brother

Brother ScanEssentials
User's Guide

Definitions of Notes

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

Tips icons indicate helpful hints and supplementary information.

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Table of Contents

Brother ScanEssentials Overview

Brother ScanEssentials is a Windows-based scanning application. Brother ScanEssentials streamlines the scanning workflow and provides professional scanning functionality.

From the Home screen, there are three methods for scanning:

- **Basic Scan**

  Performs all the basic operations related to the scanning function including creating a workflow.

- **Open File & Scan**

  Add scanned pages or change pages in existing files. It is also possible to edit pages.

- **Workflow**

  Save frequently used scan settings as your workflow. It is convenient to create multiple workflows for different purposes and use them appropriately.

Home Screen
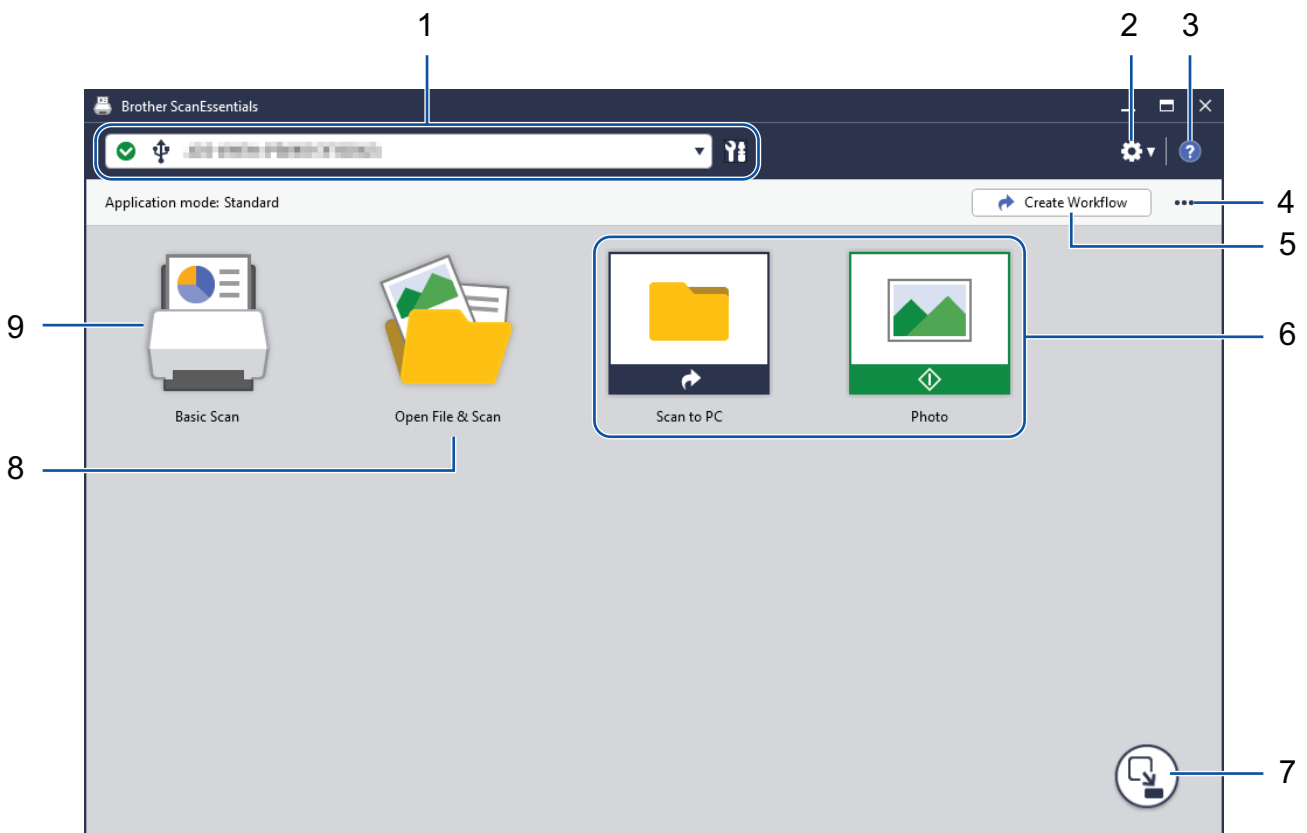
1. **Machine Information**

   Displays the currently-selected machine and its status. You can also select and manage machines.

   To connect a different machine, click ▼ and select the machine you want.

   Status Icons

Icon	Description
✅	A green icon indicates the normal stand-by condition.
⚠️	A yellow icon indicates a warning.
❌	A red icon indicates that an error has occurred.
🔧	A gray icon indicates that the machine is offline.

1

Click to display detailed status information about the selected machine.

Interface Icons

Icon	Description
	Indicates USB connection.
	Indicates network connection.

2. **Application Settings** / **Admin Settings**

   • **Application Settings**

   Check the applications general information and manage the cloud service.

   • **Admin Settings**

   If you are the IT administrator, this allows you to configure application settings, configure email server settings, and manage user permissions and restrictions.

   Some functions are supported only in the application's Standard version.

3. **Help**

   View the Brother ScanEssentials User's Guide.

