



# Web Connect Guide

**MFC-J4320DW**

**MFC-J4420DW**

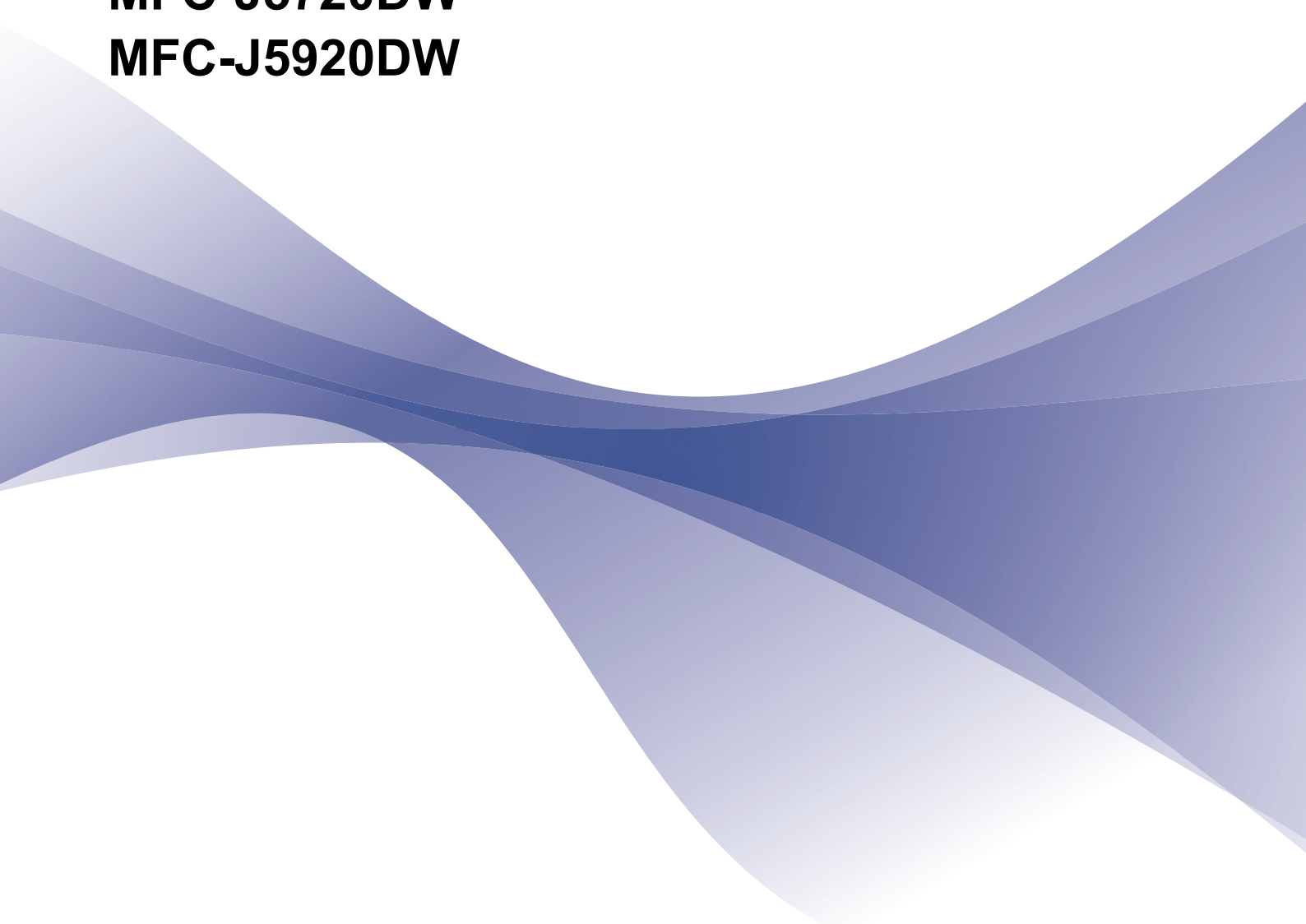
**MFC-J4620DW**

**MFC-J5520DW**

**MFC-J5620DW**

**MFC-J5720DW**

**MFC-J5920DW**



## Before You Use Your Brother Machine

- [Applicable Models](#)
- [Definitions of Notes](#)
- [Trademarks](#)
- [Important Note](#)

## Applicable Models

This User's Guide applies to the following models:

2.7 inch Touchscreen LCD models: MFC-J4320DW/MFC-J4420DW

3.7 inch Touchscreen LCD models: MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/  
MFC-J5920DW



### Related Information

- [Before You Use Your Brother Machine](#)

## Definitions of Notes

We use the following symbol and convention throughout this User's Guide:



Tips icons provide helpful hints and supplementary information.



### Related Information

- [Before You Use Your Brother Machine](#)

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### Related Information

- [Before You Use Your Brother Machine](#)

## Important Note

- Go to your model's **Manuals** page on the Brother Solutions Center at <http://support.brother.com> to download the other manuals.
- Not all models are available in all countries.

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- Windows® XP in this document represents Windows® XP Professional, Windows® XP Professional x64 Edition and Windows® XP Home Edition.
  - In this manual, the LCD messages of the MFC-J4620DW are used unless otherwise specified.

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## **Related Information**

- [Before You Use Your Brother Machine](#)
-

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## Before You Use Brother Web Connect

- [What Is Brother Web Connect?](#)

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

- [Accessible Services](#)

Use Brother Web Connect to access services from your Brother machine:

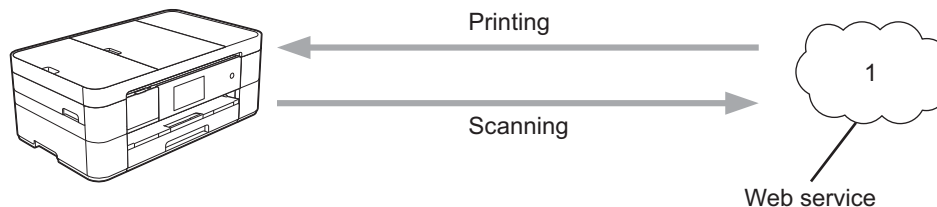
- [Conditions for Using Brother Web Connect](#)

- [Set Up Brother Web Connect](#)

(For the following services: Picasa Web Albums™, Flickr®, Facebook, Google Drive™, Evernote®, Dropbox, OneDrive, Box)

## What Is Brother Web Connect?

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



1. Photos, images, documents and other files



### Related Information

- [Before You Use Brother Web Connect](#)

## Accessible Services

Use Brother Web Connect to access services from your Brother machine:

### Picasa Web Albums™

An online photo sharing service. Images can be uploaded, organized into albums, and shared with other users.

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

### Google Drive™

An online document storage, editing, sharing and file synchronization service.

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

### Flickr®

An online photo sharing service. Images can be uploaded, organized into albums, and shared with other users.

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

### Facebook

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

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

### Evernote®

An online file storage and management service.

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

### Dropbox

An online file storage, sharing and synchronization service.

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

### OneDrive

An online file storage, sharing and managing service.

URL: <https://onedrive.live.com>

### Box

An online document editing and sharing service.

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

### Brother CreativeCenter

A website that offers various templates, such as greeting cards, brochures and calendars that you can print on your Brother machine. (available only for certain countries)

<http://www.brother.com/creativecenter>

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)



Accessible Services	Picasa Web Albums™ Flickr® Facebook	Google Drive™ Evernote® Dropbox OneDrive Box	Brother CreativeCenter
Upload scanned images	JPEG	JPEG/PDF/DOCX/XLSX/PPTX	-
Upload images saved on media	JPEG	JPEG	-
FaxForward to the online services (available only for certain countries)	JPEG	PDF/JPEG /TIFF	-



(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.



