

Please read this booklet before attempting to operate the machine, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of fire, electrical shock, personal injury or damage to property suffocation. Brother shall not be liable for personal injury or property damage caused where the product owner has failed to follow instructions set out in this guide.

## How to use this guide:

- 1 Read the whole guide before using your machine and keep it for later reference.
- 2 Carefully follow the instructions set out in this guide and always ensure that you follow all warnings and instructions marked on the product.
- 3 If you have concerns about how to use your machine having read this guide, please refer to your local Brother dealer or Brother Customer Service.
- 4 To ensure you understand all of the instructions, study the Symbols and Conventions used in the documentation below.

## Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation:

### **WARNING**

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

### **CAUTION**

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

### **IMPORTANT**

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

### **NOTE**

NOTE indicates advice about how you should respond to a situation that may arise with your machine and/or advice about how the operation of the machine works with other features.



Prohibition icons indicate actions that must not be performed.



This icon indicates that flammable sprays may not be used.



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



Electrical Hazard icons alert you to possible electrical shocks.



Fire Hazard icons alert you to the possibility of fire.

#### **Bold**

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

#### *Italics*

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

(ADS-2500We only)  
Courier New

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

Follow all warnings and instructions marked on the machine.

### **NOTE**

The illustrations in this guide show the ADS-2000e.

# Product Safety Guide

## Compilation and Publication Notice

Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

## Choosing a location

Put your machine on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a standard grounded electrical socket. Choose a location where the temperature remains between 41 and 95°F (5 and 35°C) and the humidity is between 20 to 80% and where there is no condensation.



### WARNING



**DO NOT** expose the machine to direct sunlight, excessive heat, open flames, corrosive gasses, moisture or dust.

**DO NOT** place your machine on a carpet or rug, as this will expose it to dust. Doing so may create a risk of an electrical short or fire. It may also damage the machine and/or render it inoperable.



**DO NOT** place the machine near heaters, air conditioners, electric fans, refrigerators, radiators, or water. Doing so may create the risk of a electrical short or fire should water come into contact with the machine (including condensation from heating, air conditioning, and/or ventilation equipment that may be sufficient to create a electrical shock, short circuit or fire).

# Product Safety Guide



**DO NOT** place the machine near chemicals or in a place where chemicals could be spilled on it. Should chemicals come into contact with the machine, there may be a risk of fire or electric shock. In particular, organic solvents or liquids such as benzene, paint thinner, polish remover, or deodorizer may melt or dissolve the plastic cover and/or cables, resulting in a risk of fire or electric shock. These or other chemicals may also cause the machine to malfunction or become discolored.

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The product should be placed so as not to come into contact with any wall or other device. Otherwise, it could create a risk of overheating and/or fire.

Instead:

- Place the machine on a solid surface, never on a bed, sofa, rug, or other similar soft surface.
- Do not place this machine in a “built-in” installation unless adequate ventilation is provided.

## CAUTION

Avoid placing your machine in a high-traffic area. If you must place it in a high-traffic area, ensure that the machine is in a safe location where it cannot be accidentally knocked-over, which could cause injury to you or others and serious damage to the machine.

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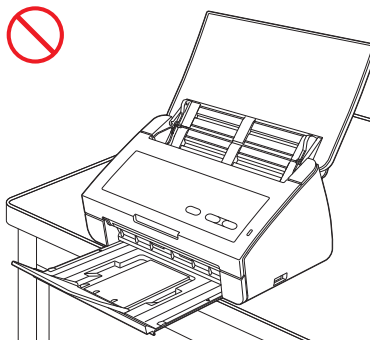
Ensure that cables and cords leading to the machine are secured so as not to pose a tripping hazard.

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

# Product Safety Guide

Make sure that no part of the machine protrudes from the desk or stand where the machine is located. In particular, do not leave the output tray open and extended beyond the edge of a cabinet, table or stand when the machine is located on the edge of a cabinet, table, stand, etc. As previously cautioned, make sure that the machine is located on a flat, level, and stable surface free from vibration. Failure to observe these precautions could cause the machine to fall, causing injury to you or others and serious damage to the machine.



## IMPORTANT

- DO NOT place your machine next to sources of interference, such as speakers or the base units of non-Brother cordless telephones. Doing so may interfere with the operation of the machine's electronic components.
- DO NOT connect your machine to an AC power outlet controlled by wall switches or automatic timers. Disruption of power can delete information from the machine's memory, and repeated cycling of the power can damage the machine.

