

# Web Connect Guide



## Applicable models

This User's Guide applies to the following models:

MFC-J3520/J3720/J6520DW/J6720DW/J6920DW/J6925DW

## 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.
-------------	---

## Trademarks

Flickr and the Flickr logo are the trademarks and/or registered trademarks of Yahoo! Inc.

Google Drive and Picasa Web Albums are trademarks of Google Inc. Use of these trademarks is subject to Google Permissions.

Evernote and the Evernote Elephant logo are trademarks of Evernote Corporation and used under a license.

Microsoft, Windows and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Macintosh is a trademark of Apple Inc., registered in the United States and other countries.

Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

**Any trade names and product names of companies appearing on Brother products, related documents and any other materials are all trademarks or registered trademarks of those respective companies.**

## IMPORTANT NOTE

- Please go to the Brother Solutions Center at <http://support.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.

©2014 Brother Industries, Ltd. All rights reserved.

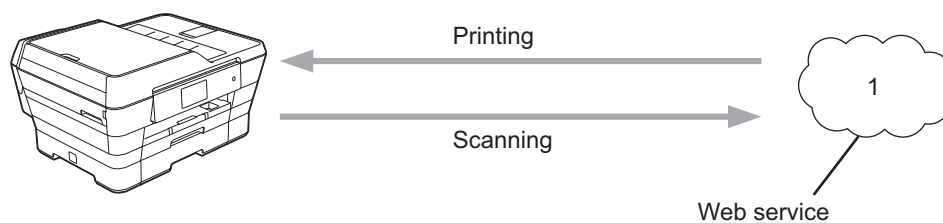
# Table of Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
	Brother Web Connect .....	1
	Accessible services .....	2
	Conditions for using Brother Web Connect .....	4
	Service account .....	4
	Internet connection .....	4
	MFL-Pro Suite installation .....	4
	Proxy server settings .....	4
	Setting up Brother Web Connect .....	6
	Step-by-step overview .....	6
	How to create an account for each of the desired services .....	7
	How to apply for Brother Web Connect access .....	7
	How to register and delete accounts on the machine .....	9
	Setting up Brother Web Connect for Brother CreativeCenter .....	13
<b>2</b>	<b>Scan and Upload</b>	<b>14</b>
	Scanning and uploading documents .....	14
	How to change scan settings .....	16
	Uploading a document from an external memory device .....	19
<b>3</b>	<b>Download, Print, and Save</b>	<b>21</b>
	Downloading and printing documents .....	21
	For Picasa Web Albums™, Flickr®, Facebook, Google Drive™, Evernote®, Dropbox, OneDrive and Box .....	21
	For Brother CreativeCenter (not available in some countries) .....	24
	How to change print settings .....	27
	Downloading and saving a document to an external memory device .....	29
<b>4</b>	<b>Outline, Scan, and Copy or Cut</b>	<b>33</b>
	Scanning, copying, and cutting parts of your documents .....	33
	How to outline and scan a document .....	34
	How to copy or cut an outlined section .....	37
<b>5</b>	<b>NotePrint and NoteScan</b>	<b>39</b>
	Printing and Scanning notes .....	39
	Print Note and Folder Template .....	41
	How to Scan a note .....	43

<b>6</b>	<b>Shortcut Settings</b>	<b>46</b>
	Adding Web Connect Shortcuts.....	46
	How to change Shortcuts .....	47
	How to edit Shortcut names .....	48
	How to delete Shortcuts .....	48
	How to use a Shortcut .....	49
<b>A</b>	<b>Troubleshooting</b>	<b>50</b>
	Error messages .....	50

## 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 storage, editing, sharing and file synchronization 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/>

### ■ OneDrive

OneDrive is an online file storage, sharing and managing service.

