brother®

Software User's Guide

Not all models are available in all countries.

For DCP users: This documentation is for both MFC and DCP models. Where it says 'MFC' in this user's guide, please read 'MFC-xxxx' as 'DCP-xxxx'.

Applicable models

This User's Guide applies to the following models.

DCP-1519

MFC-1816/1819

Definitions of notes

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

⚠ CAUTION	<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
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.

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.

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

■ For Macintosh users: Before using this manual, please be sure to install available drivers and software from the download page for your machine at the Brother Solutions Center (http://solutions.brother.com/).

 For DCP users: You can download a printer driver and scanner drivers from the Brother Solutions Center.

 For MFC users: You can download a printer driver, scanner drivers, PC-FAX Software and Remote Setup from the Brother Solutions Center.

■ 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

▶

Windows®

1 Printing

NOTE

The screens in this section are from Windows® 7. 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 plain paper and recycled paper. (For information about the Paper Tray and Recommended paper: See User's Guide)

❶ 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** or **Print** to begin printing.
*(Where XXXX is your model name.)

NOTE

• 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.

2-sided printing

The supplied printer driver supports manual 2-sided 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.
- 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 2-sided function, it is possible that there may be paper jams or poor print quality.

  If there is a paper jam: See User's Guide: *Paper Jams*. If you have a print quality problem: See User's Guide: *Improving the print quality*.
- 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.

Printer driver settings

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

- ■ **Paper Size**
- ■ **Orientation**
- ■ **Copies**
- ■ **Media Type**
- ■ **Print Quality**
- ■ **Print Settings**
- ■ **Multiple Page**
- ■ **2-sided / Booklet**
- ■ **Print Preview**
- ■ **Scaling**
- ■ **Reverse Print**
- ■ **Use Watermark**
- ■ **Header-Footer Print**
- ■ **Toner Save Mode**
- ■ **Administrator**
- ■ **Density Adjustment**
- ■ **Improve Print Output**
- ■ **Skip Blank Page**
- ■ **Print Profiles**
- ■ **Print Text in Black**

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

① (For Windows® XP)
Click **Start**, and then **Printers and Faxes**.

(For Windows Vista®)

Click 🟦, **Control Panel**, **Hardware and Sound**, and then **Printers**.

(For Windows® 7)

Click 🟦, and then click **Devices and Printers**.

(For Windows® 8)
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.

② (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 and Windows® 8)
Right-click the **Brother MFC-XXXX Printer** icon (where XXXX is your model name) and select **Printer properties**. If printer driver options appear, select your printer driver. The printer properties dialog box appears.

③ Choose the **General** tab and then click **Preferences...** or **Printing Preferences...**.
The printer driver dialog box appears.

Basic tab

You can also change the Page Layout settings by clicking the illustration on the left side of the **Basic** tab.
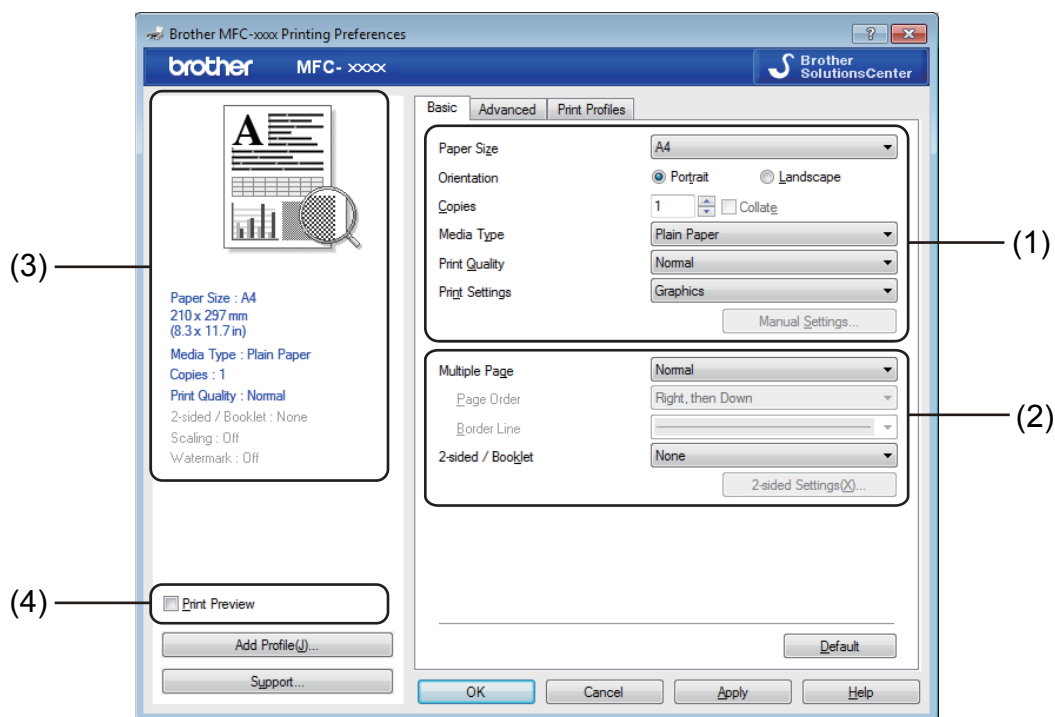
1 Choose **Paper Size**, **Orientation**, **Copies**, **Media Type**, **Print Quality** and **Print Settings** (1).

2 Choose **Multiple Page** and **2-sided / Booklet** (2).

3 Confirm your current settings in the window (3).

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

NOTE

If you want to preview your document before printing, check the Print Preview check box (4).

Paper Size

From the drop-down list 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**

■ **Recycled Paper**

Print Quality

You can choose the print quality as follows:

■ **Draft**

■ **Normal**

■ **Fine**

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 the **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 the **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.

2-sided / Booklet

When you want to print a booklet or do 2-sided printing, use this function.

■ **None**

Disable 2-sided printing.

■ **2-sided (Manual)**

When you want to print on both sides of the paper, use this option.

• **2-sided (Manual)**

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

When you choose **2-sided (Manual)**, the **2-sided Settings...** button becomes available to select. You can set the following settings in the **2-sided Settings** dialog box.

• **2-sided Type**

There are four types of 2-sided binding directions available for each orientation.

• **Binding Offset**

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

■ **Booklet (Manual)**

Use this option to print a document in booklet format using 2-sided printing; it will arrange the document according to the correct page numbers and allows you to fold at the centre 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 reload the paper. When you click **OK** the odd-numbered sides will be printed.

When you choose **Booklet (Manual)**, the **2-sided Settings...** button becomes available to select. You can set the following settings in the **2-sided Settings** dialog box.

• **2-sided Type**

There are two types of 2-sided 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 centre of the smaller individual booklet sets without having to change the order of the page number. You can specify the number of sheets in each smaller booklet set, from 1 to 15. This option can help when folding a 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 millimetres.

Print Preview

You can preview a document before it is printed. If you check the **Print Preview** check box, the Print Preview Viewer window will open before printing starts.
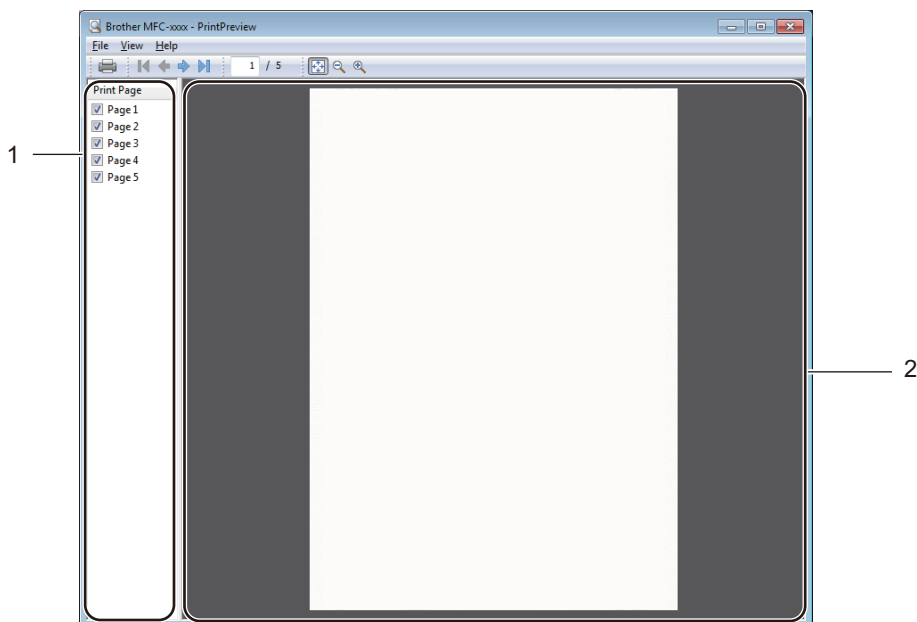
1 Page List Area

The Page List Area displays the page numbers for the actual pages that will be printed. If you chose a page in this list, a preview of the print results for the page will be displayed in the Preview Area.

If you do not want to print a page, clear the check mark.

2 Preview Area

The Preview Area displays a preview of the print results for the pages chosen in the Page List Area.

NOTE

If the **2-sided (Manual)** or **Booklet (Manual)** setting was chosen in the Printer driver settings, you cannot use the Print Preview function.

1

Advanced tab

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
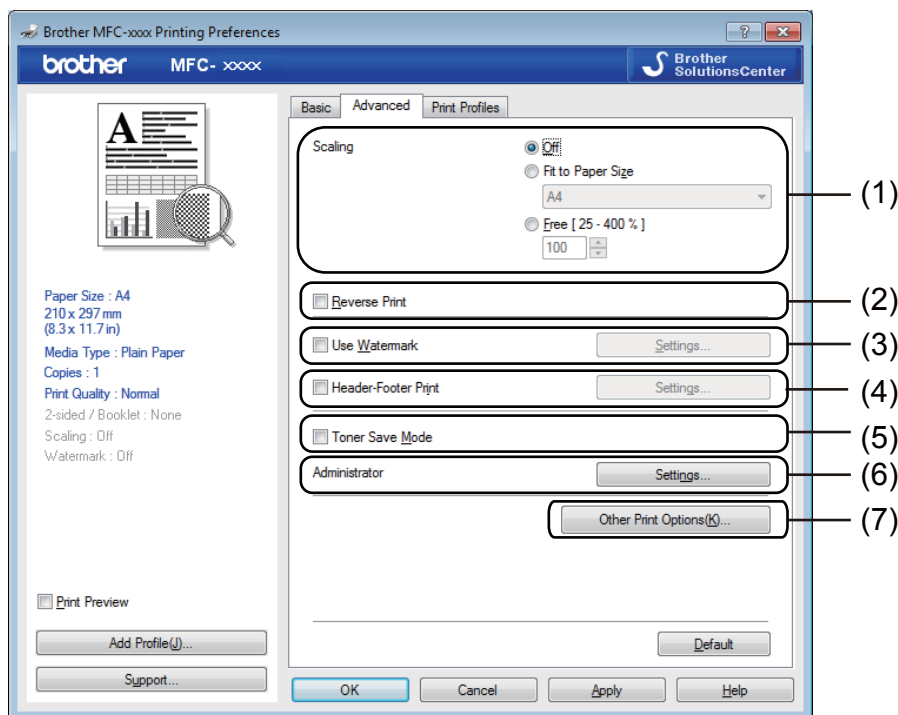
Change the following settings in this tab:

- **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 (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.
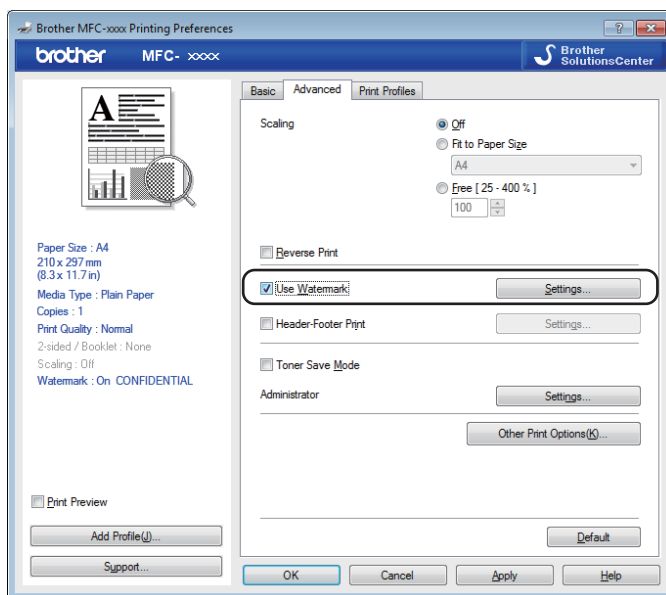
Watermark Settings
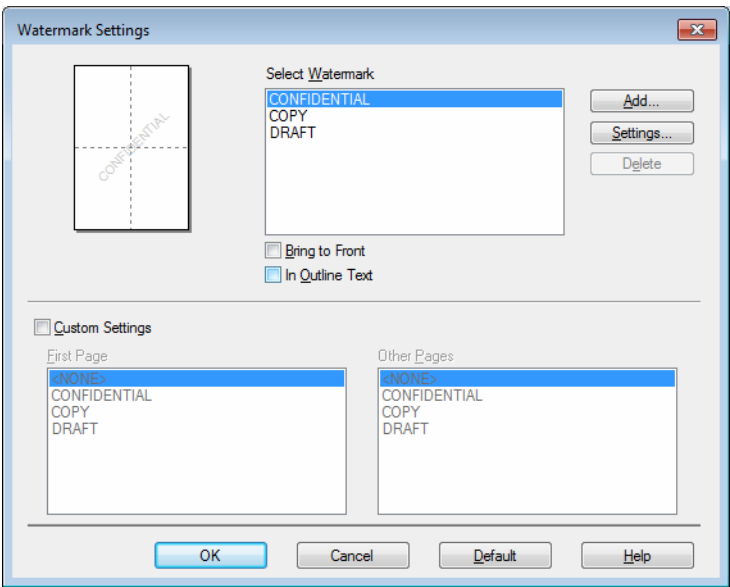
Select Watermark

Choose the watermark you want to use.

To make an original watermark, click the **Add** button to add the watermark settings and then choose **Use Text** or **Use Bitmap File** in **Watermark Style**.
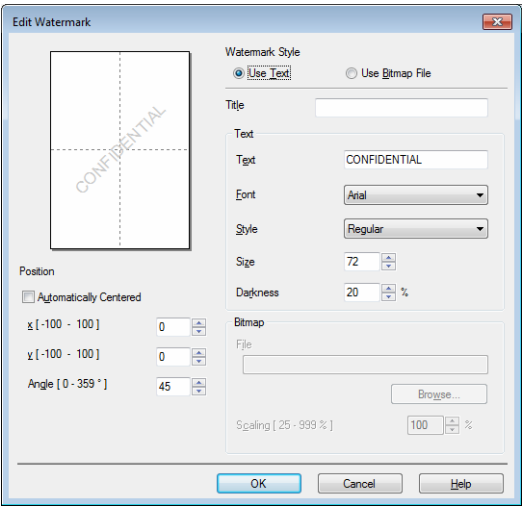
You can change the watermark's size and position on the page by selecting the watermark, and clicking the **Settings...** button.

■ **Title**

　Enter a suitable title into 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.

Bring to Front

This option will overlay the selected characters or image onto your printed 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.

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, print appears lighter. The default setting is off.

NOTE

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

• **Toner Save Mode** is not available when **Fine** is selected for **Print Quality**.

1

Administrator

Administrators have the authority to limit access to functions such as Scaling and Watermark.
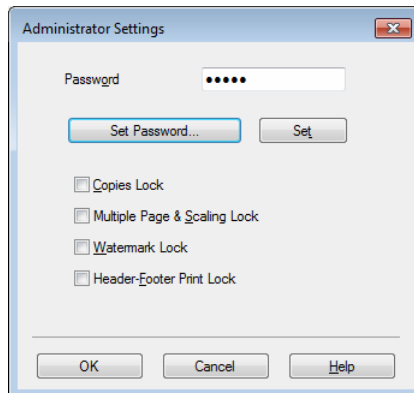
■ **Password**

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 options in Printer Function:

- **Density Adjustment**
- **Improve Print Output**
- **Skip Blank Page**
- **Print Text in Black**

Density Adjustment

Increase or decrease the print density.

NOTE

Density Adjustment is not available when **Fine** is selected for **Print Quality**.

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.

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.

NOTE

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

1

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**
- **2-sided (Manual)** or **Booklet (Manual)**
- **Print Preview**

Print Text in Black

This function enables all text to be printed in Black instead of grey scale.

NOTE

It may not work with certain characters.

1

Print Profiles tab

Print Profiles are editable presets designed to give you quick access to frequently used printing configurations.
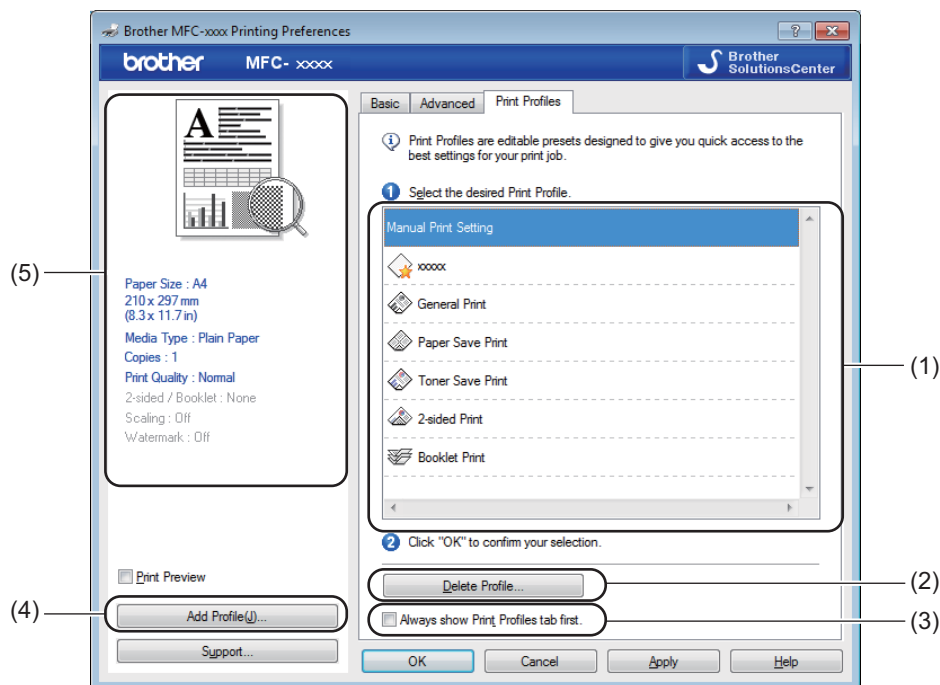
- Print profile list box (1)
- **Delete Profile** (2)
- **Always show Print Profiles tab first** (3)
- **Add Profile** (4)
- Current print profile view (5)

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.