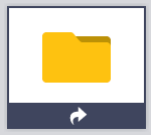4. **Edit Home Screen** / **Import Workflow**

   Edit the Home screen and import workflows from other computers.

   To edit the Home screen, use the Edit toolbar that appears when you select the **Basic Scan**, **Open File & Scan**, or workflow button(s) on the Edit screen. The **Basic Scan** button and the **Open File & Scan** button can only be enabled or disabled.

5. **Create Workflow**

   Create a workflow with preferred settings to allow you to quickly and efficiently perform scanning tasks. After creating workflow, either one of the two icons shown in (6) appears.

6. **Workflow / One Touch Workflow**

Icon	Description
	Workflow Click to check the scan settings before scanning.
	One Touch Workflow Click to automatically start scanning using your custom scan settings.

7. **Mode Switch**

   Switch to one touch mode and to display only One Touch workflow icons. Click again to return to the Home screen.

8. **Open File & Scan**

   Open an existing file so you can add scanned images to pages, rotate or delete pages, change page order, and other page edits.

9. **Basic Scan**

   Perform all the basic operations related to the scanning function including creating a workflow.

System Requirements

Operating Systems	Windows 7 SP1 (64-bit) / Windows 8.1 (64-bit) / Windows 10 (64-bit) / Windows 11
	Windows Server 2012 [1] / Windows Server 2012 R2 [1] / Windows Server 2016 [1] / Windows Server 2019 [1]
Hard Disk Space	At least above 400 MB free space
Display Resolution	Above 1024 x 768

[1] Operates as a desktop application. Multi-tenancy architecture is not supported or guaranteed to work.

We recommend using the System Specifications for better performance.

High resolution scan settings:

Intel® Core™ i5-7200U CPU @ 2.50 GHz, RAM: 8 GB, USB Port: 3.0

Scan Using the Basic Scan Button

1. Load your document.

2. Launch Brother ScanEssentials.

3. Select the scanner you want to use.

4. Click the **Basic Scan** button on the Home screen.

   The **Basic Scan Settings** dialog box appears.

Basic Scan Settings	✕
Machine Name: ▓▓▓▓▓▓▓▓	

   Scan Settings:

Color Settings:	24bit Color ▼
	Color Tone Adjustment Document
Document Size:	Auto ▼
Resolution:	300 x 300 dpi ▼
2-sided Scanning:	Off ▼

   Save / Share Settings:

File format:	PDF (*.pdf) ▼ Settings
File name:	Scan-
	Scan-.pdf
Folder Path:	▓▓▓▓▓▓▓▓▓▓▓▓
	Select folder ☑ Open folder after saving

   ☐ Show Confirmation Screen
   ☐ Show Save / Share Settings: All Settings

   Save Settings ▼   🔍 Preview   Scan   Cancel

5. Adjust the scan settings or save/share settings, if needed.

   Click the **All Settings** button to configure other items. For more information, see *Related Information*.

   🖉
   - If you select the **Show Confirmation Screen** checkbox, the **Confirmation Screen** appears after scanning is finished. Edit the file by rotating or deleting pages or changing the page order if needed, and then click **Save** to save the scanned image. For more information, see *Related Information*.

   - If you select the **Show Save / Share Settings** checkbox, the **Save / Share settings** dialog box appears before saving the scanned image. You can change the **Save / Share Settings** that have already been set. Adjust the settings if needed, and then click **Save** to save the scanned image.

   - When finished selecting new options, you can overwrite the settings as the new default settings or save them as a new scan workflow. Click the **Save Settings** drop-down list, and then select **Overwrite Settings** or **Save as Workflow**.

6. Click 🔍 (**Preview**) to preview your image before scanning, if needed.

   After previewing your image, you must load your document into the machine again.

7. Click **Scan**.

Modify a File Using Open File & Scan

This feature allows you to edit an existing file to customize it using pages from other files, if needed. Add pages by scanning a new document and using pages from it, or by selecting pages from other saved files.