### Related Information

- [Before You Use Brother Web Connect](#)
- [FaxForward to Cloud](#)

## Conditions for Using Brother Web Connect

- [Service Account](#)
- [Internet Connection](#)
- [MFL-Pro Suite Installation](#)
- [Configure the Proxy Server Settings Using the Machine's Control Panel](#)
- [Configure the Proxy Server Settings Using Web Based Management](#)

## Service Account

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 to use Brother CreativeCenterBrother CreativeCenter.



### Related Information

- [Conditions for Using Brother Web Connect](#)
-

## Internet Connection

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 network setups that use a proxy server, the machine must also be configured to use a proxy server. If you are unsure of your network configuration, check with your network administrator.



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

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### Related Information

- [Conditions for Using Brother Web Connect](#)
-

## 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.

For Windows®:

To install Brother MFL-Pro Suite and configure the machine to be able to print over your wired or wireless network, see the *Quick Setup Guide*.

For Macintosh:

To install Brother Software, go to the Brother Solutions Center at <http://support.brother.com>.



### Related Information

- [Conditions for Using Brother Web Connect](#)
-

## Configure the Proxy Server Settings Using the Machine's Control Panel



If your network uses a proxy server, the following proxy server information must be configured on the machine:

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



>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press  (Settings) > All Settings > Network > Web Connect Settings > Proxy Settings > Proxy Connection.
2. Press On.
3. Press the option that you want to set, and then enter the proxy server information.  
Press OK.
4. Press .

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Press  (Settings) > All Settings > Network > Web Connect Settings > Proxy Settings > Proxy Connection.
2. Press On.
3. Press the option that you want to set, and then enter the proxy server information.  
Press OK.
4. Press .



### Related Information

- [Conditions for Using Brother Web Connect](#)

## Configure the Proxy Server Settings Using Web Based Management

If your network uses a proxy server, the following proxy server information must be configured using Web Based Management:


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



We recommend Microsoft® Internet Explorer® 8.0/9.0/10.0 for Windows® and Safari 5.0/6.0 for Macintosh. Make sure that JavaScript and Cookies are always enabled in whichever browser you use. If a different web browser is used, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example: http://192.168.1.2

3. No password is required by default. Type a password if you have set one, and then click .
4. Click the **Network** tab.
5. Click **Protocol** in the left navigation bar.
6. Make sure the **Proxy** check box is selected, and then click **Submit**.
7. In the **Proxy** field, click **Advanced Setting**.
8. Enter the proxy server information.
9. Click **Submit**.



### Related Information

- [Conditions for Using Brother Web Connect](#)

## **Set Up Brother Web Connect**

(For the following services: Picasa Web Albums™, Flickr®, Facebook, Google Drive™, Evernote®, Dropbox, OneDrive, Box)

- [Brother Web Connect Setup Overview](#)
- [Create an Account for Each of the Desired Services](#)
- [Apply for Brother Web Connect Access](#)
- [Register an Account on Your Brother Machine](#)

You must enter your Brother Web Connect account information and configure your machine so that it can use Brother Web Connect to access the service you want.

- [Delete a Brother Web Connect Account on Your Machine](#)
- [Set Up Brother Web Connect for Brother CreativeCenter](#)

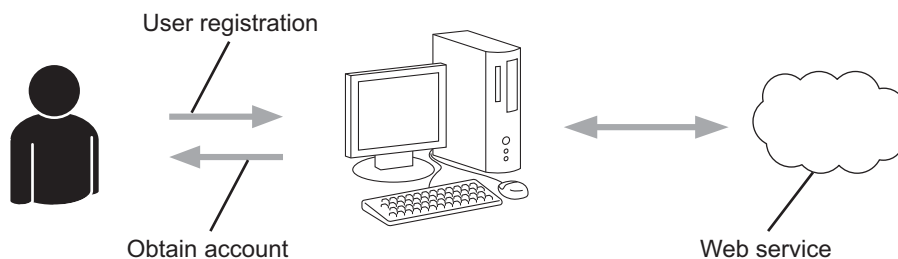


## Brother Web Connect Setup Overview

Configure the Brother Web Connect settings using the following procedure (when using Brother CreativeCenter, this procedure is not necessary):

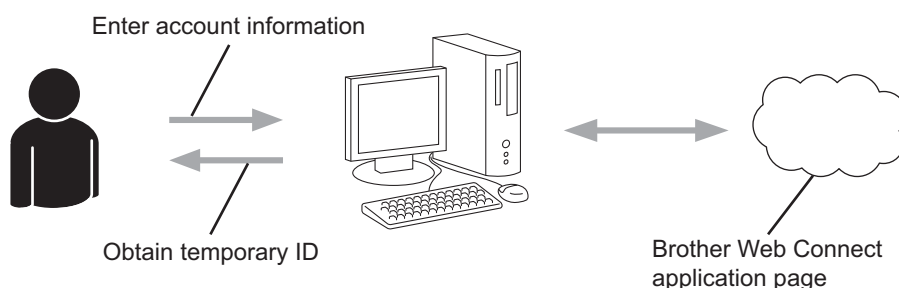
### Step 1: Create an account with the desired service.

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.)



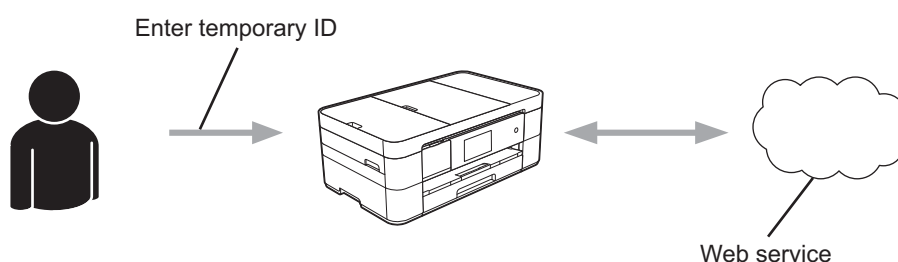
### Step 2: Apply for Brother Web Connect access.

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



### Step 3: Register your account information on your machine so you can access the desired services.

Enter the temporary ID to enable the service on your 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.



Your Brother machine can now use the service.



### Related Information

- [Set Up Brother Web Connect](#)

## Create an Account for Each of the Desired Services

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 service's website 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.

After you finish creating an account with the desired online service, apply for Brother Web Connect access.



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You do not need to create an account if you 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.

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### Related Information

- [Set Up Brother Web Connect](#)
-

## Apply for Brother Web Connect Access

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. Access the Brother Web Connect application web page.

Option	Description
Windows® XP Windows Vista® Windows® 7	Click  ( <b>Start</b> ) > <b>All Programs</b> > <b>Brother</b> > <b>Brother Utilities</b> , and then click the drop-down list and select your model name (if not already selected). Click <b>Use More</b> in the left navigation bar, and then click <b>Brother Web Connect</b> .
Windows® 8	Click  ( <b>Brother Utilities</b> ), and then click the drop-down list and select your model name (if not already selected). Click <b>Use More</b> in the left navigation bar, and then click <b>Brother Web Connect</b> .
Macintosh	Click <b>Go</b> in the <b>Finder</b> bar, <b>Applications</b> > <b>Brother</b> > <b>Utilities</b> > <b>Brother Web Connect</b> .

