Software User's Guide

For FAX users; This documentation is for both MFC and FAX models. Where it says 'MFC' in this User's Guide, please read 'MFC-xxxx' as 'FAX-xxxx'.

Version 0

CHN-ENG

Applicable models

This User's Guide applies to the following models.

FAX-2890/FAX-2990/MFC-7290

Definitions of notes

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

🖉 Note	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

Compilation and publication notice

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

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IMPORTANT NOTE

- This product is approved for use in the country of purchase only. Do not use this product outside the country of purchase as it may violate the power regulations of that country.

- In this manual, the screens in this manual are from MFC models, since FAX models and MFC models have identical features. Where they display 'MFC' in this manual, please read 'MFC-xxxx' as 'FAX-xxxx'.

- In this manual, the LCD messages of the MFC-7290 are used unless specified.

- Windows® XP in this document represents Windows® XP Professional, Windows® XP Professional x64 Edition and Windows® XP Home Edition.

- Windows Vista® in this document represents all editions of Windows Vista®.

- Windows® 7 in this document represents all editions of Windows® 7.

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Section I

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Machine operation keys

1 Using the control panel

Using the printer keys

You can access the following features from your machine's control panel.

Job Cancel

To cancel the current print job, press **Stop/Exit**. You can clear the data that is left in the machine's memory by pressing **Stop/Exit**.

Using the scan keys (For MFC-7290)

You can use ![SCAN icon] (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

See *Using the Scan key (For MFC-7290)* for details.

Section II

▶

Windows®

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Printing

Note

The screens in this section are from Windows® XP. Screens on your PC may vary depending on your operating system.

Using the Brother printer driver

A printer driver is software that translates data from the format used by a PC into the format needed by a particular printer, using a printer command language or page description language.

The printer drivers are on the installer CD-ROM we have supplied. Install the drivers by following the Quick Setup Guide. The latest printer drivers can also be downloaded from the Brother Solutions Center at:

http://solutions.brother.com/

Printing a document

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes. (For information about the Paper Tray and Recommended paper, see Basic User's Guide.)

① From your application, choose the Print command.
If any other printer drivers are installed on your computer, choose **Brother MFC-XXXX*** as your printer driver from the Print or Print Settings menu in your software application, and then click OK to begin printing.
*(Where XXXX is your model name.)

Note

• (Macintosh) See *Features in the printer driver (Macintosh)* >> page 90.

• You can choose the paper size and orientation in your application software.

If your application software does not support your custom paper size, choose the next largest paper size.

Then adjust the print area by changing the right and left margins in your application software.

Manual duplex (two-sided) printing

The supplied printer driver supports manual duplex printing.

Guidelines for printing on both sides of the paper

■ If the paper is thin, it may wrinkle.

■ If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or manual feed slot.

■ If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.

■ When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

If there is a paper jam, see Basic User's Guide: *Error and maintenance messages*. If you have a print quality problem, see Basic User's Guide: *Improving the print quality*.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Then, the printer driver instructs you (with a pop-up message) to reinsert the paper. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during the computer printing. However, when the machine is copying or receiving a fax on paper, it pauses the computer printing operation, and then continues printing when copying or fax receiving has finished.

📝 **Note**

Even if `Toner Low` or `Toner Ended` is displayed on the LCD, fax sending and scanning are available.

Printer driver settings
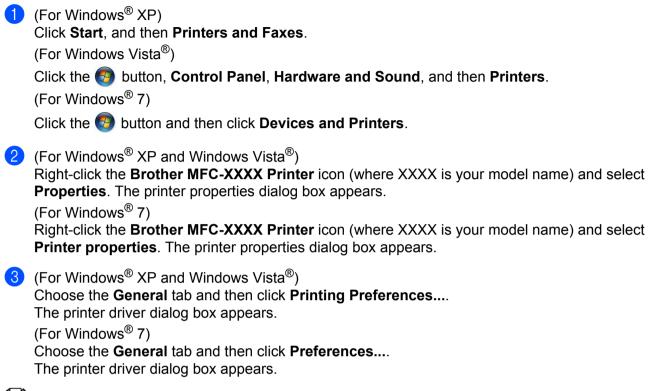
> **Note**
>
> For Macintosh users see *Printing and Faxing* ▶▶ page 90.

You can change the following printer settings when you print from your computer:

■ **Paper Size**

■ **Orientation**

■ **Copies**

■ **Media Type**

■ **Resolution**

■ **Print Settings**

■ **Multiple Page**

■ **Duplex / Booklet**

■ **Paper Source**

■ **Scaling**

■ **Reverse Print**

■ **Use Watermark**

■ **Header-Footer Print**

■ **Toner Save Mode**

■ **Administrator**

■ **Density Adjustment**

■ **Improve Print Output**

■ **Skip Blank Page**

■ **Print Profiles**

The following pages provide an overview of the printer driver settings. For more information, see the Help text in the printer driver.

Accessing the printer driver settings

a (For Windows® XP)
Click **Start**, and then **Printers and Faxes**.

(For Windows Vista®)

Click the button, **Control Panel**, **Hardware and Sound**, and then **Printers**.

(For Windows® 7)

Click the button and then click **Devices and Printers**.

b (For Windows® XP and Windows Vista®)
Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name) and select
Properties. The printer properties dialog box appears.

(For Windows® 7)
Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name) and select
Printer properties. The printer properties dialog box appears.

c (For Windows® XP and Windows Vista®)
Choose the **General** tab and then click **Printing Preferences...**.
The printer driver dialog box appears.

(For Windows® 7)
Choose the **General** tab and then click **Preferences...**.
The printer driver dialog box appears.

Note

To configure the tray settings, choose the **Tray Settings** tab.

Basic tab

You can also change the Page Layout settings by clicking the illustration on the left side of the **Basic** tab.

1. Choose **Paper Size**, **Orientation**, **Copies**, **Media Type**, **Resolution** and **Print Settings** (1).

2. Choose **Multiple Page** and **Duplex / Booklet** (2).

3. Choose **Paper Source** (3).

4. Confirm your current settings in the window (4).

5. Click **OK** to apply your chosen settings.
   To return to the default settings, click **Default**, then **OK**.

Paper Size

From the drop-down box choose the Paper Size you are using.

Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).

Portrait (Vertical)	Landscape (Horizontal)
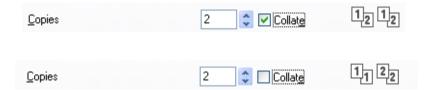
Copies

The copies selection sets the number of copies that will be printed.

■ **Collate**

With the Collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.

Media Type

You can use the following types of media in your machine. For the best print quality, select the type of media that you wish to use.

■ **Plain Paper**

■ **Thin Paper**

■ **Thick Paper**

■ **Thicker Paper**

■ **Bond Paper**

■ **Envelopes**

■ **Env. Thick**

■ **Env. Thin**

■ **Recycled Paper**

■ **Label**

Note

- When using ordinary plain paper (60 to 105 g/m^2, 16 to 28 lb) choose **Plain Paper**. When using heavier weight paper or rough paper choose **Thick Paper** or **Thicker Paper**. For bond paper, choose **Bond Paper**.

- When printing on envelopes choose **Envelopes**. If the toner is not fixed to the envelope correctly when **Envelopes** has been selected, choose **Env. Thick**. If the envelope is crumpled when **Envelopes** has been selected, choose **Env. Thin**.

Resolution

You can choose the resolution as follows.

- **300 dpi**
- **600 dpi**
- **HQ 1200**

Note

The print speed will change depending on what print quality setting you choose. Higher print quality takes longer to print, while lower print quality takes less time to print.

Print Settings

You can change the print settings as follows:

- **Graphics**

    This is the best mode for printing documents that contain graphics.

- **Text**

    This is the best mode for printing text documents.

- **Manual**

    You can change the settings manually by choosing **Manual** and clicking the **Manual Settings...** button.

    You can set brightness, contrast and other settings.

Multiple Page

The Multiple Page selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarge the image size for printing one page on multiple sheets of paper.

- **Page Order**

    When N in 1 option is selected, the page order can be selected from the drop-down list.

- **Border Line**

    When printing multiple pages onto one sheet, with the Multiple Page feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.

■ **Print cut-out line**

When 1 in NxN pages option is selected, the **Print cut-out line** option can be selected. This option allows you to print a faint cut-out line around the printable area.

Manual duplex (two-sided)/ Booklet

When you want to print a booklet or do manual duplex printing, use this function.

■ **None**

Disable duplex printing.

■ **Duplex (Manual)**

When you want to do duplex printing, use this option.

- • **Duplex (Manual)**

  The machine prints all the even-numbered pages first. Then the printer driver will stop and show the instructions required to re-install the paper. When you click **OK** the odd-numbered pages will be printed.

When you choose **Duplex (Manual)**, the **Duplex Settings...** button becomes available to select. You can set the following settings in the **Duplex Settings** dialog box.

- • **Duplex Type**

  There are four types of duplex binding directions available for each orientation.

- • **Binding Offset**

  When you check **Binding Offset**, you can also specify the offset for binding in inches or millimeters.

■ **Booklet (Manual)**

Use this option to print a document in booklet format using duplex printing; it will arrange the document according to the correct page numbers and allows you to fold at the center of the print output without having to change the order of the pages.

- • **Booklet (Manual)**

  The machine prints all the even-numbered sides first. Then the printer driver will stop and show the instructions required to re-install the paper. When you click **OK** the odd-numbered sides will be printed.

When you choose **Booklet (Manual)**, the **Duplex Settings...** button becomes available to select. You can set the following settings in the **Duplex Settings** dialog box.

- • **Duplex Type**

  There are two types of duplex binding directions available for each orientation.

- • **Booklet Printing Method**

  When **Divide into Sets** is selected:

  This option allows you to print the whole booklet into smaller individual booklet sets, it still allows you to fold at the center of the smaller individual booklet sets without having to change the order of the pages. You can specify the number of sheets in each smaller booklet set, from 1 to 15. This option can help when folding the printed booklet that has a large number of pages.
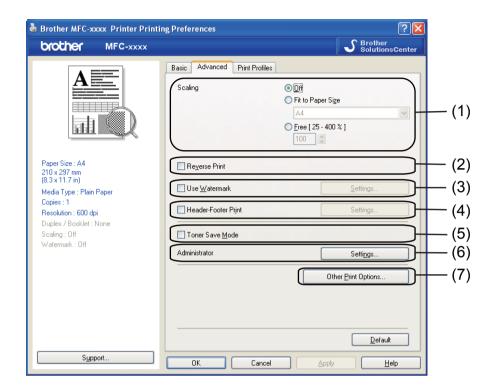
- • **Binding Offset**

  When you check **Binding Offset**, you can also specify the offset for binding in inches or millimeters.

Paper Source

You can choose **Auto Select**, **Tray1** or **Manual** and specify separate trays for printing the first page and for printing from the second page onwards.

Advanced tab

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)

Change the tab settings by clicking one of the following selections:

- **Scaling** (1)
- **Reverse Print** (2)
- **Use Watermark** (3)
- **Header-Footer Print** (4)
- **Toner Save Mode** (5)
- **Administrator** (6)
- **Other Print Options** (7)

Scaling

You can change the print image scaling.

Reverse Print

Check **Reverse Print** to reverse the data to flip it upside down.

Use Watermark

You can put a logo or text into your document as a watermark. You can choose one of the preset Watermarks, or you can use a bitmap file that you have created. Check **Use Watermark** and then click the **Settings...** button.

Watermark Settings

Transparent

Check **Transparent** to print the watermarked image in the background of your document. If this feature is not checked then the watermark will be printed on top of your document.

In Outline Text

Check **In Outline Text** if you only want to print an outline of the watermark. It is only available when you choose a text watermark.

Custom Settings

You can choose which watermark to print on the first page or on the other pages.

Click the **Add** button to add the watermark settings and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.

You can change the additional watermark's size and position on the page by selecting the watermark, and clicking the **Settings** button.

■ **Title**

Enter a title you like in the field.

■ **Text**

Enter your Watermark Text into the **Text** box, and then choose the **Font**, **Style**, **Size** and **Darkness**.

■ **Bitmap**

Enter the file name and location of your bitmap image in the **File** box, or click **Browse** to search for the file. You can also set the scaling size of the image.

■ **Position**

Use this setting if you want to control the position of the watermark on the page.

Header-Footer Print

When this feature is enabled, it will print the date and time on your document from your computer's system clock and the PC login user name or the text you entered. By clicking **Settings**, you can customize the information.

■ **ID Print**

If you select **Login User Name**, your PC login user name will be printed. If you select **Custom** and enter the text in the **Custom** edit box, the text you entered will be printed.

Toner Save Mode

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, prints appears lighter. The default setting is Off.

Note

• We do not recommend **Toner Save Mode** for printing photo or grayscale images.

• **Toner Save Mode** is not available for **HQ 1200** resolution.

Administrator

Administrators have the authority to limit access to functions such as scaling and watermark.

■ **Password**

Enter the password into this box.

Note

Click **Set Password...** to change the password.

■ **Copies Lock**

Lock the copy pages selection to prevent multiple copy printing.

■ **Multiple Page & Scaling Lock**

Lock the scaling setting and multiple page setting to prevent changes being made.

■ **Watermark Lock**

Lock the current settings of the Watermark option to prevent changes being made.

■ **Header-Footer Print Lock**

Lock the current settings of the Header-Footer Print option to prevent changes being made.