1. Launch Brother ScanEssentials.

2. Click the **Open File & Scan** button on the Home screen.

3. Browse to the file you want to customize, and then click **Open**.

    The **Confirmation Screen** appears.
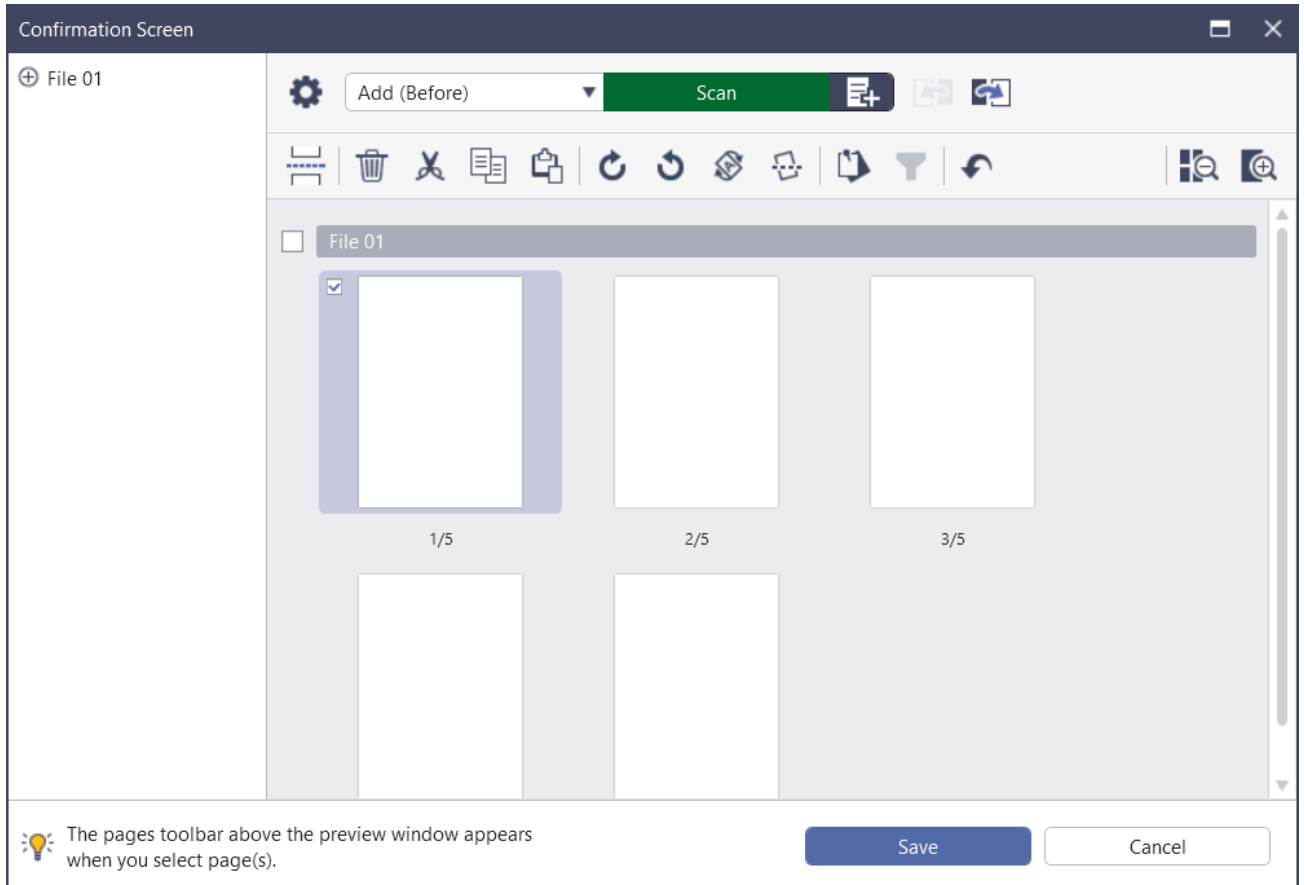
4. Select the file you want to edit, and edit the file.

    For more information, see *Related Information*.

5. Click **Save**.

    The file is saved in the specified location.

✅ **Related Information**

Related Topics:

- Edit the Pages on the Confirmation Screen

Scan Settings and Save / Share Settings

> ✏ Note that the options and values may vary depending on the machine.

All Settings Dialog Box

Basic Scan All Settings	✕

General Settings	Machine Name: ▓▓▓▓▓▓▓

| ⊖ **Scan Settings** |
| Document Correction |
| Image Quality |
| B&W Image Quality |
| Feed Control |
| ⊖ Save / Share Settings |
| Document Separation |
| Index |
| Metadata |

Color Settings: | 24bit Color ▼

Color Tone Adjustment | Document

Document Size: | Auto ▼

Resolution: | 300 x 300 dpi ▼

2-sided Scanning: | Off ▼

☐ Auto Deskew
Corrects the skew of your captured image.

☑ Blank Page Removal
Remove blank pages from your captured image.
Detection Range
☐ Show Results

Reset to Default	Save Settings ▼	◲	**Scan**	Cancel

>> **Scan Settings**
>> **Document Correction**
>> **Image Quality**
>> **B&W Image Quality**
>> **Feed Control**
>> **Save / Share Settings**
>> **Document Separation**
>> **Index**
>> **Metadata**

Scan Settings

1. **Color Settings**

   Select from a range of scan color depths.

   - **Auto**

     For documents that mix color and black and white pages, color pages will be scanned in Color mode, while black and white pages will be scanned in **Black & White** mode.

   - **Black & White**

     Use for text or line art images.

   - **True Gray**

Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of gray.

- **24bit Color**

  Use to create an image with the most accurate color reproduction. This mode uses up to 16.8 million colors to scan the image, but it requires the most memory and has the longest transfer time.

- **Gray (Error Diffusion)**

  Use for photographic images or graphics. Error Diffusion is a method for creating simulated grayscale images without using true gray dots. Black dots are placed in a specific pattern to give a gray appearance.