Add Profile

The **Add Profile** dialog box appears by clicking **Add Profile**. You can add 20 new profiles with your preferred settings.

① Enter the desired title in **Name**.

② Choose an icon you want to use from the Icon list, then click **OK**.

③ The current settings shown on the left side of the printer driver window will be saved.

Delete Profile

The **Delete Profile** dialog box appears by clicking **Delete Profile**. You can delete any of the profiles you have added.

① Click **Delete Profile**.

② Choose a profile you want to delete and click **Delete**.

③ Click **Yes**.

④ The selected profile will be deleted.

Support

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

1
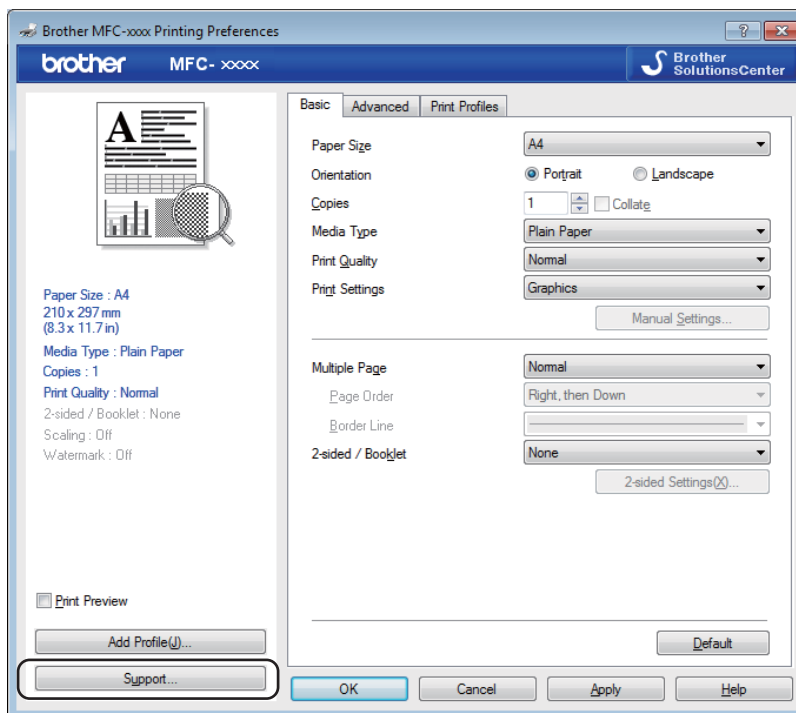
■ **Brother Solutions Center** (1)

The Brother Solutions Center (http://solutions.brother.com/) is a website 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 website for genuine Brother supplies by clicking this button.

■ **Brother CreativeCenter** (3)

You can visit our website 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 list the printer driver files and version information.

1

Device Settings tab

You can detect the serial number in the **Device Settings** tab as follows.
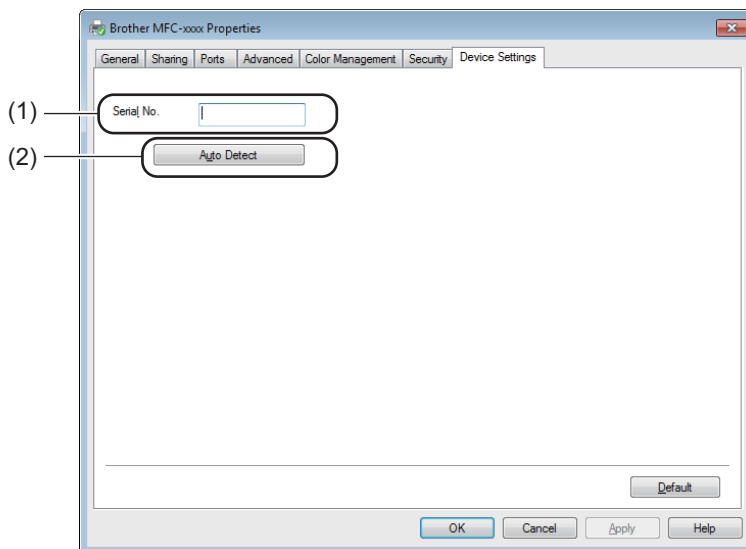
■ **Serial No.** (1)

By clicking **Auto Detect** (2), the printer driver will probe the machine and display its serial number. If it fails to receive the information, the screen will display "---------------".

■ **Auto Detect** (2)

The **Auto Detect** function shows the available settings in the printer driver.

NOTE

The **Auto Detect** (2) function is not available under the following machine conditions:

• The machine is powered off.

• The machine is connected to the print server using a USB cable in a network shared environment.

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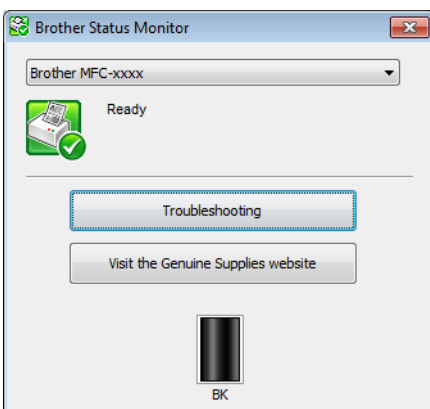
You can check the device status at anytime by double-clicking the icon in the tasktray or by choosing **Status Monitor** located in **Start**/**All Programs**/**Brother**/**MFC-XXXX** on your PC.

(Windows® 7)

To show the **Status Monitor** icon on your taskbar, click the 🔺 button. The **Status Monitor** icon will appear in the small window. Then drag the 🖼 icon to the taskbar.
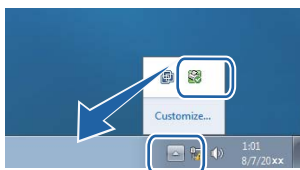
(Windows® 8)

Click 🖼 (**Brother Utilities**), and then click the drop-down list and select your model name (if not already

selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**.

NOTE

• For more information about using the Status Monitor software, right-click the **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 colour 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 an 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.

2

Scanning

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 Windows® Imaging Acquisition (WIA) driver (See *Scanning a document using the WIA driver* on page 26) and a TWAIN compliant scanner driver (See *Scanning a document using the TWAIN driver* on page 35).

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 any other application that supports WIA or TWAIN scanning.

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) (for MFC models) or the scanner glass.

If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 28.)

1 Load your document.

2 Start the Microsoft® Paint application to scan a document.

NOTE

The instructions for scanning in this Guide are for when you use Microsoft® Paint. The scanning steps may vary when using other software applications.

3 Click **From scanner or camera** on the **File** menu.
The Scanner Setup dialog box appears.

4 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)
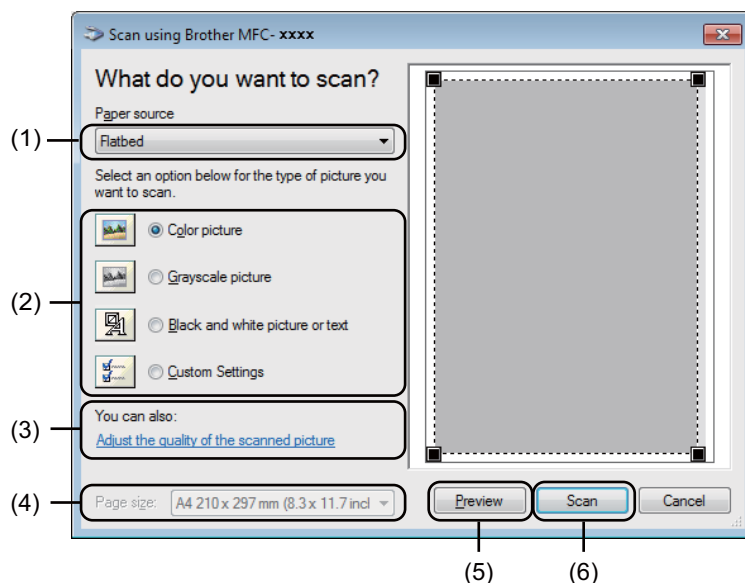
e (For MFC models) Choose the **Paper source** from the drop-down list (1).

f Choose the picture type (2).

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

NOTE

Skip this step if you choose **Flatbed** in step e.

h 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.
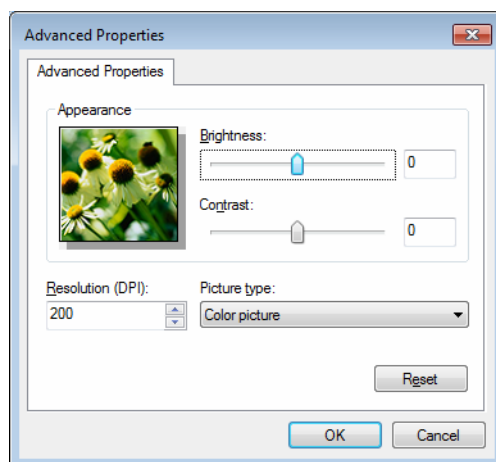
NOTE

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

• For resolutions greater than 1200 dpi, use the Scanner Utility. (See *Scanner Utility* on page 30.)

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

Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image when cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

NOTE

Pre-Scanning is not available with ADF (**Document Feeder**).

1 Follow the steps from **1** to **3** of *Scanning a document into the PC* on page 26.

2 (For MFC models) Choose **Flatbed** in the **Paper source** drop-down list (1).
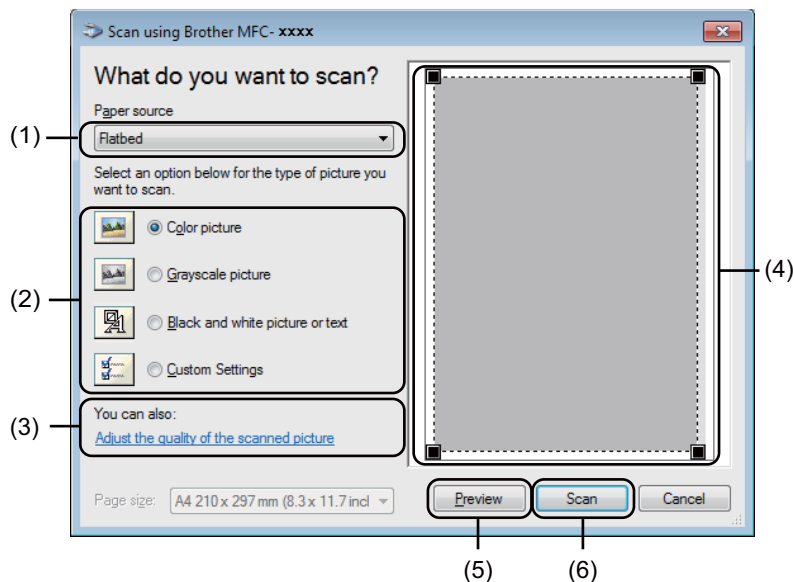
3 Choose the picture type (2).

4 Click **Preview** (5).
The whole image is scanned into the PC and appears in the scanning area (4).

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

6 If you want to change any 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 setting.
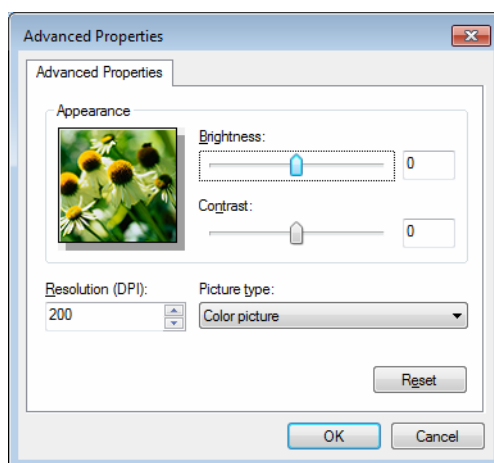
7 Click **Scan** in the Scan dialog box (6).
The machine starts scanning the document.

This time only the chosen area of the document appears in the Microsoft® Paint window (or your application window).

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.

- (Windows® XP)

  You can change the paper size using the **Scanner Utility**. If you want to set Legal size as the default size, use this utility to change the setting.

■ Running the utility

Do one of the following:

(Windows® XP, Windows® Vista and Windows® 7)

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.

(Windows® 8)

Click [icon] (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **Scanner Utility**.

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

2
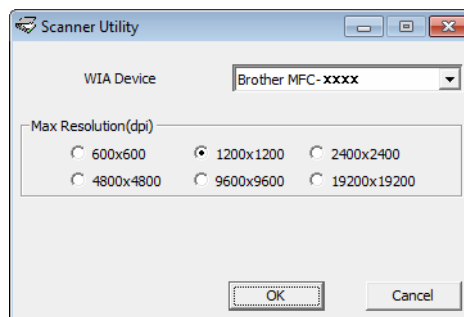
NOTE

(Windows Vista®, Windows® 7 and Windows® 8)

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

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

• For users who do not have administrator rights: Enter the administrator password and click **OK** or **Yes**.
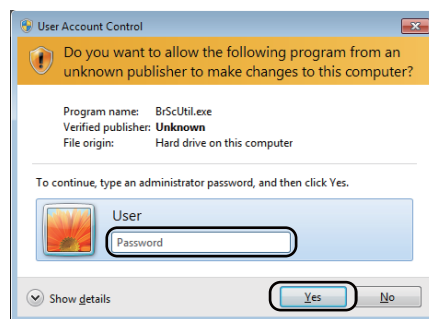
Scanning a document using the WIA driver (Windows Photo Gallery and Windows Fax and Scan)

Scanning a document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) (for MFC models) or the scanner glass.

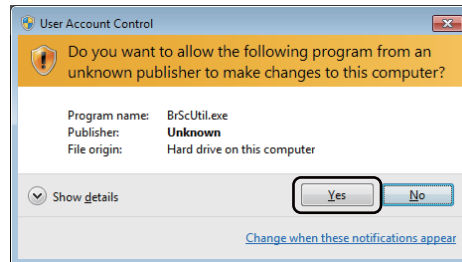If you want to scan and then crop a portion of a page after pre-scanning the document, you need to use the scanner glass. (See *Pre-Scanning to crop a portion you want to scan using the scanner glass* on page 34.)

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)
- ■ **Preview** (11)
- ■ **Scan** (12)
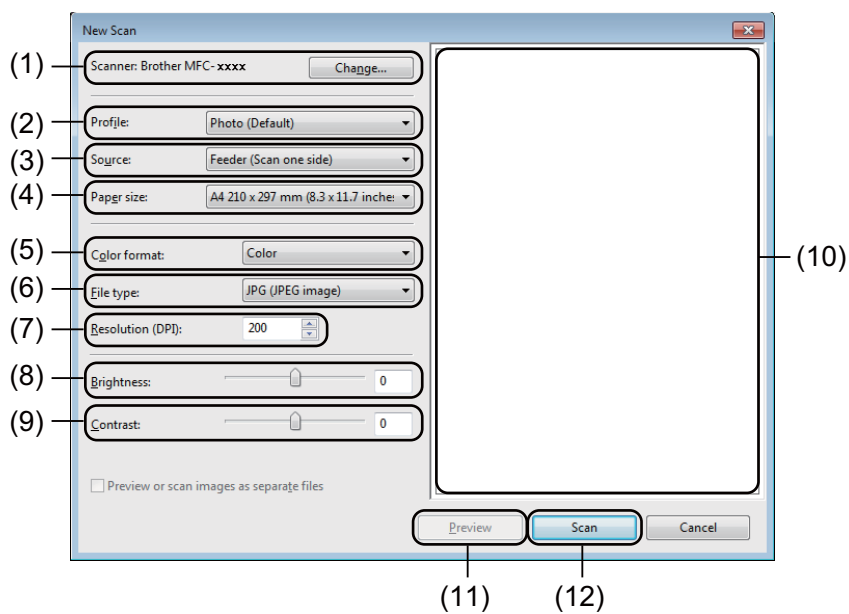
7 Click **Scan** in the Scan dialog box.
The machine starts scanning the document.

Pre-Scanning to crop a portion you want to scan using the scanner glass

The **Preview** button is used to preview an image when cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button in the Scan dialog box to scan the image.

NOTE

Pre-Scanning is not available with ADF (**Feeder (Scan one side)**).

a Follow the steps ❶ to ❺ of *Scanning a document into the PC* on page 32.

b (For MFC models) Choose **Flatbed** in the **Source** drop-down list.

c If necessary, adjust the additional settings in the Scan dialog box.

d Click **Preview**.
The whole image is scanned into the PC and appears in the scanning area.

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

f Click **Scan** in the Scan dialog box.
The machine starts scanning the document.
This time only the chosen area of the document appears in your application window.

Scanning a document using the TWAIN driver

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

When you scan a document, you can either use the ADF (automatic document feeder) (for MFC models) or the scanner glass.

For more information on loading the documents: See User's Guide: *Loading documents*.

NOTE

The first time you use the Brother TWAIN driver, set it as the default driver. The method of choosing the driver or scanning a document may vary depending on the application you are using.

Scanning a whole document into the PC

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) (for MFC models) or the scanner glass.

1. Load your document.

2. Start your graphics application, and select scan operation.
   The **Scanner Setup** dialog box appears.

2

③ If necessary, adjust the following settings in the **Scanner Setup** dialog box:

■ **Scan** (Image Type) (1)

■ **Resolution** (2)

■ **Scan Type** (3)

■ **Reduce Noise** (4)

■ **Brightness** (5)

■ **Contrast** (6)

■ **Document Size** (7)
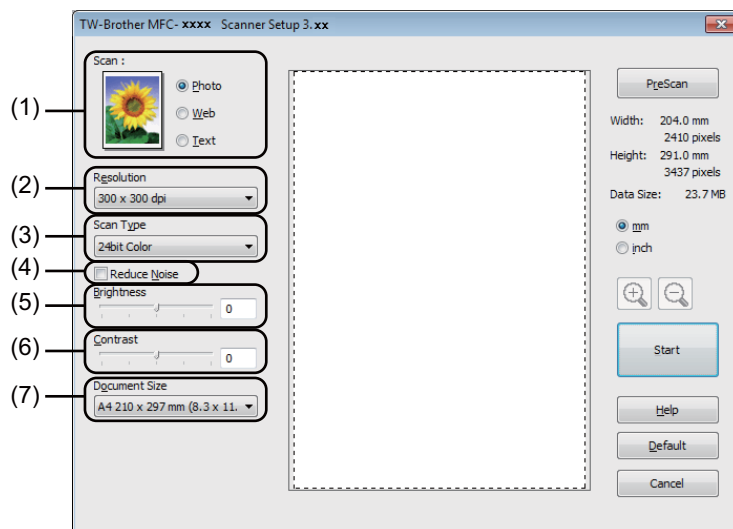
④ Click **Start**.
When scanning has finished, click **Cancel** to return to the graphics application window.