Other Print Options

You can set the following in Printer Function:

■ **Density Adjustment**
■ **Improve Print Output**
■ **Skip Blank Page**

Density Adjustment

Increase or decrease the print density.

Improve Print Output

This feature allows you to improve a print quality problem.

■ **Reduce Paper Curl**

If you choose this setting, the paper curl may be reduced.

If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to the thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

■ **Improve Toner Fixing**

If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

■ **Reduce Ghosting**

If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the ambient humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

Skip Blank Page

If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.

📝**Note**
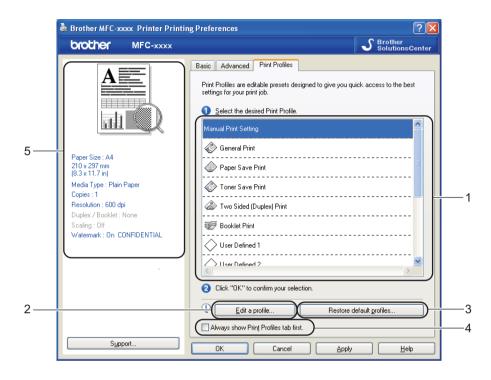
This option does not work when you choose the following options:

- **Use Watermark**
- **Header-Footer Print**
- **N in 1** or **1 in NxN Pages** in **Multiple Page**
- **Duplex (Manual)** or **Booklet (Manual)**

Print Profiles tab

Print Profiles are editable presets designed to give you quick access to frequently used printing configurations.

- Print profile list box (1)
- **Edit a profile**(2)

    You can edit and save a new print profile.

- **Restore default profiles**(3)

    Click to restore all the default print profiles.

- **Always show Print Profiles tab first.**(4)
- Current print profile view(5)

1 Choose your profile from the print profile list box.

2 If you want to display the **Print Profiles** tab at the front of the window from the next time you print, check **Always show Print Profiles tab first**.

3 Click **OK** to apply your chosen profile.

Edit a Profile

The **Save your profile changes** dialog box appears by clicking **Edit a profile**.

1 Choose an icon you want to use from the Icon list.

2 Enter the desired title in **Name**.

3 Choose the print profile you want to overwrite, then click **OK**.

📝 **Note**

You can overwrite the preset print profiles.

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Support

Click **Support...** in the **Printing Preferences** dialog box.

■ **Brother Solutions Center** (1)

The Brother Solutions Center (http://solutions.brother.com/) is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

- **Genuine Supplies Website** (2)

  You can visit our Web site for original/genuine Brother supplies by clicking this button.

- **Brother CreativeCenter** (3)

  You can visit our Web site for free and easy online solutions for business and home users by clicking this button.

- **Check Setting** (4)

  You can check the current driver settings.

- **About** (5)
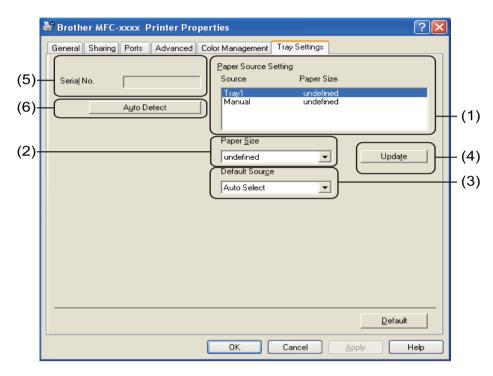
  This will show the list of the printer driver files and version information.

2

Tray Settings tab

📝 **Note**

To access the **Tray Settings** tab, see *Accessing the printer driver settings* ▶▶ page 10.

You can define the paper size for each paper tray and auto detect the serial number in the **Tray Settings** tab as follows.

■ **Paper Source Setting** (1)

This feature lists the paper size assigned to each tray. The settings applied in **Paper Size** (2) and **Update** (4) are displayed.

■ **Paper Size** (2)

This setting allows you to define which paper size is used for the tray and manual feed slot. Highlight the paper source you want to define and then choose the paper size from the drop-down list. Click **Update** (4) to apply the setting to the tray.

■ **Default Source** (3)

This setting allows you to choose the default paper source that your document will be printed from. Choose the **Default Source** from the drop-down list and click **Update** (4) to save your setting. The **Auto Select** setting will automatically pull paper from any paper source (tray or manual feed slot) that has a defined paper size that matches your document.

■ **Update** (4)

The **Update** function reflects the **Paper Size** (2) setting in **Paper Source Setting** (1).

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■ **Serial No.** (5)

By clicking **Auto Detect** (6), the printer driver will query the machine and display its serial number. If it fails to receive the information, the screen will display "---------------".

■ **Auto Detect** (6)

The **Auto Detect** function obtains the machine's serial number by initiating communication between the PC and the machine.

Note

The **Auto Detect** function is not available under the following machine conditions:

• The machine's power switch is Off.

• The cable is not connected to the machine correctly.

Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of error messages such as paper empty or paper jam.

You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start**/**All Programs**/**Brother**/**MFC-XXXX** on your PC.

(Windows® 7)

If you have set the **Enable Status Monitor on startup** during installation, you will find the ▲ button or the **Brother Status Monitor** icon on the taskbar.

To show the **Brother Status Monitor** icon on your taskbar, click the ▲ button. The **Brother Status Monitor** icon will appear in the small window. Then drag the 🖲 icon to the taskbar.

There is also a link to the **Troubleshooting** and Brother Genuine Supplies Web site. Click **Visit the Genuine Supplies website** button for more information on Brother genuine supplies.

Note

• For more information about using the Status Monitor software, right-click the **Brother Status Monitor** icon and choose **Help**.

• The automatic software update feature is active when the status monitor feature is active. With the update feature you can receive both Brother applications and machine firmware updates automatically.

Monitoring the machine's status

The Status Monitor icon will change color depending on the machine's status.

■ A green icon indicates the normal stand-by condition.

■ A yellow icon indicates a warning.

■ A red icon indicates a printing error has occurred.

There are two locations where you can display the **Brother Status Monitor** on your PC - in the tasktray or on the desktop.

3 Scanning (For FAX-2990/MFC-7290)

The scanning operations and drivers will be different depending on your operating system. The machine uses a TWAIN compliant driver for scanning documents from your applications.

Two scanner drivers are installed. A TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* ▸▸ page 30) and a Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver* ▸▸ page 36).

You can choose either one of the two when you scan documents.

✍ Note

For Presto! PageManager, see *Using Presto! PageManager (For MFC-7290)* ▸▸ page 42.

Scanning a document using the TWAIN driver

The Brother MFL-Pro Suite software includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and applications. This means that you can not only scan images directly into the Presto! PageManager viewer that Brother included with your machine, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe® Photoshop®, CorelDRAW® and many more.

Scanning a document into the PC

You can use the ADF (automatic document feeder) to scan a whole page.

① Load your document.

② Start the Presto! PageManager software that was installed during the MFL-Pro Suite installation to scan a document.

✍ Note

The instructions for scanning in this Guide are for when you use Presto! PageManager. The scanning steps may vary when using other software applications.

③ Click **File** and click **Select Source**.

④ Choose **TW-Brother MFC-XXXX** from the **Select Source** list and click **OK**. (Where XXXX is your model name.)

⑤ Click **File** and click **Acquire Image Data**.
The **Scanner Setup** dialog box appears.

⑥ If necessary, adjust the following settings in the Scanner Setup dialog box:

■ **Scan** (Image Type) (1)
■ **Resolution** (2)

- **Scan Type** (3)
- **Brightness** (4)
- **Contrast** (5)
- **Document Size** (6)

7 Click **Start**.
When scanning is finished, click **Cancel** to return to the Presto! PageManager window.

Note

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning. (See *Pre-Scanning to crop a portion you want to scan* ▶▶ page 31.)

Pre-Scanning to crop a portion you want to scan

You can preview your image and crop unwanted portions before scanning by using the **PreScan** button.

When you are satisfied with the preview, click the **Start** button in the Scanner Setup dialog box to scan the image.

a Follow the steps from **1** to **5** of *Scanning a document into the PC* ▶▶ page 30.

b Choose the settings for **Scan** (Image Type), **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.

c Click **PreScan**.
The whole image is scanned into the PC and appears in the Scanning Area (1) of the Scanner Setup dialog box.

④ Press and hold down the left mouse button and drag it over the portion you want to scan.

1 Scanning area

Note

You can enlarge the image using the [icon] icon, and then use the [icon] icon to restore the image to its original size.

⑤ Load your document again.

⑥ Click **Start**.
When scanning is finished, click **Cancel** to return to the Presto! PageManager window.
This time only the chosen area of the document appears in the Presto! PageManager window (or your application window).

⑦ In the Presto! PageManager window, use the options available to refine the image.

Settings in the Scanner Setup dialog box

Scan (Image Type)

Choose the output image type from **Photo**, **Web** or **Text**. **Resolution** and **Scan Type** will be altered for each default setting.

The default settings are listed in the table below:

Scan (Image Type)		Resolution	Scan Type
Photo	Use for scanning photo images.	300 x 300 dpi	True Gray
Web	Use for attaching the scanned image to web pages.	100 x 100 dpi	True Gray
Text	Use for scanning text documents.	200 x 200 dpi	Black & White

Resolution

You can choose a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose.

Resolution	Black & White/ Gray (Error Diffusion)/True Gray
100 x 100 dpi	Yes
150 x 150 dpi	Yes
200 x 200 dpi	Yes
300 x 300 dpi	Yes
400 x 400 dpi	Yes
600 x 600 dpi	Yes
1200 x 1200 dpi	Yes
2400 x 2400 dpi	Yes
4800 x 4800 dpi	Yes
9600 x 9600 dpi	Yes
19200 x 19200 dpi	Yes

Scan Type

■ **Black & White**

Use for text or line art.

■ **Gray (Error Diffusion)**

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

■ **True Gray**

Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.

Brightness

Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average.

You can set the **Brightness** level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

If the scanned image is too light, set a lower **Brightness** level and scan the document again. If the image is too dark, set a higher **Brightness** level and scan the document again.

Contrast

You can increase or decrease the **Contrast** level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in gray areas. You can also enter a value in the box to set the **Contrast**.

Note

The Contrast setting is only available when **Gray (Error Diffusion)** or **True Gray** is chosen.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the contrast and resolution to see which setting best suits your needs.

Document Size

Choose one of the following sizes:

- **A4 210 x 297 mm (8.3 x 11.7 in)**
- **JIS B5 182 x 257 mm (7.2 x 10.1 in)**
- **Letter 215.9 x 279.4 mm (8 1/2 x 11 in)**
- **Legal 215.9 x 355.6 mm (8 1/2 x 14 in)**
- **A5 148 x 210 mm (5.8 x 8.3 in)**
- **JIS B6 128 x 182 mm (5 x 7.2 in)**
- **A6 105 x 148 mm (4.1 x 5.8 in)**
- **Executive 184.1 x 266.7 mm (7 1/4 x 10 1/2 in)**
- **10 x 15 cm (4 x 6 in)**
- **13 x 20 cm (5 x 8 in)**
- **9 x 13 cm (3.5 x 5 in)**
- **13 x 18 cm (5 x 7 in)**
- **Postcard 1 100 x 148 mm (3.9 x 5.8 in)**
- **Postcard 2 (Double) 148 x 200 mm (5.8 x 7.9 in)**
- **Custom**

    If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.

Enter the **Custom Document Size Name**, **Width** and **Height** for the document.

You can choose 'mm' or 'inch' as the unit for **Width** and **Height**.

Note

• You can see the actual paper size you chose on the screen.

- • **Width**: shows the width of scanning area.
- • **Height**: shows the height of scanning area.
- • **Data Size**: shows the rough data size in Bitmap format. The size will be different for other file formats such as JPEG.
• User adjustable from 8.9 x 8.9 mm to 215.9 x 355.6 mm.

Scanning a document using the WIA driver

WIA compliant

You can choose Windows® Image Acquisition (WIA) for scanning images from the machine. You can scan images directly into the Presto! PageManager viewer that Brother included with your machine or you can scan images directly into any other application that supports WIA or TWAIN scanning.

Scanning a document into the PC

You can use the ADF (automatic document feeder) to scan a whole page.

1. Load your document.

2. Start the Presto! PageManager software that was installed during the MFL-Pro Suite installation to scan a document.

Note

The instructions for scanning in this Guide are for when you use Presto! PageManager. The scanning steps may vary when using other software applications.
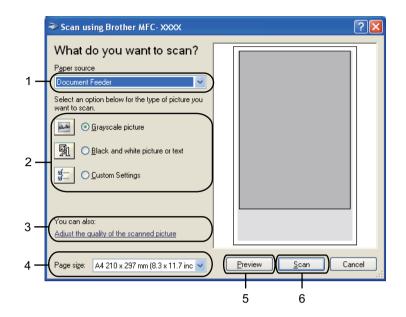
3. Click **File** and click **Select Source**.

4. Choose **WIA-Brother MFC-XXXX** from the **Select Source** list and click **OK**. (Where XXXX is your model name.)

5. Click **File** and click **Acquire Image Data**.
   The Scanner Setup dialog box appears.

6. If necessary, adjust the following settings in the Scanner Setup dialog box:

   ■ **Paper source** (1)

   ■ Picture type (2)

   ■ **Adjust the quality of the scanned picture** (3)

   ■ **Page size** (4)

   ■ **Preview** (5)

   ■ **Scan** (6)

7 Choose **Document Feeder** from the **Paper source** drop-down list (1).

8 Choose the picture type (2).

9 Choose the **Page size** from the drop-down list (4).

10 If you need advanced settings, click **Adjust the quality of the scanned picture** (3). You can choose **Brightness**, **Contrast**, **Resolution (DPI)** and **Picture type** from **Advanced Properties**. Click **OK** after you have changed the settings.