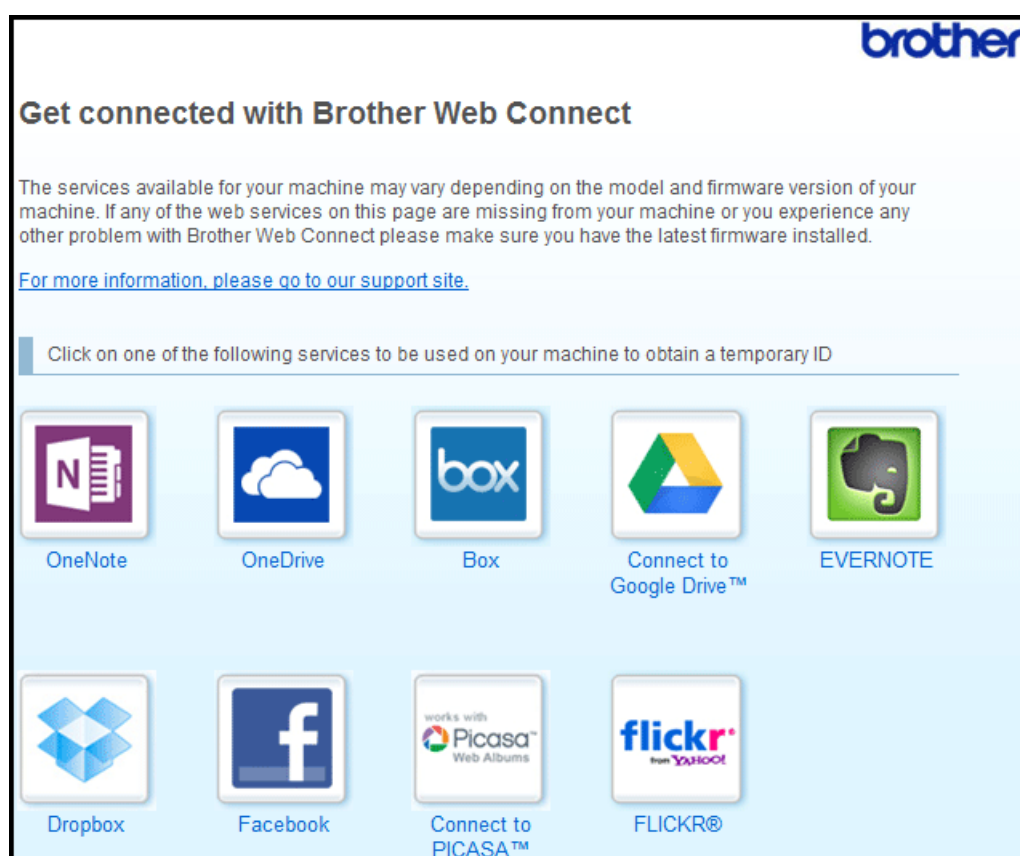


You can also access the page directly:

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

The web browser will access the application page.

2. Select the service you want to use.

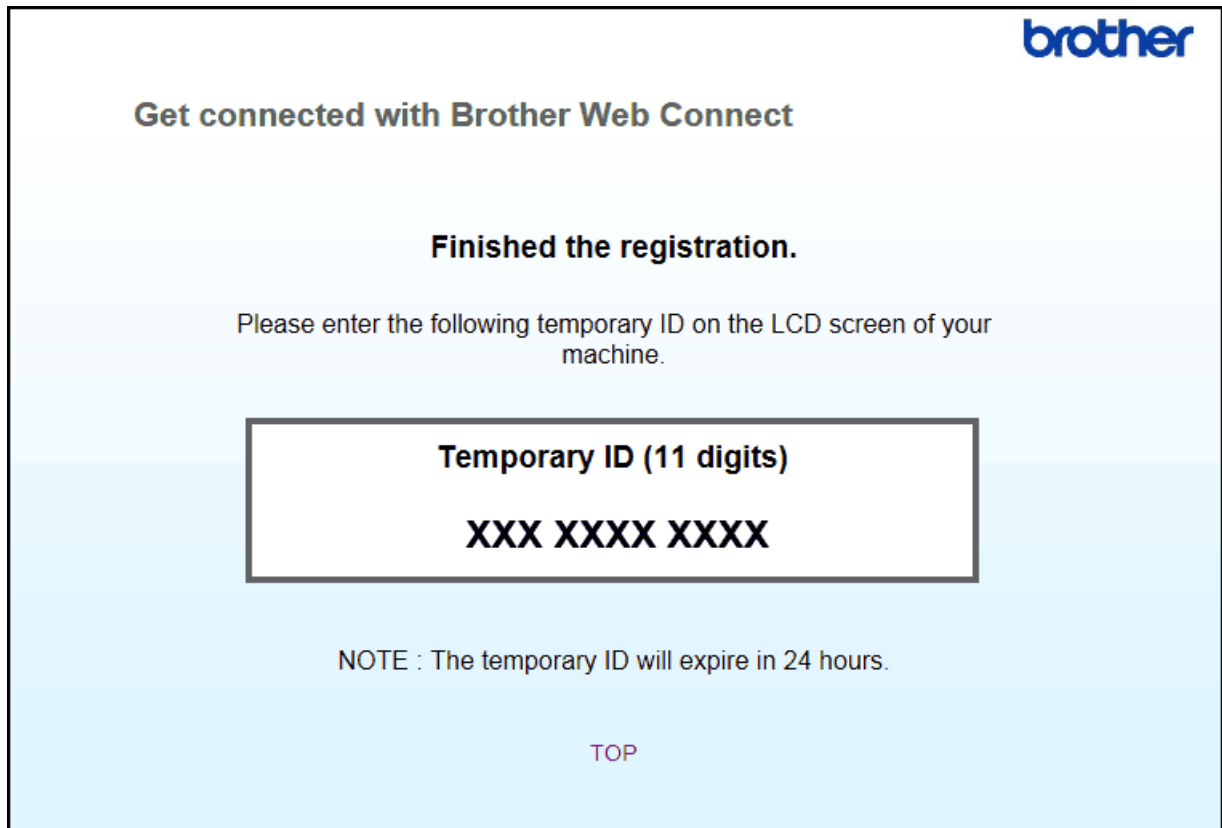


The actual screen may differ from the screen shown above.

3. Follow the on-screen instructions and apply for access.

When finished, your temporary ID will be displayed.

4. Make a note of your 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.

Now that you have a Brother Web Connect access ID, you must register this ID on your machine, and then use your machine to access the desired web service.



### Related Information

- [Set Up Brother Web Connect](#)
- [Register an Account on Your Brother Machine](#)

## Register an Account on Your Brother Machine

You must enter your Brother Web Connect account information and configure your machine so that it can use Brother Web Connect to access the service you want.

- You must apply for Brother Web Connect access to register an account on your machine.
- Before you register an account, confirm that the correct date and time are set on the machine's control panel.
- You can register up to 10 accounts on your machine.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

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**.

You will be asked if you want to display this information again in the future.

3. Press **Yes** or **No**.



Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

4. Press ▲ or ▼ to display the service with which you want to register.

Press the service name.

5. If information regarding Brother Web Connect is displayed, press **OK**.

6. Press **Register/Delete** > **Register Account**.

7. The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access.

Press **OK**.

8. Enter the temporary ID using the LCD, and then press **OK**.



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 and receive a new temporary ID.

9. The machine will prompt you to enter the account name that you want to be displayed on the LCD.

Press **OK**.

10. Enter the name using the LCD, and then press **OK**.

11. 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**.



When the account information you entered is displayed, confirm that it is correct.

12. Press **Yes** to register your information as entered.

13. Press **OK**.

Account registration is complete and your machine can now access the service.

14. Press .

1. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
2. Press **Web**.
3. If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.  
You will be asked if you want to display this information again in the future.
4. Press **Yes** or **No**.



Occasionally, updates or announcements about Brother Web Connect's features 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 > Register Account**.
8. The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access.  
Press **OK**.
9. Enter the temporary ID using the LCD, and then press **OK**.




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 and receive a new temporary ID.

10. The machine will prompt you to enter the account name that you want to be displayed on the LCD.  
Press **OK**.
11. Enter the name using the LCD, and then press **OK**.
12. 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**.



When the account information you entered is displayed, confirm that it is correct.

