **Register/Unregister Button**

This option is recommended for use only by software developers. Click **Unregister** if you want to stop using **Button Manager V2**, and use a different third-party button program.

- **Hotkey**

Select the **Register System Hotkey** check box and select “Ctrl”, “Shift” or “Alt” to define a hotkey to send your scanned image to a specified destination. For example, if you select the **Register System Hotkey** check box, select **Ctrl** and click **OK**, and then select your scanned image in Window’s Explorer and press the “Ctrl” key and “9”* simultaneously. The selected image will be sent to destination of button 9 in the Button Panel.

* The number represents the scan button’s position from the top of the Button Panel.

- **Button Profile Import/Export**

This option allows you to import or export button profiles including scan settings and destinations to **Button Manager V2**. By clicking the **Export** button, you can save current profiles to a .bm file. By clicking the **Import** button, you can import the previously saved .bm file to **Button Manager V2**.

About

Click **About** to view the version of **Button Manager V2** that is installed on your computer.


Advanced Functions

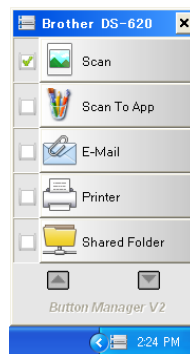
Opening your scanned image in a software application

You can insert a scanned image directly into a software application which is already open. For example, when you are editing text in Microsoft Word and you want to insert a scanned picture, you can start a scan right away and the scanned image will be inserted and displayed in your Microsoft Word document.

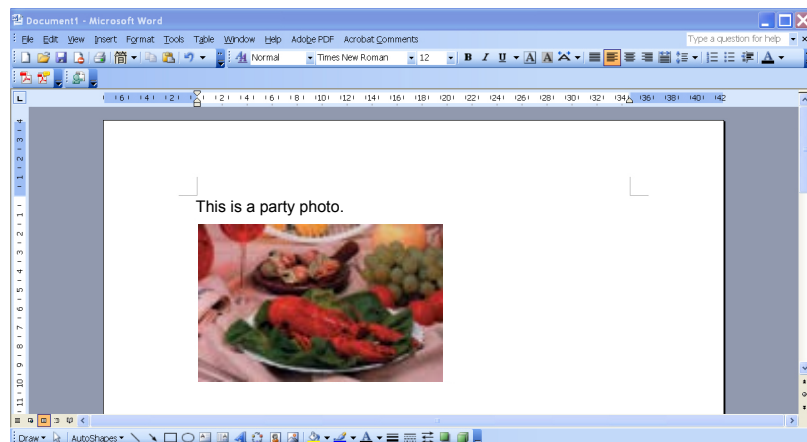
NOTE

A scanned image cannot be inserted into a text editor such as Notepad.

1. Open the software application in which you want to view your scanned image. In this example, Microsoft Word is the application.
2. Move your cursor to the place in the document where you want the scanned image to appear.
3. Insert the document to scan into your scanner.
4. Click the Button Manager icon  in your system tray.



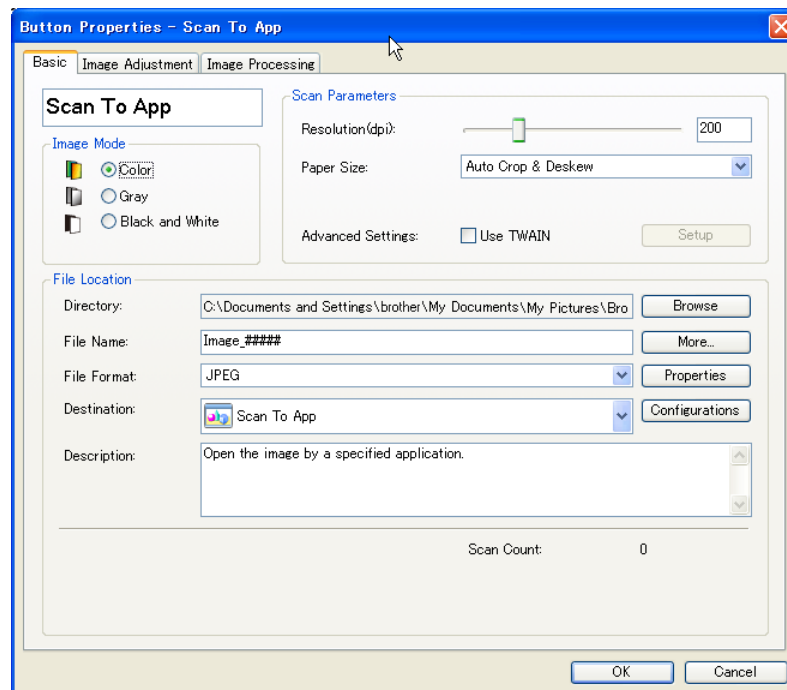
5. Click **Scan**. 
6. The scanned image will open in your Microsoft Word .doc file.