URL: <https://onedrive.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 OneDrive 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/DOCX/XLSX/PPTX	-
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

---

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

---

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

---

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

---

## MFL-Pro Suite installation

---

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

---

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 MFC-J6920DW/J6925DW



1 Press .

2 Press All Settings.



- 3 Swipe up or down, or press ▲ or ▼ to display Network.  
Press Network.
- 4 Swipe up or down, or press ▲ or ▼ to display Web Connect Settings.  
Press Web Connect Settings.
- 5 Press Proxy Settings.
- 6 Swipe up or down, or 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 MFC-J3520/J3720/J6520DW/J6720DW**

- 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 .

# Setting up Brother Web Connect

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

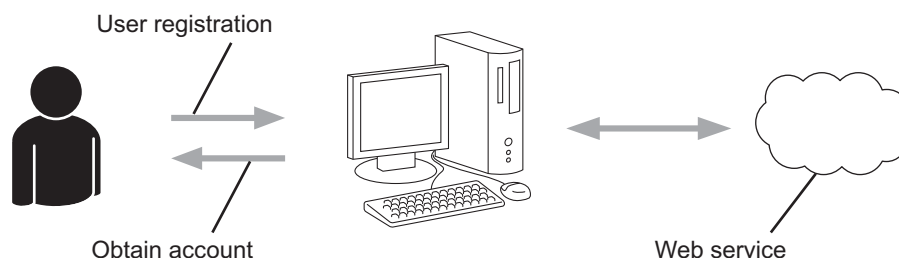
1

## Step-by-step overview

Configure the settings using the following procedure:

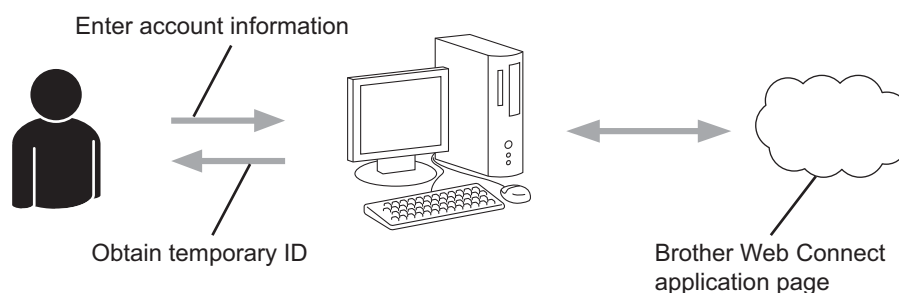
### Step 1: Create an account with the desired service (see page 7).

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.)



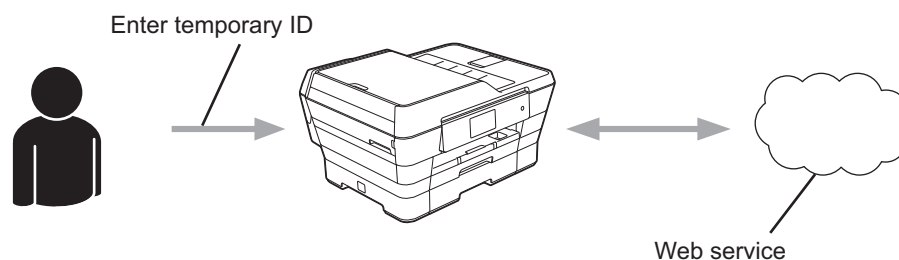
### Step 2: Apply for Brother Web Connect access (see page 7).

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 9).

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 7.

