

Advanced Document Scanner

# ADS-2000



User's Guide



Sitemap

Version 0  
USA

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# USER'S GUIDE

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## ADS-2000



Version 0  
USA





# USER'S GUIDE

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## ADS-2000



Version 0  
USA





## General Information

### User's Guides and where to find them?

Which manual?	What's in it?	Where is it?
<b>Product Safety Guide</b>	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
<b>Quick Setup Guide</b>	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
<b>User's Guide</b>	Learn the Scan operations and security features, learn how to perform routine maintenance, and see troubleshooting tips.	HTML file / DVD-ROM

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# 1 General Information

## Using the Documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

### Symbols and Conventions Used in the Documentation

The following symbols and conventions are used throughout the documentation.

 <b>CAUTION</b>	<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
 <b>Important</b>	<u>Important</u> indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
 <b>Note</b>	Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.
	Electrical Hazard icons alert you to possible electrical shock.
<b>Bold</b>	Bold style identifies keys on the machine control panel or computer screen.
<i>Italics</i>	Italicized style emphasizes an important point or refers you to a related topic.

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## 2 Before Scanning

### Before Scanning

Before using the **Scan to PC** key, the **Scan to USB** key or attempting any other scanning operation, confirm the following:

- Make sure you have installed the Brother software (MFL-Pro Suite) by following the steps in the **Quick Setup Guide**.
- Make sure that the interface cable is physically secure.

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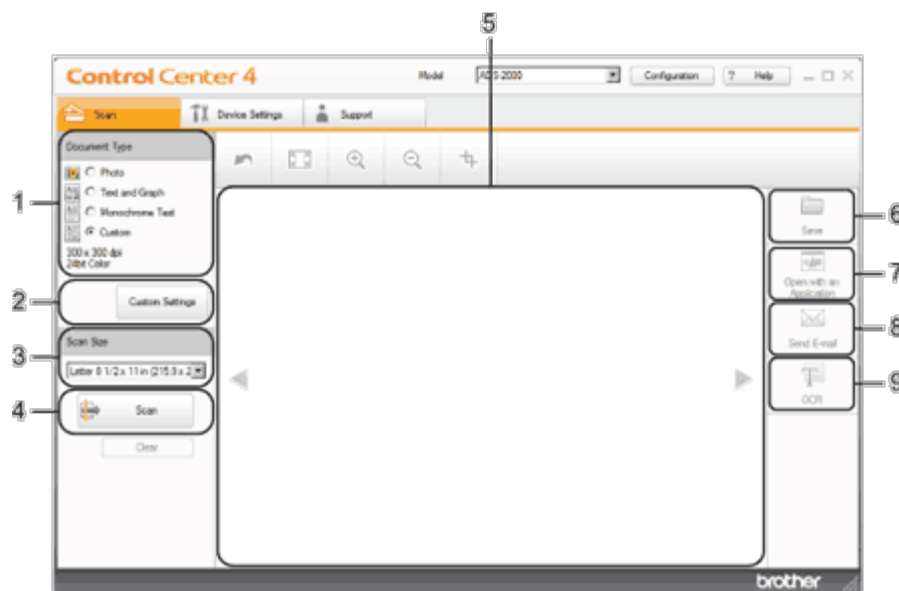
## 3 Scan From Your Computer

### Change the User Interface of ControlCenter4 (Windows®)

ControlCenter4 has two operation modes: **Home Mode** and **Advanced Mode**. You can change the mode at any time.

- **Home Mode**

Lets you access your machine's main functions easily. You can intuitively use the functions without any settings.



1. **Document Type option**

Lets you select a document type.

2. **Custom Settings button**

Lets you configure scan settings.

3. **Scan Size drop-down list**

Lets you select a scan size.

4. **Scan button**

Lets you start scanning.

5. **Image viewer**

Displays a scanned image.

6. **Save button**

Lets you save a scanned image to a folder on your hard disk in one of the file types shown in the file attachment list.

7. **Open with an Application button**

Lets you scan an image directly into your graphics application for image editing.

8. **Send E-mail button**

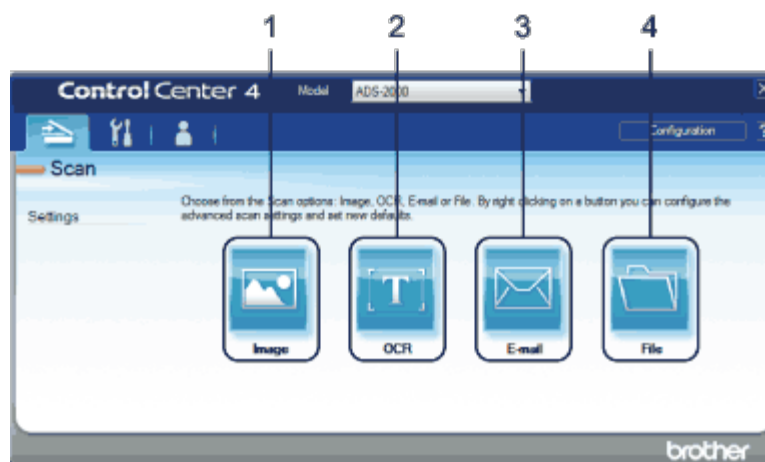
Lets you scan a document to your default E-mail application.

9. **OCR button**

Lets you scan a document and convert it to text.

- **Advanced Mode**

Gives you more control over the details of your machine's functions. You can also customize one-button scan actions as you like.



### 1. Image button

Lets you scan a document directly into any graphic viewer/editor application.

### 2. OCR button

Lets you scan a document and convert it to text.


### 3. E-mail button

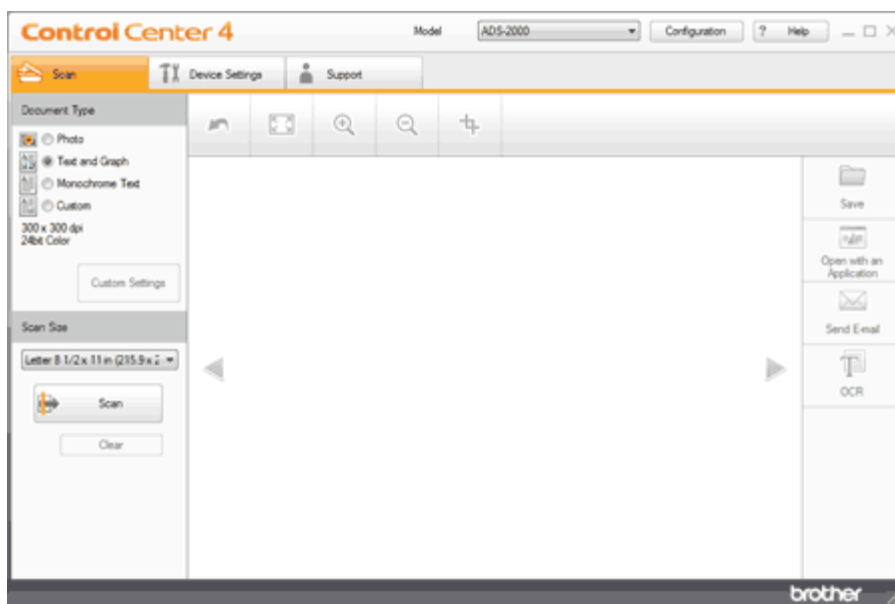
Lets you scan a document to your default E-mail application.

### 4. File button

Lets you save a scanned image to a folder on your hard disk in one of the file types shown in the file attachment list.

To change the operation mode, perform the following steps.

- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.



### Note

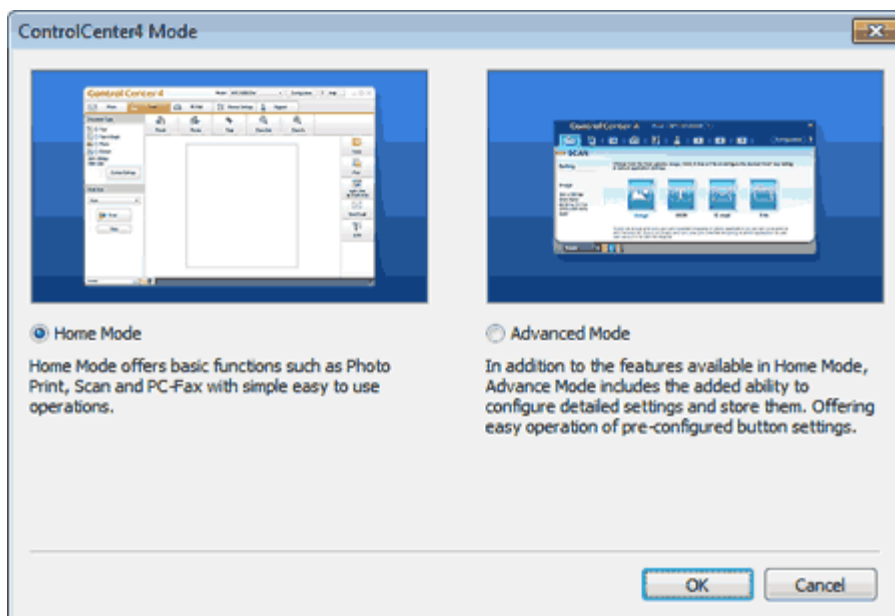
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.



- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click **Configuration** and then select **Mode Select**.
- 3 Select **Home Mode** or **Advanced Mode** in the mode dialog box.



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## 4 Scan Using the Scan Key on the Control Panel of the Machine

### Scan Using the Scan Key on the Control Panel of the Machine (Windows®)

- [Scan to PDF](#)
- [Scan Photos and Graphics](#)
- [Scan to E-mail attachment](#)
- [Scan to an Editable Text File \(OCR\)](#)
- [Change the Feature Assigned to the Scan to PC Key to set the Default Scan-to Action](#)
- [Save Scanned Documents to a USB Flash Memory Drive](#)
- [Save Scanned Documents on Mobile Devices](#)


### Scan to PDF

You can scan and save documents as PDF files using the Scan to Image feature.

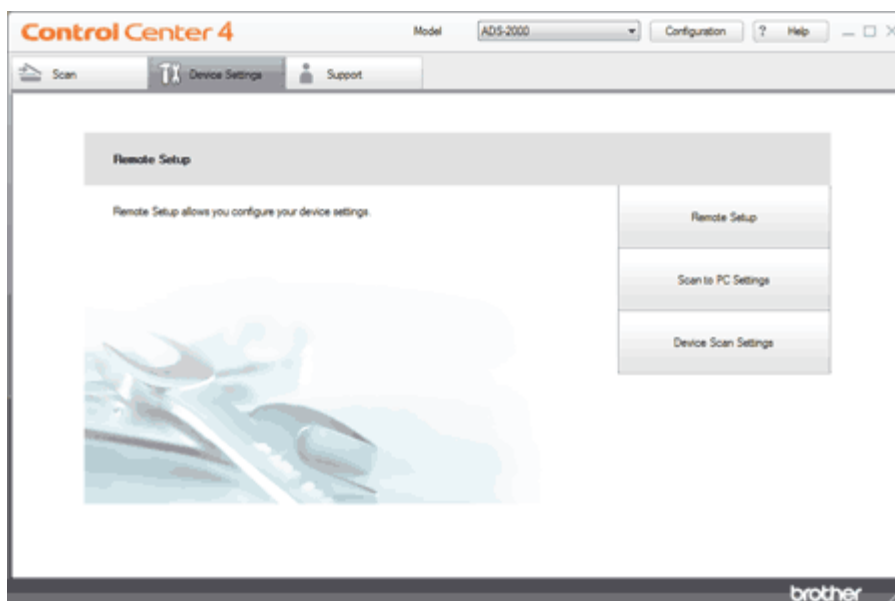
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

#### Note

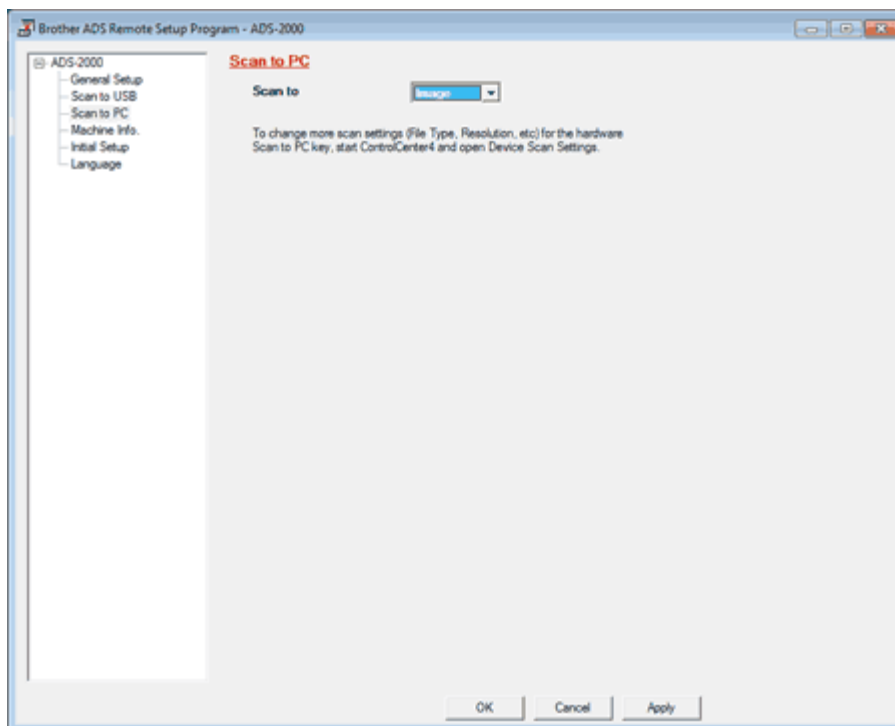
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

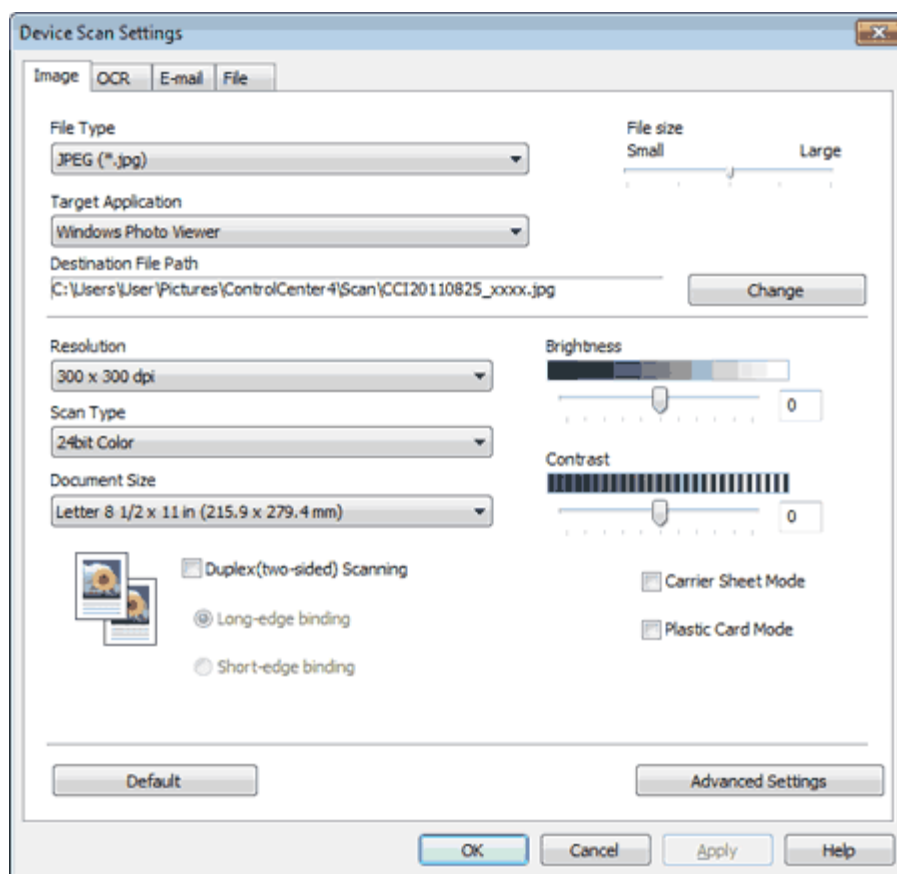
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.
- 4 Select **Image** from the drop-down list.




- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **Device Scan Settings** button on the **Device Settings** tab. The **Device Scan Settings** dialog box will appear.
- 7 Click the **Image** tab.



## 8 Select PDF from the **File Type** drop-down list.

### Note

- To save the document as a password-protected PDF, select **Secure PDF (\*.pdf)** from the **File Type** drop-down list, click the  (**Set PDF Password**) button, and enter the password.
- Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.
- To save the document as a searchable PDF, select **Searchable PDF (\*.pdf)** from the **File Type** drop-down list.
- To save the document as a searchable PDF, Nuance™ PaperPort™12SE must be installed on your computer.
- Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select **Uncompressed** or **Compressed** to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size.

## 9 Change other settings if needed (see [Change Scan to PC Settings](#)).

## 10 Load your document.

## 11 Press **Scan to PC**. The machine starts scanning.

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## 5 Managing the Machine from Your Computer

### Monitor the Status of the Machine from Your Computer (Windows®)


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

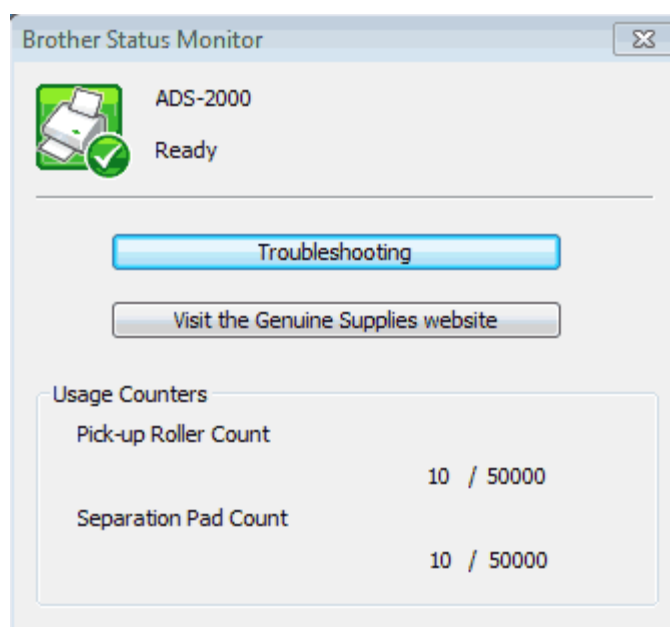
- [Monitor the Status of the Machine from Your Computer](#)
- [Turn Off the Status Monitor](#)
- [What are the Status Monitor Indicators?](#)

### Monitor the Status of the Machine from Your Computer

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Do one of the following:

1. Double-click the  icon in the task tray.
2. Select **Status Monitor** located in **Start/All Programs/Brother/ADS-XXXX** on your computer.



- **Troubleshooting**  
Lets you access the troubleshooting web site by clicking the **Troubleshooting** button.
- **Visit the Genuine Supplies website**  
Lets you access the Brother genuine supplies web site by clicking the **Visit the Genuine Supplies website** button.
- **Pick-up Roller Count**  
Displays the Pick-up Roller replacement cycle.
- **Separation Pad Count**  
Displays the Separation Pad replacement cycle.

#### Note

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

select **Help**.

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## 6 Routine Maintenance

### Clean the Outside of the Machine

- 1 Wipe the outside of the machine with a dry, soft, and lint-free cloth to remove dust.

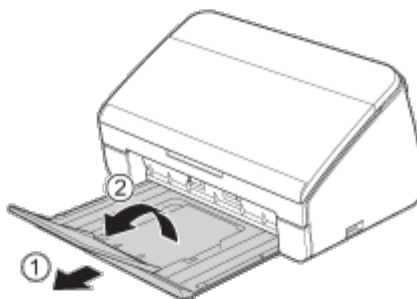


- 2 Open the Top Cover. Wipe the Control Panel with a dry, soft, and lint-free cloth to remove dust.



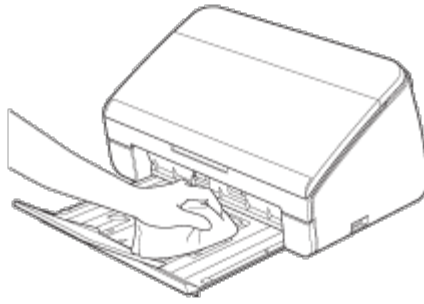
- 3 Close the Top Cover.

- 4 Pull the Output Tray (1) out and unfold the Document Stopper (2).

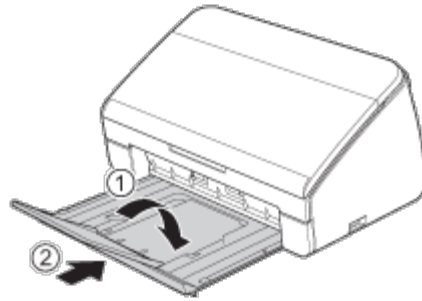


- 5 Wipe the inside of the Output Tray with a dry, soft, and lint-free cloth to remove dust.



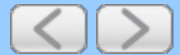


**6** Fold the Document Stopper and firmly insert the Output Tray into the machine.



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## 7 Troubleshooting

### Identifying Your Problem

#### First, check the following:

- The AC power cord is connected properly and the machine is turned on.
- All of the protective parts have been removed.
- The Front Cover, Separation Pad Cover and Pick-up Roller Cover are completely closed.
- The interface cable is securely connected to the machine and the computer.
- The correct driver for the machine has been installed.
- The computer is connected to the correct port on the machine.

#### Machine does not scan:

If you did not solve your problem with the above checks, identify your problem and then go to the page suggested below.

- Machine's LEDs are blinking  
See [LED Indications](#).
- Status Monitor Error Message appears  
See [Error Messages in the Status Monitor](#).
- Other scanning difficulties  
See [Scanning Difficulties](#).

#### Other difficulties:

- Software difficulties  
See [Software Difficulties](#).
- Other difficulties  
See [Other Difficulties](#).

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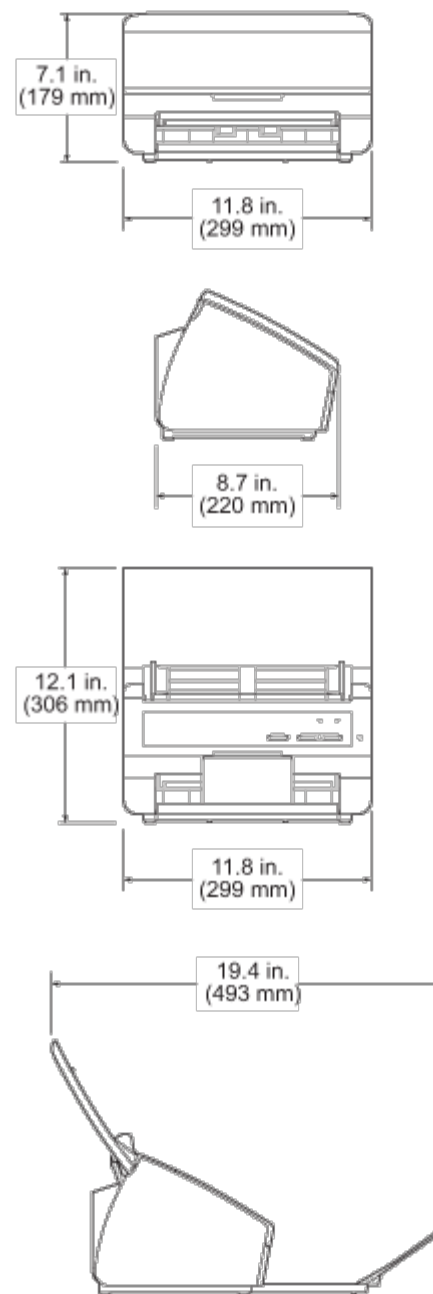
## A Specifications

### General

#### Note

This chapter provides a summary of the machine's specifications. For additional specifications, visit <http://www.brother.com/> for details.

<b>Memory Capacity</b>		<b>Standard</b>	256 MB
<b>Power Source</b>		<b>USA</b>	100 - 120 V AC 50/60 Hz
		<b>Latin American Countries</b>	220 - 240 V AC 50/60 Hz
<b>Power Consumption<sup>1</sup></b>	<b>USA/Canada</b>	<b>Scanning<sup>2</sup></b>	Approx. 18 W
		<b>Ready</b>	Approx. 7 W
		<b>Sleep</b>	Approx. 1.5 W
		<b>Power Down</b>	Approx. 0.25 W
	<b>Latin American Countries</b>	<b>Scanning<sup>2</sup></b>	Approx. 18 W
		<b>Ready</b>	Approx. 7 W
		<b>Sleep</b>	Approx. 1.5 W
		<b>Power Down</b>	Approx. 0.3 W
<b>Dimensions</b>			



<b>Weights</b>		Approx. 7.3 lb (3.3 kg)	
<b>Temperature</b>		<b>Operating</b>	41 to 95 °F (5 to 35 °C)
<b>Humidity</b>		<b>Operating</b>	20 to 80 %
<b>ADF (automatic document feeder)</b>		Up to 50 pages (Paper: 20 lb (80 g/m <sup>2</sup> ) Letter or A4 size, or less than 0.2 in. (5 mm))	
<b>Document Size</b>	<b>Multiple Paper</b>	<b>Width</b>	2.0 in. to 8.5 in. (51 mm to 215.9 mm)
		<b>Length</b>	2.76 in. to 11.7 in. (70 mm to 297 mm)
	<b>Single Paper</b>	<b>Width</b>	2.0 in. to 8.5 in. (51 mm to 215.9 mm)
		<b>Length</b>	2.76 in. to 34.0 in. (70 mm to 863 mm)

- 1 Measured when the machine is connected to your computer.
- 2 When 2-sided (duplex) scanning.





## B Appendix

### Brother Numbers

#### ! Important

For technical help, you must call the country where you bought the machine. Calls must be made **from within** that country.

- [Register Your Product](#)
- [FAQs \(frequently asked questions\)](#)
- [For Customer Service](#)

### Register Your Product

By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

Please complete and fax the Brother Warranty Registration And Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

<http://www.brother.com/registration/>

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### B

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#### Brother

Brother numbers

- [Brother Numbers](#)

Customer Service

- [For Customer Service](#)

FAQs (frequently asked questions)

- [FAQs \(frequently asked questions\)](#)

product support

- [For Customer Service](#)

Solutions Center

- [FAQs \(frequently asked questions\)](#)

### C

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#### ControlCenter2

Macintosh

- [Scan Using ControlCenter2 \(Macintosh\)](#)
- [Scan Using the Scan Key on the Control Panel of the Machine \(Macintosh\)](#)
- [Change Scan to PC Key Settings \(Macintosh\)](#)
- [Change Scan to USB Key Settings \(Windows® and Macintosh\)](#)
- [Monitor the Status of the Machine from Your Computer \(Macintosh\)](#)

#### ControlCenter4

Windows®

- [Change the User Interface of ControlCenter4 \(Windows®\)](#)
- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Using the Scan Key on the Control Panel of the Machine \(Windows®\)](#)
- [Change Scan to PC Key Settings \(Windows®\)](#)
- [Change Scan to USB Key Settings \(Windows® and Macintosh\)](#)

### D

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#### Drivers

Macintosh

ICA

- [Scan Using Apple Image Capture \(ICA Driver - Mac OS X 10.6.x, 10.7.x\)](#)

TWAIN

- [Scan Using Presto! PageManager or TWAIN Applications \(Macintosh\)](#)

Windows®

TWAIN

- [Scan Using Nuance™ PaperPort™ 12SE or Other Windows® Applications](#)

WIA

- [Scan Using Nuance™ PaperPort™ 12SE or Other Windows® Applications](#)

## N

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Nuance™ PaperPort™ 12SE (Windows®)

- [Scan Using Nuance™ PaperPort™ 12SE or Other Windows® Applications](#)

## P

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Presto! PageManager (Macintosh)

- [Scan Using Presto! PageManager or TWAIN Applications \(Macintosh\)](#)

## R

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Remote Setup

- [Change Scan to USB Key Settings \(Windows® and Macintosh\)](#)
- [Set Up the Brother Machine from Your Computer](#)
- [Replace the Separation Pad](#)
- [Replace the Pick-up Roller](#)

## S

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Scan

Macintosh

ICA compliant

- [Scan Using Apple Image Capture \(ICA Driver - Mac OS X 10.6.x, 10.7.x\)](#)

Presto! PageManager

- [Scan Using Presto! PageManager or TWAIN Applications \(Macintosh\)](#)

TWAIN compliant

- [Scan Using Presto! PageManager or TWAIN Applications \(Macintosh\)](#)

Scan key

PC

- [Scan Using the Scan Key on the Control Panel of the Machine \(Windows®\)](#)
- [Change Scan to PC Key Settings \(Windows®\)](#)
- [Scan Using the Scan Key on the Control](#)



## USB

- [Panel of the Machine \(Macintosh\)](#)
- [Change Scan to PC Key Settings \(Macintosh\)](#)
- [Save Scanned Documents to a USB Flash Memory Drive](#)
- [Save Scanned Documents on Mobile Devices](#)
- [Save Scanned Documents to a USB Flash Memory Drive](#)
- [Save Scanned Documents on Mobile Devices](#)
- [Change Scan to USB Key Settings \(Windows® and Macintosh\)](#)

## Windows®

Nuance™ PaperPort™12SE

TWAIN Compliant

WIA Compliant

- [Scan Using Nuance™ PaperPort™12SE](#)
- [Scan Using Nuance™ PaperPort™12SE or Other Windows® Applications](#)
- [Scan Using Nuance™ PaperPort™12SE or Other Windows® Applications](#)

## Status Monitor

Macintosh

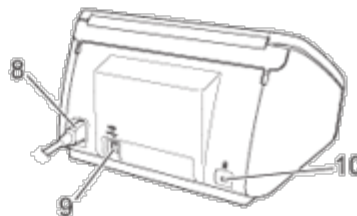
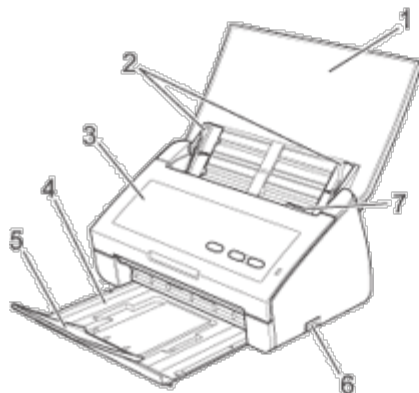
Windows®

- [Monitor the Status of the Machine from Your Computer \(Macintosh\)](#)
- [Monitor the Status of the Machine from Your Computer \(Windows®\)](#)





## About This Machine



**1. Top Cover**

The machine is turned on by opening the Top Cover.

**2. Document Guides**

**3. Front Cover**

**4. Output Tray**

**5. Document Stopper**

**6. USB Direct Interface**

**7. Cover Release Lever**

**8. AC Power Connector**

**9. USB Connector**

**10. Kensington Security Slot**

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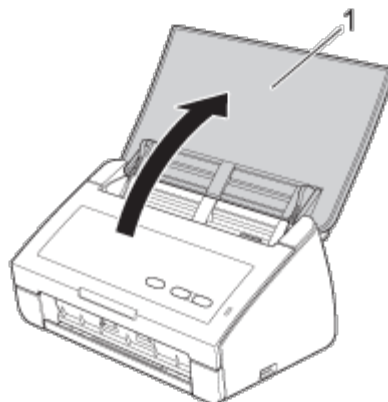


## Loading Receipts and Other Thin Documents

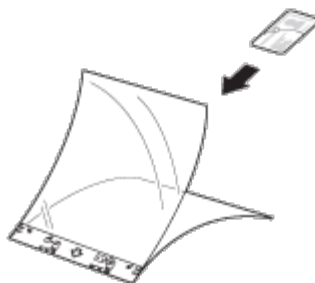
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Make sure documents with ink or correction fluid are completely dry.

- 1 Open the Top Cover (1).



- 2 Insert the document into the Carrier Sheet.

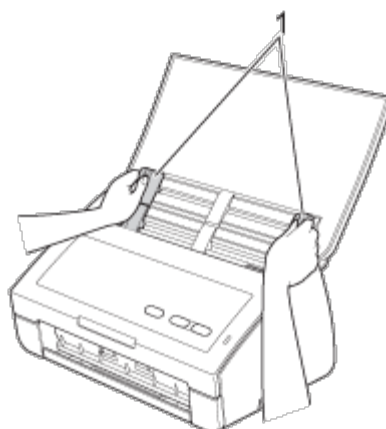


### Note

Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.

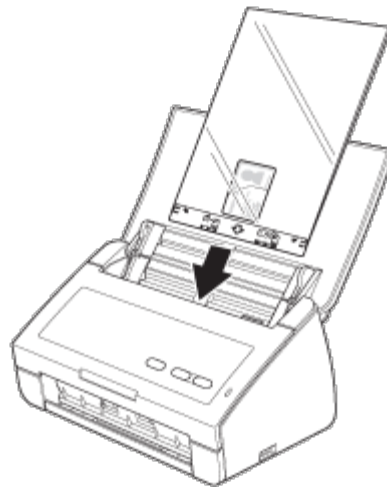
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- 3 Adjust the Document Guides (1) to fit the width of the Carrier Sheet.

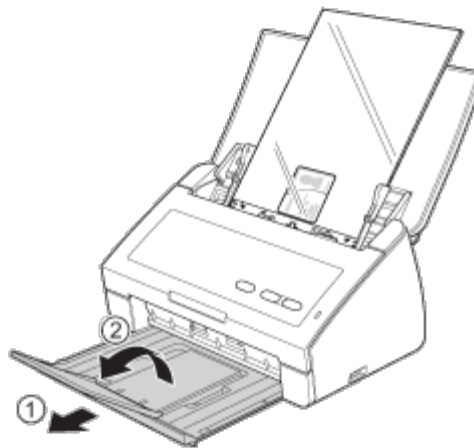


- 4 Place the Carrier Sheet in the document feeder between the Guides until you feel it touch the inside of the

machine.



**5** Pull the Output Tray out of the machine and then unfold the Document Stopper.



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## Scanning Methods

There are two ways to scan using your Brother machine.

- [Scan to PC](#)
- [Scan to USB](#)

### Scan to PC

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The Scan to PC feature lets you scan your document and save the scanned image into your computer. Before using the Scan to PC feature, you must install MFL-Pro Suite from the supplied DVD-ROM and the machine must be connected to the computer.

There are 2 ways to initiate the scan when scanning to your computer:

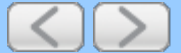
- Initiate the scan from your computer (see [Scan From Your Computer](#))
- Configure the scan settings from your computer and then initiate the scan with the **Scan to PC** key on your machine (see [Scan Using the Scan Key on the Control Panel of the Machine](#))

The Scan to PC feature provides four scanning modes:

- **Scan to Image**  
Lets you scan an image directly into a graphics application for image editing.
- **Scan to OCR**  
Lets you scan a document and convert it to text. This text can be edited using your favorite word processing software.
- **Scan to E-mail**  
Lets you scan a document to your default E-mail application, so you can send the scanned job as an attachment.
- **Scan to File**  
Lets you scan an image and save it to a folder on your hard disk in one of the file types shown in the file attachment list.

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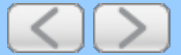


## Scan to USB

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The Scan to USB feature lets you scan your document and save the scanned image into a USB device. You can start scanning using the Scan to USB feature by pressing the **Scan to USB** key. Before scanning, you can configure the settings from your computer. To configure the settings, you must install MFL-Pro Suite from the supplied DVD-ROM and the machine must be connected to the computer. The Remote Setup application helps you configure the settings (see [Save Scanned Documents to a USB Flash Memory Drive](#) and [Save Scanned Documents on Mobile Devices](#) for Windows<sup>®</sup>, or [Save Scanned Documents to a USB Flash Memory Drive](#) and [Save Scanned Documents on Mobile Devices](#) for Macintosh).

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## Scan Using ControlCenter4 Home Mode (Windows®)

Brother provides a software interface for your machine called ControlCenter. You can use this software to quickly scan photos and save them as JPEGs or PDFs, as well as other file formats. You can also scan single-sided and two-sided documents and save them as PDFs or use OCR (Optical Character Recognition) to convert them to editable text.

- [Scan Photos and Graphics](#)
- [Scan Documents \(Scan to PDF\)](#)
- [Scan Documents \(Other File Types\)](#)
- [Scan Color and Black-and-White Pages at the Same Time](#)
- [Scan Pages of Different Sizes at the Same Time](#)
- [Scan Business Cards](#)
- [Scan Two Pages and Combine Them on One Page \(2 in 1\)](#)
- [Scan Documents Wider than Letter Size](#)
- [Scan Documents Longer than Letter Size](#)
- [Scan Documents with More than 50 Pages](#)
- [Scan Both Sides of a Page Automatically](#)
- [Scan Specific/irregular-sized Documents Using the Carrier Sheet](#)
- [Scan Plastic Cards](#)
- [Correct Page Skew](#)
- [Delete Blank Pages](#)
- [Change Document Orientation to Match the Text](#)
- [Detect Overlapping \(Multifeed\) Pages](#)
- [Scan Pages Laid on Top of Each Other](#)
- [Scan Envelopes](#)
- [Prevent Bleed Through](#)
- [Remove the Background Color \(Base Color Removal\) and Make Documents Easier to Read](#)
- [View the Number of Scanned Pages](#)
- [Scan to an Application](#)
- [Scan to E-mail Attachment](#)
- [Scan to Editable Text File \(OCR\)](#)


### Scan Photos and Graphics

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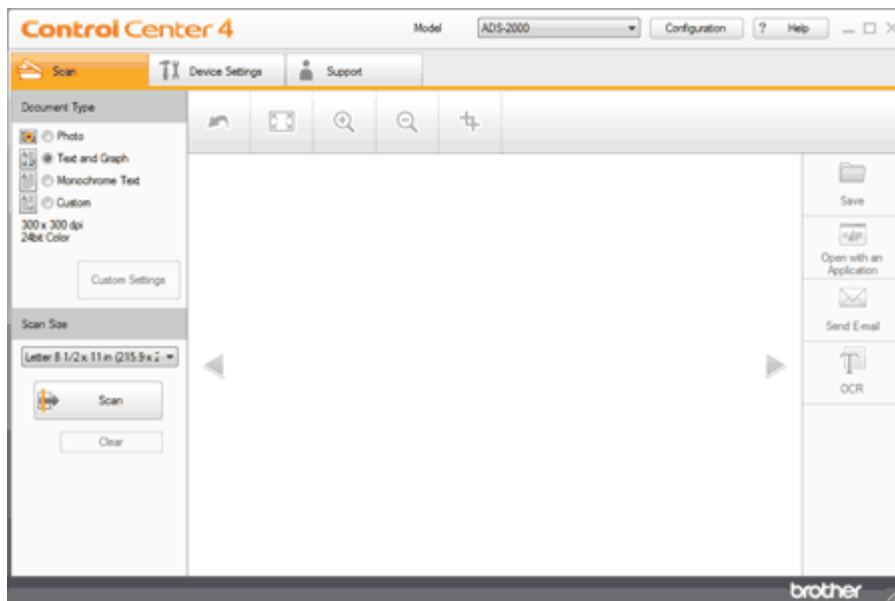
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

## Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

### 3 Select the **Scan** tab.



### 4 Do one of the following:

- Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
  - **Photo**: 600 × 600 dpi, 24bit Color
  - **Text and Graph**: 300 × 300 dpi, 24bit Color
  - **Monochrome Text**: 200 × 200 dpi, Black and White
- Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).

### 5 Change the scan size if needed (see [Change the Scan Size](#)).

### 6 Click the (**Scan**) button.




The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

## Note

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

### 7 Click the left or right arrow buttons to preview each scanned document.

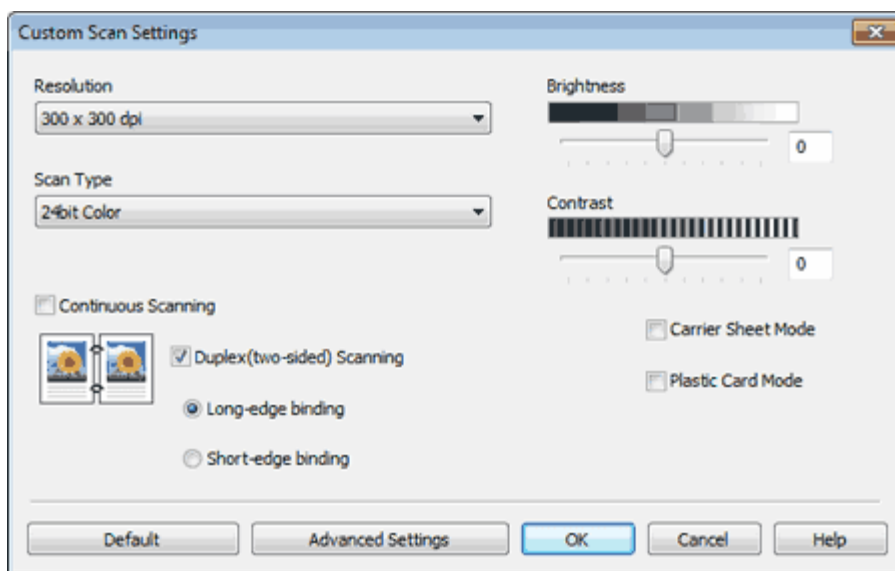


- 8 Crop the scanned image if needed (see [Crop Scanned Image](#)).
- 9 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Scan to an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).

## Custom Scan Settings




If you select **Custom** in the **Document Type** option, you can change advanced scan settings.


- 1 Select **Custom** and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



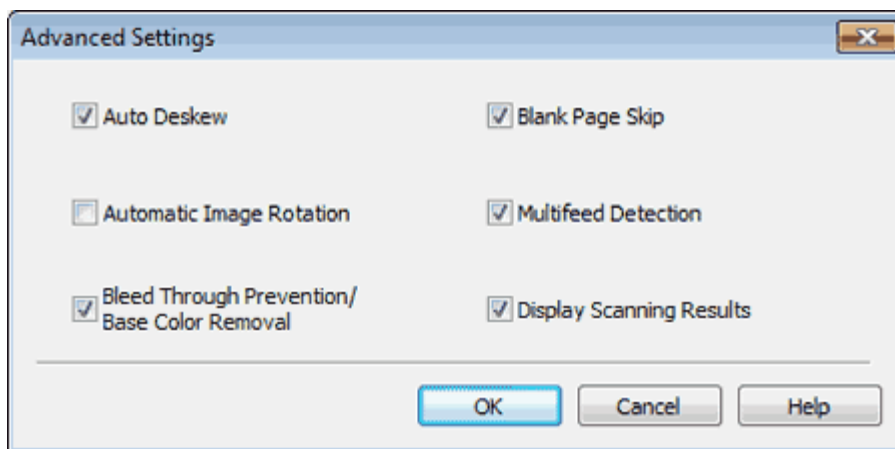
You can change the following settings:

Option	Description
<b>Resolution</b>	You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.
<b>Scan Type</b>	<p><b>Black and White</b> Use for text or line art images.</p> <p><b>Gray (Error Diffusion)</b> 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.)</p> <p><b>True Gray</b> Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.</p> <p><b>24bit Color</b> Uses up to 16.8 million colors to scan the image. Although using <b>24bit Color</b> creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</p>

	<p><b>Auto</b> Automatically selects suitable colors for your document.</p>
<b>Brightness</b>	<p>Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the <b>Brightness</b> 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.</p>
<b>Contrast</b>	<p>Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the <b>Contrast</b>.</p> <p> <b>Note</b></p> <hr/> <p>The <b>Contrast</b> setting is only available when setting <b>Scan Type</b> to <b>Auto, Gray (Error Diffusion), True Gray</b> or <b>24bit Color</b>.</p> <hr/>
<b>Continuous Scanning</b>	<p>Lets you scan multiple pages. After the page is scanned, you can select to continue scanning or finish. Using this method, you can scan more pages than the maximum capacity of the document feeder.</p>
<b>Duplex(two-sided) Scanning</b>	<p>If you check this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.</p> <p> <b>Note</b></p> <hr/> <p>The 2-sided (duplex) scanning feature is available with lengths up to Legal size.</p> <hr/>
<b>Carrier Sheet Mode</b>	<p>You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Scan Size</b> drop-down list.</p> <ul style="list-style-type: none"> <li>• Large-sized Documents (A3, B4 and Ledger) Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages will be combined into a single page.</li> <li>• Important documents (photos, contracts)</li> <li>• Thin paper (receipts)</li> <li>• Irregular-shaped paper (clippings)</li> </ul> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• Load only one Carrier Sheet at a time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>
<b>Plastic Card Mode</b>	<p>Lets you scan non-embossed cards, such as driver's licenses or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> <li>• <b>Resolution: 600 x 600 dpi</b></li> <li>• <b>Scan Size:</b> 2 in 1 (Business Card)</li> <li>• <b>Duplex(two-sided) Scanning:</b> On (<b>Short-edge binding</b>)</li> <li>• <b>Auto Deskew:</b> Off</li> <li>• <b>Multifeed Detection:</b> Off</li> <li>• <b>Automatic Image Rotation:</b> Off</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you want to scan a plastic card with different settings, set <b>Plastic Card Mode</b> off, <b>Resolution</b> to 600 dpi, and <b>Multifeed Detection</b> to Off.</li> <li>• Load only one plastic card at a time.</li> </ul>

**2** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



**3** Change the settings.  
The following settings can be changed.

Setting	Description
<b>Auto Deskew</b>	Corrects the skew (within 5 degrees) of the scanned data.
<b>Automatic Image Rotation</b>	Changes the direction of the document based on the text orientation.
<b>Bleed Through Prevention/Base Color Removal</b>	Prevents the Bleed Through phenomenon on a two-sided document, and also allows you to remove the base color of documents such as newspapers to make the scanned data more recognizable.
<b>Blank Page Skip</b>	Removes blank pages of the document from the scanning results.
<b>Multifeed Detection</b>	Uses a ultrasonic sensor to detect when a multifeed has occurred. When

	this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.
<b>Display Scanning Results</b>	Shows the numbers of total pages saved and blank pages skipped on your computer screen.

- 4 Click the **OK** button to close the **Advanced Settings** dialog box.
- 5 Click the **OK** button to close the **Custom Scan Settings** dialog box.

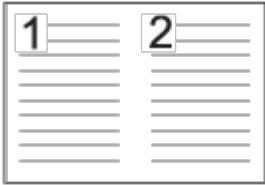

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## Change the Scan Size


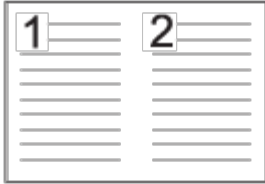
**Scan Size** is set to **Auto** by default. You can scan documents of any size without making any adjustments to **Scan Size**. For faster scan speeds you can select the exact size of your document from the **Scan Size** drop down menu.

### Note

- Each Long Paper option can scan a large document up to following:  
 Long Paper (Normal Width): 8 1/2 × 34.0 in. (215.9 × 863.0 mm)  
 Long Paper (Narrow Width): 4 1/4 × 34.0 in. (107.9 × 863.0 mm)
- If you cannot select **Long Paper**, uncheck the **Duplex(two-sided) Scanning** and **Auto Deskew** check box.
- If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. If you select **1 to 2 (A4)**, the scanned image will be divided into two 5.8 × 8.3 in. documents.

Original Layout	Scan Result
	

- To do 1 to 2 scanning, uncheck the **Automatic Image Rotation** check box in the **Advanced Settings** dialog box.
- If you select a 2 in 1 document size, two scanned images will be combined into one document.

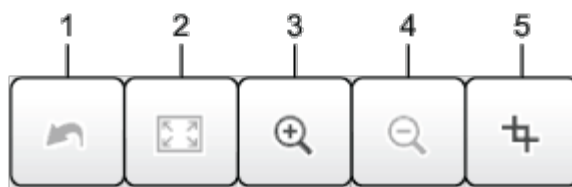
Original Layout	Scan Result
	

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## Crop Scanned Image

The crop tool on the Image Editing Toolbar lets you trim unwanted areas from your scanned image, to help view the image to be cropped you can use the zoom in and zoom out image editing tools.

## Image Editing Toolbar



### 1. Restart

Cancels all the edits applied to the selected image. The edited image returns to its original state.

### 2. Fit to Window

Displays the scanned image so that the entire image fits in the window.


### 3. Zoom In

Zooms in on the scanned image.

### 4. Zoom Out

Zooms out of the scanned image.

### 5. Crop

Lets you crop the image. Click the  (Crop) button, then change the frame to the area you want to keep after cropping.

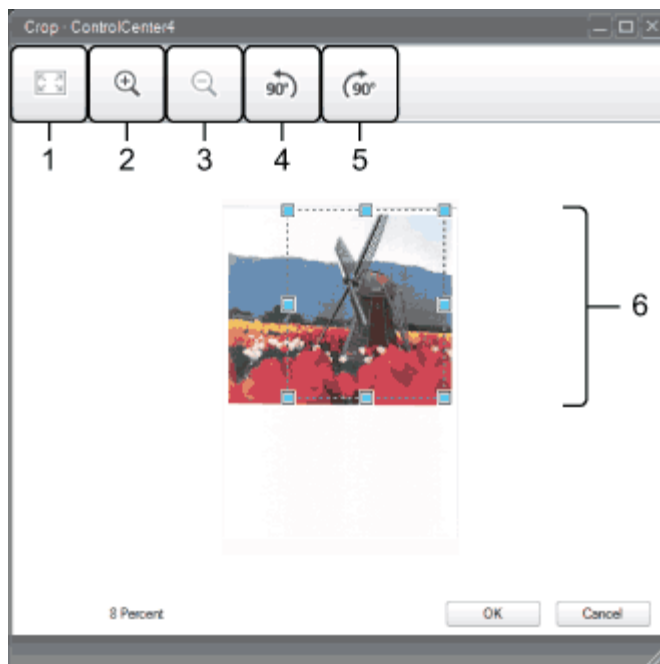
## Note

If you have scanned multiple pages, you can see the next or previous scanned page by clicking the left or right arrow buttons.

### 1 Click the (Crop) button.

The **Crop - ControlCenter4** window will appear.