Saving your images as PDF files

Use **Button Manager V2** to save your scanned images as PDF files (single- or multi-page).

1. In the Button Panel, right-click the button you want to configure as the “save to PDF” scan button (In this example, the **Scan To App** button is selected). The Scan To App **Button Properties** screen appears.







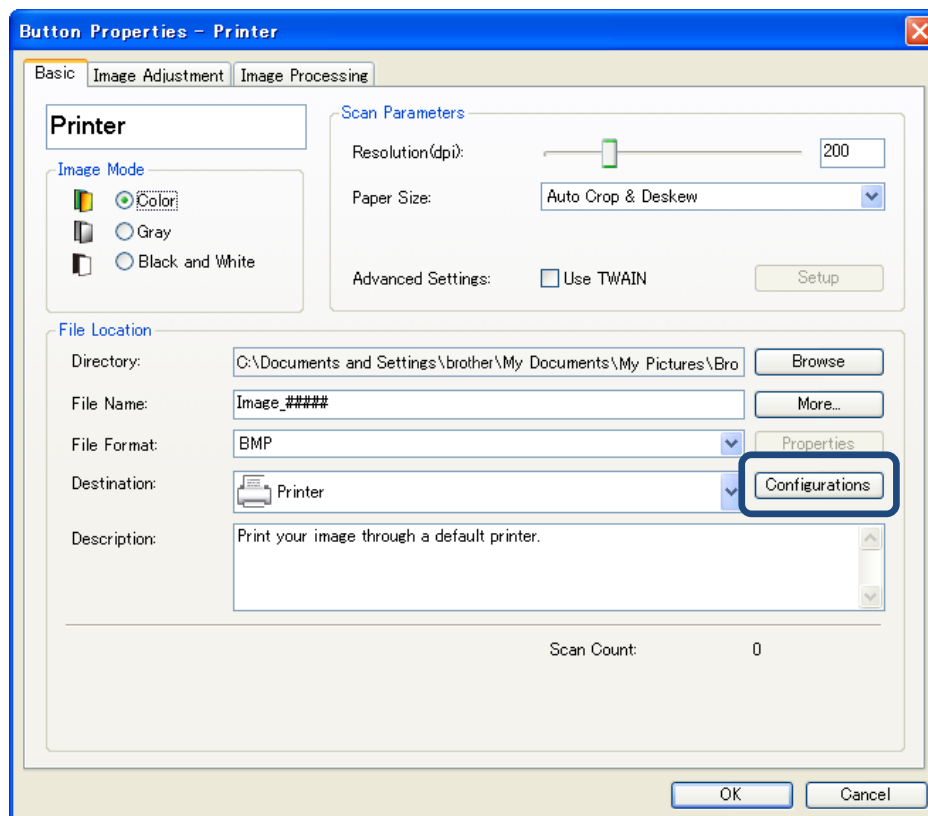
2. In the **File Format** drop-down list, select **PDF** as your format (if you are scanning multiple pages and want to save all scans in a single file, select **Multi-page PDF**).
3. Click **OK** to save your settings and exit.
Click **Cancel** to close this screen without saving changes.

Sending scans to a printer

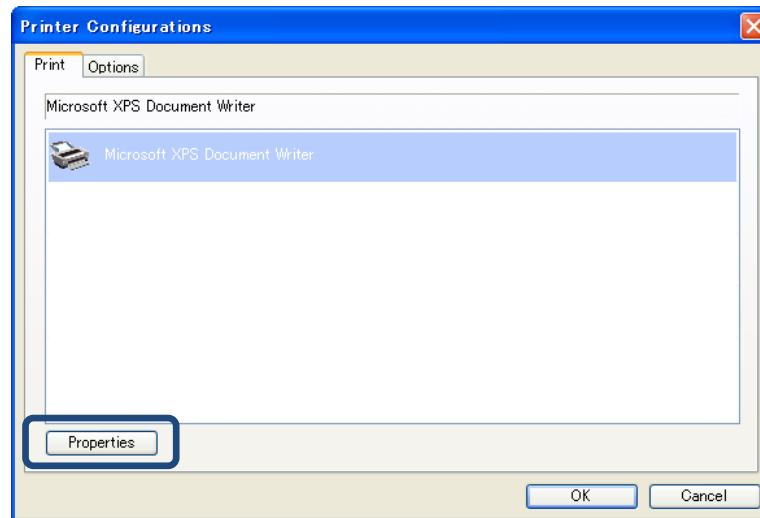
In addition to scanning a document and sending the scan to a specified printer, if you are using a duplex scanner you can print two scanned images on one side of a page.

Configure the Printer button to upload scanned images to your printer:

1. Click the **Button Manager V2** icon  in your system tray.
2. When the Button Panel appears, click  and  to scroll until you see the **Printer** button.