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.

1 Load your document.

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

3 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.

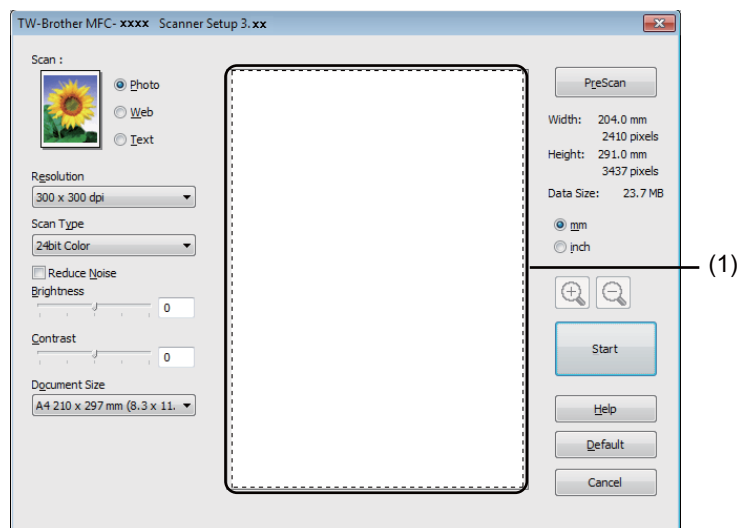**NOTE**

Skip this step if you loaded the document on the scanner glass in step ❶.

⑥ Click **Start**.
When scanning has finished, click **Cancel** to return to the graphics application window.
This time only the chosen area of the document appears in your application window.

⑦ In your application 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	24bit Color
Web	Use for attaching the scanned image to web pages.	100 x 100 dpi	24bit Color
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 and the available colours.

Resolution	Black & White/ Gray (Error Diffusion)	256 Color	True Gray/24bit Color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	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.

■ **256 Color**

Uses up to 256 colors to scan the image.

■ **24bit Color**

Uses up to 16.8 million colors to scan the image.

Although using **24bit Color** creates an image with the most accurate color, the image file will be about three times larger than a file created with **256 Color**. It requires the most memory and has the longest transfer time.

Reduce Noise

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Color** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

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 slider 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.

NOTE

The **Brightness** setting is not available when **256 Color** is chosen.

Contrast

You can increase or decrease the **Contrast** level by moving the slider 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)**, **True Gray** or **24bit Color** 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)** (For MFC models)

■ **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)**

■ **Business Card 90 x 60 mm (3.5 x 2.4 in)**

To scan business cards, choose the **Business Card** size, and then place the business card face down at the top left of the scanner glass.

■ **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**

(For DCP models) User adjustable from 8.9×8.9 mm to 215.9×297 mm

(For MFC models) User adjustable from 8.9×8.9 mm to 215.9×355.6 mm

If you choose **Custom** as the size, the **Custom Document Size** dialog box appears.
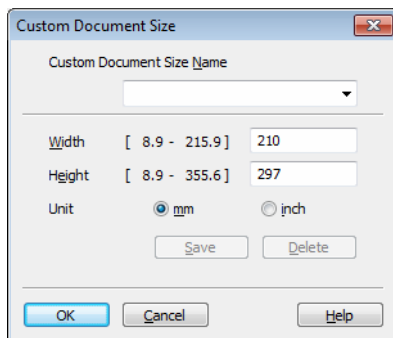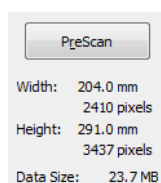
Enter the **Custom Document Size Name**, **Width** and **Height** for the document.

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

NOTE

- (For MFC models) You can load four sizes of document in the ADF: A4, Letter, Legal and Folio. When you scan the smaller size document, use the scanner glass.
- (For MFC models) You can scan a whole page of Folio size paper with ADF. Choose **Legal** size.
- You can see the actual paper size you chose on the screen.

```
            PreScan
Width:    204.0 mm
          2410 pixels
Height:   291.0 mm
          3437 pixels
Data Size:    23.7 MB
```

- **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.

3 ControlCenter4

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 the **SCAN** key on the control panel of your Brother machine. For information about how to configure the settings for the **SCAN** key on the machine, see *Configuring Scan key settings* on page 56 for **Home Mode** or *Configuring Scan key settings* on page 68 for **Advanced Mode**.

■ **Home Mode**

The **Home Mode** gives you easy access to your machine's main functions. This mode is recommended for most Home office users. See *Using ControlCenter4 in Home Mode* on page 44.

■ **Advanced Mode**

The **Advanced Mode** gives you more control over the details of your machine's functions. You can add up to three customized tabs in your original settings. See *Using ControlCenter4 in Advanced Mode* on page 59.
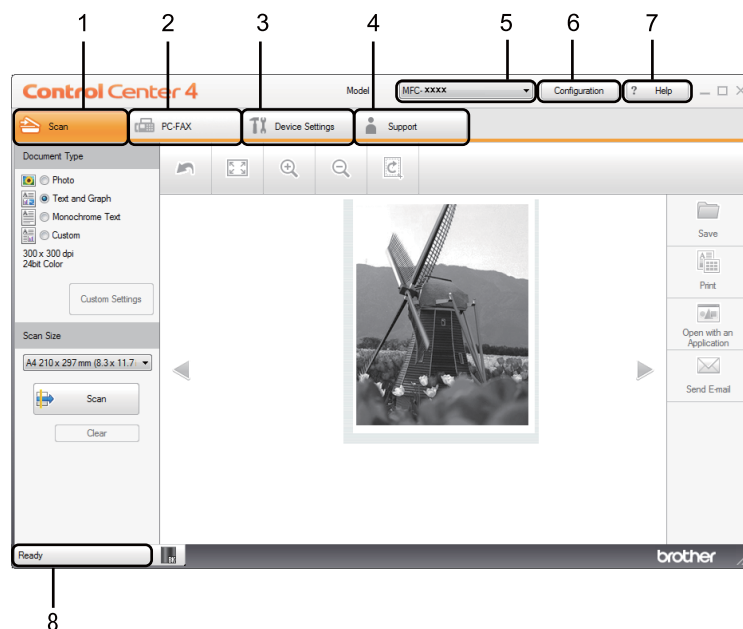
Changing the user interface

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

② Select **Home Mode** or **Advanced Mode** in the mode dialog box.
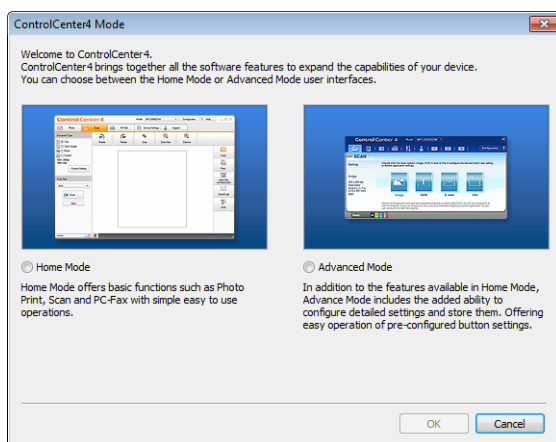
Using ControlCenter4 in Home Mode

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 or graphics application of your choice.
2 Access the **PC-FAX** applications available for your device. (For MFC models)
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* on page 46.)

■ See *Saving the scanned image* on page 49.

■ See *Printing the scanned image* on page 49.

■ See *Opening the scanned image with an application* on page 50.

■ See *Attaching the scanned data to E-mail* on page 50.

PC-FAX (See *PC-FAX tab (For MFC models)* on page 51.)

■ See *Sending a scanned image* on page 52.

■ See *Sending an image file from your computer* on page 52.

■ See *Viewing and printing received PC-FAX data* on page 53.

Device Settings (See *Device Settings tab* on page 54.)

■ See *Configuring Remote Setup (For MFC models)* on page 55.

■ See *Accessing Address Book (For MFC models)* on page 55.

■ See *Configuring Scan key settings* on page 56.

Support (See *Support tab* on page 58.)

■ See *Opening ControlCenter Help* on page 58.

■ See *Using Brother Solutions Center* on page 58.

■ See *Accessing the Brother CreativeCenter* on page 58.

Scan tab

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

This section briefly introduces the **Scan** tab function. For more details of each function, click ❓ (**Help**).
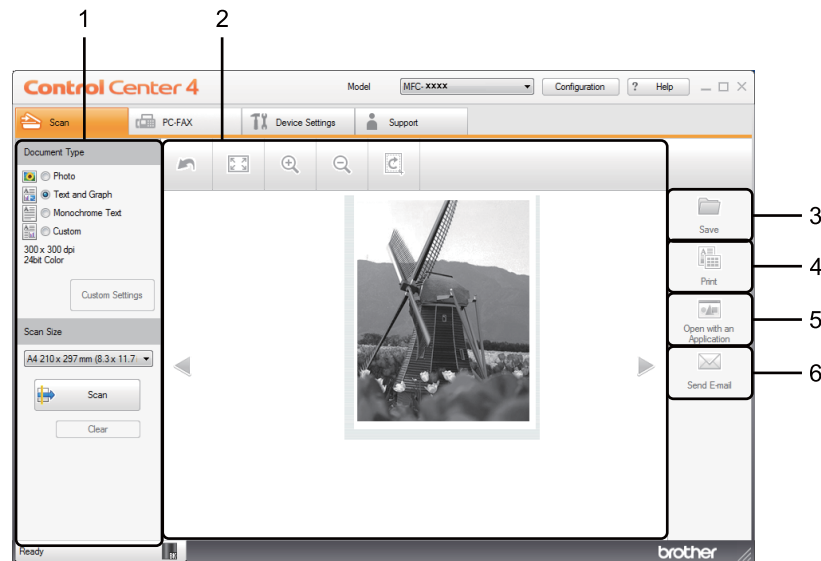
1 PC Scan setting area

2 Image viewer

3 **Save** button

4 **Print** button

5 **Open with an Application** button

6 **Send E-mail** button

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.
- **High Compression PDF (*.pdf)** [1]
- **Secure PDF (*.pdf)**
- **XML Paper Specification (*.xps)**

[1]   In order to save the document as a High Compression PDF, you must set the **Resolution** to 300 x 300 dpi and **Scan Type** to **True Gray** or **24bit Color**.

NOTE

- The XML Paper Specification is available for Windows Vista®, Windows® 7 and Windows® 8, 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**.
- When you use the scanner glass to scan a multiple page document, check **Continuous Scanning** and follow the on-screen instructions.

Document Size

You can choose the document size from the drop-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.

Advanced Settings

You can configure advanced settings by choosing **Custom** and then click **Custom Settings**. The **Custom Scan Settings** dialog box will appear. Click **Advanced Settings** and the **Advanced Settings** dialog box will appear.

You can also configure advanced settings by clicking the **Advanced Settings** button in the scan settings dialog box.
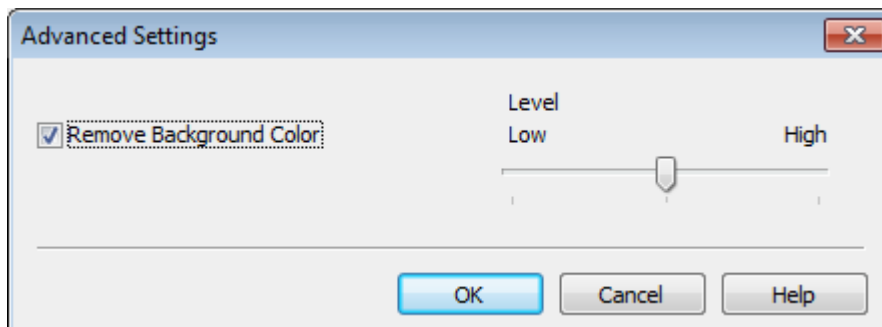
■ **Remove Background Color**

Removes the base color of documents to make the scanned data more recognizable. When you use this function, you can select the level from 3 settings: high, medium, and low.

Saving the scanned image

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

1 Configure the settings in the PC Scan setting area.

2 Click ![scan icon] (**Scan**).

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

4 Click ![folder icon] (**Save**).

5 The **Save** dialog box 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 ![scan icon] (**Scan**).

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

5 Click ![print icon] (**Print**).

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

Opening the scanned image with an application

The (**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 (**Scan**).

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

5 Click (**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 (**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.

1 Select the **Scan** tab.

2 Configure the settings in the PC Scan setting area.

3 Click (**Scan**).

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

5 Click (**Send E-mail**).

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

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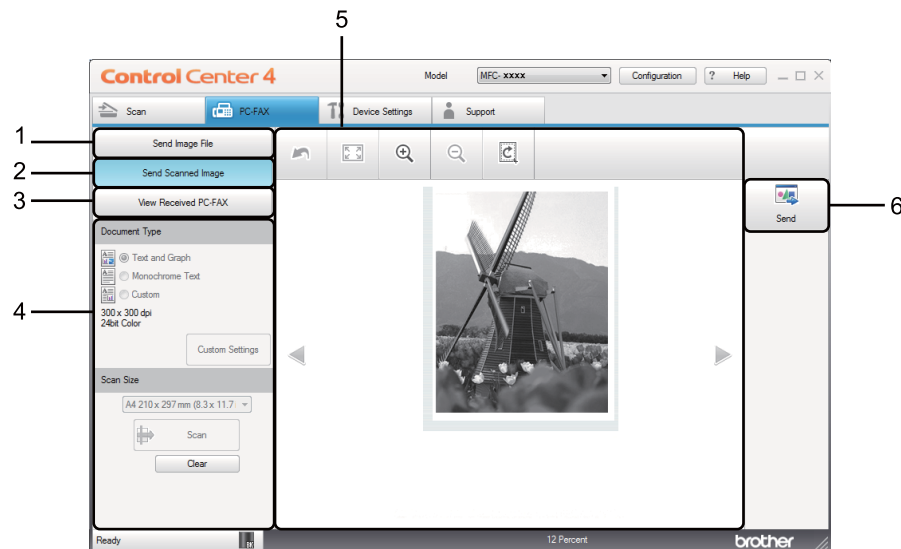
NOTE

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

PC-FAX tab (For MFC models)

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 ![icon] (**Send**).

5 The PC-FAX sending dialog box will appear. Enter a fax number and click ![icon] . 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 ![icon] (**Scan**).

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

6 Click ![icon] (**Send**).

7 The PC-FAX sending dialog box will appear. Enter a fax number and click ![icon] . Then click **Start**.
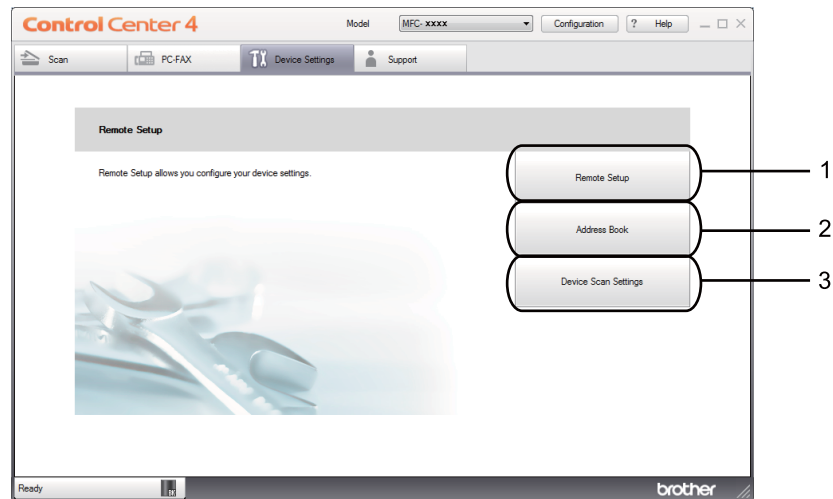
Viewing and printing received PC-FAX data

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 the Brother machine**. (See *Enabling PC-FAX Receiving software on your machine* on page 91.)

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, select the data and 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 **Address Book** button

3 **Device Scan Settings** button

Configuring Remote Setup (For MFC models)

The **Remote Setup** button lets you open the Remote Setup program window to configure most machine setting menus.

1 Select the **Device Settings** tab.

2 Click **Remote Setup**.

3 The Remote Setup Program window will appear. For Remote Setup configuration, see *Remote Setup (For MFC models)* on page 75.
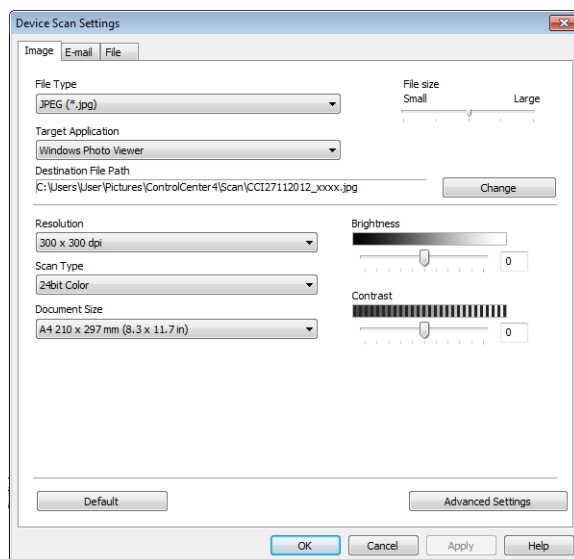
Accessing Address Book (For MFC models)

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

1 Select the **Device Settings** tab.

2 Click **Address Book**.

3 The Address Book window will appear. For Address Book configuration, see *Remote Setup (For MFC models)* on page 75.

Configuring Scan key settings

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

There are three 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 box 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**, **Destination File Path**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

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

NOTE
- **Secure PDF (*.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**.

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**, **Destination File Path**, **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 File by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **File Name**, **Destination Folder**, **Show Folder**, **File size** and **Insert Date in File Name** 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 **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 website 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 website will be shown in your web browser.

Accessing the Brother CreativeCenter

The **Brother CreativeCenter** button lets you access our website 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 website.

Using ControlCenter4 in Advanced Mode

This section briefly introduces the ControlCenter4 functions in **Advanced Mode**. For more details on each function, click (**Help**).
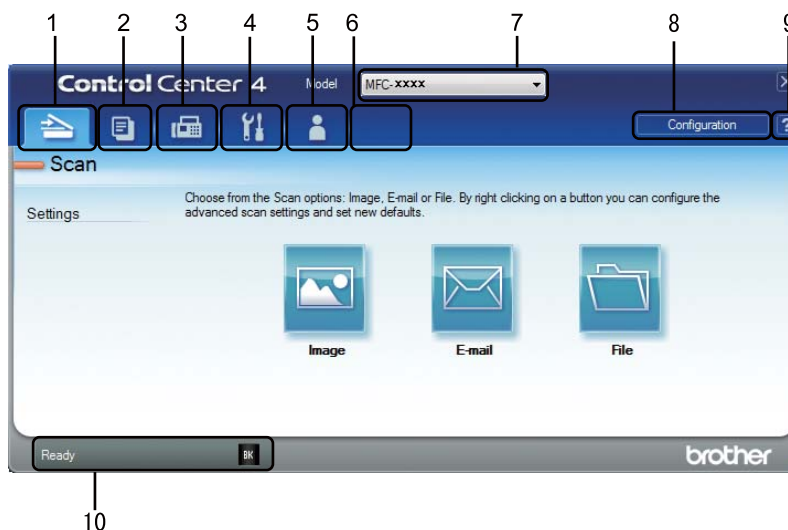
1 Scan directly to a file, E-mail or graphics application of your choice.
2 Access the **PC-Copy** feature available via your PC.
3 Access the **PC-FAX** applications available for your device. (For MFC models)
4 Access the settings available to configure your device.
5 Link to Brother Solutions Center, Brother CreativeCenter and the **ControlCenter 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* on page 61.)