13. Press **Yes** to register your information as entered.
14. Press **OK**.  
Account registration is complete and your machine can now access the service.
15. Press .



### Related Information

- [Set Up Brother Web Connect](#)
- [Apply for Brother Web Connect Access](#)

## Delete a Brother Web Connect Account on Your Machine

>> MFC-J4320DW/MFC-J4420DW


>> MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

### MFC-J4320DW/MFC-J4420DW

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



Occasionally, updates or announcements about Brother Web Connect's features 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 > Delete Account**.
6. 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.
7. Press **OK**.  
You will be asked to confirm your selections.
8. Press **Yes** to delete.
9. Press **OK**.
10. Press .

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
2. Press **Web**.
3. If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.  
You will be asked if you want to display this information again in the future.
4. Press **Yes** or **No**.



Occasionally, updates or announcements about Brother Web Connect's features 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 you want to delete.  
Press the service name.
6. Press **Register/Delete Account > 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**.  
You will be asked to confirm your selections.
9. Press **Yes** to delete.
10. Press **OK**.

---

11. Press .



### Related Information

- [Set Up Brother Web Connect](#)
-



## Set 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 the calendars, business cards, posters and greeting cards available at <http://www.brother.com/creativecenter>.



Brother CreativeCenter is not available in all countries.



### Related Information

- [Set Up Brother Web Connect](#)
-

## Scan and Upload

- [Scan and Upload Documents Using Brother Web Connect](#)

Upload your scanned photos and documents directly to a web service without using a computer.

- [Upload a Document from an External Memory Device Using Brother Web Connect](#)

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

## Scan and Upload Documents Using Brother Web Connect

Upload your scanned photos and documents directly to a web 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.

If you are a restricted Web Connect user due to the Secure Function Lock feature (available for certain models), you cannot upload the scanned data.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Load your document.
2. Press ◀ or ▶ to display **Web**.

Press **Web**.



- You can also press **Scan >** to **Web**.
- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

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

Option	Description
Scan Type	Select the scan type for your document.
Resolution	Select the scan resolution for your document.
Scan Size	Select the scan size for your document.



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

9. If the LCD prompts you to **Select a Tag**, press the tag you want.  
Press **OK**.
10. Press **OK**.

The machine scans the document and starts uploading. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.

1. Load your document.
2. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
3. Press **Web**.



- You can also press **Scan >** to **Web**.
- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features 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 to which you want to upload. Press the service name.
5. Swipe up or down, or press ▲ or ▼ to display your account name, and then press it.
6. If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
7. Press **Upload from Scanner**.
8. If you are prompted to specify your document's file format, select the file format of the document you are scanning.
9. When the Scan Settings screen appears on the LCD, do one of the following:
  - To continue without changing the scan settings, press **OK**.
  - Select the scan settings you want to change, and then press **OK**.

Option	Description
Scan Type	Select the scan type for your document.
Resolution	Select the scan resolution for your document.
Scan Size	Select the scan size for your document.
2-sided Scan (for MFC-J5720DW/MFC-J5920DW only)	Select the 2-sided scan mode.



- When scanning and uploading JPEG files, each page is uploaded as a separate file.
- 2-sided Scan is available only when you scan from the ADF.

10. If the LCD prompts you to **Select a Tag**, press the tag you want.

Press **OK**.

11. Press **OK**.

The machine scans the document and starts uploading. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



## **Related Information**

- [Scan and Upload](#)

## Upload a Document from an External Memory Device Using Brother Web Connect

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

If you are a restricted Web Connect user due to the Secure Function Lock feature (available for certain models), you cannot upload the scanned data.



(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.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

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 ▲ or ▼ to display **Web**.

Press **Web**.



- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

4. Press ▲ or ▼ to display the service that hosts the account to which you want to upload.  
Press the service name.
5. Press ▲ or ▼ to display your account name, and then press it.
6. If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
7. Press **Upload: Media**.
8. 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 selected all the documents that you want to upload.
9. When finished, press **OK**.
10. Press **OK**.  
The machine starts uploading the document(s).

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

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**.
- Occasionally, updates or announcements about Brother Web Connect's features 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 to which you want to upload. Press the service name.
5. Swipe up or down, or press ▲ or ▼ to display your account name, and then press it.
6. If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
7. Press **Upload from Media**.
8. 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 selected all the documents that you want to upload.
9. When finished, press **OK**.
10. Press **OK**.  
The machine starts uploading the document(s).



### Related Information

- [Scan and Upload](#)

## Download, Print, and Save

- [Download and Print Documents Using Brother Web Connect](#)
- [Download and Save 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 with no viewing restrictions.

## Download and Print Documents Using Brother Web Connect

Documents that have been uploaded to your account 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 and documents with no viewing restrictions.

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

If you are a restricted user for Web Connect due to the Secure Function Lock feature (available for certain models), you cannot download the data.

The Secure Function Lock Page Limit feature applies to the print job using Web Connect.



(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.



### Related Information

- [Download, Print, and Save](#)
- [Download and Print Using Picasa Web Albums™, Flickr®, Facebook, Google Drive™, Evernote®, Dropbox, OneDrive and Box](#)
- [Download and Print Brother CreativeCenter Templates](#)



## Download and Print Using Picasa WEB ALBUMS™, FLICKR®, FACEBOOK, GOOGLE DRIVE™, EVERNOTE®, DROPBOX, ONEDRIVE and BOX

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press ◀ or ▶ to display `Web`.

Press `Web`.



- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press `OK`.

2. Press ▲ or ▼ to display the service that hosts the document you want to download and print.

Press the service name.

3. Do one of the following:

- To log on to the service, press ▲ or ▼ to display your account name, and then press it. If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.
- 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`.

4. Press `Download: Print`.



- If you accessed the service as a guest user, enter or select the account name of the user whose documents you want to download.
- For Facebook, Picasa Web Albums™ and Flickr®:
  - To download your own documents from the service, press `Your album`.
  - To download other users' documents from the service, press `Other user's album`, and then enter or select the account name of the user whose documents you want to download.

5. Press ▲ or ▼ to display the desired album, and then press it.



- 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.
- Some services do not require documents to be saved in albums. For documents not saved in albums, select `See Unsorted Files` or `See UnsortedPhotos` to select documents. You can not download documents from other users if they are not saved in an album.

6. 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).

7. When finished, press `OK`.

8. The Print Settings screen will be displayed. Do one of the following:

- To continue without changing the print settings, press `OK`.
- Select the print settings you want to change, and then press `OK`.

Option	Description
Print Quality	Select the print quality.
Paper Size	Select the paper size.
Paper Type	Select the paper type.
Borderless (for JPEG files only)	Expand the printable area to fit the edges of the paper.
2-sided (for PDF or Microsoft® Office files only)	Select to copy on both sides of the paper.

9. Press **OK** to print.

The machine starts downloading and printing the documents.

## MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
2. Press **Web**.



- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

3. 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.

4. 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 then press it. If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
  - To access the service as a guest user, swipe up or down, or press ▲ or ▼ to display **Use Service as a Guest User**, and then press it. When the information regarding access as a guest user is displayed, press **OK**.
5. Press **Download to Print**.



- If you accessed the service as a guest user, enter or select the account name of the user whose documents you want to download.
- For Facebook, Picasa Web Albums™ and Flickr®:
  - To download your own documents from the service, press **Your album**.
  - To download other users' documents from the service, press **Other user's album**, and then enter or select the account name of the user whose documents you want to download.

6. Swipe up or down, or press ▲ or ▼ to display the desired album, and then press it.



- 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.
- Some services do not require documents to be saved in albums. For documents not saved in albums, select **Show Unsorted Files** or **Show Unsorted Photos** to select documents. You can not download documents from other users if they are not saved in an album.