### 2 Edit the scanned image.




### 1. Displays the image so that the entire image fits in the window.

2. **Zooms in on the image.**
3. **Zooms out of the image.**
4. **Rotates the image counter-clockwise by 90 degrees.**
5. **Rotates the image clockwise by 90 degrees.**
6. **Drag the frame to adjust the area to be cropped.**

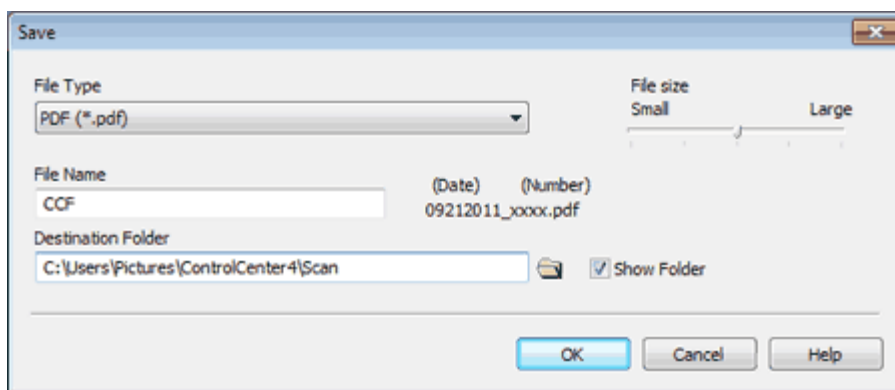
- 3 Click the **OK** button.  
The edited image is displayed in the image viewer.

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## Save Scanned Documents


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

- 1 Click the  (**Save**) button.  
The **Save** dialog box will appear.



- 2 Select a file type from the **File Type** drop-down list.

### Note

- If you select **Secure PDF (\*.pdf)** from the **File Type** drop-down list, click the  (**Set PDF Password**) button, and enter the password.
- Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.
- To save the document as a searchable PDF, select **Searchable PDF (\*.pdf)** from the **File Type** drop-down list.
- To save the document as a searchable PDF, Nuance™ PaperPort™12SE must be installed on your computer.
- Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select **Uncompressed** or **Compressed** to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size.


- 3 In the **File Name** field, enter a prefix for the file name if needed.
- 4 In the **Destination Folder** field, click the folder icon and browse to the folder you would like to save your


scanned document to.

- 5 Click the **OK** button.  
The scanned document is saved in the destination folder.

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## Open with an Application


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

- 1 Click the  (**Open with an Application**) button.
- 2 Select the application from the drop-down list and click the **OK** button.  
The image will be opened in the application you have chosen.

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## Send E-mail

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

- 1 Click the  (**Send E-mail**) button.
- 2 Configure the attached file settings and click the **OK** button.  
Your default E-mail application will open and the image will be attached to a new, blank E-mail.

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## Scan Using Captiva QuickScan Pro™ or ISIS™ Applications (Windows®)

You can use the free trial version of Captiva QuickScan Pro™ or other applications, which support ISIS™ specifications, for scanning. Before scanning using the ISIS™ applications, you must install the ISIS™ scanner driver.

### Note

To install the ISIS™ scanner driver, internet access is required.

## Installing ISIS™ Scanner and Captiva QuickScan Pro™

- 1** Insert the supplied DVD-ROM into your DVD-ROM drive.
- 2** The DVD-ROM top menu will appear automatically. Select the desired language and then click **Advanced**. Click the **ISIS Scanner Driver & Application** button.
- 3** Click the **ISIS Scanner Driver** button. Follow the on-screen instructions.
- 4** Click the **Captiva QuickScan Pro Trial** button. Follow the on-screen instructions.

### Note

- The web site where you can download the free trial version of Captiva QuickScan Pro™ is operated by EMC corporation. If you have any questions about Captiva QuickScan Pro™, contact EMC corporation.
- For information about how to scan using your ISIS™ application, see Captiva QuickScan Pro™'s help.

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## Scan Photos and Graphics

To scan photos or graphics, you should select the Scan to Image feature. Your document will be scanned and sent directly to your computer. The ControlCenter4 software will launch the default graphics application on the designated computer.

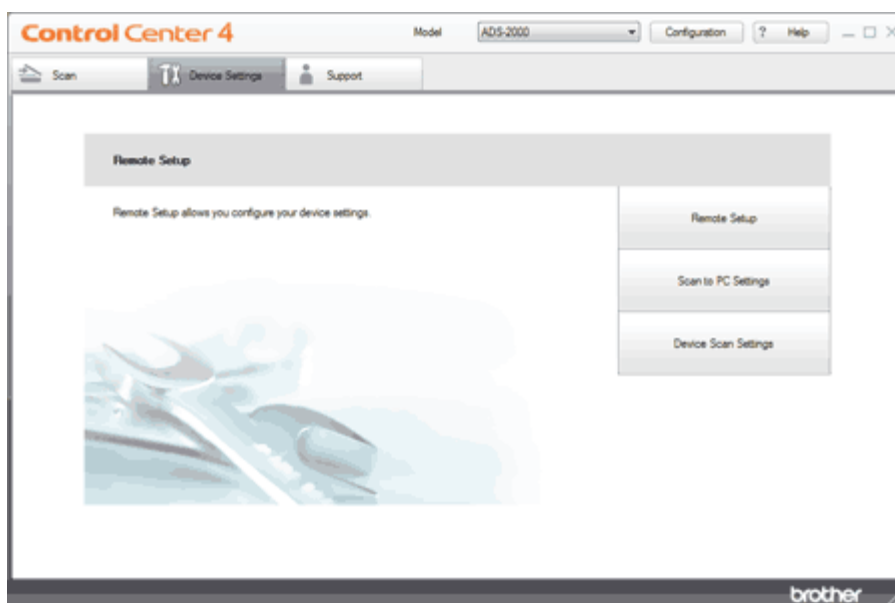
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

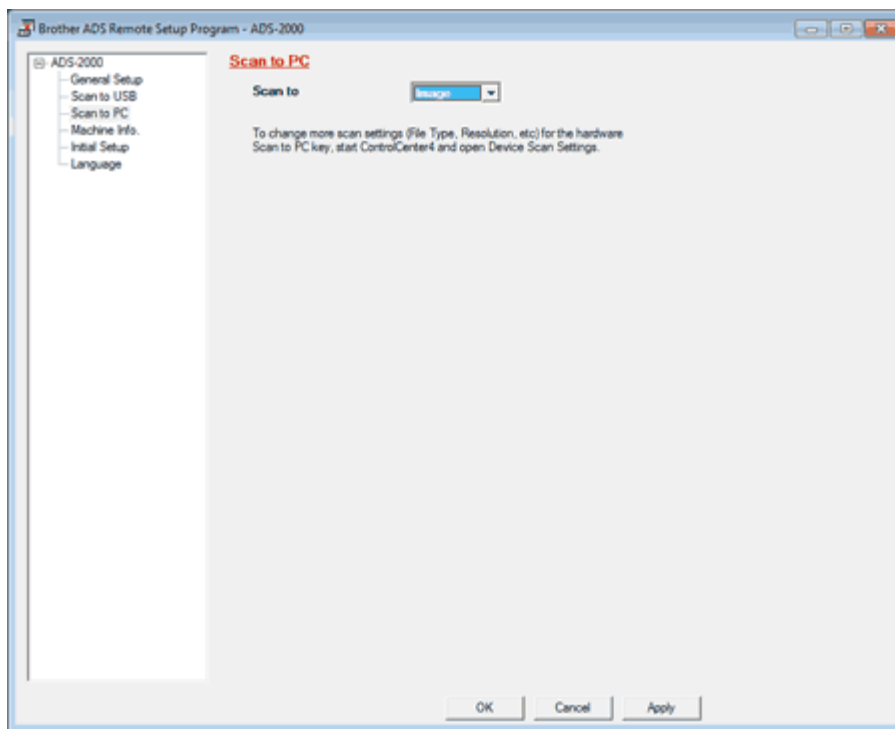
You can also start ControlCenter4 by doing one of the following:

- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

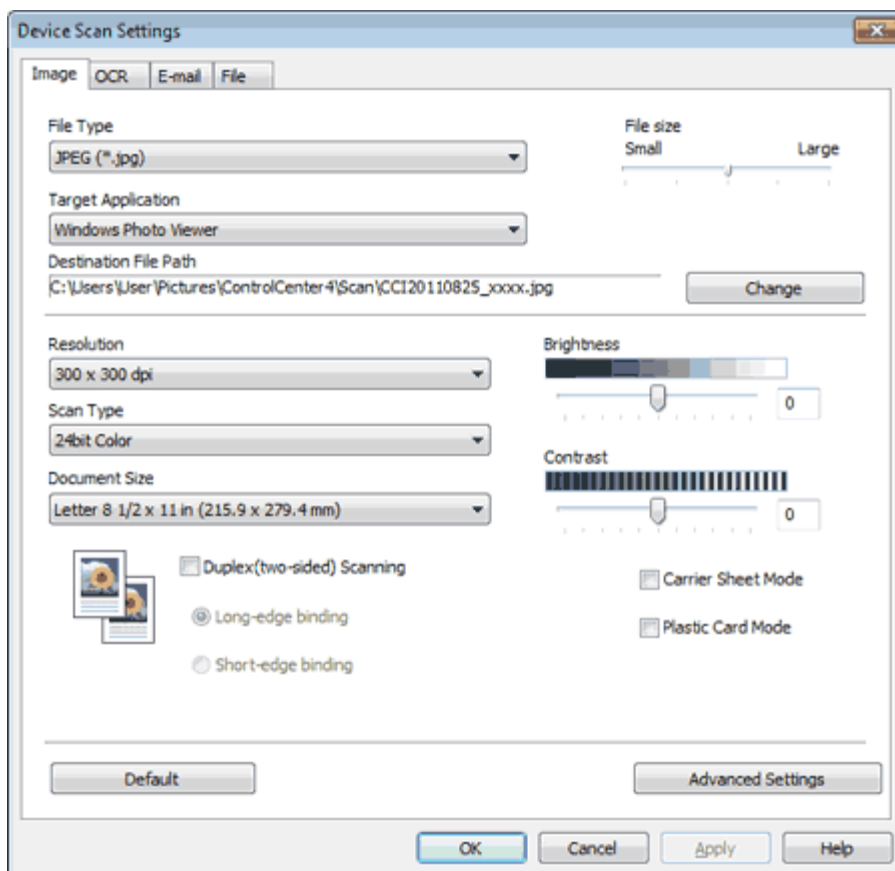
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.
- 4 Select **Image** from the drop-down list.



- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **Device Scan Settings** button on the **Device Settings** tab. The **Device Scan Settings** dialog box will appear.
- 7 Click the **Image** tab.



- 8 Change other settings if needed (see [Change Scan to PC Settings](#)).

**9** Load your document.

**10** Press **Scan to PC**. The machine starts scanning.


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## Scan to E-mail attachment

You can scan a document and add it as an attachment to a message in your default E-mail application.

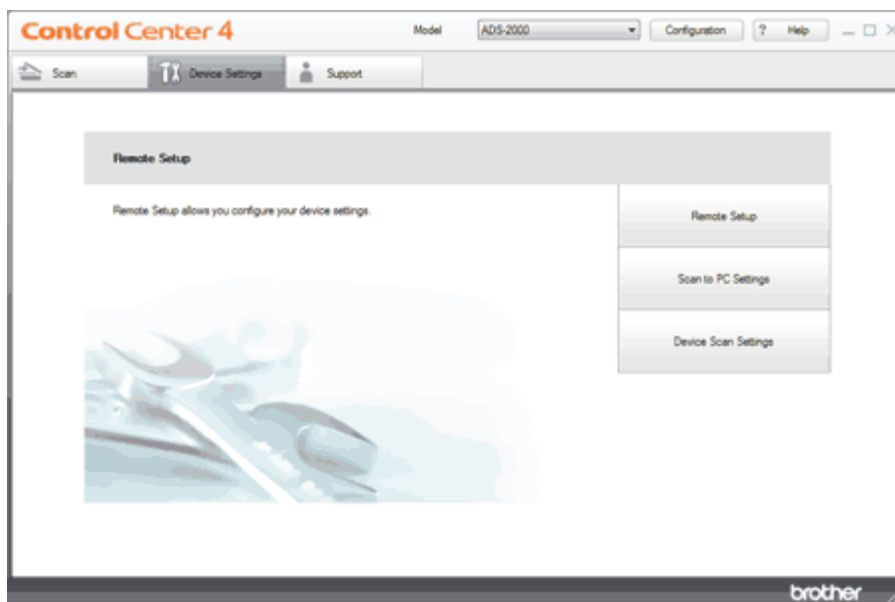
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

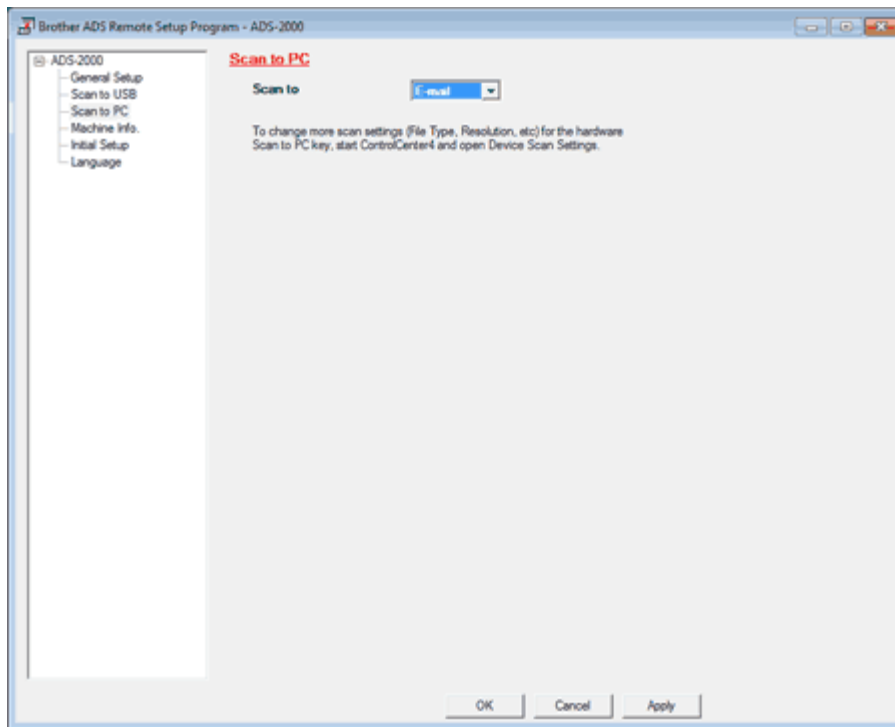
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

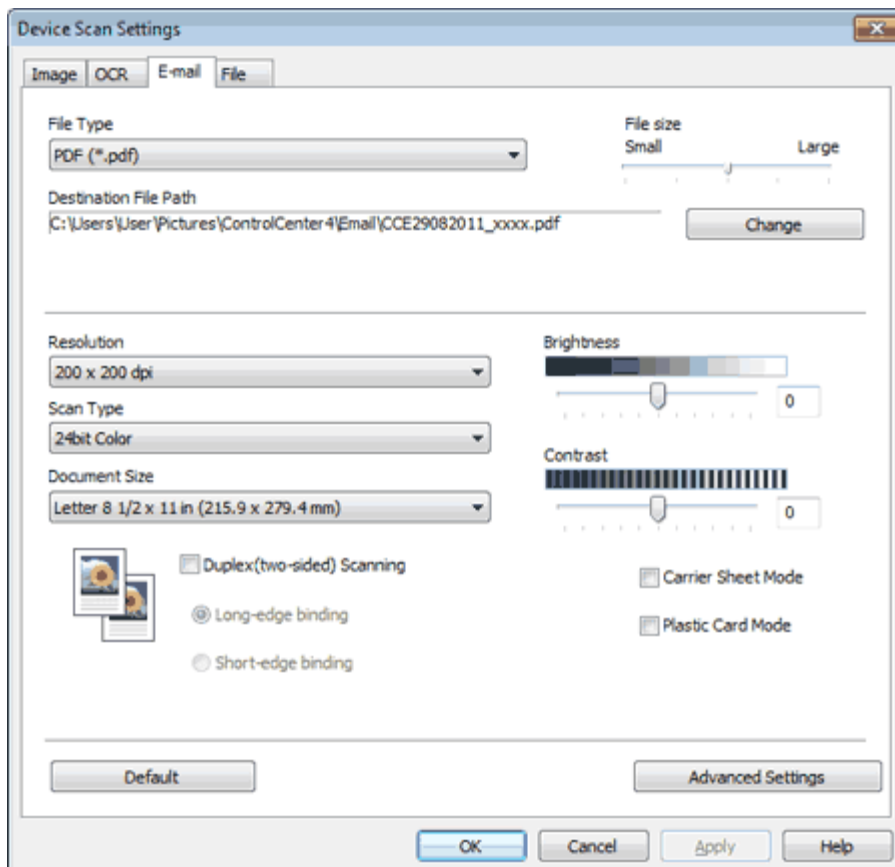
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.
- 4 Select **E-mail** from the drop-down list.



- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **Device Scan Settings** button on the **Device Settings** tab. The **Device Scan Settings** dialog box will appear.
- 7 Click the **E-mail** tab.



- 8 Change other settings if needed (see [Change Scan to PC Settings](#)).

- 9 Load your document.
- 10 Press **Scan to PC**. The machine starts scanning the document, creates a file attachment, and launches your E-mail application displaying the new message waiting to be addressed.

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## Scan to an Editable Text File (OCR)

Your machine can convert characters in a scanned document to text data by using optical character recognition (OCR) technology. This text can be edited using your favorite word processing software.


### Note

Nuance™ PaperPort™12SE must be installed on your PC.

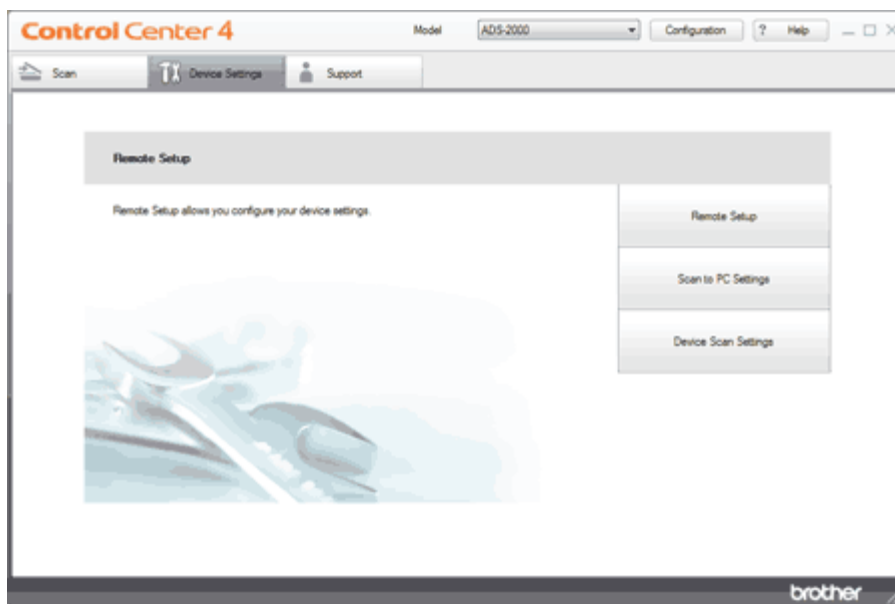
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

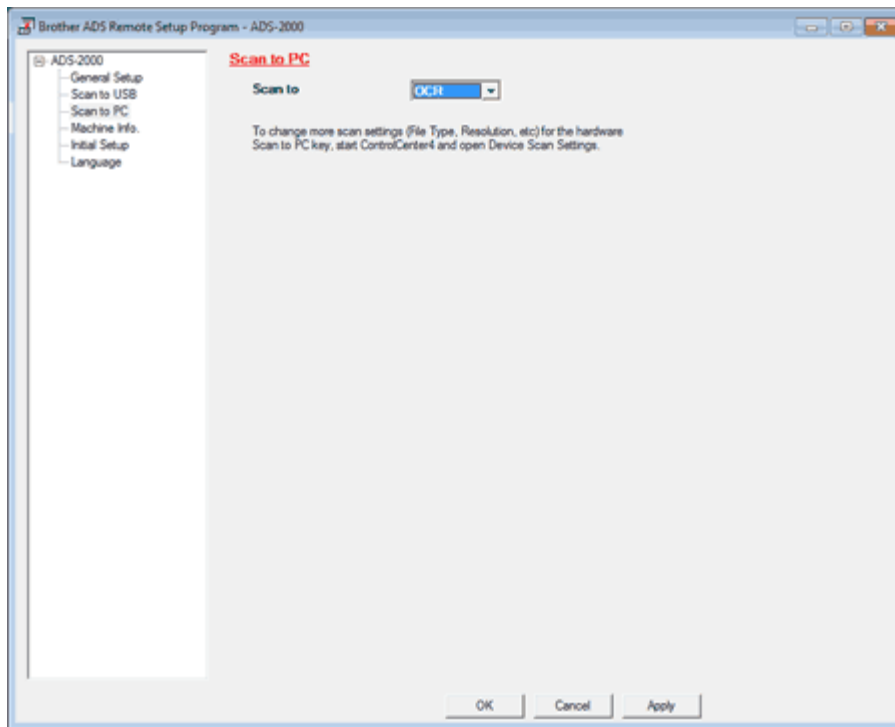
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

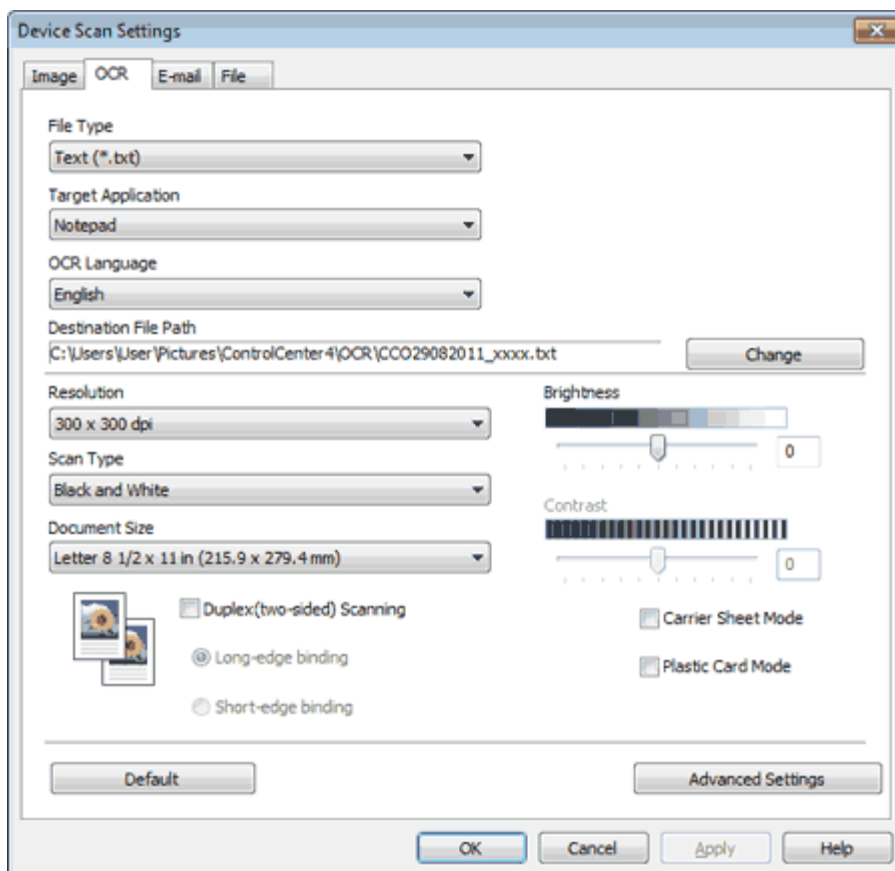
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.
- 4 Select **OCR** from the drop-down list.



- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **Device Scan Settings** button on the **Device Settings** tab. The **Device Scan Settings** dialog box will appear.
- 7 Click the **OCR** tab.



- 8 Change other settings if needed (see [Change Scan to PC Settings](#)).




- 9 Load your document.
- 10 Press **Scan to PC**. The machine scans the document, converts it into editable text, then sends it to your default word processing application.

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## Change the Feature Assigned to the Scan to PC Key to set the Default Scan-to Action

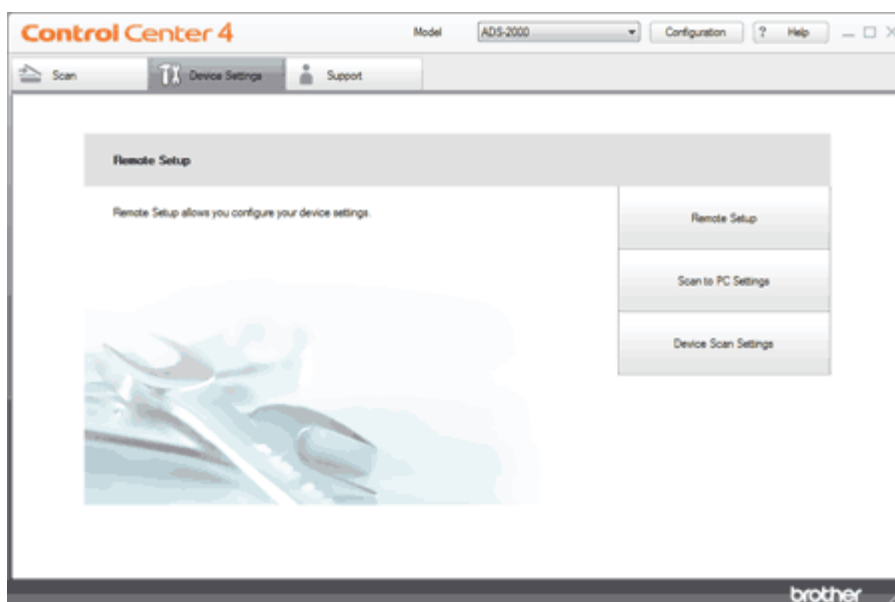
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

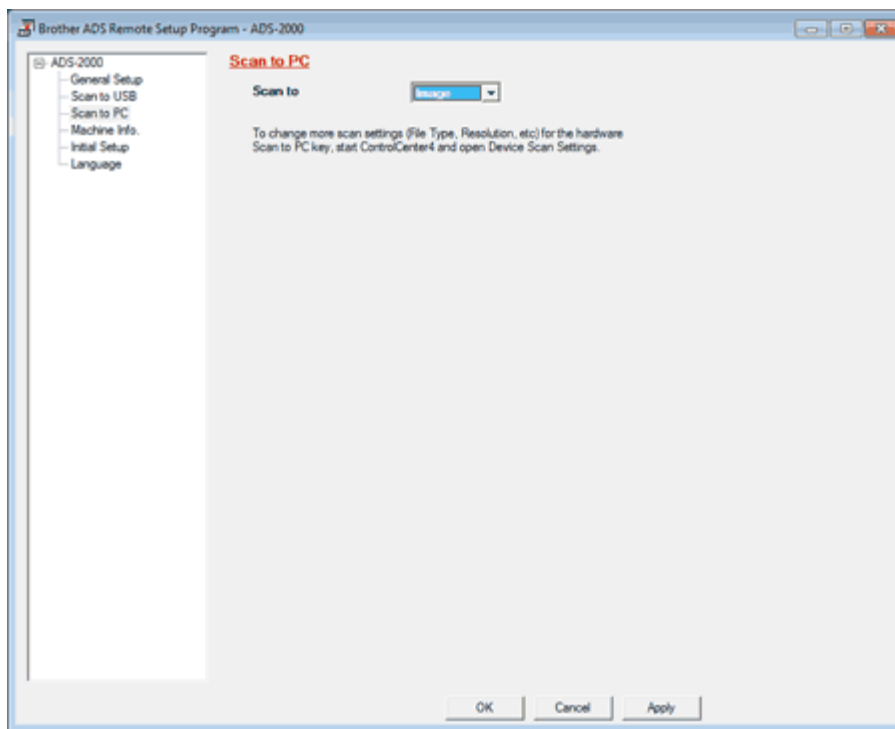
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.
- 4 Select a Scan-to action you want to assign (**Image**, **OCR**, **E-mail**, or **File**) from the drop-down list (the example below uses **Image**).




**5** Click the **OK** button.

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## Save Scanned Documents to a USB Flash Memory Drive

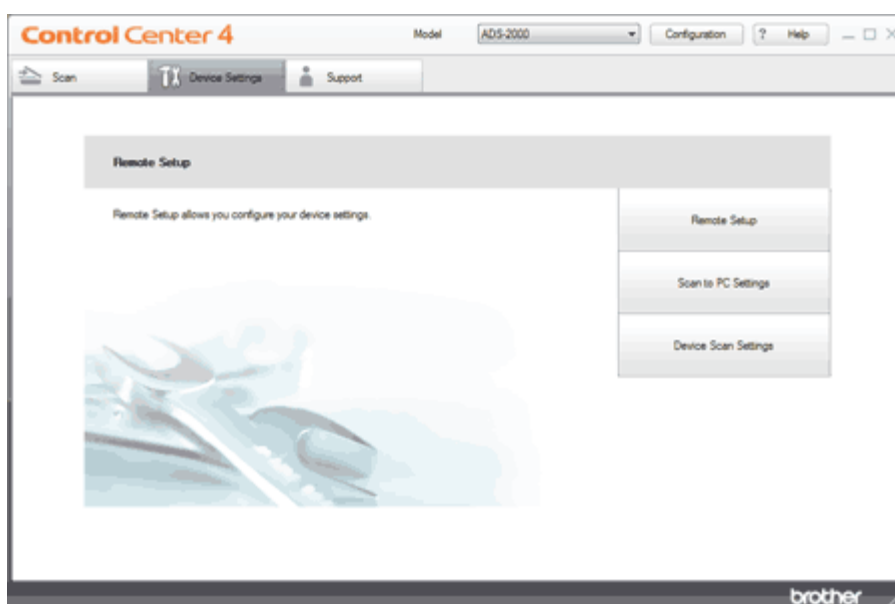
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

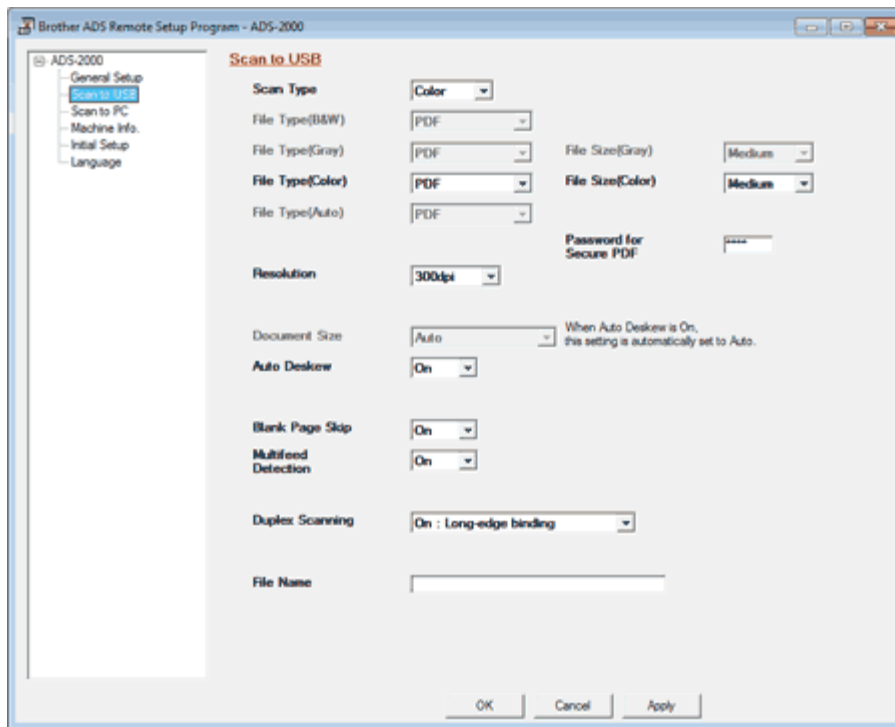
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Remote Setup** button. The Remote Setup window will appear.
- 4 Select **Scan to USB** in the folder tree.



- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Insert a USB flash memory drive into your machine.
- 7 Load your document.
- 8 Press **Scan to USB** on the control panel. The machine starts scanning.

### Important

DO NOT remove the USB flash memory drive while the Scan to USB key is blinking to avoid damaging the drive or the data stored on it.

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## Save Scanned Documents on Mobile Devices

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The machine can save the scanned data on a mobile device.

### Note

- This feature can be used with mobile devices that use the USB mass storage standard.
- The machine does not support charging any USB devices.
- Brother Image Viewer for Android™, which is available for download from the Android™ Market, enables users to view or edit the scanned data. For details, download the Brother Image Viewer for Android™.

- 1** Connect the machine to a mobile device with a USB cable.



- 2** Load your document.


- 3** Press the **Scan to USB** key. The machine starts scanning, and then the scanned data is saved on the mobile device.

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## Change Scan to PC Settings

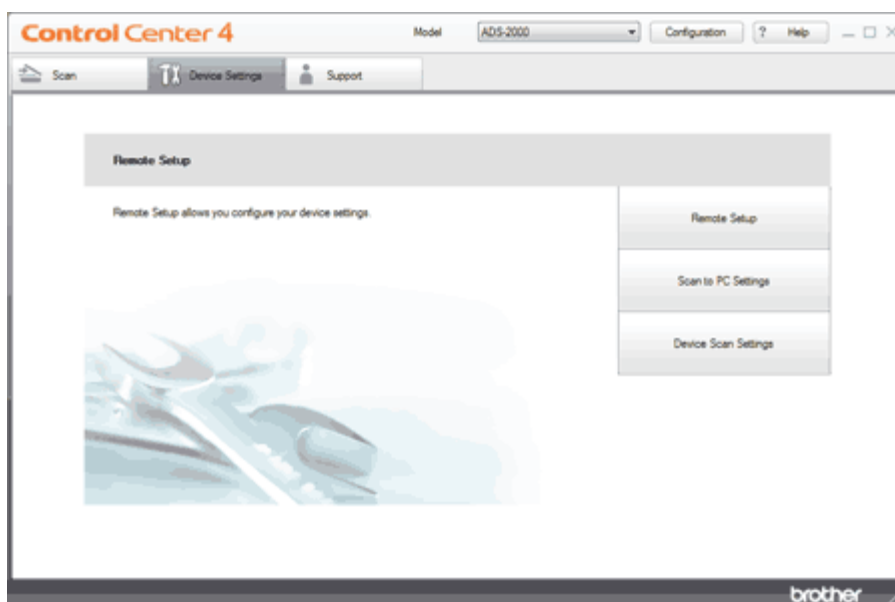
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

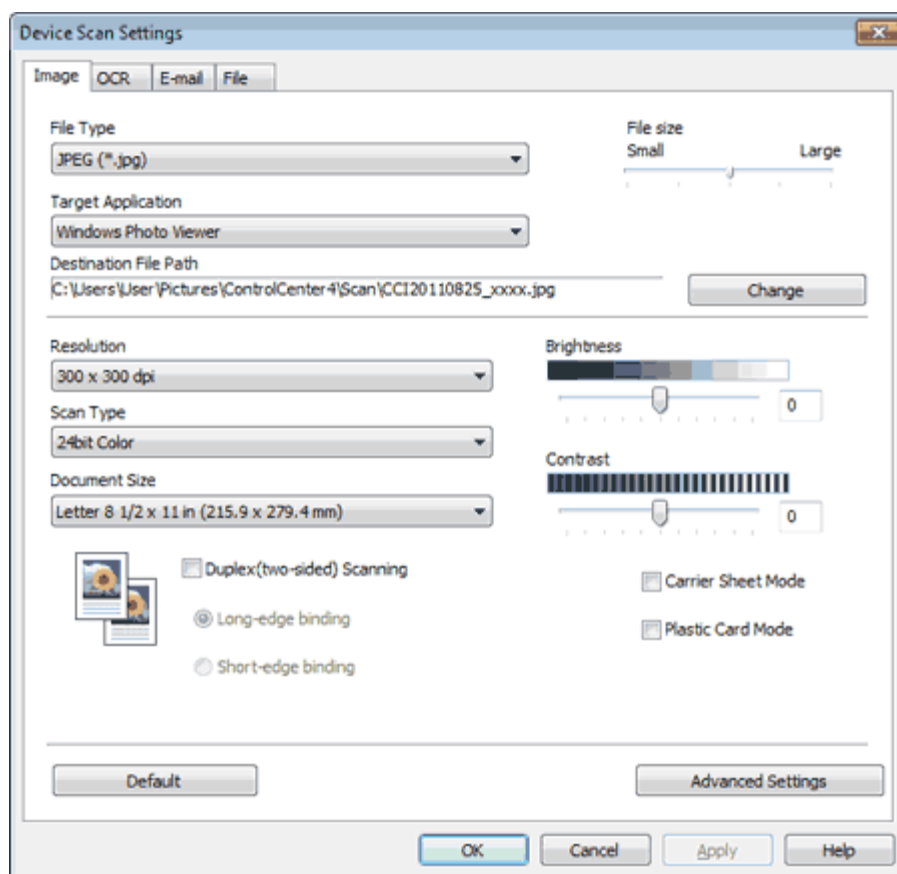
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).





- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.






**4** Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).



**5** Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>File Type</b>	<p>Select the file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>To save the document as a password-protected PDF, select <b>Secure PDF (*.pdf)</b> from the <b>File Type</b> drop-down list, click the  (<b>Set PDF Password</b>) button, and enter the password.</li> <li>Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.</li> <li>To save the document as a searchable PDF, select <b>Searchable PDF (*.pdf)</b> from the <b>File Type</b> drop-down list.</li> <li>To save the document as a searchable PDF,</li> </ul>	Yes	Yes	Yes	Yes



	<p>Nuance™ PaperPort™12SE must be installed on your computer.</p> <ul style="list-style-type: none"> <li>Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select <b>Uncompressed</b> or <b>Compressed</b> to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul>				
<b>Target Application</b>	Select the destination application from the drop-down list.	Yes	Yes	-	-
<b>OCR Language</b>	Set to match the language of the scanned document's text.	-	Yes	-	-
<b>File Name</b>	Click the <b>Change</b> button for <b>Image</b> , <b>OCR</b> or <b>E-mail</b> . Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes
<b>Destination File Path</b>	Click the <b>Change</b> button and then the folder icon to change the folder you would like to save your scanned document to.	Yes	Yes	Yes	-
<b>Destination Folder</b>	Click the folder icon and browse to the folder you would like to save your scanned document to. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes
<b>File size</b>	<p>You can adjust the <b>File size</b> by moving the slider to the right or left.</p> <p> <b>Note</b></p> <p><b>File size</b> can be adjusted depending on your selected <b>File Type</b>.</p>	Yes	-	Yes	Yes
<b>Resolution</b>	You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.	Yes	Yes	Yes	Yes
<b>Scan Type</b>	<p>Lets you select from a range of scan color depth.</p> <p><b>Black and White</b> Use for text or line art images.</p> <p><b>Gray (Error Diffusion)</b> 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.)</p> <p><b>True Gray</b> Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.</p>	Yes	Yes	Yes	Yes

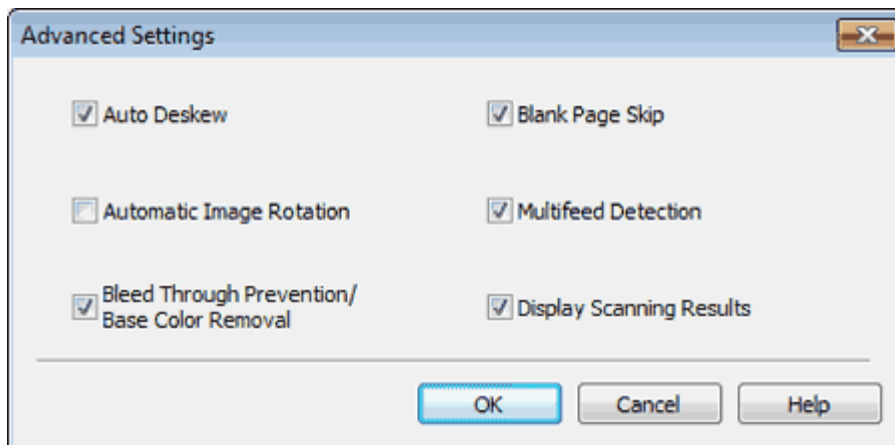
	<p><b>24bit Color</b></p> <p>Uses up to 16.8 million colors to scan the image. Although using <b>24bit Color</b> creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</p> <p><b>Auto</b></p> <p>Uses suitable colors for your document automatically.</p>				
<b>Document Size</b>	<p>Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b>. For faster scan speeds you can select the exact size of your document from the <b>Document Size</b> drop down list.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. If you select <b>1 to 2 (A4)</b>, the scanned image will be divided into two 5.8 × 8.3 in. documents.</li> <li>• To do 1 to 2 scanning, uncheck the <b>Automatic Image Rotation</b> check box in the <b>Advanced Settings</b> dialog box.</li> <li>• If you select a 2 in 1 document size, two scanned images will be combined into one document.</li> </ul>	Yes	Yes	Yes	Yes
<b>Brightness</b>	<p>Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the <b>Brightness</b> 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.</p>	Yes	Yes	Yes	Yes
<b>Contrast</b>	<p>Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the <b>Contrast</b>.</p> <p> <b>Note</b></p> <p>The <b>Contrast</b> setting is only available when</p>	Yes	Yes	Yes	Yes

	setting <b>Scan Type</b> to <b>Auto, Gray (Error Diffusion), True Gray</b> or <b>24bit Color</b> .				
<b>Duplex(two-sided) Scanning</b>	<p>If you check this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.</p> <p> <b>Note</b></p> <p>The 2-sided (duplex) scanning feature is available with lengths up to Legal size.</p>	Yes	Yes	Yes	Yes
<b>Default</b>	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes
<b>Carrier Sheet Mode</b>	<p>You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list.</p> <ul style="list-style-type: none"> <li>• Large-sized Documents (A3, B4 and Ledger) Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages will be combined into a single page.</li> <li>• Important documents (photos, contracts)</li> <li>• Thin paper (receipts)</li> <li>• Irregular-shaped paper (clippings)</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Load only one Carrier Sheet at a time.</li> <li>• Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>	Yes	Yes	Yes	Yes
<b>Plastic Card Mode</b>	<p>Lets you scan non-embossed cards, such as driver's licenses or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> <li>• <b>Resolution: 600 x 600 dpi</b></li> <li>• <b>Document Size: 2 in 1 (Business Card)</b></li> <li>• <b>Duplex(two-sided) Scanning: On (Short-edge binding)</b></li> <li>• <b>Auto Deskew: Off</b></li> <li>• <b>Multifeed Detection: Off</b></li> <li>• <b>Automatic Image Rotation: Off</b></li> </ul>	Yes	Yes	Yes	Yes

**Note**

- If you want to scan a plastic card with different settings, set **Plastic Card Mode** off, **Resolution** to 600 dpi, and **Multifeed Detection** to Off.
- Load only one plastic card at a time.

6 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



7 Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Auto Deskew</b>	Corrects the skew (within 5 degrees) of the scanned data.	Yes	Yes	Yes	Yes
<b>Automatic Image Rotation</b>	Changes the direction of the document based on the text orientation.	Yes	Yes	Yes	Yes
<b>Bleed Through Prevention/Base Color Removal</b>	Prevents the Bleed Through phenomenon on a two-sided document, and also allows you to remove the base color of documents such as newspapers to make the scanned data more recognizable.	Yes	Yes	Yes	Yes
<b>Blank Page Skip</b>	Removes blank pages of the document from the scanning results.	Yes	Yes	Yes	Yes
<b>Multifeed Detection</b>	Uses a ultrasonic sensor to detect when a multifeed has occurred. When this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
<b>Display Scanning Results</b>	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes

8 Click the **OK** button to close the **Advanced Settings** dialog box.

**9** Click the **OK** button to close the **Device Scan Settings** dialog box.

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## Change Scan Settings

### 1 Start the ControlCenter application.

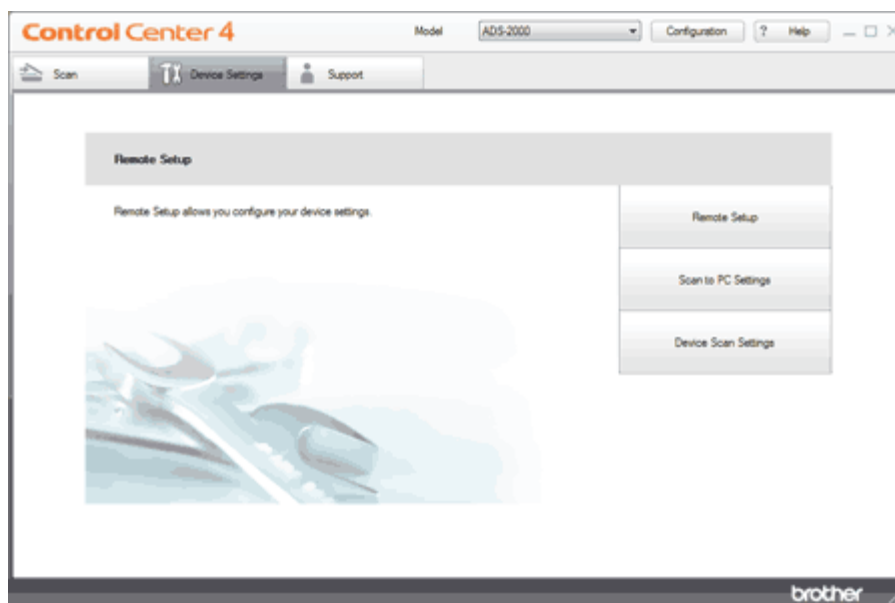
- Windows®

(1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



(2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

(1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

(2) Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window will appear.

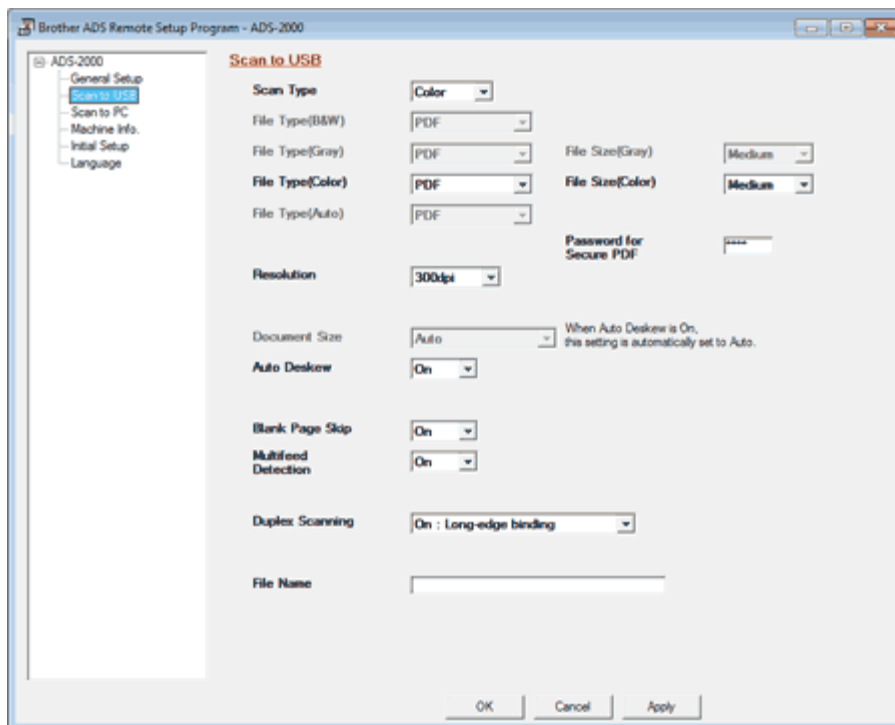
### Note

You can also start Remote Setup by following the instructions below:

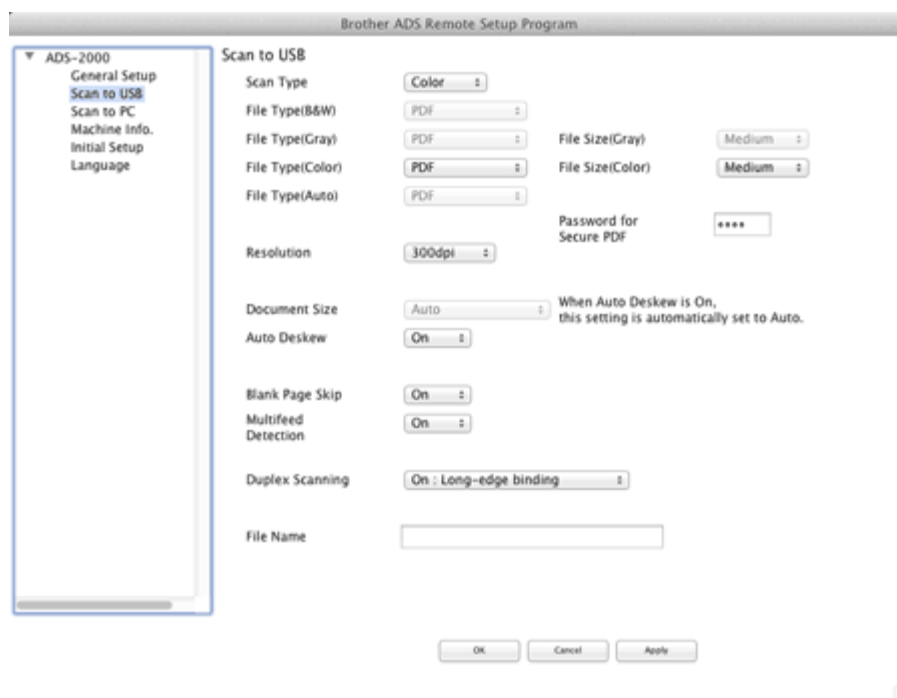
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Scan to USB** in the folder tree.



- Windows®






- Macintosh



- 4** Change the settings.  
The following settings can be changed.