### 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

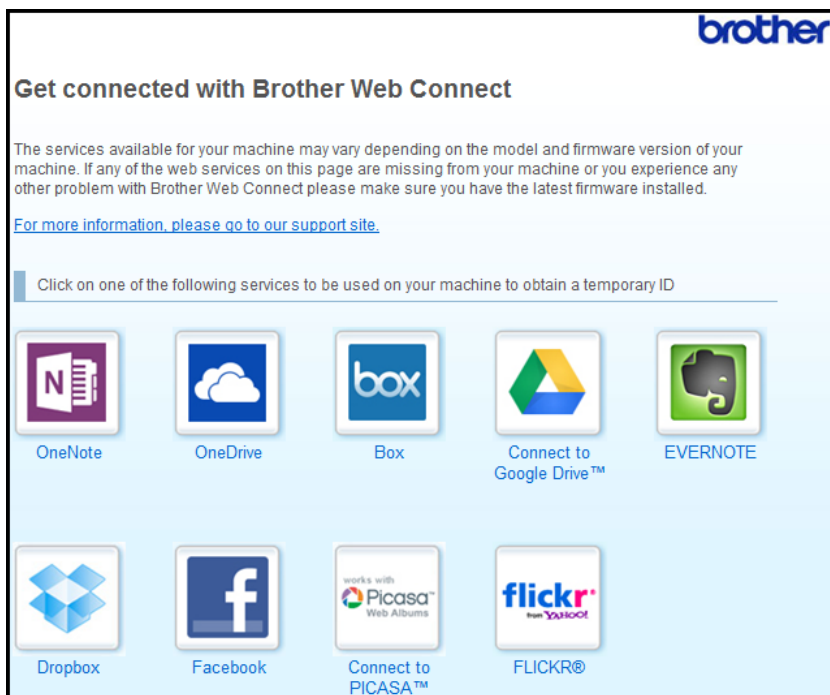
**1** Put the CD-ROM into your CD-ROM drive. When it launches, double-click the **Brother Support** icon.

**2** Click **Brother Web Connect**.

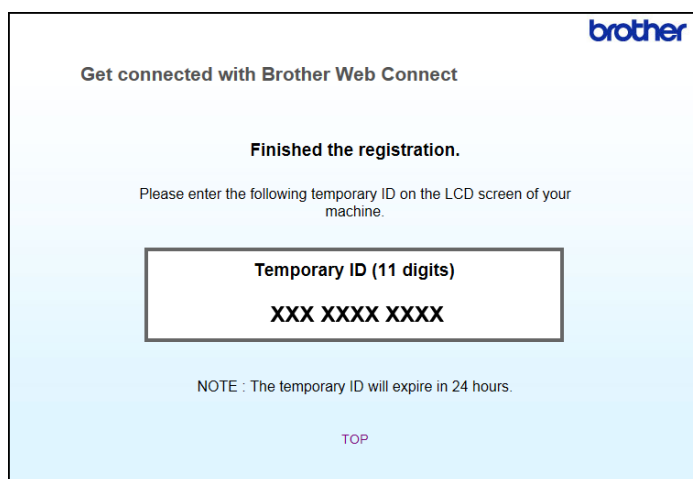
- From your web browser

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 9.

## How to register and delete accounts on the machine

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 MFC-J6920DW/J6925DW

- 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 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 3 Press **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display the service with which you want to register.  
Press the service name.

- 6 If information regarding Brother Web Connect is displayed, press **OK**.
- 7 Press **Register/Delete Account**.
- 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 7).

- 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 MFC-J3520/J3720/J6520DW/J6720DW

- 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 name.
- 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 7).

- 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 .


## Delete an account

### For MFC-J6920DW/J6925DW

- 1 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 2 Press **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display the service that hosts the account you want to delete. Press the service name.
- 5 Press **Register/Delete Account**.
- 6 Press **Delete Account**.
- 7 Press the account that you want to delete. You can delete more than one account at one time, if needed. The selected account(s) 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 MFC-J3520/J3720/J6520DW/J6720DW

- 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 name.
- 5 Press Register/Delete.
- 6 Press Delete Account.
- 7 Press the account that you want to delete. You can delete more than one account at one time, if needed.  
The selected account(s) 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 .

## Setting up Brother Web Connect for Brother CreativeCenter

---

Brother Web Connect is set up to work with Brother CreativeCenter automatically. No configuration is needed to create calendars, business cards, posters and greeting cards available at <http://www.brother.com/creativecenter/>.