Note

• The scanner resolution can be set as high as 1200 dpi.

• For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* ▶▶ page 38.)

11 Click the **Scan** button in the Scan dialog box (6).
The machine starts scanning the document.

Scanner Utility

The Scanner Utility is used for configuring the WIA scanner driver for resolutions greater than 1200 dpi. You must restart your PC for the new settings to take effect.

📝 **Note**

If you scan the document at a resolution greater than 1200 dpi, the file size may be very large. Make sure that you have enough memory and hard disk space for the size of the file you are trying to scan. If you do not have enough memory or hard disk space then your PC may freeze and you could lose your file.

■ Running the utility

You can run the utility by choosing the **Scanner Utility** located in
Start/All Programs/Brother/MFC-XXXX (where XXXX is your model name)/
Scanner Settings/Scanner Utility.

Screens on your computer may vary depending on your operating system or the model of your machine.

📝 **Note**

(Windows Vista® and Windows® 7)

When the **User Account Control** screen appears, do the following.

• For users who have administrator rights: Click **Allow**.

• For users who do not have administrator rights: Enter the administrator password and click **OK**.

Scanning a document using the WIA driver (Windows Photo Gallery and Windows Fax and Scan)

Scanning a document into the PC

You can use the ADF (automatic document feeder) to scan a whole page.
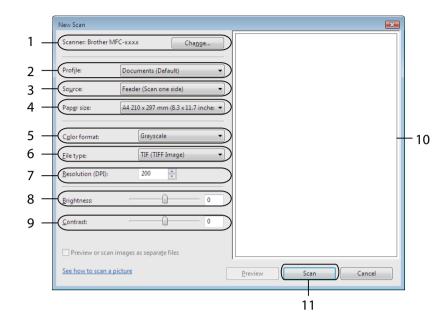
1 Load your document.

2 Open your software application to scan the document.

3 Do one of the following:
- (Windows Photo Gallery)

  Click **File**, then **Import from Camera or Scanner**.
- (Windows Fax and Scan)

  Click **File**, **New**, then **Scan**.

4 Choose the scanner you want to use.

5 Click **Import** or **OK**.
The Scan dialog box appears.

6 If necessary, adjust the following settings in the Scan dialog box:
- **Scanner** (1)
- **Profile** (2)
- **Source** (3)
- **Paper size** (4)
- **Color format** (5)
- **File type** (6)
- **Resolution (DPI)** (7)
- **Brightness** (8)
- **Contrast** (9)
- Scanning area (10)
- **Scan** (11)

```
New Scan

1 ──  Scanner: Brother MFC-x.x.x.x          Change...

2 ──  Profile:        Documents (Default)          ▼

3 ──  Source:         Feeder (Scan one side)       ▼

4 ──  Paper size:     A4 210 x 297 mm (8.3 x 11.7 inches  ▼

5 ──  Color format:   Grayscale                    ▼

6 ──  File type:      TIF (TIFF Image)             ▼

7 ──  Resolution (DPI):  200  ⯅⯆

8 ──  Brightness:         ——————⬤——————  0

9 ──  Contrast:          ——————⬤——————   0

      ☐ Preview or scan images as separate files

      See how to scan a picture      Preview    Scan    Cancel
```

10

11

⑦ Click **Scan** in the Scan dialog box.
The machine starts scanning the document.

Using Presto! PageManager (For MFC-7290)

Presto! PageManager is an application for managing the documents. Since it is compatible with most image editors and word processing programs, Presto! PageManager gives you unmatched control over your files. You can easily manage your documents, edit your E-mail and files and read documents with the OCR software built into Presto! PageManager.

Note

The complete NewSoft Presto! PageManager User's Guide can be viewed from the **Help** icon in NewSoft Presto! PageManager.

Features

- You can share files by converting them to portable file formats like PDF and Presto! Wrapper.
- You can easily organize files just like Windows$^®$ Explorer.
- You can easily stack related image and document files.
- You can aquire text out of an image with reliable and accurate OCR (Optional Character Recognition).
- You can add note without affecting the original file with handy annotation tools, such as text, stamp, highlighter, straight line, freehand line, sticky note and bookmark.
- You can enhance images with a set of image tools such as crop, rotate, flip, invert color, autoenhancement, bright and contrast and remove noise.

System requirements for Presto! PageManager

- Personal computer with Pentium$^®$ III, 800 MHz or higher processor for Windows$^®$ XP.
- Personal computer with Pentium$^®$ 4, 1.0 GHz or higher processor for Windows Vista$^®$ and Windows$^®$ 7.
- Windows$^®$ XP/Windows Vista$^®$/Windows$^®$ 7
- 350MB free hard disk space for installation
- 512 MB RAM
- CD-ROM drive
- SVGA (1024 $\times$ 768) or higher display card
- Microsoft$^®$ Internet Explorer 5.0 or later

Recommended:

- 1GB RAM
- Outlook, Outlook Express, or other electronic mail software

ControlCenter4 (For MFC-7290)

Overview

ControlCenter4 is a software utility that lets you quickly and easily access your most used applications. Using ControlCenter4 eliminates the need to manually launch specific applications.

ControlCenter4 has two user interfaces: **Home Mode** and **Advanced Mode**.

ControlCenter4 also controls the settings for ⊿ (**SCAN**) on the control panel of your Brother machine. For

■ **Home Mode**

■ **Advanced Mode**

Changing the user interface

① Click **Configuration** and then select **Mode Select**.

② Select **Home Mode** or **Advanced Mode** in the mode dialog.

Using ControlCenter4 in Home Mode

This section briefly introduces the ControlCenter4 functions in **Home Mode**. For more details on each function, click ❓ **Help**.

1 Scan directly to a file, E-mail, word processor or graphics application of your choice.

2 Access the **PC-FAX** applications available for your device.

3 Access the settings available to configure your device.

4 Link to Brother Solutions Center, Brother CreativeCenter and the **ControlCenter Help** file.

5 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.

6 You can change the user interface and the ControlCenter4 startup preferences.

7 Access the **Help** file.

8 Access **Brother Status Monitor** by clicking the Device Status button.

ControlCenter4 Features for Home Mode users

Scan (See *Scan tab* ▸▸ page 46.)

■ See *Saving the scanned image* ▸▸ page 47.

■ See *Printing the scanned image* ▸▸ page 48.

■ See *Opening the scanned image with an application* ▸▸ page 48.

■ See *Attaching the scanned data to E-mail* ▸▸ page 48.

■ See *Using the OCR feature* ▸▸ page 49.

PC-FAX (See *PC-FAX tab* ➤➤ page 50.)

■ See *Sending a scanned image* ➤➤ page 51.

■ See *Sending an image file from your computer* ➤➤ page 50.

■ See *Viewing and printing received PC-FAX data* ➤➤ page 51.

Device Settings (See *Device Settings tab* ➤➤ page 52.)

■ See *Configuring Remote Setup* ➤➤ page 52.

■ See *Accessing Quick Dial* ➤➤ page 52.

■ See *Configuring Scan key settings* ➤➤ page 53.

Support (See *Support tab* ➤➤ page 55.)
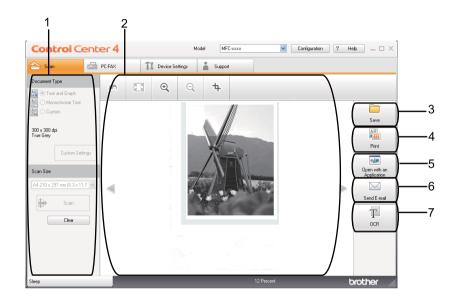
■ See *Opening ControlCenter Help* ➤➤ page 55.

■ See *Using Brother Solutions Center* ➤➤ page 55.

■ See *Accessing the Brother CreativeCenter* ➤➤ page 55.

4

Scan tab

There are five scan options: **Save**, **Print**, **Open with an Application**, **Send E-mail** and **OCR**.

This section briefly introduces the **Scan** tab function. For more details of each function, click ❓ **Help**.

1 PC Scan setting area
2 Image viewer
3 **Save** button
4 **Print** button
5 **Open with an Application** button
6 **Send E-mail** button
7 **OCR** button

File types

You can choose from the following list of file types when saving to a folder.

For Save and Send E-mail
■ **Windows Bitmap (*.bmp)**
■ **JPEG (*.jpg)** -Recommended for most users when Scanning pictures.
■ **TIFF (*.tif)**
■ **TIFF Multi-Page (*.tif)**

■ **Portable Network Graphics (*.png)**

■ **PDF (*.pdf)** -Recommended for Scanning and sharing documents.

■ **Secure PDF (*.pdf)**

■ **Searchable PDF (*.pdf)**

■ **XML Paper Specification (*.xps)**

For OCR

■ **Text (*.txt)**

■ **HTML (*.htm)**

■ **Searchable PDF (*.pdf)**

■ **Rich Text Format (*.rtf)**

📝 **Note**

• The XML Paper Specification is available for Windows Vista® and Windows® 7, or when using applications that support XML Paper Specification files.

• If you set the file type to TIFF or TIFF Multi-Page, you can choose "Uncompressed" or "Compressed".

• Searchable PDF is a file format that includes a text data layer over the scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the search language that you want to use for the searchable PDF.

• To choose **Searchable PDF (*.pdf)**, you must install Presto! PageManager included on the installer CD-ROM. If you installed MFL-Pro Suite from the installer CD-ROM (see Quick Setup Guide), Presto! PageManager has been installed.

Document Size

You can choose the document size from the pull-down list. If you choose a "1 to 2" document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

Saving the scanned image

The 📁 (**Save**) button lets you scan an image to a folder on your hard disk in one of the file types shown in the file types list.

❶ Configure the settings in the PC Scan setting area.

❷ Click 📤 (**Scan**).

❸ Confirm and edit (if necessary) the scanned image in the image viewer.

❹ Click 📁 (**Save**).

⑤ The **Save** dialog will appear. Select your **Destination Folder** and other settings. Click **OK**.

⑥ The image will be saved in your chosen folder.

Printing the scanned image

You can scan a page on the machine and print copies using any of the features of ControlCenter4 supported by your Brother machine's printer driver.

① Select the **Scan** tab.

② Configure the settings in the PC Scan setting area.

③ Click ![icon] (**Scan**).

④ Confirm and edit (if necessary) the scanned image in the image viewer.

⑤ Click ![icon] (**Print**).

⑥ Configure the print settings and then click ![icon] (**Start Printing**).

Opening the scanned image with an application

The ![icon] (**Open with an Application**) button lets you scan an image directly into your graphics application for image editing.

① Select the **Scan** tab.

② Configure the settings in the PC Scan setting area.

③ Click ![icon] (**Scan**).

④ Confirm and edit (if necessary) the scanned image in the image viewer.

⑤ Click ![icon] (**Open with an Application**).

⑥ Select the application from the drop-down list and click **OK**.

⑦ The image will appear in the application you have chosen.

Attaching the scanned data to E-mail

The ![icon] (**Send E-mail**) button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

1️⃣ Select the **Scan** tab.

2️⃣ Configure the settings in the PC Scan setting area.

3️⃣ Click 📤 (**Scan**).

4️⃣ Confirm and edit (if necessary) the scanned image in the image viewer.

5️⃣ Click ✉ (**Send E-mail**).

6️⃣ Configure the attached file settings and click **OK**.

7️⃣ Your default E-mail application will open and the image will be attached to a new, blank E-mail.

📝 **Note**

Webmail services are not supported by Scan to E-mail.

Using the OCR feature
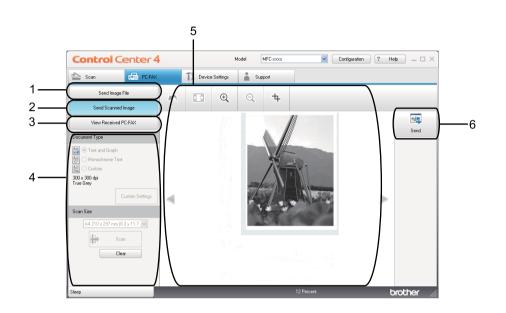
The 📄 (**OCR**) button lets you scan a document and convert it into text. This text can be edited using your favorite word processing software.

1️⃣ Select the **Scan** tab.

2️⃣ Configure the settings in the PC Scan setting area.

3️⃣ Click 📤 (**Scan**) button.

4️⃣ Confirm and edit (if necessary) the scanned image in the image viewer.

5️⃣ Click 📄 (**OCR**).

6️⃣ Configure the OCR settings and click **OK**.

7️⃣ Your default word processing application will open and display the converted text data.

PC-FAX tab

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click ? **Help**.

Note
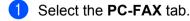
The PC-FAX software can only send Black & White fax documents in A4 size.

1 **Send Image File** button

2 **Send Scanned Image** button

3 **View Received PC-FAX** button

4 PC Scan setting area

5 Scan Image area

6 **Send** button

Sending an image file from your computer

The **Send Image File** button lets you send an image file as a fax from your computer using the Brother PC-FAX software.

1 Select the **PC-FAX** tab.

2 Click **Send Image File**.

3 Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.

④ Click (**Send**).

⑤ The PC-FAX sending dialog box will appear. Enter a fax number and then click **Start**.

Sending a scanned image

The **Send Scanned Image** button lets you scan a page or document and automatically send the image as a fax from your computer using the Brother PC-FAX software.