Setting	Description
<b>Scan Type</b>	<p>Lets you select from a range of scan color depth.</p> <ul style="list-style-type: none"> <li>• <b>B&amp;W</b> Use for text or line art images.</li> <li>• <b>Gray</b> Use for photographic images or graphics.</li> <li>• <b>Color</b> Uses up to 16.8 million colors to scan the image. Although using 24bit Color creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</li> <li>• <b>Auto</b> Uses suitable colors for your document automatically.</li> </ul>
<b>File Type(B&amp;W)</b>	<p>Lets you select a file type for scanning in black &amp; white. Select a file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <hr/> <p>To save the document as a password-protected PDF, select <b>Secure PDF</b> from the <b>File Type(B&amp;W)</b> drop-down list, and then enter the password (the default value is "0000") in the <b>Password for Secure PDF</b> field.</p> <hr/>
<b>File Type(Gray)</b>	<p>Lets you select a file type for scanning in gray. Select a file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <hr/>



	<p>To save the document as a password-protected PDF, select <b>Secure PDF</b> from the <b>File Type(Gray)</b> drop-down list, and then enter the password (the default value is “0000”) in the <b>Password for Secure PDF</b> field.</p>
<b>File Type(Color)</b>	<p>Lets you select a file type for scanning in color. Select a file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <p>To save the document as a password-protected PDF, select <b>Secure PDF</b> from the <b>File Type(Color)</b> drop-down list, and then enter the password (the default value is “0000”) in the <b>Password for Secure PDF</b> field.</p>
<b>File Type(Auto)</b>	<p>Lets you select a file type when you have selected <b>Auto</b> from the <b>Scan Type</b> drop-down list. Select a file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <p>To save the document as a password-protected PDF, select <b>Secure PDF</b> from the <b>File Type(Auto)</b> drop-down list, and then enter the password (the default value is “0000”) in the <b>Password for Secure PDF</b> field.</p>
<b>Resolution</b>	<p>You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.</p>
<b>Document Size</b>	<p>Lets you choose from a selection of preset scan sizes.</p>
<b>Auto Deskew</b>	<p>Corrects the skew (within 5 degrees) of the scanned data.</p>
<b>Blank Page Skip</b>	<p>Removes blank pages of the document from the scanning results.</p>
<b>Multifeed Detection</b>	<p>Uses a ultrasonic sensor to detect when a multifeed has occurred. When this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.</p> <p> <b>Note</b></p> <p>The data scanned before the multifeed occurred is saved if you have selected JPEG as the file type.</p>
<b>Duplex Scanning</b>	<p>If you select <b>On : Long-edge binding</b> or <b>On : Short-edge binding</b>, the machine scans both sides of the document. You must select <b>On : Long-edge binding</b> or <b>On : Short-edge binding</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.</p>
<b>File Name</b>	<p>Enter a prefix for the file name (up to 64 characters). The file name will be the prefix you registered and sequential number. If the prefix is not</p>

	entered, the file name will be the date and a sequential number.
<b>File Size(Gray)</b>	Lets you select a file size for scanning in gray. Select a file size you want to use for the scanned data.
<b>File Size(Color)</b>	Lets you select a file size for scanning in color. Select a file size you want to use for the scanned data.
<b>Password for Secure PDF</b>	Enter a 4-digit PIN number.

**5** Click the **OK** button.

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## Turn Off the Status Monitor

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- 1** Right-click the **Brother Status Monitor** icon and then click **Load Status Monitor on Startup** to clear the check mark.
- 2** Right-click again then click **Exit**.

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## What are the Status Monitor Indicators?

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Once you start up your computer, the **Brother Status Monitor** icon appears on the tasktray.

	A green icon indicates the normal stand-by condition.
	A yellow icon indicates a warning.
	A red icon indicates an error has occurred.
	A gray icon indicates the offline condition.

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## Change the Language on Remote Setup

### 1 Start the ControlCenter application.

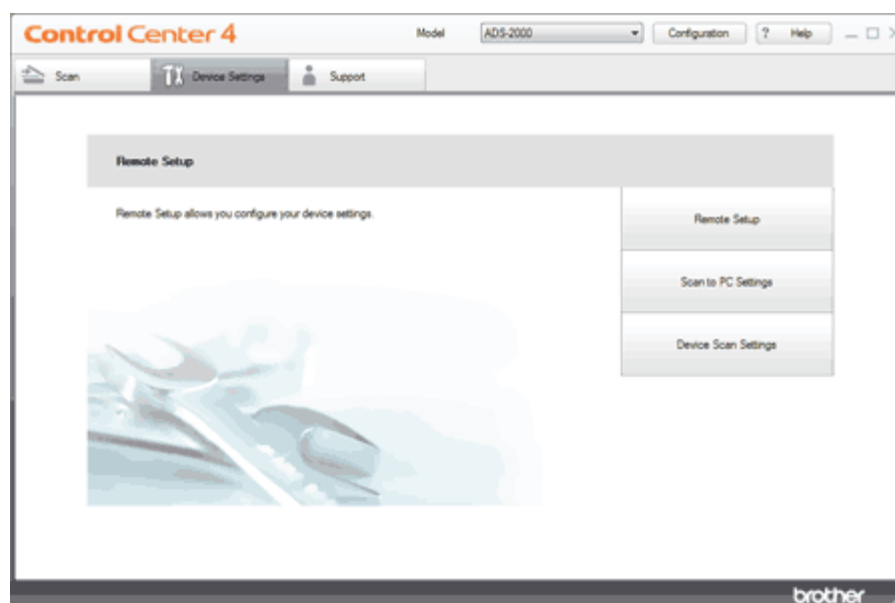
- Windows®

- (1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



- (2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window will appear.

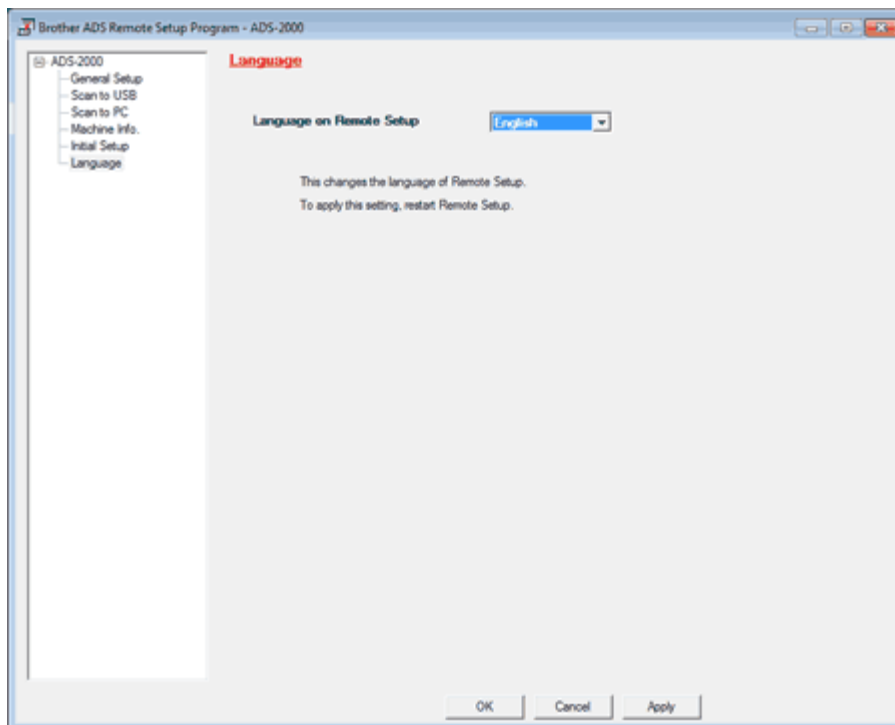
 **Note**

You can also start Remote Setup by following the instructions below:

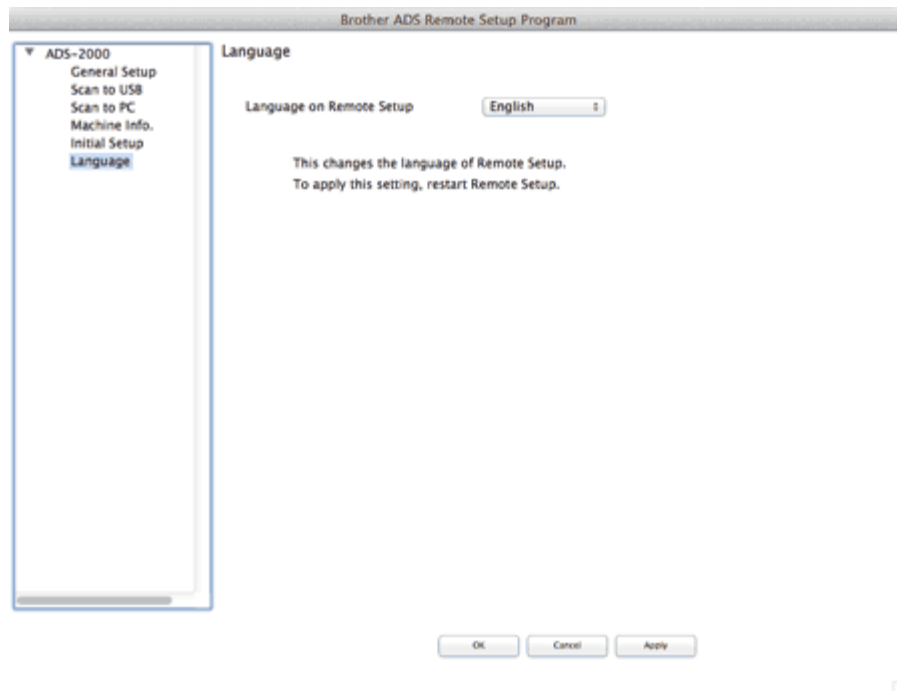
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Language** in the folder tree.

- Windows®



- Macintosh



**4** Select a language from the **Language on Remote Setup** drop-down list.

**5** Click the **OK** button.

 **Note**

After you change the language in the Remote Setup window, restart Remote Setup to see the change.

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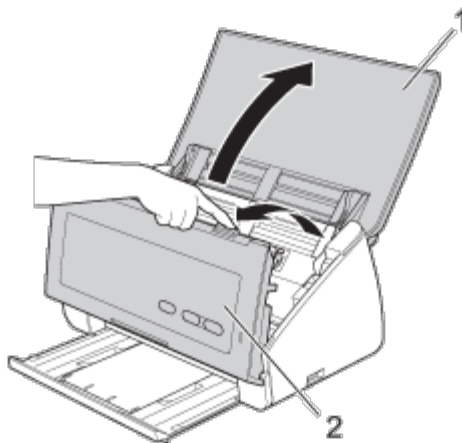




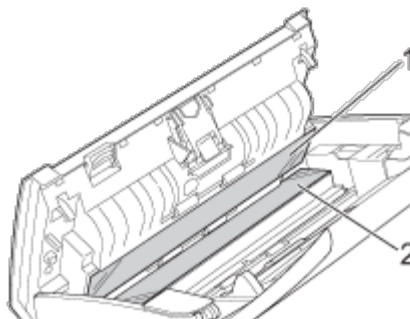
## Clean the Scanner

A spot of dirt or correction fluid on the glass strip may cause poor-quality scans. Clean the inside of the scanner if a vertical line appears in the scanned data or if areas are missing in the scanned data.

- 1 Unplug the machine from the AC power outlet.
- 2 Open the Top Cover (1) and the Front Cover (2).

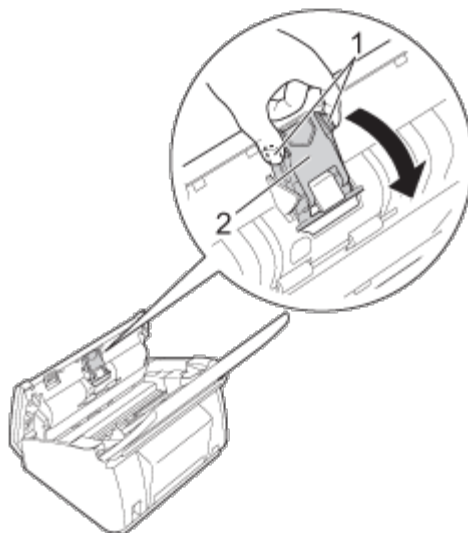


- 3 In the document feeder unit, clean the glass strips (1) (2) with a lint-free cloth moistened with a non-flammable glass cleaner.

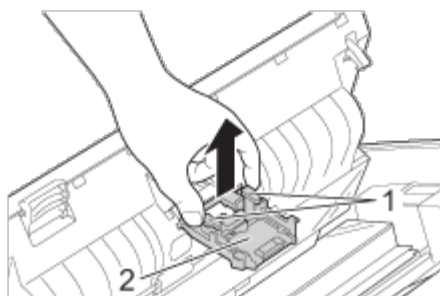


- 4 Press and hold the buttons (1) on the inside of the Front Cover and then pull the Separation Pad Cover (2) down.



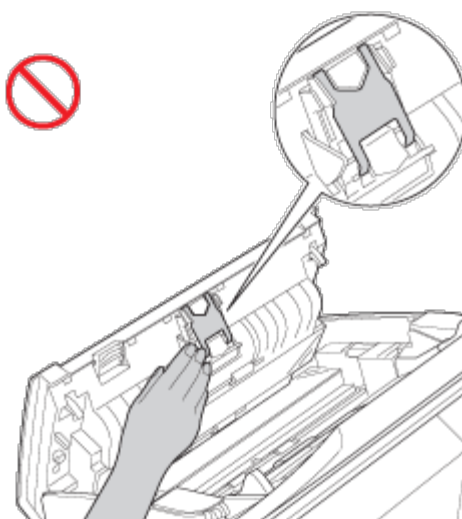


- 5 Press and hold the green buttons (1) of the Separation Pad and then pull the Separation Pad (2) upward.



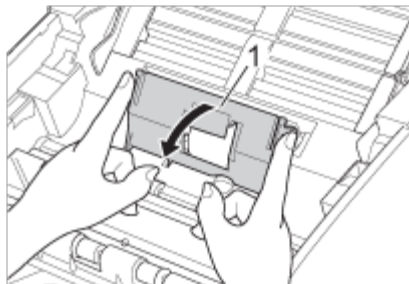
## **⚠ CAUTION**

DO NOT touch the metal part of the Separation Pad Cover. Doing this may cause injury to you and serious damage to the machine.

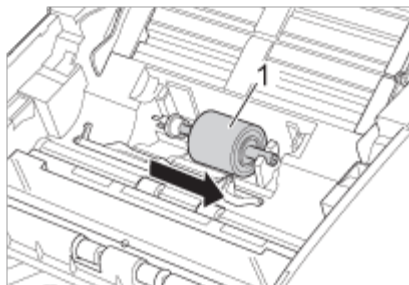


- 6 Clean the Separation Pad with a lint-free cloth moistened with a nonflammable glass cleaner.
- 7 Attach the Separation Pad in the Separation Pad Cover.
- 8 Close the Separation Pad Cover until it clicks.

- 9** Hold both sides of the Pick-up Roller Cover (1) and then pull the cover down.



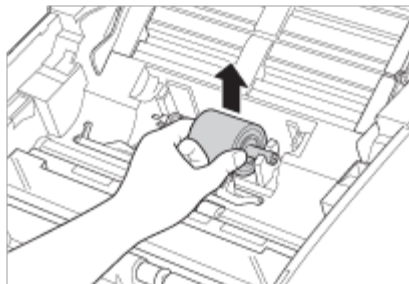
- 10** Slide the Pick-up Roller (1) to the right edge.



- 11** The holder of the Pick-up Roller has a narrow opening that is designed to avoid dropping the roller, and the shape of the shaft of the Pick-up Roller matches the opening. Turn the Pick-up Roller around until the shape of the shaft matches the opening of the holder.



- 12** Pinch and pull the Pick-up Roller out of the machine.

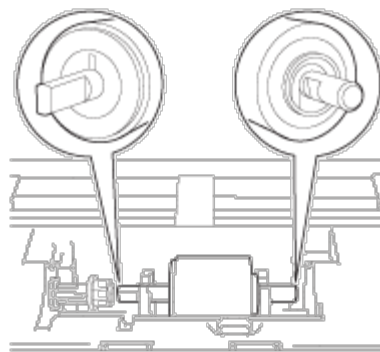


- 13** Clean the Pick-up Roller with a lint-free cloth moistened with a nonflammable glass cleaner.

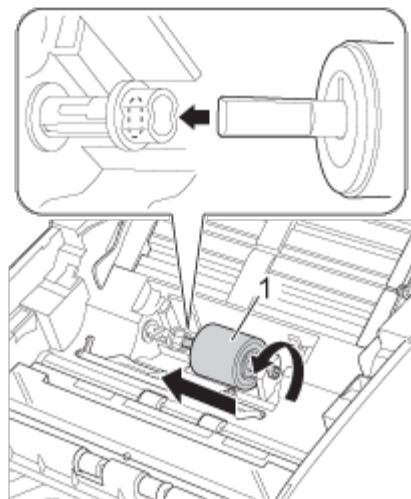
- 14** Place the Pick-up Roller into the machine.

 **Note**

Confirm the left and right sides of the Pick-up Roller before attaching it.



**15** Slide the Pick-up Roller (1) to the left edge while turning the Pick-up Roller.

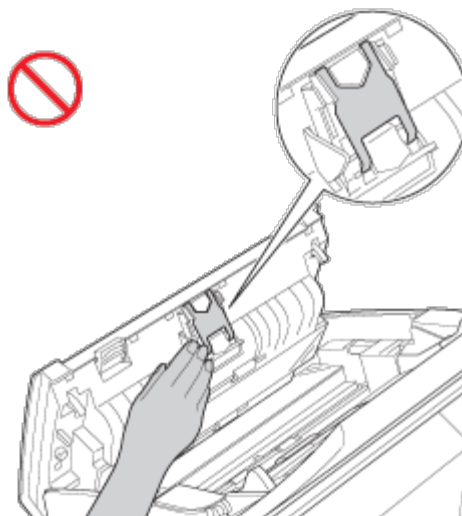


**16** Close the Pick-up Roller Cover.

**17** Close the Front Cover and the Top Cover.

## **CAUTION**

DO NOT touch the metal part of the Separation Pad Cover. Doing this may cause injury to you and serious damage to the machine.



 **Note**

In addition to cleaning the glass strips with a non-flammable glass cleaner, run your fingertip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, scan a document after each cleaning attempt.



When there is a spot of dirt or correction fluid on the glass strip the scanned sample shows a vertical line.

After the glass strip is cleaned the vertical line is gone.

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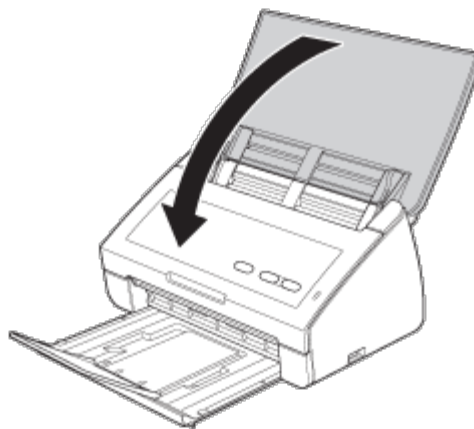




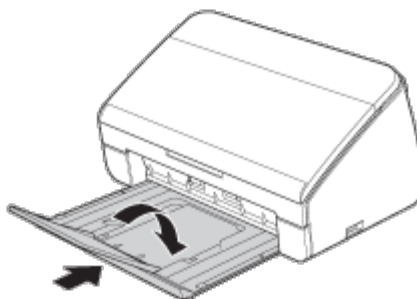
## Packing and Shipping the Machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, any damage that may occur in transit may not be covered by your warranty. The machine should be adequately insured with the carrier.

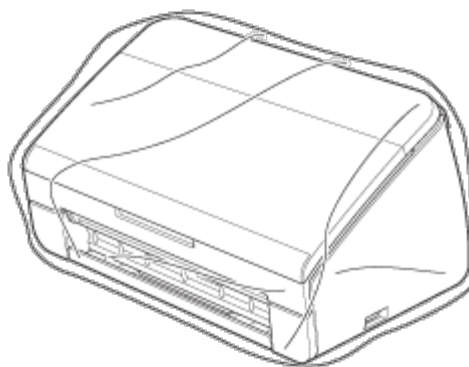
- 1 Close the Panel Cover gently.



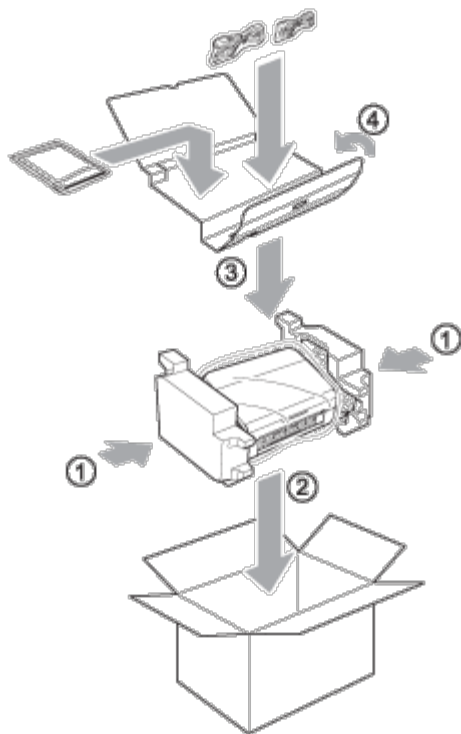
- 2 Push the Output Tray firmly back into the machine.



- 3 Wrap the machine in the bag it originally came in.



- 4 Pack the machine and the printed materials in the original carton with the original packing material as shown below.



 **Note**

If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts (power cord, carrier sheet and USB cable) and printed materials to use with your “Exchange” machine.

**5** Close the carton and tape it shut.

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## Error Messages in the Status Monitor

The Status Monitor will report problems with the machine. Take the proper action by referring to the following table.

If you want to turn the status monitor on, see [Monitor the Status of the Machine from Your Computer \(Windows®\)](#) or [Monitor the Status of the Machine from Your Computer \(Macintosh\)](#).

Error message	Cause	Action
<b>Ready</b>	—	The machine is ready to scan.
<b>Sleep</b>	The machine is idle and the amount of time specified by the Sleep Time setting has elapsed.	Do one of the following: <ul style="list-style-type: none"> <li>• Press any key.</li> <li>• Open the Top Cover.</li> <li>• Load your document.</li> </ul>
<b>Offline</b>	The machine is not connected to the computer.	Connect the machine to the computer and turn on the machine by opening the Top Cover.
<b>Out of Memory</b>	The machine's memory is full.	Do one of the following: <ul style="list-style-type: none"> <li>• Press any key.</li> <li>• Turn the machine off and then on by unplugging the machine from the AC power outlet and then plugging the machine in again.</li> </ul>
<b>Replace Pad</b>	The Separation Pad has been used over 50,000 times.	Replace the Separation Pad with a new one. Scanning errors may occur if you do not replace the part. See <a href="#">Replace the Separation Pad</a> .
<b>Replace Roller</b>	The Pick-up Roller has been used over 50,000 times.	Replace the Pick-up Roller with a new one. Scanning errors may occur if you do not replace the part. See <a href="#">Replace the Pick-up Roller</a> .
<b>Replace Parts</b>	Both the Separation Pad and the Pick-up Roller have been used over 50,000 times.	Replace the Separation Pad and the Pick-up Roller with new ones. Scanning errors may occur if you do not replace the parts. See <a href="#">Replace the Separation Pad</a> and <a href="#">Replace the Pick-up Roller</a> .
<b>Cover is Open</b>	Front Cover is open.	Do one of the following: <ul style="list-style-type: none"> <li>• If the error occurred while the machine was in standby mode, see <i>Front Cover is Open</i> in <a href="#">LED Indications</a>.</li> <li>• If the error occurred while scanning, see <i>Front Cover is Open</i> in <a href="#">LED Indications</a>.</li> </ul>
<b>Scan Unable</b>	The machine is warming up.	Correct the error. See <a href="#">LED Indications</a> and <a href="#">Service Call Indications</a> .
<b>Unusable Device</b>	An unusable device is inserted in the USB port.	Disconnect the device. Turn the machine off and then on by unplugging the machine from the AC power outlet and then plugging the machine in

		again.
<b>Document Jam</b>	<ul style="list-style-type: none"> <li>• The Document Guides are not set to the correct document size.</li> <li>• The settings are not suitable for your document.</li> <li>• Paper dust has accumulated on the surface of the Pick-up Roller or Separation Pad.</li> </ul>	<p>Clear the document jam (see <a href="#">Document Jam</a>) and then do the following:</p> <ul style="list-style-type: none"> <li>• Adjust the Document Guides to fit the width of the document. When Scan Size is set to Auto and you are scanning a document that contains multiple page sizes, insert narrow pages straight and as close to the center of the machine as possible. If the document will not be fed straight, use Continuous Scanning.</li> <li>• Confirm the settings. See <i>Important</i> in <a href="#">Document Jam</a>.</li> <li>• Clean the Pick-up Roller and Separation Pad. See <a href="#">Clean the Scanner</a>.</li> </ul>
<b>Multifeed</b>	Multiple pages were fed at the same time.	Clear the Multifeed. See <a href="#">Multifeed</a> .

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## Control Panel Overview



### 1. Error Indicator (with LED)

The Error Indicator indicates that the machine is in one of the following states:  
Document Jam / Front Cover is Open / Unusable Device / Unsupported Device / Multifeed Detection etc.

### 2. Power Indicator (with LED)

It will blink depending on the status of the machine.

### 3. Stop key

Job Cancel / Wake-up / Error Recovery / Disconnect Remote Setup

### 4. Scan to PC key (with LED)

Scan to PC / Wake-up etc.

### 5. Scan to USB key (with LED)

Scan to USB / Wake-up etc.

- [LED Indications](#)

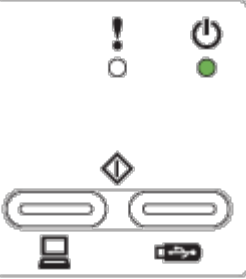
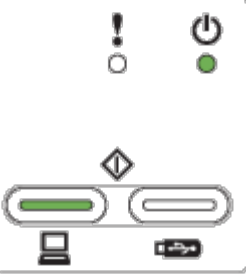



- [Service Call Indications](#)


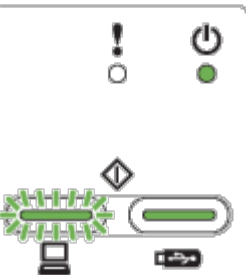



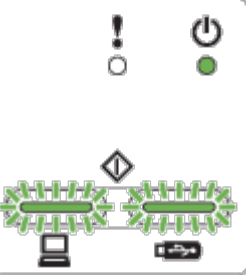
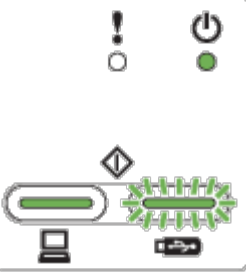

## LED Indications

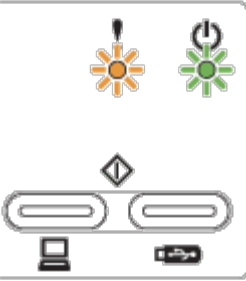


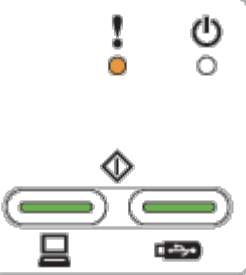
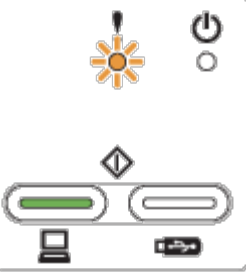
The LED indications shown in the table below are used in the illustrations in this chapter.

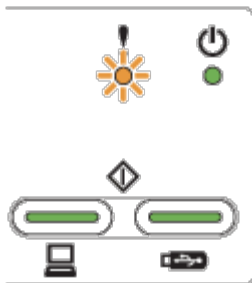
	The LED is off.
	The LED is on.
	The LED is blinking.

LEDs	Machine Status
	Ready

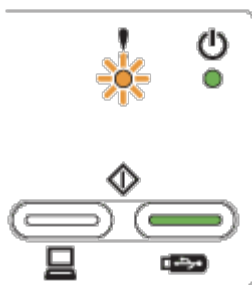
	<p>The machine is ready to scan.</p>
	<p><b>Ready (PC connected)</b> The machine is connected to your computer and ready to scan.</p>
	<p><b>Ready (USB connected)</b> The USB device is connected to the machine and ready to scan.</p>
	<p><b>Ready (PC and USB connected)</b> The machine is connected to your computer and a USB device and is ready to scan.</p>
	<p><b>Sleep</b> The machine is in Sleep mode (Power Save mode). The machine acts as though it is turned off. Do one of the following to wake up the machine:</p> <ul style="list-style-type: none"> <li>• Press any key.</li> <li>• Open the Top Cover.</li> <li>• Load your document.</li> </ul> <p>The machine will enter Ready mode.</p>
	<p><b>Remote Setup</b> Remote Setup is in process. To cancel Remote Setup, click the Cancel button in the Remote Setup window on your computer.</p>

	
	<p><b>Scanning to PC</b> Scan to your computer is in process.</p> <p> <b>Note</b></p> <p>The <b>Scan to USB</b> key lights up when the USB flash memory drive is connected to the machine.</p>
	<p><b>Scanning to USB</b> Scan to your USB device is in process.</p> <p> <b>Note</b></p> <p>The <b>Scan to PC</b> key lights up when your computer is connected to the machine.</p>
	<p><b>Ejecting Paper</b> The machine is ejecting paper. If there is no document loaded in the ADF or the paper ejection was temporarily stopped, press the Stop key to finish ejecting the paper.</p>
	<p><b>Checking Device</b> The machine is checking the connected USB device.</p> <p> <b>Note</b></p> <p>The <b>Scan to PC</b> key lights up when your computer is connected to the machine.</p>
	<p><b>Downloading Program</b> The machine is downloading the latest program.</p>

	
	<p><b>Replace Separation Pad</b>  Replace the Separation Pad with a new one. See <a href="#">Replace the Separation Pad</a>.</p>
	<p><b>Replace Pick-up Roller</b>  Replace the Pick-up Roller with a new one. See <a href="#">Replace the Pick-up Roller</a>.</p>
	<p><b>Replace Separation Pad and Pick-up Roller</b>  Replace the Separation Pad and the Pick-up Roller with new ones. See <a href="#">Replace the Separation Pad</a> and <a href="#">Replace the Pick-up Roller</a>.</p>
	<p><b>Front Cover is Open</b>  Close the Front Cover of the machine.</p>
	<p><b>Document Jam</b>  Clear the document jam (see <a href="#">Document Jam</a>) and then do the following:</p> <ul style="list-style-type: none"> <li>• Load the card vertically when scanning cards.</li> <li>• Select <b>Long Paper (Normal Width)</b> or <b>Long Paper (Narrow Width)</b> from the <b>Scan Size</b> or <b>Document Size</b> drop-down list when scanning a long document.</li> </ul> <p>To change the settings, do one of the following:</p>



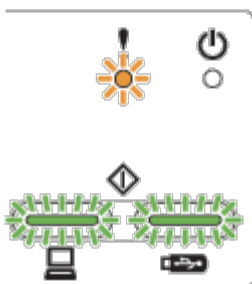
- See [Custom Scan Settings](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the steps.
- See [Change Scan to PC Settings](#) to scan using the Scan to PC key (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to PC key (Macintosh) and follow the steps.



### Out of Memory

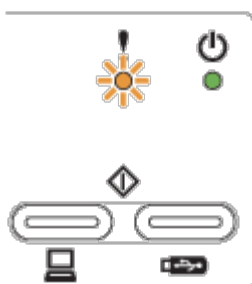
The machine's memory is full and the machine cannot scan the entire document. Do one of the following:

- Press any key.
- Turn the machine off and then on by unplugging the machine from the AC power outlet and then plugging the machine in again.



### Unusable Device

Disconnect any unusable devices, such as a fan, from the USB port. Turn the machine off and then on by unplugging the machine from the AC power outlet and then plugging the machine in again.



### Multifeed Detection

Multiple documents have fed at the same time. Press **Stop** (see [Multifeed](#)) and then do the following:

- Uncheck the **Multifeed Detection** check box when scanning business cards.
- Check the **Plastic Card Mode** check box when scanning a plastic card.
- Check the **Carrier Sheet Mode** check box when scanning using the Carrier Sheet.

To change the settings, do one of the following:

- See [Custom Scan Settings](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the

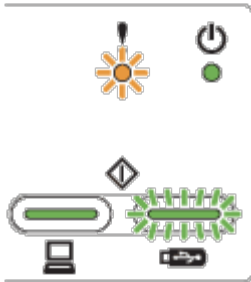
steps.

- See [Change Scan to PC Settings](#) to scan using the Scan to PC key (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to PC key (Macintosh) and follow the steps.

Confirm that the data scanned before the multifeed occurred has been saved, and start scanning again from the next page or from the beginning.

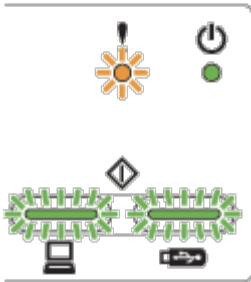
 **Note**

The data scanned before the multifeed occurred is not saved when scanning using the **Scan to USB** key on the control panel unless the file type is JPEG.



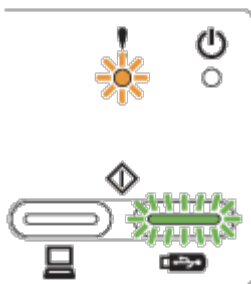
**Unsupported Device**

Remove the unsupported USB device, such as a mouse or mobile device that does not support USB flash memory drive mode, from the USB direct interface.



**Hub is Unusable**

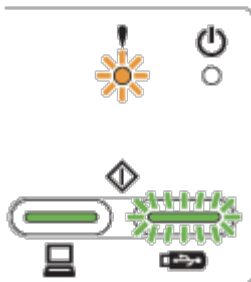
A Hub or USB Flash memory drive with Hub has been connected to the USB direct interface. Disconnect any unsupported devices, such as a USB hub or a USB flash memory drive that contains a hub.



**Storage Full**

The connected USB flash memory drive is full. Press any key and then do one of the following:

- Delete unused files or folders from the USB flash memory drive and then try again.
- Use a USB flash memory drive that has available space.

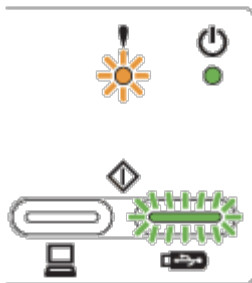


**Access Error**

The USB flash memory drive was disconnected when being accessed. Press any key.

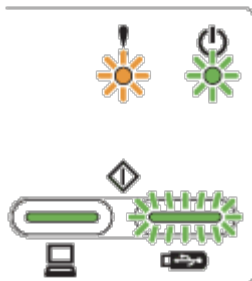
**Protected Device**

The connected USB flash memory drive is write-protected. Disconnect the protected



USB flash memory drive, press any key and then do one of the following:

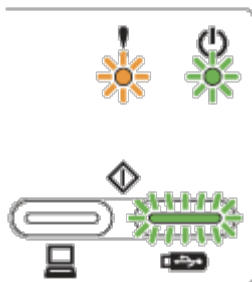
- Turn off the USB flash memory drive's write-protection and then try again.
- Use a USB flash memory drive that has write-protection turned off.



### Too Many Files

Your machine cannot save to a USB flash memory drive if it contains too many files. Disconnect the USB flash memory drive, press any key and then do one of the following:

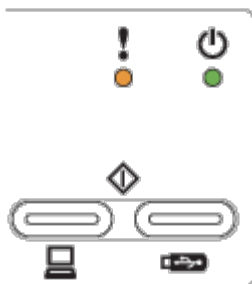
- Delete unused files or folders from the root folder of the USB flash memory drive and then try again.
- Use a USB flash memory drive that contains fewer than 999 files.



### Rename the File

Press any key and then do one of the following:

- Delete unused files from the USB flash memory drive and then try again.
- Change the file name by doing one of the following:
  - See [Save Scanned Documents](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
  - See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
  - See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the steps.
  - See [Change Scan to PC Settings](#) to scan using the Scan to PC key (Windows®) and follow the steps.
  - See [Change Scan Settings](#) to scan using the Scan to PC key (Macintosh) and follow the steps.
  - See [Change Scan Settings](#) to scan using the Scan to USB key and follow the steps.



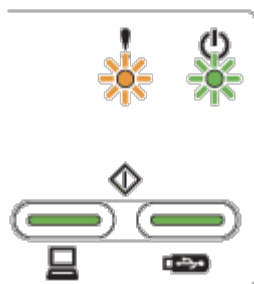
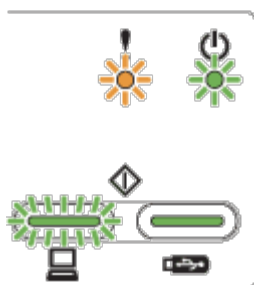
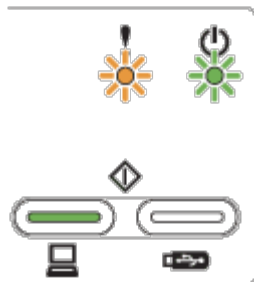
### All Blank Page Skipped

All scanned pages were skipped as blank pages. Press any key and then do one of the following:

- Place your document, **face down, top edge first** in the document feeder.
- Set Blank Page Skip to Off by doing one of the following:
  - See [Custom Scan Settings](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
  - See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
  - See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the steps.

See [Change Scan to PC Settings](#) to scan using the Scan to PC key (Windows ) and follow the steps.

- See [Change Scan Settings](#) to scan using the Scan to PC key (Macintosh) and follow the steps.



### Machine Error

Make a note of the LED indication and report the indication to your dealer or to Brother Customer Service.

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## Scanning Difficulties

Difficulty	Cause	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	TWAIN or WIA driver has not been chosen as the primary source in your scanning application.	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in Nuance™ PaperPort™12SE, click <b>Scan Settings</b> and then <b>Select</b> to select the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	TWAIN or ICA driver has not been chosen as the primary source in your scanning application.	Make sure the Brother TWAIN driver is chosen as the primary source. In PageManager, click <b>File, Select Source</b> and select the Brother TWAIN driver. Mac OS X 10.6.x and 10.7.x users can also scan documents using the ICA Scanner Driver.
OCR does not work.	The scanner resolution is too low. (Macintosh users) Presto! PageManager has not been installed on your computer.	<ul style="list-style-type: none"> <li>• Increase the scanner resolution by doing one of the following: <ul style="list-style-type: none"> <li>• See <a href="#">Custom Scan Settings</a> to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter2 (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan to PC Settings</a> to scan using the Scan to PC key (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to PC key (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to USB key and follow the steps.</li> </ul> </li> <li>• (Macintosh users) Make sure you have installed Presto! PageManager from the supplied DVD-ROM on your computer.</li> </ul>
Vertical lines are seen in the scanned image.	Paper dust has accumulated on the surface of the glass strips.	Clean the glass strips inside the machine. See <a href="#">Clean the Scanner</a> .
The scanned image is missing.	<ul style="list-style-type: none"> <li>• The Document Guides are not adjusted to fit the width of the</li> </ul>	<ul style="list-style-type: none"> <li>• Adjust the Document Guides to fit the width of the document. When Scan Size is set to Auto</li> </ul>

	<p>document.</p> <ul style="list-style-type: none"> <li>• The Auto Deskew feature was set to On when the document was scanned.</li> <li>• The settings are not suitable for your document. For example, a Letter-size document was fed when Legal was selected as document size.</li> <li>• The card was loaded horizontally.</li> </ul>	<p>and you are scanning a document that contains multiple page sizes, insert narrow pages straight and as close to the center of the machine as possible. If the document does not stay straight while feeding, use Continuous Scanning.</p> <ul style="list-style-type: none"> <li>• Set Auto Deskew to Off by doing one of the following: <ul style="list-style-type: none"> <li>• See <a href="#">Custom Scan Settings</a> to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter2 (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan to PC Settings</a> to scan using the Scan to PC key (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to PC key (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to USB key and follow the steps.</li> </ul> </li> <li>• Make sure the document size settings are suitable for your document.</li> <li>• Load the card vertically.</li> </ul>
<p>The scanned image is skewed.</p>	<ul style="list-style-type: none"> <li>• The Document Guides are not adjusted to fit the width of the document.</li> <li>• The Auto Deskew feature was set to Off when the document was scanned.</li> </ul>	<ul style="list-style-type: none"> <li>• Adjust the Document Guides to fit the width of the document. When Scan Size is set to Auto and you are scanning a document that contains multiple page sizes, insert narrow pages straight and as close to the center of the machine as possible. If the document does not stay straight while feeding, use Continuous Scanning.</li> <li>• Set Auto Deskew to On by doing one of the following: <ul style="list-style-type: none"> <li>• See <a href="#">Custom Scan Settings</a> to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter2 (Macintosh) and follow the steps.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• See <a href="#">Change Scan to PC Settings</a> to scan using the Scan to PC key (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to PC key (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to USB key and follow the steps.</li> </ul>
The scan speed is too slow.	The resolution is not suitable for your document.	<p>Decrease the scanner resolution by doing one of the following:</p> <ul style="list-style-type: none"> <li>• See <a href="#">Custom Scan Settings</a> to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using ControlCenter2 (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan to PC Settings</a> to scan using the Scan to PC key (Windows®) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to PC key (Macintosh) and follow the steps.</li> <li>• See <a href="#">Change Scan Settings</a> to scan using the Scan to USB key and follow the steps.</li> </ul>
The document was not fed.	<ul style="list-style-type: none"> <li>• Paper dust has accumulated on the surface of the Pick-up Roller or Separation Pad.</li> <li>• Too many documents are loaded in the document feeder at a time.</li> <li>• There are foreign objects in the document feeder.</li> <li>• Your document is too thin or too thick.</li> <li>• Remote Setup is in process.</li> <li>• Paper ejection has paused.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean the Separation Pad and Pick-up Roller. See <a href="#">Clean the Scanner</a>.</li> <li>• Make sure your document is acceptable for the machine. See <a href="#">Acceptable Document</a>.</li> <li>• Remove any foreign objects or ripped paper from the document feeder.</li> <li>• Make sure your document is acceptable for the machine. See <a href="#">Acceptable Document</a>.</li> <li>• Cancel Remote Setup. See <i>Remote Setup</i> in <a href="#">LED Indications</a>.</li> <li>• Finish ejecting the paper. See <i>Ejecting Paper</i> in <a href="#">LED Indications</a>.</li> </ul>
A multifeed occurs.	<ul style="list-style-type: none"> <li>• Paper dust has accumulated on the surface of the Pick-up Roller or Separation Pad.</li> <li>• Too many documents are loaded in the document feeder at a time.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean the Separation Pad and Pick-up Roller. See <a href="#">Clean the Scanner</a>.</li> <li>• Load no more than 50 pages at a time. See <a href="#">Acceptable Document</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>The document is sticky or has a sticky note on it, which caused an overlap.</li> </ul>	<ul style="list-style-type: none"> <li>Use the Carrier Sheet to scan the overlapped document.</li> </ul>
The document is jammed.	<ul style="list-style-type: none"> <li>Paper dust has accumulated on the surface of the Pick-up Roller or Separation Pad.</li> <li>There are foreign objects in the document feeder.</li> <li>Your document is not acceptable for the machine.</li> </ul>	<ul style="list-style-type: none"> <li>Clean the Separation Pad and Pick-up Roller. See <a href="#">Clean the Scanner</a>.</li> <li>Remove any foreign objects or ripped paper from the document feeder.</li> <li>Make sure your document is acceptable for the machine. See <a href="#">Acceptable Document</a>.</li> </ul>
The scan quality is poor.	<ul style="list-style-type: none"> <li>Paper dust has accumulated on the surface of the Pick-up Roller or Separation Pad.</li> <li>Paper dust has accumulated on the surface of the glass strips inside the machine.</li> <li>Newspapers or magazines were scanned with the Bleed Through Prevention/Base Color Removal feature and with a low resolution.</li> </ul>	<ul style="list-style-type: none"> <li>Clean the Separation Pad and Pick-up Roller. See <a href="#">Clean the Scanner</a>.</li> <li>Clean the glass strips inside the machine. See <a href="#">Clean the Scanner</a>.</li> <li>Increase the scanner resolution by doing one of the following: <ul style="list-style-type: none"> <li>See <a href="#">Custom Scan Settings</a> to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.</li> <li>See <a href="#">Change Scan Settings</a> to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.</li> <li>See <a href="#">Change Scan Settings</a> to scan using ControlCenter2 (Macintosh) and follow the steps.</li> <li>See <a href="#">Change Scan to PC Settings</a> to scan using the Scan to PC key (Windows®) and follow the steps.</li> <li>See <a href="#">Change Scan Settings</a> to scan using the Scan to PC key (Macintosh) and follow the steps.</li> <li>See <a href="#">Change Scan Settings</a> to scan using the Scan to USB key and follow the steps.</li> </ul> </li> </ul>
The machine pauses for about 3 seconds between each page when scanning.	<p>The machine has entered motor save mode. If you scan continuously, the internal temperature of the machine may increase, causing the machine to enter motor save mode.</p> <p> <b>Note</b></p> <p>The length of the pause may vary depending on the scanning conditions.</p>	<p>This is normal and you may continue to scan. If you scan continuously, the internal temperature of the machine may increase, causing the machine to enter motor save mode.</p>

Bleed through is seen in the scan data.	The settings are not appropriate for the type of document being scanned.	Check the Bleed Through Prevention/Base Color Removal check box.
Colors in the scanned data are dark.	The settings are not appropriate for the type of document being scanned.	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Check the Bleed Through Prevention/Base Color Removal check box and then scan from your computer.</li> <li>• Change Brightness higher and then scan from your computer.</li> <li>• Change Contrast higher and then scan from your computer.</li> <li>• Change Scan Type to Gray or Color and then scan from your computer.</li> </ul>
A page that is not a blank page is skipped.	<ul style="list-style-type: none"> <li>• The document is too light.</li> <li>• Blank Page Skip is set to On.</li> </ul>	Set Blank Page Skip to Off.

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## Software Difficulties

Difficulty	Suggestions
Cannot install software.	(Windows <sup>®</sup> users only) Run the <b>Repair MFL-Pro Suite</b> program on the DVD-ROM. This program will repair and reinstall the software.

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## Other Difficulties

Difficulty	Cause	Suggestions
The machine is not turned on.	The machine was plugged in within 60 seconds after pulling out the plug.	Turn off the machine, wait 60 seconds, and then turn on the scanner.
Cannot start Remote Setup.	<ul style="list-style-type: none"> <li>• The machine is turned off.</li> <li>• The machine is not connected to your computer.</li> <li>• The machine is in Auto PowerDown mode.</li> <li>• An error is occurring.</li> <li>• The machine is scanning.</li> </ul>	<ul style="list-style-type: none"> <li>• Turn on the machine and then try again.</li> <li>• Connect the machine to your computer and then try again.</li> <li>• Press any key or open the Top Cover, and then try again.</li> <li>• Clear all errors and then try again.</li> <li>• Wait until scanning has finished and try again.</li> </ul>

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## Check the ROM Version

### 1 Start the ControlCenter application.

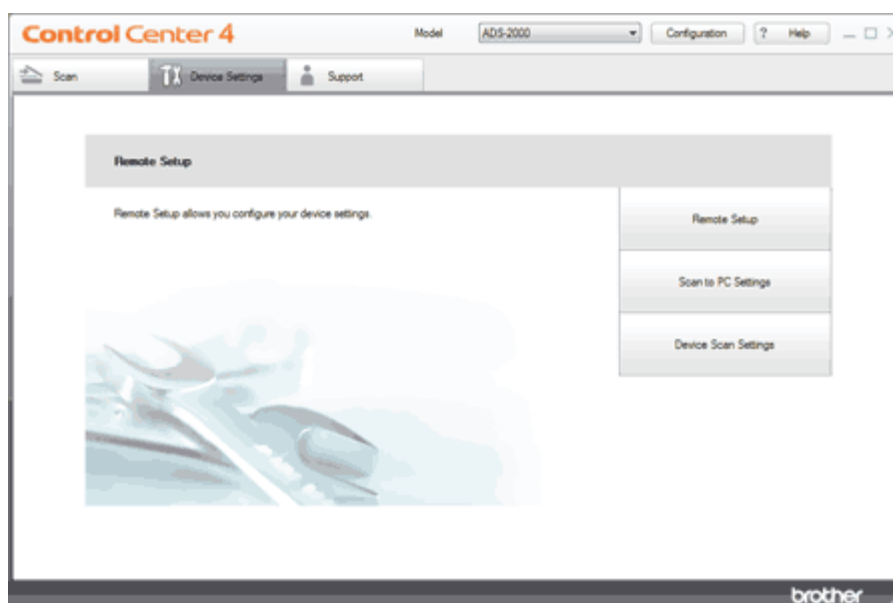
- Windows®

- (1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### Note

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



- (2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.





2 Click the **Remote Setup** button. The Remote Setup window will appear.

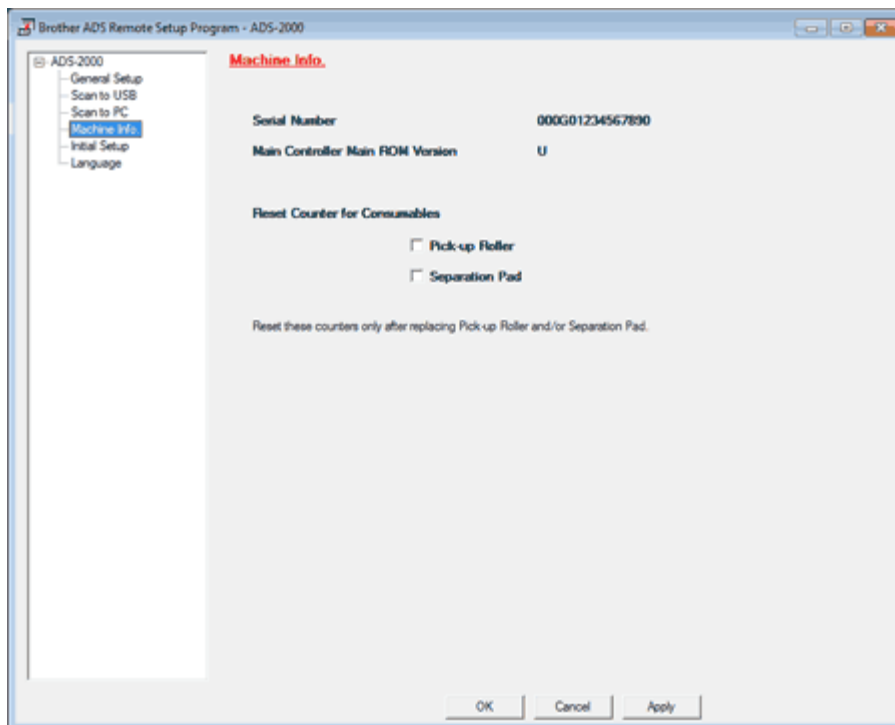
### Note

You can also start Remote Setup by following the instructions below:

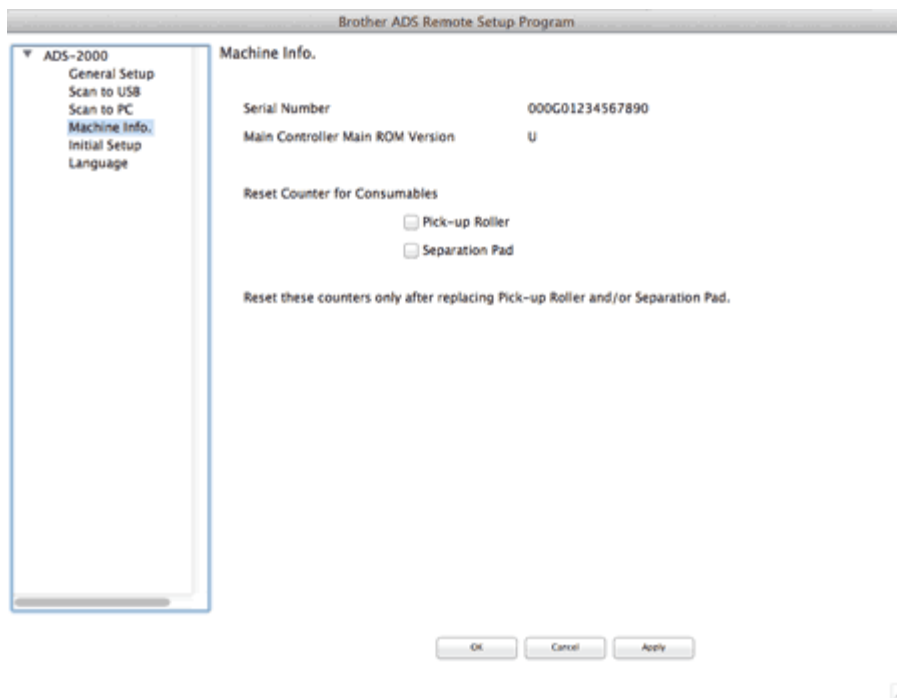
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Machine Info.** in the folder tree. The window will display the **Main Controller Main ROM Version.**

- Windows®



- Macintosh



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## Scanner

<b>Color/Black</b>		Yes/Yes
<b>TWAIN Compliant</b>	<b>Windows®</b>	Windows® XP <sup>1</sup> /Windows Vista®/Windows® 7
	<b>Macintosh</b>	Mac OS X 10.5.8, 10.6.x, 10.7.x <sup>2</sup>
<b>WIA Compliant</b>	<b>Windows®</b>	Windows® XP <sup>1</sup> /Windows Vista®/Windows® 7
<b>ICA Compliant</b>	<b>Macintosh</b>	Mac OS X 10.6.x, 10.7.x <sup>2</sup>
<b>ISIS™ Compliant</b>	<b>Windows®</b>	Windows® XP <sup>1</sup> /Windows Vista®/Windows® 7
<b>Color Depth</b>	<b>Input</b>	30 bit color Processing
	<b>Output</b>	24 bit color Processing
<b>Resolution</b>	<b>Interpolated</b>	Up to 1200 × 1200 dpi
	<b>Optical</b>	Up to 600 × 600 dpi
<b>Scanning Width</b>		Up to 8.34 in. (212 mm)
<b>Gray Scale</b>		256 levels

<sup>1</sup> Windows® XP in this User's Guide includes Windows® XP Home Edition and Windows® XP Professional.