For more information, see *For Brother CreativeCenter (not available in some countries)* on page 24.

### NOTE

---

Brother CreativeCenter is not available in all countries.

---

## 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 MFC-J6920DW/J6925DW

- 1 Load your document.
- 2 Swipe left or right, or press ◀ or ▶ to display the `More` screen.
- 3 Press `Web`.  
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 Swipe left or right, or press ◀ or ▶ to display the service that hosts the account to which you want to upload.  
Press the service name.
- 6 Swipe up or down, or press ▲ or ▼ to display your account name, and press it.
- 7 If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.
- 8 Press `Upload from 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 16. 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 MFC-J3520/J3720/J6520DW/J6720DW


- 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 name.
- 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 16. 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 .

## 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 14, step 10 on page 15 ). Swipe up or down, or use the ▲ and ▼ buttons to scroll through the settings list.

### For MFC-J6920DW/J6925DW

#### 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.

2

### 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**.

### 2-sided Scan (For MFC-J6920DW/J6925DW)

- 1 Press **2-sided Scan**.
- 2 Choose **LongEdge**, **ShortEdge**, or **Off**.
- 3 If you do not want to change any other settings, press **OK**.

## NOTE

2-sided Scan is available only when you scan from the ADF. The default setting of 2-sided Scan is "Off".

### For MFC-J3520/J3720/J6520DW/J6720DW

### 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**.

## Uploading a document from an external memory device

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.

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.

### 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.

### For MFC-J6920DW/J6925DW

- 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 **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display the service that hosts the account to which you want to upload.  
Press the service name.
- 6 Swipe up or down, or press ▲ or ▼ to display your account name, and press it.
- 7 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 8 Press **Upload from Media**.
- 9 Swipe left or right, or 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.
- 10 After you have chosen all of the documents, press **OK**.

- 11 Press **OK**.  
The machine starts uploading the document(s).


- 12 Press .

#### For MFC-J3520/J3720/J6520DW/J6720DW

- 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 name.
- 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 .



## Downloading and printing documents

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, OneDrive and Box

### For MFC-J6920DW/J6925DW

- 1 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 2 Press **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display the service that hosts the document you want to download and print.  
Press the service name.
- 5 Do one of the following:
  - To log on to the service with your account, swipe up or down, or press ▲ or ▼ to display your account name, and press it. Go to step 6.

- To access the service as a guest user, swipe down or press ▼ to display *Use Service as a Guest User*, 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 to 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®, OneDrive 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 Swipe up or down, or 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 *Show Unsorted Photos* 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 images. 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.

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 27. 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 .

## NOTE

When downloading and printing JPEG files, you cannot print from Tray2.

### For MFC-J3520/J3720/J6520DW/J6720DW

- 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 name.
- 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®, OneDrive 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**.  
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 27. 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 .

## NOTE

(For MFC-J3720/J6720DW)

When downloading and printing JPEG files, you cannot print from Tray2.

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


### For MFC-J6920DW/J6925DW

- 1 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 2 Press **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display **Apps**.  
Press **Apps**.

- 5 Press **Print** "CreativeCenter" Templates.
- 6 Swipe up or down, or 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 27. After changing the print settings, go to step 12.
  - 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 MFC-J3520/J3720/J6520DW/J6720DW

- 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 27. After changing the print settings, go to step 12.
  - 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. Swipe up or down, or use the ▲ or ▼ buttons to scroll through the settings list.

### For MFC-J6920DW/J6925DW

#### 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**, **A3**, **Ledger**, **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 Print**.
- 2 Press **On** or **Off**.
- 3 If you do not want to change any other settings, press **OK**.

## For MFC-J3520/J3720/J6520DW/J6720DW

### 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**, **A3**, **Ledger**, **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

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 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.

### For MFC-J6920DW/J6925DW

- 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 **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display the service that hosts the document you want to download. Press the service name.
- 6 Do one of the following:
  - To log on to the service with your account, swipe up or down, or press ▲ or ▼ to display your account name and press it. Go to step 7.