Color Tone Adjustment

Adjust brightness, contrast, shadow, highlight, and gamma according to the selected Color Setting.
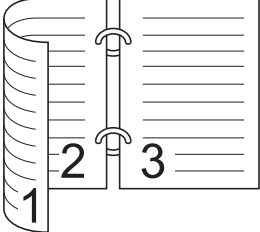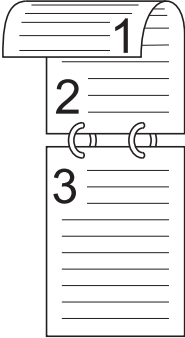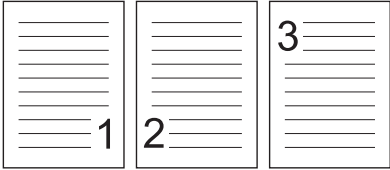
2. **Document Size**

   Select your document size.

3. **Resolution**

   Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions produce a finer scanned image but consume more memory and increase transfer time.

4. **2-sided Scanning**

   Scan both sides of a document. Select the binding based on the original layout to make sure the scanned document looks the same.

2-sided Scan Setting	Original Layout	Scan Result
Long Edge Binding		
Short Edge Binding		

5. **Auto Deskew**

   Select this checkbox if you want machine to correct document skewing automatically.

6. **Blank Page Removal**

   Select this checkbox to remove any blank pages from the scanning results.

   Detection Range

   Select the sensitivity level for detecting blank pages in the scanned data. The higher the detection level, the easier it is for the machine to detect blank pages.

Document Correction

1. **Detect End of Page**

   Detects the end of page and automatically adjusts the page size when the length of the document is shorter than the selected document size.

2. **Rotate Image**

   Changes the direction of the document.

   When **Auto** is selected, select the language from the **Document Language selection** drop-down list to match the language of the scanned document's text.

3. **Margin Settings**

   Allows you to add or remove a specific margin at the edge of the image.

4. **Fill with Color**

   Fills in torn parts of the document and the four sides.

   • **Tear Fill**

     Detects and fills tear marks on the scanned image using the selected color and range.

   • **Edge Fill**

     Fills in the edges on four sides of the scanned image using the selected color and range.

5. **Punch Hole Removal**

   Removes the punch hole markings by filling hole marks with the selected color.

6. **Auto Color Detect Adjust**

   When **Auto** is selected from the **Color Settings** drop-down list, you can adjust the color detection level.

   • **Color Judging Level**

     Increasing the slider value makes the machine more likely to determine that a given document is a color document.

   • **Monochrome and Gray Judging Level**

     Increasing the slider value makes the machine more likely to determine that a given document is a monochrome or gray document.

7. **Digital Imprinter**

   Adds the date, time, document count, or other custom text on your scanned image.

Image Quality

1. **Gray (Error Diffusion) Threshold Adjustment**

   Adjusts the brightness and contrast to create gray images.

2. **Remove Bleed-through / Pattern**

   Prevents bleed-through.

   Remove Background Color

   Removes the base color of documents to make the scanned data more legible.

3. **Color Drop**

   Selects a color to remove from the scanned image.

4. **Edge Emphasis**

   Makes the characters of the original sharper.

5. **Moire Reduction**

   Reduces the moire in a scanned image by moving the slider to the right or left.

6. **Vertical Streaks Reduction**

   Reduces the vertical streaks in a scanned image.

B&W Image Quality

1. **B&W Threshold Adjustment**

   Adjusts the image quality when scanning in **Black & White** mode. Larger values increase the amount of black in the scanned image, while smaller values increase the amount of white.

2. **Character Correction**

   • **Blurred Character Correction**

Corrects any broken or incomplete characters in the original to make them easier to read.

- **Bold face Formatting**

    Increasing the slider value darkens black text and lines.

3. **B&W Inversion**

    Creates a black and white inverted version of the scanned image.

4. **Noise Reduction**

    Improves and enhances the quality of your scanned images by removing small dots or specks from the background of scanned images.

5. **Remove Ruled Line**

    Allows you to remove lines in the document.

- **Line Direction**

    Select the type of line direction.

- **Line Specification**

    - **Minimum Line Length**

        Lines longer than or equal to the specified length are removed.
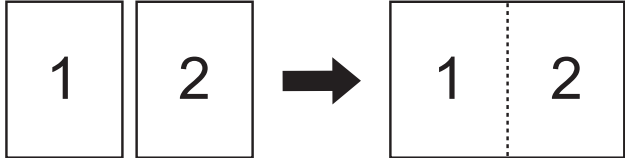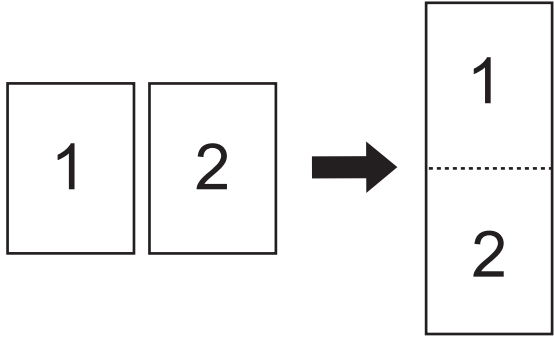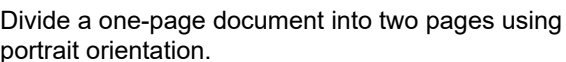
    - **Maximum Clearance**