<sup>2</sup> For the latest driver updates for the Mac OS X you are using, visit us at <http://solutions.brother.com/>.

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## Computer Requirements

### SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS

Computer Platform & Operating System Version	Supported PC Software Functions	PC Interface	Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install		
						For Drivers	For Applications	
Windows® Operating System	Windows® XP Home (SP2 or greater) <sup>2</sup> Windows® XP Professional (SP2 or greater) <sup>2</sup>	Scanning	USB	Intel® Pentium® II or equivalent	128 MB	256 MB	150 MB	1.5 GB
	Windows Vista® <sup>2</sup>			Intel® Pentium® 4 or equivalent	512 MB	1 GB	500 MB	1.5 GB
	Windows® 7 <sup>2</sup>			64-bit (Intel® 64 or AMD64) supported CPU	1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	1.5 GB
Macintosh Operating System	Mac OS X 10.5.8	Scanning	USB <sup>1</sup>	PowerPC® G4/G5 Intel® Processor	512 MB	1 GB	80 MB	580 MB
	Mac OS X 10.6.x			Intel® Processor	1 GB	2 GB		
	Mac OS X 10.7.x				2 GB	2 GB		

#### Conditions:

- 1 Third party USB ports are not supported.
- 2 Nuance™ PaperPort™12SE supports Windows® XP Home (SP3 or greater), XP Professional (SP3 or greater), Windows Vista® (SP2 or greater) and Windows® 7.

For the latest driver updates, visit us at

(in USA) [www.brother.com/](http://www.brother.com/)

(in Canada) [www.brother.ca/](http://www.brother.ca/)

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## FAQs (frequently asked questions)

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The Brother Solutions Center is our one-stop resource for all your Brother machine needs. You can download the latest software documents and utilities, read FAQs and troubleshooting tips, and learn how to get the most from your Brother product.

<http://solutions.brother.com/>

### Note

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- You can check here for Brother driver updates.
  - To keep your machine performance up to date, check here for the latest firmware upgrade.
- 

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## For Customer Service

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**In USA:** 1-877-BROTHER (1-877-276-8437)  
1-901-379-1215 (fax)

For the location of a Brother authorized service center, call 1-877-BROTHER (1-877-276-8437).

**In Canada:** 1-877-BROTHER  
(514) 685-4898 (fax)

For the location of a Brother authorized service center, call 1-877-BROTHER.

If you have comments or suggestions, please write us at:

**In USA:** Printer Customer Support  
Brother International Corporation  
7905 North Brother Boulevard  
Bartlett, TN 38133

**In Canada:** Brother International Corporation (Canada), Ltd.  
- Marketing Dept.  
1, rue Hotel de Ville Dollard-des-Ormeaux, PQ, Canada H9B 3H6

### Service center locator (USA only)

For the location of a Brother authorized service center, call 1-877-BROTHER (1-877-276-8437) or visit us on-line at <http://www.brother-usa.com/service/>.

### Service center locations (Canada only)

For the location of a Brother authorized service center, call 1-877-BROTHER.

#### Internet addresses

Brother Global Web Site: <http://www.brother.com/>

For Frequently Asked Questions (FAQs), Product Support and Technical Questions, Driver Updates and Utilities, and User's Guides: <http://solutions.brother.com/>

For Brother Accessories & Supplies:

In USA: <http://www.brothermall.com/>

In Canada: <http://www.brother.ca/>

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## Scan Using ControlCenter2 (Macintosh)

- [Scan Documents and Photos](#)
- [Scan to PDF](#)
- [Scan to an Application](#)
- [Scan to E-mail Attachment](#)
- [Scan to an Editable Text File \(OCR\)](#)
- [Save Scanned Documents to a Folder](#)
- [Scan Color and Black-and-White Pages at the Same Time](#)
- [Scan Pages of Different Sizes at the Same Time](#)
- [Scan Business Cards](#)
- [Scan Two Pages and Combine Them on One Page \(2 in 1\)](#)
- [Scan Documents Wider than Letter](#)
- [Scan Documents Longer than Letter](#)
- [Scan Documents with More than 50 Pages](#)
- [Scan Both Sides of a Page Automatically](#)
- [Scan Specific/irregular-sized Documents Using the Carrier Sheet](#)
- [Scan Plastic Cards](#)
- [Correct Page Skew](#)
- [Delete Blank Pages](#)
- [Change Document Orientation to Match the Text](#)
- [Detect Overlapping \(Multifeed\) Pages](#)
- [Scan Pages Laid on Top of Each Other](#)
- [Scan Envelopes](#)
- [Prevent Bleed Through](#)
- [Remove the Background Color \(Base Color Removal\) and Make Documents Easier to Read](#)
- [View the Number of Scanned Pages](#)
- [Change Scan Settings](#)



## Scan Documents and Photos

---

- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3** While holding down the **Control** key click the **Image** button in the **SCAN** tab to change scan settings, such as file format, resolution, color or Scan-to application if needed (see [Change Scan Settings](#)).
- 4** Click the **Image** button in the **SCAN** tab.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning, and then the scanned image will be opened in the graphic application.

### Note

Check the **Don't show me again**. check box not to show the message dialog again.

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## Scan Using the Scan Key on the Control Panel of the Machine (Macintosh)



- [Scan to PDF](#)
- [Scan Photos and Graphics](#)
- [Scan to E-mail attachment](#)
- [Scan to an Editable Text File \(OCR\)](#)
- [Change the Feature Assigned to the Scan to PC Key to set the Default Scan-to Action](#)
- [Save Scanned Documents to a USB Flash Memory Drive](#)
- [Save Scanned Documents on Mobile Devices](#)

### Scan to PDF

You can scan and save documents as PDF files using the Scan to Image feature.

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.

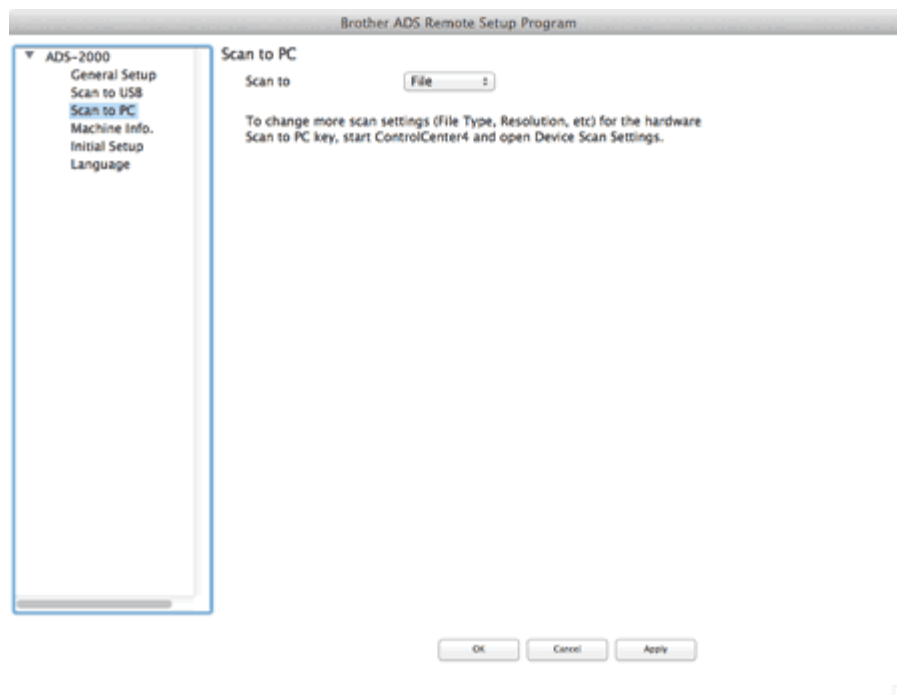
#### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

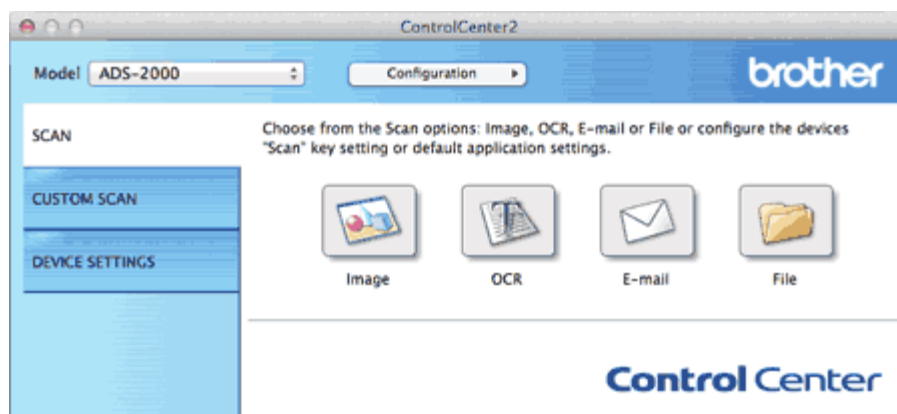
- 2 Click the **DEVICE SETTINGS** tab.



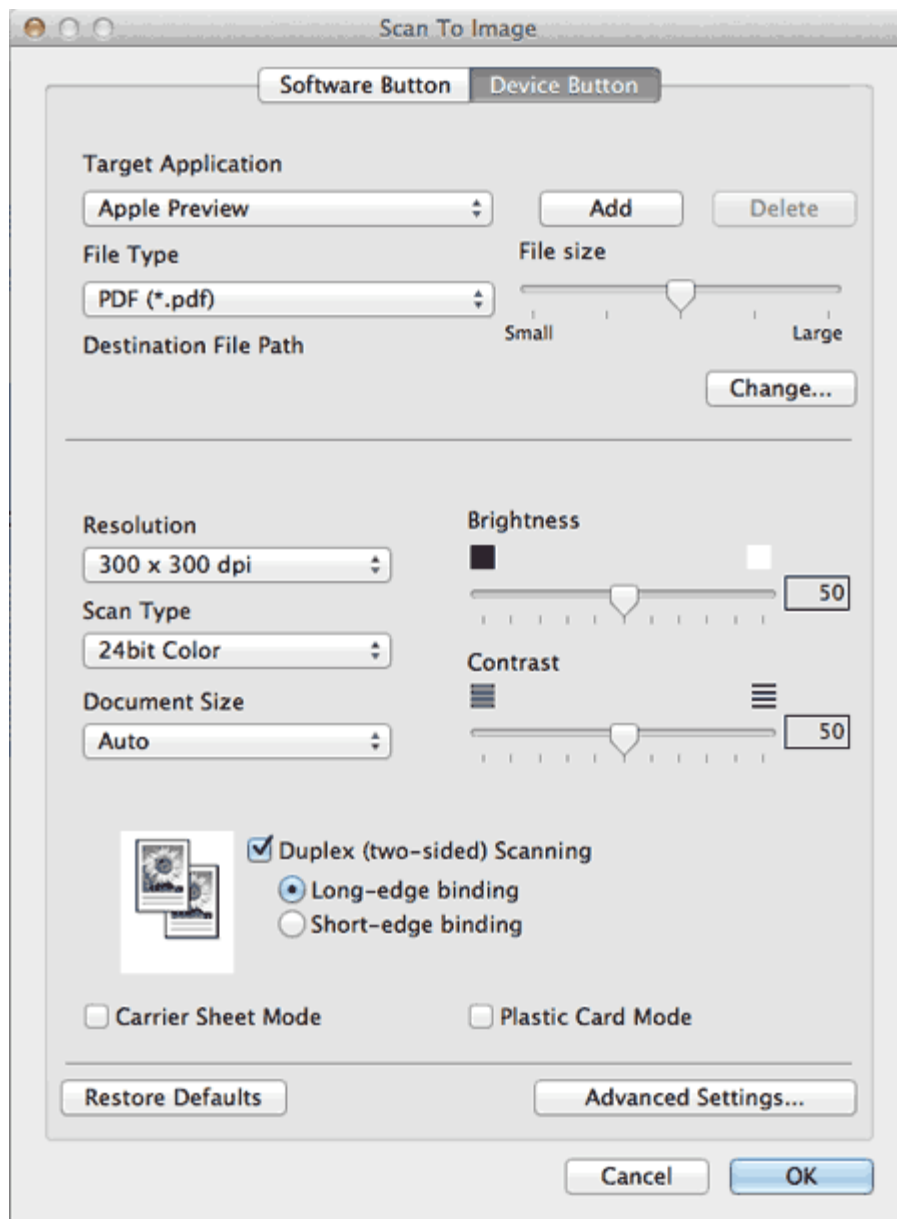
- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.



- 4 Select **Image** from the drop-down list.
- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **SCAN** tab on the **ControlCenter2** window.



- 7 While holding down the **Control** key click the **Image** button. The **Scan To Image** dialog box will appear.
- 8 Click the **Device Button** tab.



## 9 Select PDF from the File Type drop-down list.

### Note

- To save the document as a password-protected PDF, select **Secure PDF (\*.pdf)** from the **File Type** drop-down list and then enter the password in the **Set PDF Password** dialog box.
- Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.
- To save the document as a searchable PDF, select **Searchable PDF (\*.pdf)** from the **File Type** drop-down list.
- To save the document as a searchable PDF, Presto! PageManager must be installed on your computer from the supplied DVD-ROM.
- **Searchable PDF (\*.pdf)** is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Traditional Chinese, Simplified Chinese and Korean.
- You can change the **OCR Language** with the OCR Language drop-down list in the setting dialog box for the Scan to OCR action.

- Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select **Uncompressed** or **Compressed** to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size.

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**10** Change other settings if needed (see [Change Scan Settings](#)).

**11** Load your document.

**12** Press **Scan to PC**. The machine starts scanning.

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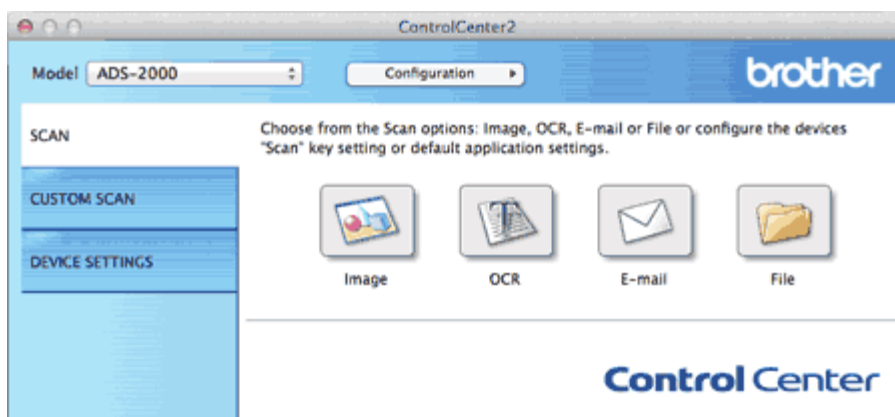


## Change Scan to PC Key Settings (Macintosh)


- [Scan Color and Black-and-White Pages at the Same Time](#)
- [Scan Pages of Different Sizes at the Same Time](#)
- [Scan Business Cards](#)
- [Scan Two Pages and Combine Them on One Page \(2 in 1\)](#)
- [Scan Documents Wider than Letter](#)
- [Scan Documents Longer than Letter](#)
- [Scan Both Sides of a Page Automatically](#)
- [Scan Specific/irregular-sized Documents Using the Carrier Sheet](#)
- [Scan Plastic Cards](#)
- [Correct Page Skew](#)
- [Delete Blank Pages](#)
- [Change Document Orientation to Match the Text](#)
- [Detect Overlapping \(Multifeed\) Pages](#)
- [Scan Pages Laid on Top of Each Other](#)
- [Scan Envelopes](#)
- [Prevent Bleed Through](#)
- [Remove the Background Color \(Base Color Removal\) and Make Documents Easier to Read](#)
- [View Scanned Documents on Your Computer Screen](#)
- [Change Scan Settings](#)


## Scan Color and Black-and-White Pages at the Same Time

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

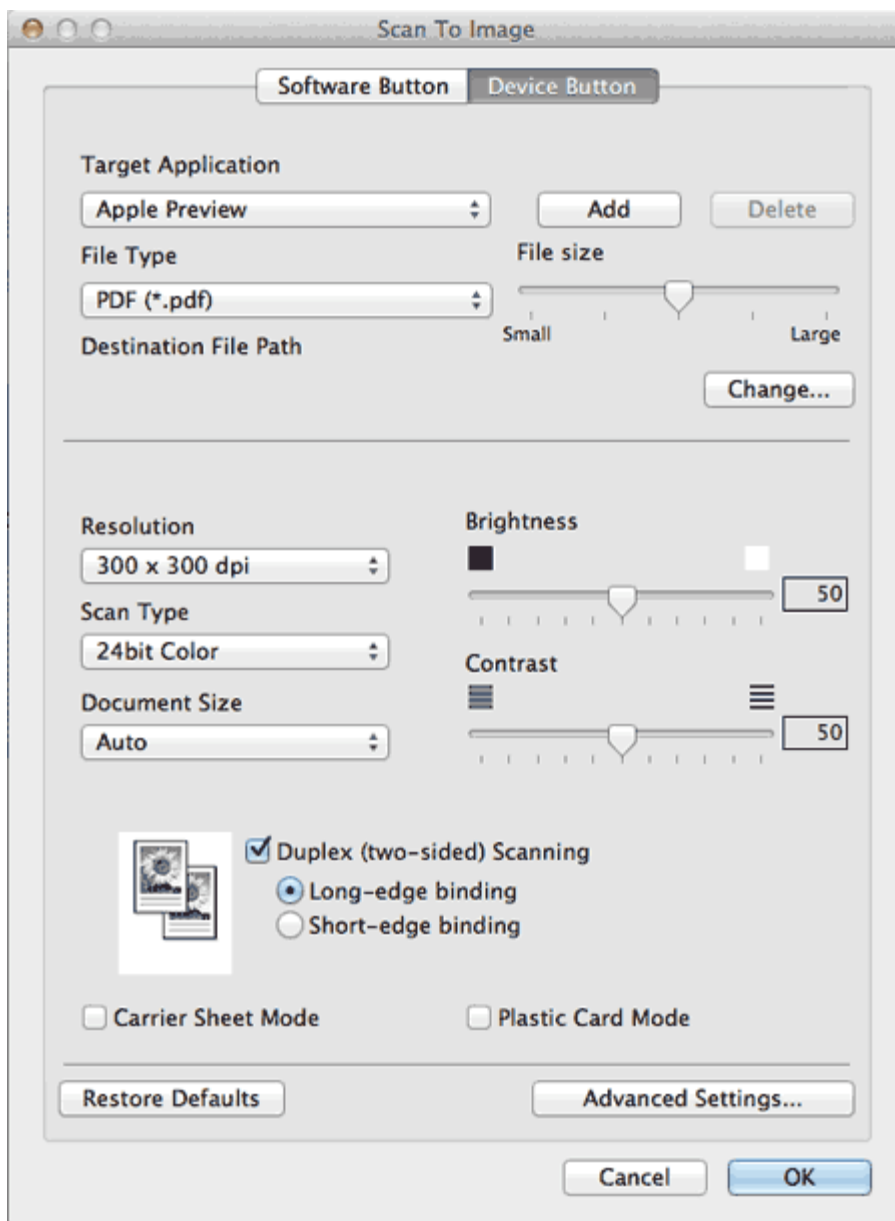


### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon.

The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**.  
The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Select **Auto** from the **Scan Type** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load your document.
- 7 Press **Scan to PC**. The machine starts scanning.






## Change Scan to USB Key Settings (Windows® and Macintosh)

- [Scan Color and Black-and-White Pages at the Same Time](#)
- [Scan Pages of Different Sizes at the Same Time](#)
- [Scan Business Cards](#)
- [Scan Both Sides of a Page Automatically](#)
- [Correct Skewed Documents](#)
- [Delete Blank Pages](#)
- [Detect Overlapping \(Multifeed\) Pages](#)
- [Change Scan Settings](#)

### Scan Color and Black-and-White Pages at the Same Time

**1** Start the ControlCenter application.

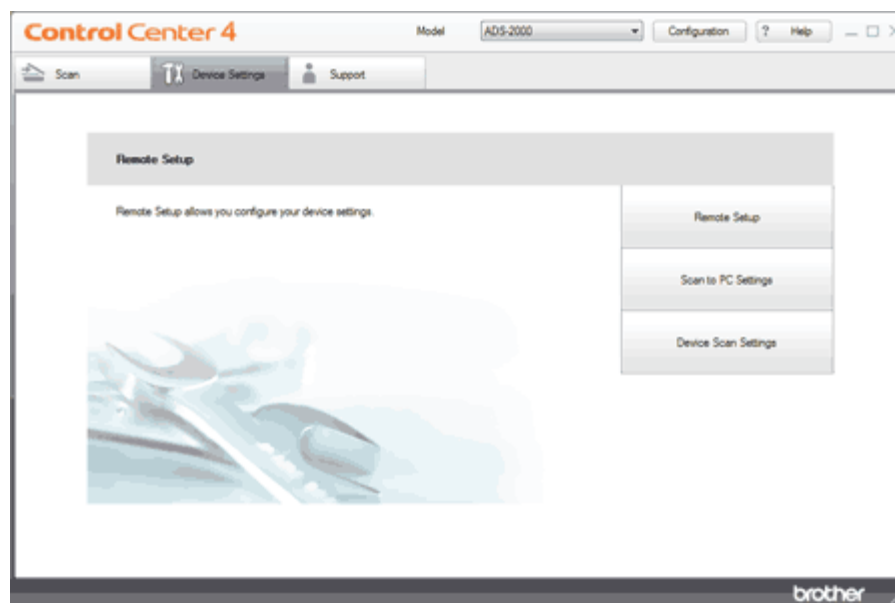
- Windows®

**(1)** Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### Note

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



**(2)** Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

**(1)** Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

## Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

**(2)** Click the **DEVICE SETTINGS** tab.



**2** Click the **Remote Setup** button. The Remote Setup window will appear.

## Note

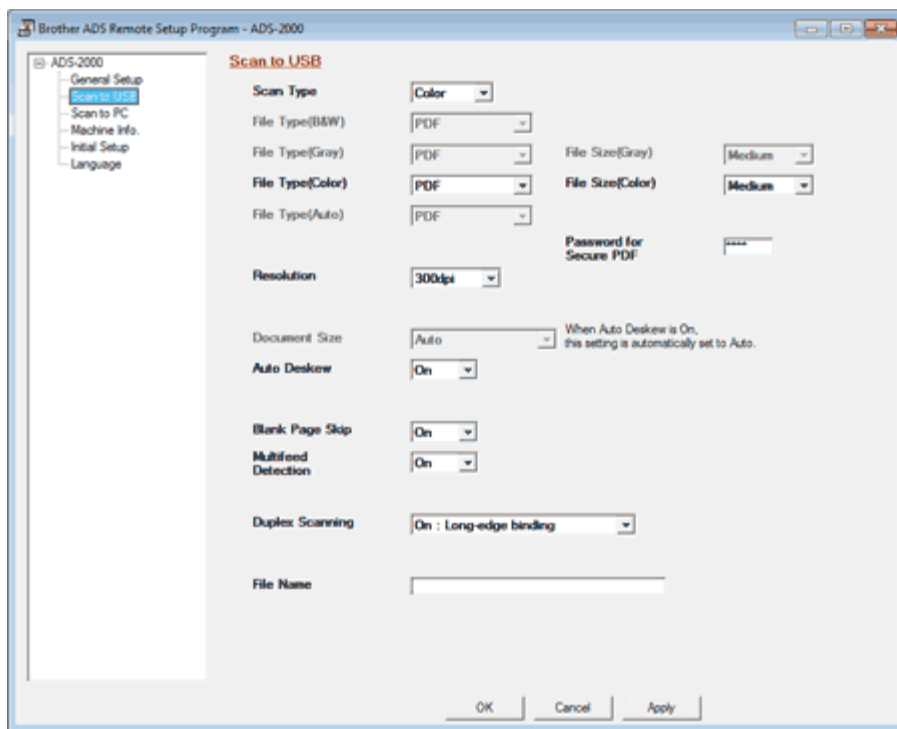
You can also start Remote Setup by following the instructions below:

- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup**.
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother**.

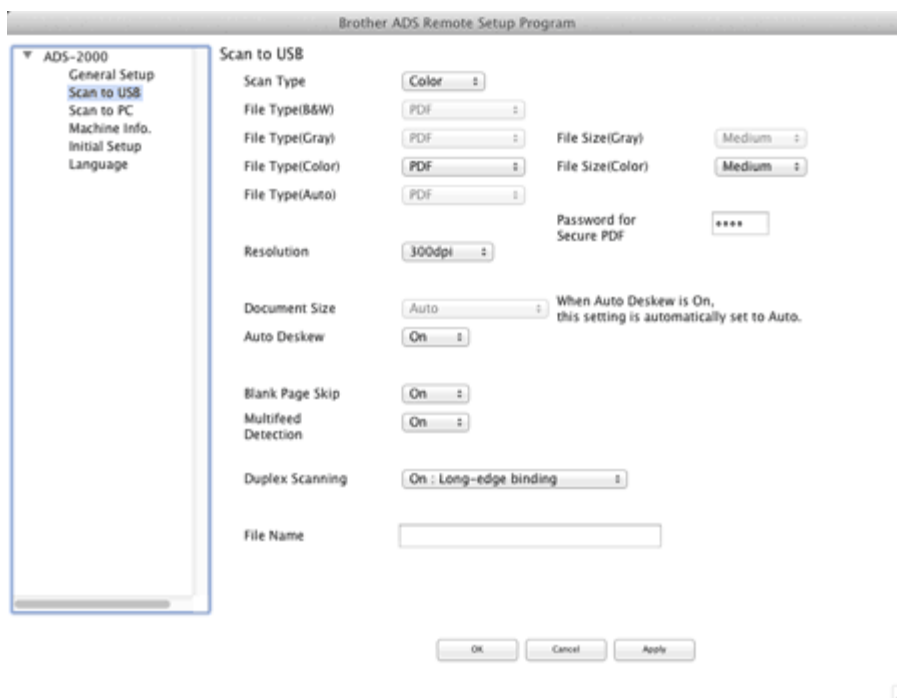
**3** Select **Scan to USB** in the folder tree.

- Windows®





- Macintosh



- 4 Select **Auto** from the **Scan Type** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load your document.
- 7 Press **Scan to USB** on the control panel. The machine starts scanning.








## Monitor the Status of the Machine from Your Computer (Macintosh)



The Status Monitor utility is a configurable software tool for monitoring the status of a device, allowing you to get immediate notification of error messages such as document jam. The Status Monitor starts from the ControlCenter2.

- [Monitor the Status of the Machine from Your Computer](#)
- [Turn the AutoLoad feature off \(ControlCenter2\)](#)

### Monitor the Status of the Machine from Your Computer

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

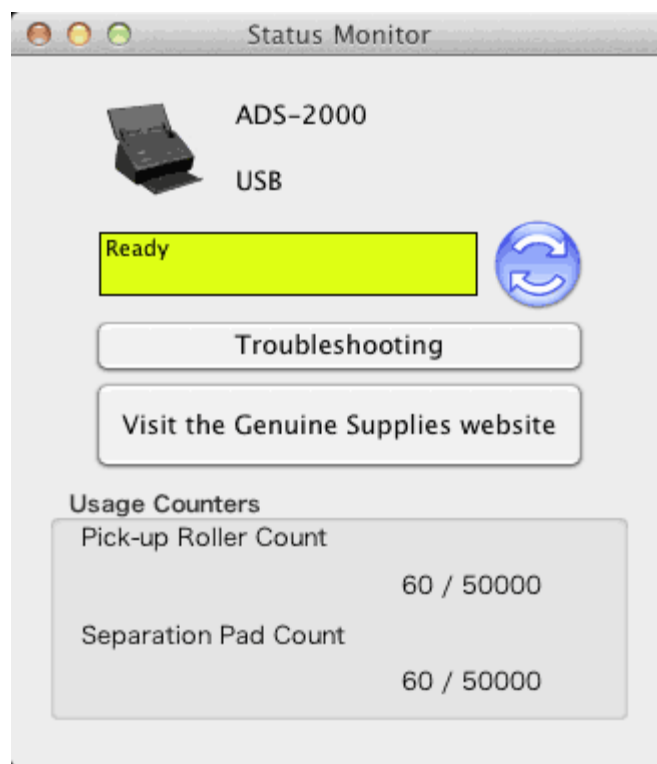
#### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 Select the **DEVICE SETTINGS** tab.



- 3 Click the **Status Monitor** button. The **Status Monitor** window will appear and display the status of devices.



- **Troubleshooting**

Lets you access the troubleshooting web site by clicking the **Troubleshooting** button.

- **Visit the Genuine Supplies website**

Lets you access the Brother genuine supplies web site by clicking the **Visit the Genuine Supplies website** button.

- **Pick-up Roller Count**

Displays the Pick-up Roller replacement cycle.

- **Separation Pad Count**

Displays the Separation Pad replacement cycle.

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## Scan Using ControlCenter4 Advanced Mode (Windows®)


Brother provides a software interface for your machine called ControlCenter. You can use this software to quickly scan photos and save them as JPEGs or PDFs, as well as other file formats. You can also scan single sided and two-sided documents and save them as PDFs or use OCR (Optical Character Recognition) to convert them to editable text.

- [Scan Photos and Graphics](#)
- [Scan Documents \(Scan to PDF\)](#)
- [Scan Documents \(Other File Types\)](#)
- [Scan Color and Black-and-White Pages at the Same Time](#)
- [Scan Pages of Different Sizes at the Same Time](#)
- [Scan Business Cards](#)
- [Scan Two Pages and Combine Them on One Page \(2 in 1\)](#)
- [Scan Documents Wider than Letter](#)
- [Scan Documents Longer than Letter](#)
- [Scan Documents with More than 50 Pages](#)
- [Scan Both Sides of a Page Automatically](#)
- [Scan Specific/irregular-sized Documents Using the Carrier Sheet](#)
- [Scan Plastic Cards](#)
- [Correct Page Skew](#)
- [Delete Blank Pages](#)
- [Change Document Orientation to Match the Text](#)
- [Detect Overlapping \(Multifeed\) Pages](#)
- [Scan Pages Laid on Top of Each Other](#)
- [Scan Envelopes](#)
- [Prevent Bleed Through](#)
- [Remove the Background Color \(Base Color Removal\) and Make Documents Easier to Read](#)
- [View the Number of Scanned Pages](#)
- [Scan to an Application](#)
- [Scan to E-mail Attachment](#)
- [Scan to an Editable Text File \(OCR\)](#)
- [Save Scanned Documents to a Folder](#)
- [Change Scan Settings](#)

### Scan Photos and Graphics


---

- 1 Load your document.

- Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### **Note**

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- Select the **Scan** tab.



- Right-click the  (**Image**) button and select **Button settings** to change scan settings, such as file format, resolution, color or Scan-to application if needed (see [Change Scan Settings](#)).

- Click the  (**Image**) button.

The message dialog appears. Click the **Start Scanning** button.

The machine starts scanning, and the image will be opened in the application you have chosen.

### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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## Change Scan to PC Key Settings (Windows®)

- [Scan Color and Black-and-White Pages at the Same Time](#)
- [Scan Pages of Different Sizes at the Same Time](#)
- [Scan Business Cards](#)
- [Scan Two Pages and Combine Them on One Page \(2 in 1\)](#)
- [Scan Documents Wider than Letter](#)
- [Scan Documents Longer than Letter](#)
- [Scan Both Sides of a Page Automatically](#)
- [Scan Specific/irregular-sized Documents Using the Carrier Sheet](#)
- [Scan Plastic Cards](#)
- [Correct Page Skew](#)
- [Delete Blank Pages](#)
- [Change Document Orientation to Match the Text](#)
- [Detect Overlapping \(Multifeed\) Pages](#)
- [Scan Pages Laid on Top of Each Other](#)
- [Scan Envelopes](#)
- [Prevent Bleed Through](#)
- [Remove the Background Color \(Base Color Removal\) and Make Documents Easier to Read](#)
- [View Scanned Documents on Your Computer Screen](#)
- [Change Scan to PC Settings](#)


## Scan Color and Black-and-White Pages at the Same Time

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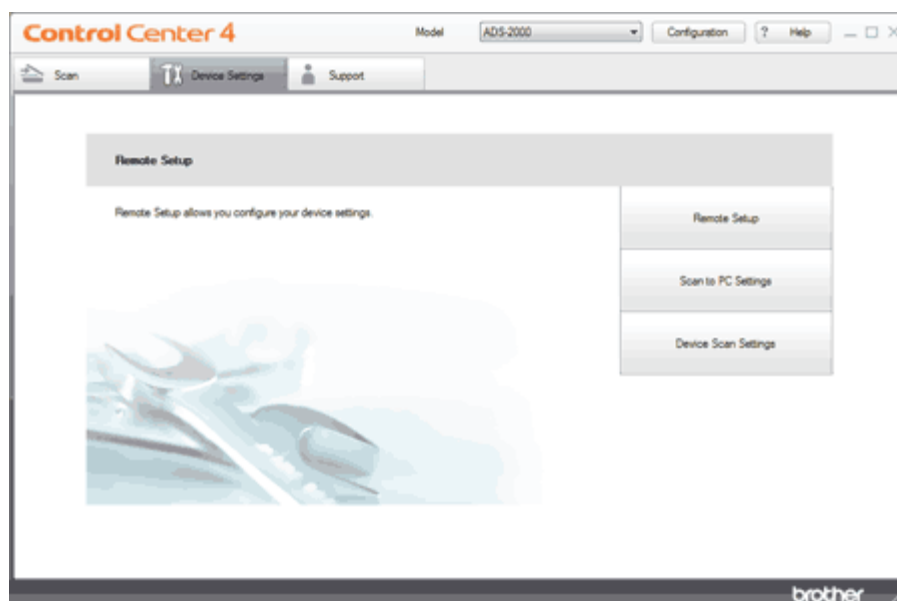
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

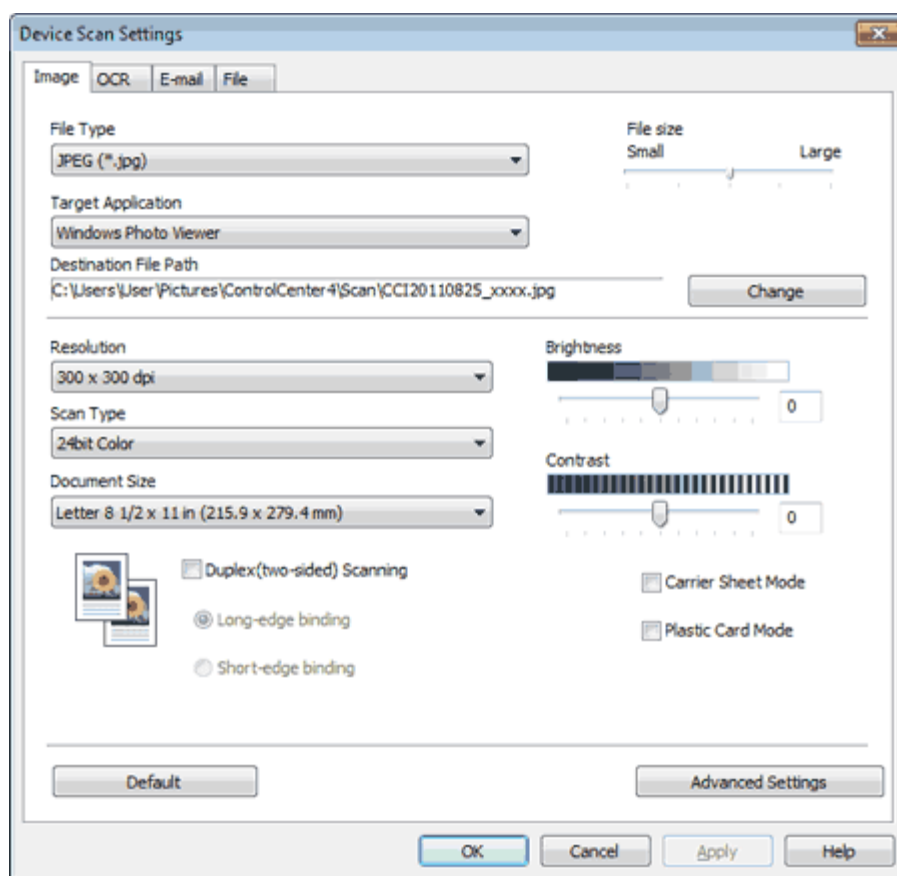
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
  - Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).
- 

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).

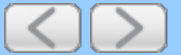


- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Select **Auto** from the **Scan Type** drop-down list.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load your document.
- 8 Press **Scan to PC**. The machine starts scanning.







## Scan Using Apple Image Capture (ICA Driver - Mac OS X 10.6.x, 10.7.x)

You can scan a document using the ICA driver. If you installed MFL-Pro Suite from the installer DVD-ROM, the ICA driver has been already installed on your computer. If you don't see your machine in the **Print & Fax** or **Print & Scan** list, you can add your machine by clicking the **+** button (see [Select your machine from Print & Fax or Print & Scan](#)). You can also scan directly using the **Image Capture** application.

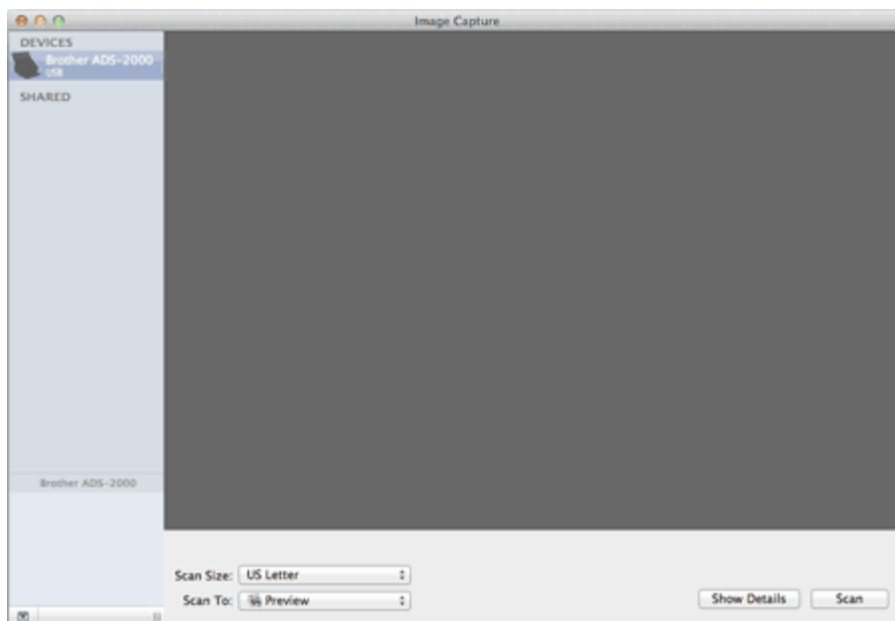
- [Scan Using Apple Image Capture](#)
- [ICA Driver Settings](#)
- [Select your machine from Print & Fax or Print & Scan](#)

## Scan Using Apple Image Capture

- 1 Launch the **Image Capture** application.



- 2 Select the machine from the list on the left side of the window.  
You will see the machine in the **DEVICES** area.



- 3** Load your document.
- 4** Select a size of your document for **Scan Size**.
- 5** Select the destination folder or destination application for **Scan To**.
- 6** Click the **Scan** button.  
The machine starts scanning.

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## Scan Using Presto! PageManager or TWAIN Applications (Macintosh)

You can use the NewSoft Presto! PageManager application for scanning. The instructions for scanning in these steps are for Presto! PageManager. For other applications which support TWAIN specifications, these steps will be similar.

- Installing Presto! PageManager
- Scan Using Presto! PageManager

### Installing Presto! PageManager

---

- 1** Insert the supplied DVD-ROM into your DVD-ROM drive.
- 2** Double-click the **BROTHER** icon on your desktop.
- 3** Double-click **Utilities**.
- 4** Double-click the **PageManager Installer** icon.  
Follow the on-screen instructions.

#### **Note**

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- NewSoft Presto! PageManager supports Mac OS X 10.5.x, 10.6.x and 10.7.x.
- For more details about the application refer to the Presto! PageManager help file. You can access this from the NewSoft Presto! PageManager Help menu.

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## Scan Using Nuance™ PaperPort™12SE or Other Windows® Applications

- [Scan Using Nuance™ PaperPort™12SE](#)
- [Scan Using Windows® Photo Gallery or Windows® Fax and Scan](#)

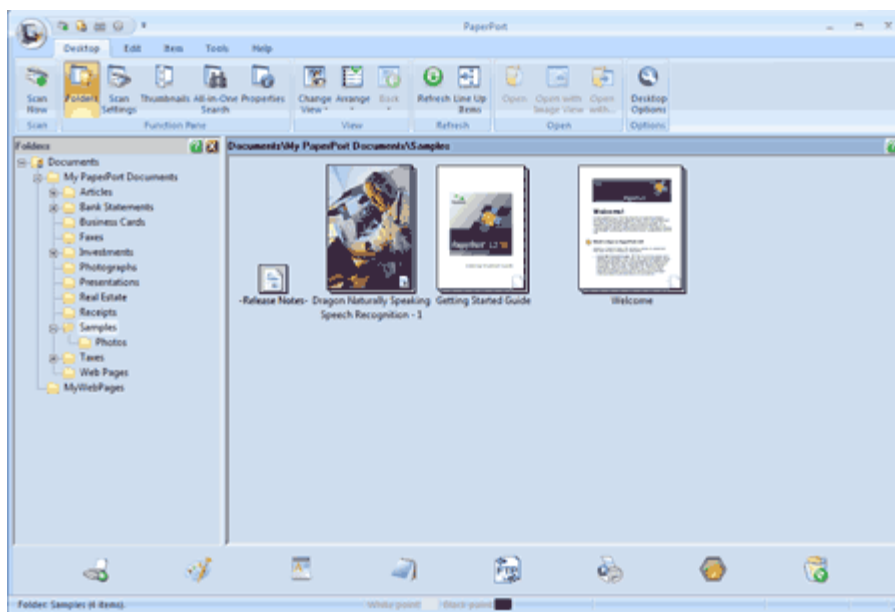
### Scan Using Nuance™ PaperPort™12SE

You can use the Nuance™ PaperPort™12SE application, which is included in the Brother MFL-Pro software suite, for scanning. The instructions for scanning in these steps are for Nuance™ PaperPort™12SE. For other Windows® applications these steps will be similar. Nuance™ PaperPort™12SE supports both TWAIN and WIA drivers; the TWAIN driver (recommended) is used in the example on this page. For an example using the WIA driver, see Scan Using Windows® Photo Gallery or Windows® Fax and Scan.

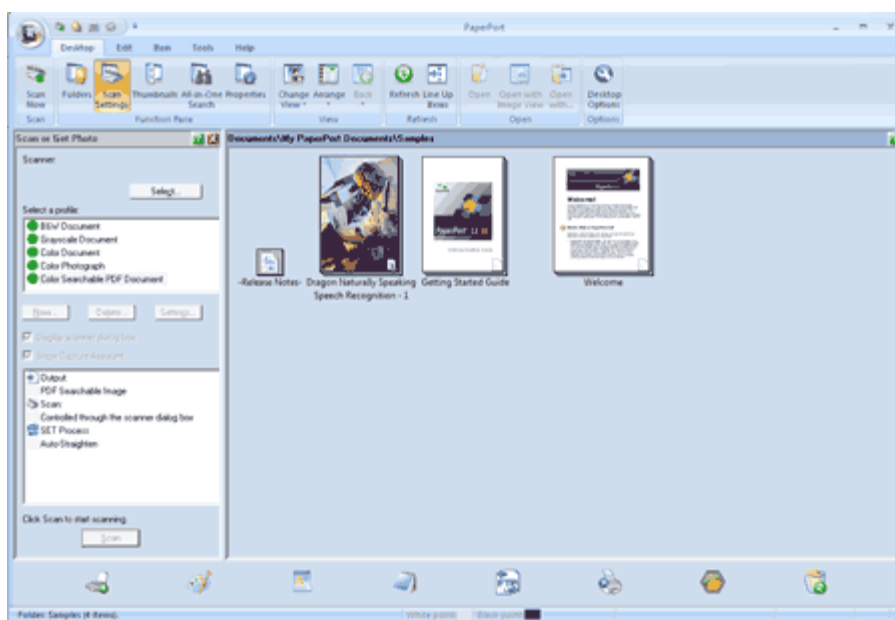
#### Note

- Nuance™ PaperPort™12SE supports Windows® XP (SP3 or greater), Windows Vista® (SP2 or greater), and Windows® 7.
- For more details about the application refer to the Nuance™ PaperPort™12SE help file. You can access this from the Nuance™ PaperPort™12SE **Help** menu.

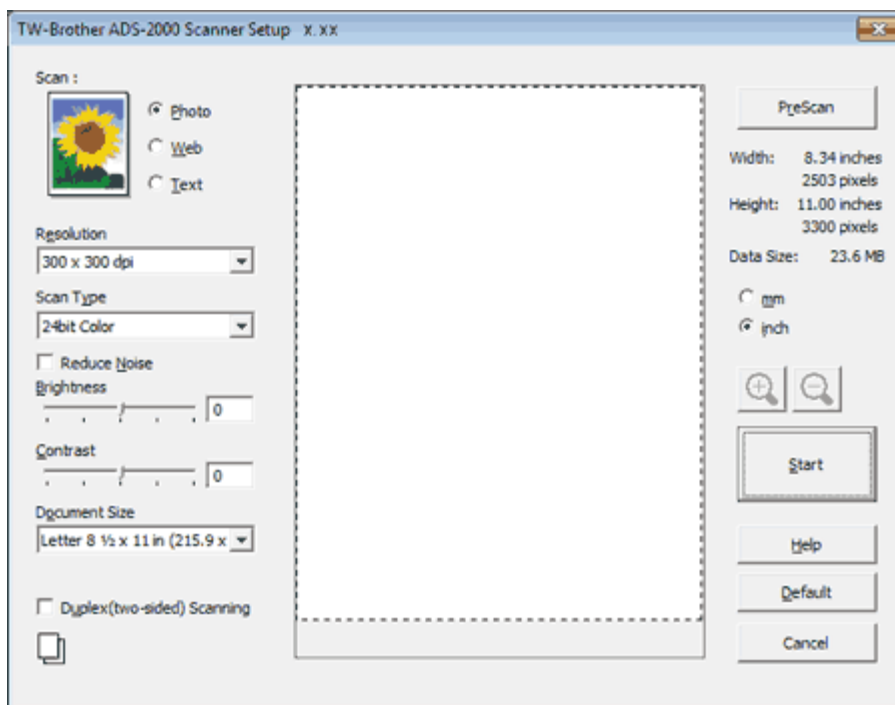
- 1 Load your document.
- 2 Start the Nuance™ PaperPort™12SE application by clicking **Start/All Programs/Nuance PaperPort 12/PaperPort**.  
The Nuance™ PaperPort™12SE window will appear.



- 3 Click **Scan Settings** from the **Desktop** tab on the ribbon.  
The **Scan or Get Photo** panel will appear on the left side of the window.



- 4 Click the **Select** button.
- 5 From the **Available Scanners** list, select **TWAIN: TW-Brother ADS-XXXX** (where ADS-XXXX is the model name of your machine). If you want to use the WIA driver, select the Brother driver that has “WIA” as the prefix. Click the **OK** button.
- 6 Check the **Display scanner dialog box** check box in the **Scan or Get Photo** panel.
- 7 Click the **Scan** button.  
The **Scanner Setup** dialog box will appear.



- 8 Adjust the settings in the **Scanner Setup** dialog box if needed (**Resolution**, **Scan Type**, **Brightness**, and **Contrast**).
  - [TWAIN Driver Settings](#)
  - [WIA Driver Settings](#)

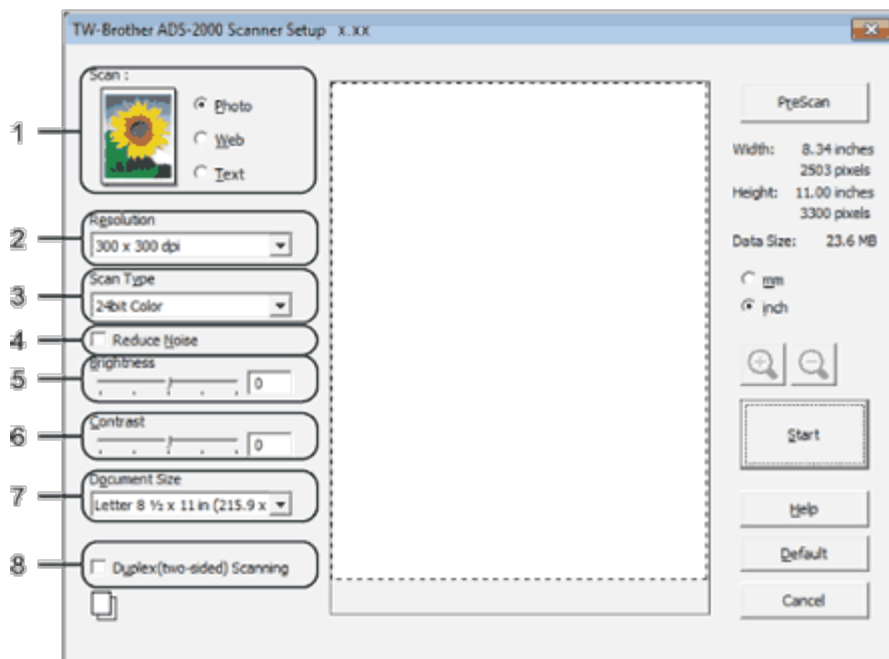
- 9 From the **Document Size** drop-down list, select your document size.