# Product Safety Guide

## To use the machine safely

### WARNING

#### ELECTRICAL HAZARDS

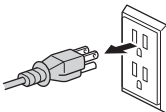
*Failure to follow the warnings in this section may create the risk of an electrical shock. In addition, you could create an electrical short, which may create the risk of a fire.*

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There are high-voltage electrodes inside the machine. Before you access the inside of the machine, including for routine maintenance such as cleaning, make sure you have unplugged the power cord from the AC power outlet, as well as unplugged any Ethernet (RJ-45) (ADS-2500We only) cables from the machine.

**DO NOT** push objects of any kind into the machine through slots or openings in the casing, as they may touch dangerous voltage points or short out parts.



**DO NOT** continue using the machine if it has been dropped or the cabinet has been damaged. Instead, unplug the machine from the power outlet and contact Brother Authorized Service Personnel.

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The machine should be connected to an AC power source within the range indicated on the rating label. **DO NOT** connect it to a DC power source or inverter. Doing this might cause an electrical shock. If you are not sure what kind of power source you have, contact a qualified electrician.

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If water, other liquids, or metal objects get inside the machine, immediately unplug the machine from the AC power outlet and contact Brother Authorized Service Personnel.

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#### Power Cord Safety:

- Use only the power cord supplied with this product.
- **DO NOT** allow anything to rest on the power cord.
- **DO NOT** place the machine where people can walk on the cord.
- **DO NOT** place the machine in a position where the cord is stretched or strain is otherwise put on the cord, as it may become worn or frayed.

# Product Safety Guide

- **DO NOT** use the machine or handle the cord if the cord has become worn or frayed. If unplugging the machine, **DO NOT** touch the damaged/frayed part.
- Brother strongly recommends that you **DO NOT** use any type of extension cord.

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

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## FIRE HAZARDS

*Failure to follow the warnings in this section may create the risk of a fire.*



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

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Do not disassemble or modify the machine, otherwise fire or electric shock may result. If the machine requires repair, contact the place of purchase or Brother Authorized Service Personnel.

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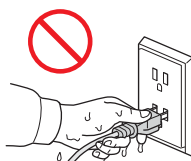


If the machine becomes hot, releases smoke, or generates any strong or unusual odors, immediately unplug the machine from the power outlet and call Brother Customer Service.

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**DO NOT** handle the plug with wet hands.



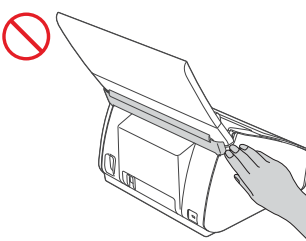
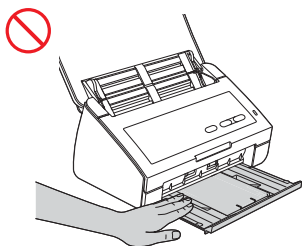
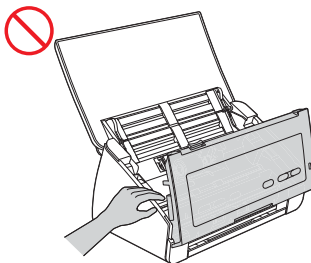
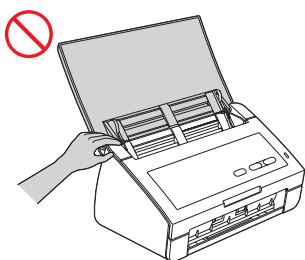
# Product Safety Guide

## CAUTION

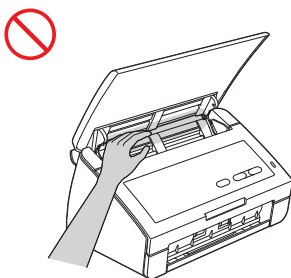
DO NOT put pressure or weight on the machine or use it for any purpose beyond its intended purpose.

Wait until pages have exited the machine before taking them out, or you could cause injury to your fingers by trapping them in a roller.

DO NOT put your hands on the edge of the machine. Doing this may cause the machine to slip out of your hands resulting in injury to yourself or others, and/or damage to the machine.



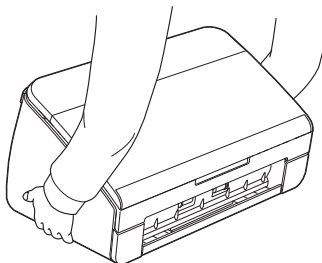
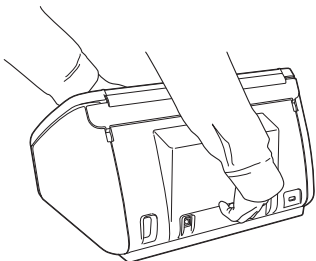
DO NOT touch the shaded area shown below when the top cover is open. Doing this may cause injury to your fingers by pinching them.