7. 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).
8. When finished, press **OK**.

---

9. The Print Settings screen will be displayed. Do one of the following:

- To continue without changing the print settings, press **OK**.
- Select the print settings you want to change, and then press **OK**.

Option	Description
Print Quality	Select the print quality.
Paper Size	Select the paper size.
Paper Type	Select the paper type.
Borderless Print (for JPEG files only)	Expand the printable area to fit the edges of the paper.
2-sided (for PDF or Microsoft® Office files only)	Select to copy on both sides of the paper.

10. Press **OK** to print.

The machine starts downloading and printing the documents.



### Related Information

- [Download and Print Documents Using Brother Web Connect](#)
-

## Download and Print Brother CreativeCenter Templates

Brother CreativeCenter is not available in all countries.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press ◀ or ▶ to display **Apps**.

Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

2. Press **Print "CreativeCenter" Templates**.
3. Press ▲ or ▼ to display the desired category, and then press it.
4. Select the desired file. Enter the number of copies you want to print and then press **OK**. Repeat this step until you have selected all the files that you want to print.
5. When finished, press **OK**.



If information regarding the recommended print settings is displayed on the machine's LCD, read the information and press **OK**.

6. The **Print Settings** screen will be displayed. Do one of the following:
  - To continue without changing the print settings, press **OK**.
  - Select the print settings you want to change, and then press **OK**.

Option	Description
Print Quality	Select the print quality.
Paper Size	Select the paper size.
Paper Type	Select the paper type.
Borderless (for JPEG files only)	Expand the printable area to fit the edges of the paper.
2-sided (for PDF or Microsoft® Office files only)	Select to copy on both sides of the paper.

7. Press **OK**.  
The machine starts downloading and printing the documents.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
2. Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

3. Press **Print** "CreativeCenter" Templates.
4. Swipe up or down, or press **▲** or **▼** to display the desired category, and then press it.
5. Select the desired file. Enter the number of copies to print and then press **OK**. Repeat this step until you have selected all the files that you want to print.
6. When finished, press **OK**.



If information regarding the recommended print settings is displayed on the machine's LCD, read the information and press **OK**.

7. The Print Settings screen will be displayed. Do one of the following:
  - To continue without changing the print settings, press **OK**.
  - Select the print settings you want to change, and then press **OK**.

Option	Description
Print Quality	Select the print quality.
Paper Size	Select the paper size.
Paper Type	Select the paper type.
Borderless Print (for JPEG files only)	Expand the printable area to fit the edges of the paper.
2-sided (for PDF or Microsoft® Office files only)	Select to copy on both sides of the paper.

8. Press **OK**.  
The machine starts downloading and printing the documents.



## Related Information

- [Download and Print Documents Using Brother Web Connect](#)

## Download and Save 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 with no viewing restrictions.

- Make sure there is enough available space on your memory card or USB flash drive.
- To download other users' documents, you must have access privileges to view the corresponding albums or documents.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

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 ▲ or ▼ to display `Web`.

Press `Web`.



- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press `OK`.
- Occasionally, updates or announcements about Brother Web Connect's features 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.

Press the service name.

5. Do one of the following:

- To log on to the service, press ▲ or ▼ to display your account name, and then press it. If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.
- 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`.

6. Press `Download: Media`.



- If you accessed the service as a guest user, enter or select the account name of the user whose documents you want to download.
- For Facebook, Picasa Web Albums™ and Flickr®:
  - To download your own documents from the service, press `Your album`.
  - To download other users' documents from the service, press `Other user's album`, and then enter or select the account name of the user whose documents you want to download.

7. Press ▲ or ▼ to display the desired album, and then press it.



- 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.
- Some services do not require documents to be saved in albums. For documents not saved in albums, select `See Unsorted Files` or `See UnsortedPhotos` to select documents. You can not download documents from other users if they are not saved in an album.

8. 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).

9. When finished, press `OK`.

10. Press **OK** to download.

The machine starts downloading the documents.

- 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.

## **MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW**

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**.
- Occasionally, updates or announcements about Brother Web Connect's features 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.

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 then press it. If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
- To access the service as a guest user, swipe up or down, or press **▲** or **▼** to display **Use Service as a Guest User**, and then press it. When the information regarding access as a guest user is displayed, press **OK**.

6. Press **Download to Media**.



- If you accessed the service as a guest user, enter or select the account name of the user whose documents you want to download.
- For Facebook, Picasa Web Albums™ and Flickr®:
  - To download your own documents from the service, press **Your album**.
  - To download other users' documents from the service, press **Other user's album**, and then enter or select the account name of the user whose documents you want to download.

7. Swipe up or down, or press **▲** or **▼** to display the desired album, and then press it.



- 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.
- Some services do not require documents to be saved in albums. For documents not saved in albums, select **Show Unsorted Files** or **Show Unsorted Photos** to select documents. You can not download documents from other users if they are not saved in an album.

8. 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).

9. When finished, press **OK**.

10. Press **OK** to download.

The machine starts downloading the documents.

- 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.



## Related Information

- [Download, Print, and Save](#)
-



## **FaxForward to Cloud**

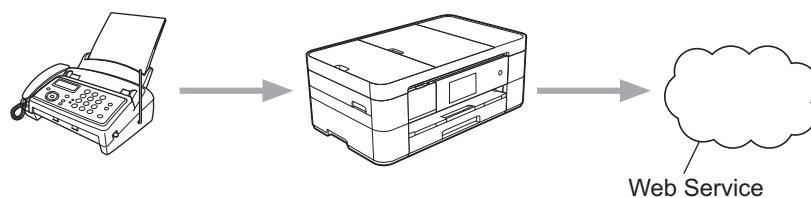
- [FaxForward to Cloud](#)
- [Turn On FaxForward to Cloud](#)

Turn on the FaxForward to Cloud feature to automatically forward your incoming faxes to the online service account of your choice.
- [Turn Off FaxForward to Cloud](#)

Turn off the FaxForward to Cloud feature if you do not want to automatically forward your incoming faxes to any of your online service accounts.

## FaxForward to Cloud

Use the FaxForward to Cloud feature to automatically forward your incoming faxes to your account(s) with the available online services.



### Related Information

- [FaxForward to Cloud](#)
- [Accessible Services](#)

## Turn On FaxForward to Cloud

Turn on the FaxForward to Cloud feature to automatically forward your incoming faxes to the online service account of your choice.

- If you are a restricted Web Connect user due to the Secure Function Lock feature (available for certain models), you cannot upload the scanned data.
- This feature is available only for black and white faxes.
- If you turn on FaxForward to Cloud, you cannot use the following features:
  - Fax Forward
  - Paging (USA and Canada only)
  - Fax Storage
  - PC Fax Receive

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press ◀ or ▶ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

2. Press FaxForward to Cloud.



If information regarding FaxForward to Cloud is displayed, read it, and then press OK.

3. Press On.
4. Press ▲ or ▼ to display the service you want, and then press it.
5. Press ▲ or ▼ to display your account name, and then press it.
6. If the PIN entry screen is displayed, enter the four-digit PIN and press OK.
7. When the Upload Settings screen appears on the LCD, do one of the following:
  - To continue without changing the upload settings, press OK.
  - Select the upload settings you want to change, and then press OK.

Option	Description
File Type	Select the file type for your document.
Backup Print	When On is selected, the machine prints a copy of the fax.

8. Read and confirm the displayed list of settings you have selected, and then press OK.
9. Press OK.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Swipe left or right, or press ◀ or ▶ to display the More1 screen.
2. Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

3. Press **FaxForward to Cloud**.



If information regarding **FaxForward to Cloud** is displayed, read it, and then press **OK**.