### Note

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when cropping an image for scanning.

- 10 Click the **Start** button.  
The machine starts scanning.

## TWAIN Driver Settings



### 1. Scan (Image Type)

You can select **Photo**, **Web** or **Text** for the type of document you want to scan.

Scan (Image Type)		Resolution	Scan Type
<b>Photo</b>	Use for scanning photo images	<b>300 x 300 dpi</b>	<b>24bit Color</b>
<b>Web</b>	Use for attaching the scanned image to web pages	<b>100 x 100 dpi</b>	<b>24bit Color</b>
<b>Text</b>	Use for scanning text documents	<b>200 x 200 dpi</b>	<b>Black &amp; White</b>

### 2. Resolution

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

Resolution	Black & White/Gray (Error Diffusion)	256 Color	True Gray/24bit Color
<b>100 x 100 dpi</b>	Yes	Yes	Yes
<b>150 x 150 dpi</b>	Yes	Yes	Yes
<b>200 x 200 dpi</b>	Yes	Yes	Yes

<b>300 x 300 dpi</b>	Yes	Yes	Yes
<b>400 x 400 dpi</b>	Yes	Yes	Yes
<b>600 x 600 dpi</b>	Yes	Yes	Yes
<b>1200 x 1200 dpi</b>	Yes	No	Yes

### 3. Scan Type

Select one of the following type:

- **Black & White**

Use for text or line art images.

- **Gray (Error Diffusion)**

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

Use for simple color illustrations that do not use the full color spectrum. Uses up to 256 colors to create images.

- **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, it requires the most memory and has the longest transfer time.

### 4. 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 x 300 dpi, 400 x 400 dpi or 600 x 600 dpi.

### 5. Brightness

Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents 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 only available when setting **Scan Type** to **Black & White**, **Gray (Error Diffusion)**, **True Gray** or **24bit Color**.

### 6. Contrast

Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the **Contrast**.

#### Note

The **Contrast** setting is only available when setting **Scan Type** to **Auto**, **Gray (Error Diffusion)**, **True Gray** or **24bit Color**.

### 7. Document Size

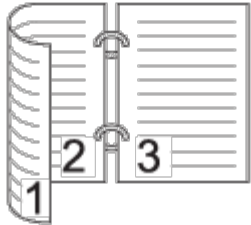
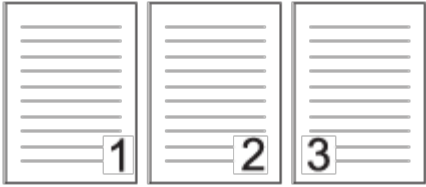


Document size is set to **Letter** by default. For faster scan speeds you can select the exact size of your document



from the **Document Size** drop down list. If you select **Custom**, the **Custom Document Size** dialog box appears in which you can specify the document size.

### 8. Duplex(two-sided) Scanning

Select **Long-edge binding** or **Short-edge binding** depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
Long-edge binding		
Short-edge binding		

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### WIA Driver Settings



#### 1. Paper source

You can select **Document Feeder** only.

#### 2. Picture Type (Image Type)

You can select **Color picture**, **Grayscale picture**, **Black and white picture or text** or **Custom Settings** for the type of document you want to scan.

If you want to change some advanced settings, click **Adjust the quality of the scanned picture**.

- **Resolution**

You can select a scanning resolution from the **Resolution** text box. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

- **Brightness**

Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents 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.

- **Contrast**

Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the **Contrast**.

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## Set Up the Brother Machine from Your Computer

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

- [Set Up the Brother Machine from Your Computer](#)
- [Set Sleep Mode](#)
- [Change the Language on Remote Setup](#)

## Set Up the Brother Machine from Your Computer

### Note

- If an error occurs, the Remote Setup will not start. Correct the error (see [LED Indications](#)) and then try to start the Remote Setup again.
- Windows®
  - If your computer is protected by a firewall, and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port number 137 and 161.
  - If you are using Windows® Firewall and you installed MFL-Pro Suite from the DVD-ROM, the necessary Firewall settings have already been made.

### 1 Start the ControlCenter application.

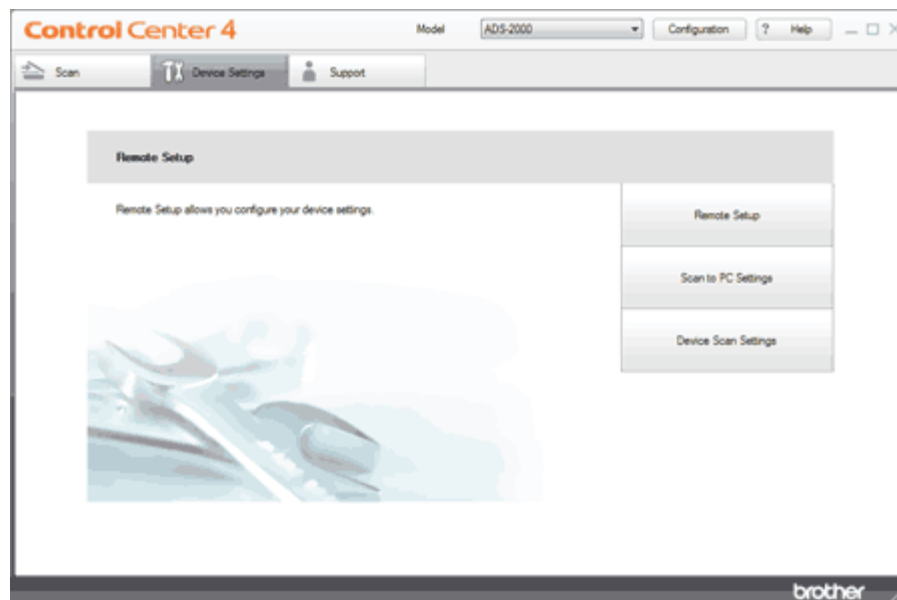
- Windows®

**(1)** Click the (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by double-clicking the (ControlCenter4) icon in the task tray.



**(2)** Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

 **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.



- 2 Click the **Remote Setup** button. The Remote Setup window will appear.

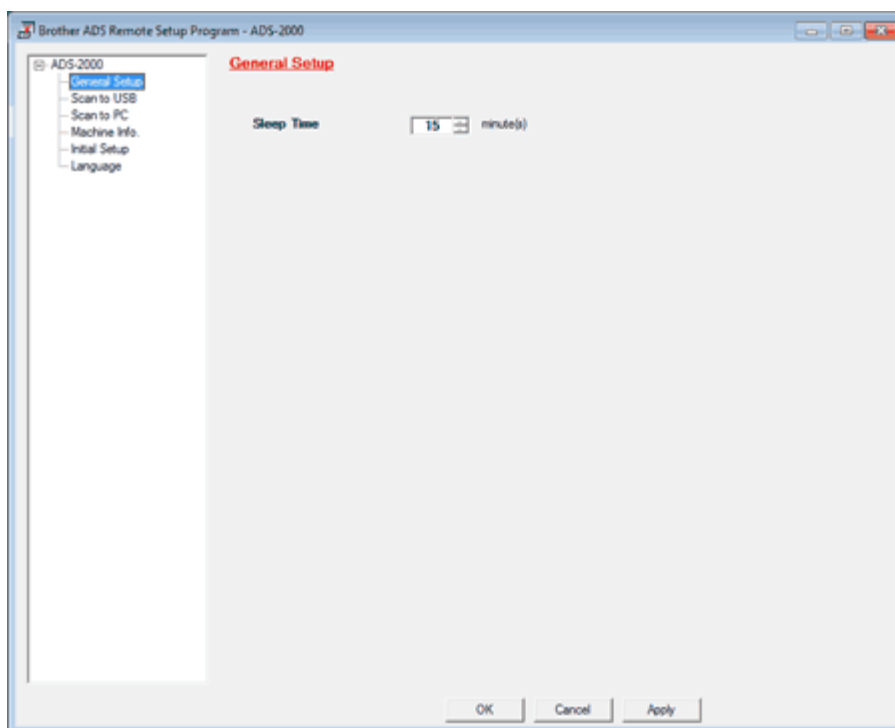
 **Note**

You can also start Remote Setup by following the instructions below:

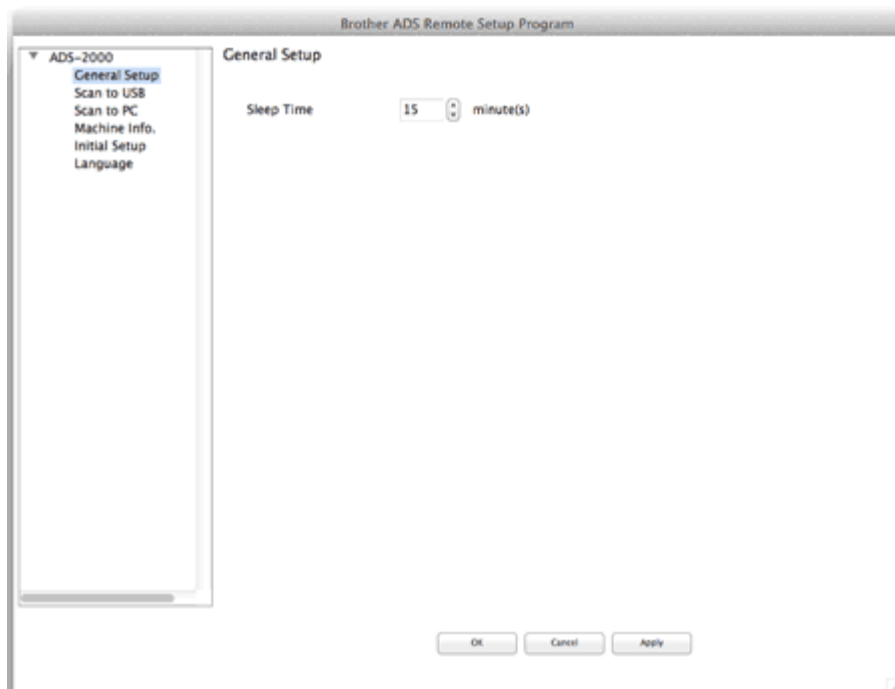
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup**.
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother**.

**3** Select a menu in the folder tree and then configure the settings as needed (the example below uses **General Setup**).

- Windows®



- Macintosh



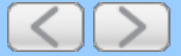
- **OK**  
Lets you start uploading data to the machine and exit the Remote Setup application. If an error message is displayed, enter the correct data again and then click **OK**.
- **Cancel**  
Lets you exit the Remote Setup application without uploading data to the machine.

- **Apply**

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

The Remote Setup synchronizes the date and time of the machine with the connected computer during startup.

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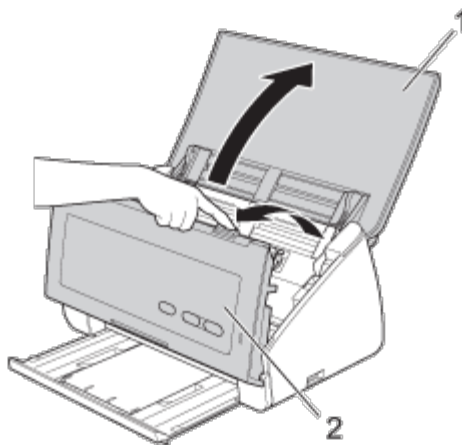




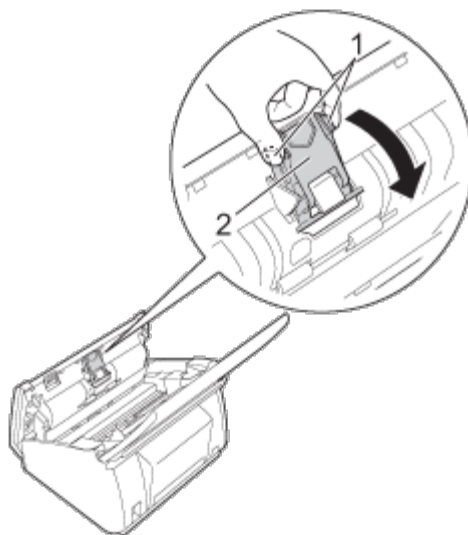
## Replace the Separation Pad

Your machine is equipped with a scan counter. The counter automatically counts how many times the machine has scanned. When the machine scans 50,000 times, the machine will display a message on the Status Monitor to remind you to replace the Separation Pad.

- 1 Open the Top Cover (1) and the Front Cover (2).

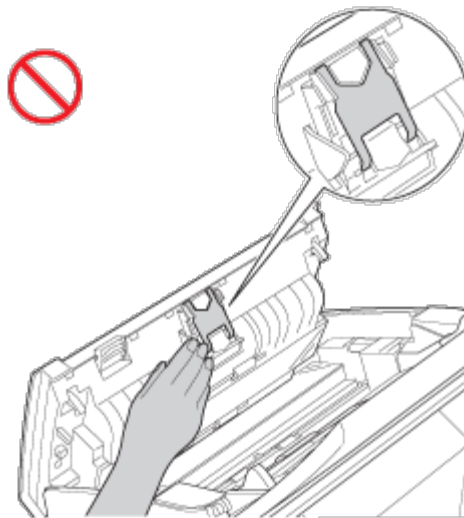


- 2 Press and hold the buttons (1) on the inside of the Front Cover and then pull the Separation Pad Cover (2) down.

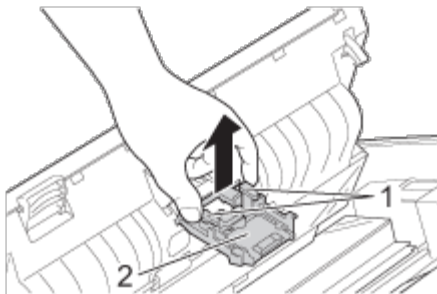


### **⚠ CAUTION**

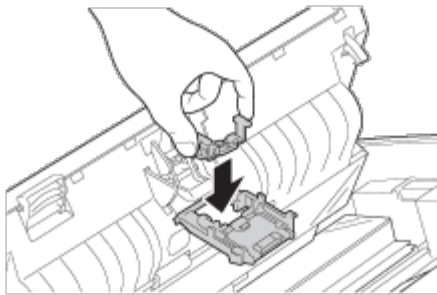
DO NOT touch the metal part of the Separation Pad Cover. Doing this may cause injury to you and serious damage to the machine.



- 3 Press and hold the green buttons (1) of the Separation Pad and then pull the Separation Pad (2) upward.



- 4 Attach a new Separation Pad into the Separation Pad Cover.



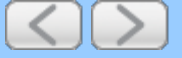
- 5 Close the Separation Pad Cover until it clicks.
- 6 Close the Front Cover and the Top Cover.
- 7 Reset the counter (see [Reset the Usage Counters](#)).

#### Note

Confirm the following items:

- The value of **Separation Pad Count** is 0 (see [Check Consumable Replacement Cycle \(Windows®\)](#) or [Check Consumable Replacement Cycle \(Macintosh\)](#)).
- The error message on the Status Monitor has been cleared.
- The LEDs do not indicate **Replace Separation Pad** and **Replace Separation Pad and Pick-up Roller** (see [LED Indications](#)).



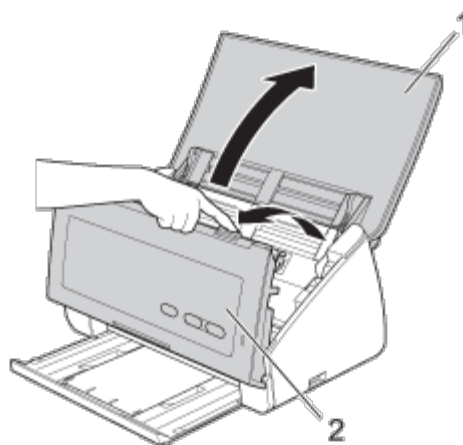




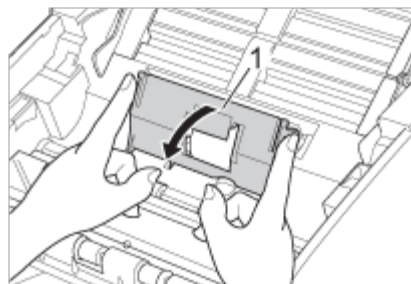
## Replace the Pick-up Roller

Your machine is equipped with a scan counter. The counter automatically counts how many times the machine has scanned. When the machine scans 50,000 times, the machine will display a message on the Status Monitor to remind you to replace the Pick-up Roller.

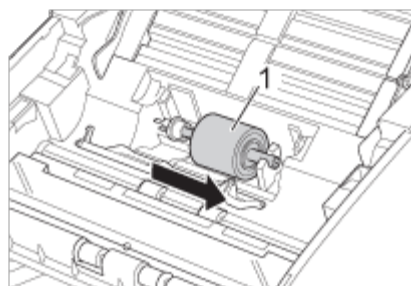
- 1 Open the Top Cover (1) and the Front Cover (2).



- 2 Hold the both sides of the Pick-up Roller Cover (1) and then pull the cover down.



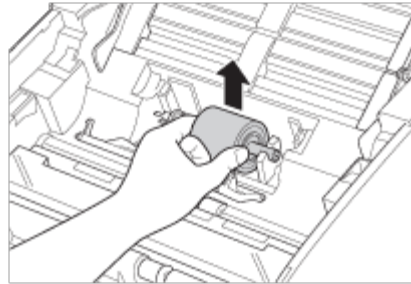
- 3 Slide the Pick-up Roller (1) all the way to the right.



- 4 The holder of the Pick-up Roller has a narrow opening, and the shape of the shaft of the Pick-up Roller matches this opening. Rotate the Pick-up Roller until you can fit the shaft into the opening of the holder.



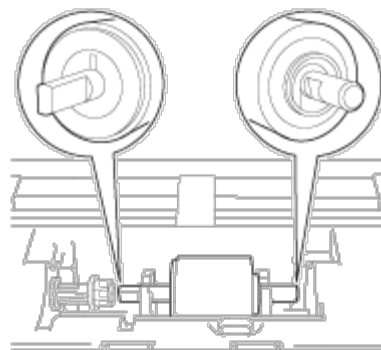
**5** Pinch and pull the Pick-up Roller out of the machine.



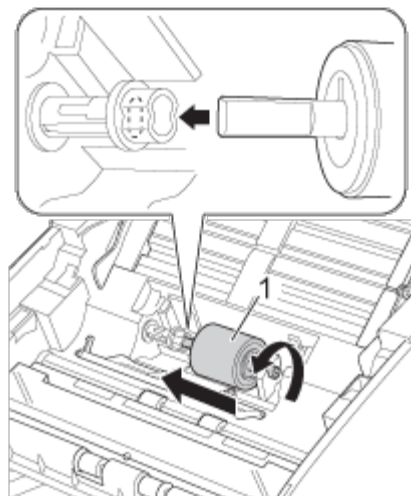
**6** Place a new Pick-up Roller into the machine.

 **Note**

Identify the left and right sides of the Pick-up Roller before attaching it.



**7** Slide the Pick-up Roller (1) to the left edge while turning the Pick-up Roller.



- 8 Close the Pick-up Roller Cover.
- 9 Close the Front Cover and the Top Cover.
- 10 Reset the counter (see [Reset the Usage Counters](#)).

 **Note**

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Confirm the following items:

- The value of **Pick-up Roller Count** is 0 (see [Check Consumable Replacement Cycle \(Windows®\)](#) or [Check Consumable Replacement Cycle \(Macintosh\)](#)).
- The error message on the Status Monitor has been cleared.
- The LEDs do not indicate **Replace Pick-up Roller** and **Replace Separation Pad and Pick-up Roller** (see [LED Indications](#)).


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## Save Scanned Documents to a USB Flash Memory Drive

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

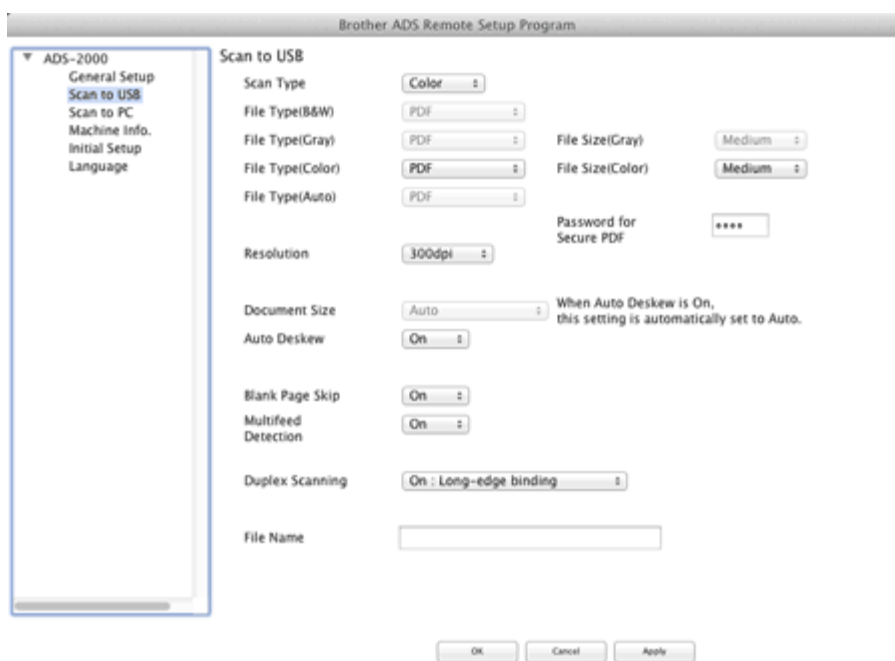
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 Click the **DEVICE SETTINGS** tab.



- 3 Click the **Remote Setup** button. The Remote Setup window will appear.
- 4 Select **Scan to USB** in the folder tree.



- 5 Change other settings if needed (see [Change Scan Settings](#)).

- 6 Insert a USB flash memory drive into your machine.
- 7 Load your document.
- 8 Press **Scan to USB** on the control panel. The machine starts scanning.

### Important

DO NOT remove the USB flash memory drive while the **Scan to USB** key is blinking to avoid damaging the drive or the data stored on it.

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## Save Scanned Documents on Mobile Devices

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The machine can save the scanned data on a mobile device.

### Note

- This feature can be used with mobile devices that use the USB mass storage standard.
- The machine does not support charging any USB devices.
- Brother Image Viewer for Android™, which is available for download from the Android™ Market, enables users to view or edit the scanned data. For details, download the Brother Image Viewer for Android™.

- 1** Connect the machine to a mobile device with a USB cable.



- 2** Load your document.

- 3** Press the **Scan to USB** key. The machine starts scanning, and then the scanned data is saved on the mobile device.

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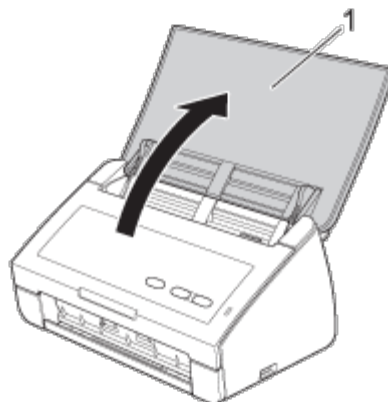


## Loading Clippings, Photos, and Other Important Documents

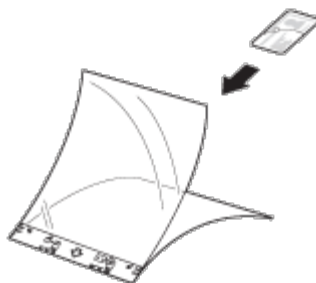
---

Make sure documents with ink or correction fluid are completely dry.

- 1 Open the Top Cover (1).



- 2 Insert the document into the Carrier Sheet.

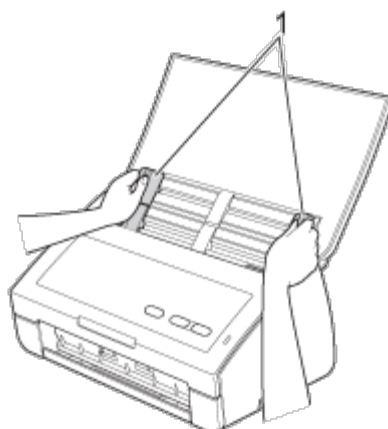


### Note

Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.

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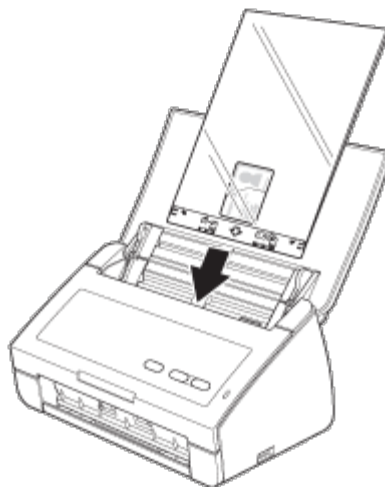
- 3 Adjust the Document Guides (1) to fit the width of the Carrier Sheet.



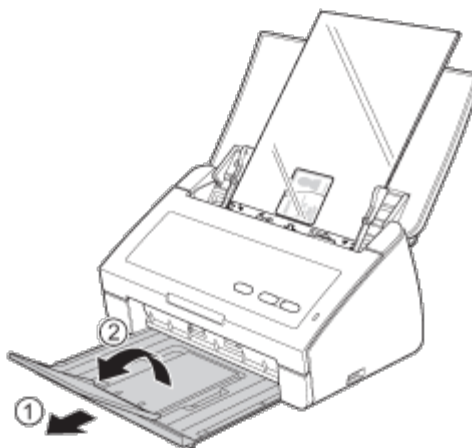
- 4 Place the Carrier Sheet in the document feeder between the Guides until you feel it touch the inside of the



machine.



**5** Pull the Output Tray out of the machine and then unfold the Document Stopper.




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## Scan Documents (Scan to PDF)

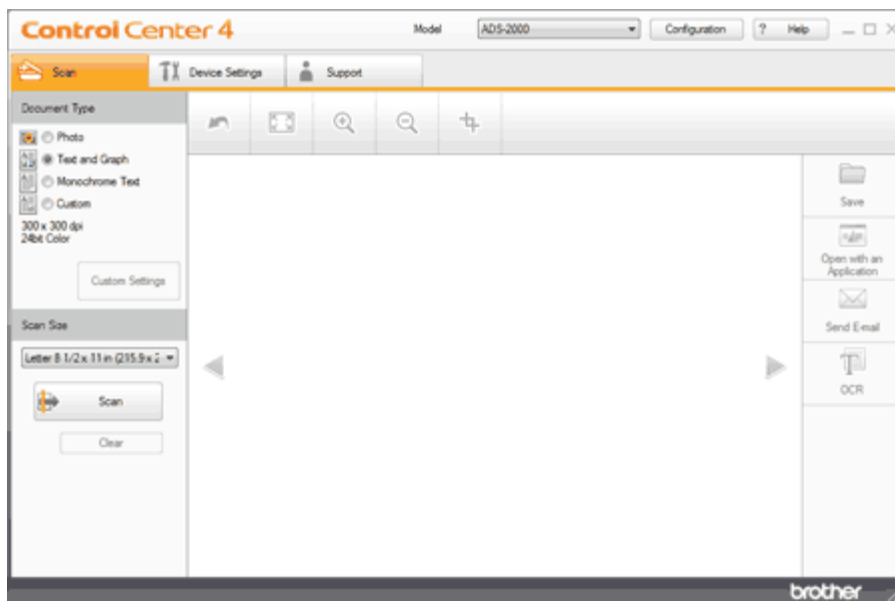
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).
- 5 Change the scan size if needed (see [Change the Scan Size](#)).
- 6 Click the  (**Scan**) button.

The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

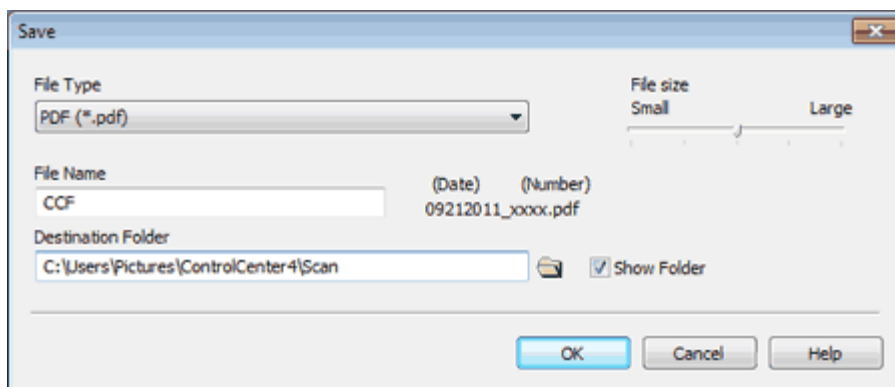
### Note

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

**7** Click the left or right arrow buttons to preview each scanned document.


**8** Click the  (**Save**) button.

The **Save** dialog box will appear.



**9** Select **PDF (\*.pdf)** from the **File Type** drop-down list.

### Note

- To save the document as a password-protected PDF, select **Secure PDF (\*.pdf)** from the **File Type** drop-down list, click the  (**Set PDF Password**) button, and enter the password.
- Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.
- To save the document as a searchable PDF, select **Searchable PDF (\*.pdf)** from the **File Type** drop-down list.
- To save the document as a searchable PDF, Nuance™ PaperPort™12SE must be installed on your computer.
- Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select **Uncompressed** or **Compressed** to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size.

**10** In the **File Name** field, enter a prefix for the file name if needed.

**11** In the **Destination Folder** field, click the folder icon and browse to the folder you would like to save your scanned document to.


**12** Click the **OK** button.

The scanned document is saved in the destination folder as a PDF.






## Scan Documents (Other File Types)

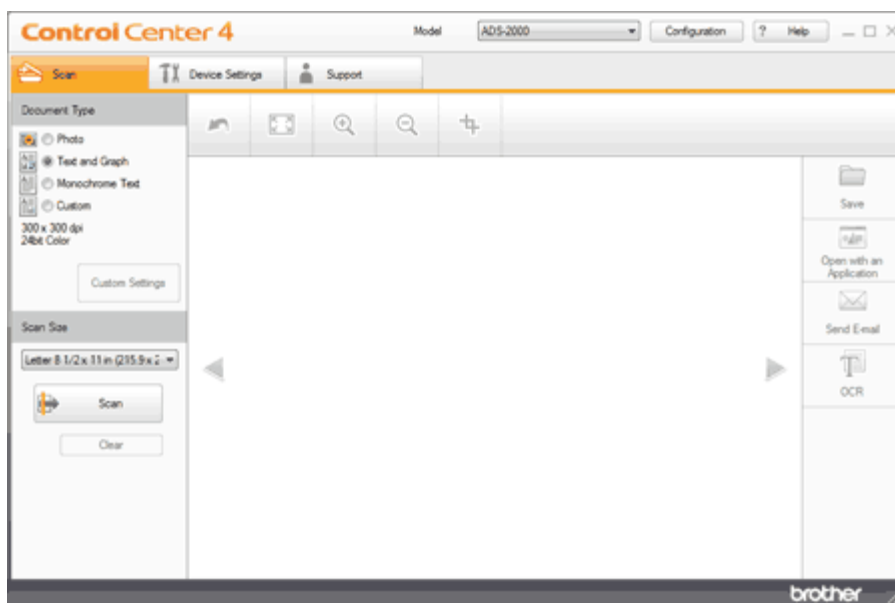
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).
- 5 Change the scan size if needed (see [Change the Scan Size](#)).
- 6 Click the  (**Scan**) button.

The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

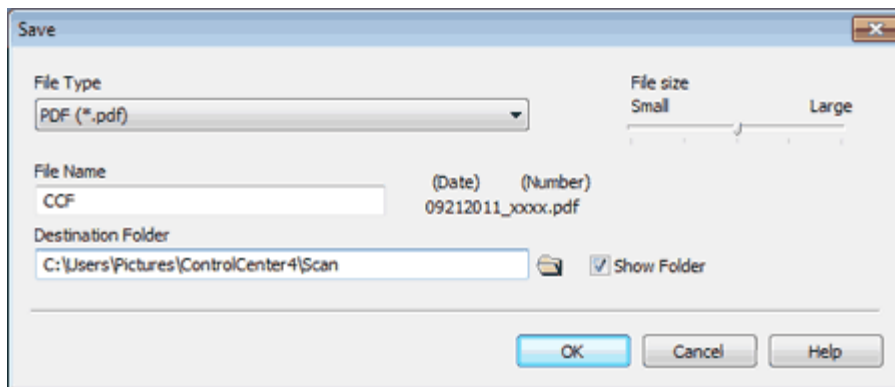
### **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

**7** Click the left or right arrow buttons to preview each scanned document.

**8** Click the  (**Save**) button.

The **Save** dialog box will appear.



**9** Select a file type from the **File Type** drop-down list.

**10** In the **File Name** field, enter a prefix for the file name if needed.

**11** In the **Destination Folder** field, click the folder icon and browse to the folder you would like to save your scanned document to.

**12** Click the **OK** button.


The scanned document is saved in the destination folder.

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## Scan Color and Black-and-White Pages at the Same Time

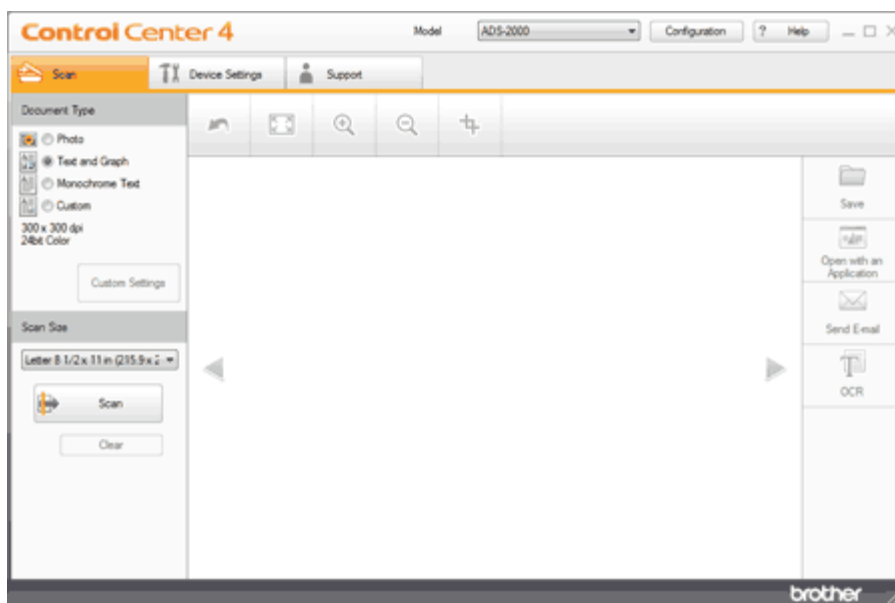
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

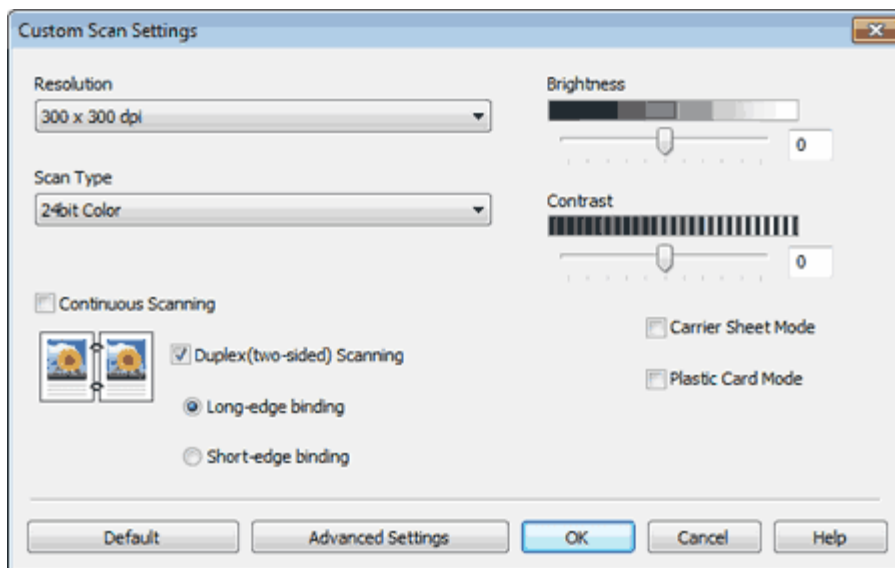
You can also start ControlCenter4 by doing one of the following:


- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.







- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 5 Select **Auto** from the **Scan Type** drop-down list.
- 6 Click the **OK** button.
- 7 Change the scan size if needed (see [Change the Scan Size](#)).
- 8 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

#### **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 9 Click the left or right arrow buttons to preview each scanned document.
- 10 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Pages of Different Sizes at the Same Time

- 1 Load your document.


### Note

Narrow documents should be inserted straight and as close to the center of the machine as possible.

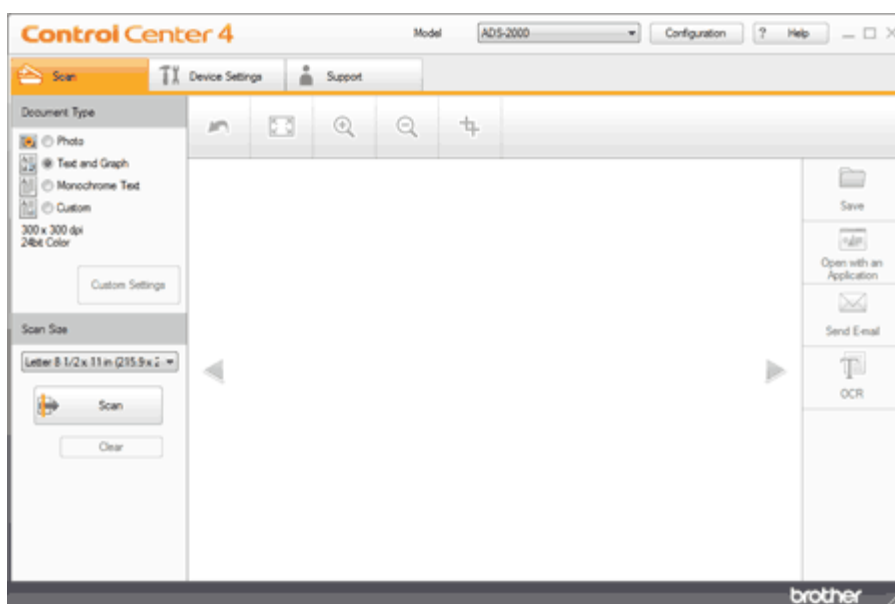
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:


- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).





**5** Select **Auto** from the **Scan Size** drop-down list.

**6** Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

 **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

**7** Do one of the following:


- Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
- Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
- Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
- Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Business Cards

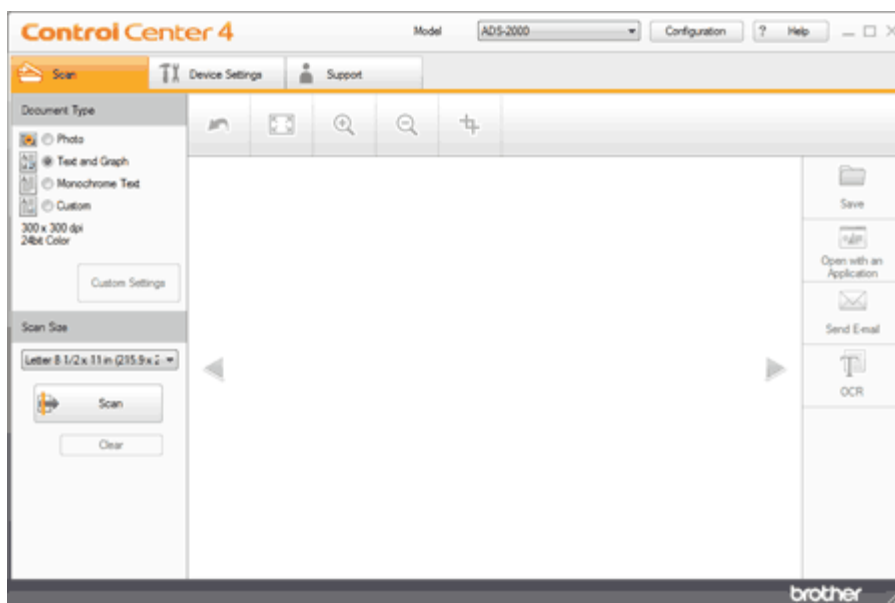
- 1 Load your document (see [Loading Business Cards and Plastic Cards](#)).
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).
- 5 Select **Business Card** from the **Scan Size** drop-down list.
- 6 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will





appear and display the number of scanned pages. The scanned image appears in the image viewer.

### Note

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

**7** Click the left or right arrow buttons to preview each scanned document.

**8** Do one of the following:

- Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
- Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
- Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
- Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

### Note


Certain kinds of business cards and thick paper might be detected as being multi-fed by the Multifeed detector, even though they were fed properly. In this case, set **Multifeed Detection** to Off.

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## Scan Two Pages and Combine Them on One Page (2 in 1)

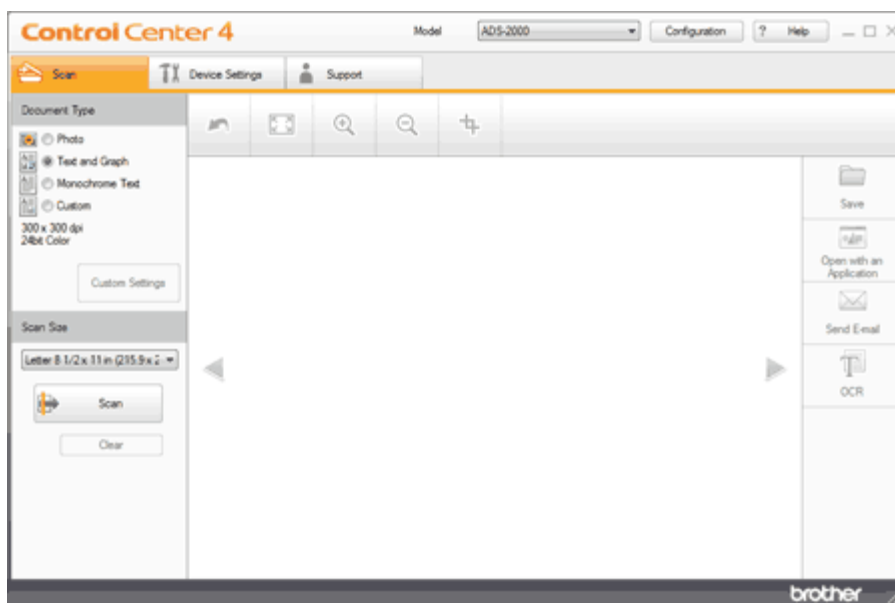
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).


- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).





### Note

To do 2 in 1 scanning, uncheck the **Automatic Image Rotation** check box in the **Advanced Settings** dialog box.

- 5 Select **2 in 1** from the **Scan Size** drop-down list.
- 6 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

 **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 7 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Documents Wider than Letter Size

- 1 Load the Carrier Sheet (see [Loading Documents Wider than Letter Size](#)).


### Note

Load only one Carrier Sheet at a time.

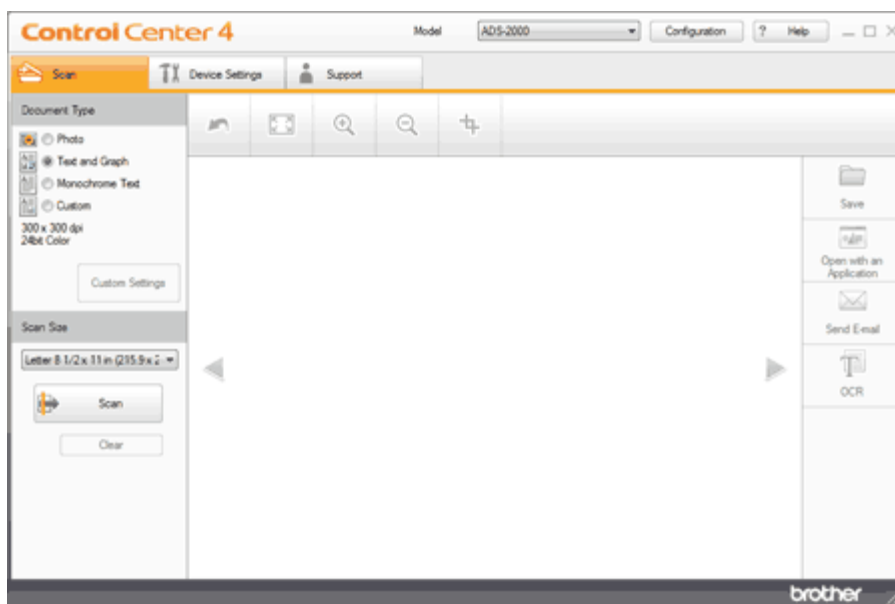
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

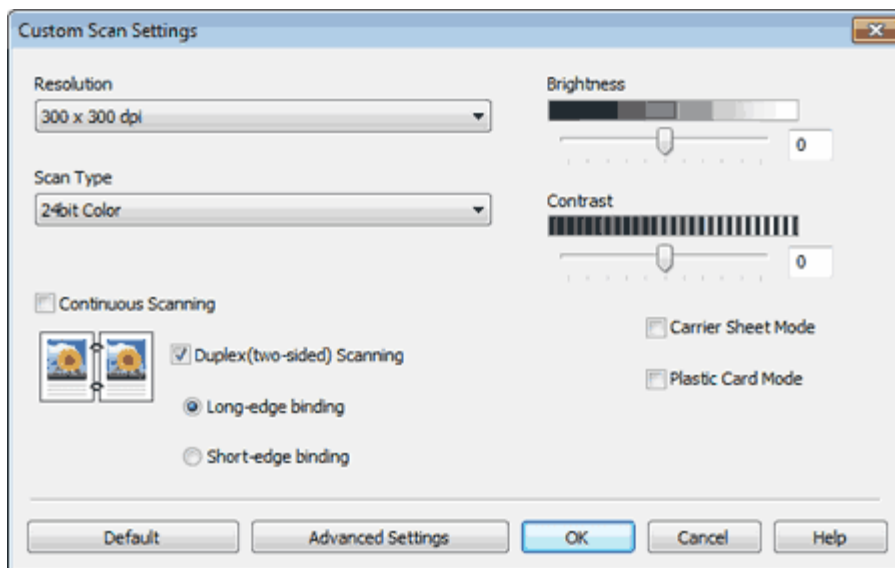
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.




- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 5 Check the **Carrier Sheet Mode** check box.
- 6 Check the **Duplex(two-sided) Scanning** check box and then select the **Long-edge binding** option.





#### **Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Scan Size** drop-down list.

- 7 Configure other settings if needed (see [Custom Scan Settings](#)).
- 8 Select a **2 in 1** scan size from the **Scan Size** drop-down list.
- 9 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

#### **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 10 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Documents Longer than Letter Size

- 1 Load your document.


### Note

Load only one document at a time.

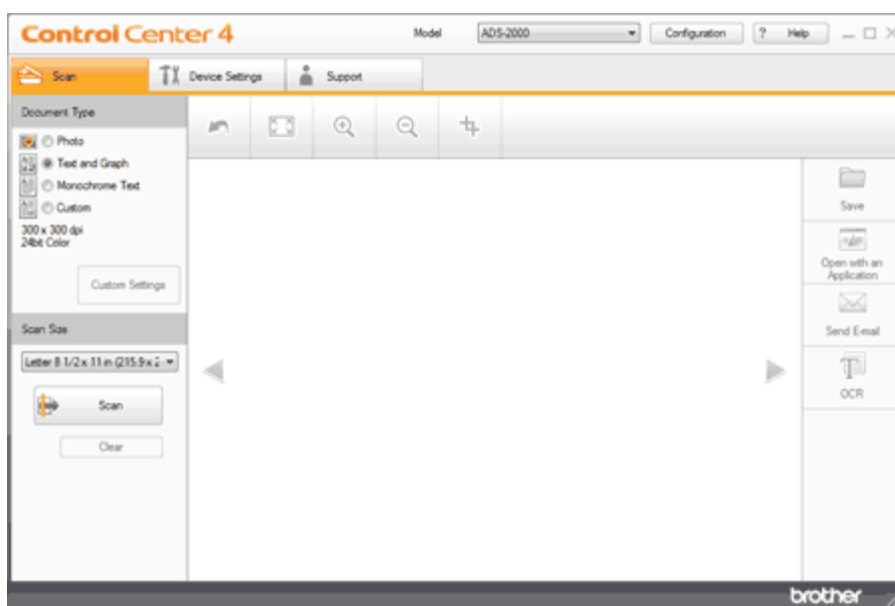
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.




- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).

**5** Select **Long Paper (Normal Width)** or **Long Paper (Narrow Width)** from the **Scan Size** drop-down list.

 **Note**

- Each **Long Paper** option can scan a large document up to the following size:  
**Long Paper (Normal Width):** 8 1/2 × 34.0 in. (215.9 × 863.0 mm)  
**Long Paper (Narrow Width):** 4 1/4 × 34.0 in. (107.9 × 863.0 mm)
- If you cannot select **Long Paper**, uncheck the **Duplex(two-sided) Scanning** and **Auto Deskew** check box.

**6** Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.





 **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

 **Note**

Support the document with your hand if the document is longer than the Top Cover.

**7** Do one of the following:

- Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
- Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
- Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
- Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Documents with More than 50 Pages

- 1 Load your document.


### Note

Load no more than 50 pages at a time.