- To access the service as a guest user, swipe down or press ▼ to display `Use Service as a Guest User`, and press it. When the information regarding access as a guest user is displayed, press `OK`. Go to step 8.

7 If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.

8 Press `Download to Media`.

Do one of the following:

- If you logged on to the service with your account, go to step 9.
- If you accessed the service as a guest user, go to step 10.

9 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®, OneDrive and Box)

- Go to step 13.

10 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.

11 Swipe up or down, or 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 `Show Unsorted Photos` 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 images. 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.

12 Press the thumbnail of the document you want to download. Confirm the document on the LCD and press `OK`. Select additional documents to download (you can select up to 10 documents).

13 After you have chosen all of the desired documents, press `OK`.


14 Press `OK` to download. The machine starts downloading the documents.

15 Press .

**NOTE**

- Downloaded files are renamed based on the current date. For example, the first image saved on July 1, would be named 07010001.jpg. Note that the region setting also determines the date format of the file name.
- Images are saved in the “BROTHER” folder, which can be found on the root level of the media.

**For MFC-J3520/J3720/J6520DW/J6720DW**

- 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.  
Press the service name.
- 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®, OneDrive 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 download.  
Confirm the document on the LCD and press `OK`.  
Select additional documents to download (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 the documents.
- 17 Press .

## NOTE

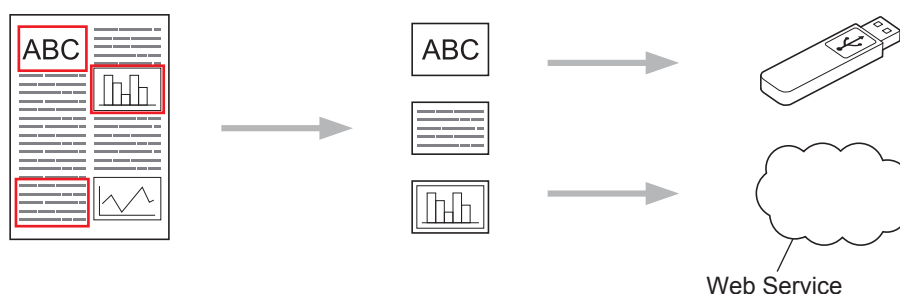
- Downloaded files are renamed based on the current date. For example, the first document saved on July 1, would be named 07010001.jpg. Note that the region setting also determines the date format of the file name.
- Documents are saved in the "BROTHER" folder, which will be created automatically at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

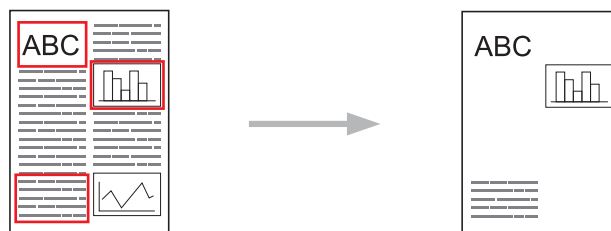
### Outline and Scan

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.



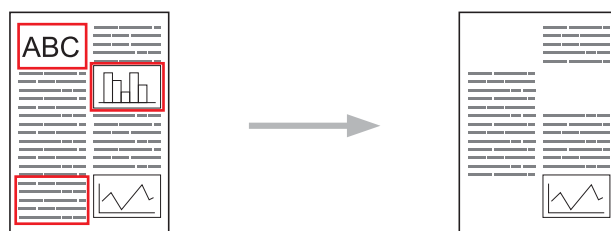
### Copy Outlined Area

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





### Cut Outlined Area

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), that is, from an extra-fine tip up to an extra-thick marker tip.
- Outlined areas with thick red lines are easier to recognize. However, do not use a pen or marker with a tip wider than indicated above.
- 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).
- If the paper has a dark background color, the outlined area may be difficult to recognize.

How to outline and scan a document

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


When saving to media, insert the media before scanning.