■ See *Opening the scanned image with an application* on page 62.

■ See *Attaching the scanned data to E-mail* on page 62.

■ See *Saving the scanned image* on page 62.

■ See *How to change the default settings of each button* on page 63.

PC-Copy (See *PC-Copy tab* on page 64.)

■ See *Printing the scanned image* on page 64.

PC-FAX (See *PC-FAX tab (For MFC models)* on page 65.)

■ See *Sending an image file from your computer* on page 65.

■ See *Sending a scanned image* on page 65.

■ See *Viewing and printing received PC-FAX data* on page 66

Device Settings (See *Device Settings tab* on page 67.)

■ See *Configuring Remote Setup (For MFC models)* on page 67.

■ See *Accessing Address Book (For MFC models)* on page 67.

■ See *Configuring Scan key settings* on page 68.

Support (See *Support tab* on page 70.)

■ See *Using Brother Solutions Center* on page 70.

■ See *Opening ControlCenter Help* on page 70.

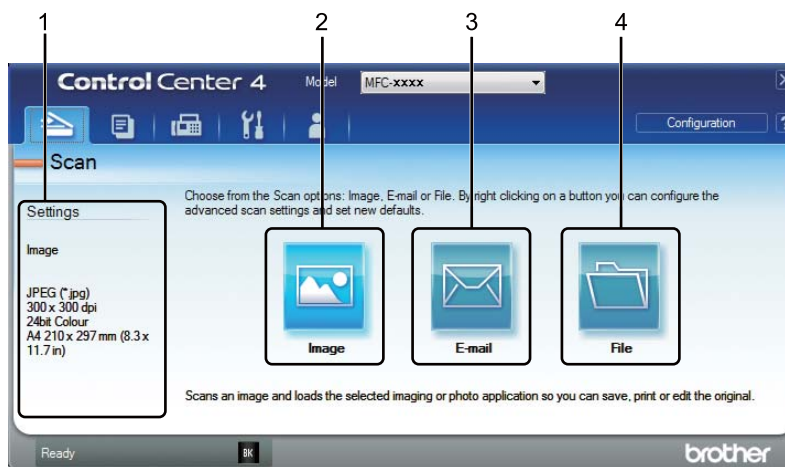■ See *Accessing the Brother CreativeCenter* on page 70.

Custom (See *Custom tab* on page 71.)

■ See *Creating a Custom tab* on page 71.

■ See *Creating a Custom button* on page 72.

Scan tab

There are three scan options: **Image**, **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 **E-mail** button
4 **File** button

File types

You can choose a file type to save the scanned images as. For details, see *File types* on page 47.

Document Size

You can choose the document size from the drop-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.

Advanced Settings

You can configure advanced settings. For details, see *Advanced Settings* on page 48.

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. Click (**Image**). The Scan Settings dialog box appears.

3. You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.

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

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. Click (**E-mail**). The Scan Settings dialog box appears.

3. You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.

4. Click **Scan**. Your default E-mail application will open and the image will be attached to a new E-mail.

NOTE

The E-mail feature does not support Webmail services.

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. Click (**File**). The Scan Settings dialog box appears.

3. You can configure the scan settings in this dialog box. If you want to preview and configure the scanned image, check **PreScan** box.

4. Click **Scan**. 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**), ✉ (**E-mail**) and 📁 (**File**) buttons.

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

② Choose the settings for **File Type**, **PreScan**, **Resolution**, **Scan Type**, **Document Size**, **Brightness**, **Contrast**, **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 box.

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 the 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 (For MFC models)

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.

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**). The PC-FAX sending dialog box will appear.

5. Enter a fax number and click ![icon] . 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 the settings. If you want to preview and configure the scanned image, check **PreScan**. Click **OK**.

3. Click ![icon] (**Send Scanned Image**). The PC-FAX sending dialog box will appear.

4. Enter a fax number and click ![icon] . Then **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 the Brother machine**. (See *Enabling PC-FAX Receiving software on your machine* on page 91.)

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, select the data and 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**).

Configuring Remote Setup (For MFC models)

The (**Remote Setup**) button lets you open the Remote Setup program window to configure most machine setting menus.

1️⃣ Select the **Device Settings** tab.

2️⃣ Click (**Remote Setup**). The Remote Setup Program window will appear.

3️⃣ For Remote Setup configuration, see *Remote Setup (For MFC models)* on page 75.

Accessing Address Book (For MFC models)

The (**Address Book**) button lets you open the **Address Book** window in the Remote Setup Program. You can then easily register or change the Address Book numbers on your machine from your computer.

1️⃣ Select the **Device Settings** tab.

2️⃣ Click (**Address Book**). The Address Book window will appear.

3️⃣ For Address Book configuration, see *Remote Setup (For MFC models)* on page 75.

Configuring Scan key settings

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

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

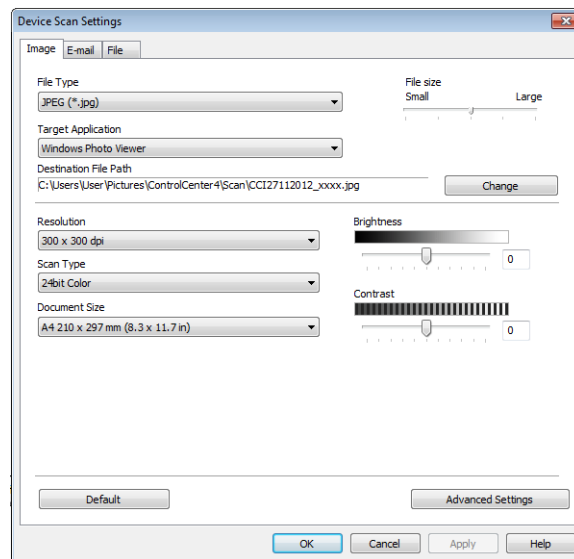To configure each scan function, select the **Device Settings** tab and then click **Device Scan Settings**. The **Device Scan Settings** dialog box will appear.

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**, **Destination File Path**, **File size**, **Resolution**, **Scan Type**, **Document Size**, **Brightness** and **Contrast** as needed. Click **OK**.

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

NOTE

• **Secure PDF (*.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**.

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**, **Destination File Path**, **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 File by pressing the **SCAN** key on your Brother machine.

Choose the settings for **File Type**, **File Name**, **Destination Folder**, **Show Folder**, **File size** and **Insert Date in File Name** 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 [?] (**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 [icon] (**Brother Solutions Center**) button lets you open the Brother Solutions Center website 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 [icon] (**Brother Solutions Center**).

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

Accessing the Brother CreativeCenter

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

① Select the **Support** tab.

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

Custom tab

This section briefly introduces adding a **Custom** tab. For more details, click ![help](Help icon) (**Help**) .

Creating a Custom tab

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

1 Click **Configuration** and then select **Create custom tab**.
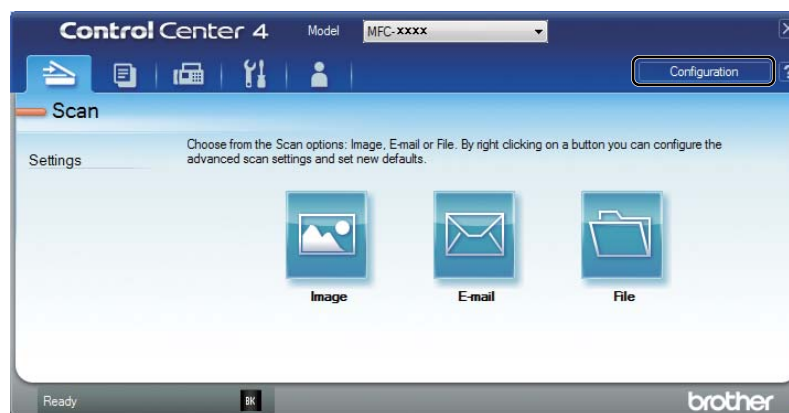
Creating a Custom button

1 Click **Configuration** and then select **Create custom button**.
Select a button you want to create from the menu. The settings dialog box will appear.
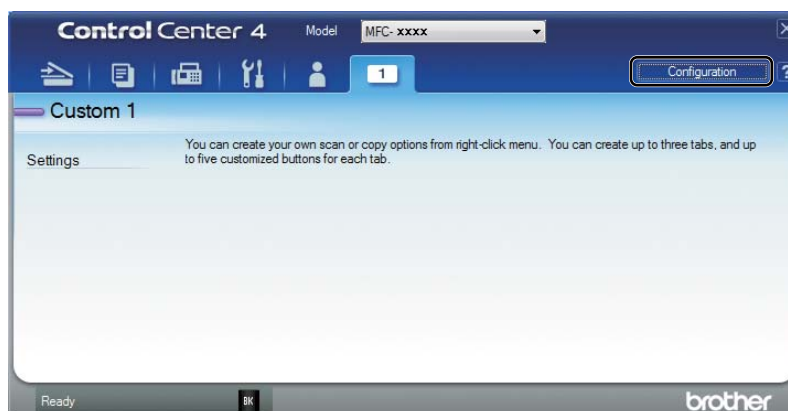
2 Enter the button name and change the settings if necessary. Click **OK**. (The setting options vary depending on the created button.)
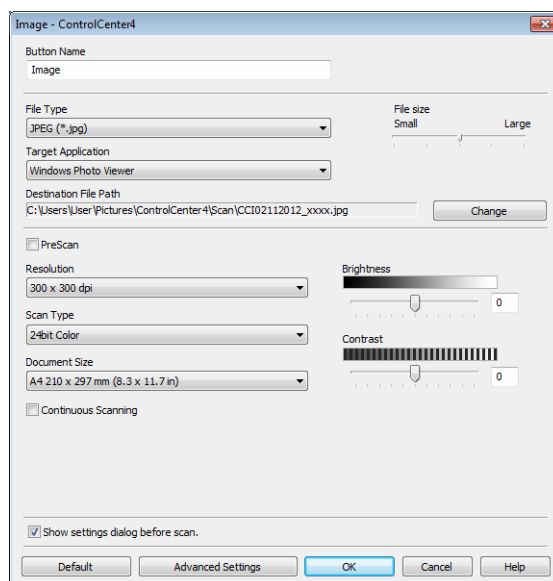
NOTE
You can change or remove the created tab, button or settings. Click **Configuration** and follow the menu.

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. Do one of the following:

   (For Windows® XP, Windows® Vista and Windows® 7)
   Click **Start**/**All Programs**/**Brother**/**MFC-XXXX** (where MFC-XXXX is your model name)/**ControlCenter4**.

   (For Windows® 8)

   Click (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.

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

3. Click the **Device Settings** tab.

4. Click **Device Scan Settings**.

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

```
                  Device Scan Settings                                        [×]
                   Image  E-mail  File
                   ┌File Type──────────────────────┐    File size
              1 ───┤ PDF (*.pdf)                 ▼ │    Small          Large
                   └────────────────────────────────┘    └─────┴─────┘
                   ┌File Name────────────┐  (Date)  (Number)
              2 ───┤ CCF                 │  28112012_xxxx.pdf  ☑ Insert Date in File Name
                   └──────────────────────┘
                   ┌Destination Folder────────────────────┐
              3 ───┤ C:\Users\User\Pictures\ControlCenter4\Scan  📁 │  ☑ Show Folder
                   └────────────────────────────────────────┘

                   ┌Resolution───────────────────┐    Brightness
              4 ───┤ 300 x 300 dpi             ▼ │    ▐▌▌▌▌▌▌▌▌▌▌
                   └────────────────────────────────┘    ──────┴──────    0
                   Scan Type
                    24bit Color               ▼      Contrast
                   ┌Document Size─────────────────┐    ▐▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌▌
              5 ───┤ A4 210 x 297 mm (8.3 x 11.7 in) ▼│  ──────┴──────    0
                   └────────────────────────────────┘

                         Default                       Advanced Settings

                          OK      Cancel     Apply      Help
```
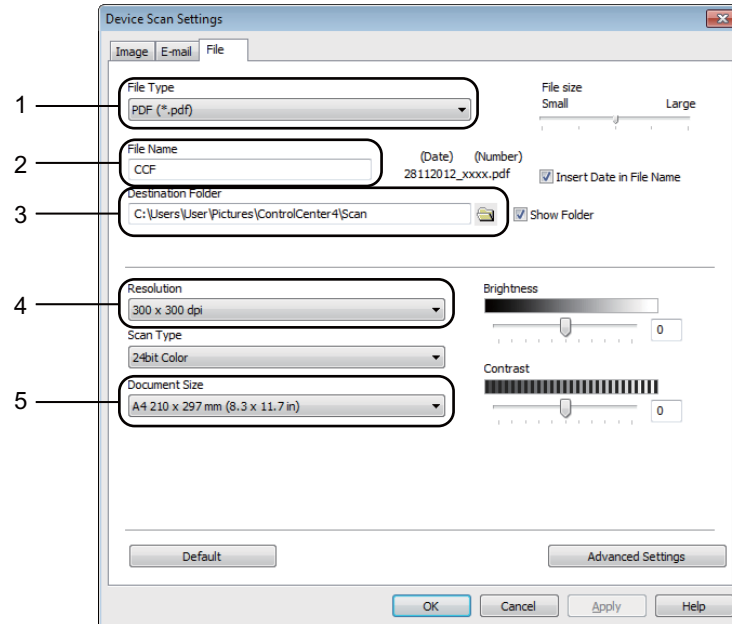
1 You can choose the file type from the drop-down list.

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** drop-down list.

5 You can choose the document size from the **Document Size** drop-down list.

⑥ Click **OK**.

Remote Setup (For MFC models)

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.
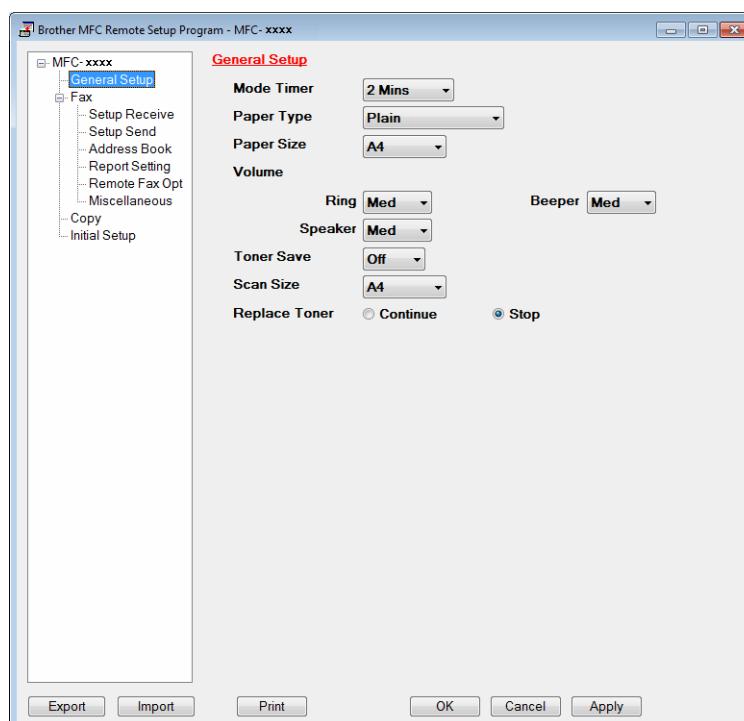
Do one of the following:

(Windows® XP, Windows® Vista and Windows® 7)

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

(For Windows® 8)

Click (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **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 your address book or all your settings for your machine.

• If you are using Windows® Firewall and you installed MFL-Pro Suite from the installer CD-ROM, the necessary Firewall settings have already been made.

Brother PC-FAX Software (For MFC models)

PC-FAX sending

The Brother PC-FAX feature lets you use your PC to send a document from an application as a standard fax. You can send a file created in any application on your PC as a PC-FAX. You can even attach a cover page. 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.
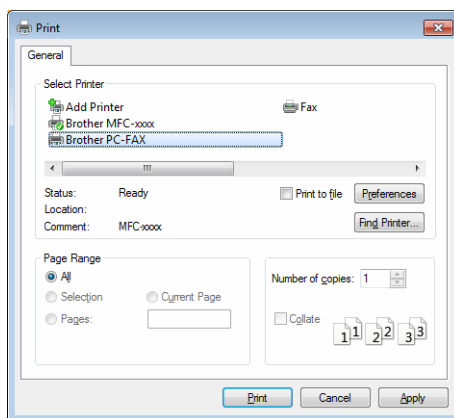
For the latest information and updates on the Brother PC-FAX feature, visit http://solutions.brother.com/.
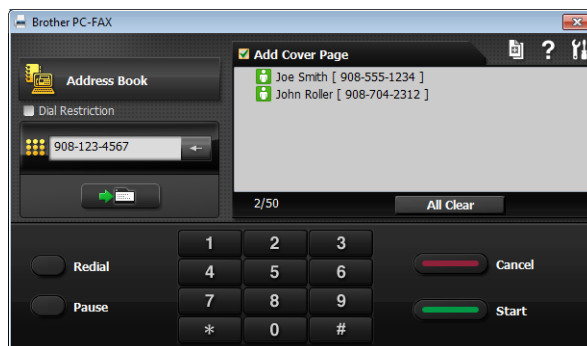
NOTE

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 one of the following methods:

■ Use the dial pad to enter the number and then click the [➡ ▭] button.

■ 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 cycle through the last five fax numbers, and then click **Start**.
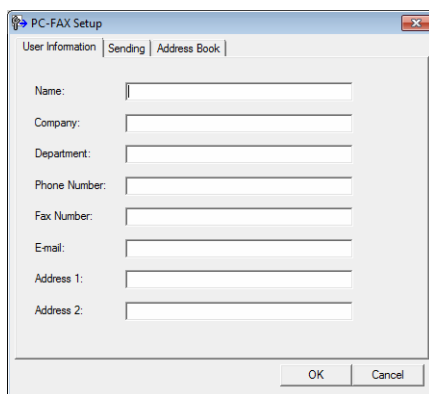
5

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* on page 77.)