        If lines are broken, for example due to fading of the image, the lines that are broken for an interval less than the specified value will be detected and removed.
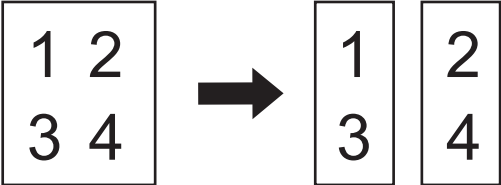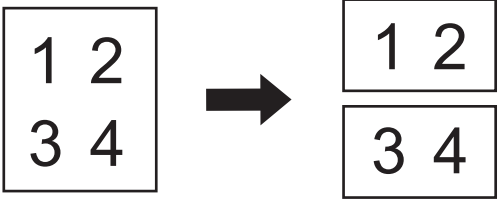
Feed Control

1. **Layout**

    Allows you to scan a two-page document combined into one page, or scan a one-page document divided into two pages.

    Select one of the following options:

Option	Description
2 in 1: **Long Edge Binding**	Combine a two-page document into a single page using landscape orientation.
2 in 1: **Short Edge Binding**	Combine a two-page document into a single page using portrait orientation.
1 to 2: **Long Edge Binding**	Divide a one-page document into two pages using portrait orientation.

Option	Description
1 to 2: **Short Edge Binding**	Divide a one-page document into two pages using landscape orientation.

2. **Carrier Sheet Mode**

   Use the optional Carrier Sheet to scan the following document types:

   - Important documents (photos, contracts)
   - Thin paper (receipts)
   - Irregularly-shaped paper (clippings)

3. **Single Page Scan**

   Scans one page at a time from the Automatic Document Feeder (ADF), regardless of the number of pages in the ADF.

4. **Continuous Scan**

   Select this option to scan additional documents using the same settings after an initial scan is complete.

   Timing to Restart

   - **Manual**

     After scanning the first batch of documents, the confirmation screen appears. Click **Continue** to scan additional pages. When you finish scanning, click **Cancel**.

   - **Auto**

     After scanning the first batch of documents, load additional documents to automatically continue scanning.

     - **Session Timeout**

       Set the number of minutes at which continuous scan will time out.

       Scanning will continue if additional documents are loaded within a selected time.

     - **Paper Feed Delay**

       Set the length of time that you want to wait between when the next documents are loaded and when the paper feeding begins.

5. **Multifeed Detection**

   When your machine detects a multifeed, you must confirm that the data already scanned has been saved, and then start scanning again at the next page or the beginning of the document.

   Disable this setting when scanning thick paper or the machine may mistakenly detect a multifeed.

Save / Share Settings

Some functions are supported only in the application's Standard version.

Select a destination to save your scanned image from the **Save / Share to** drop-down list. Additional settings may differ depending on the destination you selected.

1. **Save / Share to**: **PC**
   - **File format**

     Select the file format for your document.
   - **File name**

     Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.
   - **Folder Path**

     Specifies the destination folder where you want to save your scanned data.

2. **Save / Share to**: **Email**
   - **File format**

     Select the file format for your document.
   - **File name**

     Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.
   - **Email Settings**

     Type the email information in the **Send to Email Address**, **Subject**, and **Main Message** fields.

     You can send the scanned data directly to the address of the destination or preview the email to check the contents before sending. To send the scanned data directly, you must configure the SMTP email settings.

3. **Save / Share to**: **FTP / SFTP Server**
   - **File format**

     Select the file format for your document.
   - **File name**

     Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.
   - **FTP / SFTP Settings**

     Enter the necessary information to connect to the FTP/SFTP server.

4. **Save / Share to**: **SharePoint**
   - **File format**

     Select the file format for your document.
   - **File name**

     Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.
   - **SharePoint URL**

     Type the SharePoint site address.

5. **Save / Share to**: **SharePoint Online**
   - **File format**

     Select the file format for your document.
   - **File name**

     Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.
   - **SharePoint Online**

     Type the SharePoint Online site address.
   - **SharePoint Online**

     Click the **Sign In** button to log into the destination SharePoint online.

6. **Save / Share to**: **Cloud Service**
   - **File format**

     Select the file format for your document.

- **File name**

  Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.

- **Cloud Services**

  Select the destination Cloud service, and then click the **Sign In** button to log in.

Document Separation

When multiple pages are scanned, you can divide and save the scanned image with a specified separator.

1. **Select Separator**

   - **Off**

     Does not separate the scanned image.

   - **Blank Page**

     Separates the scanned image with blank paper as the delimiter.

     Selecting this option automatically turns on the **Blank Page Removal** menu and removes the document's blank pages from the scanning results.

     To adjust the blank paper detection level, click the **Detection Range** button.

   - **Page Number**

     Separates the scanned image at the specified number of pages.

   - **Zonal OCR**

     Reads the text in the specified area and separates the scanned image with that text as the delimiter.

     Select the language of the document and the Zonal OCR definition from the list. You must set metadata in advance.

     Select the **Delete Separator** checkbox to remove pages containing the text you selected as the delimiter.

   - **Barcode**

     Separates the scanned image with the specified barcode as the delimiter.

     Select the barcode definition from the list. You must set metadata in advance.

     Select the **Delete Separator** checkbox to remove pages containing the barcode you selected as the delimiter.