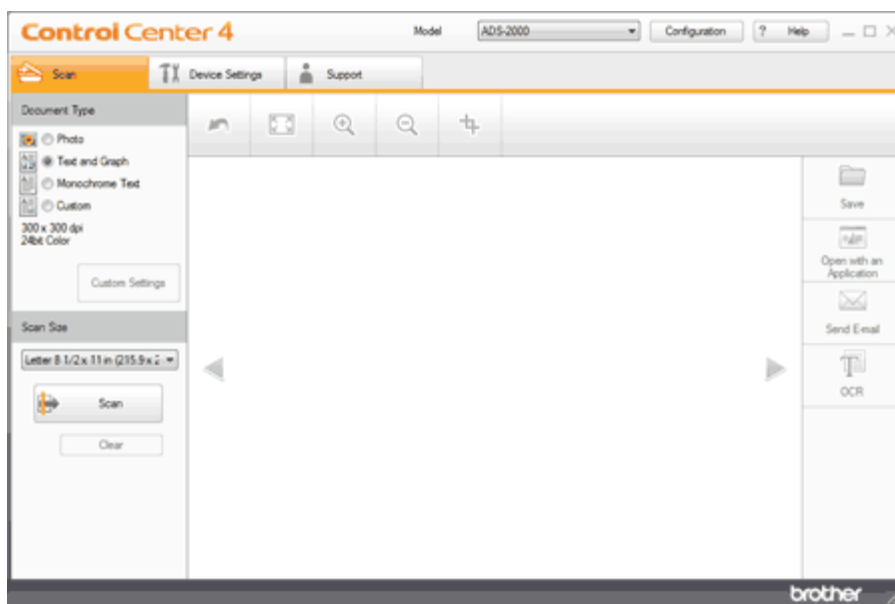
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

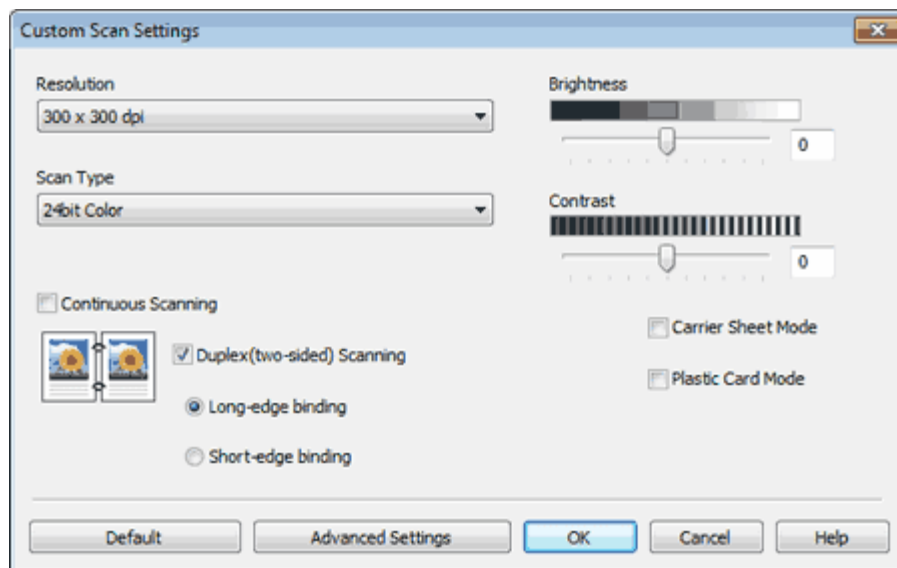
You can also start ControlCenter4 by doing one of the following:






- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.




- 5 Check the **Continuous Scanning** check box.
- 6 Configure other settings if needed (see [Custom Scan Settings](#)).
- 7 Change the scan size if needed (see [Change the Scan Size](#)).
- 8 Click the  (**Scan**) button. The machine starts scanning.
- 9 When the machine has finished scanning, a dialog asks you if you want to continue scanning. Do one of the following:
  - If you are finished scanning, click **Finish**.
  - If you want to continue scanning, load the additional pages and then click **Continue**. The machine starts scanning again.
- 10 Click the left or right arrow buttons to preview each scanned document.
- 11 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Both Sides of a Page Automatically

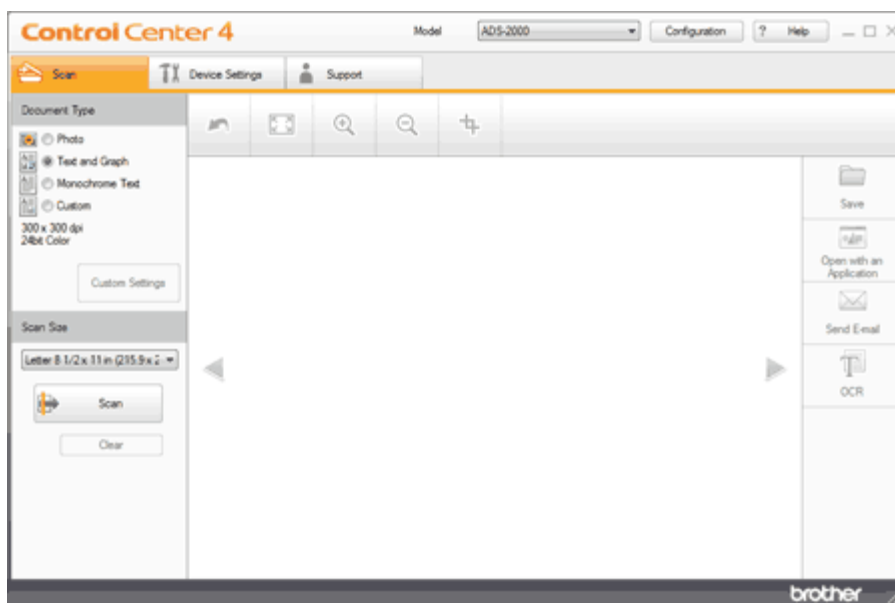
- 1 Load your documents.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

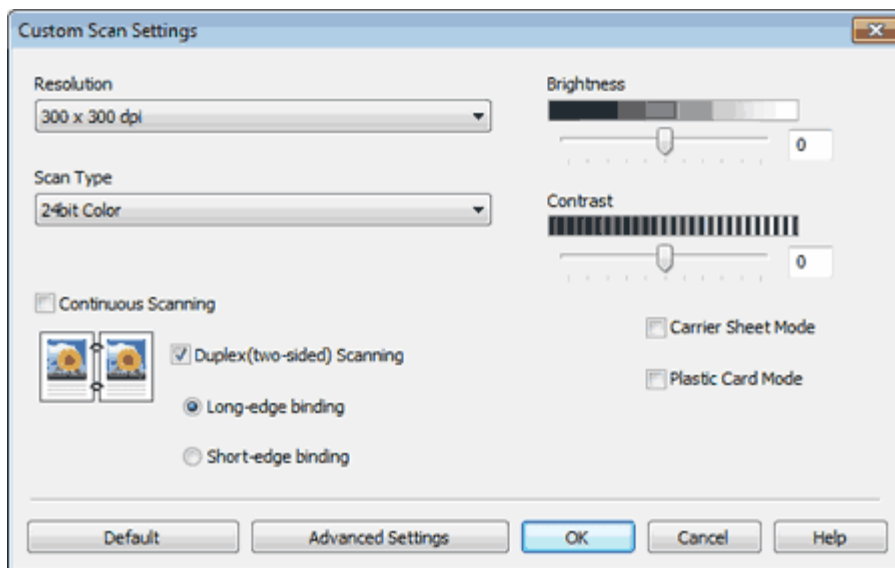
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



5 Check the **Duplex(two-sided) Scanning** check box.

**Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Scan Size** drop-down list.

6 Select **Long-edge binding** or **Short-edge binding** depending for the document layout as shown in the following table.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
<b>Long-edge binding</b>		
<b>Short-edge binding</b>		

7 Configure other settings if needed (see [Custom Scan Settings](#)).

8 Click the (**Scan**) button.

The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number





of scanned pages. The scanned image appears in the image viewer.

 **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

**9** Click the left or right arrow buttons to preview each scanned document.

**10** Do one of the following:

- Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
- Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
- Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
- Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Specific/irregular-sized Documents Using the Carrier Sheet

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).


### Note

Load only one Carrier Sheet at a time.

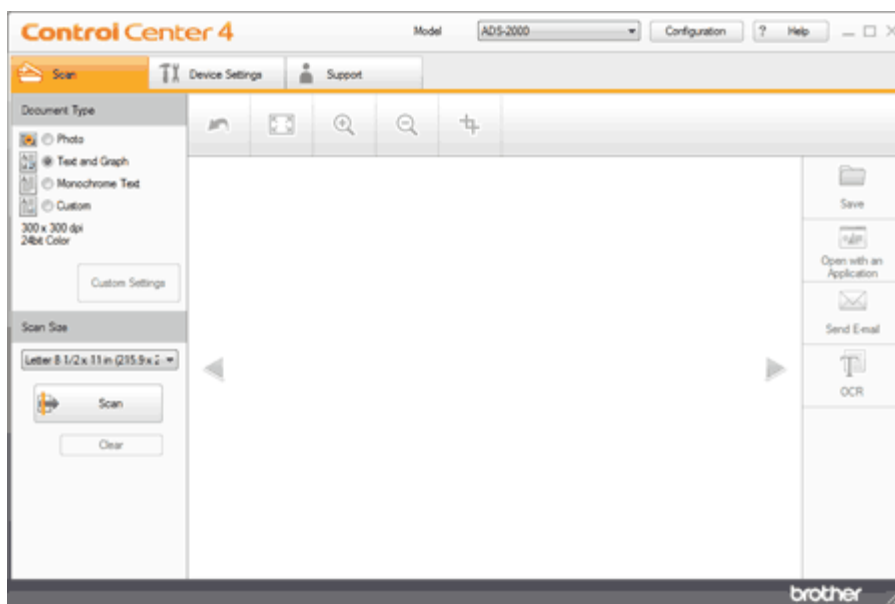
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

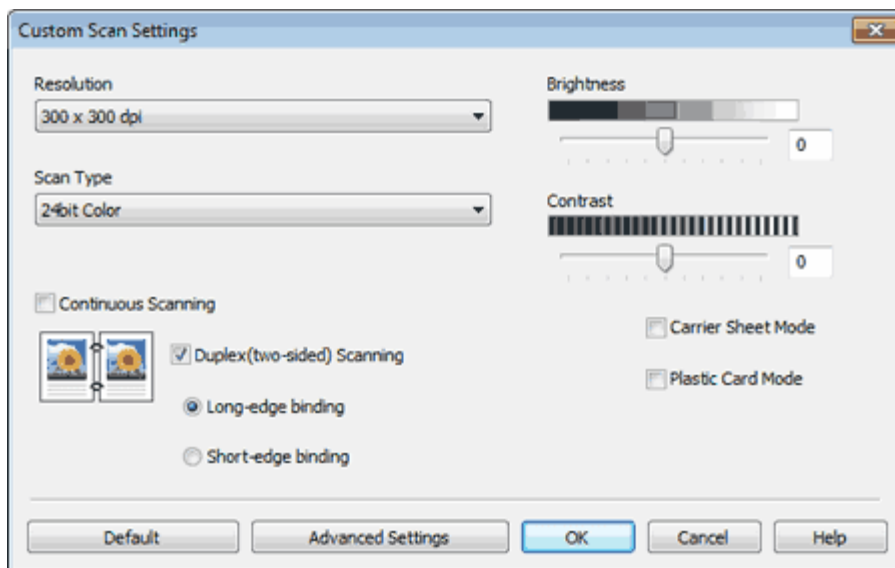
- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).


- 3 Select the **Scan** tab.



- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.









- 5 Check the **Carrier Sheet Mode** check box.
- 6 Configure other settings if needed (see [Custom Scan Settings](#)).
- 7 Select a scan size other than **Auto** from the **Scan Size** drop-down list.
- 8 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

 **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 9 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Plastic Cards

- 1 Load a plastic card (see [Loading Business Cards and Plastic Cards](#)).


### Note

Load only one plastic card at a time.

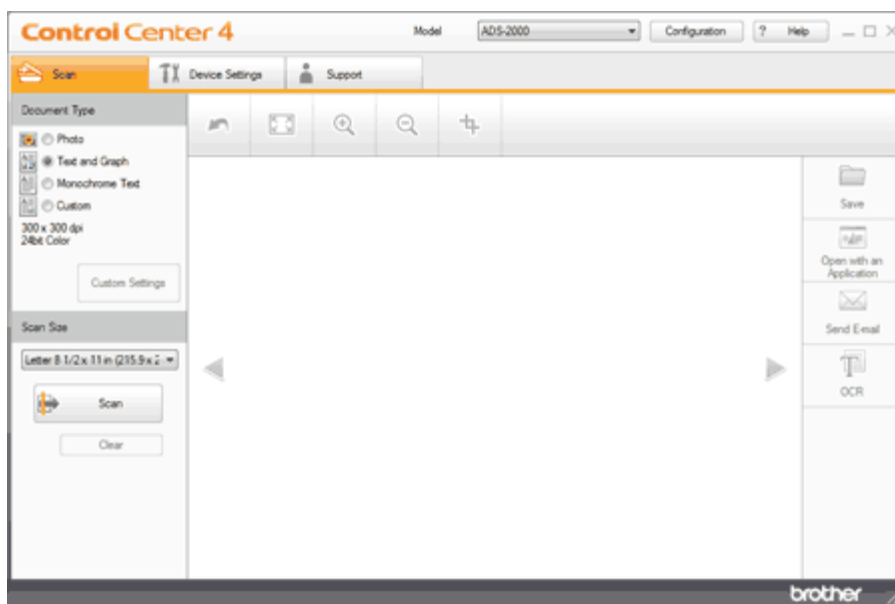
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

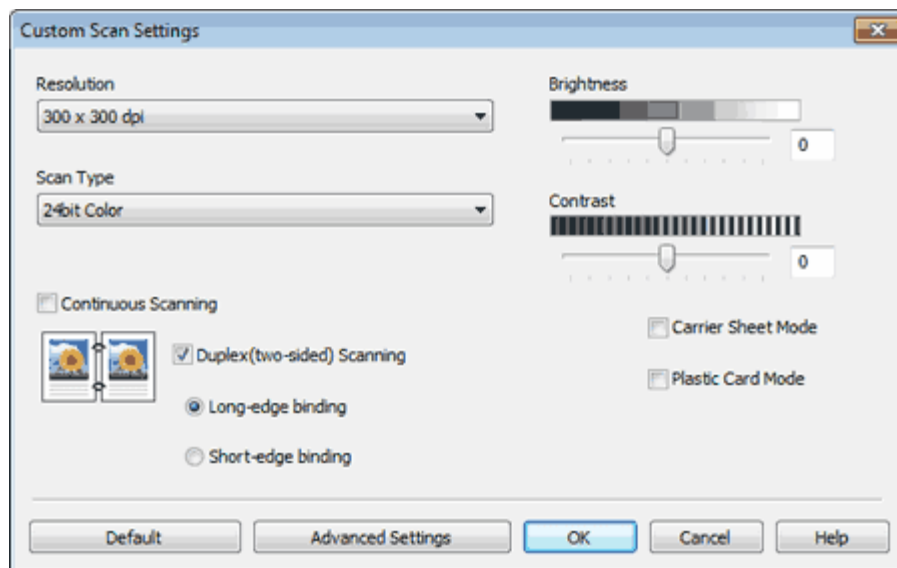
You can also start ControlCenter4 by doing one of the following:


- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.







- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 5 Check the **Plastic Card Mode** check box.
- 6 Configure other settings if needed (see [Custom Scan Settings](#)).
- 7 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

#### **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 8 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).


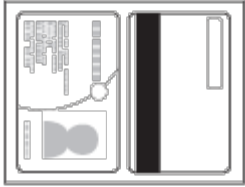
#### **Important**

If a feed error should occur while scanning, open the front cover and carefully remove the plastic card in order to prevent damage to the card.

#### **Note**

**Plastic Card Mode** automatically uses these settings:  
**Resolution:** 600 x 600 dpi  
**Scan Size:** 2 in 1 (Business Card)  
**Duplex(two-sided) Scanning:** On (**Short-edge binding**)  
**Auto Deskew:** Off  
**Multifeed Detection:** Off

Automatic Image Rotation: Off


Original Layout	Scan Result
 The image shows a plastic card with a person's silhouette and some text. A circular magnifying glass is positioned over a specific area of the card, showing a close-up of a horizontal bar and some text.	 The image shows the scanned result of the plastic card. It is a rectangular image with a white background, showing the card's details as they were captured by the scanner.

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## Correct Page Skew

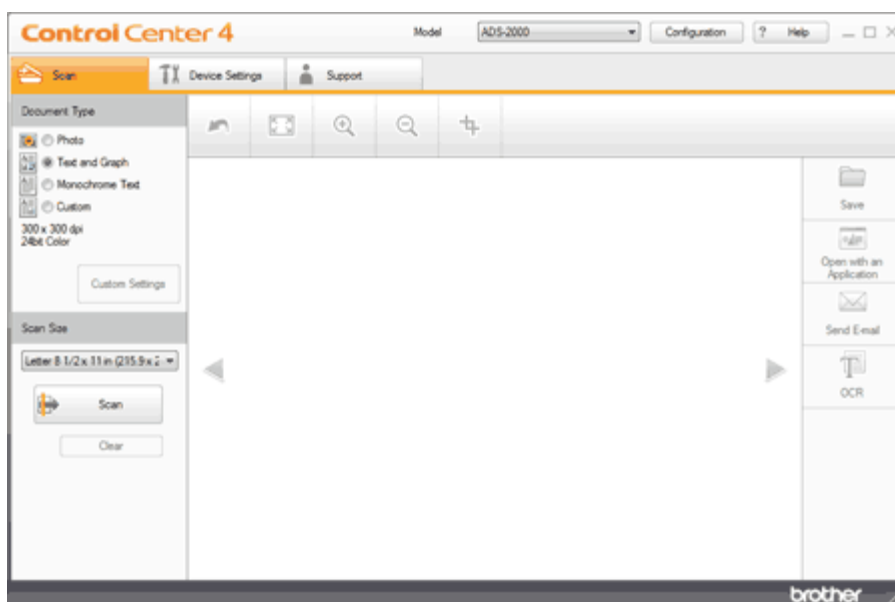
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

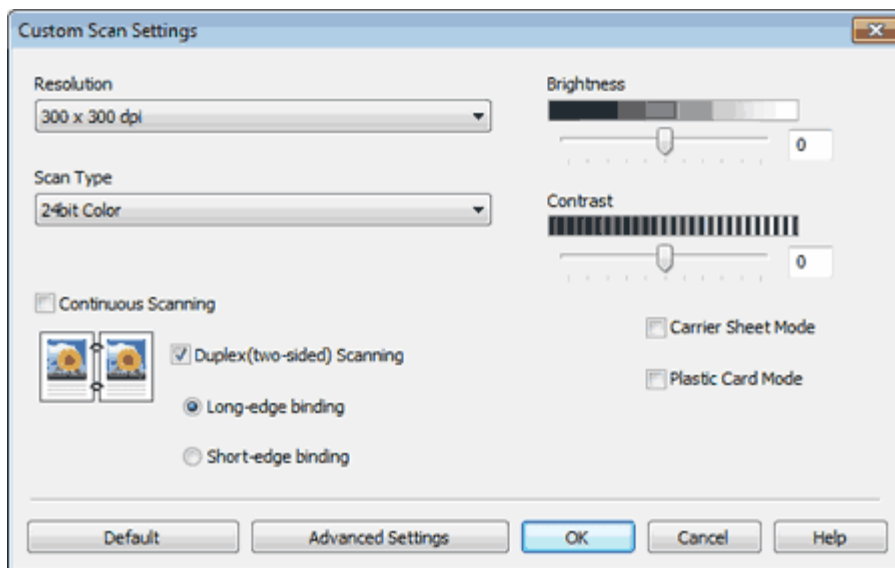
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

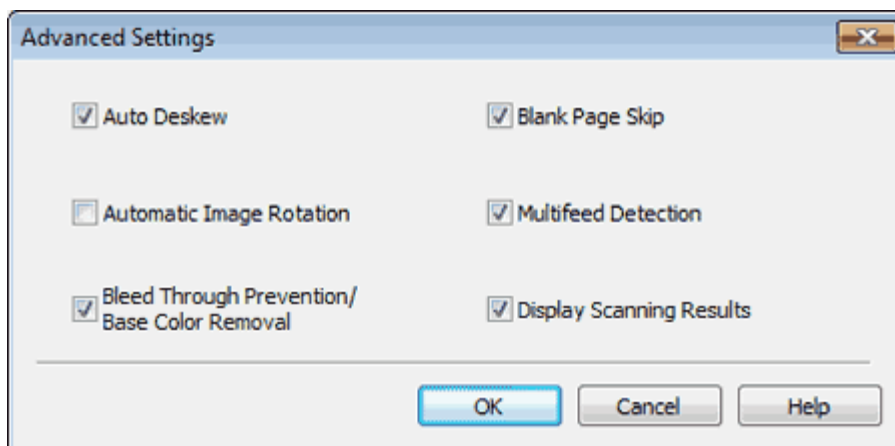
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




- 5 Check the **Auto Deskw** check box and then click the **OK** button.
- 6 Click the **OK** button.

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## Delete Blank Pages

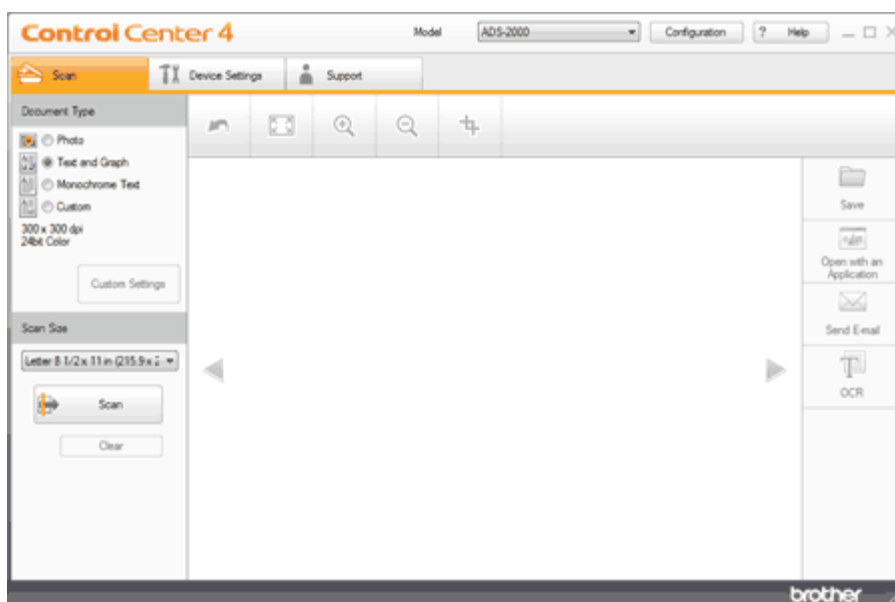
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

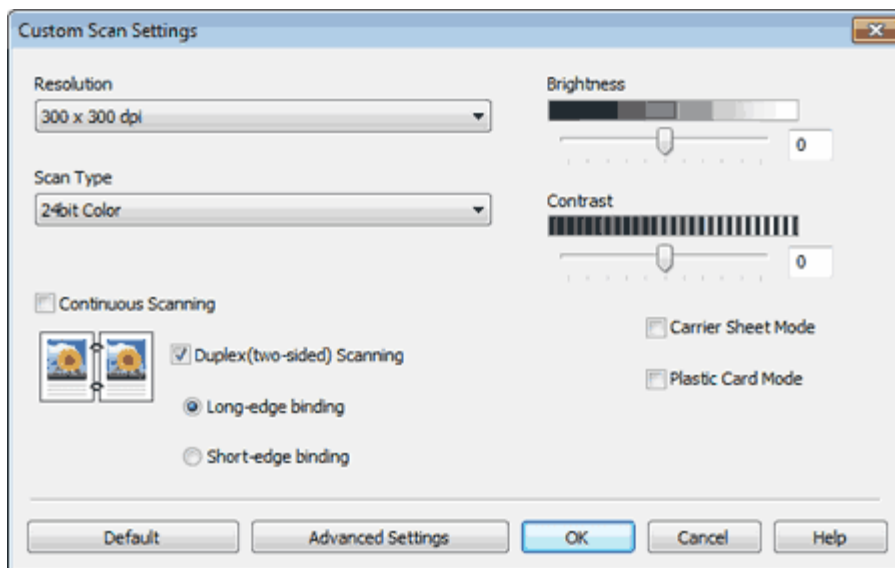
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

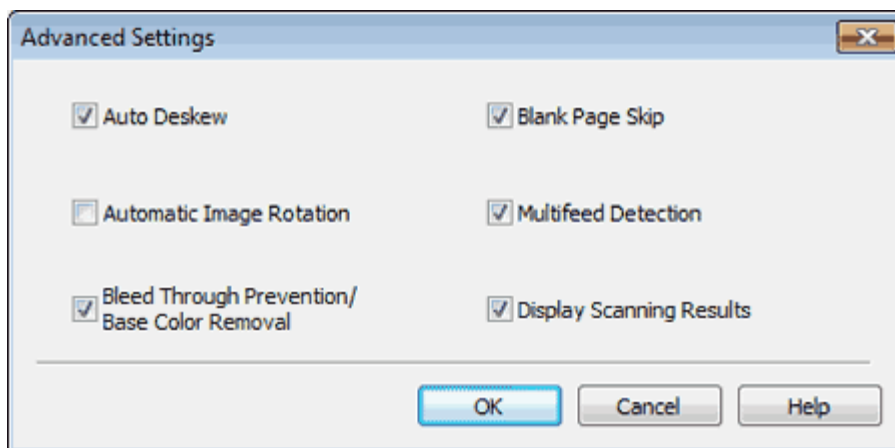
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Blank Page Skip** check box and then click the **OK** button.

- 6 Click the **OK** button.

#### **Note**

The **Blank Page Skip** feature may not remove blank pages depending on the document.


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## Change Document Orientation to Match the Text

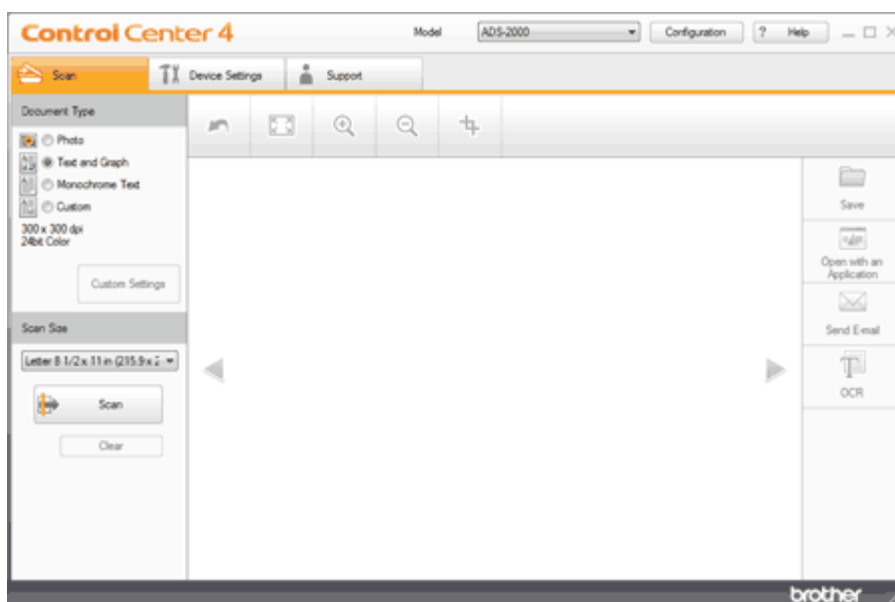
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

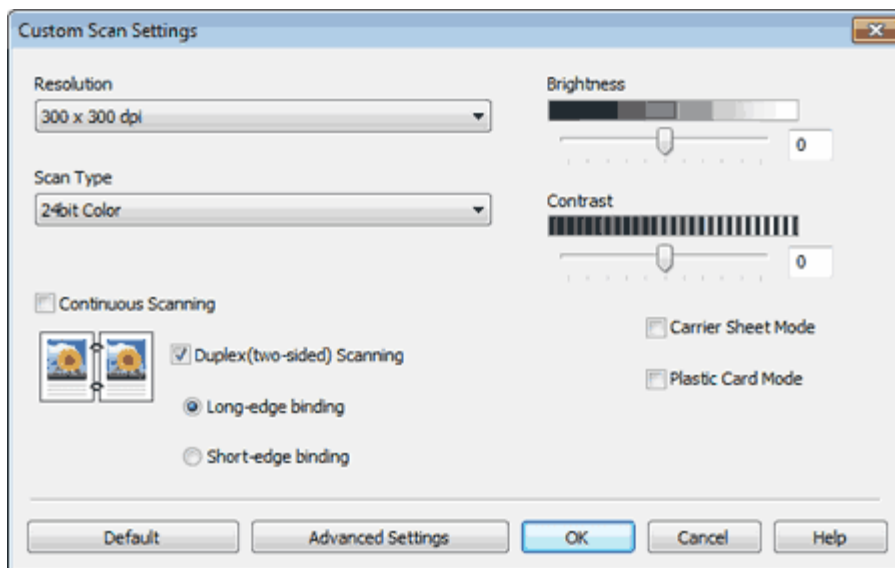
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

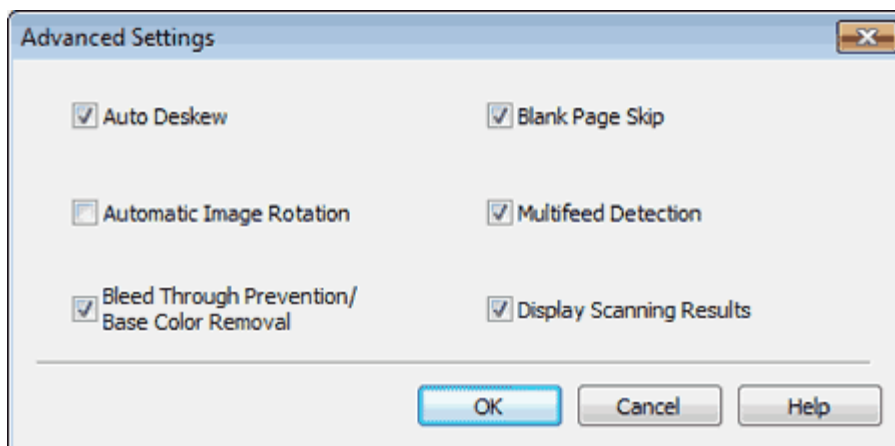
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



5 Check the **Automatic Image Rotation** check box and then click the **OK** button.


6 Click the **OK** button.

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## Detect Overlapping (Multifeed) Pages

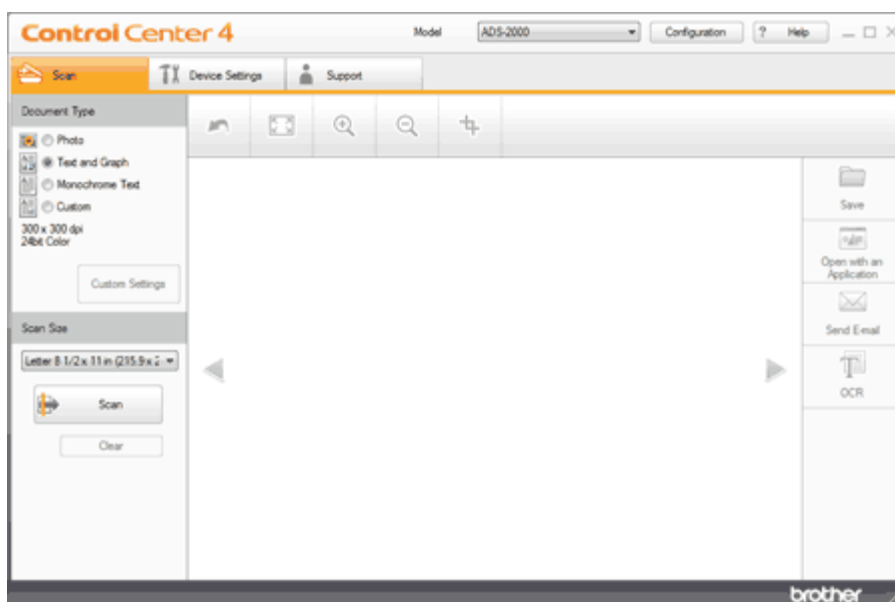
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

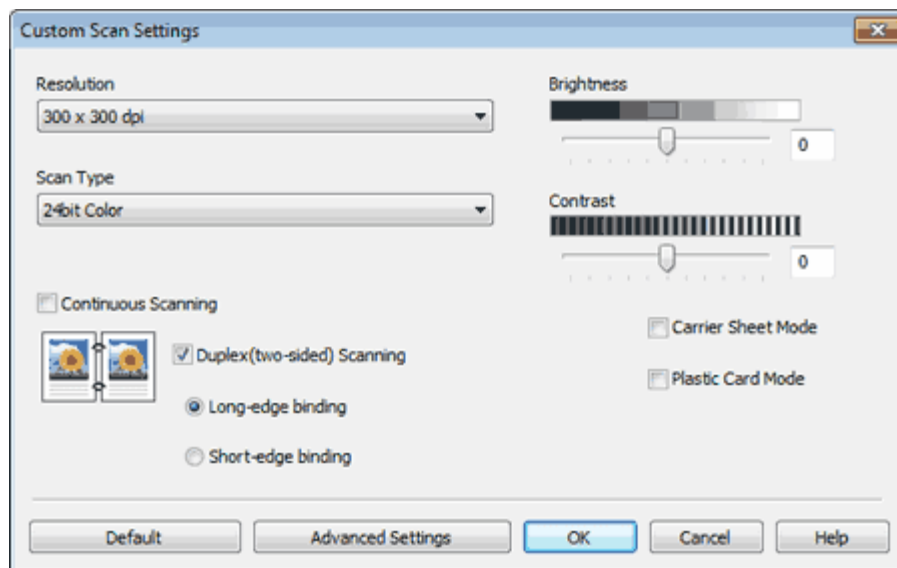
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

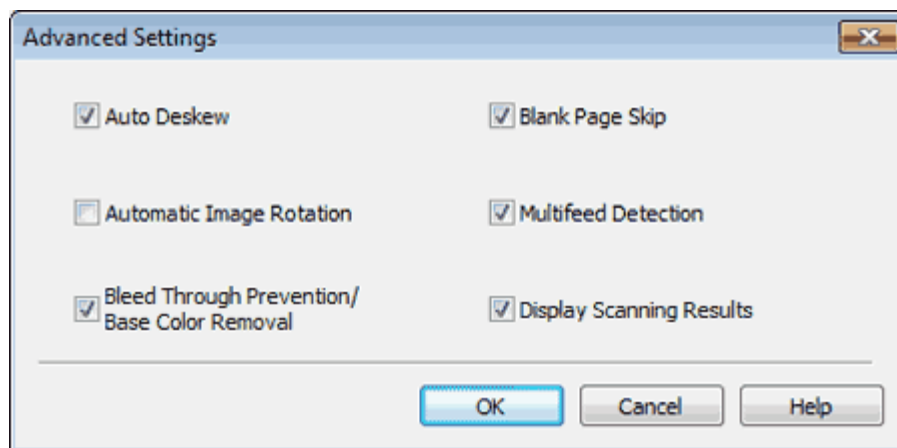
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Multifeed Detection** check box and then click the **OK** button.

- 6 Click the **OK** button.

#### **Note**

The **Multifeed Detection** feature does not support documents narrower than 2 3/4 in. (70 mm) wide.

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## Scan Pages Laid on Top of Each Other

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).


### Note

Load only one Carrier Sheet at a time.

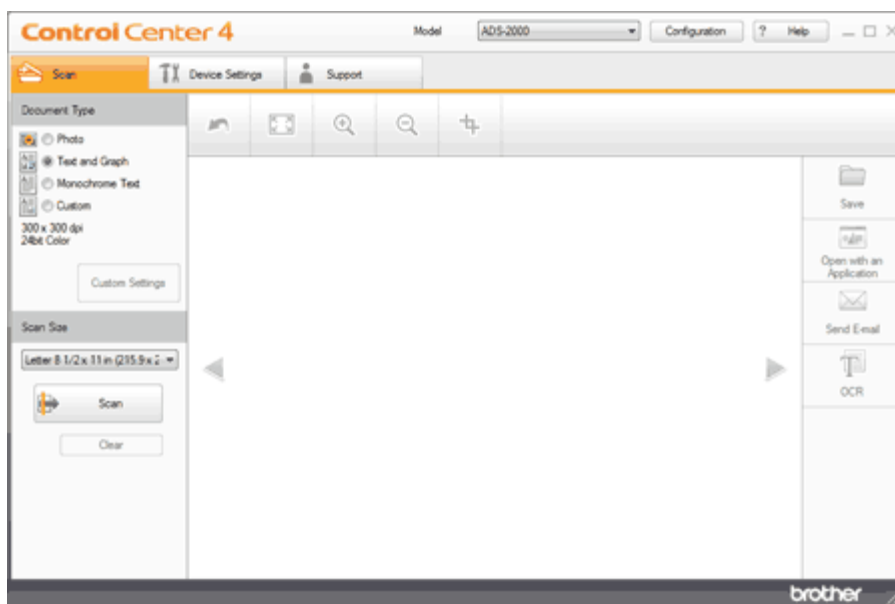
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

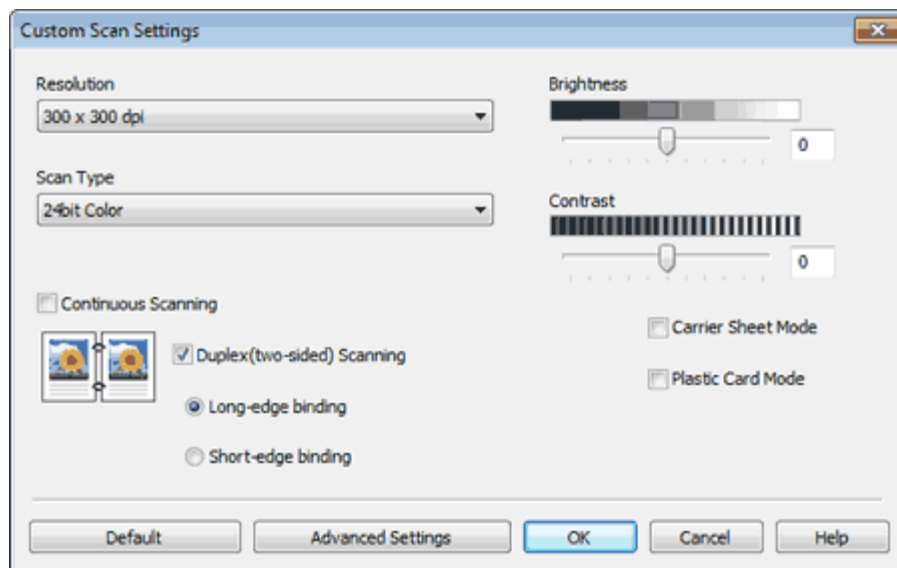
You can also start ControlCenter4 by doing one of the following:


- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.







- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 5 Check the **Carrier Sheet Mode** check box.
- 6 Configure other settings if needed (see [Custom Scan Settings](#)).
- 7 Select a scan size other than **Auto** from the **Scan Size** drop-down list.
- 8 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

#### **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 9 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).

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## Scan Envelopes

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).


### Note

Load only one Carrier Sheet at a time.

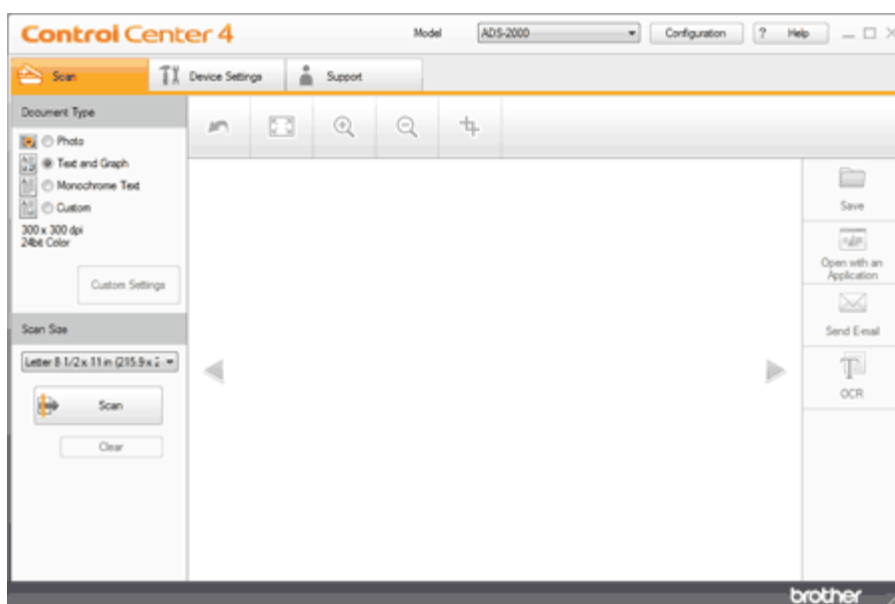
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

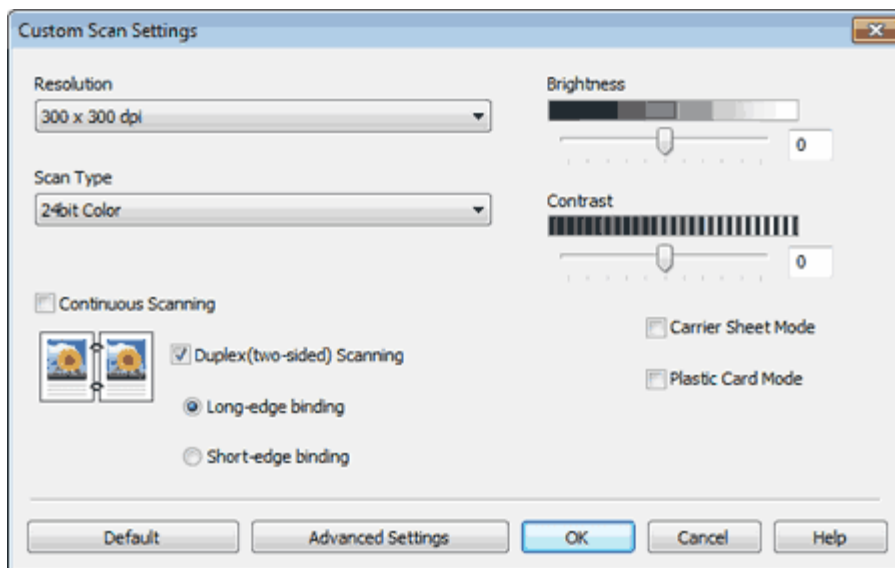
You can also start ControlCenter4 by doing one of the following:


- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.







- 4 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 5 Check the **Carrier Sheet Mode** check box.
- 6 Configure other settings if needed (see [Custom Scan Settings](#)).
- 7 Select a scan size other than **Auto** from the **Scan Size** drop-down list.
- 8 Click the  (**Scan**) button. The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

#### **Note**

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

- 9 Do one of the following:
  - Click the  (**Save**) button to save the scanned data. See [Save Scanned Documents](#).
  - Click the  (**Open with an Application**) button to open the scanned data in another application. See [Open with an Application](#).
  - Click the  (**Send E-mail**) button to attach the scanned data to an E-mail. See [Send E-mail](#).
  - Click the  (**OCR**) button to scan to an editable text file. See [Scan to Editable Text File \(OCR\)](#).


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## Prevent Bleed Through

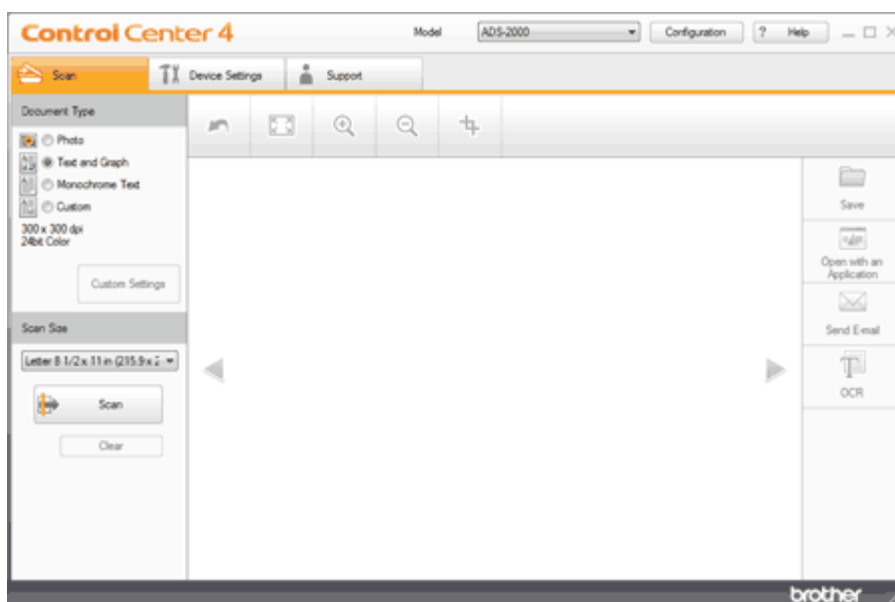
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

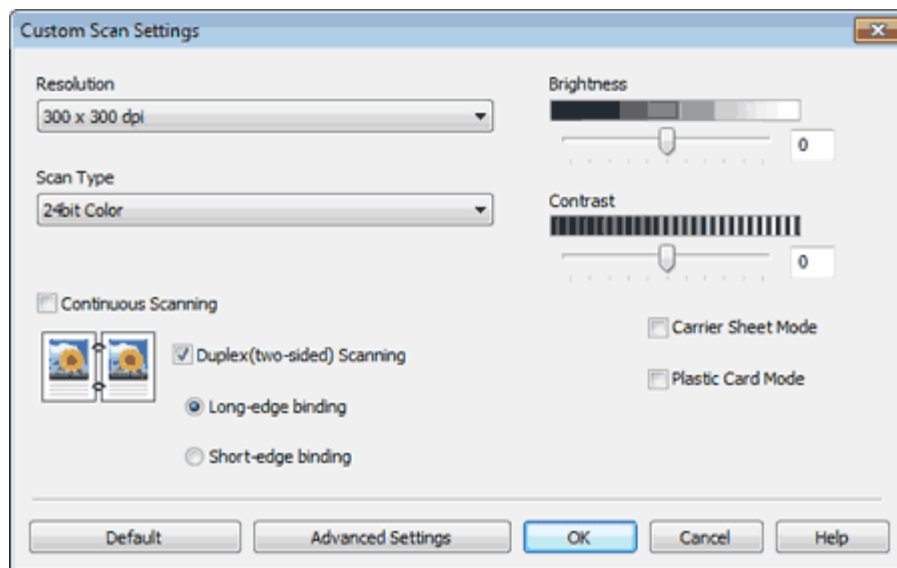
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

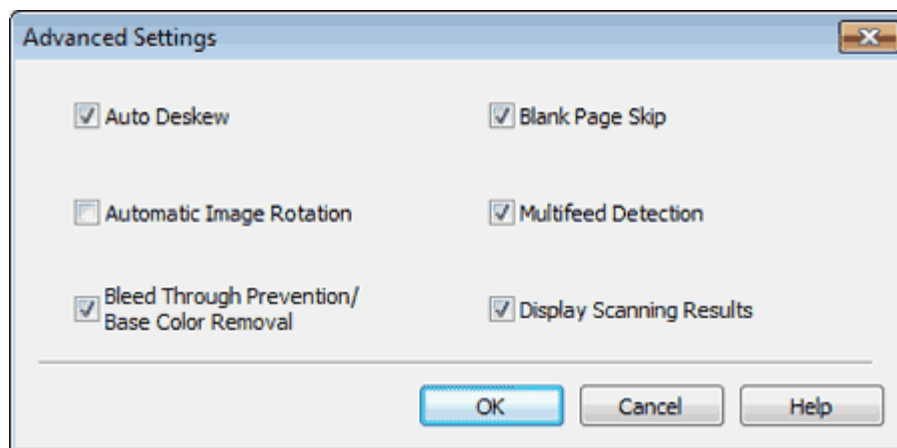
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.

- 6 Click the **OK** button.

#### **Note**


When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.

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## Remove the Background Color (Base Color Removal) and Make Documents Easier to Read

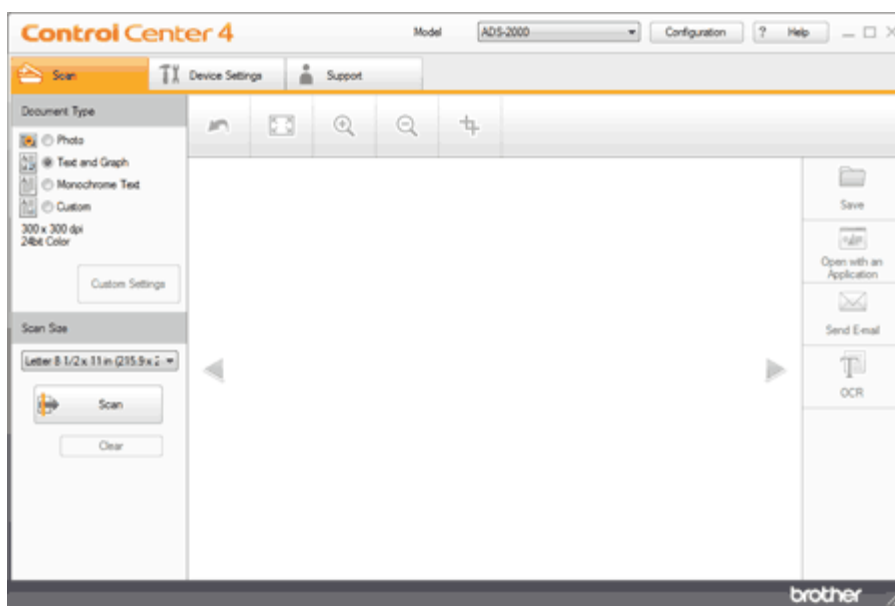
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

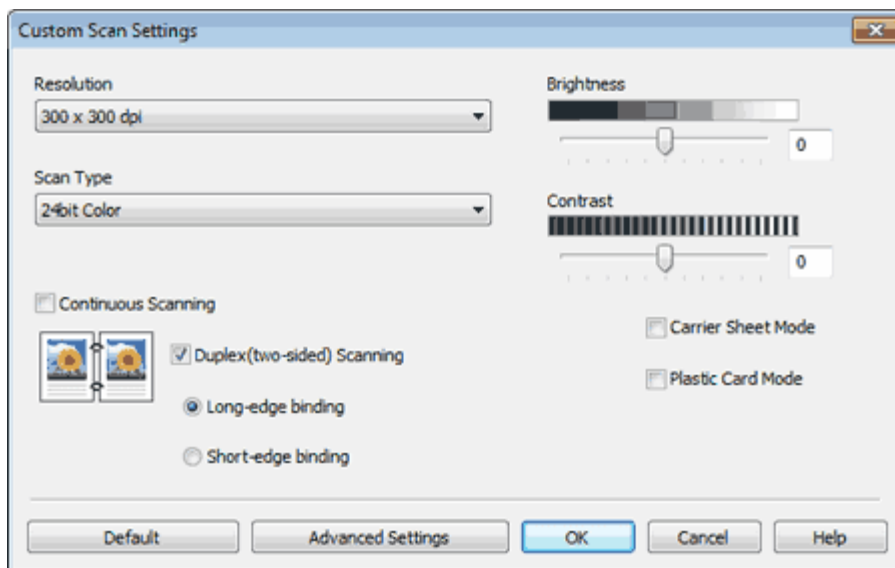
You can also start ControlCenter4 by doing one of the following:

- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

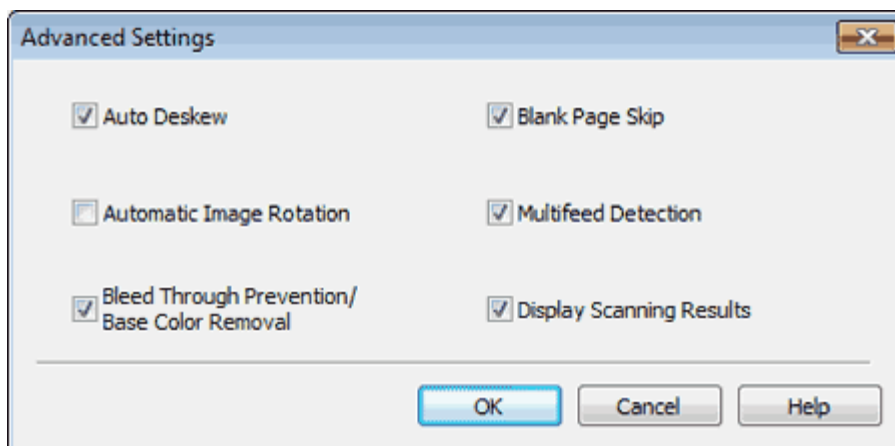
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



5 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.