① Select the **PC-FAX** tab.

② Click **Send Scanned Image**.

③ Configure the settings in the PC Scan setting area.

④ Click (**Scan**).

⑤ Confirm and edit (if necessary) the scanned image in the image viewer.

⑥ Click (**Send**).

⑦ The PC-FAX sending dialog box will appear. Enter a fax number and then click **Start**.

Viewing and printing received PC-FAX data

The **View Received PC-FAX** button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, **you must select the PC-FAX Receive option from the control panel menu of your Brother machine**. (See *Enabling PC-FAX Receiving software on your machine* ▶▶ page 86.)

① Select the **PC-FAX** tab.

② Click **View Received PC-FAX**.

③ The PC-FAX receiving function activates and starts to receive fax data from your machine. The received data will appear. To view the data, click (**View**).

④ If you want to print the received data, select the data and then click (**Print**).

⑤ Configure the print settings and then click (**Start Printing**).

Device Settings tab

This section briefly introduces the **Device Settings** tab function. For more details of each function, click
? **Help**.

1 **Remote Setup** button

2 **Quick Dial** button

3 **Device Scan Settings** button

Configuring Remote Setup

The **Remote Setup** button opens the Remote Setup Program window; allowing you to configure the settings
of the machine.

❶ Select the **Device Settings** tab.

❷ Click **Remote Setup**.

❸ The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup*
▶▶ page 74.

Accessing Quick Dial

The **Quick Dial** button lets you open the **Address Book** window in the Remote Setup Program. You can then
easily register or change the Quick Dial numbers from your PC.

❶ Select the **Device Settings** tab.

b Click **Quick Dial**.

c The Address Book window will appear. For Address Book configuration, see *Remote Setup* ➤➤ page 74.

Configuring Scan key settings

The **Device Scan Settings** button lets you configure your machine's **SCAN** key settings.

There are four scan functions which you can configure to fit your scanning needs.

To configure each scan function, select the **Device Settings** tab and then click **Device Scan Settings**. The **Device Scan Settings** dialog will appear.

Image tab

Lets you configure settings for Scan to Image by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

If you choose Secure PDF from the **File Type** drop-down list, click the [key icon] (**Set PDF Password**) button. The **Set PDF Password** dialog box will appear. Enter your password in the **Password** and **Re-type Password** boxes and then click **OK**.

Note

• Secure PDF is also available for Scan to E-mail and Scan to File.

• You can change the data compression ratio of the scanned image with **File size**.

OCR tab

Lets you configure settings for Scan to OCR by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

E-mail tab

Lets you configure settings for Scan to E-mail by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

Note

You can change the data compression ratio of the scanned image with **File size**.

File tab

Lets you configure settings for Scan to E-mail by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **File Name**, **Destination Folder**, **Show Folder**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

Note

• If **Show Folder** is checked, the destination of the scanned image will be shown after scanning.

• You can change the data compression ratio of the scanned image with **File size**.

Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click ? **Help** in ControlCenter4.

Opening ControlCenter Help

The **ControlCenter Help** lets you open the **Help** file for detailed information about ControlCenter.

1 Select the **Support** tab.

2 Click **ControlCenter Help**.

3 The **ControlCenter Help** top page will appear.

Using Brother Solutions Center

The **Brother Solutions Center** button lets you open the Brother Solutions Center Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

1 Select the **Support** tab.

2 Click **Brother Solutions Center**.

3 The Brother Solutions Center Web site will be shown in your web browser.
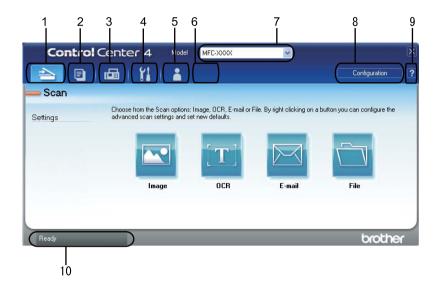
Accessing the Brother CreativeCenter

The **Brother CreativeCenter** button lets you access our Web site for free and easy online solutions for business and home users.

1 Select the **Support** tab.

2 Click **Brother CreativeCenter**. ControlCenter4 will launch your web browser and then open the Brother CreativeCenter Web site.

Using ControlCenter4 in Advanced Mode

This section briefly introduces the ControlCenter4 functions in **Advanced Mode**. For more details on each function, click (**Help**).

1 Scan directly to a file, E-mail, word processor or graphics application of your choice.

2 Access the **PC-Copy** feature available via your PC.

3 Access the **PC-FAX** applications available for your device.

4 Access the settings available to configure your device.

5 Link to Brother Solutions Center, Brother CreativeCenter and the **Help** file.

6 You can configure your original settings tab by right clicking the tab area.

7 You can select which machine ControlCenter4 will connect with from the **Model** drop-down list.

8 You can open the configuration window for each scan function and change the user interface mode.

9 Access the **Help** file.

10 Access **Brother Status Monitor** by clicking the Device Status button.

ControlCenter4 Features for Advanced Mode users

Scan (See *Scan tab* ▸▸ page 58.)

 ■ See *Opening the scanned image with an application* ▸▸ page 59.
 ■ See *Using the OCR feature* ▸▸ page 59.
 ■ See *Attaching the scanned data to E-mail* ▸▸ page 60.
 ■ See *Saving the scanned image* ▸▸ page 60.
 ■ See *How to change the default settings of each button* ▸▸ page 60.

PC-Copy (See *PC-Copy tab* ▸▸ page 62.)

■ See *Printing the scanned image* ►► page 62.

PC-FAX (See *PC-FAX tab* ►► page 63.)

■ See *Sending an image file from your computer* ►► page 63.

■ See *Sending a scanned image* ►► page 63.

■ See *Viewing and printing received PC-FAX data* ►► page 63.

Device Settings (See *Device Settings tab* ►► page 65.)

■ See *Configuring Remote Setup* ►► page 65.

■ See *Accessing Quick Dial* ►► page 65.

■ See *Configuring Scan key settings* ►► page 65.
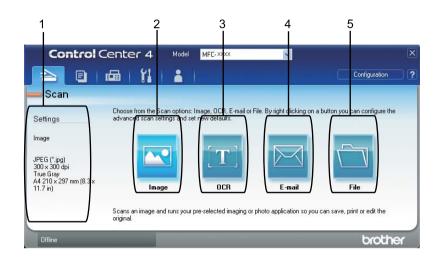
Support (See *Support tab* ►► page 68.)

■ See *Using Brother Solutions Center* ►► page 68.

■ See *Opening ControlCenter Help* ►► page 68.

■ See *Accessing the Brother CreativeCenter* ►► page 68.

Custom (See *Custom tab* ►► page 69.)

■ See *Creating a Custom tab* ►► page 69.

■ See *Creating a Custom button* ►► page 69.

4

Scan tab

There are four scan options: **Image**, **OCR**, **E-mail** and **File**.

This section briefly introduces the **Scan** tab function. For more details of each function, click ⬚ (**Help**).

1 PC Scan setting area
2 **Image** button
3 **OCR** button
4 **E-mail** button
5 **File** button

File types

You can choose from the following list of file types when saving to a folder.

For Image, E-mail and File
■ **Windows Bitmap (*.bmp)**
■ **JPEG (*.jpg)** -Recommended for most users when Scanning pictures.
■ **TIFF (*.tif)**
■ **TIFF Multi-Page (*.tif)**
■ **Portable Network Graphics (*.png)**
■ **PDF (*.pdf)** -Recommended for Scanning and sharing documents.
■ **Secure PDF (*.pdf)**
■ **Searchable PDF (*.pdf)**
■ **XML Paper Specification (*.xps)**

For OCR

- ■ **Text (*.txt)**
- ■ **HTML (*.htm)**
- ■ **Searchable PDF (*.pdf)**
- ■ **Rich Text Format (*.rtf)**

📝 Note

- The XML Paper Specification is available for Windows Vista® and Windows® 7, or when using applications that support XML Paper Specification files.

- If you set the file type to TIFF or TIFF Multi-Page, you can choose "Uncompressed" or "Compressed".

- Searchable PDF is a file format that includes a text data layer over the scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the search language that you want to use for the searchable PDF.

- To choose **Searchable PDF (*.pdf)**, you must install Presto! PageManager included on the installer CD-ROM. If you installed MFL-Pro Suite from the installer CD-ROM (see Quick Setup Guide), Presto! PageManager has been installed.

Document Size

You can choose the document size from the pull-down list. If you choose a "1 to 2" document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

Opening the scanned image with an application

The 🖼 (**Image**) button lets you scan an image directly into your graphics application for image editing.

1 Select the **Scan** tab.

2 If you want to change the scan settings, right-click 🖼 (**Image**) and then change your settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

3 Click 🖼 (**Image**).

4 The image will appear in the application you have chosen.

Using the OCR feature

The 🔤 (**OCR**) button lets you scan a document and convert it into text. This text can be edited using your favorite word processing software.

1 Select the **Scan** tab.

② If you want to change the scan settings, right-click 🔳 (**OCR**) and then change your settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

③ Click 🔳 (**OCR**).

④ Your default word processing application will open and display the converted text data.

Attaching the scanned data to E-mail

The 📧 (**E-mail**) button lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.

① Select the **Scan** tab.

② If you want to change the scan settings, right-click 📧 (**E-mail**) and then change your settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

③ Click 📧 (**E-mail**).

④ Your default E-mail application will open and the image will be attached to a new, blank E-mail.

Note
Webmail services are not supported by Scan to E-mail.

Saving the scanned image

The 📁 (**File**) button lets you scan an image to a folder on your hard disk in one of the file types shown in the file attachment list.

① Select the **Scan** tab.

② If you want to change the scan settings, right-click 📁 (**File**) and then change your settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

③ Click 📁 (**File**).

④ The image will be saved in the folder you have chosen.

How to change the default settings of each button

You can change the default settings of the 🖼 (**Image**), 🔳 (**OCR**), 📧 (**E-mail**) and 📁 (**File**) buttons.

① Right-click the button that you want to configure and click **Button settings**. The settings dialog will appear.

② Choose the settings for **File Type**, **PreScan**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast** and **Continuous Scanning** as needed.

③ Click **OK**. The new settings will be used as the default settings.

Note

To preview and configure the scanned image, check **PreScan** in the settings dialog.

PC-Copy tab

Printing the scanned image

You can scan a page on the machine and print copies using any of the features of ControlCenter4 supported by your Brother machine's printer driver.

(1) Select the **PC-Copy** tab.

(2) If you want to change the scan settings, right-click the button you want to change and then change your settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

(3) Click **Monochrome Copy**, **2 in 1 Copy** or **4 in 1 Copy**.
You can customize each button with your custom settings.

(4) The scanned image will be printed.

PC-FAX tab

This section briefly introduces the **PC-FAX** tab function. For more details of each function, click ![Help icon] (**Help**).

> 📝 **Note**
>
> The PC-FAX software can only send Black & White fax documents in A4 size.

Sending an image file from your computer

The ![icon] (**Send Image File**) button lets you send an image file as a fax from your computer using the Brother PC-FAX software.

① Select the **PC-FAX** tab.

② Click ![icon] (**Send Image File**).

③ Click on the folder tree to browse for the folder where the image you want to send is located. Then select the file you want to send.

④ Click ![icon] (**Send**).

⑤ The PC-FAX sending dialog box will appear. Enter a fax number and then click **Start**.

Sending a scanned image

The ![icon] (**Send Scanned Image**) button lets you scan a page or document and automatically send the image as a fax from your computer using the Brother PC-FAX software.

① Select the **PC-FAX** tab.

② If you want to change the scan settings, right-click ![icon] (**Send Scanned Image**) and then change your settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

③ Click ![icon] (**Send Scanned Image**).

④ The PC-FAX sending dialog box will appear. Enter a fax number and then click **Start**.

Viewing and printing received PC-FAX data

The ![icon] (**View Received PC-FAX**) button lets you view and print received fax data using the Brother PC-FAX software. Before you use the PC-FAX Receive function, **you must select the PC-FAX Receive option from the control panel menu of your Brother machine**. (See *Enabling PC-FAX Receiving software on your machine* ▶▶ page 86.)

a Select the **PC-FAX** tab.

b Click ![icon] (**View Received PC-FAX**).

c The PC-FAX receiving function activates and starts to receive fax data from your machine. The received data will appear. To view the data, click ![icon] (**View**).

d If you want to print the received data, select the data and then click ![icon] (**Print**).

e Configure the print settings and then click ![icon] (**Start Printing**).

Device Settings tab

This section briefly introduces the **Device Settings** tab function. For more details of each function, click (**Help**).

Configuring Remote Setup

The ![Remote Setup icon](Remote Setup) (**Remote Setup**) button opens the Remote Setup Program window; allowing you to configure the settings of the machine.

1 Select the **Device Settings** tab.

2 Click ![Remote Setup icon](Remote Setup) (**Remote Setup**).

3 The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup* >> page 74.

Accessing Quick Dial

The ![Quick Dial icon](Quick Dial) (**Quick Dial**) button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Quick Dial numbers from your PC.

1 Select the **Device Settings** tab.

2 Click ![Quick Dial icon](Quick Dial) (**Quick Dial**).

3 The Address Book window will appear. For Address Book configuration, see *Remote Setup* >> page 74.

Configuring Scan key settings

The ![Device Scan Settings icon](Device Scan Settings) (**Device Scan Settings**) button lets you configure your machine's **SCAN** key settings.

There are four scan functions which you can configure to fit your scanning needs.