1 Do one of the following:
(Windows® XP, Windows® Vista and Windows® 7)
Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX**, **PC-FAX Sending**, then **PC-FAX Setup**.
The **PC-FAX Setup** dialog box appears:

(Windows® 8)

Click 🖼️ (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Send** in the left navigation bar, and then click **PC-FAX Setup**.
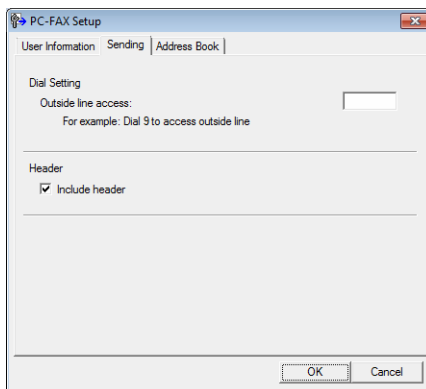

2 Enter this information to create the fax header and cover page.

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, dialling 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.
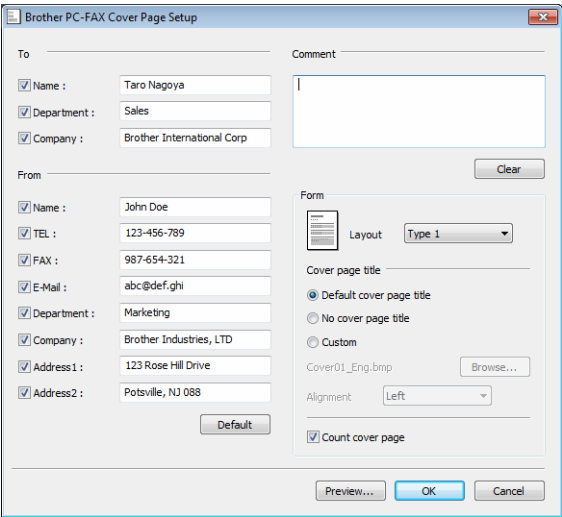
◼ **Include header**

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* on page 79.)

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.

5

Address Book

If Outlook®, Outlook Express, or Windows® Mail 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.

Click the **Browse** button to choose the database file.
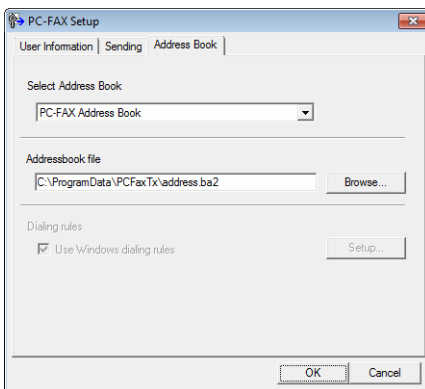
You can use the address book you have chosen in the **Select Address Book** drop-down list by clicking the **Address Book** button in the FAX Sending dialog box.

Windows Contacts
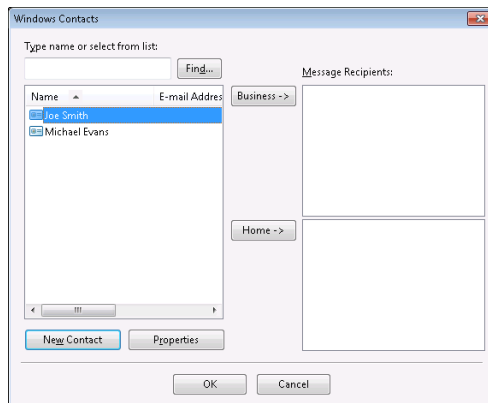
NOTE

• 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

1 Do one of the following:

(Windows® XP, Windows® Vista and Windows® 7)
Click the **Start** button, **All Programs**, **Brother**, **MFC-XXXX** (where XXXX is your model name), **PC-FAX Sending**, then **PC-FAX Address Book**.

(Windows® 8)

Click (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Send** in the left navigation bar, and then click **PC-FAX Address Book**.

The **Address Book** dialog box appears:
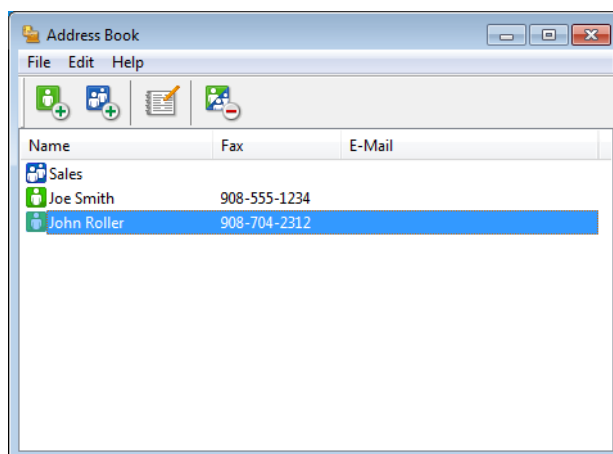
Setting up a member in the Address Book

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

① In the **Address Book** dialog box, click the ![icon] icon to add a member.

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

② In the **Address Book 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.

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

The **Address Book Group Setup** dialog box appears:
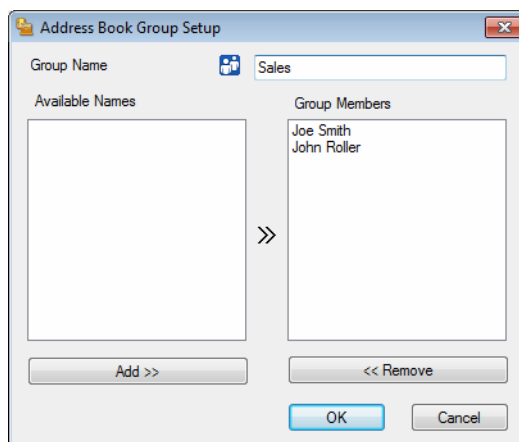
2 Enter the name of the new group in the **Group Name** field.

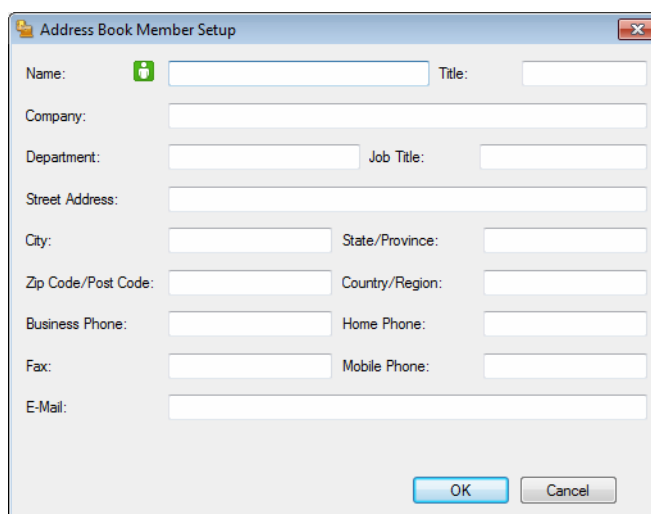3 In the **Available Names** box, choose each member to be included in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.

4 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

1 Choose the member or group you want to edit.

2 Click the edit [icon] icon.

3 Change the member or group information.

4 Click **OK**.

Deleting a member or group

1. Choose the member or group you want to delete.

2. Click the delete 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* on page 75.) 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.
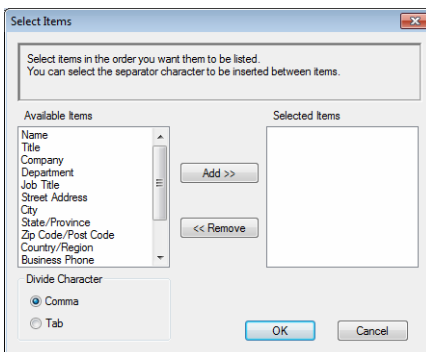
5 Enter the name of the file, and then click **Save**.
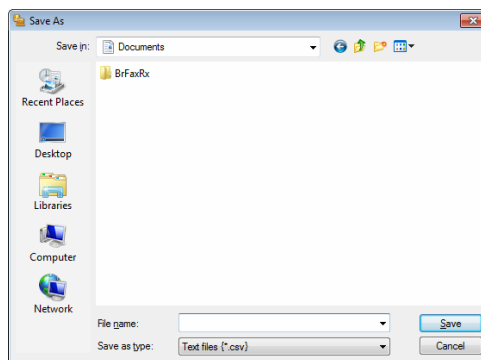
Importing to the Address Book

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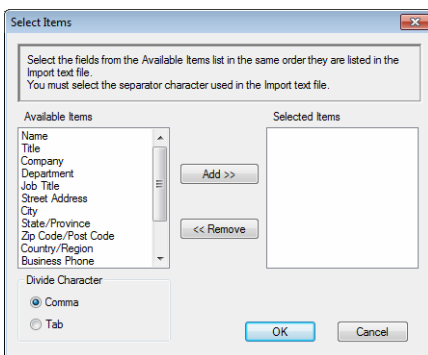
2 From the **Available Items** column, choose the data fields you want to import, and click **Add >>**.

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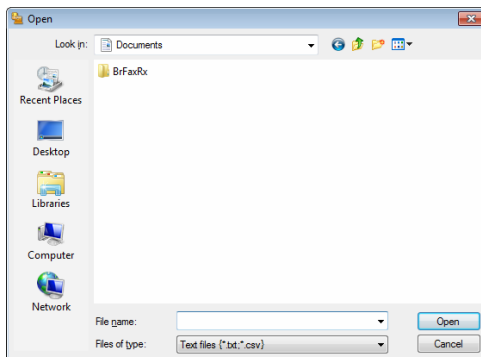
NOTE
If you chose **Text** file in step **1**, **Files of type**: will be **Text files (*.txt; *.csv)**.

PC-FAX receiving

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 `PC Fax Receive`.
   Press **OK**.

5. Press ▲ or ▼ to choose `On`.
   Press **OK**.

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

7. Press ▲ or ▼ to choose `Backup Print:On` or `Backup Print:Off`.
   Press **OK**.

8. Press **Stop/Exit**.

NOTE

If you choose `Backup Print: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

Do one of the following:

(Windows® XP, Windows® Vista and Windows® 7)

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

(For Windows® 8)

Click (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

The PC-FAX icon appears in your PC tasktray.
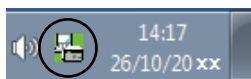
Setting up your PC

①	Right-click the PC-FAX icon on your PC tasktray, and then click **PC-Fax Rx Setup**.

The **PC-Fax Rx Setup** dialog box appears:
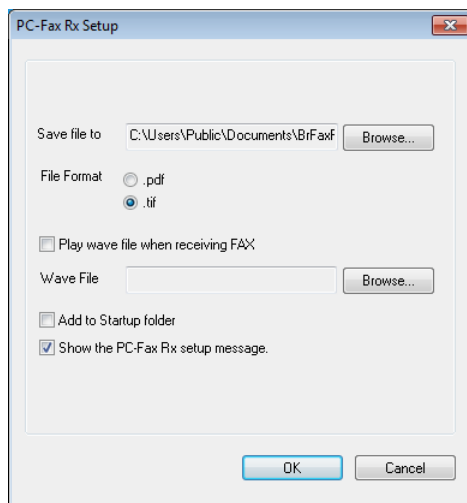
②	In **Save file to**, click the **Browse** button if you want to change the path where PC-FAX files are saved.

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 and . Once the fax has been received, the icon will change to . The icon will change to once the received fax has been viewed.

①	Double-click to open the Fax Received folder.

②	Double-click any new faxes to open and view them.

NOTE

The subject of the received fax shows the received date and time based on your PC clock. (For example 'Fax 20-2-2011 16;40;21.tif'.)

Section II

Apple Macintosh

6

Printing and Faxing

Features in the printer driver (Macintosh)

This machine supports Mac OS X v10.6.8, 10.7.x, 10.8.x.

NOTE
• The printer driver for Macintosh is available from the download page for your model on the Brother Solutions Center (http://solutions.brother.com/).

• The screens in this section are from OS X v10.7.x. The screens on your Macintosh will vary depending on your operating system version.

2-sided printing

The supplied printer driver supports 2-sided 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.

■ 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 2-sided function, it is possible that there may be paper jams or poor print quality.

If there is a paper jam: See User's Guide: *Paper Jams*. If you have a print quality problem: See User's Guide: *Improving the print quality*.

Manual 2-sided 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.

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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.

Choosing page setup options

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

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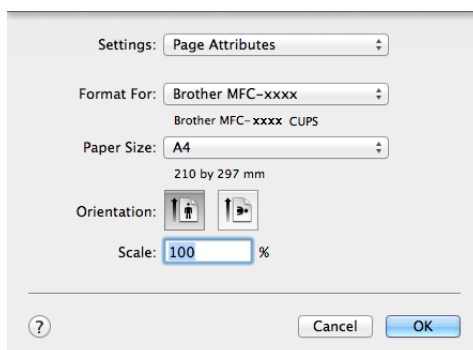
2 From an application such as TextEdit, click **File**, then **Print** to start printing.

 ■ (For Mac OS X v10.6.8)

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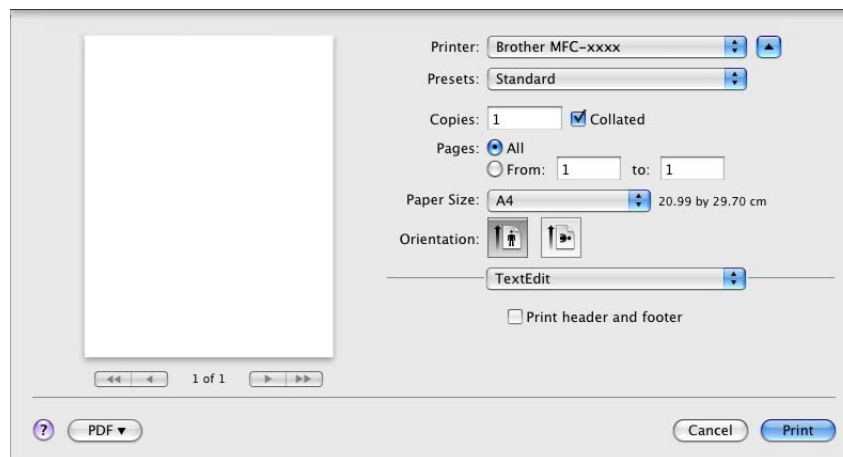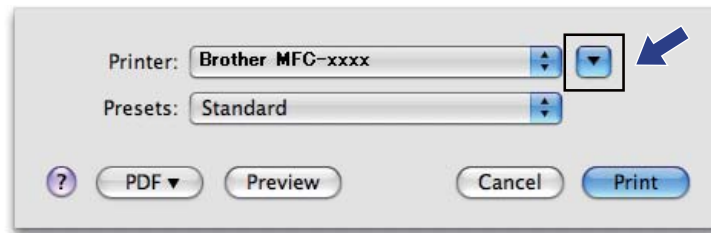
NOTE

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

■ (For OS X v10.7.x to v10.8.x)

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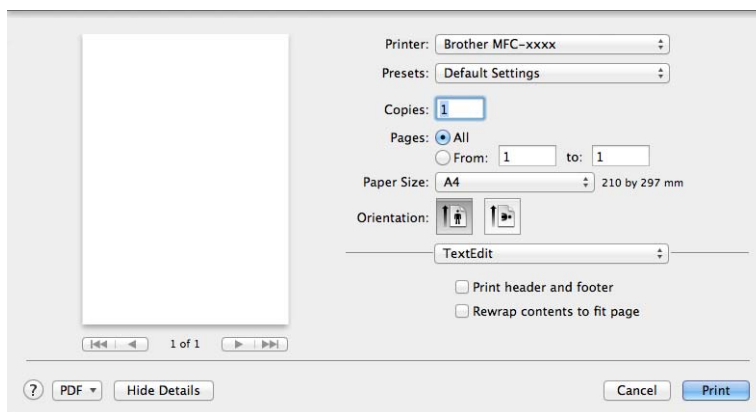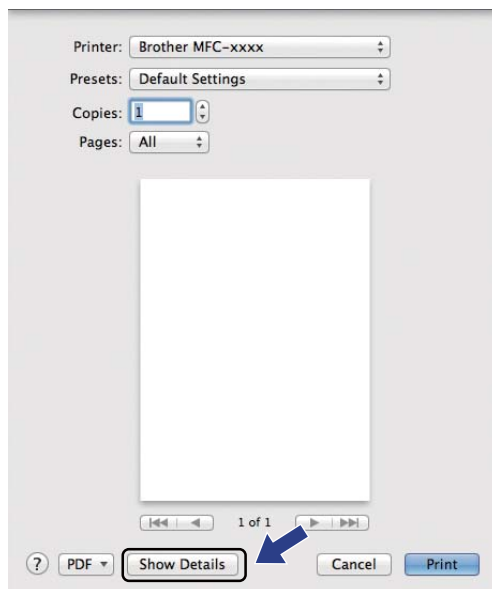
NOTE

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.
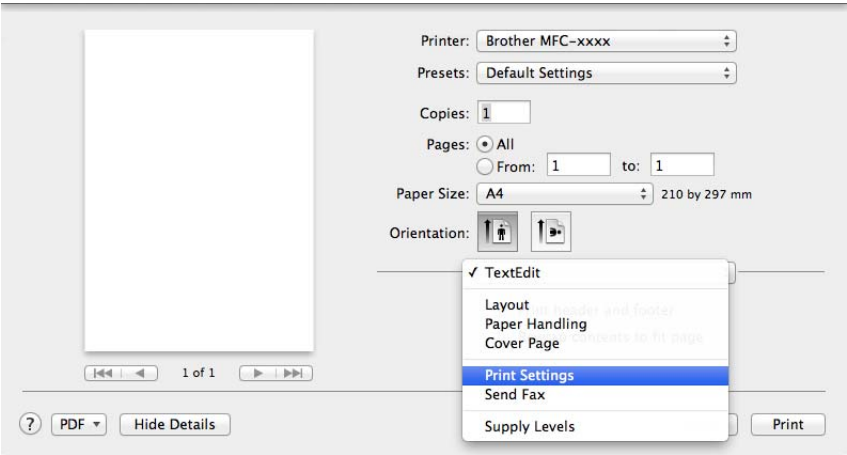
Cover Page

