

- Not all models are available in all countries.
- Unless otherwise specified, illustrations in this guide show the ADS-2700W.

The latest manuals and FAQs are available at the Brother Solutions Center: [support.brother.com](http://support.brother.com)

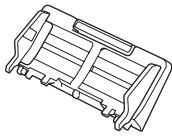
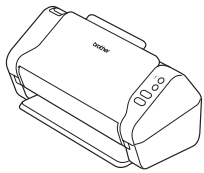
Please read the **Product Safety Guide**, located later in this document before you set up your machine.

## ! WARNING

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

### 1 Unpack the machine and check the components

The components included in the box may differ depending on your country. Remove the protective tape and film covering the scanner.



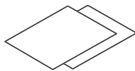
USB Interface Cable



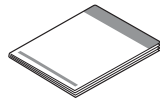
Installation Disc



AC Adapter



Warranty Card



Quick Setup Guide/Product Safety Guide

## ! WARNING

- This product is packaged in a plastic bag. To avoid suffocation, keep plastic bags away from babies and children. The bag is not a toy.
- Use only the AC adapter supplied with this product.

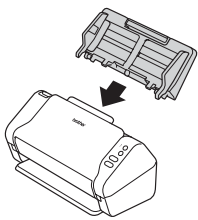
## NOTE

- We recommend saving the original packaging in case you must ship your machine.
- Use the supplied USB cable if you want to connect the machine to a computer.

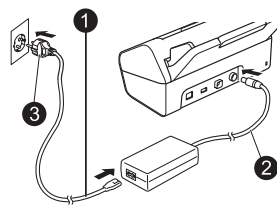
### Secure Network Access

Your machine's default password is on the label on the back of the scanner (preceded by "Pwd"). We strongly recommend you change it to protect your machine from unauthorised access.

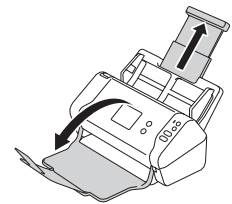
### 2 Prepare your machine



Attach the Automatic Document Feeder (ADF).



Connect the AC adapter.



Extend the trays.

## NOTE

When loading a document, always fan the paper and align its edges before loading it into the Automatic Document Feeder (ADF).

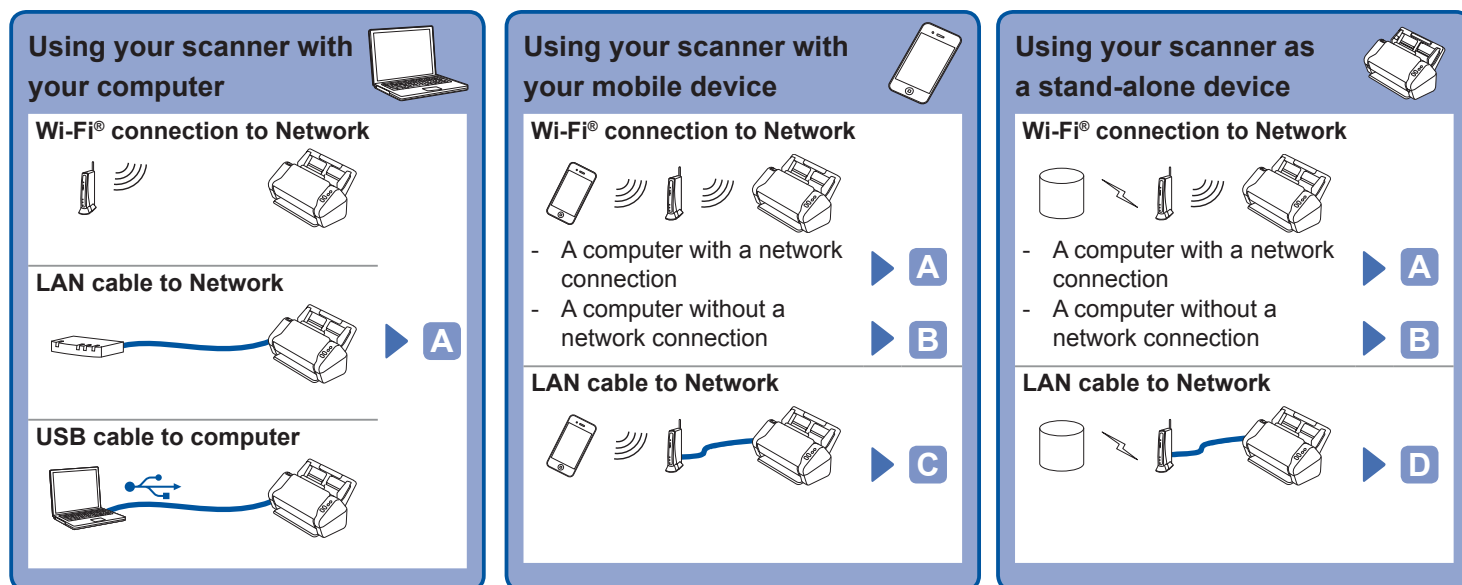
### 3 Configure your machine (ADS-2700W only)