4. Press **On**.
5. Swipe left or right, or press **◀** or **▶** to display the service you want, and then press it.
6. Swipe up or down, or 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. When the Upload Settings screen appears on the LCD, do one of the following:
  - To continue without changing the upload settings, press **OK**.
  - Select the upload settings you want to change, and then press **OK**.

Option	Description
File Type	Select the file type for your document.
Backup Print	When On is selected, the machine prints a copy of the fax.

9. Read and confirm the displayed list of settings you have selected, and then press **OK**.
10. Press **OK**.



### Related Information

- [FaxForward to Cloud](#)
- [Turn Off FaxForward to Cloud](#)

## Turn Off FaxForward to Cloud

Turn off the FaxForward to Cloud feature if you do not want to automatically forward your incoming faxes to any of your online service accounts.

- If you are a restricted Web Connect user due to the Secure Function Lock feature (available for certain models), you cannot upload the scanned data.
- If there are received faxes still in your machine's memory, you cannot turn off FaxForward to Cloud.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press ◀ or ▶ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

2. Press FaxForward to Cloud.



If information regarding FaxForward to Cloud is displayed, read it, and then press OK.

3. Press Off.

4. Press OK.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Swipe left or right, or press ◀ or ▶ to display the More1 screen.

2. Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

3. Press FaxForward to Cloud.



If information regarding FaxForward to Cloud is displayed, read it, and then press OK.

4. Press Off.

5. Press OK.



### Related Information

- [FaxForward to Cloud](#)
- [Turn On FaxForward to Cloud](#)

## About Outline, Scan, and Copy or Cut

- [Outline, Scan, and Copy or Cut Parts of Your Documents](#)

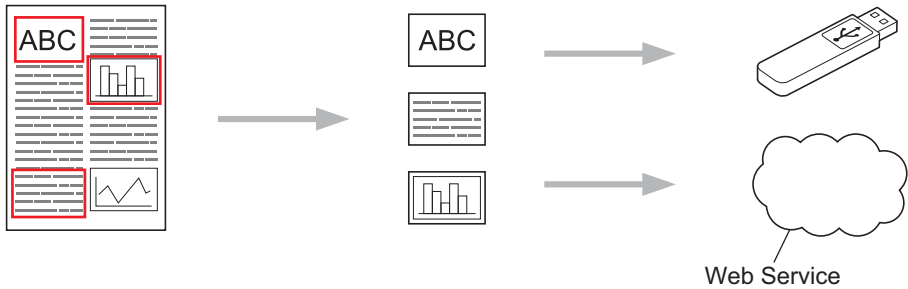
When you outline specific areas of a document using a red pen and then scan the document, the outlined areas will be captured and can be processed as images in various ways.

# Outline, Scan, and Copy or Cut Parts of Your Documents

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

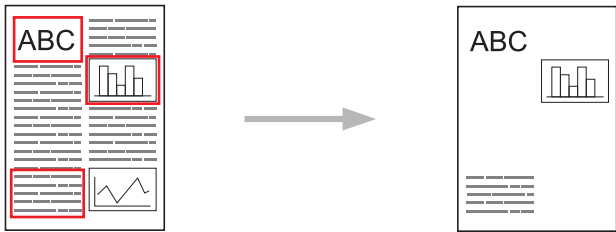
### Outline and Scan

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



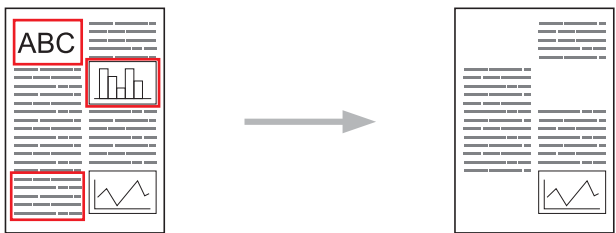
### Copy Outlined Area

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



### Cut Outlined Area

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

Correct outline style	Incorrect outline style

- 
- 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.



### **Related Information**

- [About Outline, Scan, and Copy or Cut](#)
  - [Outline and Scan a Document to the Cloud](#)
  - [Outline and Scan a Document to a Memory Card or USB Flash Drive](#)
  - [Copy an Outlined Section](#)
  - [Cut an Outlined Section](#)
-



## Outline and Scan a Document to the Cloud

The areas outlined using a red pen are extracted and saved to a cloud service as separate JPEG files.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Using a thick red pen or marker, outline the areas of the document that you want to scan.
2. Load your document.
3. Press ◀ or ▶ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

4. Press Outline&Scan > Save to Cloud.



If information regarding Outline&Scan is displayed, read it, and then press OK.

5. Press ▲ or ▼ to display the service you want, and then press it.
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. If the LCD prompts you to specify scan size, select the scan size of the document you are scanning.
9. Press OK.

The machine scans the document and starts uploading.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Using a thick red pen or marker, 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 More1 screen.
4. Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

5. Press Outline&Scan > Save to Cloud.



If information regarding Outline&Scan is displayed, read it, and then press OK.

6. Swipe left or right, or press ◀ or ▶ to display the service you want, and then press it.
7. Swipe up or down, or press ▲ or ▼ to display your account name, and then press it.
8. If the PIN entry screen is displayed, enter the four-digit PIN and press OK.
9. If the LCD prompts you to specify scan size, select the scan size of the document you are scanning.
10. Press OK.

The machine scans the document and starts uploading.



## Related Information

- [Outline, Scan, and Copy or Cut Parts of Your Documents](#)

## Outline and Scan a Document to a Memory Card or USB Flash Drive

The areas outlined using a red pen are extracted and saved to media as separate JPEG files.

- Insert the memory card or USB flash drive before scanning.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Using a thick red pen or marker, outline the areas of the document that you want to scan.
2. Load your document.
3. Press ◀ or ▶ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

4. Press Outline&Scan > Save to Media Card.



If information regarding Outline&Scan is displayed, read it, and then press OK.

5. If the LCD prompts you to specify scan size, select the scan size of the document you are scanning.
6. Press OK.

The machine scans the document.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Using a thick red pen or marker, 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 More1 screen.
4. Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

5. Press Outline&Scan > Save to Media Card.



If information regarding Outline&Scan is displayed, read it, and then press OK.

6. If the LCD prompts you to specify scan size, select the scan size of the document you are scanning.
7. Press OK.

The machine scans the document.



#### Related Information

- [Outline, Scan, and Copy or Cut Parts of Your Documents](#)

## Copy an Outlined Section

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Using a thick red pen or marker, outline the areas of the document that you want to copy.
2. Load your document.
3. Press ◀ or ▶ to display **Apps**.

Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

4. Press **Outline&Copy > Copy outlined area**.



If information regarding **Copy outlined area** is displayed, read it, and then press **OK**.

5. Change your **Print Quality** or your **Paper Size** if needed. Press **OK**.
6. Press **OK**.

The machine scans the document.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Using a red pen, outline the areas of the document that you want to copy.
2. Load your document.
3. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
4. Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

5. Press **Outline&Copy > Copy outlined area**.



If information regarding **Copy outlined area** is displayed, read it, and then press **OK**.

6. Change your **Print Quality** or your **Paper Size** if needed. Press **OK**.
7. Press **OK**.

The machine scans the document.



### Related Information

- [Outline, Scan, and Copy or Cut Parts of Your Documents](#)

## Cut an Outlined Section

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Using a thick red pen or marker, outline the areas of the document that you want to cut.
2. Load your document.
3. Press ◀ or ▶ to display **Apps**.

Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

4. Press **Outline&Copy > Cut** outlined area.



If information regarding **Cut** outlined area is displayed, read it, and then press **OK**.

5. Change your **Print Quality** or your **Paper Size** if needed. Press **OK**.
6. Press **OK**.

The machine scans the document.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Using a red pen, outline the areas of the document that you want to cut.
2. Load your document.
3. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
4. Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

5. Press **Outline&Copy > Cut** outlined area.



If information regarding **Cut** outlined area is displayed, read it, and then press **OK**.