6 Click the **OK** button.

 **Note**


When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.

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## View the Number of Scanned Pages

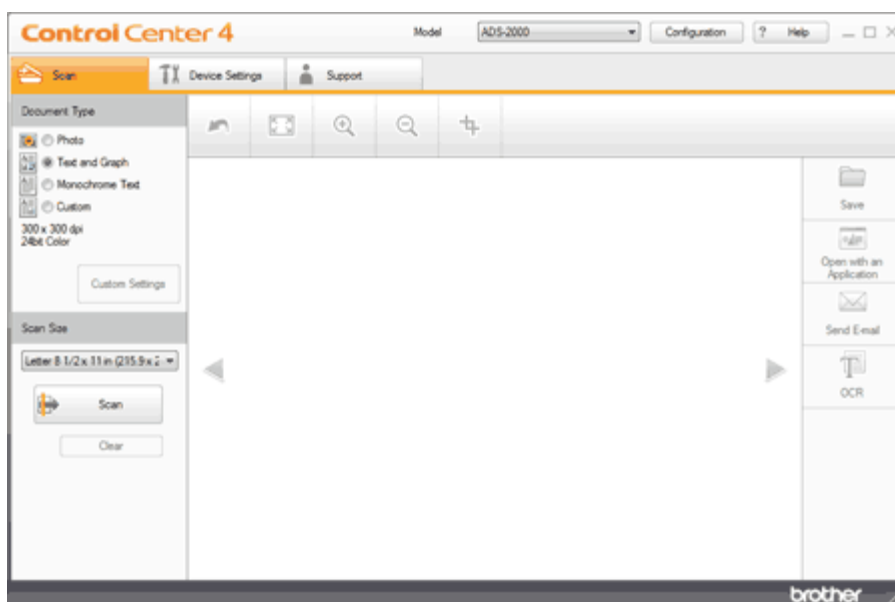
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

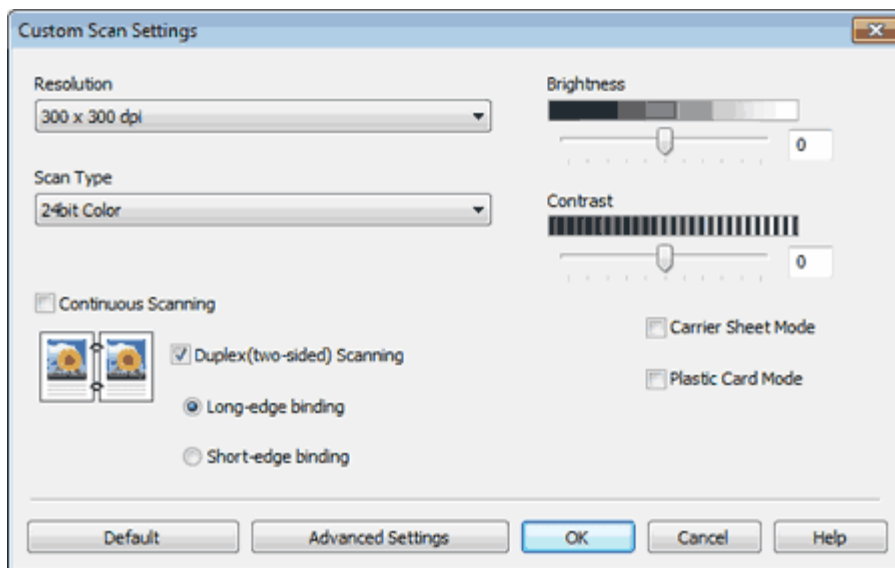
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

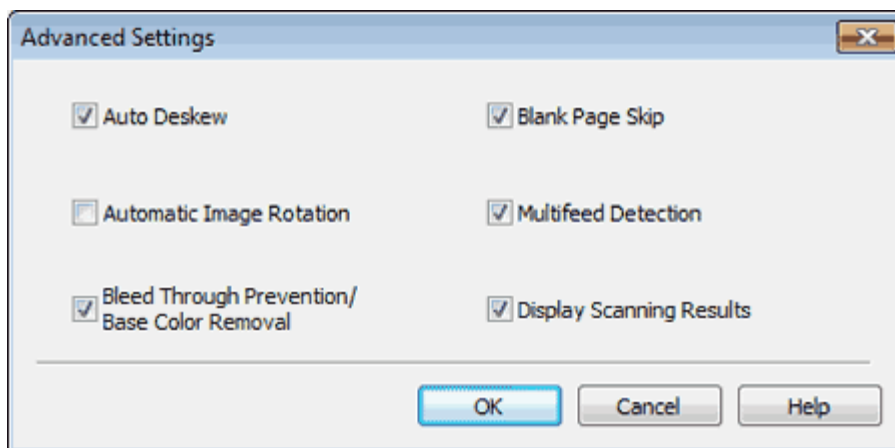
- 2 Select the **Scan** tab.



- 3 Select **Custom** in the **Document Type** option and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box will appear.



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



5 Check the **Display Scanning Results** check box and then click the **OK** button.


6 Click the **OK** button.


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## Scan to an Application

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

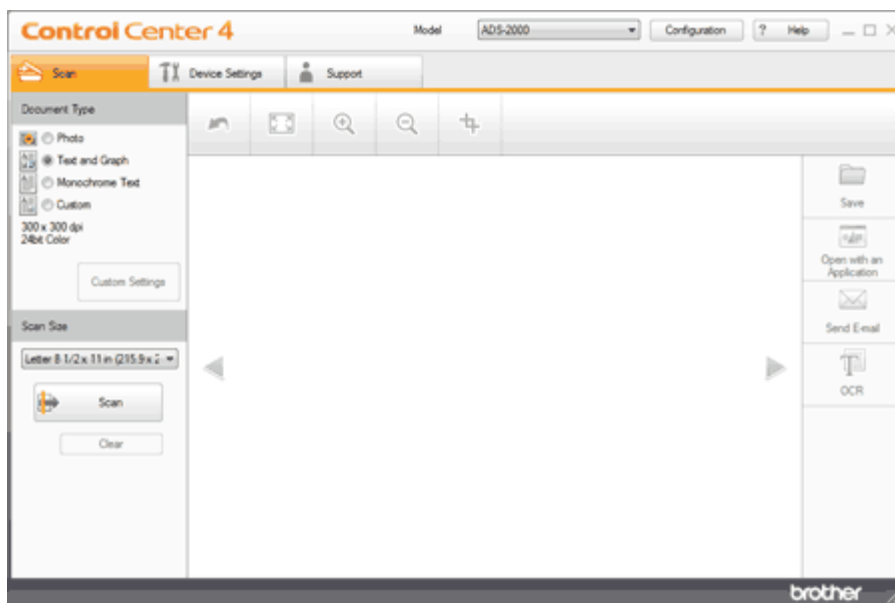
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).

Change the scan size if needed (see [Change the Scan Size](#)).

5

6 Click the  (**Scan**) button.

The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

 **Note**

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If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

---

7 Click the left or right arrow buttons to preview each scanned document.

8 Crop the scanned image if needed (see [Crop Scanned Image](#)).

9 Click the  (**Open with an Application**) button.

10 Select the application from the drop-down list and click the **OK** button.  
The image will be opened in the application you have chosen.

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## Scan to E-mail Attachment

You can scan a document to your default E-mail application, so you can send the scanned document as an attachment.

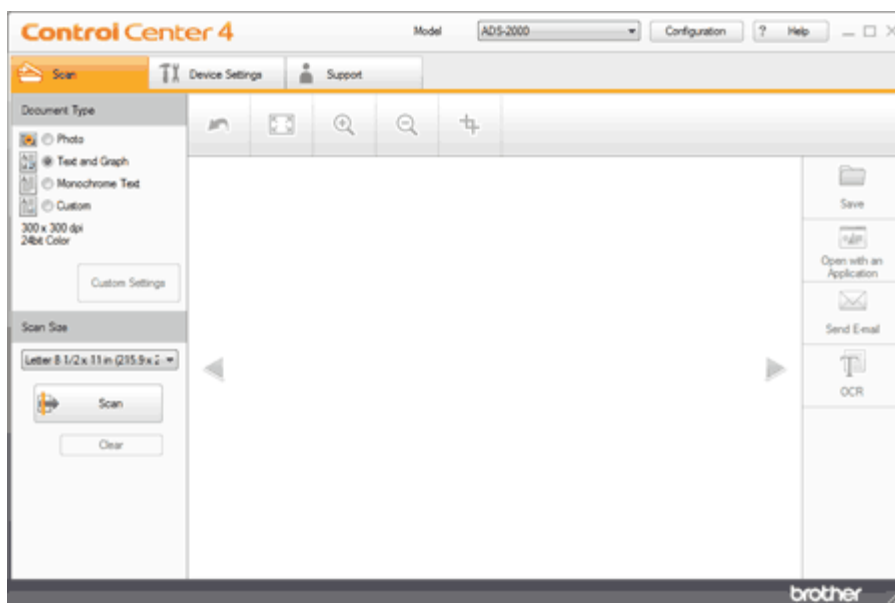
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Do one of the following:
  - Select **Photo**, **Text and Graph**, or **Monochrome Text** in the **Document Type** option for the type of original you want to scan.
    - **Photo**: 600 × 600 dpi, 24bit Color
    - **Text and Graph**: 300 × 300 dpi, 24bit Color
    - **Monochrome Text**: 200 × 200 dpi, Black and White
  - Select **Custom** in the **Document Type** option and then configure the scan settings in detail. See [Custom Scan Settings](#).
- 5 Change the scan size if needed (see [Change the Scan Size](#)).

- 6 Click the  (**Scan**) button.

The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

 **Note**

---

If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

---

- 7 Click the left or right arrow buttons to preview each scanned document.

- 8 Crop the scanned image if needed (see [Crop Scanned Image](#)).

- 9 Click the  (**Send E-mail**) button.

- 10 Configure the attached file settings and click the **OK** button.


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

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## Scan to Editable Text File (OCR)

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


### Note

Nuance™ PaperPort™12SE must be installed on your computer.

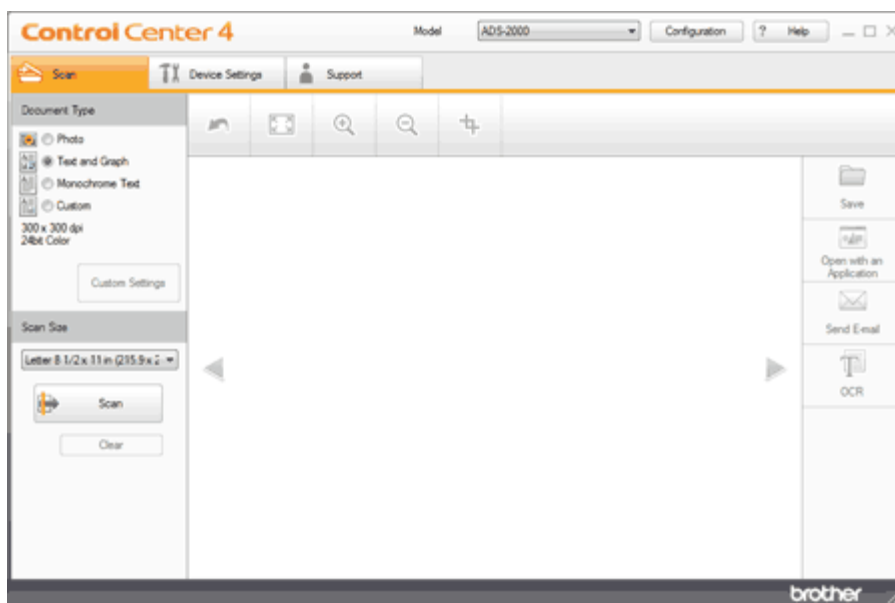
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Select **Monochrome Text** in the **Document Type** option.
- 5 Change the scan size if needed (see [Change the Scan Size](#)).
- 6 Click the  (**Scan**) button.


The machine starts scanning, and then the **Scanning Completed** dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer.

 **Note**

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If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, check the **Display Scanning Results** check box.

---

- 7** Click the left or right arrow buttons to preview each scanned document.
- 8** Click the  (**OCR**) button.
- 9** Configure the OCR settings and click the **OK** button.  
The machine converts the scanned image into editable text, then sends it to your default word processing application.

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## Use NewSoft Presto! BizCard 5 (Macintosh)

Presto! BizCard lets you manage the information from scanned business cards, such as names, companies, mailing addresses, phone/fax numbers and e-mail addresses, on your computer. Simply scan, or import your business cards and Presto! BizCard automatically saves the data and image for each card. Different viewing modes are available for easy searching, editing, creating, and sorting.

### Installing NewSoft Presto! BizCard 5

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- 1** Insert the supplied DVD-ROM into your DVD-ROM drive.
- 2** Double-click the **BROTHER** icon on your desktop.
- 3** Double-click **Utilities**.
- 4** Double-click the **BizCard Installer** icon.  
Follow the on-screen instructions.


For details, see the NewSoft Presto! BizCard 5 user's guide by clicking on **Help** on the menu bar, then **Using Help**.

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## View Scanned Documents on Your Computer Screen

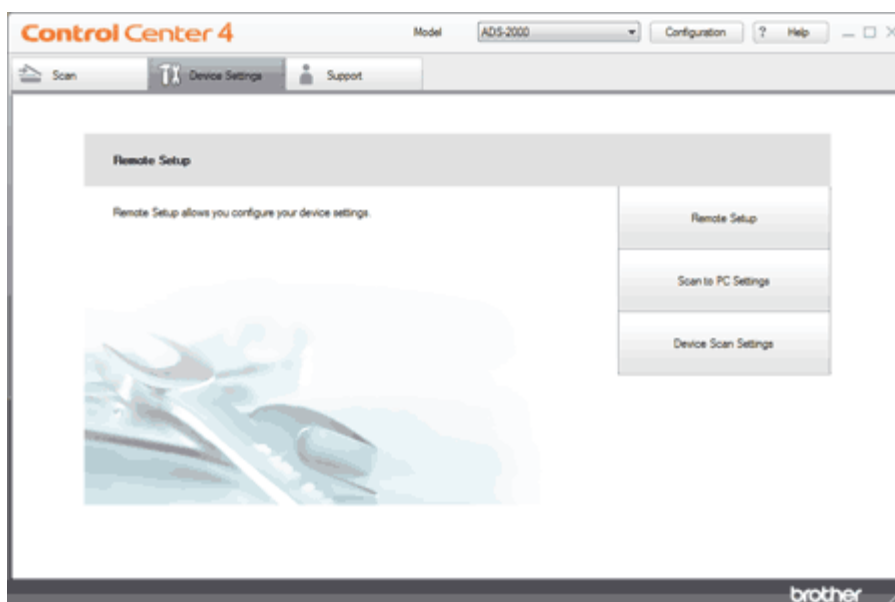
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

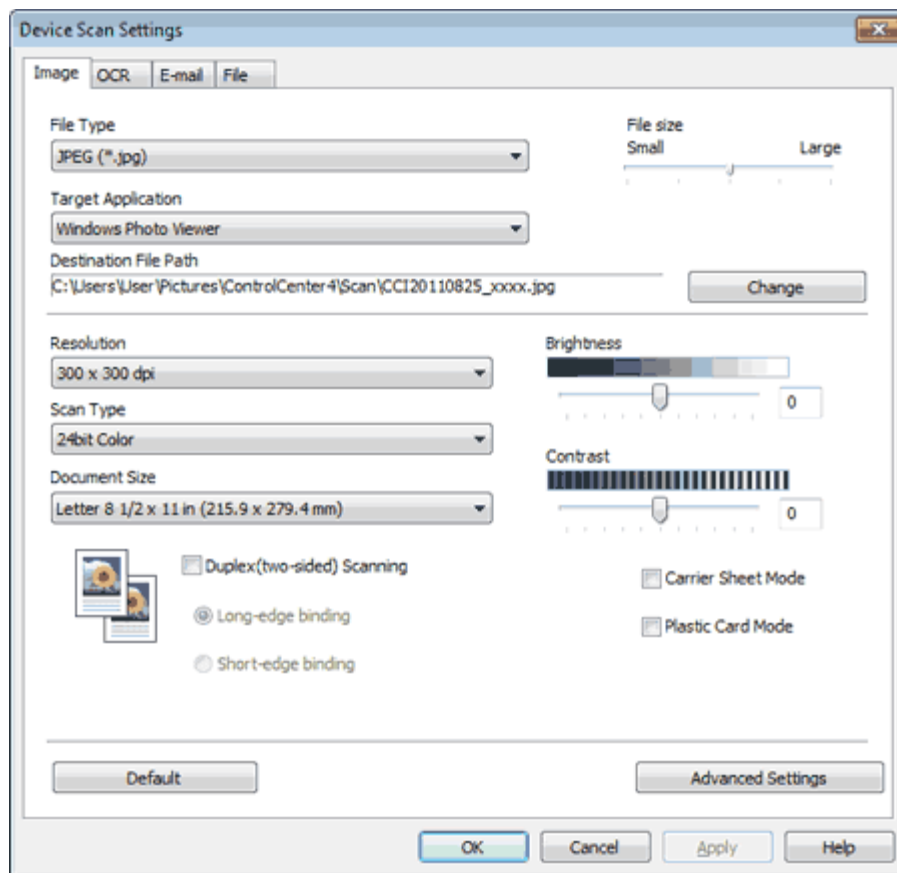
You can also start ControlCenter4 by doing one of the following:

- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

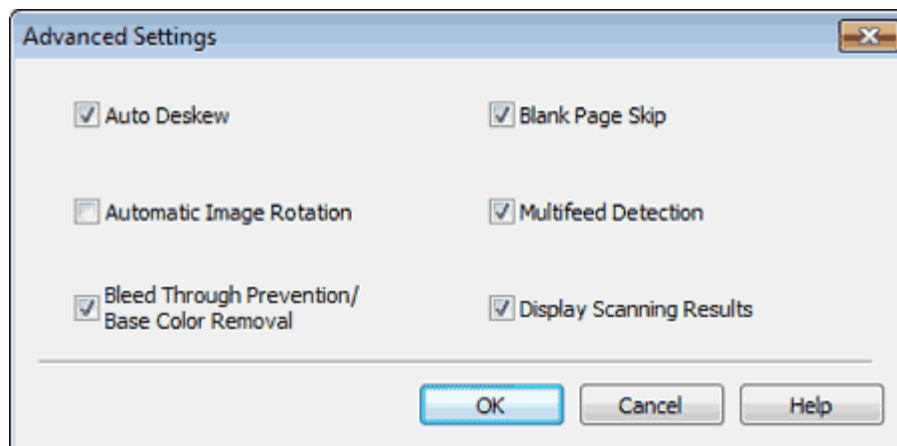
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 6 Check the **Display Scanning Results** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).

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## Detect Overlapping (Multifeed) Pages

**1** Start the ControlCenter application.

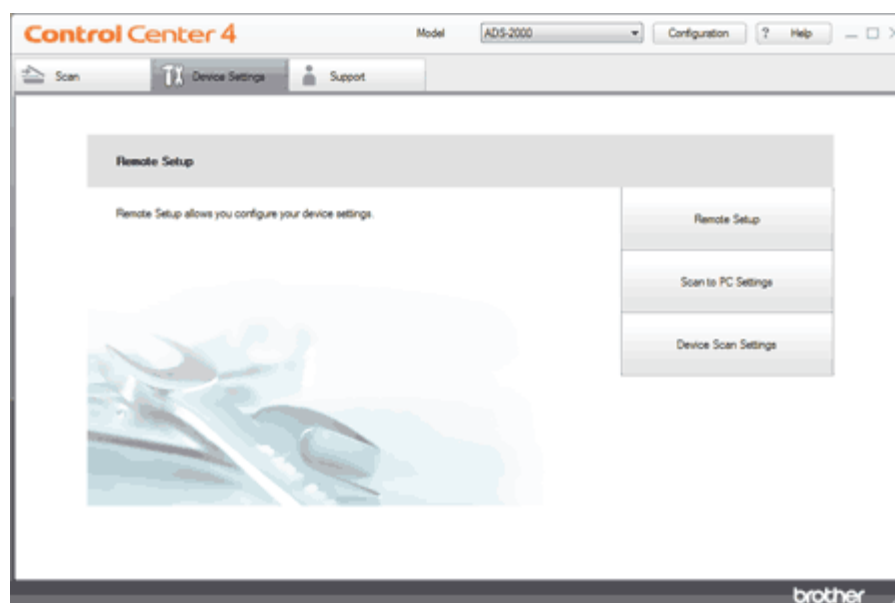
- Windows®

**(1)** Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



**(2)** Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

**(1)** Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

**(2)** Click the **DEVICE SETTINGS** tab.





2 Click the **Remote Setup** button. The Remote Setup window will appear.

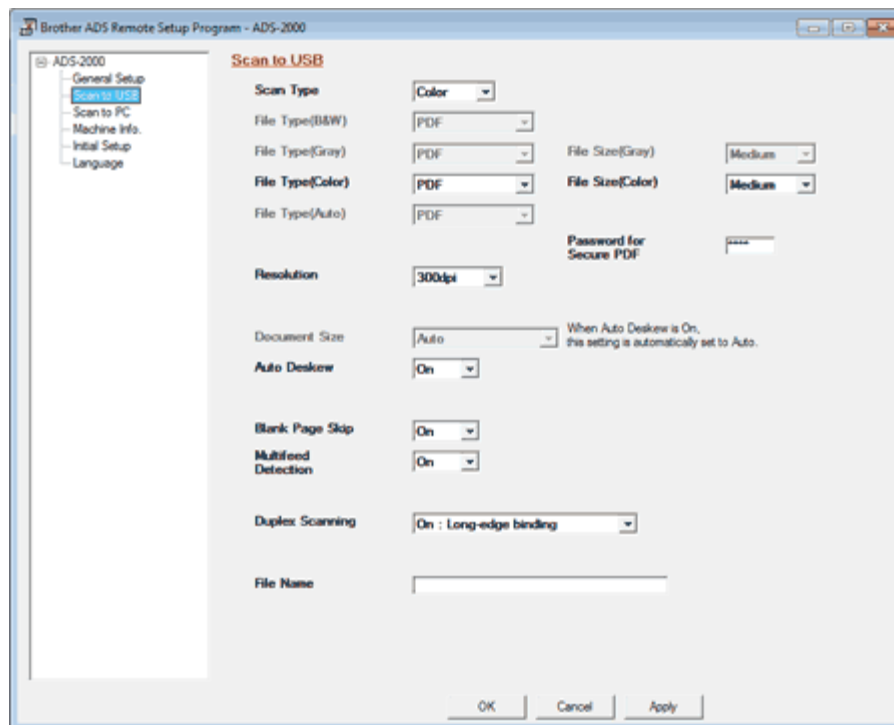
### Note

You can also start Remote Setup by following the instructions below:

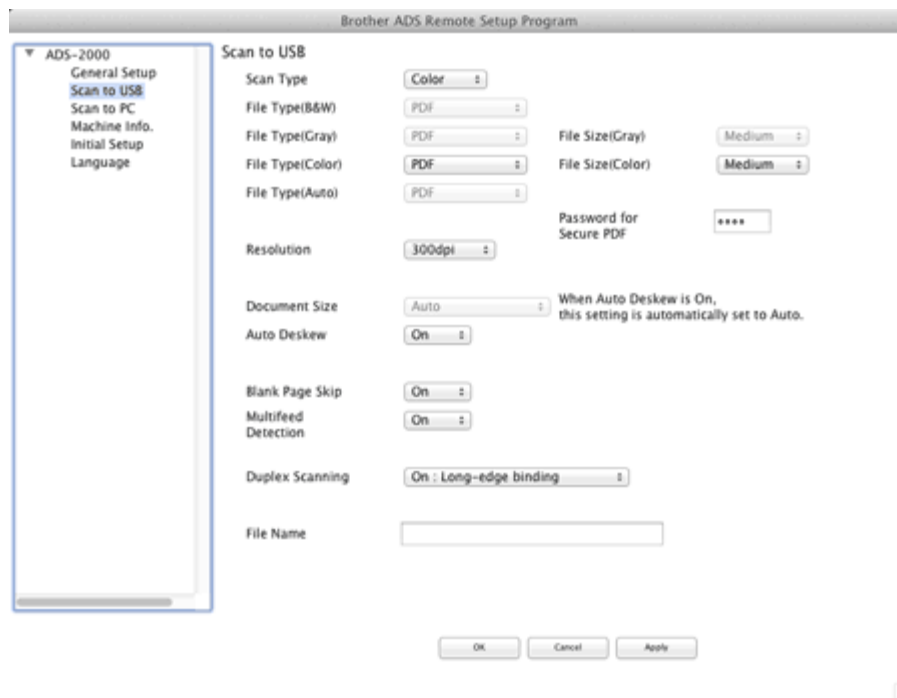
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Scan to USB** in the folder tree.

- Windows®



- Macintosh



**4** Select **On** from the **Multifeed Detection** drop-down list.

**5** Change other settings if needed (see [Change Scan Settings](#)).

#### **Note**

The **Multifeed Detection** feature does not support documents narrower than 2 3/4 in. (70 mm) wide.

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## Set Sleep Mode

### 1 Start the ControlCenter application.

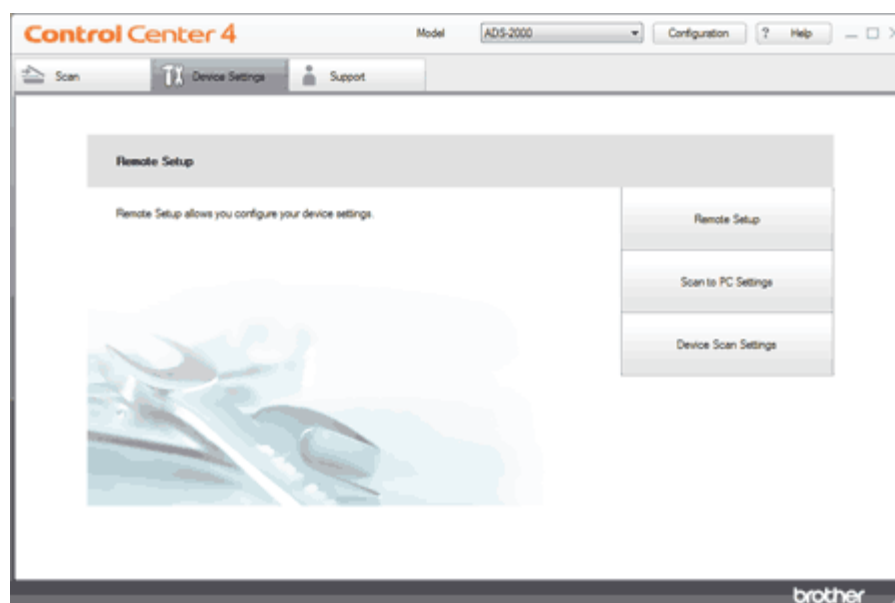
- Windows®

(1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### Note

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



(2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

(1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

(2) Click the **DEVICE SETTINGS** tab.



**2** Click the **Remote Setup** button. The Remote Setup window will appear.

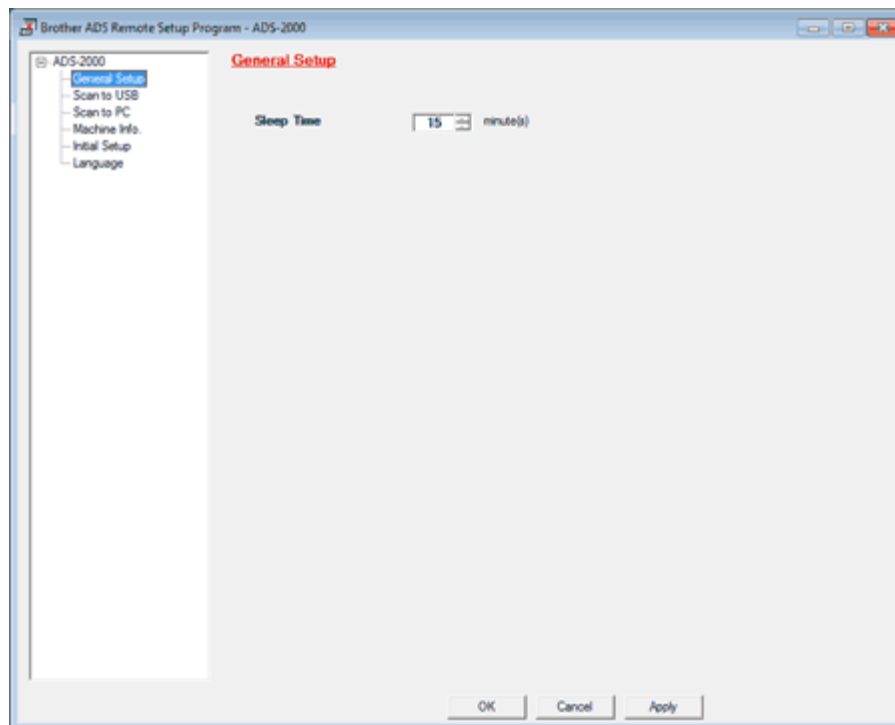
 **Note**

You can also start Remote Setup by following the instructions below:

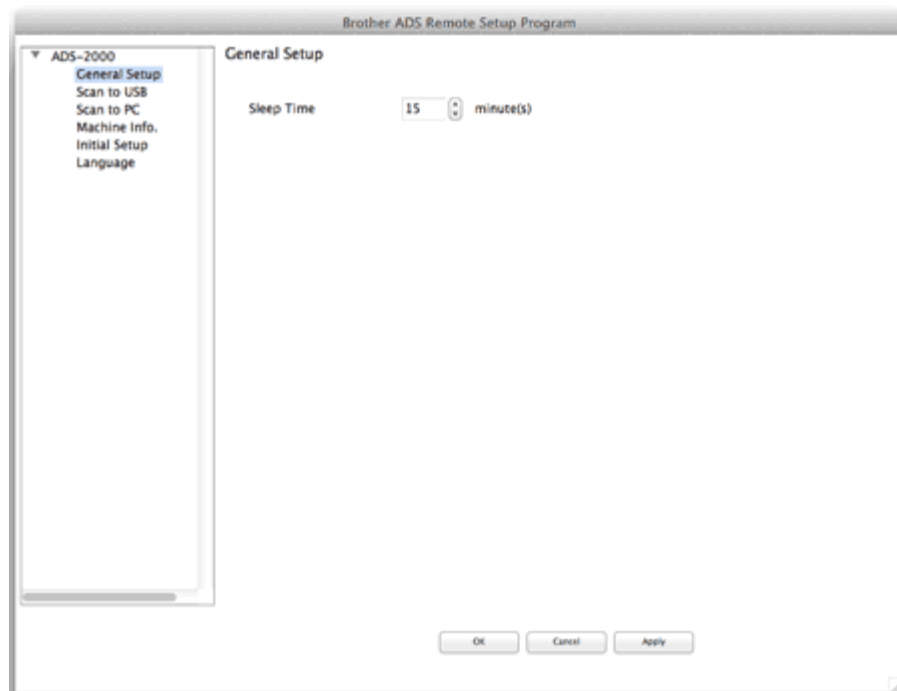
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

**3** Select **General Setup** in the folder tree.

- Windows®



- Macintosh



**4** Configure the settings as needed.

• **Sleep Time**

You can select how long the machine must be idle before it goes into Sleep mode.

To enter Ready mode, do one of the following:

- Press any key.
- Open the Top Cover.
- Load your document.

**5** Click the **OK** button.

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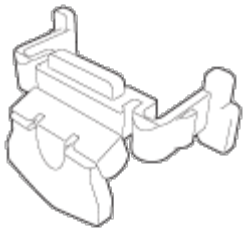
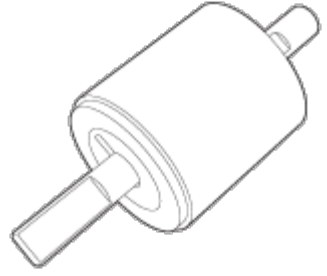
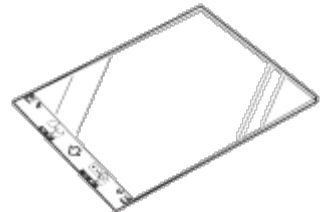

## Replace Consumables

The Status Monitor will tell you when the machine detects that consumables are near the end of their life.

- [Order Consumables](#)
- [Check Consumable Replacement Cycle \(Windows®\)](#)
- [Check Consumable Replacement Cycle \(Macintosh\)](#)
- [Replace the Separation Pad](#)
- [Replace the Pick-up Roller](#)
- [Reset the Usage Counters](#)

## Order Consumables

The following table lists the part numbers of consumables and rough guidelines for replacing these parts.

No.	Part Name	Part No.	Standard Replacement Cycle
1	Separation Pad 	SP-A0001	50,000 sheets
2	Pick-up Roller 	PUR-A0001	50,000 sheets
3	Carrier Sheet 	CS-A3001	500 times
4	Plastic Card Carrier Sheet 	CS-CA001	500 times

**Note**

The usage may vary depending on the usage environment, type of documents, and how often documents are scanned.

These parts are available at most Brother retailers. If you cannot find the part you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order parts directly from Brother. (You can visit us online for a complete selection of the Brother parts and supplies that are available for purchase.)

**Note**

In Canada only Visa and MasterCard are accepted.

**In USA:** 1-877-552-MALL (1-877-552-6255)  
1-800-947-1445 (fax)

<http://www.brothermall.com/>

**In Canada:** 1-877-BROTHER

<http://www.brother.ca/>

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## Reset the Usage Counters

### 1 Start the ControlCenter application.

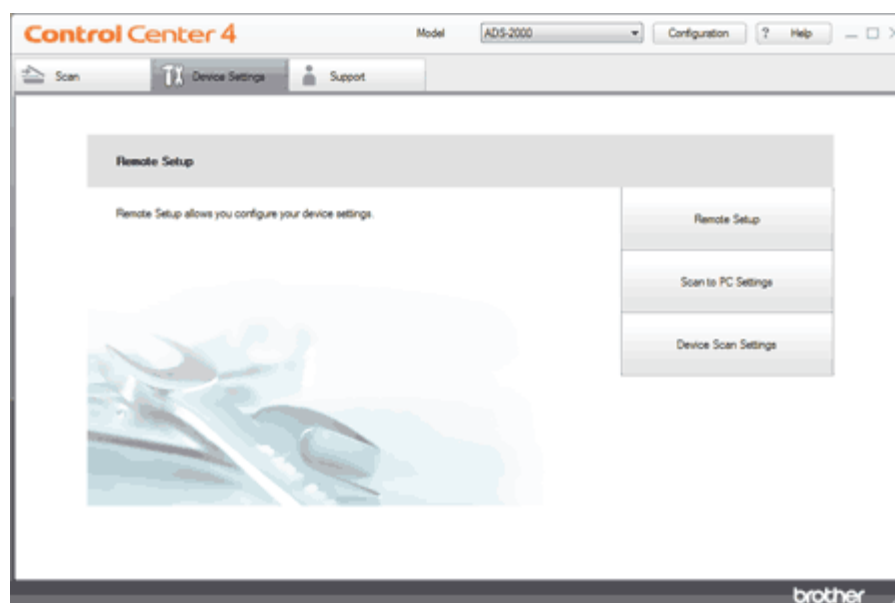
- Windows®

- (1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



- (2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.

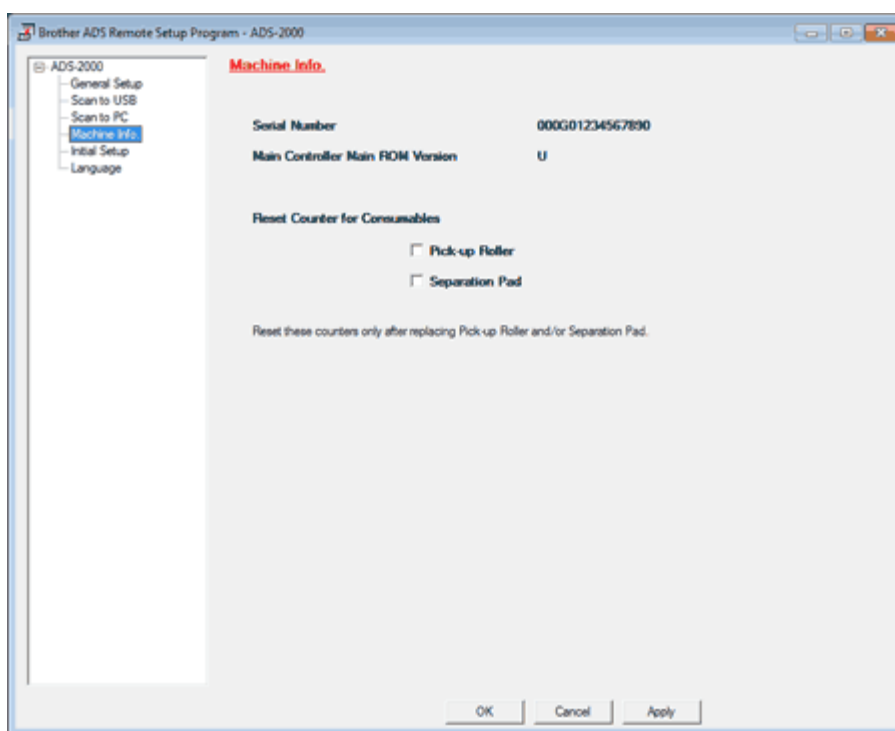




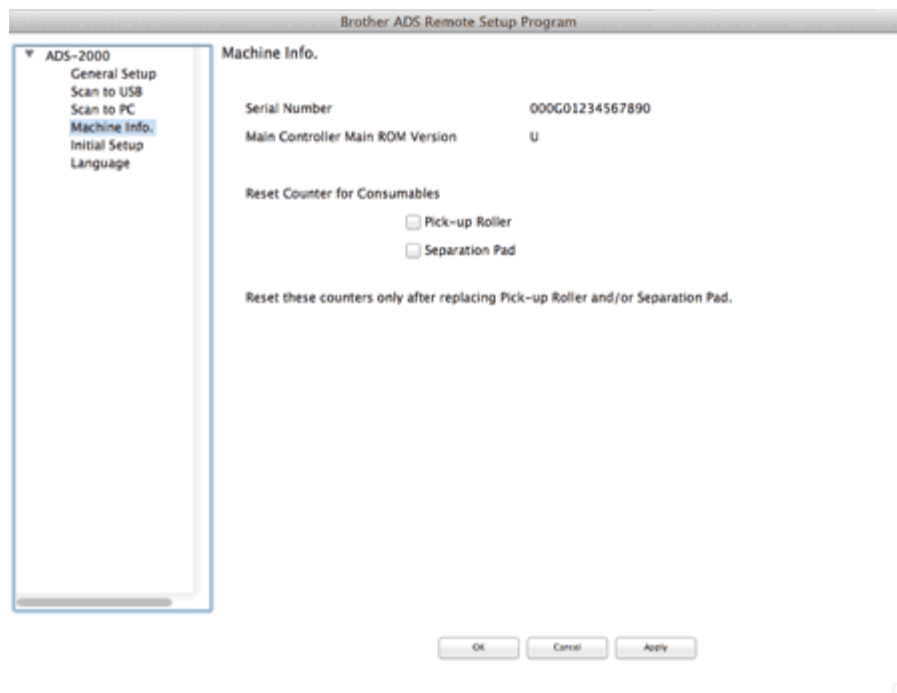
2 Click the **Remote Setup** button. The Remote Setup window will appear.

3 Select **Machine Info.** in the folder tree.

- Windows®



- Macintosh



**4** Do one of the following:

- To reset the counter for the Separation Pad, check the **Separation Pad** check box for **Reset Counter for Consumables**.
- To reset the counter for the Pick-up Roller, check the **Pick-up Roller** check box for **Reset Counter for Consumables**.

**5** Click the **OK** button.

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## Document Jam

Documents can jam in the document feeder unit if they are not inserted or fed properly, or if they are too long. Follow the steps below to clear a document jam.

- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the Front Cover by pinching the Cover Release Lever (1).



- 3 Pull the jammed document out of the machine.



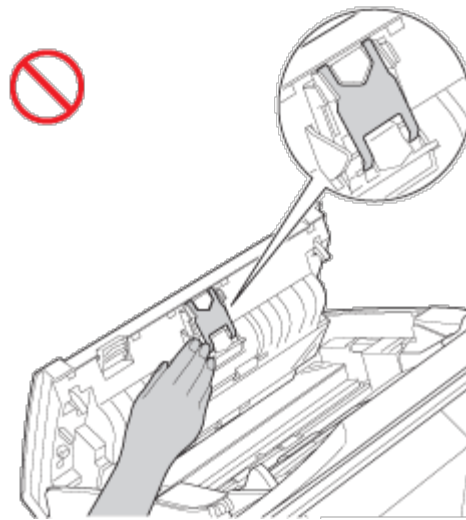
### Note

Check for ripped paper inside the machine. Remove any ripped paper you find inside the machine.

- 4 Close the Front Cover.
- 5 Press any key.

## CAUTION

DO NOT touch the metal part of the Separation Pad Cover. Doing this may cause injury to you and serious damage to the machine.



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### **!** Important

- To avoid damage to the jammed document, DO NOT pull the document out before opening the Front Cover.
- Take out any paper from the ADF before closing the Front Cover.
- To avoid future document jams, do the following:
  - Close the Front Cover properly by pushing it gently in the middle.
  - Configure the settings for your document properly.
  - Clean the Separation Pad and Pick-up Roller. See [Clean the Scanner](#).
  - Stagger the pages and then load your document.
  - Make sure your document is acceptable for the machine. See [Acceptable Document](#).

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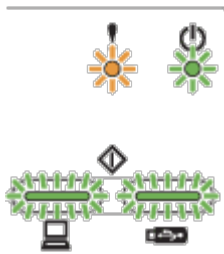
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## Service Call Indications

If there is an error that cannot be cleared by the user, the machine will indicate that a service call is needed by lighting up all the LEDs as shown below.



If you see the service call indication shown above, turn the machine off and then on, and then try to scan again. If the error is not cleared after turning the machine off and then on, press **Scan to PC** and then **Scan to USB**. The LEDs will light up as shown in the table below to identify the error.

### LED Error Indication

Error Code		Error Indicator	Power Indicator	Scan to PC LED	Scan to USB LED
0xA7	Scan to PC <sup>1</sup>	○	○		
	Scan to USB <sup>2</sup>	○	●		
0xA9	Scan to PC <sup>1</sup>	○	○		
	Scan to USB <sup>2</sup>	○	●		
0xE6	Scan to PC <sup>1</sup>	○	●		
	Scan to USB <sup>2</sup>	○	○		

1 When pressing the **Scan to PC** key, the LEDs will light up as shown in the table above.

2 When pressing the **Scan to USB** key, the LEDs will light up as shown in the table above.

For example, the LED indication below indicates the error code 0xA7.

When pressing the <b>Scan to PC</b> key	When pressing the <b>Scan to USB</b> key

Make a note of the error code, referring to the table above, and report the code to your dealer or to Brother Customer

Service.

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## Multifeed

Multiple pages were fed at the same time. Follow the steps below to clear the multifeed.

- 1 Remove any paper from the document feeder.
- 2 Open the Front Cover by pinching the Cover Release Lever (1).



- 3 Pull the document out of the machine.



- 4 Close the Front Cover.
- 5 Press any key.
- 6 Confirm that the data scanned before the multifeed was detected has been saved, and then start scanning again at the next page or the beginning of the document.

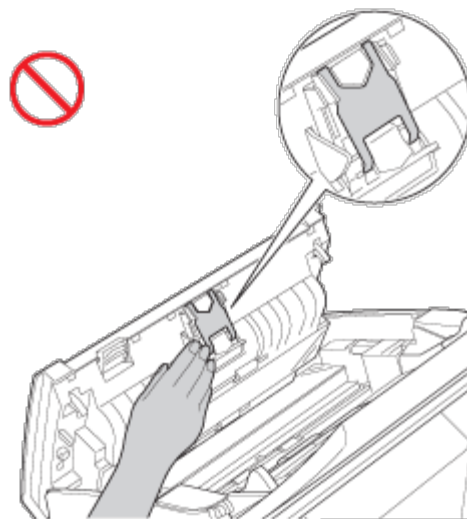
### Note

The data scanned before the multifeed occurred is not saved when scanning using the **Scan to USB** key on the control panel unless the file type is JPEG.

## CAUTION

DO NOT touch the metal part of the Separation Pad Cover. Doing this may cause injury to you and serious

damage to the machine.



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**! Important**

Remove any paper from the document feeder before closing the Front Cover.

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## Change Scan Settings

Use ControlCenter4 to change the advanced settings for the scan features.

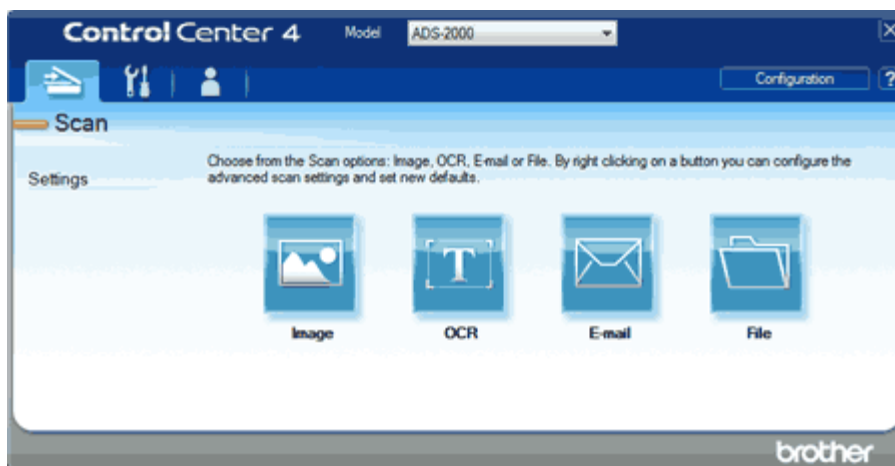
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

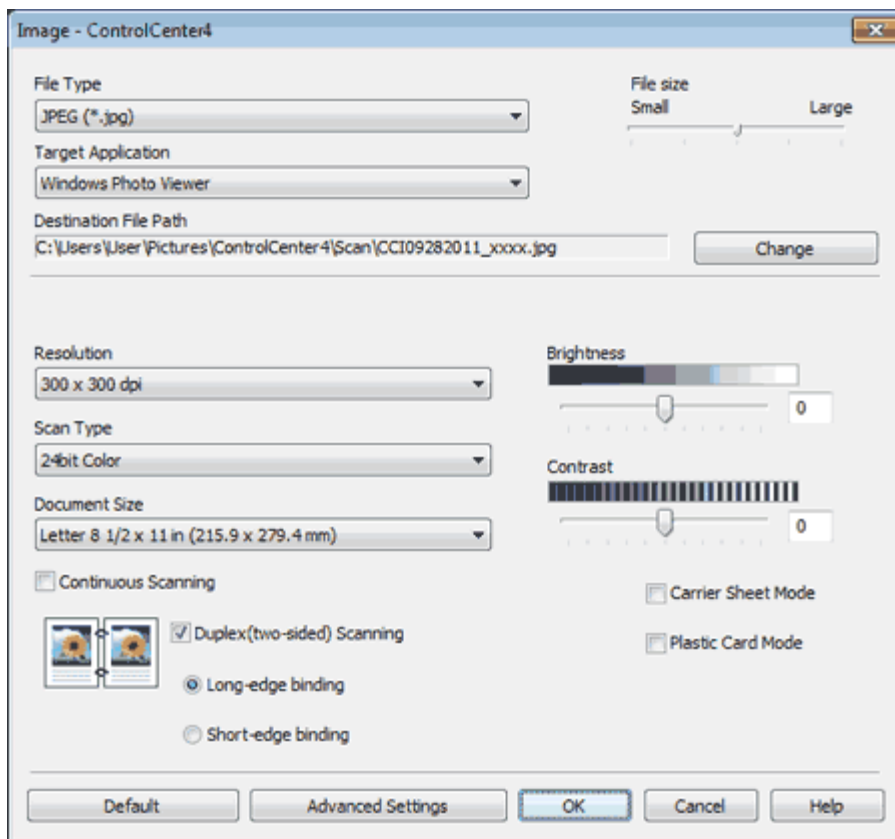
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).



- 2 Select the **Scan** tab.






- 3 Right-click the button you want to change ( (Image),  (OCR),  (E-mail), or  (File)). The settings dialog box will appear (the example below uses **Image**).