To configure each scan function, select the **Device Settings** tab and then click **Device Scan Settings**. The **Device Scan Settings** dialog will appear.

Image tab

Lets you configure settings for Scan to Image by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

If you choose Secure PDF from the **File Type** drop-down list, click the ![key] (**Set PDF Password**) button. The **Set PDF Password** dialog box will appear. Enter your password in the **Password** and **Re-type Password** boxes and then click **OK**.

Note

• Secure PDF is also available for Scan to E-mail and Scan to File.

• You can change the data compression ratio of the scanned image with **File size**.

OCR tab

Lets you configure settings for Scan to OCR by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **Target Application**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

E-mail tab

Lets you configure settings for Scan to E-mail by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

Note

You can change the data compression ratio of the scanned image with **File size**.

File tab

Lets you configure settings for Scan to E-mail by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **File Name**, **Destination Folder**, **Show Folder**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

Note

- If **Show Folder** is checked, the destination of the scanned image will be shown after scanning.

- You can change the data compression ratio of the scanned image with **File size**.

Support tab

This section briefly introduces the **Support** tab function. For more details of each function, click the [?] (**Help**) button in ControlCenter4.

Opening ControlCenter Help

The [icon] (**ControlCenter Help**) lets you open the **Help** file for detailed information about ControlCenter.

1️⃣ Select the **Support** tab.

2️⃣ Click [icon] (**ControlCenter Help**).

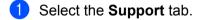3️⃣ The **ControlCenter Help** top page will appear.

Using Brother Solutions Center

The [icon] (**Brother Solutions Center**) button lets you open the Brother Solutions Center Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User's Guides, driver updates and tips for using your machine.

1️⃣ Select the **Support** tab.

2️⃣ Click [icon] (**Brother Solutions Center**).

3️⃣ The Brother Solutions Center Web site will be shown in your web browser.

Accessing the Brother CreativeCenter

The [icon] (**Brother CreativeCenter**) button lets you access our Web site for free and easy online solutions for business and home users.

1️⃣ Select the **Support** tab.

2️⃣ Click [icon] (**Brother CreativeCenter**). ControlCenter4 will launch your web browser and then open the Brother CreativeCenter Web site.

Custom tab

This section briefly introduces adding a **Custom** tab. For more details, click (**Help**) .

Creating a Custom tab

You can create up to three customized tabs including up to five customized buttons with your custom settings.

❶ Click **Configuration** and then select **Create custom tab**.

Creating a Custom button

❶ Click **Configuration** and then select **Create custom button**.
Select a button you want to create from the menu. The settings dialog will appear.

2 Enter the button name and change the settings if necessary. Click **OK**. (The setting options vary depending on the created button.)

Note

You can change or remove the created tab, button or settings. Click **Configuration** and follow the menu.

Quick reference for scanning operation

This section introduces an example operation of scanning a PDF file using [ ] (**File**) in **Advanced Mode**. If you want to change your machine's **SCAN** key for Scan to PC settings using ControlCenter4, see *Changing the Scan key settings for Scan to PC menu* ▶▶ page 73.

Note
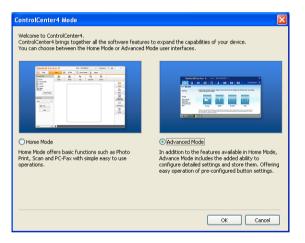
The screens on your PC may vary depending on your model.

4

1 Load your document.

2 Open ControlCenter4 by clicking **Start/All Programs/Brother/MFC-XXXX** (where MFC-XXXX is your model name)/**ControlCenter4**. The ControlCenter4 application will open.

3 Choose **Advanced Mode** before you use ControlCenter4.

4 Make sure the machine you want to use is selected from the **Model** pull-down list.

5 Set the file type for saving to a folder. Click **Configuration**, and then select **Button settings**, **Scan** and **File**.

The configuration dialog box appears. You can change the default settings.

1 Choose **PDF (*.pdf)** from the **File Type** pull-down list.

2 You can enter the file name you want to use for the document.

3 You can save the file to the default folder, or choose your preferred folder by clicking the 📁 **Browse** button.

4 You can choose a scanning resolution from the **Resolution** pull-down list.

5 You can choose the document size from the pull-down list.

f Click **OK**.

g Click **File**.
The machine starts the scanning process. The folder where the scanned data is saved will open automatically.

Changing the Scan key settings for Scan to PC menu

You can change your machine's **SCAN** key for Scan to PC settings using ControlCenter4.

① Open ControlCenter4 by clicking **Start**/**All Programs**/**Brother**/**MFC-XXXX** (where MFC-XXXX is your model name)/**ControlCenter4**. The ControlCenter4 application will open.

② Make sure the machine you want to use is selected from the **Model** pull-down list.

③ Click the **Device Settings** tab.

④ Click **Device Scan Settings**.

⑤ Choose the **File** tab. You can change the default settings.

1 You can choose the file type from the pull-down list.

2 You can enter the file name you want to use for the document.

3 You can save the file to the default folder, or choose your preferred folder by clicking the 📁 **Browse** button.

4 You can choose a scanning resolution from the **Resolution** pull-down list.

5 You can choose the document size from the pull-down list.

⑥ Click **OK**.

5

Remote Setup

Remote Setup

The Remote Setup program lets you configure many machine settings from a Windows® application. When you start this application, the settings on your machine will be downloaded automatically to your PC and displayed on your PC screen. If you change the settings, you can upload them directly to the machine.

Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** and **Remote Setup**.

■ **OK**

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ **Cancel**

Lets you exit the Remote Setup application without uploading data to the machine.

■ **Apply**

Lets you upload data to the machine without exiting the Remote Setup application.

■ **Print**

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

■ **Export**

Lets you save the current configuration settings to a file.

■ **Import**

Lets you read the settings from a file.

Note

You can use the **Export** button to save Quick Dial or all your settings for your machine.

Brother PC-FAX Software (For FAX-2990/MFC-7290) 6

PC-FAX sending

The Brother PC-FAX feature lets you use your PC to send a document from an application as a standard fax. All you have to do is set up the receiving parties as members or groups in your PC-FAX Address Book or simply enter the destination address or fax number into the user interface. You can use the Address Book Search feature to quickly find members to send to.

For the latest information and updates on the Brother PC-FAX feature, visit http://solutions.brother.com/.

Note

The PC-FAX software can only send Black & White fax documents in A4 size.
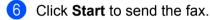
Sending a file as a PC-FAX

1 Create a file in any application on your PC.

2 Click **File**, then **Print**.
The **Print** dialog box appears:

3 Choose **Brother PC-FAX** as your printer, and then click **Print**.
The PC-FAX sending dialog box appears:

d Enter a fax number using any of the following methods:

■ Use the dial pad to enter the number.

■ Click the **Address Book** button, and then choose a member or group from the Address Book.

If you make a mistake, click **All Clear** to delete all the entries.

e To include a cover page, check **Add Cover Page**.

Note

You can click the ▣ icon to edit a cover page.

f Click **Start** to send the fax.

Note

• If you want to cancel the fax, click **Cancel**.

• If you want to redial a number, click **Redial** to scroll through the last five fax numbers, choose a number, and then click **Start**.
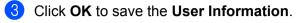
Setting up user information

Note

You can access **User Information** from the PC-FAX sending dialog box by clicking the ⚒ icon.

(See *Sending a file as a PC-FAX* ▶▶ page 76.)

a Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX**, **PC-FAX Sending**, then **PC-FAX Setup**. The **PC-FAX Setup** dialog box appears:

b Enter this information to create the fax header and cover page.

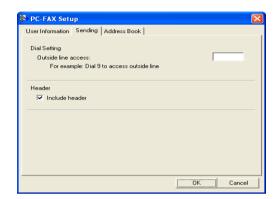③ Click **OK** to save the **User Information**.

Note

You can set up the **User Information** separately for each Windows® account.

Sending setup

From the **PC-FAX Setup** dialog box, click the **Sending** tab to display the screen below.

■ **Outside line access**

Enter a number to access an outside line here. This is sometimes required by local PBX telephone systems (for example, dialing 9 to get an outside line in your office). For PC-Fax send, this number will be applied and the Dial Prefix set in the function menu will be ignored.

■ **Include header**

To add the header information you entered in the **User Information** tab to the top of your sent faxes, check the **Include header** box. (See *Setting up user information* ▸▸ page 77.)

Setting up a cover page

From the PC-FAX sending dialog box, click the [ ] icon to access the **Brother PC-FAX Cover Page Setup** screen.

The **Brother PC-FAX Cover Page Setup** dialog box appears:

Entering cover page information

Note

If you are sending a fax to more than one recipient, the recipient information will not be printed on the cover page.

■ **To**

Choose the recipient information you want to add to the cover page.

■ **From**

Choose the sender information you want to add to the cover page.

■ **Comment**

Enter the comment you want to add to the cover page.

■ **Form**

Choose the cover page format you want to use.

■ **Cover page title**

If you choose **Custom**, you can put a bitmap file, such as your company logo, on the cover page.

Use the **Browse** button to choose the BMP file, and then choose the alignment style.

■ **Count cover page**

Check **Count cover page** to include the cover page in the page numbering.

Address Book

If Outlook or Outlook Express is installed on your PC, you can choose in the **Select Address Book** drop-down list which address book to use for PC-FAX sending. There are five types: PC-FAX Address Book, Outlook, Outlook Express (Windows® XP only), Windows Mail Address Book (Windows Vista® only) or Windows Contacts (Windows® 7 only).

Click the **Browse** button to choose the database file.

You can use the address book you have chosen in the **Select Address Book** drop-down list by clicking the **Address Book** button in the PC-FAX Sending dialog box.
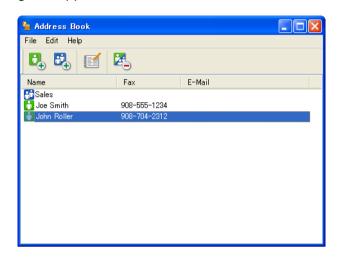
Outlook Express Address Book

Note

- To use your Outlook Address Book, you must select Microsoft® Outlook 2000, 2002, 2003, 2007 or 2010 as your default E-mail application.

- For Microsoft® Outlook 2010, the 64-bit version is not supported.

Brother Address Book

a Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Address Book**.
The **Address Book** dialog box appears:

Setting up a member in the Address Book

In the **Address Book** dialog box you can add, edit and delete members and groups.

a In the Address Book dialog box, click the [icon] icon to add a member.

The **Address Book Member Setup** dialog box appears:

b In the Member Setup dialog box, enter the member's information. **Name** is a required field. Click **OK** to save the information.

Setting up a group for broadcasting

You can create a group to send the same PC-FAX to several recipients at one time.

1️⃣ In the **Address Book** dialog box, click the ⬜ icon to create a Group.

The **Address Book Group Setup** dialog box appears:

2️⃣ Enter the name of the new group in the **Group Name** field.

3️⃣ In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.

4️⃣ After all the members you want have been added, click **OK**.

Note

You can have up to 50 members in a group.

Editing member information

1️⃣ Choose the member or group you want to edit.

2️⃣ Click the ⬜ icon.

3️⃣ Change the member or group information.

4️⃣ Click **OK**.

Deleting a member or group

1️⃣ Choose the member or group you want to delete.

2️⃣ Click the ⬜ icon.

③ When the confirmation dialog box appears, click **OK**.

Exporting the Address Book

You can export the whole Address Book to an ASCII text file (*.csv). You can also create a vCard for an address book member that can be attached to an outgoing E-mail (A vCard is an electronic business card that contains the sender's contact information). You can also export the Address Book as Remote Setup Dial Data that can be used by the Remote Setup application of your machine. (See *Remote Setup* ▶▶ page 74.) If you are creating a vCard, you must first click on the address book member you want to create the vCard for.

Exporting Address Book entries

Note

- If you are creating a vCard, you must first choose the member.
- If you choose vCard in step ❶, **Save as type:** will be **vCard {*.vcf}**.

① Do one of the following:

- From the Address Book, click **File**, **Export**, then **Text**.
- From the Address Book, click **File**, **Export**, then **vCard** and go to step ❺.
- From the Address Book, click **File**, **Export**, then **Remote Setup Dial Data** and go to step ❺.

② From the **Available Items** column, choose the data fields you want to export and then click **Add >>**.

Note

Choose the items in the order you want them listed.

③ If you are exporting to an ASCII file, choose **Tab** or **Comma** from **Divide Character**. This chooses **Tab** or **Comma** to separate the data fields.

④ Click **OK** to save the data.
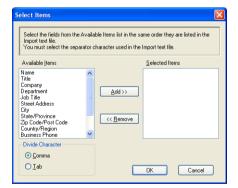
5 Enter the name of the file, and then click **Save**.

Importing to the Address Book

You can import ASCII text files (*.csv), vCards (electronic business cards) or **Remote Setup Dial Data** into your Address Book.

Importing an ASCII text file

1 Do one of the following:
   - From the Address Book, click **File**, **Import**, then **Text**.
   - From the Address Book, click **File**, **Import**, then **vCard** and go to step 5.
   - From the Address Book, click **File**, **Import**, then **Remote Setup Dial Data** and go to step 5.

2 From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.

Note

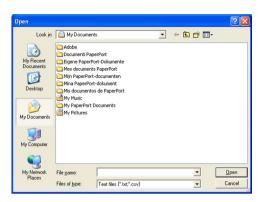From the Available Items list choose the fields in the same order they are listed in the imported text file.