For MFC-J6920DW/J6925DW

- 1 Using a red pen, outline the areas of the document that you want to scan.
- 2 Load your document.
- 3 Swipe left or right, or press ◀ or ▶ to display the More screen.
- 4 Press Web.  
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 Swipe left or right, or 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 Swipe left or right, or press ◀ or ▶ to display the service you want.  
Press the service name.
- 12 Swipe up or down, or 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 If the LCD prompts you to specify scan size, select the scan size of the document you are scanning.
- 15 Press OK.  
If you placed the document in the ADF, the machine starts scanning.  
If you are using the scanner glass, go to step 16.
- 16 When Next page? is displayed, do one of the following:
  - If there are no more pages to scan, press No. Go to step 18.
  - To scan more pages, press Yes and go to step 17.
- 17 Place the next page on the scanner glass.  
Press OK.  
The machine starts scanning the page. Repeat steps 16 and 17 for each additional page.
- 18 The machine uploads the image. When it is finished, press OK.
- 19 Press .


#### For MFC-J3520/J3720/J6520DW/J6720DW

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



## How to copy or cut an outlined section

---

### For MFC-J6920DW/J6925DW


- 1 Using a red pen, outline the areas of the document that you want to copy or cut.
- 2 Load your document.
- 3 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 4 Press **Web**.  
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 Swipe left or right, or 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 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 starts printing. When it is finished, press **OK**.
- 16 Press .

### For MFC-J3520/J3720/J6520DW/J6720DW

- 1 Using a red pen, outline the areas of the document that you want to copy or cut.
- 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 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 starts printing. When it is finished, press **OK**.
- 16 Press .

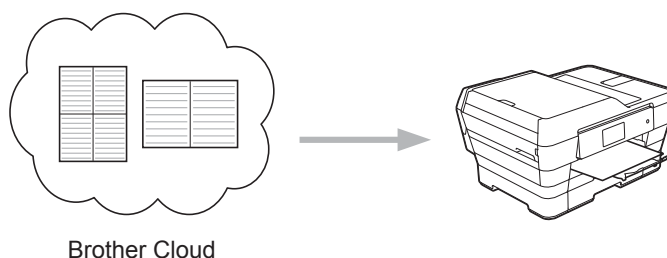
## Printing and Scanning notes

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.

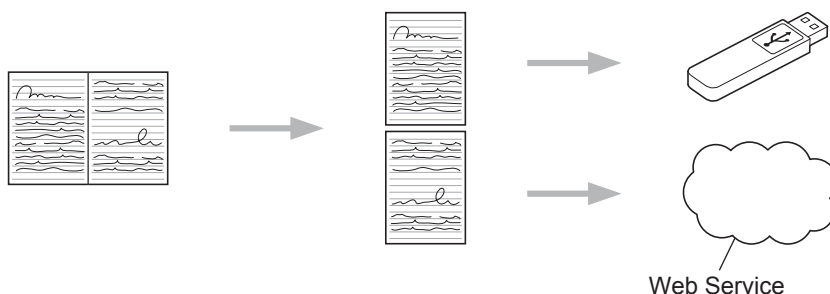
### NotePrint

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.

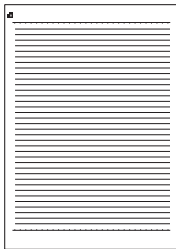


### NOTE

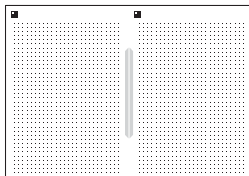
You must use Brother note sheet templates to successfully use the NoteScan feature.