You can choose the following cover page settings:
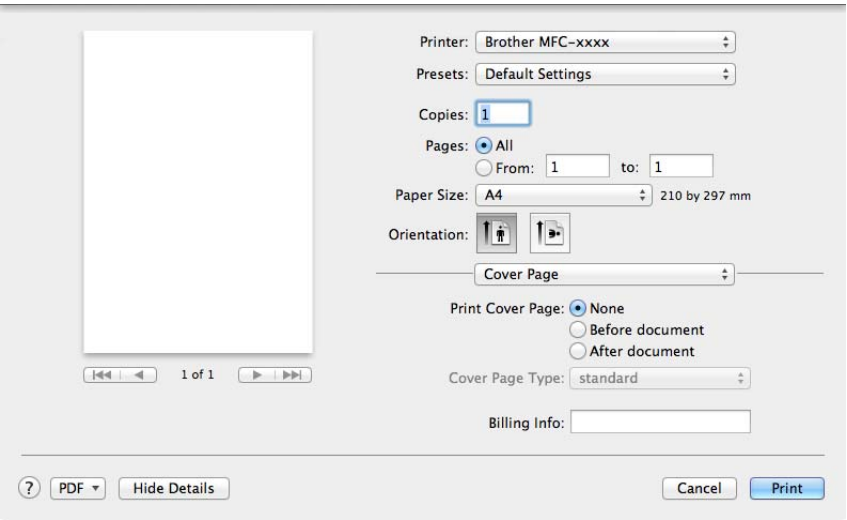
■ **Print Cover Page**

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
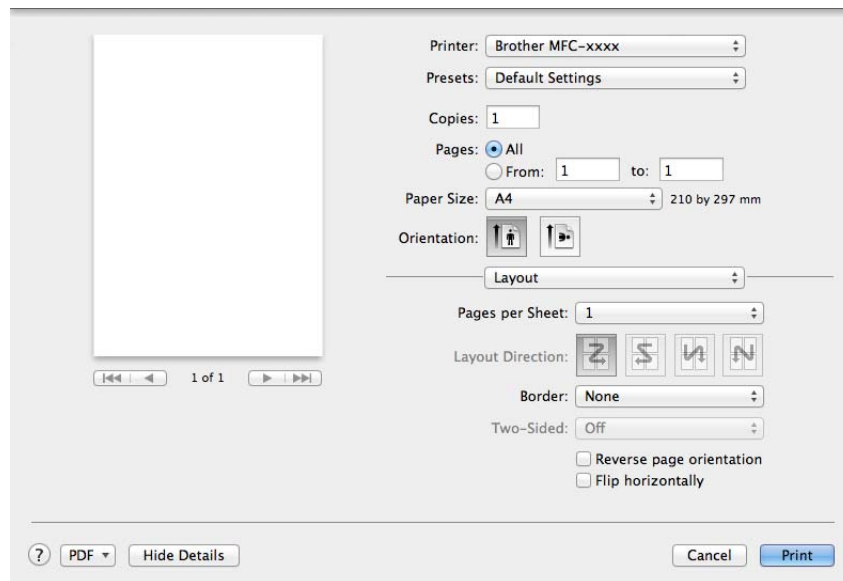
■ **Pages per Sheet**

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**

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

Print Settings

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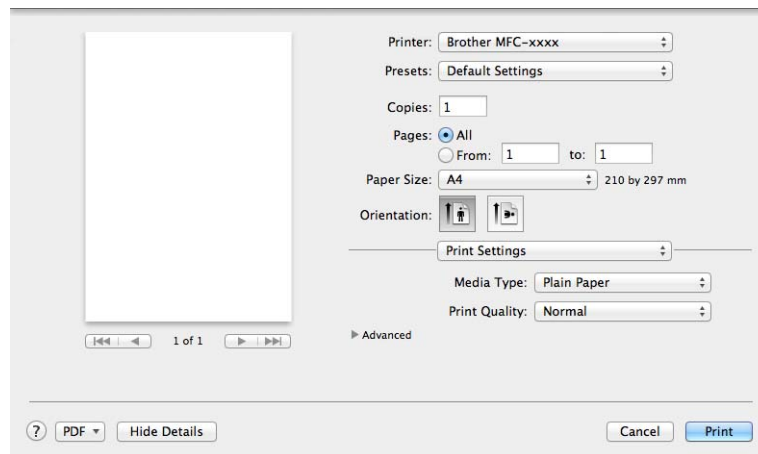
■ **Media Type**

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

 • **Plain Paper**

 • **Recycled Paper**

■ **Print Quality**

You can choose the print quality as follows:

 • **Draft**

 • **Normal**

 • **Fine**

Advanced print settings

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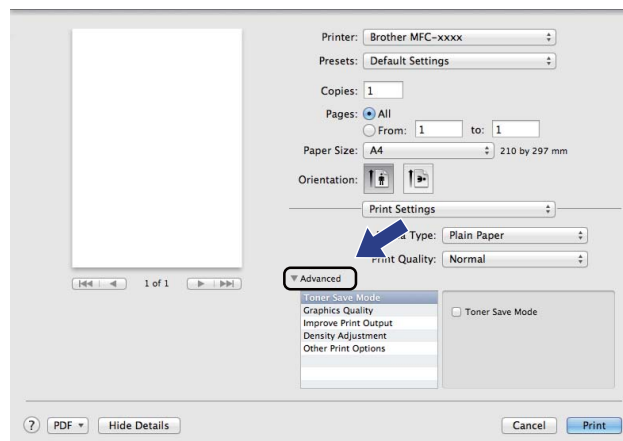
■ **Toner Save Mode**

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 Greyscale images.
• **Toner Save Mode** is not available when **Fine** is selected for **Print Quality**.

■ **Graphics Quality**

You can change the print quality as follows:

• **Graphics**

The Graphics mode prioritises 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.

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.

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

■ **Density Adjustment**

Increase or decrease the print density.

■ **Other Print Options**

• **Skip Blank Page**

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

2-sided Printing

■ **Manual 2-sided**

Select **Paper Handling**.

Choose **Even Only** and print, and then reload the printed paper into the tray (blank side face up). Choose **Odd Only** and print.

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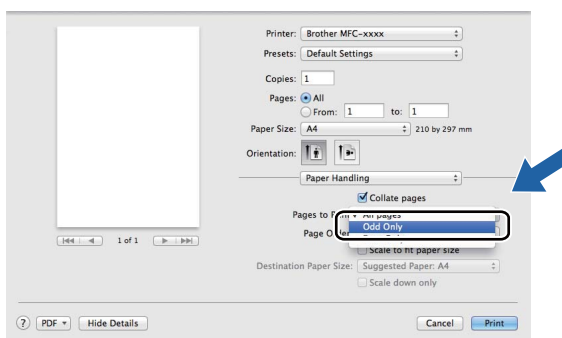
Removing the Printer driver for Macintosh

① Log in as an 'Administrator'.

② From the Apple menu, choose **System Preferences**. Click **Print & Scan** [1], then choose the printer you want to remove and remove it by clicking the **-** button.

③ Click **Delete Printer**.

[1]   **Print & Fax** for Mac OS X v10.6.8 users

Status Monitor

The Status Monitor utility is a configurable software tool for monitoring the status of the machine, letting you see error messages at pre-set update intervals. You can check the device status by launching **Status Monitor**. Follow these steps:

1 Run the **System Preferences**, select **Print & Scan** [1], then choose your machine.

2 Click the **Options & Supplies....** Select the **Utility** tab then click **Open Printer Utility**. **Status Monitor** will start up.

[1] **Print & Fax** for Mac OS X v10.6.8 users

Updating the machine's status

If you want the latest machine status while the **Status Monitor** window is open, click the ⟳ 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**.
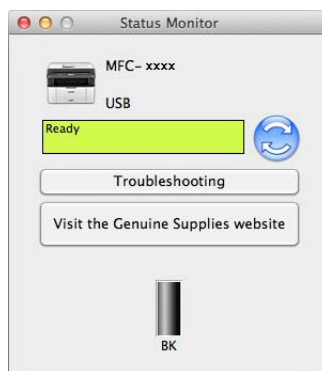
Hiding or showing the window

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.

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Sending a fax (For MFC models)

You can send a fax directly from a Macintosh application.

NOTE

Fax documents will be sent in Black and White only.

ⓐ Create a document in a Macintosh application.

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

- (Mac OS X v10.6.8)

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

■ (For OS X v10.7.x to v10.8.x)

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

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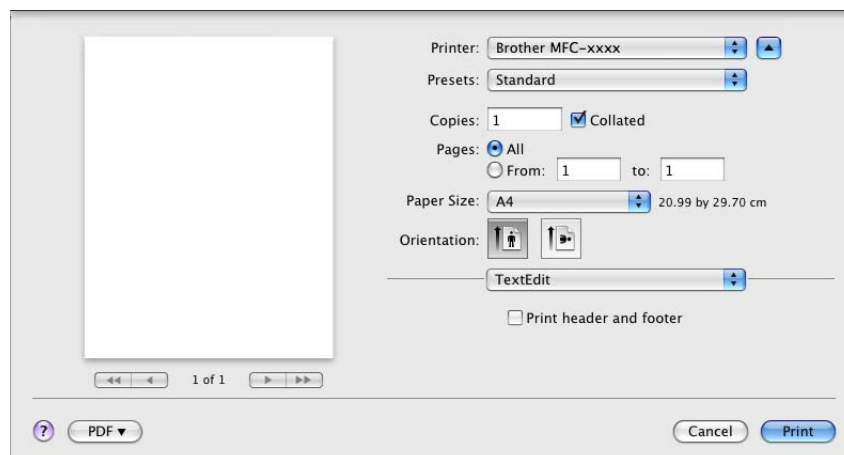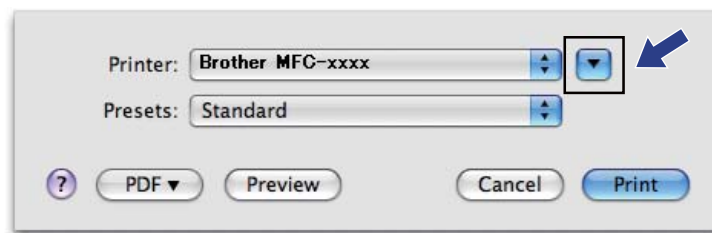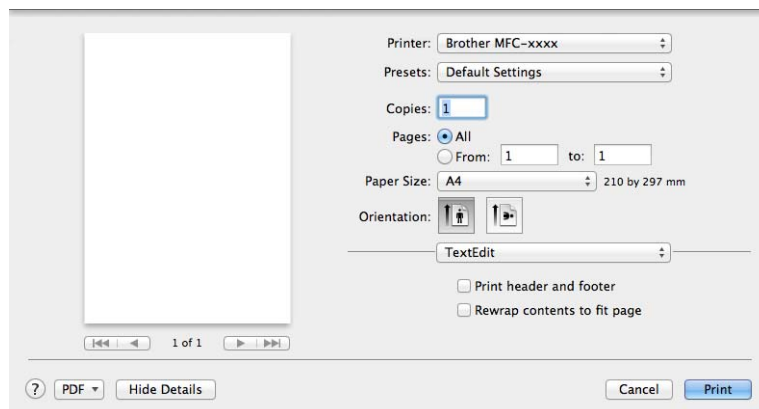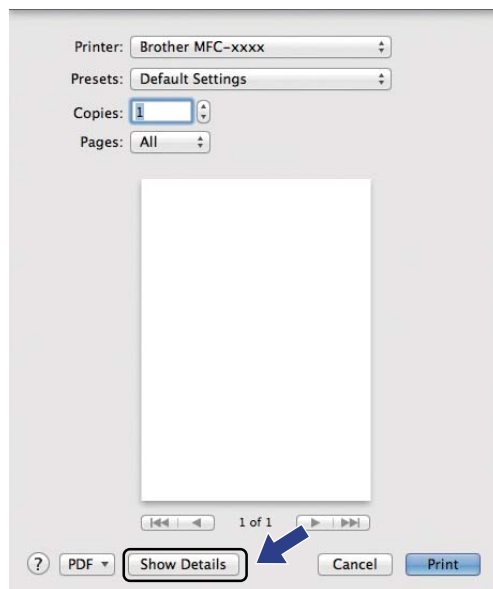
③ Choose **Send Fax** from the pop-up menu.
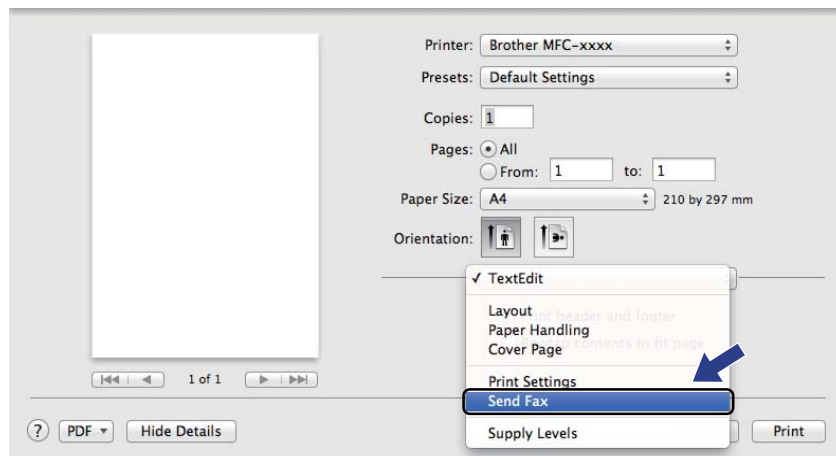
④ Choose **Facsimile** from the **Output** pop-up menu.
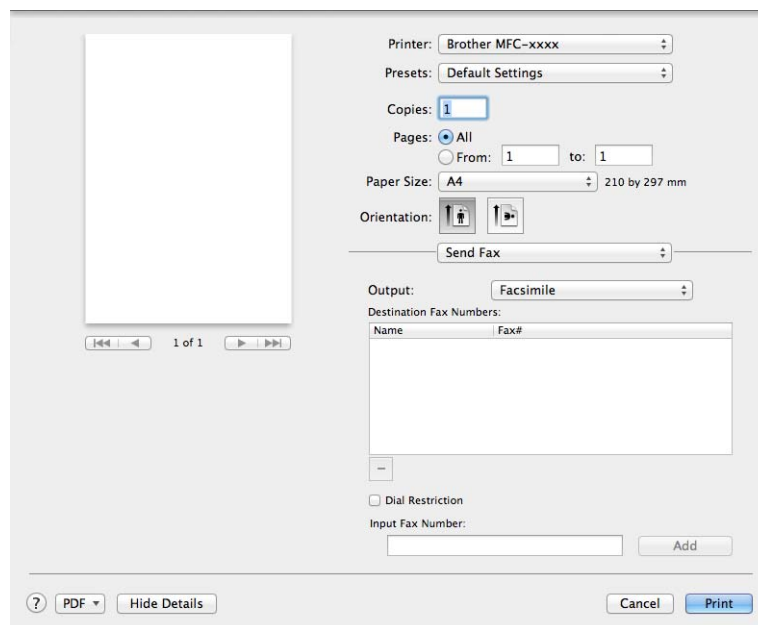
⑤ Enter a fax number in the **Input Fax Number** box.

⑥ Click **Add**.
The fax number is registered in **Destination Fax Numbers**.

⑦ Click **Print**.

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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.

Scanning

Scanning a document using the ICA driver

You can scan a document using the ICA driver.

NOTE
- The ICA driver for Macintosh is available from the download page for your model on the Brother Solutions Center (http://solutions.brother.com/).
- If you don't see your machine in the **Print & Fax** or **Print & Scan** list after installing the ICA driver, you can add your machine by clicking the + button.
- The screens in this section are from OS X v10.7.x. The screens on your Macintosh will vary depending on your operating system version.

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

② Launch **Image Capture**.

c Select the machine from the list on the left side of the screen.
If you connected the Brother machine and your Macintosh with a USB cable, you will see the machine in the **DEVICES** area.

NOTE

(For OS X v10.7.x to v10.8.x)

If you cannot see the machine in the **DEVICES** area, point the mouse pointer over the area, and then click **Show**.
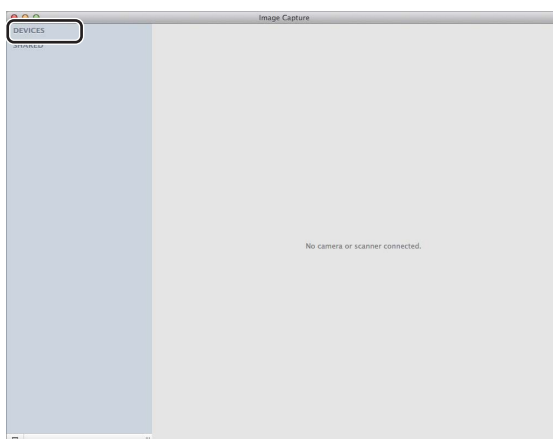
d Place your document in the ADF (for MFC models) or on the scanner glass.

■ (For OS X v10.7.x)

If you place the document in the ADF, select **Document Feeder** for **Mode** and the size of your document for **Scan Size**.

If you place the document on the scanner glass, select **Flatbed** for **Mode**.
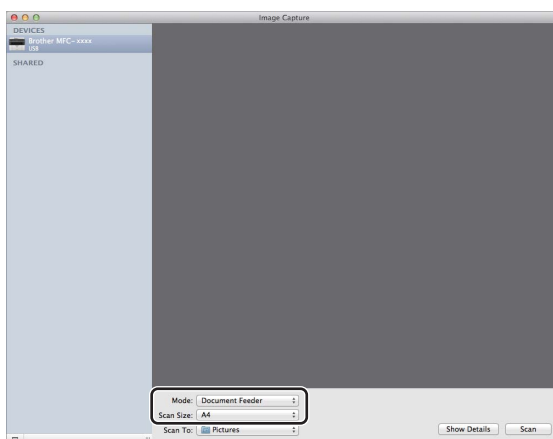
■ (For OS X v10.8.x)

If you place the document in the ADF, check **Use Document Feeder** and select the size of your document.

If you place the document on the scanner glass, uncheck **Use Document Feeder**.

NOTE

- (Mac OS X v10.6.8)

  When the **Detect Separate Items** box is unchecked, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** box is checked, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

- (OS X v10.7.x to v10.8.x)

  When the **Detect Enclosing Box** is selected for **Scan Size**, the document will be scanned as one item and saved as one file. When the **Detect Separate Items** is selected for **Scan Size**, the program will detect each image and save them as separate files. If the program does not automatically crop the document as you want, you can do it manually by dragging the mouse pointer over the portion you want to scan from the dialog box that can be accessed by clicking on **Show Details**.