- Select language  
Press (Settings) > Initial Setup > Local Language.
- Set Date & Time  
Press (Settings) > Initial Setup > Date & Time.

## 4 Connect your machine and install software

Select your preferred scanning method.

If you are using the ADS-2200, network connections are not supported.



### A Using your scanner with your computer

#### Mac and Windows® computer

- Download the full driver and software package from the Brother Solutions Center. [support.brother.com](http://support.brother.com)
- Double-click the downloaded file to begin the installation, and then follow the on-screen instructions.

#### NOTE

If the installation disc was included, put into your DVD drive and follow the on-screen instructions to complete the installation.

When finished, restart your computer.

To scan using your computer, you should install the software supplied with your scanner. Please refer to the *User's Guide* for details.

Finish

### B Using your scanner with your mobile device or as a stand-alone device (Wi-Fi® connection to network (ADS-2700W only))

1. > Setup Wizard > Yes.
2. Select the SSID. Enter the Network key.
3. The LCD displays Connected.

If using your scanner with your mobile device



Download and install our free mobile app **Brother iPrint&Scan** from the App Store, Google Play™ or Microsoft® Store using your mobile device.

Finish

If using your scanner as a stand-alone device

Finish

#### NOTE

- If you cannot find the SSID or network key, ask your network administrator or wireless access point/router manufacturer.
- Brother SupportCenter** is a mobile app that provides the latest support information for your Brother product. Visit the App Store or Google Play™ to download and install it on your mobile device.

### C Using your scanner with your mobile device (LAN cable to Network)

Connect your machine to your network using a LAN cable.



Download and install our free mobile app **Brother iPrint&Scan** from the App Store, Google Play™ or Microsoft® Store using your mobile device.

Finish

### D Using your scanner as a stand-alone device (LAN cable to Network)

Connect a LAN cable to your machine

Finish

## Symbols and conventions used in this guide

The following symbols and conventions are used throughout this guide:

### **WARNING**

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

### **CAUTION**







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

### **IMPORTANT**

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

### **NOTE**

**NOTE** tells you how you should respond to a situation that may arise or give tips about other scanning 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 or other liquids, may not be used.
-  Electrical Hazard icons alert you to possible electrical shocks.
-  Fire Hazard icons alert you to the possibility of fire.
-  Unplug icons indicate that you should unplug the machine.

(ADS-2700W only)

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

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

### **NOTE**

The illustrations in this guide show the ADS-2700W.

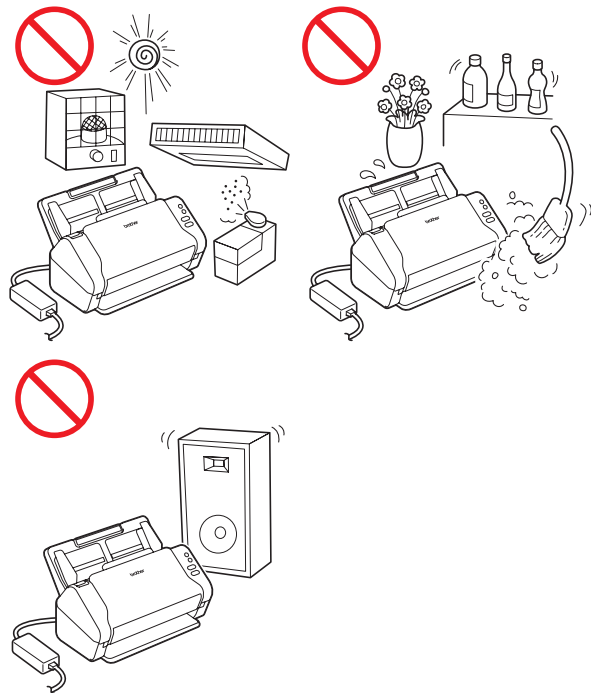
## Compilation and Publication Notice

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

For the latest manual, please visit us at [support.brother.com/manuals](http://support.brother.com/manuals)

## Choose a safe location for the unit

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



### **WARNING**



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



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



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



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

#### IMPORTANT

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

### CAUTION

Avoid placing the unit in a high-traffic area. If you must place it in a high-traffic area, ensure that the unit 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 unit.