**Note Sheet template examples:**

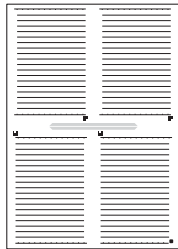
1 in 1, Note style



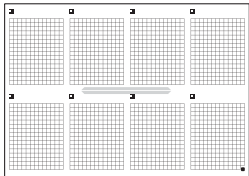
2 in 1, Dot graph style



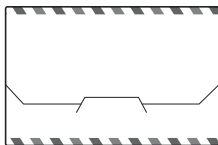
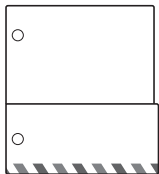
4 in 1, Note style



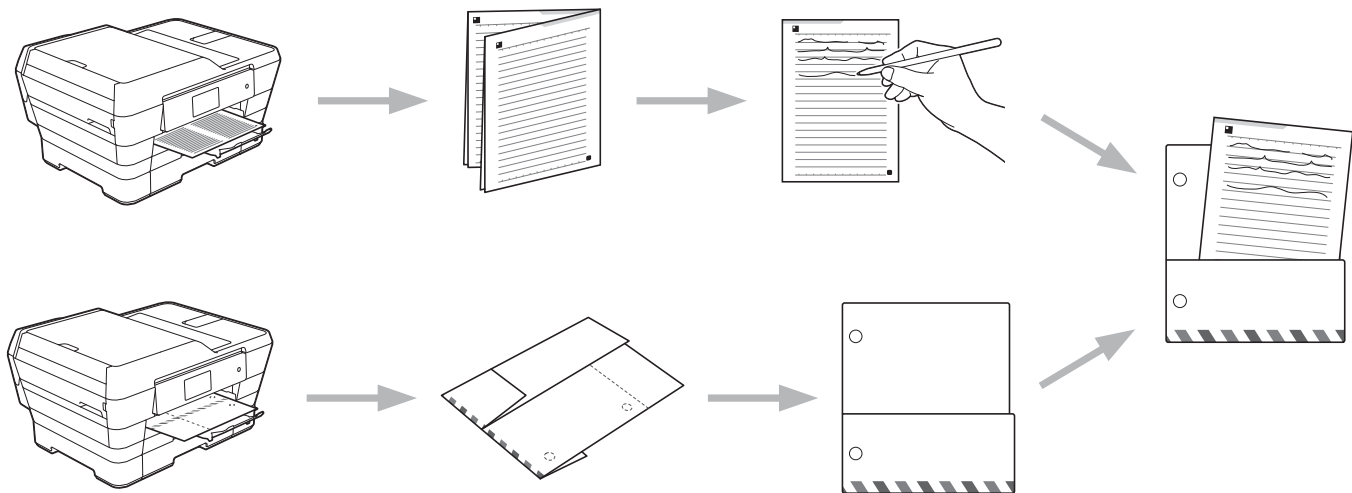
8 in 1, Grid style



**Note Folder template examples:**



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



## Print Note and Folder Template

### For MFC-J6920DW/J6925DW

- 1 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 2 Press **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display **Apps**.  
Press **Apps**.
- 5 Swipe left or right, or press ◀ or ▶ to display **NoteScan**.  
Press **NoteScan**.
- 6 Press **Print Note & Folder template**.
- 7 If information regarding **Print Note & Folder** 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: **1in1**, **2in1**, **4in1**, or **8in1**. Indicate the number of copies you want to print and press **OK**. Repeat this step to select other formats as needed. Go to step 12.
- 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 formats as needed.

### NOTE

After the folder is printed, fold the paper along the dotted lines and secure the folded areas with tape or other adhesive. You can use a three-hole punch to make the folder suitable for use in a binder.

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

### For MFC-J3520/J3720/J6520DW/J6720DW

- 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 ▲ or ▼ to display NoteScan.  
Press NoteScan.
- 6 Press Print Note & Folder template.
- 7 If information regarding Print Note & Folder 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: 1in1, 2in1, 4in1, or 8in1. Indicate the number of copies you want to print and press OK. Repeat this step to select other formats as needed. Go to step 12.
- 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 formats as needed.

### NOTE

After the folder is printed, fold the paper along the dotted lines and secure the folded areas with tape or other adhesive. You can use a three-hole punch to make the folder suitable for use in a binder.