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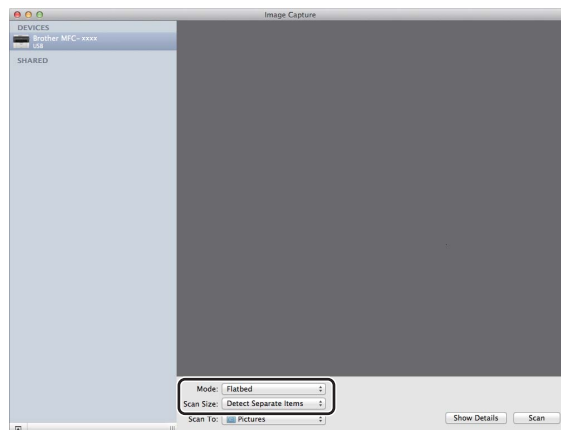
e   Select the destination folder or destination application for **Scan To**.
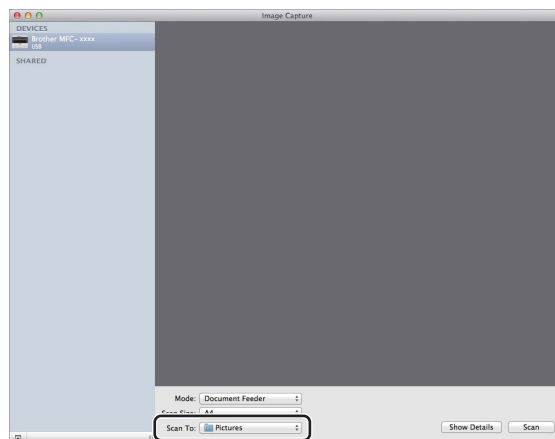
If necessary, you can adjust the following settings in the dialog box accessed by clicking on **Show Details**. Please note that the item name and assignable value may vary depending on the machine.

■ **Scan Mode**: Choose Document Feeder or Flatbed.

■ **Kind**: Choose from Color, Black & White or Text.

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

■ **Use Custom Size** (OS X v10.7.x to v10.8.x): Check this box to customize the document size.

■ **Scan Size** or **Size**: Select the paper size of the document being scanned from the Document Feeder or the scan area from the Flatbed.

■ **Orientation** or **Rotation Angle**: Select the orientation of the document from the Document Feeder or the angle of the scan from the flatbed.

■ **Auto selection** (OS X v10.7.x to v10.8.x): If you check **Use Custom Size** when using the Flatbed, you can choose the scanner driver's automatic detection features.

■ **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 v10.6.8): When you choose PDF for the file format, check this box to save all scanned documents as one PDF file.

■ **Combine into single document** (OS X v10.7.x to v10.8.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 (OS X v10.7.x to v10.8.x only), Tint, Temperature, Threshold and Saturation.
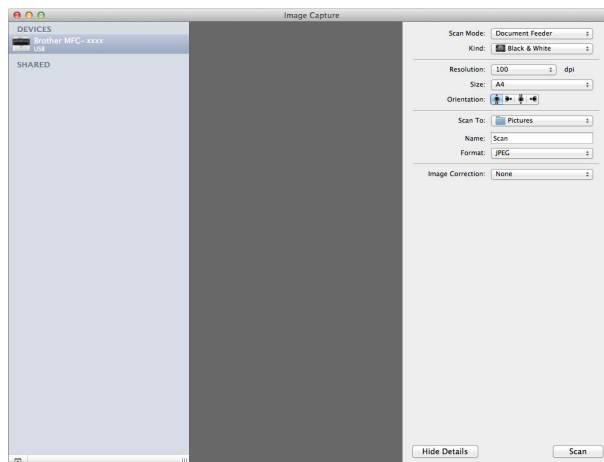
f Click on **Scan** to start scanning.

Choosing your machine from Print & Scan

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

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

c Click **Print & Scan** [1].

d 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.
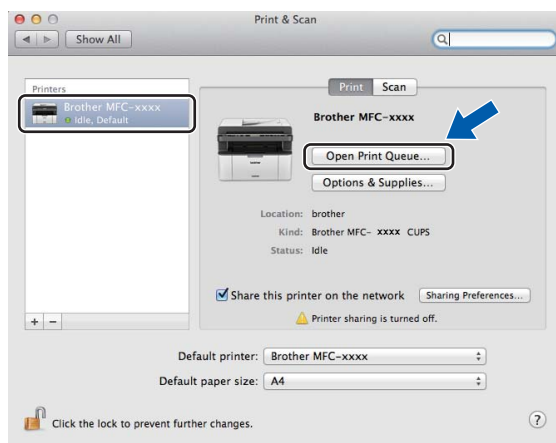
e Click **Scanner**.
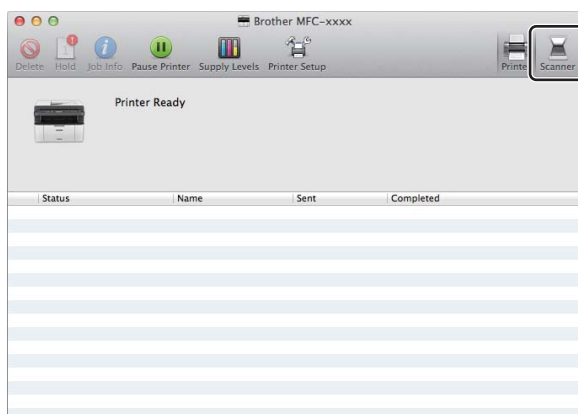
f Go to step d of *Scanning a document using the ICA driver* on page 111 to continue. The screens vary depending on the scanning methods you are using.

[1] **Print & Fax** for Mac OS X v10.6.8 users

Scanning a document using the TWAIN driver

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 either use the ADF (automatic document feeder) (for MFC models) or the scanner glass. For more information on loading the documents: See User's Guide: *Loading documents*.

NOTE
- The TWAIN driver for Macintosh is available from the download page for your model on the Brother Solutions Center (http://solutions.brother.com/).
- The first time you use the Brother TWAIN driver, set it as the default driver. The method of choosing the driver or scanning a document may vary depending on the application you are using.

Scanning a whole document into your Macintosh

There are two ways in which you can scan a whole page. You can either use the ADF (automatic document feeder) (for MFC models) or the scanner glass.

Scanning a whole page

1. Load your document.

2. Start your graphics application, and begin a scan operation.

3. If necessary, adjust the following settings in the Scanner Setup dialog box:
   1 **Resolution**
   2 **Scan Type**
   3 **Document Size**
   4 **Adjust Image**
      - **Brightness**
      - **Contrast**
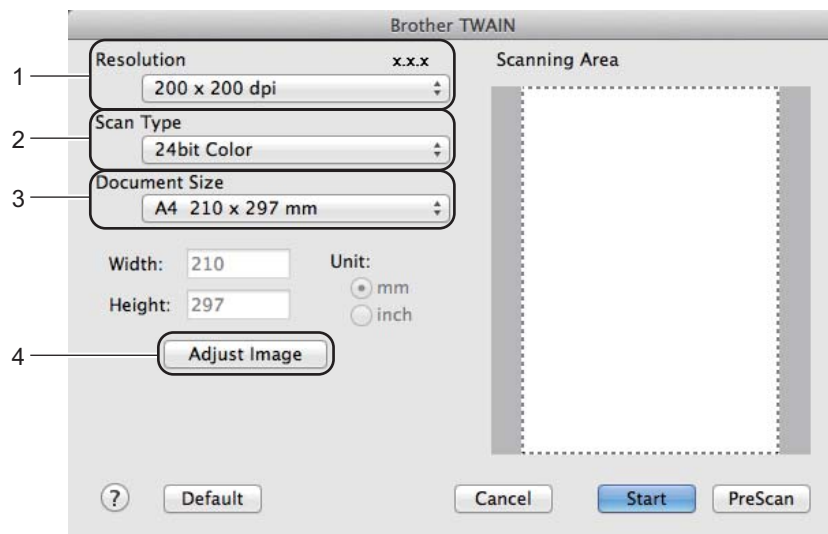
④ Click **Start**.
When scanning has finished, the image appears in your graphics application.

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.

1 Load your document.

2 Start your graphics application, and begin a scan operation.

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

4 Drag the mouse pointer over the portion you want to scan.
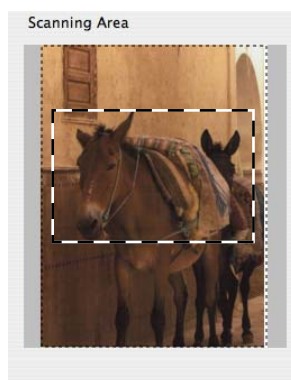
5 Load your document again.

NOTE

If you put the document on the scanner glass in step 1, skip this step.

6 If necessary, adjust the settings for **Resolution**, **Scan Type**, **Brightness** and **Contrast** in the Scanner Setup dialog box.

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

8 In your application window, use the options available to refine the image.

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 and the available colors.

Resolution	Black & White/ Gray (Error Diffusion)	256 Color	True Gray/24bit Color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi	Yes	No	Yes
9600 x 9600 dpi	Yes	No	Yes
19200 x 19200 dpi	Yes	No	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 grey 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.

■ **256 Color**

Uses up to 256 colors to scan the image.

■ **24bit Color**

Uses up to 16.8 million colors to scan the image.

Although using **24bit Color** creates an image with the most accurate color reproduction, the image file size will be about three times larger than a file created using the **256 Color** option. It requires the most memory and has the longest transfer time.
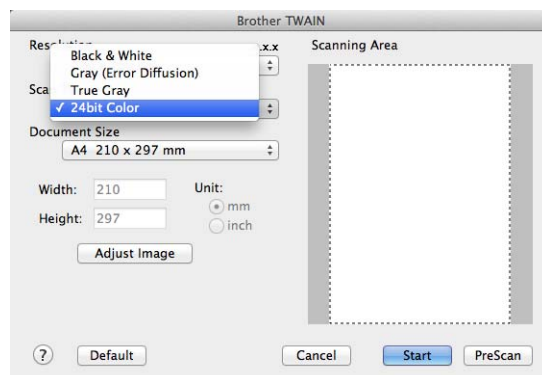
Document Size

Choose one of the following document sizes:

■ **A4 210 x 297 mm**

■ **JIS B5 182 x 257 mm**

■ **Letter 215.9 x 279.4 mm**

■ **Legal 215.9 x 355.6 mm** (For MFC models)

■ **A5 148 x 210 mm**

■ **JIS B6 128 x 182 mm**

■ **A6 105 x 148 mm**

■ **Executive 184.1 x 266.7 mm**

■ **Business Card 90 x 60 mm**

To scan business cards, choose the **Business Card** size, and then place the business card face down at the top left of the scanner glass.

■ **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**

(For DCP models) User adjustable from 8.9×8.9 mm to 215.9×297 mm

(For MFC models) User adjustable from 8.9×8.9 mm to 215.9×355.6 mm

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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 custom width.

Height: Enter the custom height.

NOTE

- (For MFC models) You can load four sizes of document from the ADF: A4, Letter, Legal and Folio. When you scan smaller size documents, use the scanner glass.

- (For MFC models) You can scan a whole page of Folio size paper with ADF. Choose **Legal** 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 slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level.
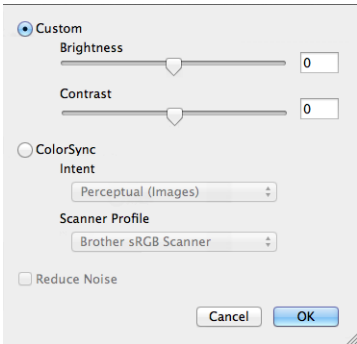
If the scanned image is too light, set a lower **Brightness** level and scan the document again.

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

NOTE

The **Brightness** setting is not available for the **256 Color** option.

■ **Contrast**

You can increase or decrease the contrast level by moving the slider 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)**, **True Gray** or **24bit Color**.

■ **Reduce Noise**

You can improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** setting is available when using **24bit Color** and scan resolutions of 300 × 300 dpi, 400 × 400 dpi or 600 × 600 dpi.

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.

7

8 **ControlCenter2**

> • ControlCenter2 is available from the download page for your model on the Brother Solutions Center (http://solutions.brother.com/).
>
> • 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 often 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 or graphics application of your choice.

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

3 Access the Copy features available via your Macintosh and access the PC-FAX applications available for your device. (Mac OS X v10.6.8)

4 Access the settings available to configure your device.

5 Choose which machine ControlCenter2 will connect with from the **Model** pop-up menu.

Open the **Device Selector** window by choosing **Other...** from the **Model** pop-up menu.

6 You can also open the configuration window for each function by clicking the **Configuration** button.
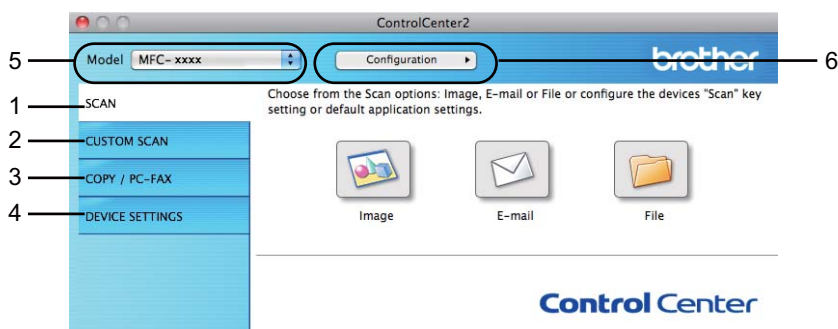
Turning the AutoLoad feature off

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 three scan buttons for the **Scan to Image**, **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.

■ **E-mail** *(Default: Apple Mail)*

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 as.

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.

■ **High Compression PDF (*.pdf)** [1]

■ **Secure PDF (*.pdf)**

[1]   In order to save the document as a High Compression PDF, you must set the **Resolution** to 300 x 300 dpi and **Scan Type** to **True Gray** or **24bit Color**. In addition, **Show Scanner Interface** cannot be used.

NOTE

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

• When you use the scanner glass to scan a multiple page document, check **Continuous Scanning** and follow the on-screen instructions.

Document Size

You can choose the document size from the pop-up menu. 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.

Advanced Settings

You can configure advanced settings. Click the **Advanced Settings** button in the scan settings dialog box.
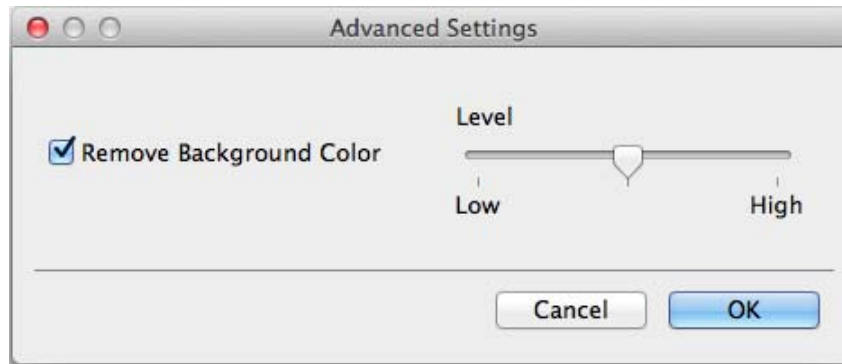
■ **Remove Background Color**

Removes the base color of documents to make the scanned data more recognizable. When you use this function, you can select the level from 3 settings: high, medium, and low.
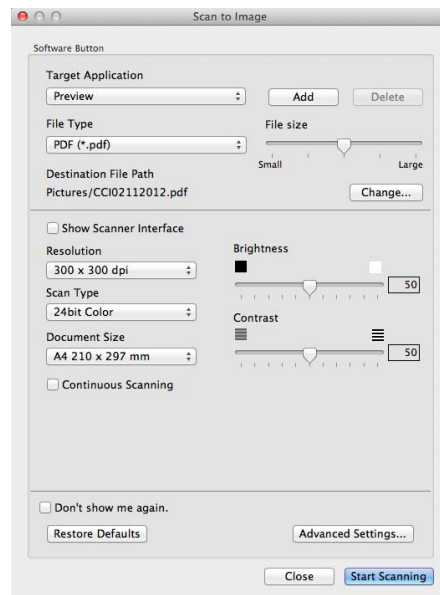
Image (example: Apple Preview)

The **Scan to Image** feature lets you scan an image directly into your graphics application for image editing.

a Select the **SCAN** tab.

b Click [icon] (**Image**).

The **Scan to Image** dialog box will appear.

c You can configure the scan settings.

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

- To change the application that you want to use, choose the appropriate application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**. If you want to delete an application, click **Delete**.

d Click **Start Scanning**.
Your default application will start and display the image.

NOTE

If you choose **Secure PDF (*.pdf)** from the **File Type** list, the **Set PDF Password** dialog box will appear. Type your password in the **Password** and **Re-type Password** boxes, and then click **OK**. You can also choose **Secure PDF (*.pdf)** for **Scan to E-mail** and **Scan to File**.
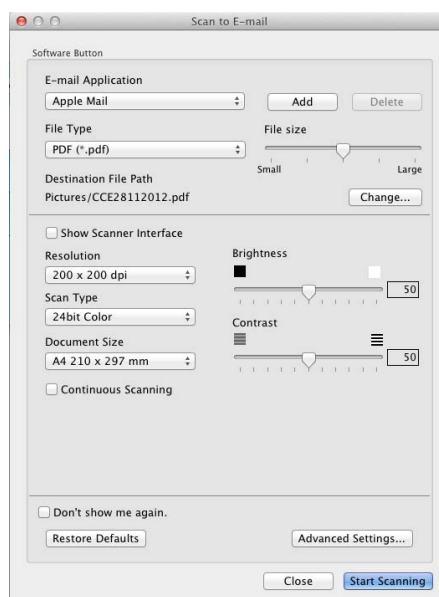
E-mail

The **Scan to E-mail** feature lets you scan a document to your E-mail application, so you can send the scanned document as an attachment.

1 Select the **SCAN** tab.

2 Click ✉ (**E-mail**).

The **Scan to E-mail** dialog box will appear.

3 You can configure the scan settings.

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

- To change the E-mail application that you want to use, choose the appropriate application from the **E-mail Application** pop-up menu. You can add an application to the list by clicking **Add** [1]. If you want 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.

4 Click **Start Scanning**.
Your default E-mail application will start and the image will be attached to a new E-mail.

NOTE

The Scan to E-mail feature does not support Webmail services.

Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to an E-mail message.
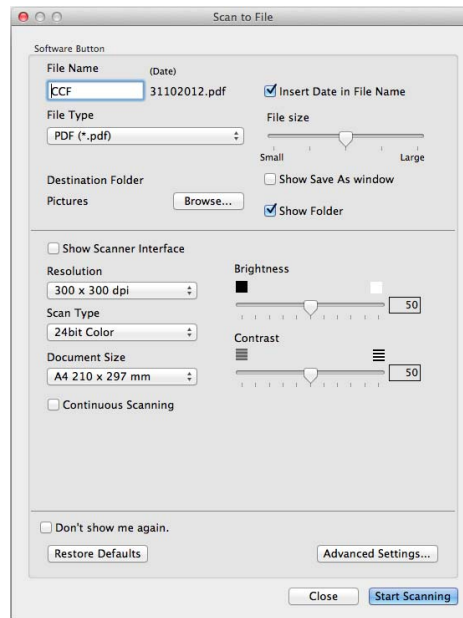
File

The **Scan to File** button lets you scan an image to a folder on your hard disk in a supported file format.