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

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

DO NOT place the unit on an unstable or tilted cart, stand, or table, or on any tilted/slanted surface. The machine may fall, causing injury to you and serious damage to the unit. There is an added risk of injury if the scanner glass should break.

### IMPORTANT

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

## General precautions

### WARNING

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



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



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



DO NOT disassemble or modify the unit, otherwise a fire or electric shock may occur. If the unit requires repair, contact your Brother dealer or Brother customer service.



DO NOT use a damaged AC adapter.



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



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

# Product Safety Guide



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



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

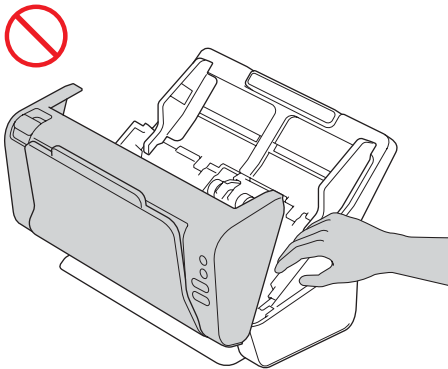
## **CAUTION**

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

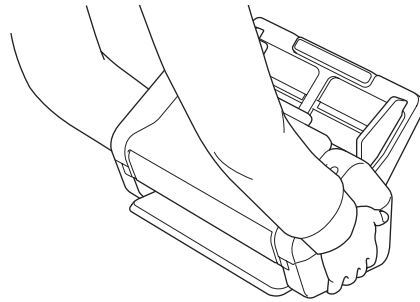
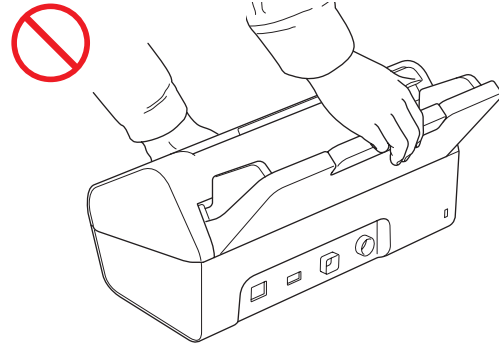
To avoid cutting yourself, do not slide or scrape your hand or fingers along the edge of the Carrier Sheet.

Wait until the machine ejects the pages to avoid trapping your fingers in the rollers.

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



DO NOT carry the machine by holding the Automatic Document Feeder (ADF). Doing this may cause the Automatic Document Feeder (ADF) to detach from the machine. Only carry the machine by placing your hands under the entire machine.



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

DO NOT swing the AC adapter around or play with it. Doing so may result in injury to yourself or others.

## **IMPORTANT**

(ADS-2700W only)

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

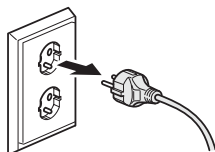


## Connecting the unit safely

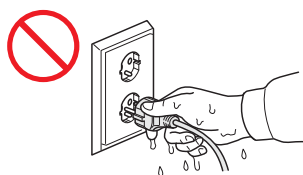
### WARNING



There are high-voltage electrodes inside the unit. Before you access the inside of the machine, (for routine maintenance, such as cleaning), make sure you have unplugged the power cord from the electrical socket as well as any Ethernet (ADS-2700W only) cables from the machine.



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



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



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



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



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



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



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



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



DO NOT connect the supplied AC adapter to other products.



DO NOT overload the AC adapter.

### CAUTION

If you do not intend to use the unit for an extended period of time, disconnect the AC adapter from the electrical socket.

## Servicing the unit

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

### WARNING



If the unit has been dropped or the casing has been damaged, there may be the possibility of an electrical shock or fire. Unplug the unit from the electrical socket and contact your Brother dealer or Brother customer service.