- 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.

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


### For MFC-J6920DW/J6925DW

- 1 Load your notes.
- 2 Swipe left or right, or press ◀ or ▶ to display the **More** screen.
- 3 Press **Web**.  
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 Swipe left or right, or press ◀ or ▶ to display **Apps**.  
Press **Apps**.
- 6 Swipe left or right, or press ◀ or ▶ to display **NoteScan**.  
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 Swipe left or right, or press ◀ or ▶ to display the service you want.  
Press the service name.
- 12 Swipe up or down, or 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 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 MFC-J3520/J3720/J6520DW/J6720DW


- 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 ▲ or ▼ to display `NoteScan`.  
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 name.
- 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 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 .

## 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
- OneDrive
- Box

### For MFC-J6920DW/J6925DW

- 1 If the displayed screen is either **Home** or **More**, swipe left or right, or press ◀ or ▶ to display a Shortcut screen.
- 2 Press  where there is room to add a Shortcut.
- 3 Press **Web**.
- 4 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**.

- 5 Swipe left or right, or press ◀ or ▶ to display the available services, and then press the desired service.
- 6 Swipe up or down, or press ▲ or ▼ to display your account name, and press it.
- 7 If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- 8 Select the function you want.



### NOTE

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

- 9 When finished, review the settings you have chosen for this Shortcut, and then press **OK**.

- 10 Enter a name for the Shortcut using the Touchscreen.  
Press **OK**.
- 11 Press **OK** to save your Shortcut.

#### For MFC-J3520/J3720/J6520DW/J6720DW

- 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 48) and create a new Shortcut with the settings you need (see *Adding Web Connect Shortcuts* on page 46).


## How to edit Shortcut names

### For MFC-J6920DW/J6925DW



- 1 Swipe left or right, or press ◀ or ▶ to display a Shortcut you want to edit.
- 2 Press and hold the Shortcut until the dialog box appears.

### NOTE

You can also press , then All Settings, and then press Shortcut Settings.

- 3 Press Edit Shortcut Name.
- 4 Hold down  to delete the current name, and then enter a new name using the Touchscreen. Press OK.

### For MFC-J3520/J3720/J6520DW/J6720DW


- 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.

## How to delete Shortcuts

### For MFC-J6920DW/J6925DW


- 1 Swipe left or right, or press ◀ or ▶ to display a Shortcut you want to delete.
- 2 Press and hold the Shortcut until the dialog box appears.

### NOTE

You can also press , then All Settings, and then press Shortcut Settings.

- 3 Press Delete to delete the Shortcut that you chose in step 2. Press Yes to confirm.

### For MFC-J3520/J3720/J6520DW/J6720DW

- 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

6

### For MFC-J6920DW/J6925DW

- 1 Swipe left or right, or press ◀ or ▶ to display a Shortcut you want to recall.
- 2 Press the Shortcut.

### For MFC-J3520/J3720/J6520DW/J6720DW

- 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://support.brother.com>.

Error Message	Cause	Action
For MFC-J6920DW/J6925DW Connection Error 02 Network connection failed. Verify that the network connection is good. For MFC-J3520/J3720/J6520DW/J6720DW Connection Error 02 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 MFC-J6920DW/J6925DW Connection Error 03 Connection failed to server. Check network settings. For MFC-J3520/J3720/J6520DW/J6720DW Connection Error 03 Connection failed to server. Check network settings.	<ul style="list-style-type: none"> <li>■ Network or server settings are incorrect.</li> <li>■ There is a problem with the network or server.</li> </ul>	<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 7 and <i>How to register and delete accounts on the machine</i> on page 9).

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 7 and <i>How to register and delete accounts on the machine</i> on page 9.</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>

# brother

**Visit us on the World Wide Web**  
**<http://www.brother.com/>**



[www.brotherearth.com](http://www.brotherearth.com)