3. Right-click the **Printer** button. The **Button Properties** screen appears.
4. Click **Configurations**.



5. The **Printer Configurations** screen appears.

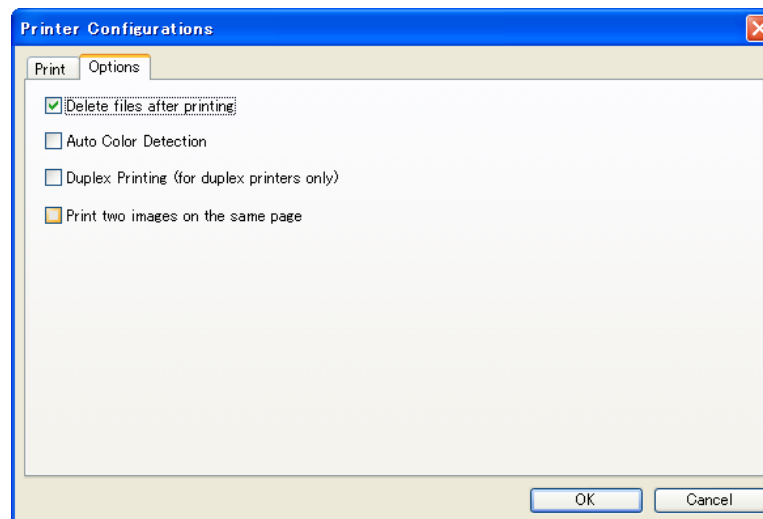


6. Select the printer that you want to print your scanned images.

NOTE

To change the selected printer's properties, click **Properties**, change the print settings, and then click **OK** when finished.

7. Click the **Options** tab. The **Options** screen appears.




8. Select the check boxes for the features you want:

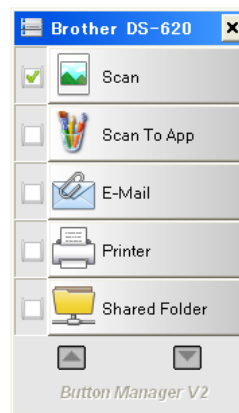
- **Delete files after printing:** Delete the scanned images after printing.
- **Auto Color Detection:** Detect the image type of the scanned image and print the images according to the image type. For example, if the scanned image is color, the image will be printed in color (if the specified printer is a color printer); if the scanned image is black and white, the image will be printed in black and white.
- **Duplex Printing (for duplex printers only):** Print the scanned images on both the front and back of a page. This option is available only if the specified printer supports duplex (double-sided) printing.

- **Print two images on the same page** (for duplex scanners only): Choose to print two images on the same side of a page. This option is useful when you wish to print the front and rear side of your original document, such as ID card or driver license, on the same page. This option is available only when scanning with a duplex scanner.
9. Click **OK** to save your settings and exit.
Click **Cancel** to close this screen without saving changes.

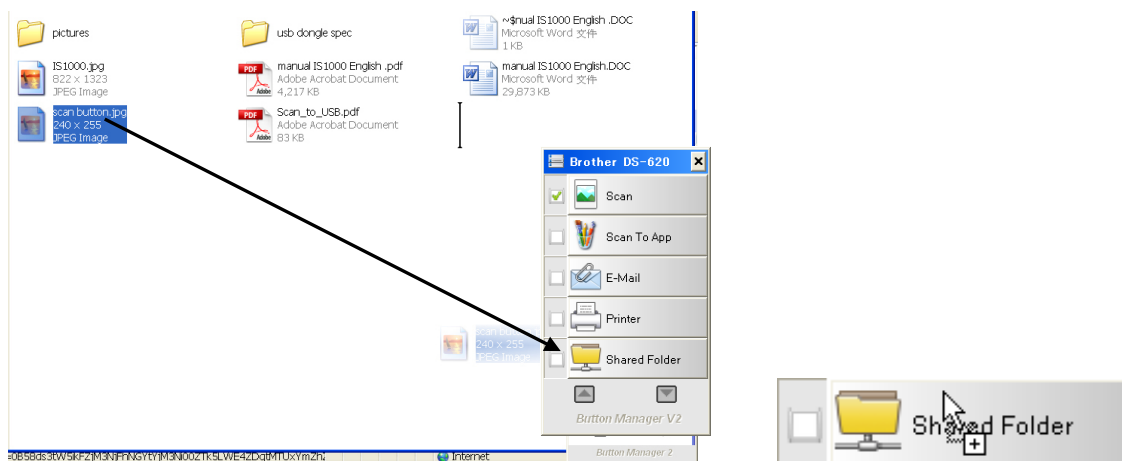
Using “drag and drop” to save your file to a button in the Button Panel

Button Manager V2 is designed with a convenient feature to let you drag and drop your file to a button in the Button Panel so the file is saved in that button's pre-defined folder destination. This feature works with all scan buttons in the Button Panel except the **Scan** button. For example, when you drag and drop an image file to the Shared Folder Button, the image is saved in **Shared Folder's** destination folder.