Index

Along with the scan results, you can export the scan information to an index file in TEXT, CSV, or XML format.

To create an index file, select the **Create index file** checkbox.

1. **File name**

   Enter the file name. You can also insert elements such as date, time, and counters from the **Insert name rule** drop-down list.

2. **Folder Path**

   Specifies the destination folder where you want to save index file.

3. **Output Settings**

   Select whether to add an index file to each file or to each workflow.

Metadata

The metadata function allows you to read a barcode or specific string of text to define the contents of that area. The defined metadata can be used as a separator in the document separation function, and can be used as an element of the file name.

1. **Barcode**

   - **Select Full Screen/Specify Reading Area**

Select the **Select Full Screen** option to add an entire screen including barcode to the metadata. We recommend using this option when there is only a single barcode on the document.

Select the **Specify Reading Area** option to specify the area of the barcode. Click (**Preview**) and pre-scan your document. After pre-scanning, use the **Barcode** pin to specify the barcode area detected with a red box, and define the metadata.

- **Barcode Type**

Select the type of barcode you want to use.

2. **Zonal OCR**

Select the language of the document.

Click (**Preview**) and pre-scan your document. After pre-scanning, use the **Zonal OCR** tool to specify the text area you want to read, and define the metadata.

Edit the Pages on the Confirmation Screen

> 🖉 The pages toolbar above the preview window appears when you select a page or pages.
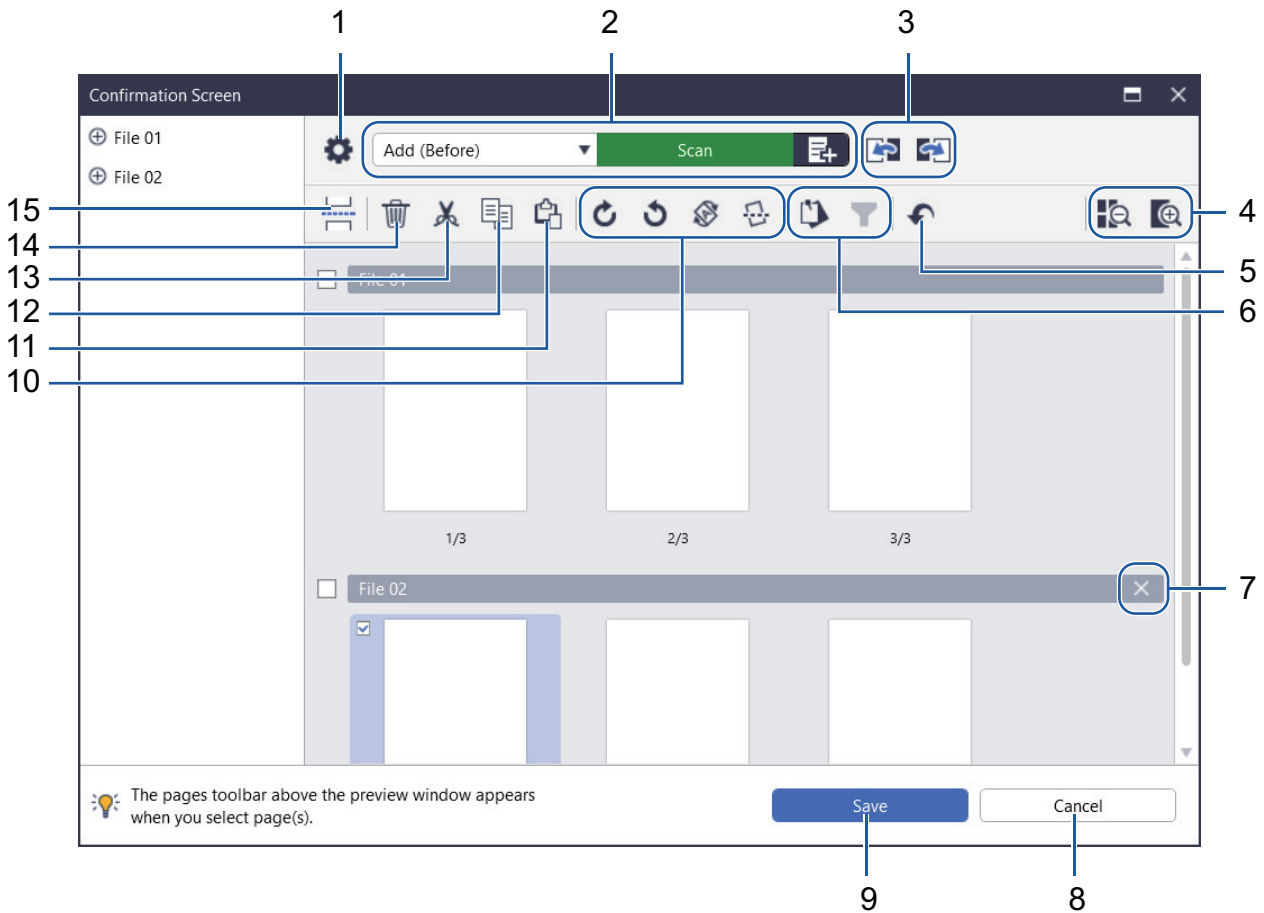
1. **Scan Settings**

   Open the **Scan Settings** dialog box.