Therefore, this feature allows you to easily archive your paper documents.

a Select the **SCAN** tab.

b Click [folder icon] (**File**).

The **Scan to File** dialog box will appear.

c You can configure the scan settings.

■ To scan and then crop a portion of a page after pre-scanning the document, check the **Show Scanner Interface** check box.

■ To change the file name, enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. When you want to add the date, check **Insert Date in File Name**. A sequential number will be added when a file with the same name already exists.

■ 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 **Browse**.

■ To show where the scanned image is saved when scanning is finished, check the **Show Folder** check box. If you want to specify the destination of the scanned image every time, check the **Show Save As window** check box.

d Click **Start Scanning**.
The image will be saved in the folder you have chosen.

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 three scan functions: **Scan to Image**, **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 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 or network hard disk. You can also choose the file type to be used.

File types

You can choose the file type to save the scanned images. For details, see *File types* on page 126.

Document Size

You can choose the document size from the pop-up menu. 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.

Advanced Settings

You can configure advanced settings. For details, see *Advanced Settings* on page 127.
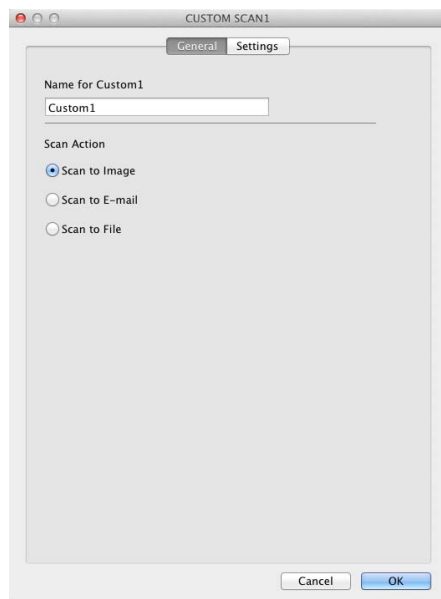
User-defined button

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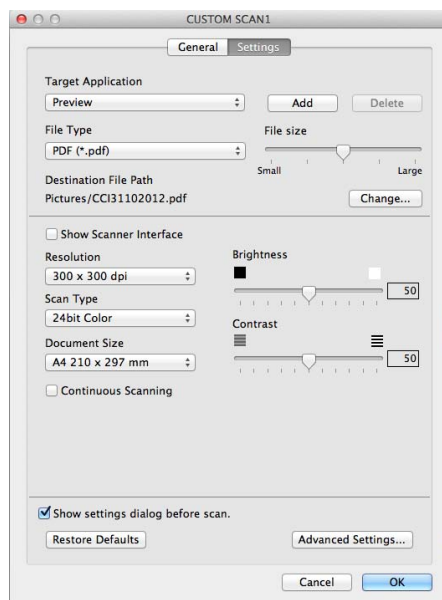
Scan to Image

■ **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. Type your password in the **Password** and **Re-type Password** box and then click **OK**.
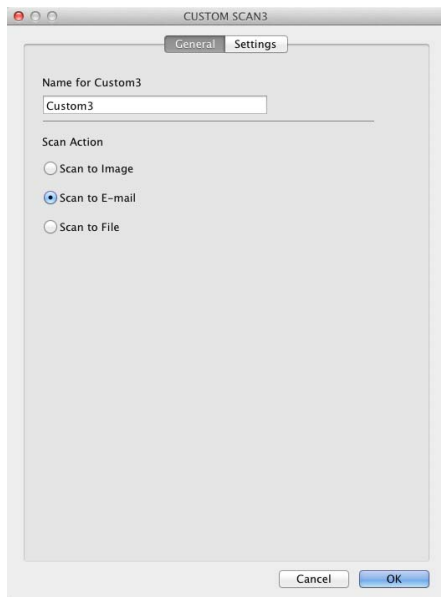
NOTE

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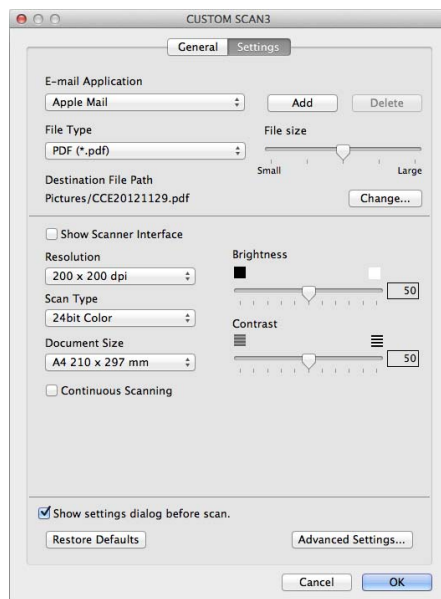
Scan to E-mail

■ **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 **E-mail Application**, **File Type**, **Resolution**, **Scan Type**, **Document Size**, **Continuous Scanning**, **Show Scanner Interface**, **Brightness** and **Contrast** settings.
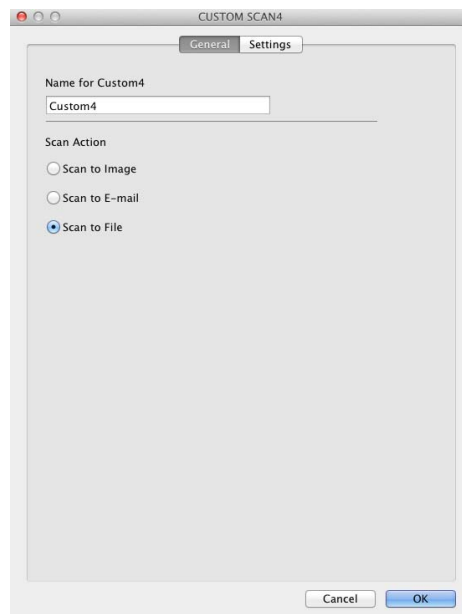
NOTE

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.
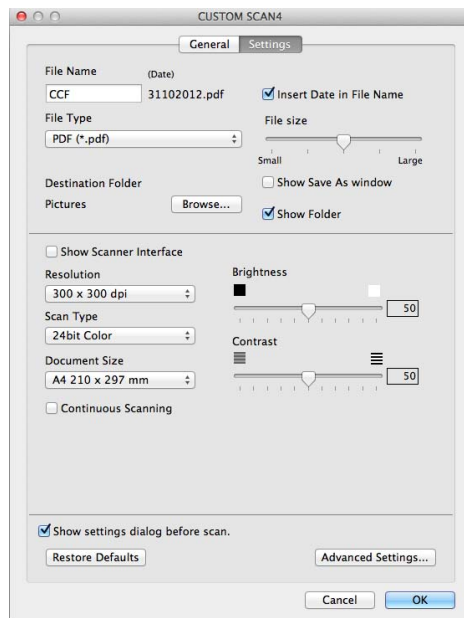
# COPY / PC-FAX (Mac OS X v10.6.8, PC-FAX for MFC models only)

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.
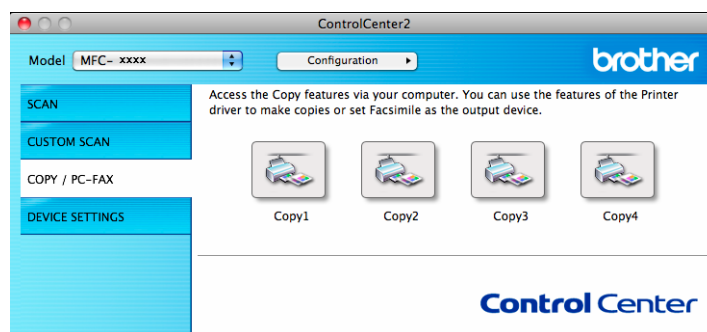
To use the **Copy** buttons, configure the printer driver by clicking the button while holding down the **Ctrl** key.
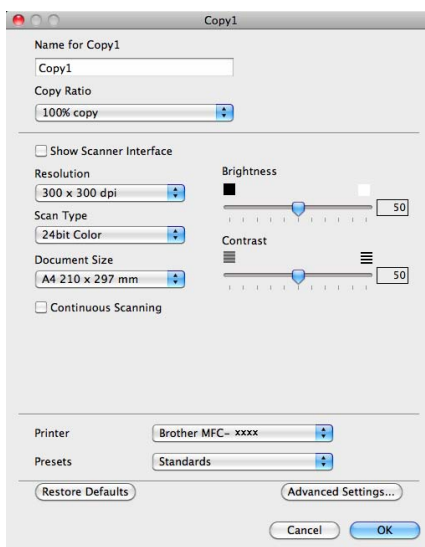
Enter a name in **Name for Copy** (up to 30 characters).

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 disclosure 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 (For MFC models)* on page 107.)
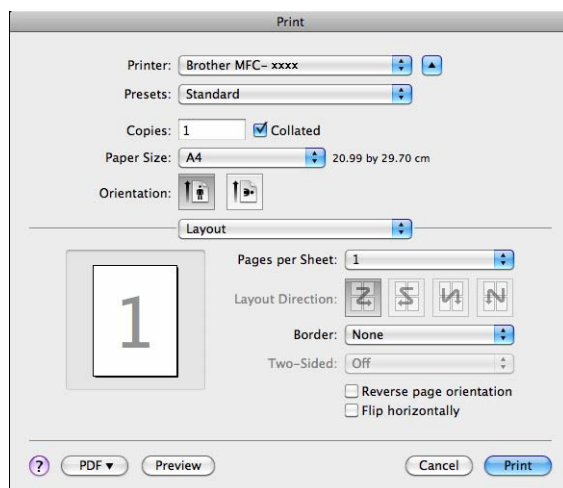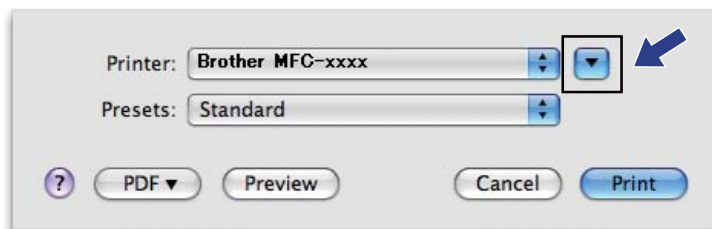
DEVICE SETTINGS

You can configure or check the machine settings.

■ **Remote Setup** (For MFC models)

Lets you open the Remote Setup Program. (See *Remote Setup (For MFC models)* on page 143.)

■ **Address Book** (For MFC models)

Lets you open the Set Address Book window of Remote Setup. (See *Remote Setup (For MFC models)* on page 143.)

■ **Status Monitor**

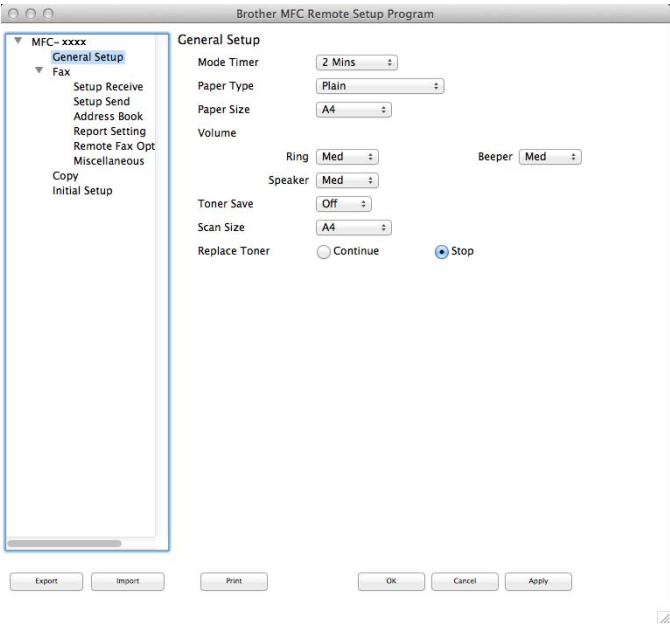Allows you to open the Status Monitor Utility.

Remote Setup (For MFC models)

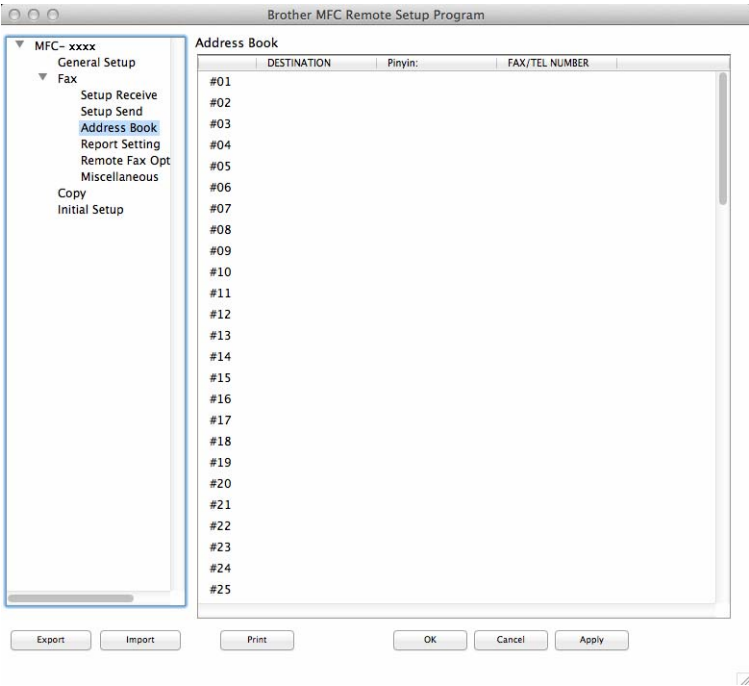The **Remote Setup** button opens the program window; allowing you to configure the settings of the machine.

NOTE

For details, see *Remote Setup (For MFC models)* on page 143.

Address Book (For MFC models)

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

Status Monitor

The **Status Monitor** button allows you to monitor the status of one device, allowing you to get immediate notification of errors such as a paper jam. (See *Status Monitor* on page 105.)
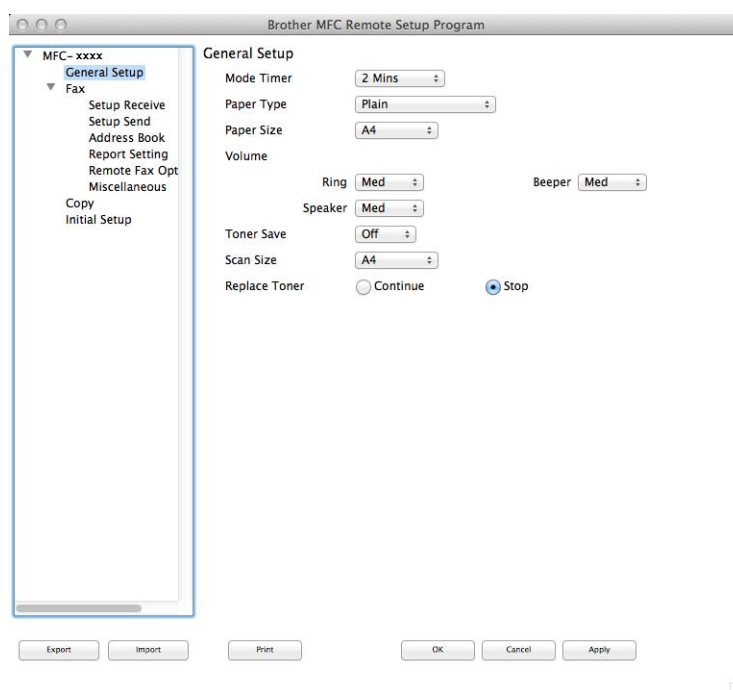
Remote Setup (For MFC models)
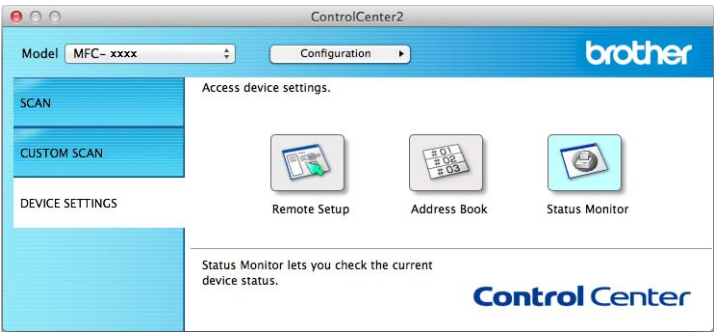
Remote Setup

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 Remote Setup application is available from the download page for your model on the Brother Solutions Center (http://solutions.brother.com/).

• The **Remote Setup** 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**.

■ **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** button to save your address book or all your settings for your machine.

Section III

▶

Using the Scan key

10

Scanning

Using the Scan key

You can use (**SCAN**) on the control panel to scan documents into your 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 by (**SCAN**) follows the configuration on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of ControlCenter2. (For Windows®, see *Configuring Scan key settings* on page 56 for **Home Mode** or *Configuring Scan key settings* on page 68 for **Advanced Mode**. For Macintosh, see *SCAN* on page 125.) 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* on page 43 or *ControlCenter2* on page 123.

NOTE

• For Macintosh users, ControlCenter for Macintosh is available from the download page for your model on the Brother Solutions Center (http://solutions.brother.com/).

• The XPS file format is available for Windows Vista®, Windows® 7 and Windows® 8, or when using applications which support XML Paper Specification files.

10

Scan to E-mail

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

1 Load your document.

2 Press ⬈ (**SCAN**).

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

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

5 Press ▲ or ▼ to choose Start Scan.
Press **OK**.

6 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 between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan key settings* on page 56 for **Home Mode** or *Configuring Scan key settings* on page 68 for **Advanced Mode**. For Macintosh, see *SCAN* on page 125.)

• 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.

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

10

Scan to Image

You can scan either a black and white or colour 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 ▲ or ▼ to choose Start Scan.
Press **OK**.

6 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 between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan key settings* on page 56 for **Home Mode** or *Configuring Scan key settings* on page 68 for **Advanced Mode**. For Macintosh, see *SCAN* on page 125.)

• 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.

10

Scan to File

You can scan a black and white or a color 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* on page 56 for **Home Mode** or *Configuring Scan key settings* on page 68 for **Advanced Mode**. For Macintosh, see *SCAN* on page 125.)

1 Load your document.

2 Press ⬘ (**SCAN**).

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

4 Press ▲ or ▼ to choose File.
Press **OK**.

5 Press ▲ or ▼ to choose Start Scan.
Press **OK**.

6 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 between color and black and white scanning, choose color or black and white in the scan type option on the **Device Scan Settings** screen of ControlCenter4 or **Device Button** tab of the ControlCenter2 configuration screen. (For Windows®, see *Configuring Scan key settings* on page 56 for **Home Mode** or *Configuring Scan key settings* on page 68 for **Advanced Mode**. For Macintosh, see *SCAN* on page 125.)

• 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 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.

10

A Index

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