3 Choose **Tab** or **Comma** based on the file format you are importing from **Divide Character**.

4 Click **OK** to import the data.

5 Enter the name of the file, and then click **Open**.

Note

If you chose **Text** file in step **1**, **Files of type**: will be **Text files {*.txt; *.csv}**.

PC-FAX receiving (For MFC-7290)

The Brother PC-FAX Receive Software lets you view and store faxes on your PC. It is automatically installed when you install the MFL-Pro Suite and works on locally connected machines.

When enabled, your machine will receive faxes in its memory. Once it has received the fax, it will automatically be sent to your PC.

If you turn your PC off, your machine will continue to receive and store your faxes in its memory. The machine LCD will display the number of stored faxes received, for example:

PC Fax Msg:001

When you switch your PC on, the PC-FAX Receive Software automatically transfers your faxes to your PC.
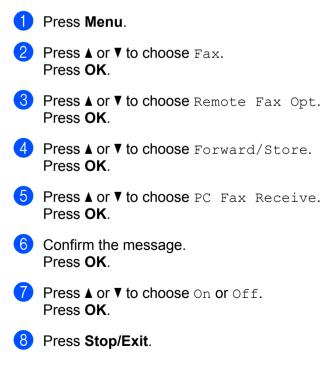
To enable the PC-FAX Receive Software, do the following:

■ BEFORE YOU USE THE PC-FAX RECEIVE FUNCTION, YOU MUST CHOOSE PC-FAX RECEIVE FROM THE MENU ON THE MACHINE.

■ Run the Brother PC-FAX Receive software on your PC. (We recommend you select the Add to Startup folder check box, so that the software automatically runs and can transfer any faxes on PC startup.)

Note

The PC-FAX software can only receive Black & White fax documents.

Enabling PC-FAX Receiving software on your machine

You can optionally enable the Backup Print option. When enabled, the machine will print a copy of the fax before the fax is sent to the PC or the PC is switched off.

1. Press **Menu**.

2. Press ▲ or ▼ to choose Fax.
   Press **OK**.

3. Press ▲ or ▼ to choose Remote Fax Opt.
   Press **OK**.

4. Press ▲ or ▼ to choose Forward/Store.
   Press **OK**.

5. Press ▲ or ▼ to choose PC Fax Receive.
   Press **OK**.

6. Confirm the message.
   Press **OK**.

7. Press ▲ or ▼ to choose On or Off.
   Press **OK**.

8. Press **Stop/Exit**.

Note

If you choose On, the machine will print the fax, so you will have a copy if there is a power failure before it is sent to the PC. The fax messages are automatically erased from your machine's memory when they have been successfully printed and sent to your PC. When Backup Print is off, your fax messages are automatically erased from your machine's memory when they have been successfully sent to your PC.

Running the PC-FAX Receiving software on your PC

Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX**, **PC-FAX Receiving** and **Receive**.

The PC-FAX icon appears in your PC tasktray.

Setting up your PC

① Right-click the PC-FAX ![icon] 12:16 icon on your PC tasktray, and then click **PC-Fax Rx Setup**.

The **PC-Fax Rx Setup** dialog box appears:

② In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.

③ In **File Format**, choose **.tif** or **.pdf** as the received document format. The default format is **.tif**.

④ To play wave files (.wav sound files) when receiving a fax, check **Play wave file when receiving FAX**, and enter the path of the wave file.

⑤ To automatically start the PC-FAX receiving software when you start Windows®, check **Add to Startup folder**.

Viewing new PC-FAX messages

Each time your PC is receiving a PC-FAX, the icon will alternate between ![icon] and ![icon]. Once the fax has been received, the icon will change to ![icon]. The ![icon] icon will change to ![icon] once the received fax has been viewed.

1 Double-click ![icon] to run Presto! PageManager.

2 Open the Fax Received folder.

3 Double-click any new faxes to open and view them.

Note

The subject of your unread PC message will be based on the date and time that the messages were received until you assign a file name. For example 'Fax 2-20-2011 16:40:21.tif'.

6

Section III

Apple Macintosh

7
Printing and Faxing

Features in the printer driver (Macintosh)

This machine supports Mac OS X 10.5.8 - 10.6.x - 10.7.x.

Note

The screens in this section are from Mac OS X 10.5. The screens on your Macintosh will vary depending on your operating system version.

Manual duplex (two-sided) printing

The supplied printer driver supports manual duplex printing.

Guidelines for printing on both sides of the paper

- If the paper is thin, it may wrinkle.
- If paper is curled, turn over the stack, straighten it and then put it back in the paper tray or manual feed slot.
- If the paper is not feeding properly, it may be curled. Remove the paper, straighten it and turn over the stack.
- When you use the manual duplex function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam, see Basic User's Guide: *Error and maintenance messages*. If you have a print quality problem, see Basic User's Guide: *Improving the print quality*.

Manual duplex printing

The machine prints all the even-numbered pages on one side of the paper first. Before reinserting the paper, straighten it well, or you may get a paper jam. Very thin or thick paper is not recommended.

Simultaneous scanning, printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning a document into the computer. Fax sending will not be stopped during the computer printing. However, when the machine is copying or receiving a fax on paper, it pauses the computer printing operation, and then continues printing when copying or fax receiving has finished.

Note

Even if `Toner Low` or `Toner Ended` is displayed on the LCD, fax sending and scanning are available.

Choosing page setup options

You can set the **Paper Size**, **Orientation** and **Scale**.

a From an application such as TextEdit, click **File**, then **Page Setup**. Make sure **Brother MFC-XXXX** (where XXXX is your model name.) is chosen in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scale**, then click **OK**.

b From an application such as TextEdit, click **File**, then **Print** to start printing.

■ (Mac OS X 10.5.8 to 10.6.x)

For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

Note

You can save the current settings as a preset by choosing **Save As** from the **Presets** pop-up menu.

■ (For Mac OS X 10.7.x)

For more page setup options, click **Show Details**.

Note

You can save the current settings as a preset by choosing **Save Current Settings as Preset** from the
Presets pop-up menu.

Choosing printing options

To control special printing features, choose the options you want to change from the Print dialog box.

Cover Page

You can choose the following cover page settings:

■ **Print Cover Page**

If you want to add a cover page to your document, use this function.

■ **Cover Page Type**

Choose a template for the cover page.

■ **Billing Info**

If you want to add the billing information to the cover page, enter text in the **Billing Info** box.

Layout

■ **Pages per Sheet**

The **Pages per Sheet** selection can reduce the image size of a page by allowing multiple pages to be printed on one sheet of paper.

■ **Layout Direction**

When you specify the pages per sheet, you can also specify the direction of the layout.

■ **Border**

If you want to add a border, use this function.

■ **Reverse Page Orientation**

Check **Reverse Page Orientation** to reverse the data from up to down.

■ **Flip horizontally** (Mac OS X 10.6.x to 10.7.x)

Check **Flip horizontally** to print as a reflection flipped left-to-right.

Note

If you want to do manual duplex printing, see *Duplex Printing* .

Print Settings

You can change settings by choosing a setting in the **Print Settings** list:

■ **Media Type**

You can change the media type to one of the following:

- • **Plain Paper**
- • **Thin Paper**
- • **Thick Paper**
- • **Thicker Paper**
- • **Bond Paper**
- • **Envelopes**
- • **Env. Thick**
- • **Env. Thin**

- • **Recycled Paper**
- • **Label**

■ **Resolution**

You can change the resolution as follows:
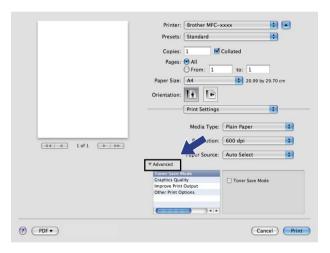
- • **300 dpi**
- • **600 dpi**
- • **HQ 1200**

■ **Paper Source**

You can choose **Auto Select**, **Tray 1** or **Manual**.

Advanced print settings

When you click the triangle mark (▶) beside **Advanced**, the advanced print settings appear.

■ **Toner Save Mode**

You can conserve toner use with this feature. When you set **Toner Save Mode** to On, print appears lighter. The default setting is Off.

> **Note**
>
> • We do not recommend **Toner Save Mode** for printing Photo or Gray Scale images.
>
> • **Toner Save Mode** is not available for **HQ 1200** resolution.

■ **Graphics Quality**

You can change the print quality as follows:

- • **Graphics**

  The Graphics mode prioritizes contrast. Choose this setting for printing text and figures, such as business and presentation documents. You can represent sharp contrasts between shaded areas.

- • **Text**

  This is the best mode for printing text documents.

■ Improve Print Output

This feature allows you to improve a print quality problem.

- **Reduce Paper Curl**

    If you choose this setting, the paper curl may be reduced.

    If you are printing only a few pages, you do not need to choose this setting. We recommend that you change the printer driver setting in **Media Type** to a thin setting.

Note

This operation will decrease the temperature of the machine's fusing process.

- **Improve Toner Fixing**

    If you choose this setting, the toner fixing on paper may be improved. If this selection does not provide enough improvement, change the printer driver setting in **Media Type** to a thick setting.

Note

This operation will increase the temperature of the machine's fusing process.

- **Reduce Ghosting**

    If you are using the machine in a high humidity environment this setting may reduce ghosting on the paper. Do not use this setting if the ambient humidity is below 30% or ghosting may increase.

Note

This feature may not reduce ghosting for all types of paper. Before you buy a lot of paper, test a small quantity to make sure that the paper is suitable.

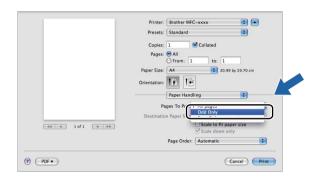#### ■ Other Print Options

- **Skip Blank Page**

    If **Skip Blank Page** is checked, the printer driver automatically detects blank pages and excludes them from printing.

Duplex Printing

■ **Manual duplex**

Select **Paper Handling**.

Choose **Even Only** and print, and then reload the printed paper into the tray (blank side face down in Tray 1) or manual feed slot (blank side face up in Manual). Choose **Odd Only** and print.

Removing the Printer driver for Macintosh

1️⃣ Log in as an 'Administrator'.

2️⃣ From the Apple menu, choose **System Preferences**. Click **Print & Fax** or **Print & Scan**, then choose the printer you want to remove and remove it by clicking the **-** button.

7

Status Monitor

The **Status Monitor** utility is a configurable software tool for monitoring the status of the machine, letting you see error messages such as paper empty or paper jam at pre-set update intervals. Before you can use the tool you must choose your machine in the **Model** pop-up menu in ControlCenter2 (for MFC-7290). You can check the device status by launching Brother Status Monitor. Follow these steps:

■ For Mac OS X 10.5.8

　❶ Run the **System Preferences**, select **Print & Fax**, then choose the machine.

　❷ Click the **Open Print Queue...**, then click **Utility**. Status Monitor will start up.

■ For Mac OS X 10.6.x to 10.7.x

　❶ Run the **System Preferences**, select **Print & Fax** or **Print & Scan**, then choose the machine.

　❷ Click the **Open Print Queue...**, then click **Printer Setup**. Select the **Utility** tab then click
　　 Open Printer Utility. Status Monitor will start up.

Updating the machine's status

If you want the latest machine status while the **Status Monitor** window is open, click the [icon] icon. You can set the interval at which the software will update the machine status information. Go to the menu bar, **Brother Status Monitor** and choose **Preferences**.

Hiding or showing the window

After starting the **Status Monitor**, you can hide or show the window. To hide the window, go to the menu bar, **Brother Status Monitor** and choose **Hide Status Monitor**. To show the window, click the **Brother Status Monitor** icon in the dock.

Quitting the window

Click **Brother Status Monitor** in the menu bar and then choose **Quit Status Monitor** from the pop-up menu.

Sending a fax

You can send a fax directly from a Macintosh application.

Note

Fax documents will be sent in Black and White only.

──

1️⃣ Create a document in a Macintosh application.

2️⃣ From an application such as TextEdit, click **File**, then **Print**.

  ▪ (Mac OS X 10.5.8 to 10.6.x)

    For more page setup options, click the disclosure triangle beside the Printer pop-up menu.

■ (For Mac OS X 10.7.x)

For more page setup options, click **Show Details**.

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c Choose **Send Fax** from the pop-up menu.

d Choose **Facsimile** from the **Output** pop-up menu.

e Enter a fax number in the **Input Fax Number** box, and then click **Print** to send the fax.

Note

If you want to send a fax to more than one number, click **Add** after entering the first fax number. The destination fax numbers will be listed in the dialog box.

Using the Addresses panel

You can choose a fax number using the **Addresses** button.

1 Click **Addresses**.

2 Choose the fax number from the **Addresses** panel and then click **To**.

3 When you have chosen your fax, click **Print**.

7

8

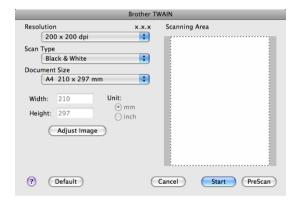# Scanning (For FAX-2990/MFC-7290)

Note

For FAX-2990, Mac OS X 10.5.8 does not support the scan function. Mac OS X 10.6.x - 10.7.x users can use the ICA driver for scanning.

Scanning a document using the TWAIN driver (For MFC-7290)

The Brother machine software includes a TWAIN Scanner driver for Macintosh. You can use this Macintosh TWAIN Scanner driver with any applications that support TWAIN specifications.