6. Change your **Print Quality** or your **Paper Size** if needed. Press **OK**.
7. Press **OK**.

The machine scans the document.



### Related Information

- [Outline, Scan, and Copy or Cut Parts of Your Documents](#)

## NotePrint and NoteScan

- [NotePrint and NoteScan Overview](#)

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

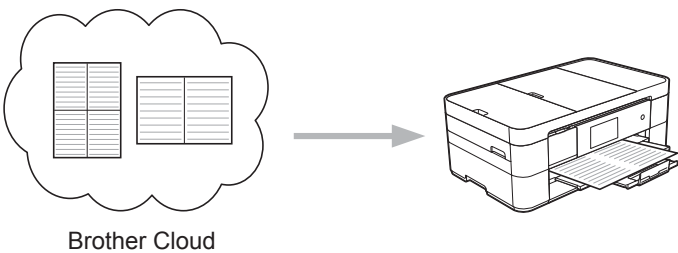
## NotePrint and NoteScan Overview

Use this function to print note sheets and the 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.

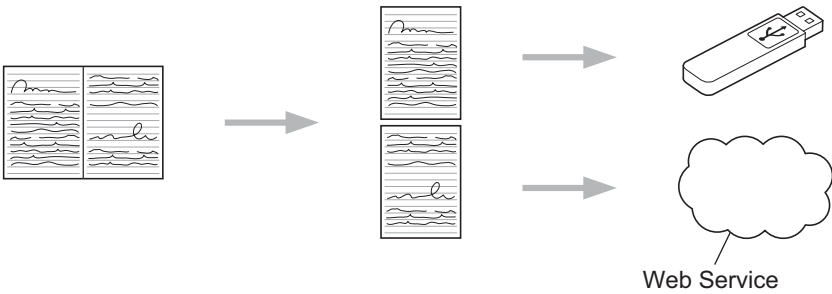
### NotePrint

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



### NoteScan

After writing on your note sheet, scan it to save each section of 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.

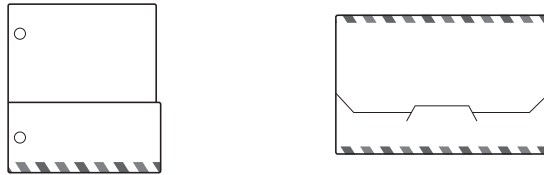


You must use Brother note sheet templates to successfully use the NoteScan feature.

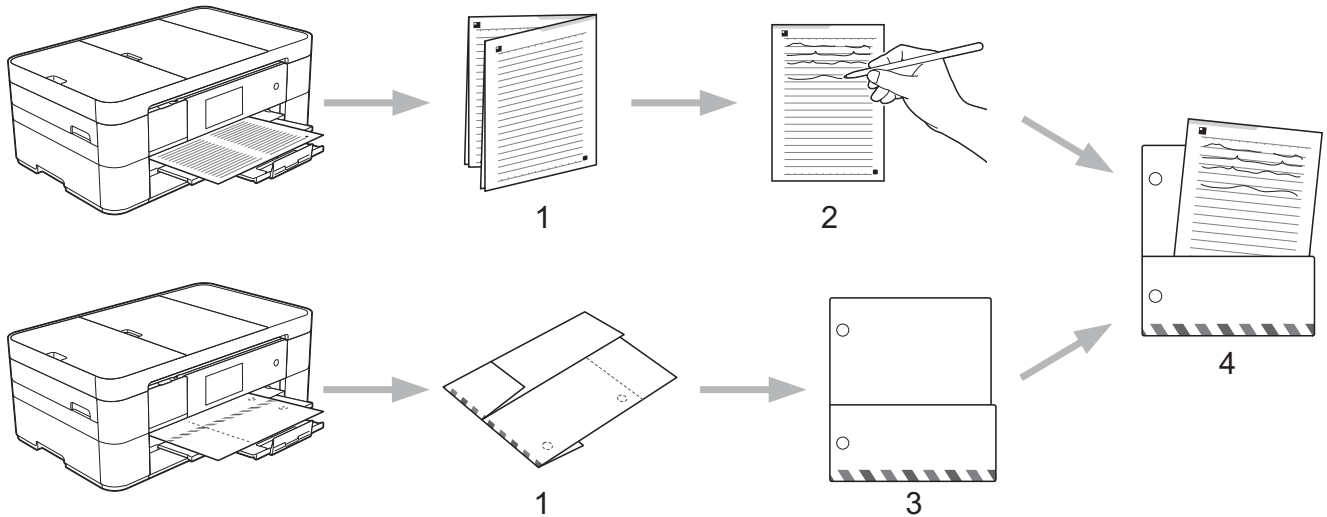
### Note Sheet templates:

1 in 1, Note style	2 in 1, Dot graph style	4 in 1, Note style	8 in 1, Grid style

## Note Folder templates:



## How to use note sheets and note folders



1. Print template and fold on dotted lines.
2. Write your notes.
3. Tape sides and punch binder holes in folder, if needed.
4. Store notes in the custom folder for later use.



### Related Information

- [NotePrint and NoteScan](#)
- [Print Note Sheet and Folder Templates](#)
- [Scan a Note Sheet to the Cloud](#)
- [Scan a Note Sheet to a Memory Card or USB Flash Drive](#)



## Print Note Sheet and Folder Templates

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press ◀ or ▶ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

2. Press NoteScan > Print Note & Folder template.



If information regarding Print Note & Folder template is displayed, read it, and then press OK.

3. Press Note Format or Note Folder.

4. Do one of the following:

- If you selected the Note Format option, select the format and page layout.
- If you selected the Note Folder option, select the category.



- A Note Folder is specially designed to coordinate with the type of Notes you print.
- 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.

5. Indicate the number of copies you want to print and press OK.

6. Repeat the last two steps to select other formats if needed.

7. Press OK.

8. Press OK.

The machine starts printing.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Swipe left or right, or press ◀ or ▶ to display the More1 screen.

2. Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

3. Press NoteScan > Print Note & Folder template.



If information regarding Print Note & Folder template is displayed, read it, and then press OK.

4. Press Note Format or Note Folder.

5. Do one of the following:

- If you selected the Note Format option, select the format and page layout.
- If you selected the Note Folder option, select the category.



- A Note Folder is specially designed to coordinate with the type of Notes you print.
  - 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.
- 

6. Indicate the number of copies you want to print and press **OK**.
7. Repeat the last two steps to select other formats if needed.
8. Press **OK**.
9. Press **OK**.

The machine starts printing.



### **Related Information**

- [NotePrint and NoteScan Overview](#)
-

## Scan a Note Sheet to the Cloud

Each page of your Note Sheet is saved as a separate JPEG file.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Load your notes.
2. Press ◀ or ▶ to display **Apps**.

Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

3. Press **NoteScan > Scan Notes > Save to Cloud**.



If information regarding **Scan Notes** is displayed, read it, and then press **OK**.

4. Press ▲ or ▼ to display the service you want, and then press it.
5. Press ▲ or ▼ to display your account name, and then press it.
6. If the PIN entry screen is displayed, enter the four-digit PIN and press **OK**.
7. Press **OK**.

The machine scans the document and starts uploading.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Load your notes.
2. Swipe left or right, or press ◀ or ▶ to display the **More1** screen.
3. Press **Apps**.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press **OK**.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press **OK**.

4. Press **NoteScan > Scan Notes > Save to Cloud**.



If information regarding **Scan Notes** is displayed, read it, and then press **OK**.

5. Swipe left or right, or press ◀ or ▶ to display the service you want, and then press it.
6. Swipe up or down, or 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 **OK**.

The machine scans the document and starts uploading.