1. Launch the Windows Explorer application and browse to your file.
2. Click **Button Manager V2** icon  in your system tray.



3. Drag and drop your file from Windows Explorer to the button you want on the Button Panel. A white arrow and a plus sign will appear next to your cursor.



4. The file will be uploaded to the Shared Folder destination folder. To confirm that the drag and drop was successful, navigate to your Shared Folder to check if the file is there.

NOTE

- To use the drag and drop function, your scanner must be connected to your computer with a USB cable.
- You can also use the Hotkey to send your image to a specified destination. (For more information, see *Hotkey* on page 36.)

Troubleshooting

The following conditions may occur while **Button Manager V2** is uploading a file to a network file server such as FTP:

Error Message	Description	Possible Solutions
Invalid host.	The entry in the <i>Host name</i> field is not correctly formatted.	Make sure the syntax is correct and the required parts of the path to the network file server are provided.
User name can not be empty.	The user name is empty.	Make sure the user name has been entered.
Incorrect user name or password.	The user login may not be authorized to access the server or the incorrect password was entered.	Make sure the user login and password are correct. You may also need to contact your System Administrator to make sure you have permission to access the network file server.
Invalid proxy host URL.	Your proxy host URL may not be correct.	Check with your System Administrator for the correct proxy host URL.
Invalid port number.	The port number for the network server may not be correct.	Check with your System Administrator for the correct port number for the network server.
Unable to get proxy setting automatically.	The proxy settings may not be correct.	Check with your System Administrator for the correct proxy setting.
Proxy configuration is incorrect.		
Desired directory does not exist and unable to create it.	The subfolder may not exist.	Check with your System Administrator to see if you have permission to create the subfolder.
The remote service point could not be contacted.	No response was received from the remote server.	This may occur due to a network problem. You can try again later or check with your System Administrator.
The connection was prematurely closed.	The network connection may be temporarily stopped.	This may occur due to a network problem. You can try again later or check with your System Administrator.
Exceeded the specified size limit.	The image file you have uploaded to the server may be too large and exceed limit.	Check with your System Administrator for file size limitations.
Unable to resolve the host name.	The host name may be incorrect.	Check with your System Administrator for the correct host name.
Unable to resolve the proxy name.	The proxy host name may be incorrect.	Check with your System Administrator for the correct proxy host name.

Error Message	Description	Possible Solutions
Unable to receive complete response from server.	The request may not be received by the server.	This may occur due to a network problem. You can try again later or check with your System Administrator.
The request was cancelled.	The request may not be received by the server.	This may occur due to a network problem. You can try again later or check with your System Administrator.
The request was not permitted by the proxy.	The request was not permitted by the proxy.	Check with your System Administrator for details about the proxy server.
A complete request could not be sent to the remote server.	A complete request could not be sent to the remote server.	This may occur due to a network problem. You can try later or check with your System Administrator.
An error occurred while establishing a connection using SSL.	The network server may not support SSL.	Check with your System Administrator.
No response was received during the time-out.	The scanned file could not be uploaded to the server before the connection timed out.	The network connection speed may be too slow. Try again later.
A server certificate could not be validated.	A server certificate could not be validated.	Check with your System Administrator to make sure you have permission to access the network file server.
Invalid Document Library/Folder.	The library name or folder name could not be found on the server.	Make sure the library and folder names are correct.
Method not allowed.	You are not allowed to access the network file server.	Check with your System Administrator to make sure you have permission to access the network file server.
Unknown error.	The document failed to upload for an undetermined reason. This may also occur if Button Manager V2 cannot establish a connection with the network server.	Check all network settings of the Button Manager V2 to make sure they are correct.

NOTE

If you are having trouble uploading files, make sure you can access the network file server using an Internet browser. If the network file server is not working or there is a problem with the network connection between your computer and the network file server, **Button Manager V2** will not be able to upload files.

Removing the Button Manager V2 icon from the system tray

If you are not currently using **Button Manager V2**, you can remove the **Button Manager V2** icon from your system tray:

1. Right-click the **Button Manager V2** icon  in your system tray.
2. Click **Quit**.



To restart **Button Manager V2** either reconnect your scanner, or manually start **Button Manager V2** from the Start menu.

NOTE

- Start **Button Manager V2** from the Program group by choosing **Start > All Programs > Brother DS-XXX Scanner > Button Manager > Button Manager V2** (where XXX is your scanner model).
 - Remove **Button Manager V2** from the Program group by choosing **Start > All Programs > Brother DS-XXX Scanner > Button Manager > Uninstall** (where XXX is your scanner model).
-

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