When you scan a document, you can use the ADF (automatic document feeder). For more information on loading the documents, see Basic User's Guide: *Loading documents*.

Run your Macintosh TWAIN-compliant application. The first time you use the Brother TWAIN driver, set it as the default driver by choosing **Select Source**. For each document you scan after this, choose **Acquire Image Data** or **Acquire**. The menu option that lets you choose the Scanner driver may vary depending on your application.

Note

The method of choosing the default driver or scanning a document may vary depending on the application you are using.

Scanning an image into your Macintosh

You can scan a whole page, or scan a portion after pre-scanning the document.

Scanning a whole page

① Load your document.

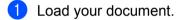② Start your graphics application, and select scan operation.

c Adjust the following settings, if needed, in the Scanner Setup dialog box:

■ **Resolution**

■ **Scan Type**

■ **Document Size**

■ **Adjust Image**

• **Brightness**

• **Contrast**

d Click **Start**.
When scanning has finished, the image appears in your graphics application.

Pre-Scanning an image

The **PreScan** button is used to preview and also lets you crop any unwanted areas from the image. When you are satisfied you are scanning the correct area, click the **Start** button in the Scanner Setup dialog box to scan the image.

a Load your document.

b Click **PreScan**.
The whole image is scanned into your Macintosh and appears in the **Scanning Area**.

c Drag the mouse pointer over the portion you want to scan.

d Put the document in the ADF again.

e Adjust the settings for **Resolution**, **Scan Type**, **Brightness** and **Contrast** in the Scanner Setup dialog box as needed.

f Click **Start**.
This time only the chosen area of the document appears in the application window.

g You can refine the image in your editing software.

Settings in the Scanner window

Resolution

You can change the scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but produce a finer scanned image. The following table shows the resolutions you can choose.

Resolution	Black & White/ Gray (Error Diffusion)	True Gray
100 x 100 dpi	Yes	Yes
150 x 150 dpi	Yes	Yes
200 x 200 dpi	Yes	Yes
300 x 300 dpi	Yes	Yes
400 x 400 dpi	Yes	Yes
600 x 600 dpi	Yes	Yes
1200 x 1200 dpi	Yes	Yes
2400 x 2400 dpi	Yes	Yes
4800 x 4800 dpi	Yes	Yes
9600 x 9600 dpi	Yes	Yes
19200 x 19200 dpi	Yes	Yes

Scan Type

■ **Black & White**

Use for text or line art images.

■ **Gray (Error Diffusion)**

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

■ **True Gray**

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

Document Size

Choose one of the following document sizes:

■ **A4 210 x 297 mm**

■ **JIS B5 182 x 257 mm**

■ **JIS B6 128 x 182 mm**

■ **Letter 215.9 x 279.4 mm**

■ **Legal 215.9 x 355.6 mm**

■ **A5 148 x 210 mm**

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- **A6 105 x 148 mm**
- **Executive 184.1 x 266.7 mm**
- **10 x 15 cm**
- **13 x 20 cm**
- **9 x 13 cm**
- **13 x 18 cm**
- **Postcard 1 100 x 148 mm**
- **Postcard 2 (Double) 148 x 200 mm**
- **Custom** (User adjustable from 8.9 $\times$ 8.9 mm to 215.9 $\times$ 355.6 mm.)

    After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

    Width: Enter the width of the custom size.

    Height: Enter the height of the custom size.

Adjusting the Image

- **Brightness**

    Adjust the setting (-50 to 50) to get the best image. The default value is 0, representing an average, and is usually suitable for most images.

    You can set the **Brightness** level by dragging the slide bar to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.

    If the scanned image is too light, set a lower **Brightness** level and scan the document again.

    If the image is too dark, set a higher **Brightness** level and scan the document again.

- **Contrast**

    You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in gray areas. You can also enter a value in the box to set the **Contrast**.

Note

The **Contrast** setting is only available if you have set **Scan Type** to **Gray (Error Diffusion)** or **True Gray**.

When scanning photographs or other images for use in a word processor or other graphics application, try different settings for the **Resolution**, **Scan Type**, **Brightness** and **Contrast** to see which setting best suits your needs.

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Scanning a document using the ICA driver (Mac OS X 10.6.x - 10.7.x)

You can scan a document using the ICA driver. If you installed MFL-Pro Suite from the installer CD-ROM, the ICA driver has been already installed to your Macintosh. If you don't see your machine in the **Print & Fax** or **Print & Scan** list, you can add your machine by clicking the **+** button. You can also scan directly using the Image Capture application (See *Choosing your machine from Print & Fax or Print & Scan* ▸▸ page 116).

Note

The screens in this section are from Mac OS X 10.6.x. The screens on your Macintosh will vary depending on your operating system version.

❶ Connect your Brother machine to the Macintosh using a USB cable.
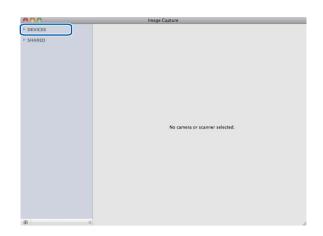
❷ Launch **Image Capture**.

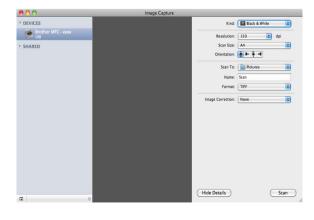❸ Select the machine from the **DEVICES** area on the left side of the screen.

Note

(For Mac OS X 10.7.x)

If you cannot see the machine in the **DEVICES** area, point the mouse pointer over the area, and then click **Show**.

8

④ Click **Show Details** to choose Black & White or Text for **Kind**.
You can adjust the following settings, if necessary, in the dialog box accessed by clicking on
Show Details. Please note that the item name and assignable value may vary depending on the
machine.

- ■ **Resolution**: Choose the resolution you want to scan your document at.

- ■ **Scan Size** or **Size** (Mac OS X 10.7.x only): Select the paper size of the document being scanned from the Document Feeder.

- ■ **Orientation**: Select the orientation of the document from the Document Feeder.

- ■ **Scan To**: Choose the destination folder or destination application.

- ■ **Name**: Enter the prefix text used for the name of the scanned image.

- ■ **Format**: Select the file format of the scanned data.

- ■ **Create single document** (Mac OS X 10.6.x): When you choose PDF for the file format, check this box to save all scanned documents as one PDF file.

- ■ **Combine into single document** (Mac OS X 10.7.x): When you choose PDF or TIFF for the file format, check this box to scan a document as one item and saved as one file.

- ■ **Image Correction**: From the manual setting you can adjust Brightness, Contrast (Mac OS X 10.7.x only) and Threshold.
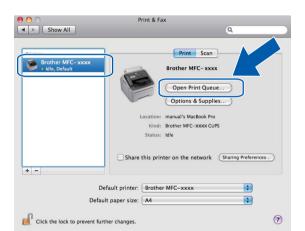

⑤ Click on **Scan** to start scanning.

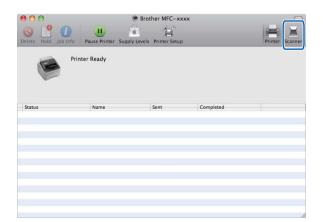## Choosing your machine from Print & Fax or Print & Scan

1 Connect your Brother machine to the Macintosh using a USB cable.

2 Select **System Preferences** from the Apple Menu.

3 Click **Print & Fax** or **Print & Scan**.

4 Select the machine from the list on the left side of the screen and click **Open Print Queue**.

Note

If you do not see the **Scan** tab on the screen, remove your machine by clicking the **-** button from the **Print & Fax** or **Print & Scan** list. Then add the machine by clicking the **+** button.

5 Click **Scanner**.

6 Go to step **4** of *Scanning a document using the ICA driver (Mac OS X 10.6.x - 10.7.x)* ▶▶ page 114 to continue.
The screens vary depending on the scanning methods you are using.

Using Presto! PageManager (For MFC-7290)

Presto! PageManager is an application for managing the documents in your Macintosh. Since it is compatible with most image editors and word processing programs, Presto! PageManager gives you unmatched control over your Macintosh files. You can easily manage your documents, edit your E-mail and files and read documents with the OCR software built into Presto! PageManager.

If you use the machine as a scanner, we recommend that you install Presto! PageManager. Presto! PageManager is available as a download from http://nj.newsoft.com.tw/download/brother/PM9SEinstaller_BR_multilang.dmg To install Presto! PageManager, see Quick Setup Guide.

Note

The complete NewSoft Presto! PageManager 9 User's Guide can be viewed from the **Help** menu in the software.

Features

 OCR: In one step you can scan an image, recognize the text, and edit it with a word processor.

 Image Editing: Enhance, crop and rotate images, or open them with an image-editing program of your choice.

 Annotation: Add removable notes, stamps and drawings to images.

 Folders Window: View and arrange your folder hierarchy for easy access.

 View Window: View files as thumbnails, list or Cover Flow for easy identification.

System requirements for Presto! PageManager

 Mac OS X 10.5.8 - 10.6.x - 10.7.x

 Hard disk drive with at least 400 MB of free disk space for installation

9 ControlCenter2 (For MFC-7290)

Note
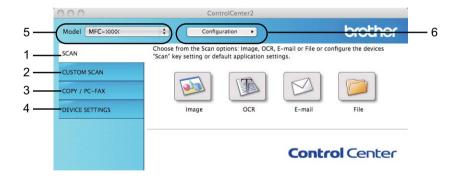
The features available to you in ControlCenter2 may vary depending on the model number of your machine.

Using ControlCenter2

ControlCenter2 is a software utility that lets you quickly and easily access your most used applications. Using ControlCenter2 eliminates the need to manually launch specific applications. The icon will appear on the menu bar. To open the ControlCenter2 window, click the [icon] icon and choose **Open**. ControlCenter2 has the following operations:

① Scan directly to a file, E-mail, word processor or graphics application of your choice. (1)

② Custom Scan buttons let you configure a button to meet your own application needs. (2)

③ Access the Copy features available via your Macintosh and access the PC-FAX applications available for your device. (3)

④ Access the settings available to configure your device. (4)

⑤ Choose which machine ControlCenter2 will connect with from the **Model** pop-up menu. (5)
You can also open the **Device Selector** window by choosing **Other...** from the **Model** pop-up menu.

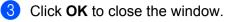⑥ Open the configuration window for each function by clicking the **Configuration** button. (6)

Turning the AutoLoad feature off

If you do not want ControlCenter2 to run automatically each time you start your Macintosh, do the following.

① Click the ControlCenter2 icon in the menu bar and choose **Preferences**.
The ControlCenter2 preference window appears.

② Uncheck **Start ControlCenter on computer startup**.

③ Click **OK** to close the window.

Note

The ControlCenter2 application icon is in **Macintosh HD**/**Applications**/**Brother**.

SCAN

There are four scan buttons for the **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File** applications.

■ **Image** *(Default: Apple Preview)*

Lets you scan a page directly into any graphic viewer/editor application. You can choose the destination application, such as Adobe® Photoshop® or any kind of image editing application on your Macintosh.

■ **OCR** *(Default: TextEdit)*

Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can choose the target word processing application, such as Microsoft® Word or any word processing application on your Macintosh. You must download Presto!PageManager and install it on your Macintosh. For installation information see *Using Presto! PageManager (For MFC-7290)* ▶▶ page 117.

■ **E-mail** *(Default: your default E-mail software)*

Lets you scan a page or document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

■ **File**

Lets you scan directly to a disk file. You can change the file type and destination folder, as needed.

ControlCenter2 gives you the ability to configure the **SCAN** key on your machine and the ControlCenter2 Software button for each scan feature. To configure the **SCAN** key on your machine choose the **Device Button** (click each of the ControlCenter buttons while holding down the **Ctrl** key and choose **Device Button**) in the configuration menu for each of the **SCAN** buttons. To configure the Software button in ControlCenter2, choose the **Software Button** tab (click each of the ControlCenter buttons while holding down the **Ctrl** key and choose **Software Button**) in the configuration menu for each of the **SCAN** buttons.

File types

You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

For Image, E-mail and File

■ **Windows Bitmap (*.bmp)**

■ **JPEG (*.jpg)** -Recommended for most users when Scanning pictures.

■ **TIFF (*.tif)**

■ **TIFF Multi-Page (*.tif)**

■ **Portable Network Graphics (*.png)**

■ **PDF (*.pdf)** -Recommended for Scanning and sharing documents.

■ **Secure PDF (*.pdf)**

■ **Searchable PDF (*.pdf)**

For OCR

■ **Text (*.txt)**

■ **Rich Text Format (*.rtf)**

■ **HTML (*.htm)**

■ **Excel 97 (*.xls)**

■ **Searchable PDF (*.pdf)**

📝 **Note**

• If you set the file type to TIFF or TIFF Multi-Page, you can choose "Uncompressed" or "Compressed".

• Searchable PDF is a file format that includes a text data layer over the scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the search language that you want to use for the searchable PDF.

• To choose **Searchable PDF (*.pdf)**, you must install Presto! PageManager (see Quick Setup Guide).

Document Size

You can choose the document size from the pull-down list. If you choose a "1 to 2" document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

Image (example: Apple Preview)

The **Scan to Image** feature lets you scan an image directly into your graphics application for image editing. To change the default settings, click the button while holding down the **Ctrl** key and choose **Software Button**.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

Change the other settings, if needed.

To change the destination application, choose the destination application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**.

Enter the **Application Name** (up to 30 characters) and choose your preferred application by clicking the **Browse** button. Also choose the **File Type** from the pop-up menu.