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



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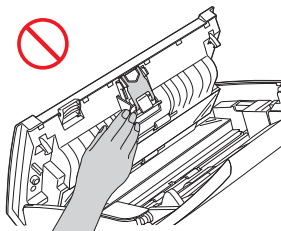
Use caution when operating the machine to prevent clothing (particularly sleeves, neckties, etc.), hair, or accessories from being drawn into the machine, otherwise injury may result. In the event that an object is drawn into the machine, immediately disconnect the machine from the power source.



# Product Safety Guide

## IMPORTANT

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



- Disruption of power can wipe out information in the machine's memory.
- DO NOT put objects on top of the machine.
- If the machine does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage or minor exposure to electromagnetic waves and will often require extensive work by a qualified technician to restore the machine to normal operation.
- A distinct change in the machine's performance may indicate a need for service.
- Lightning and power surges can damage this machine. We recommend that you use a quality surge protection device on the AC power line and any Ethernet (RJ-45) (ADS-2500We only) cable plugged into the machine, or that you unplug the cords during a lightning storm.
- (ADS-2500We only)

DO NOT touch the Touchscreen by the Standby screen is coming up on the Touchscreen after plugging in the power cord or turning on the machine.  
Doing this may cause an error.

## Important safety instructions

DO NOT attempt to service the machine yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Refer all servicing to a Brother Authorized Service Center. For the location of your nearest Brother Authorized Service Center, please call:

In USA: 1-877-BROTHER (1-877-276-8437)

# Product Safety Guide

## Regulation



### WARNING

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

### IMPORTANT

- Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.
- This machine has been certified to comply with FCC standards, which are applied to the USA only.

## Federal Communications Commission (FCC) Declaration of Conformity (USA only)

Responsible Party: Brother International Corporation  
200 Crossing Boulevard  
Bridgewater, NJ 08807 USA  
TEL: (908) 704-1700

declares, that the products

Product Name: ADS-2000e and ADS-2500We

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions:  
(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

# Product Safety Guide

(ADS-2500We only)

- This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

## IMPORTANT

- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.
- A specific shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

## Wireless connection (Mexico only) (ADS-2500We only)

The operation of this equipment is subject to the following two conditions:

(1) it is possible that this equipment or device may not cause harmful interference, and (2) this equipment or device must accept any interference, including interference that may cause undesired operation.

## Industry Canada Compliance Statement (Canada only)

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

## For use in the USA or Canada only

These machines are made for use in the USA and Canada only. We cannot recommend using them overseas because the power requirements of your machine may not be compatible with the power available in foreign countries. Using USA or Canada models overseas is at your own risk and may void your warranty.

## LAN connection (ADS-2500We only)

### IMPORTANT

DO NOT connect this product to a LAN connection that is subject to over-voltages.

## International ENERGY STAR® Qualification Statement

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

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



## **RF Exposure Notice (USA/Canada only) (ADS-2500We only)**

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65 and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20 cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

## **Avis d'exposition aux RF (États-Unis/Canada uniquement) (ADS-2500We uniquement)**

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles des radioélectriques (RF) de la FCC lignes directrices d'exposition dans le Supplément C à OET65 et d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps (à l'exception des extrémités: mains, poignets, pieds et chevilles).

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This product includes the "KASAGO TCP/IP" software developed by ZUKEN ELMIC, Inc.

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- Certificates of Deposit
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Passports
- United States/Canadian Postage Stamps (canceled or uncanceled)
- Food Stamps
- Immigration Papers
- Checks or drafts drawn by Governmental agencies
- Identifying badges or insignias

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## Notice Regarding the Faithful Reproduction of Scanned Documents

After scanning a document, confirm that the accuracy and quality of the corresponding scan data meets your needs by confirming the size of the scan data, the amount of image data captured, image fidelity, color tones, etc.

Always confirm the scan data before destroying the original document.

It is possible that a portion of the scan data may be lost or damaged, therefore, read all instructions carefully and keep the following in mind.

- Depending on the condition of the document, the document may become worn thin, distorted, dirty, or cracked during scanning. In this case, some or all of the scan data may be lost.

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

- If the inside of the machine is dirty, the document may become worn thin, distorted, dirty, or cracked during scanning. In this case, some or all of the scan data may be lost.

Clean the inside of the machine carefully and regularly.

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

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

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

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

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

Replace all consumables periodically.

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

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

- When scanning documents that have been marked with a fluorescent marker, marked areas may not be seen properly in the scan data, or the marker color may not be reproduced properly, depending on the color and density of the marker ink.

You may achieve more desirable results by increasing the scanning resolution. Refer to the User's Guide for information about resolution settings.



# brother

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