2. **Add (Before)/Add (After)/Replace**

   Add a page before or after the selected page, or replace the page.

   Click **Scan** to scan the document to add or replace pages.

   Click to select a file and add or replace pages.

3. **Move to Previous Page/Move to Next Page**

   Moves to the page before or the page after the selected page.

4. **Zoom Out/Zoom In**

   Zoom out or zoom in on page thumbnails.

5. **Undo**

   Undo the last operation.

6. **Add/Remove from Pinned Items / Filter by Pin Selection**

   Displays only the pages you want to check or edit.

Icon	Description
	Pins the pages you want to check or edit. The pinned pages are highlighted.
	Displays the pinned pages only.

7. **Combine files**

   Delete the insert bar and combine the file with the previous file or following file.

8. **Cancel**

   Cancels your edits and closes the **Confirmation Screen**. If you select cancel, the scanned image data is discarded.

9. **Save**

   Saves the file.

   > Files are saved in the format specified by the **Save / Share Settings**.

10. **Rotate**

Icon	Description
↻	Rotates the selected page 90 degrees.
↺	Rotates the selected page -90 degrees.
⬡	Changes the direction of the page based on the text orientation of the specified language.
⬢	Corrects the skew in the scanned image.

11. **Paste Page**

    Paste the page before or after the selected page.

12. **Copy Page**

    Copy the selected page.

13. **Cut Page**

    Cut the selected page.

14. **Delete Page**

    Delete the selected page.

15. **Insert Separator**

    Insert a separator before or after the selected page to separate the files.

▌Configure the Workflow

You can place a workflow button that stores frequently used scan settings on the Home screen. This is a quick and efficient method to speed up common tasks. There is no need to change the scan settings every time.
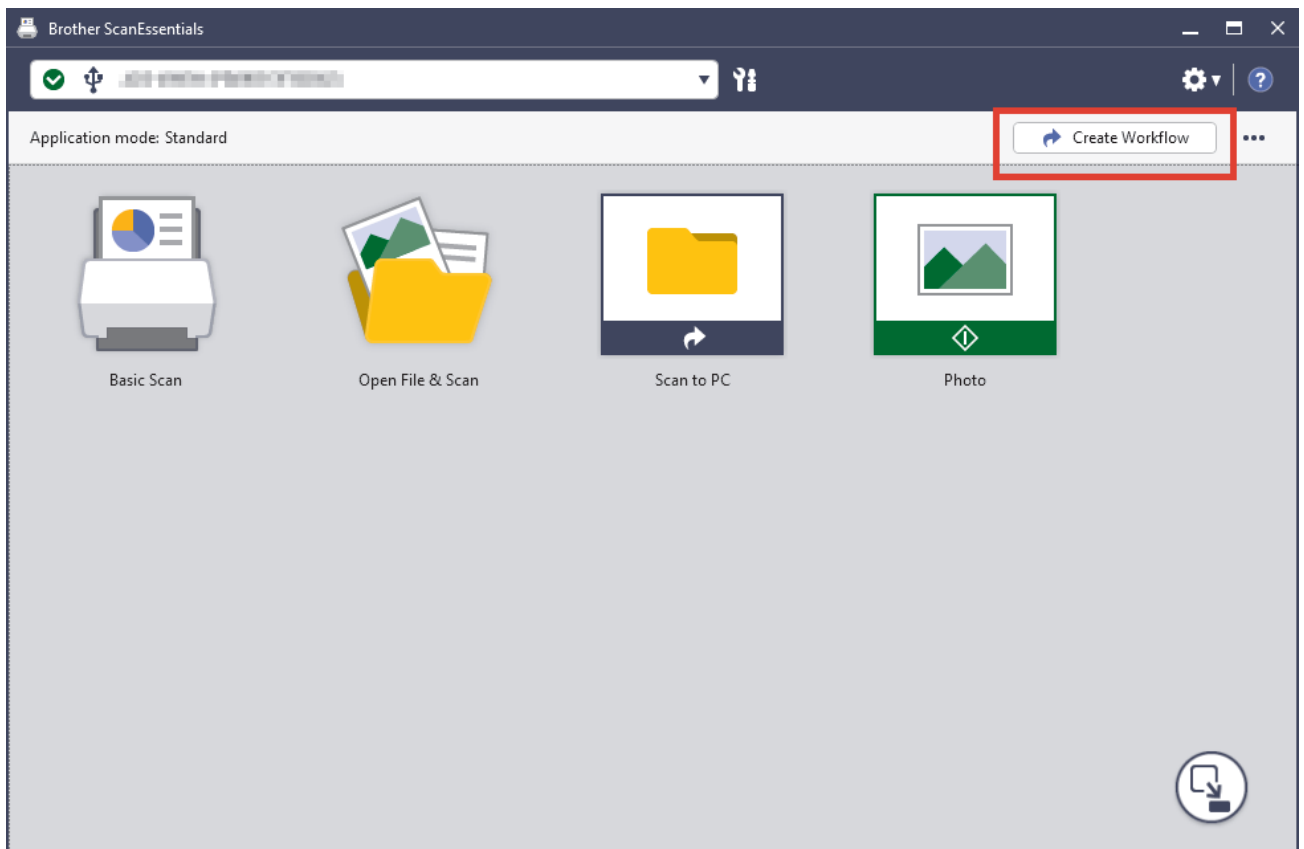
> 🖉 Use the available templates to scan specific documents (such as business cards and photos). You can also save these templates as workflows.