You can delete an application that you have added. Just choose the **Application Name** and click the **Delete** button.

Note

This function is also available for **Scan to E-mail** and **Scan to OCR**. The window may vary depending on the function.

If you choose **Secure PDF (*.pdf)** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

Note

Secure PDF (*.pdf) is also available for Scan to E-mail and Scan to File.

If you wan to to save the scanned image to your preferred folder, click the **Change** button to display the dialog box for selecting where to save the image, and then click the **Browse** button to choose a folder.

OCR (word processing application)

Scan to OCR converts the graphic page image data into text which can be edited by any word processing application. You can change the default word processing application.

To configure **Scan to OCR**, click the button while holding down the **Ctrl** key and choose **Software Button**.

To change the word processing application, choose the destination word processing application from the **Target Application** pop-up menu. You can add an application to the list by clicking the **Add** button. To delete an application, click the **Delete** button.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

Note

The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

E-mail

The **Scan to E-mail** feature lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment. To change the default E-mail application or attachment file type, click the button while holding down the **Ctrl** key and choose **Software Button**.

To change the E-mail application, choose your preferred E-mail application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add** [1]. To delete an application, click **Delete**.

[1]   When you first start ControlCenter2 a default list of compatible E-mail applications will appear in the pop-up menu. If you are having trouble using a custom application with ControlCenter2 you should choose an application from the list.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

Note

Webmail services are not supported by Scan to E-mail.

File

The **Scan to File** feature lets you scan an image to a folder on your hard disk in any file format. This lets you easily archive your paper documents. To configure the file type and folder, click the button while holding down the **Ctrl** key and choose **Software Button**.

You can change the File Name. Enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. The file name will be the file name you registered, current date and sequential number.

Choose the file type for the saved image from the **File Type** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking the **Browse** button.

To show where the scanned image is saved when scanning is finished, check **Show Folder** box. To specify the destination of the scanned image everytime, check **Show Save As window** box.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

Note

For supported file types, see *File types* ▶▶ page 120.

CUSTOM SCAN

There are four buttons which you can configure to fit your scanning needs.

To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. There are four scan functions: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

■ **Scan to Image**

Lets you scan a page directly into any image viewer/editor software. You can choose any image editor application on your Macintosh as a destination.

■ **Scan to OCR**

Converts scanned documents into editable text files. You can choose the destination application for the editable text. You must download Presto!PageManager and install it on your Macintosh. For installation information see *Using Presto! PageManager (For MFC-7290)* ▶▶ page 117.

■ **Scan to E-mail**

Attaches the scanned images to an E-mail message. You can also choose the file attachment type and create a quick send list of E-mail addresses chosen from your E-mail address book.

■ **Scan to File**

Lets you save a scanned image to any folder on a local hard disk. You can also choose the file type to be used.

File types

You can choose from the following list of file types for attachments or for saving to a folder.

Choose from the pop-up menu the type of file you want the scanned images to be saved in.

For Image, E-mail and File

■ **Windows Bitmap (*.bmp)**

■ **JPEG (*.jpg)** -Recommended for most users when Scanning pictures.

■ **TIFF (*.tif)**

■ **TIFF Multi-Page (*.tif)**

■ **Portable Network Graphics (*.png)**

- **PDF (*.pdf)** -Recommended for Scanning and sharing documents.
- **Secure PDF (*.pdf)**
- **Searchable PDF (*.pdf)**

For OCR
- **Text (*.txt)**
- **Rich Text Format (*.rtf)**
- **HTML (*.htm)**
- **Excel 97 (*.xls)**
- **Searchable PDF (*.pdf)**

Note

- If you set the file type to TIFF or TIFF Multi-Page, you can choose "Uncompressed" or "Compressed".
- Searchable PDF is a file format that includes a text data layer over the scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the search language that you want to use for the searchable PDF.
- To choose **Searchable PDF (*.pdf)**, you must install Presto! PageManager (see Quick Setup Guide).

Document Size

You can choose the document size from the pull-down list. If you choose a "1 to 2" document size, such as **1 to 2 (A4)**, the scanned image will be divided into two A5 size documents.

User-defined button

To customize a button, click the button while holding down the **Ctrl** key, and the configuration window appears. Follow these guidelines for button configuration.

Scan to Image

- **General** tab

  Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

  Choose the type of scan from the **Scan Action** field.

Settings tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Continuous Scanning**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

If you choose **Secure PDF (*.pdf)** from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box and then click **OK**.

Note

Secure PDF (*.pdf) is also available for Scan to E-mail and Scan to File.

Scan to OCR

■ **General** tab

Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.

■ **Settings** tab

Choose the **Target Application**, **File Type**, **OCR Software**, **OCR Language**, **Resolution**, **Scan Type**, **Document Size**, **Continuous Scanning**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

Note

The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

Scan to E-mail

■ **General** tab

Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.

■ **Settings** tab

Choose the **Target Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Continuous Scanning**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.

Note

Webmail services are not supported by Scan to E-mail.

Scan to File

■ **General** tab

Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Choose the type of scan from the **Scan Action** field.

■ **Settings** tab

Choose the file format from the **File Type** pop-up menu. Save the file to the default folder or choose your preferred folder by clicking the **Browse** button.

Choose the **Resolution**, **Scan Type**, **Document Size**, **Continuous Scanning**, **Show Scanner Interface**, **Brightness** and **Contrast** settings and enter the file name if you want to change it.

If you want to specify the destination of the scanned image, check **Show Save As window**.

If you want to scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** box.

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COPY / PC-FAX (Mac OS X 10.5.8 and 10.6.x)

COPY - Lets you use your Macintosh and any printer driver for enhanced copy operations. You can scan a page on the machine and print the copies using any of the features of the machine's printer driver, or you can direct the copy output to any standard printer driver installed on your Macintosh.

PC-FAX - Lets you scan a page or document and automatically send the image as a fax from the Macintosh.

You can configure your preferred settings on up to four buttons.

The **Copy1**-**Copy4** buttons can be customized to let you use advanced copy and fax functions such as N in 1 printing.

To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the **Ctrl** key.

Enter a name in **Name for Copy** (up to 30 characters).

Choose the **Copy Ratio**, **Resolution**, **Scan Type**, **Document Size**, **Continuous Scanning**, **Show Scanner Interface**, **Brightness** and **Contrast** settings to be used.

Before finishing the **Copy** button configuration, select the **Printer**. Then choose your print settings from the **Presets** pop-up menu, and click **OK** to close the dialog box. Clicking the configured copy button opens the print settings.

For more options click the triangle beside the Printer pop-up menu.

To copy, click the **Print** button.

To fax, click the disclosure triangle beside the Printer pop-up menu and then choose **Send Fax** from the pop-up menu. (See *Sending a fax* ▶▶ page 103.)

DEVICE SETTINGS

You can configure or check the machine settings.

■ **Remote Setup**

Lets you open the Remote Setup Program. (See *Remote Setup* ▶▶ page 139.)

■ **Quick-Dial**

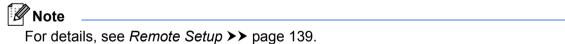Lets you open the **Address Book** window of Remote Setup. (See *Remote Setup* ▶▶ page 139.)

■ **Status Monitor**

Allows you to open the Status Monitor Utility.

Remote Setup

The **Remote Setup** button opens the Remote Setup Program window; allowing you to configure the settings of the machine.
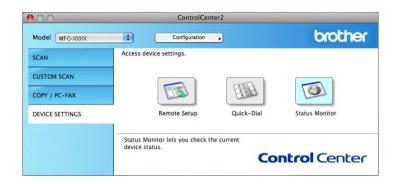
Note

For details, see *Remote Setup* ▶▶ page 139.

Quick-Dial

The **Quick-Dial** button lets you open the **Address Book** window in the Remote Setup Program, so you can easily register or change the Quick-Dial numbers on your Macintosh.

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Status Monitor

The **Status Monitor** button allows you to monitor the status of one devices, allowing you to get immediate notification of errors such as a paper jam. (See *Status Monitor* ▶▶ page 101.)

10 **Remote Setup**

Remote Setup

The **Remote Setup** application lets you configure many machine settings from a Macintosh application. When you access this application, the settings on your machine will be downloaded automatically to your Macintosh and displayed on your Macintosh screen. If you change the settings, you can upload them directly to the machine.

📝**Note**

The **RemoteSetup** application icon is in **Macintosh HD**/**Applications**/**Brother**.

■ **OK**

Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.

■ **Cancel**

Lets you exit the Remote Setup application without uploading data to the machine.

■ **Apply**

Lets you upload data to the machine without exiting the Remote Setup application.

■ **Print**

Lets you print the chosen items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and then click **Print**.

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■ **Export**

Lets you save the current configuration setting to a file.

■ **Import**

Lets you read the setting from a file.

Note

You can use the **Export** and **Import** buttons to save Quick Dial or all your settings for your machine.

Section IV

Using the Scan key (For MFC-7290)

11

Scanning

Using the Scan key

You can use ⬚ (**SCAN**) on the control panel to scan documents into your word processing, graphics or E-mail applications or a folder on your computer.

Before you can use ⬚ (**SCAN**), you have to install the Brother MFL-Pro Suite and connect the machine to your computer. If you installed the MFL-Pro Suite from the included installer CD-ROM then the correct drivers and ControlCenter4 or ControlCenter2 are installed. Scanning from the ⬚ (**SCAN**) button follows the configuration of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows®, see *Configuring Scan key settings* ▶▶ page 53 for **Home Mode** or *Configuring Scan key settings* ▶▶ page 65 for **Advanced Mode**. For Macintosh, see *SCAN* ▶▶ page 120.) For details about how to configure the scan settings of ControlCenter4 or ControlCenter2 buttons and to launch the application of your choice using ⬚ (**SCAN**), see *ControlCenter4 (For MFC-7290)* ▶▶ page 43 or *ControlCenter2 (For MFC-7290)* ▶▶ page 118.

Note

The XPS file format is available for Windows Vista® and Windows® 7, or when using applications which support XML Paper Specification files.

Scan to E-mail

You can scan a black and white document into your E-mail application as a file attachment.

❶ Load your document.

❷ Press ⬚ (**SCAN**).

❸ Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

❹ Press ▲ or ▼ to choose E-mail.
Press **OK**.

❺ Press **Start**.
The machine starts scanning the document, creates a file attachment, and launches your E-mail application, displaying the new message waiting to be addressed.
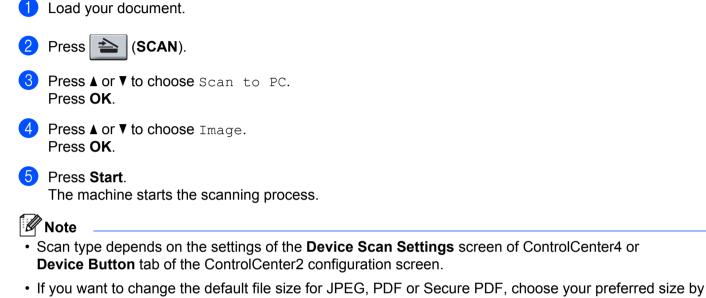
Note

• Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

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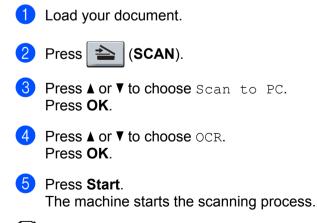• Webmail services are not supported by Scan to E-mail.

Scan to Image

You can scan a black and white document into your graphics application for viewing and editing.

1 Load your document.

2 Press ⬆ (**SCAN**).

3 Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

4 Press ▲ or ▼ to choose Image.
Press **OK**.

5 Press **Start**.
The machine starts the scanning process.

✎ Note

• Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you want to change the default file size for JPEG, PDF or Secure PDF, choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

Scan to OCR

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If your original document is text, you can use Presto! PageManager to scan the document and convert it into a text file which can then be edited in your favorite word processing software.

1 Load your document.

2 Press ⬆ (**SCAN**).

3 Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

4 Press ▲ or ▼ to choose OCR.
Press **OK**.

5 Press **Start**.
The machine starts the scanning process.

✎ Note

Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

(Windows®)

■ Presto! PageManager must be installed on your PC.

(Macintosh)

■ You must have Presto! PageManager installed on your Macintosh for the OCR feature to work from the **SCAN** key or ControlCenter2. (See *Using Presto! PageManager (For MFC-7290)* ▸▸ page 117.)

■ The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Korean, Traditional Chinese and Simplified Chinese.

Scan to File

You can scan a black and white document into your computer and save it as a file in a folder of your choice. The file type and specific folder are based on the settings you have chosen in the **Device Scan Settings** screen of ControlCenter4 or **Scan to File** screen of ControlCenter2. (For Windows®, see *Configuring Scan key settings* ▸▸ page 53 for **Home Mode** or *Configuring Scan key settings* ▸▸ page 65 for **Advanced Mode**. For Macintosh, see *SCAN* ▸▸ page 120.)

a Load your document.

b Press (**SCAN**).

c Press ▲ or ▼ to choose Scan to PC.
Press **OK**.

d Press ▲ or ▼ to choose File.
Press **OK**.

e Press **Start**.
The machine starts the scanning process.

Note

• Scan type depends on the settings of the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you would like to display the folder window after scanning the document, select **Show Folder** on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you would like to change the file name of scanned documents, enter the file name in the **File Name** section on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

• If you want to change the default file size for JPEG, PDF, Secure PDF or Searchable PDF (only when Presto! PageManager is installed), choose your preferred size by moving the scroll bar on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen.

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