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

### IMPORTANT

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

## Important Information for Australia

### Important safety instructions

- 1 Read all of these instructions.
  - 2 Save them for later reference.
  - 3 Follow all warnings and instructions marked on the machine.
  - 4 Unplug this machine from the wall socket before cleaning the outside of the machine. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
  - 5 Do not use this machine near water.
  - 6 Do not place this machine on an unstable cart, stand, or table. The machine may fall, causing serious damage to the machine.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the machine and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the machine on a bed, sofa, rug, or other similar surface. This machine should never be placed near or over a radiator or heater. This machine should never be placed in a built-in installation unless adequate ventilation is provided.
  - 8 This machine should be connected to an AC power source within the range indicated on *Specifications* in the *User's Guide*. Do not connect it to a DC power source. If you are not sure, contact a qualified electrician.
  - 9 Do not place anything on top of the power cord including this machine. Do not allow the power cord to be stepped on.
  - 10 Do not place anything in front of the machine that will block scanned documents. Do not place anything in the path of documents.
  - 11 Do not touch a document during scanning.
  - 12 Never push objects of any kind into this machine through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the machine.
  - 13 Do not attempt to service this machine yourself. Opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
  - 14 Do not try and pick up pages that have not yet finished scanning and exited the machine.
  - 15 Unplug this machine from the electrical socket and refer servicing to Authorized Service Personnel under the following conditions:
    - When the power cord is damaged or frayed.
    - If liquid has been spilled into the machine.
    - If the machine has been exposed to rain or water.
    - 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 and will often require extensive work by a qualified technician to restore the machine to normal operation.
    - If the machine has been dropped or the cabinet has been damaged.
    - If the machine exhibits a distinct change in performance, indicating a need for service.

## Product Warranty & Liability


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

### WARNING

Use only the AC adapter supplied with this machine.

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

## WLAN Enable/Disable (ADS-2700W only)

- 1 Press  (Settings).
- 2 Press `Network`.
- 3 Press `WLAN`.
- 4 Press `▲` or `▼` to display `WLAN Enable`.
- 5 Press `WLAN Enable`.
- 6 Press `On` (or `Off`).

## For Thailand

This telecommunication equipment conforms to NTC technical requirement.



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

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## Brother customer service

### Customer service

Visit [www.brother.com](http://www.brother.com) for contact information for your local Brother office.

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- Bonds or other certificates of debt
- Certificates of deposit
- Armed forces service or draft papers
- Passports
- Postage stamps (cancelled or uncanceled)
- Immigration papers
- Welfare documents
- Cheques or drafts drawn by governmental agencies
- Identifying badges or insignias

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**Support** – For technical support of your Brother Product other than what you can resolve through the User's Guide, please visit our Web Site or Solutions Web Site (see below) to find an answer to FAQs/ Troubleshooting, locating Drivers & Software.

Alternatively, please contact the Product Support Centre for any customer care/technical support enquiry.

**To contact Brother International (Aust) Pty Ltd for support on a Brother product please see the details listed below:**

Product Support Centre: **Australia**

Brother International (Aust) Pty Ltd

Phone: 02 8875 6000

Fax: 02 9870 7223

Solutions Site: [support.brother.com](http://support.brother.com)

Web Site: [www.brother.com.au](http://www.brother.com.au)

Email: To submit an e-mail enquiry, visit [www.brother.com.au](http://www.brother.com.au) go to **Service and Support** area and follow the prompts.

Our Technical Support Consultants are available 5 days a week by phone during the hours of 8.30 am to 5.00 pm (EST/EDST) Monday to Friday.

## For New Zealand Only:

To contact Brother International (NZ) Limited for support with a Brother product please use the following methods.

Phone:

Premium End  
User Assistance 0900 552 152

Auto Attendant  
Self Help 0800 652 152

Brother Recycle  
Assistance 0800 632 467

Fax Assistance 0800 837 822

Email Assistance Please visit [www.brother.co.nz](http://www.brother.co.nz) and submit a helpdesk enquiry from Online Help.

Web Assistance Please visit [www.brother.co.nz](http://www.brother.co.nz) under Online Help for Frequently Asked Questions, Driver downloads, Warranty information and Service Centres.

Our Technical Support Consultants are available 7 days a week by phone during the hours of 8.30 am to 5 pm Monday to Friday and 9 am to 5 pm Saturday and Sunday.

Outside of these hours you can find assistance from our Auto Attendant Self Help and our Website [www.brother.co.nz](http://www.brother.co.nz) under Online Help.

# brother

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