>> Create a Workflow
>> Edit a Workflow
>> Import Workflow

Create a Workflow

1. Click **Create Workflow** on the Home screen.

   The **Create Workflow** screen appears.

2. To create a One Touch workflow, select the **Create as One Touch Workflow** checkbox.

   The icons change to the One Touch workflow icons.

3. Do one of the following:

   • To create a new workflow, click **Create New**.

   • To use a template, click the template suitable for your document.

4. Click **Create**.

5. Adjust the scan settings or save/share settings, if needed.

   For more information, see *Related Information*.

6. Click **Save Workflow**.

   The created workflow icon is added to the Home screen.

Edit a Workflow

1. Right-click the workflow icon on the Home screen, and then select **Edit**.

2. Adjust the scan settings or save/share settings, if needed.

   For more information, see *Related Information*.
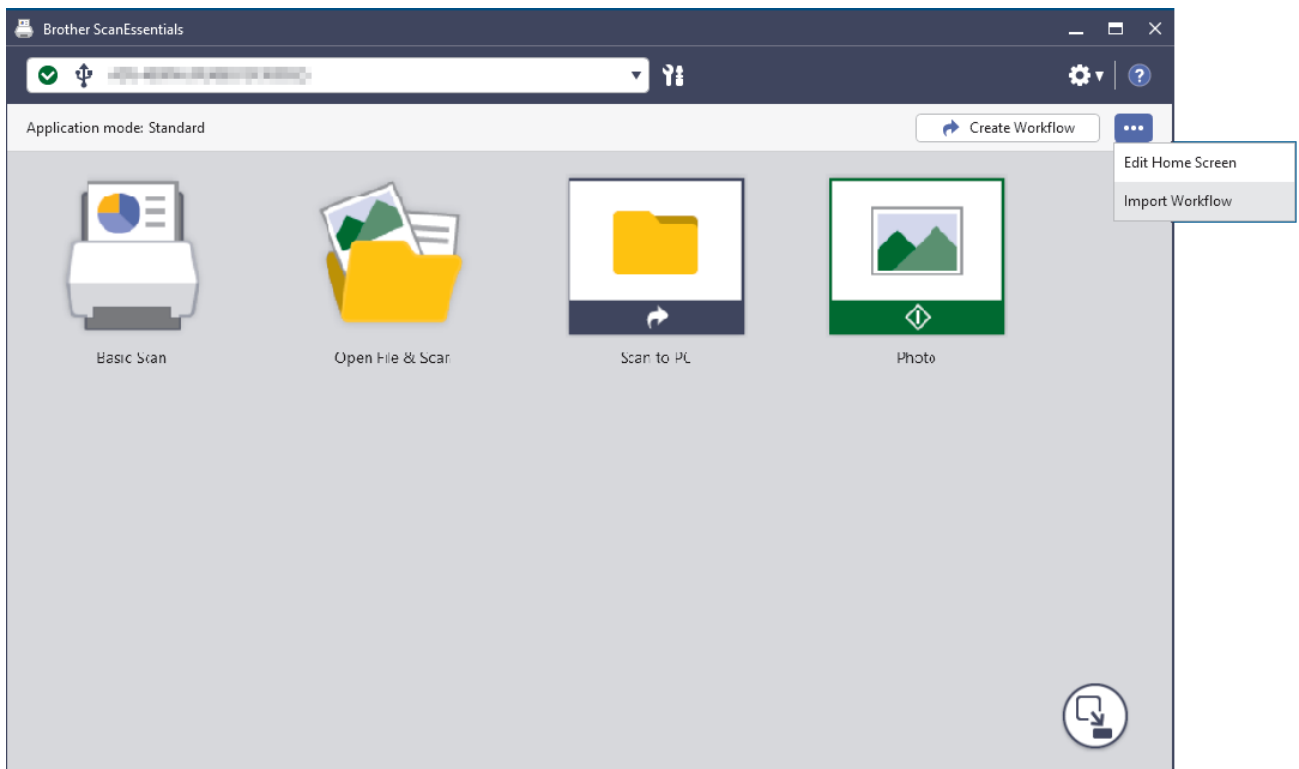
3. Click **Overwrite Settings**.

   To use your workflow on a different computer, export the workflow by right-clicking the workflow icon and then selecting **Export**.

Import Workflow

Only workflows exported by the same model and with the same mode (Standard/Lite) can be imported.

1. Click ••• on the Home screen, and then select **Import Workflow**.

2. Select the workflow to import, and then click **Open**.

   The imported workflow is added to the Home screen.

✅ Related Information

Related Topics:

- Scan Settings and Save / Share Settings

Troubleshooting

If an error occurs, see the *Online User's Guide*: *Troubleshooting*. For more information, go to support.brother.com/manuals and select your model.