### Related Information

- [NotePrint and NoteScan Overview](#)

## Scan a Note Sheet to a Memory Card or USB Flash Drive

Each page of your Note Sheet is saved as a separate JPEG file.

- Insert the memory card or USB flash drive before scanning.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Load your notes.
2. Press ◀ or ▶ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

3. Press NoteScan > Scan Notes > Save to Media Card.



If information regarding Scan Notes is displayed, read it, and then press OK.

4. Press OK.

The machine scans the document.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Load your notes.
2. Swipe left or right, or press ◀ or ▶ to display the More1 screen.
3. Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

4. Press NoteScan > Scan Notes > Save to Media Card.



If information regarding Scan Notes is displayed, read it, and then press OK.

5. Press OK.

The machine scans the document.



### Related Information

- [NotePrint and NoteScan Overview](#)

## Shortcut Settings

- [Add Web Connect Shortcuts](#)

Save your customized settings for uploading to or downloading and printing from online services shortcuts on your machine.

- [Add Apps Shortcuts](#)

Save your customized settings as Apps shortcuts on your machine.

- [Change Shortcuts](#)

- [Edit Shortcut Names](#)

- [Delete Shortcuts](#)

- [Use a Shortcut](#)



## Add Web Connect Shortcuts

Save your customized settings for uploading to or downloading and printing from online services shortcuts on your machine.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press  (Shortcuts).
2. Press  where there is room to add a Shortcut.
3. Press ▲ or ▼ to display Web.

Press Web.



- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.



4. Follow the LCD instructions to select the service or function you want.



You may need to select your account and enter the PIN depending on the selected service.

5. When finished, review the settings you have selected for this Shortcut, and then press OK.
6. Enter a name for the Shortcut using the Touchscreen. Press OK.
7. Press OK to save your Shortcut.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Press  (Shortcuts).
2. Press  where there is room to add a Shortcut.
3. Swipe up or down, or press ▲ or ▼ to display Web.

Press Web.




- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

4. Follow the LCD instructions to select the service or function you want.



You may need to select your account and enter the PIN depending on the selected service.

5. When finished, review the settings you have selected for this Shortcut, and then press OK.
6. Enter a name for the Shortcut using the Touchscreen. Press OK.
7. Press OK to save your Shortcut.
8. Press .



## Related Information

- [Shortcut Settings](#)
-



## Add Apps Shortcuts

Save your customized settings as Apps shortcuts on your machine.

>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

1. Press  (Shortcuts).
2. Press  where there is room to add a Shortcut.
3. Press ▲ or ▼ to display Apps.

Press Apps.



- If information regarding the Internet connection is displayed on the machine's LCD, read it, and then press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.



4. Follow the LCD instructions to select the service or function you want.



You may need to select your account and enter the PIN depending on the selected service.

5. When finished, review the settings you have selected for this Shortcut, and then press OK.
6. Enter a name for the Shortcut using the Touchscreen. Press OK.
7. Press OK to save your Shortcut.

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Press  (Shortcuts).
2. Press  where there is room to add a Shortcut.
3. Swipe up or down, or press ▲ or ▼ to display Apps.

Press Apps.




- If information regarding the Internet connection is displayed on the machine's LCD, read the information and press OK.
- Occasionally, updates or announcements about Brother Web Connect's features will be displayed on the LCD. Read the information, and then press OK.

4. Follow the LCD instructions to select the service or function you want.



You may need to select your account and enter the PIN depending on the selected service.

5. When finished, review the settings you have selected for this Shortcut, and then press OK.
6. Enter a name for the Shortcut using the Touchscreen. Press OK.
7. Press OK to save your Shortcut.
8. Press .



#### Related Information

- [Shortcut Settings](#)



## Change Shortcuts

Shortcut settings cannot be changed. Instead, you must delete the Shortcut and create a new Shortcut with the settings you want.



### Related Information




- [Shortcut Settings](#)
-

## Edit Shortcut Names


>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)


### MFC-J4320DW/MFC-J4420DW


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.
6. Press **OK**.
7. Press .

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Press  (Shortcuts).
2. Press and hold the Shortcut until the dialog box appears.



You can also press  (Settings) > All Settings > Shortcut Settings.

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



### Related Information



- [Shortcut Settings](#)

## Delete Shortcuts


>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

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 you selected.
5. Press **Yes** to confirm.
6. Press .

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Press  (Shortcuts).
2. Press and hold the Shortcut until the dialog box appears.



You can also press  (Settings) > All Settings > Shortcut Settings.

3. Press **Delete** to delete the Shortcut you selected.
4. Press **Yes** to confirm.



### Related Information


- [Shortcut Settings](#)

## Use a Shortcut


>> [MFC-J4320DW/MFC-J4420DW](#)

>> [MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW](#)

### MFC-J4320DW/MFC-J4420DW

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

### MFC-J4620DW/MFC-J5520DW/MFC-J5620DW/MFC-J5720DW/MFC-J5920DW

1. Press  (Shortcuts).
2. Swipe left or right, or press ◀ or ▶ to display a Shortcut you want to use.
3. Press the Shortcut.



### Related Information

- [Shortcut Settings](#)

## Troubleshooting for Brother Web Connect

- [Error Messages When Using the Brother Web Connect Feature](#)

Your Brother machine displays an error message if an error occurs. The most common error messages are shown in the chart.

## Error Messages When Using the Brother Web Connect Feature

Your Brother machine displays an error message if an error occurs. The most common error messages are shown in the chart.

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 Messages	Cause	Action
(MFC-J4320DW/MFC-J4420DW) Connection failed to server. Check network settings. (MFC-J4620DW/MFC-J5520DW/ MFC-J5620DW/MFC-J5720DW/ MFC-J5920DW) 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 Web or Apps option was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.</li></ul>
(MFC-J4320DW/MFC-J4420DW) Network connection failed. Verify that the network connection is good. (MFC-J4620DW/MFC-J5520DW/ MFC-J5620DW/MFC-J5720DW/ MFC-J5920DW) 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 Web or Apps option 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

Error Messages	Cause	Action
(MFC-J4320DW/MFC-J4420DW) Connection Error 07 Connection failed to server. Wrong Date&Time. (MFC-J4620DW/MFC-J5520DW/ MFC-J5620DW/MFC-J5720DW/ MFC-J5920DW) 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.

## Authentication Error

Error Messages	Cause	Action
Authentication Error 01 Incorrect PIN code. Enter PIN correctly.	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.	Enter the correct PIN.
Authentication Error 02 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.	The temporary ID that was entered is incorrect .	Enter the correct temporary ID.
	The temporary ID that was entered has expired. A temporary ID is valid for 24 hours.	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.
Authentication Error 03 Display name has already been registered. Enter another display name.	The name you entered as the display name has already been registered to another service user.	Enter a different display name.

## Registration Error

Error Messages	Cause	Action
Registration Error 02 The maximum number of accounts (10) has been registered. Delete any unnecessary accounts and try again.	The maximum number of accounts (10) has been reached.	Delete any unnecessary or unused accounts and try again.

## Server Error

Error Messages	Cause	Action
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.
Server Error 03 Failed to upload. Unsupported file or corrupt data. Confirm data of file.	The file you are trying to upload may have one of the following problems: <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>	The file cannot be used: <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>
Server Error 13 Service temporarily unavailable. Try again later.	There is a problem with the service and it cannot be used now.	Wait and try again. If you get the message again, accessing the service from a computer to confirm if it is unavailable.

## Shortcut Error

Error Messages	Cause	Action
ShortCut Error 02 Account is invalid. Please register account and shortcut again after deleting this shortcut.	The shortcut cannot be used because the account was deleted after the shortcut was registered.	Delete the shortcut, and then register the account and shortcut again.



## Related Information

- [Troubleshooting for Brother Web Connect](#)
-



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<http://www.brother.com>



USA/CAN  
Version C