- 4** Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>File Type</b>	<p>Select the file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>To save the document as a password-protected PDF, select <b>Secure PDF (*.pdf)</b> from the <b>File Type</b> drop-down list, click the  (<b>Set PDF Password</b>) button, and enter the password.</li> <li>Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.</li> <li>To save the document as a searchable PDF, select <b>Searchable PDF (*.pdf)</b> from the <b>File Type</b> drop-down list.</li> <li>To save the document as a searchable PDF, Nuance™ PaperPort™12SE must be installed on your computer.</li> </ul>	Yes	Yes	Yes	Yes

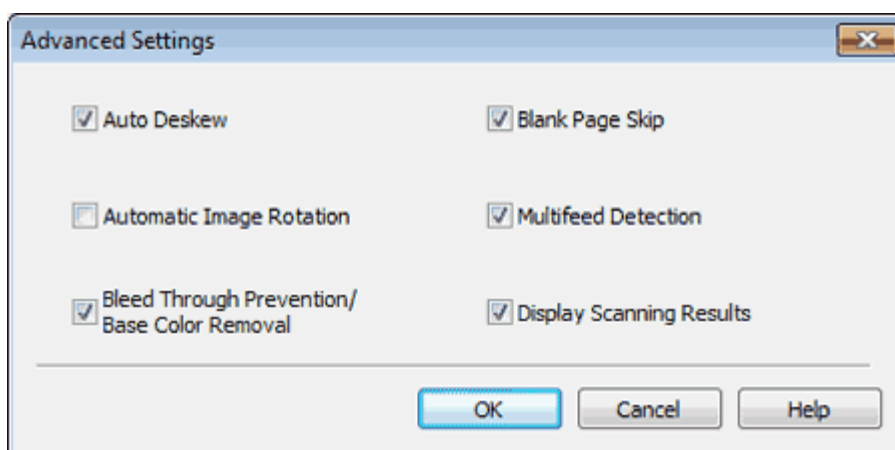
<b>Target Application</b>	Select the destination application from the drop-down list.	Yes	Yes	-	-
<b>OCR Language</b>	Set to match the language of the scanned document's text.	-	Yes	-	-
<b>File Name</b>	Click the <b>Change</b> button for <b>Image</b> , <b>OCR</b> or <b>E-mail</b> . Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes
<b>Show Save As Window</b>	If you want to specify the destination of the scanned image every time you scan, check the <b>Show Save As Window</b> .	-	-	-	Yes
<b>Destination File Path</b>	Click the <b>Change</b> button and then the folder icon to change the folder you would like to save your scanned document to.	Yes	Yes	Yes	-
<b>Destination Folder</b>	Click the folder icon and browse to the folder you would like to save your scanned document to. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes
<b>File size</b>	<p>You can adjust the <b>File size</b> by moving the slider to the right or left.</p> <p> <b>Note</b></p> <hr/> <p><b>File size</b> can be adjusted depending on your selected <b>File Type</b>.</p> <hr/>	Yes	-	Yes	Yes
<b>Resolution</b>	You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.	Yes	Yes	Yes	Yes
<b>Scan Type</b>	<p>Lets you select several color depth options for scanned images.</p> <p><b>Black and White</b> Use for text or line art images.</p> <p><b>Gray (Error Diffusion)</b> 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.)</p> <p><b>True Gray</b> Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.</p> <p><b>24bit Color</b> Uses up to 16.8 million colors to scan the image. Although using <b>24bit Color</b> creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</p>	Yes	Yes	Yes	Yes

	<p><b>Auto</b> Automatically selects suitable colors for your document.</p>				
<b>Document Size</b>	<p>Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b>. For faster scan speeds you can select the exact size of your document from the <b>Document Size</b> drop down list.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. If you select <b>1 to 2 (A4)</b>, the scanned image will be divided into two 5.8 × 8.3 in. documents.</li> <li>• To do 1 to 2 scanning, uncheck the <b>Automatic Image Rotation</b> check box in the <b>Advanced Settings</b> dialog box.</li> <li>• If you select a 2 in 1 document size, two scanned images will be combined into one document.</li> <li>• Each Long Paper option can scan a large document up to following: Long Paper (Normal Width): 8 1/2 × 34.0 in. (215.9 × 863.0 mm) Long Paper (Narrow Width): 4 1/4 × 34.0 in. (107.9 × 863.0 mm)</li> </ul>	Yes	Yes	Yes	Yes
<b>Brightness</b>	<p>Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the <b>Brightness</b> 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.</p>	Yes	Yes	Yes	Yes
<b>Contrast</b>	<p>Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the <b>Contrast</b>.</p> <p> <b>Note</b></p> <p>The <b>Contrast</b> setting is only available when</p>	Yes	Yes	Yes	Yes

	<p>setting <b>Scan Type</b> to <b>Auto, Gray (Error Diffusion), True Gray</b> or <b>24bit Color</b>.</p>				
<b>Continuous Scanning</b>	<p>Lets you scan multiple pages. After the page is scanned, you can select to continue scanning or finish. Using this method, you can scan more pages than the maximum capacity of the document feeder.</p>	Yes	Yes	Yes	Yes
<b>Duplex(two-sided) Scanning</b>	<p>If you check this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.</p> <p> <b>Note</b></p> <p>The 2-sided (duplex) scanning feature is available with lengths up to Legal size.</p>	Yes	Yes	Yes	Yes
<b>Carrier Sheet Mode</b>	<p>You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list.</p> <ul style="list-style-type: none"> <li>• Large-sized Documents (A3, B4 and Ledger) Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages will be combined into a single page.</li> <li>• Important documents (photos, contracts)</li> <li>• Thin paper (receipts)</li> <li>• Irregular-shaped paper (clippings)</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• Load only one Carrier Sheet at a time.</li> <li>• Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>	Yes	Yes	Yes	Yes
<b>Plastic Card Mode</b>	<p>Lets you scan non-embossed cards, such as driver's licenses or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> <li>• <b>Resolution: 600 x 600 dpi</b></li> <li>• <b>Document Size: 2 in 1 (Business Card)</b></li> <li>• <b>Duplex(two-sided) Scanning: On (Short-edge binding)</b></li> <li>• <b>Auto Deskew: Off</b></li> </ul>	Yes	Yes	Yes	Yes

	<ul style="list-style-type: none"> <li>• <b>Multifeed Detection:</b> Off</li> <li>• <b>Automatic Image Rotation:</b> Off</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you want to scan a plastic card with different settings, set <b>Plastic Card Mode</b> off, <b>Resolution</b> to 600 dpi, and <b>Multifeed Detection</b> to Off.</li> <li>• Load only one plastic card at a time.</li> </ul>				
<b>Default</b>	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes

**5** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



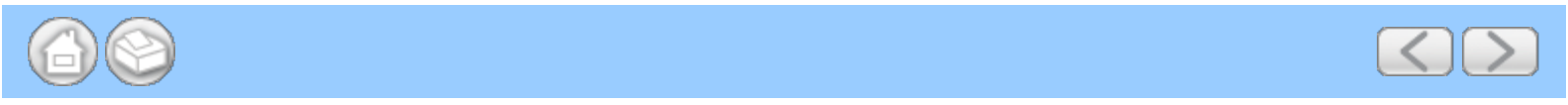
**6** Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Auto Deskew</b>	Corrects the skew (within 5 degrees) of the scanned data.	Yes	Yes	Yes	Yes
<b>Automatic Image Rotation</b>	Changes the direction of the document based on the text orientation.	Yes	Yes	Yes	Yes
<b>Bleed Through Prevention/Base Color Removal</b>	Prevents the Bleed Through phenomenon on a two-sided document, and also allows you to remove the base color of documents such as newspapers to make the scanned data more recognizable.	Yes	Yes	Yes	Yes
<b>Blank Page Skip</b>	Removes blank pages of the document from the scanning results.	Yes	Yes	Yes	Yes
<b>Multifeed Detection</b>	Uses a ultrasonic sensor to detect when a multifeed has occurred. When this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
<b>Display</b>	Shows the numbers of total pages saved and blank	Yes	Yes	Yes	Yes

<b>Scanning Results</b>	pages skipped on your computer screen.				
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- 7 Click the **OK** button to close the **Advanced Settings** dialog box.
- 8 Click the **OK** button to close the settings dialog box.


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## Change Scan Settings

Use ControlCenter2 to change the advanced settings for the scan features.

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.

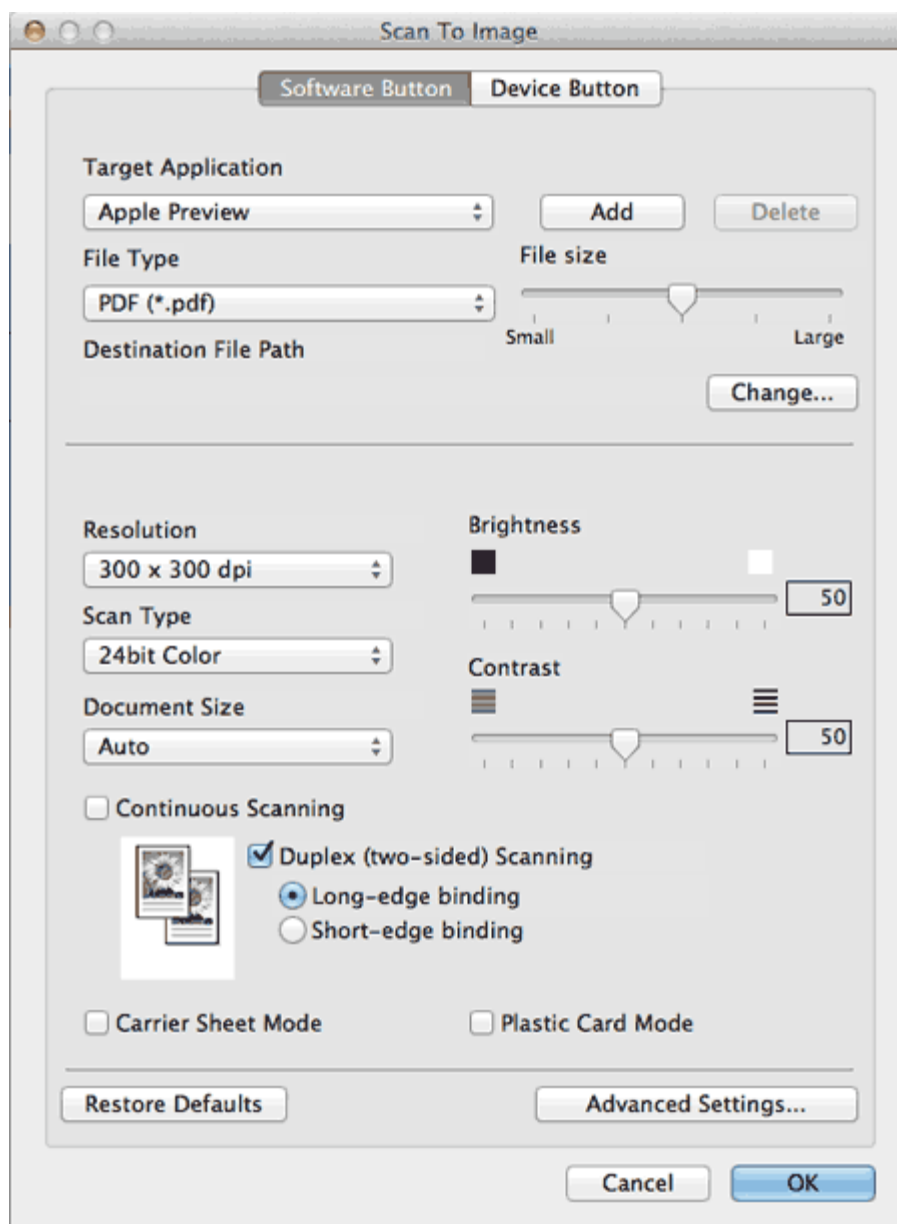


### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.



- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).










- 3** Change the settings in the **Software Button** tab.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Target Application</b>	<p>You can select which application is used to open scanned data. Only applications installed on your computer can be selected.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> button You can add an application to the drop-down list. Enter the <b>Application Name</b> (up to 30 characters) and select your preferred application by clicking the <b>Browse</b> button. Also select the <b>File Type</b> from the drop-down list.</li> <li>• <b>Delete</b> button You can delete an application that you have added.</li> </ul>	Yes	Yes	Yes	-

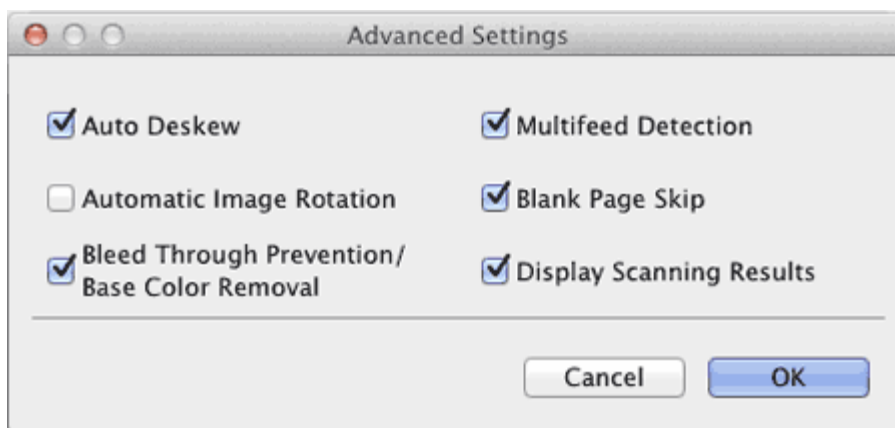
	Select the <b>Application Name</b> and click the <b>Delete</b> button.				
<b>File Type</b>	<p>Select the file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>To save the document as a password-protected PDF, select <b>Secure PDF (*.pdf)</b> for <b>File Type</b> and then enter the password in the <b>Set PDF Password</b> dialog box.</li> <li>Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.</li> <li>To save the document as a searchable PDF, select <b>Searchable PDF (*.pdf)</b> from the <b>File Type</b> drop-down list.</li> <li>To save the document as a searchable PDF, Presto! PageManager must be installed on your computer from the supplied DVD-ROM.</li> <li>Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select <b>Uncompressed</b> or <b>Compressed</b> to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul>	Yes	Yes	Yes	Yes
<b>File size</b>	<p>You can adjust the <b>File size</b> by moving the slider to the right or left.</p> <p> <b>Note</b></p> <p><b>File size</b> can be adjusted depending on your selected <b>File Type</b>.</p>	Yes	-	Yes	Yes
<b>OCR Software</b>	You can select the application that will convert the scanned image to editable text.	-	Yes	-	-
<b>OCR Language</b>	Set to match the language of the scanned document's text.	-	Yes	-	-
<b>File Name</b>	Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes
<b>Show Save As window</b>	If you want to specify the destination of the scanned image every time you scan, check the <b>Show Save As window</b> .	-	-	-	Yes

<b>Destination File Path</b>	Click the <b>Change</b> button and then the <b>Browse</b> button to change the folder you would like to save your scanned document to.	Yes	Yes	Yes	-
<b>Destination Folder</b>	Click <b>Browse</b> and browse to the folder you would like to save your scanned document to. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes
<b>Resolution</b>	You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.	Yes	Yes	Yes	Yes
<b>Scan Type</b>	<p>Lets you select from a range of scan color depth.</p> <p><b>Black &amp; White</b> Use for text or line art images.</p> <p><b>Gray (Error Diffusion)</b> 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.)</p> <p><b>True Gray</b> Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.</p> <p><b>24bit Color</b> Uses up to 16.8 million colors to scan the image. Although using <b>24bit Color</b> creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</p> <p><b>Auto</b> Uses suitable colors for your document automatically.</p>	Yes	Yes	Yes	Yes
<b>Document Size</b>	<p>Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b>. For faster scan speeds you can select the exact size of your document from the <b>Document Size</b> drop down list.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. If you select <b>1 to 2 (A4)</b>, the scanned image will be divided into two 5.8 × 8.3 in. documents.</li> <li>• To do 1 to 2 scanning, uncheck the <b>Automatic Image Rotation</b> check box in the <b>Advanced Settings</b> dialog box.</li> <li>• If you select a 2 in 1 document size, two scanned</li> </ul>	Yes	Yes	Yes	Yes

	images will be combined into one document.				
<b>Brightness</b>	Adjust the setting (0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can set the <b>Brightness</b> level by dragging the slider to the right or left to lighten or darken the image. 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.	Yes	Yes	Yes	Yes
<b>Contrast</b>	Adjust the setting (0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas.   <b>Note</b>  The <b>Contrast</b> setting is only available when setting <b>Scan Type</b> to <b>Auto</b> , <b>Gray (Error Diffusion)</b> , <b>True Gray</b> or <b>24bit Color</b> .	Yes	Yes	Yes	Yes
<b>Duplex(two-sided) Scanning</b>	If you check this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> , depending on the layout of your original, to make sure that the data file created appears correctly in the scanned document.   <b>Note</b>  The 2-sided (duplex) scanning feature is available with lengths up to Legal size.	Yes	Yes	Yes	Yes
<b>Restore Defaults</b>	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes
<b>Continuous Scanning</b>	You can scan multiple batches of documents and put them together into one data file. After the first batch of documents is scanned, click <b>Continue</b> for additional pages or <b>Finish</b> . This operation enables you to scan more sheets than the maximum capacity of the document feeder.	Yes	Yes	Yes	Yes
<b>Carrier Sheet Mode</b>	You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list.  • Large-sized Documents (A3, B4 and Ledger)	Yes	Yes	Yes	Yes

	<p>Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages will be combined into a single page.</p> <ul style="list-style-type: none"> <li>• Important documents (photos, contracts)</li> <li>• Thin paper (receipts)</li> <li>• Irregular-shaped paper (clippings)</li> </ul> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• Load only one Carrier Sheet at a time.</li> <li>• Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul> <hr/>				
<b>Plastic Card Mode</b>	<p>Lets you scan non-embossed cards, such as driver's licenses or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> <li>• <b>Resolution: 600 x 600 dpi</b></li> <li>• <b>Document Size: 2 in 1 (Business Card)</b></li> <li>• <b>Duplex(two-sided) Scanning: On (Short-edge binding)</b></li> <li>• <b>Auto Deskew: Off</b></li> <li>• <b>Multifeed Detection: Off</b></li> <li>• <b>Automatic Image Rotation: Off</b></li> </ul> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• If you want to scan a plastic card with different settings, set <b>Plastic Card Mode</b> off, <b>Resolution</b> to 600 dpi, and <b>Multifeed Detection</b> to Off.</li> <li>• Load only one plastic card at a time.</li> </ul> <hr/>	Yes	Yes	Yes	Yes

**4** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5** Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Auto Deskew</b>	Corrects the skew (within 5 degrees) of the scanned data.	Yes	Yes	Yes	Yes
<b>Automatic Image Rotation</b>	Changes the direction of the document based on the text orientation.	Yes	Yes	Yes	Yes
<b>Bleed Through Prevention/Base Color Removal</b>	Prevents the Bleed Through phenomenon on a two-sided document, and also allows you to remove the base color of documents such as newspapers to make the scanned data more recognizable.	Yes	Yes	Yes	Yes
<b>Blank Page Skip</b>	Removes blank pages of the document from the scanning results.	Yes	Yes	Yes	Yes
<b>Multifeed Detection</b>	Uses a ultrasonic sensor to detect when a multifeed has occurred. When this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
<b>Display Scanning Results</b>	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes

- 6** Click the **OK** button to close the **Advanced Settings** dialog box.


- 7** Click the **OK** button to close the settings dialog box.

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## Change Scan Settings

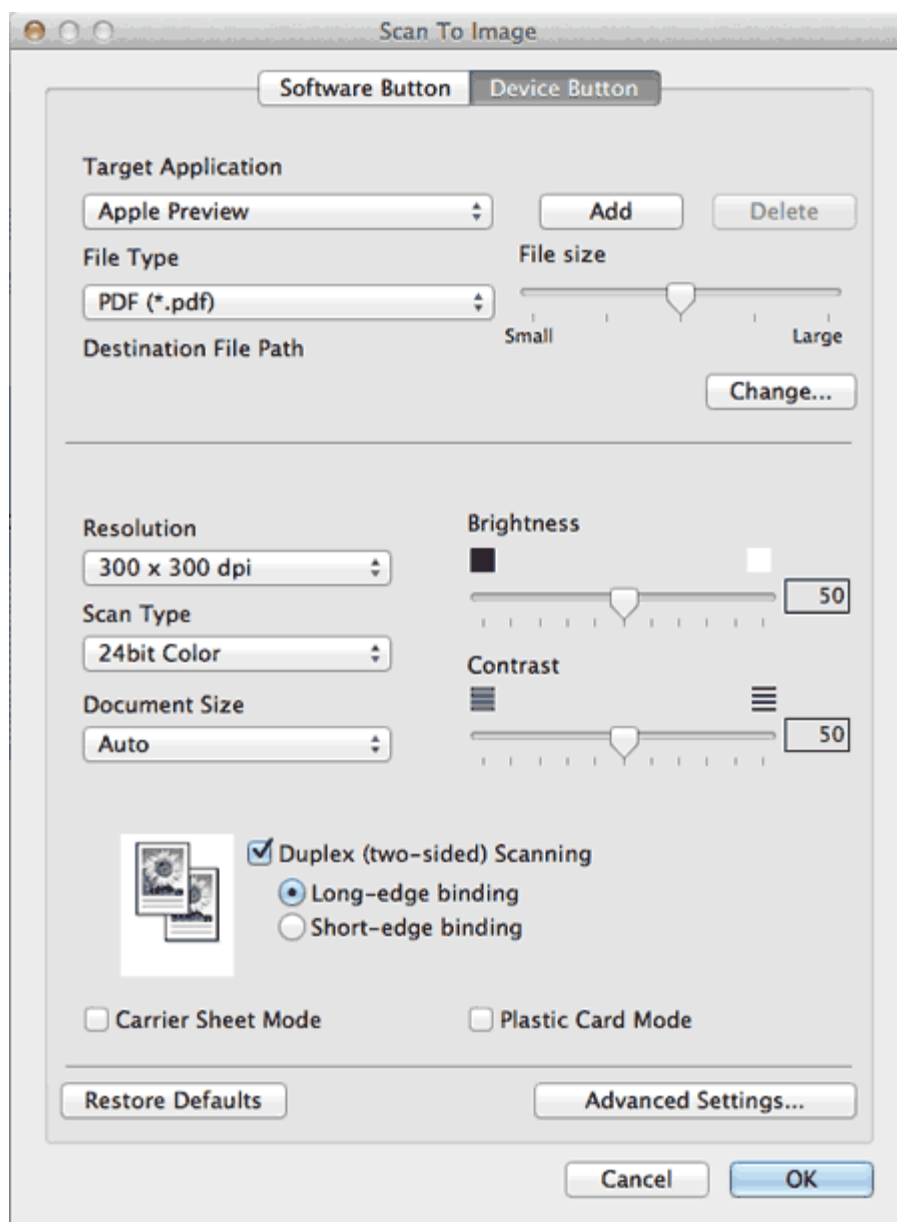
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.



- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.







- 4** Change the settings.  
The following settings can be changed.


Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Target Application</b>	<p>You can select which application is used to open scanned data. Only applications installed on your computer can be selected.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> button You can add an application to the drop-down list. Enter the <b>Application Name</b> (up to 30 characters) and select your preferred application by clicking the <b>Browse</b> button. Also select the <b>File Type</b> from the drop-down list.</li> <li>• <b>Delete</b> button You can delete an application that you have added. Select the <b>Application Name</b> and click the <b>Delete</b></li> </ul>	Yes	Yes	Yes	-



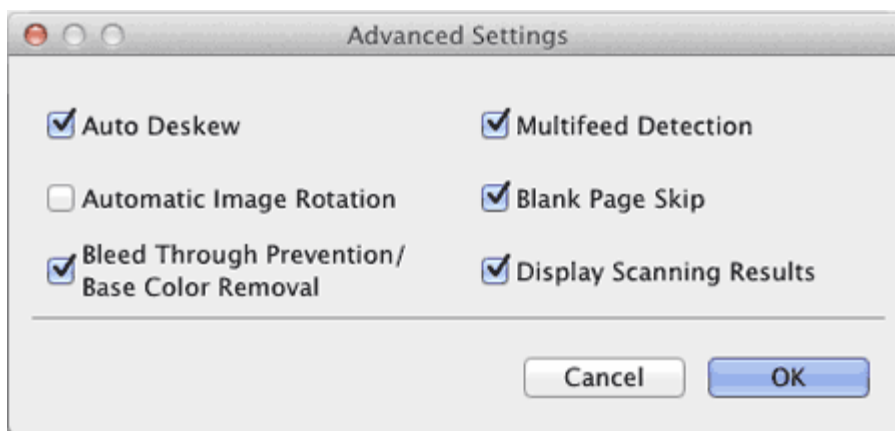
	button.				
<b>File Type</b>	<p>Select the file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• To save the document as a password-protected PDF, select <b>Secure PDF (*.pdf)</b> for <b>File Type</b> and then enter the password in the <b>Set PDF Password</b> dialog box.</li> <li>• Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.</li> <li>• To save the document as a searchable PDF, select <b>Searchable PDF (*.pdf)</b> from the <b>File Type</b> drop-down list.</li> <li>• To save the document as a searchable PDF, Presto! PageManager must be installed on your computer from the supplied DVD-ROM.</li> <li>• Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select <b>Uncompressed</b> or <b>Compressed</b> to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul>	Yes	Yes	Yes	Yes
<b>File size</b>	<p>You can adjust the <b>File size</b> by moving the slider to the right or left.</p> <p> <b>Note</b></p> <hr/> <p><b>File size</b> can be adjusted depending on your selected <b>File Type</b>.</p>	Yes	-	Yes	Yes
<b>OCR Software</b>	You can select the application to extract the editable text data from the document.	-	Yes	-	-
<b>OCR Language</b>	Set to match the language of the scanned document's text.	-	Yes	-	-
<b>File Name</b>	Click the <b>Change</b> button for <b>Image</b> , <b>OCR</b> or <b>E-mail</b> . Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes
<b>Destination File Path</b>	Click the <b>Change</b> button and then the <b>Browse</b> button to change the folder you would like to save your scanned document to.	Yes	Yes	Yes	-

<b>Destination Folder</b>	Click <b>Browse</b> and browse to the folder you would like to save your scanned document to. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes
<b>Resolution</b>	You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.	Yes	Yes	Yes	Yes
<b>Scan Type</b>	<p>Lets you select from a range of scan color depth.</p> <p><b>Black &amp; White</b> Use for text or line art images.</p> <p><b>Gray (Error Diffusion)</b> 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.)</p> <p><b>True Gray</b> Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.</p> <p><b>24bit Color</b> Uses up to 16.8 million colors to scan the image. Although using <b>24bit Color</b> creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</p> <p><b>Auto</b> Uses suitable colors for your document automatically.</p>	Yes	Yes	Yes	Yes
<b>Document Size</b>	<p>Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b>. For faster scan speeds you can select the exact size of your document from the <b>Document Size</b> drop down list.</p> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. For example, if you select <b>1 to 2 (A4)</b>, the scanned image will be divided into two 5.8 x 8.3 in. documents.</li> <li>• To do 1 to 2 scanning, uncheck the <b>Automatic Image Rotation</b> check box in the <b>Advanced Settings</b> dialog box.</li> <li>• If you select a 2 in 1 document size, two scanned images will be combined into one document.</li> </ul> <hr/>	Yes	Yes	Yes	Yes

<b>Brightness</b>	Adjust the setting (0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can set the <b>Brightness</b> level by dragging the slider to the right or left to lighten or darken the image. 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.	Yes	Yes	Yes	Yes
<b>Contrast</b>	Adjust the setting (0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas.   <b>Note</b>  The <b>Contrast</b> setting is only available when setting <b>Scan Type</b> to <b>Auto, Gray (Error Diffusion), True Gray</b> or <b>24bit Color</b> .	Yes	Yes	Yes	Yes
<b>Duplex(two-sided) Scanning</b>	If you check this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.   <b>Note</b>  The 2-sided (duplex) scanning feature is available with lengths up to Legal size.	Yes	Yes	Yes	Yes
<b>Restore Defaults</b>	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes
<b>Carrier Sheet Mode</b>	You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list. <ul style="list-style-type: none"><li>• Large-sized Documents (A3, B4 and Ledger) Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages will be combined into a single page.</li><li>• Important documents (photos, contracts)</li><li>• Thin paper (receipts)</li><li>• Irregular-shaped paper (clippings)</li></ul>  <b>Note</b>	Yes	Yes	Yes	Yes

	<ul style="list-style-type: none"> <li>• Load only one Carrier Sheet at a time.</li> <li>• Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>				
<b>Plastic Card Mode</b>	<p>Lets you scan non-embossed cards, such as driver's licenses or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> <li>• <b>Resolution: 600 x 600 dpi</b></li> <li>• <b>Document Size: 2 in 1 (Business Card)</b></li> <li>• <b>Duplex(two-sided) Scanning: On (Short-edge binding)</b></li> <li>• <b>Auto Deskew: Off</b></li> <li>• <b>Multifeed Detection: Off</b></li> <li>• <b>Automatic Image Rotation: Off</b></li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you want to scan a plastic card with different settings, set <b>Plastic Card Mode</b> off, <b>Resolution</b> to 600 dpi, and <b>Multifeed Detection</b> to Off.</li> <li>• Load only one plastic card at a time.</li> </ul>	Yes	Yes	Yes	Yes

**5** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



**6** Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Auto Deskew</b>	Corrects the skew (within 5 degrees) of the scanned data.	Yes	Yes	Yes	Yes
<b>Automatic Image Rotation</b>	Changes the direction of the document based on the text orientation.	Yes	Yes	Yes	Yes

<b>Bleed Through Prevention/Base Color Removal</b>	Prevents the Bleed Through phenomenon on a two-sided document, and also allows you to remove the base color of documents such as newspapers to make the scanned data more recognizable.	Yes	Yes	Yes	Yes
<b>Blank Page Skip</b>	Removes blank pages of the document from the scanning results.	Yes	Yes	Yes	Yes
<b>Multifeed Detection</b>	Uses a ultrasonic sensor to detect when a multifeed has occurred. When this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
<b>Display Scanning Results</b>	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes

**7** Click the **OK** button to close the **Advanced Settings** dialog box.

**8** Click the **OK** button to close the setting dialog box.

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## Acceptable Document

- [Acceptable Document](#)
- [Document Suitable for Carrier Sheet](#)
- [Carrier Sheet Attentions](#)
- [Unsupported Documents](#)

### Note

Do not load documents that contain multiple page thicknesses, paper qualities, etc.

## Acceptable Document

Standard Paper	Length	2.76 in. to 11.7 in. (70 mm to 297 mm)	
	Width	2.0 in. to 8.5 in. (51 mm to 215.9 mm)	
	Weight	14 lb to 29 lb (52 g/m <sup>2</sup> to 110 g/m <sup>2</sup> )	
	Thickness	3 mil to 5 mil (0.08 mm to 0.12 mm) To scan a thinner document than this thickness, use the Carrier Sheet. See <a href="#">Loading Receipts and Other Thin Documents</a> .	
	Maximum Number of Documents	Total thickness of no more than 0.2 in. (5 mm), no more than 50 sheets	
	Standard Paper Size		
	A4	8.3 × 11.7 in. (210 × 297 mm)	
	A5	5.8 × 8.3 in. (148 × 210 mm)	
	A6	4.1 × 5.8 in. (105 × 148 mm)	
	A7	2.9 × 4.1 in. (74 × 105 mm)	
	A8	2.0 × 2.9 in. (52 × 74 mm)	
	B5	7.2 × 10.1 in. (182 × 257 mm)	
	B6	5.0 × 7.2 in. (128 × 182 mm)	
	B7	3.6 × 5.0 in. (91 × 128 mm)	
	B8	2.5 × 3.6 in. (64 × 91 mm)	
	Legal	8 1/2 × 14 in. (215.9 × 355.6 mm)	
	Letter	8.5 × 11 in. (215.9 × 279.4 mm)	

Thick Paper	Length	2.76 in. to 5.8 in. (70 mm to 147 mm)	
	Width	2.0 in. to 5.8 in. (51 mm to 147 mm)	
	Weight	29 lb to 53 lb (110 g/m <sup>2</sup> to 200 g/m <sup>2</sup> )	
	Thickness	5 mil to 8 mil (0.12 mm to 0.2 mm)	

	Maximum Number of Documents	Total thickness of no more than 0.2 in. (5 mm), no more than 25 sheets
Long Paper	Length	11.7 in. to 34.0 in. (297 mm to 863 mm)
	Width	2.0 in. to 8.5 in. (51 mm to 215.9 mm)
	Weight	14 lb to 29 lb (52 g/m <sup>2</sup> to 110 g/m <sup>2</sup> )
	Thickness	3 mil to 5 mil (0.08 mm to 0.12 mm) To scan a thinner document than this thickness, use the Carrier Sheet. See <a href="#">Loading Receipts and Other Thin Documents</a> .
	Maximum Number of Documents	1 page

### Note

To scan an extended length document, select **Long Paper** as **Scan Size** or **Document Size** in the setting dialog box. To change the settings, do one of the following:

- See [Custom Scan Settings](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the steps.
- See [Change Scan to PC Settings](#) to scan using the Scan to PC button (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to PC button (Macintosh) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to USB button and follow the steps.

Plastic Card (Non-embossed Card Only)	Size (ISO)	3.37 × 2.13 × 0.03 in. (85.6 × 54.0 × 0.76 mm)
	Material	Plastic (PET)
	Type	Plastic card such as driver's license or insurance card
	Thickness	10 mil to 30 mil (0.25 mm to 0.76 mm)
	Maximum Number of Documents	1 page

### Note

A plastic card can be scanned when saving the scanned image to your computer. Check the **Plastic Card Mode** check box in the setting dialog box. To change the settings, do one of the following:

- See [Custom Scan Settings](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the steps.
- See [Change Scan to PC Settings](#) to scan using the Scan to PC button (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to PC button (Macintosh) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to USB button and follow the steps.

Carrier Sheet	Thickness	Total thickness of no more than 24 mil (0.6 mm) (one 12 mil (0.3 mm) document plus the carrier sheet)
	Maximum Number of Documents	1 page

 **Note**

A Carrier Sheet can be used when saving the scanned image to your computer. Check the **Carrier Sheet Mode** check box in the setting dialog box. To change the settings, do one of the following:

- See [Custom Scan Settings](#) to scan using ControlCenter4 Home Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter4 Advanced Mode (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using ControlCenter2 (Macintosh) and follow the steps.
- See [Change Scan to PC Settings](#) to scan using the Scan to PC button (Windows®) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to PC button (Macintosh) and follow the steps.
- See [Change Scan Settings](#) to scan using the Scan to USB button and follow the steps.

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## Check the Serial Number and ROM Version

- [Check the Serial Number](#)
- [Check the ROM Version](#)

### Check the Serial Number

**1** Start the ControlCenter application.

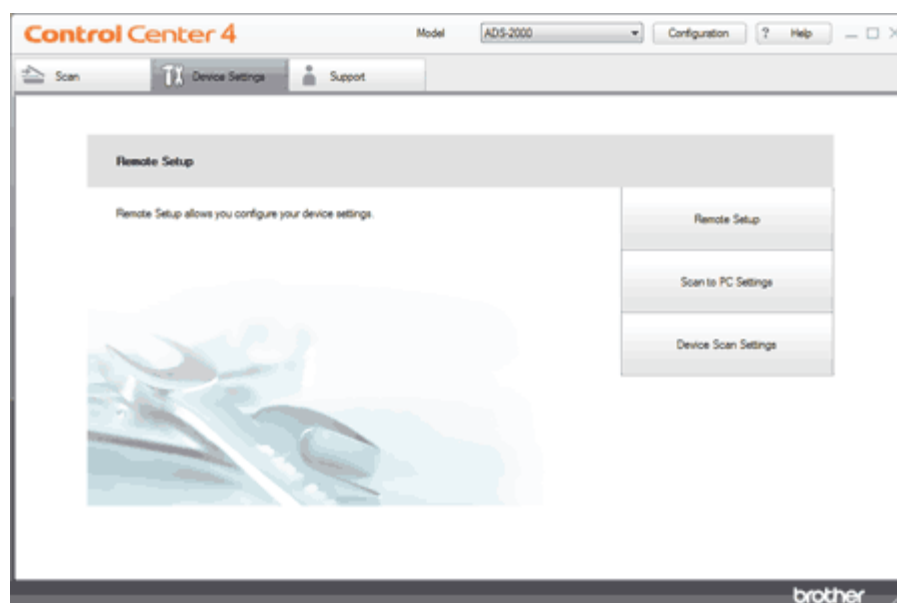
- Windows®

**(1)** Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



**(2)** Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

**(1)** Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

**(2)** Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window will appear.

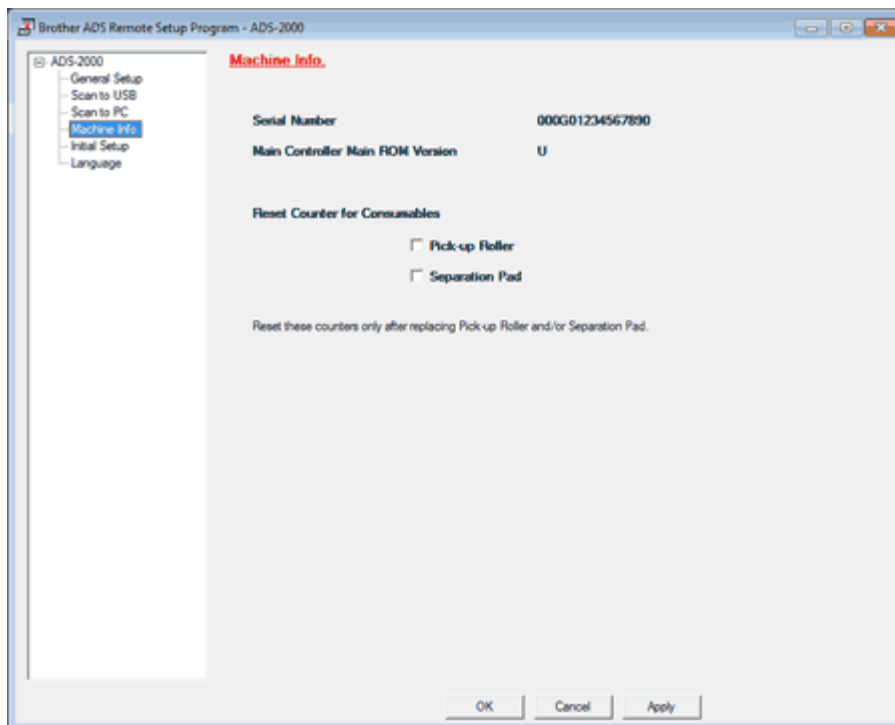
 **Note**

You can also start Remote Setup by following the instructions below:

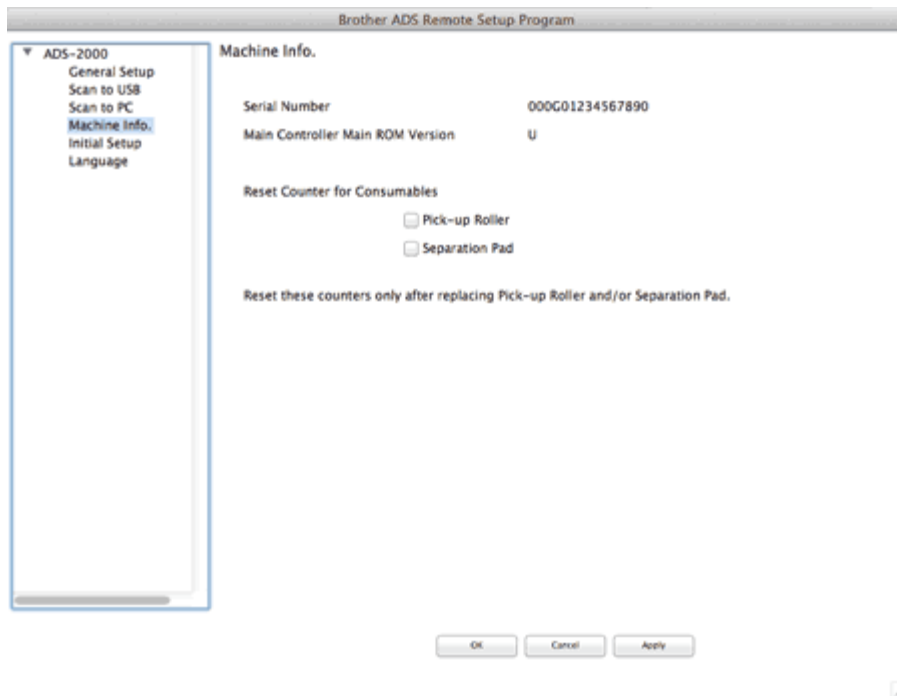
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Machine Info.** in the folder tree. The window will display the **Serial Number.**

- Windows®



- Macintosh



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## Interfaces

<b>USB</b>	Hi-Speed USB 2.0 <sup>12</sup> Use a USB 2.0 cable (Type A/B) that is no more than 6 feet (2.0 meters) long.
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- 1 Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.
- 2 Third party USB ports are not supported.

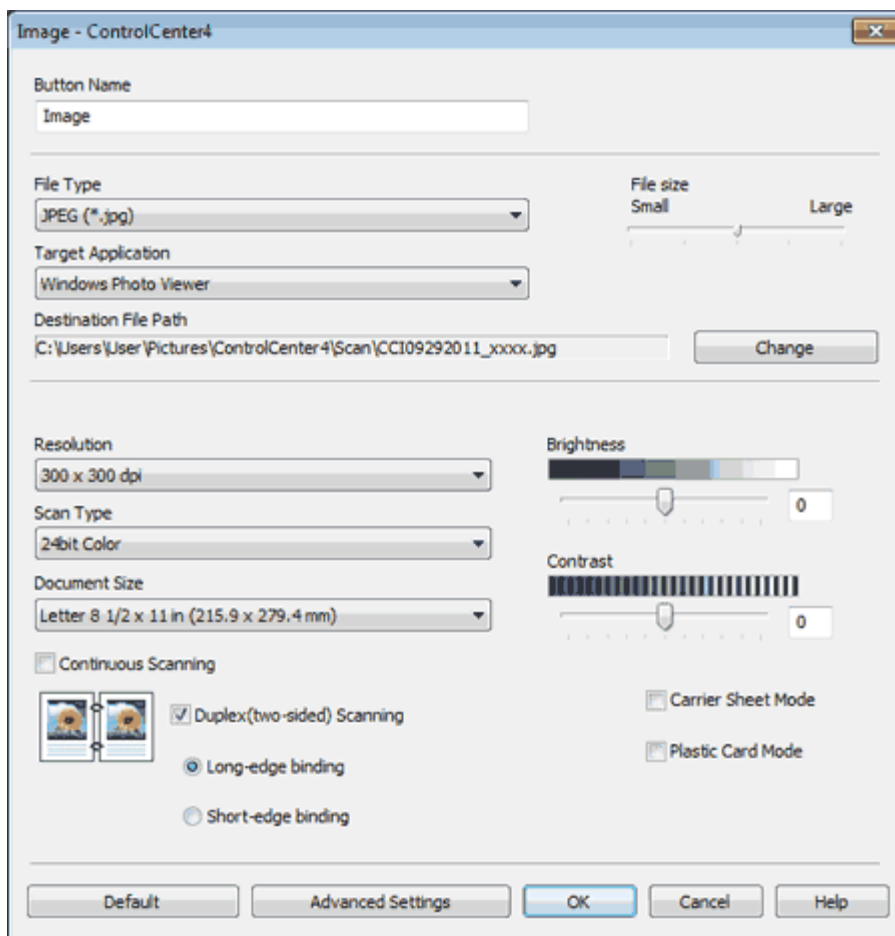
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## Create a Custom Button in Custom Tab

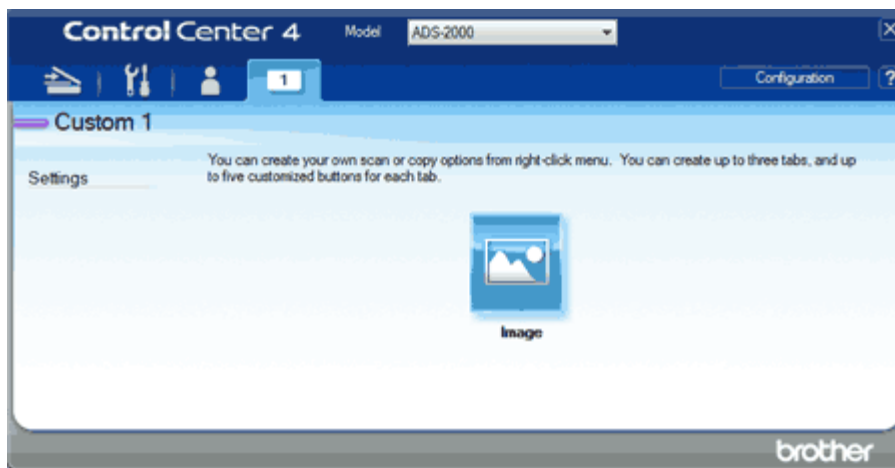
- 1 Create a Custom tab.
- 2 Right-click the area inside the tab and select **Create custom button**. Select a button you want to create from the menu. The settings dialog box will appear.



### Note

You can also copy a custom button by selecting **Copy custom button** from the right-click context menu.

- 3 Enter the button name and change the settings if needed. Click the **OK** button. (The setting options vary depending on the button you created.)



 **Note**

You can change or remove the tab, button or settings you created. Click **Configuration** and continue as prompted.


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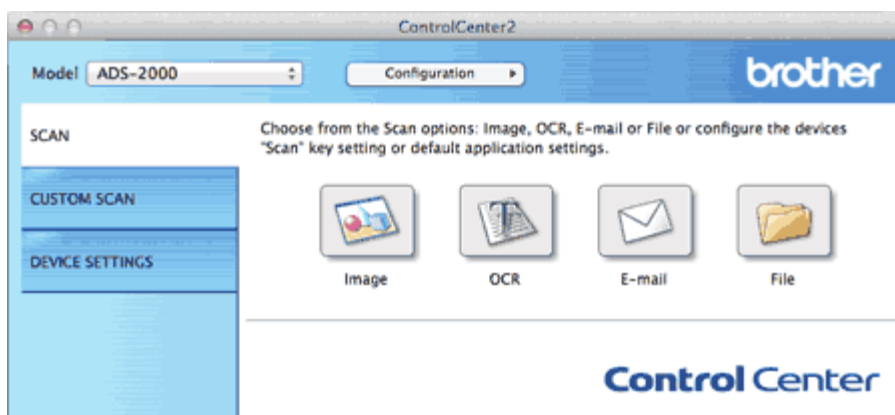






## Scan to PDF

You can scan and save documents as PDF files.

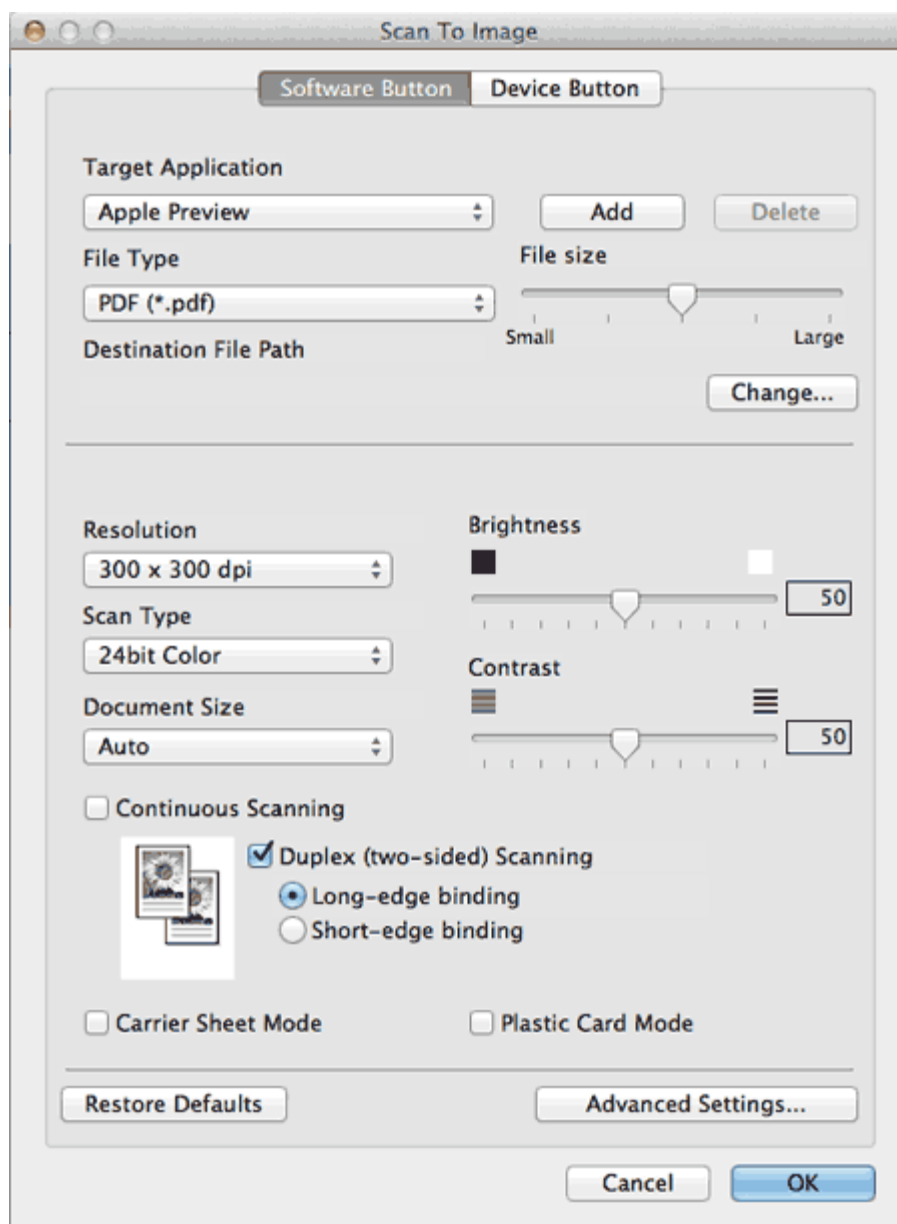
- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the **Image** button in the **SCAN** tab.  
The settings dialog box will appear.



#### 4 Select PDF (\*.pdf) from the **File Type** drop-down list.

##### **Note**

- To save the document as a password-protected PDF, select **Secure PDF (\*.pdf)** for **File Type** and then enter the password in the **Set PDF Password** dialog box.
- Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.
- To save the document as a searchable PDF, select **Searchable PDF (\*.pdf)** from the **File Type** drop-down list.
- To save the document as a searchable PDF, Presto! PageManager must be installed on your computer from the supplied DVD-ROM.
- **Searchable PDF (\*.pdf)** is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Traditional Chinese, Simplified Chinese and Korean.
- You can change the **OCR Language** with the OCR Language drop-down list in the setting dialog box for



the Scan to OCR action.

- Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select **Uncompressed** or **Compressed** to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size.

---

**5** Change other settings if needed (see [Change Scan Settings](#)).

**6** Click the **Image** button in the **SCAN** tab.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again** check box not to show the message dialog again.

---

The application selected for **Target Application** starts and the PDF file of the scanned document is displayed.


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## Scan to an Application

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

- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the **Image** button in the **SCAN** tab to change scan settings, such as file format, resolution, color or Scan-to application if needed (see [Change Scan Settings](#)).
- 4 Click the **Image** button in the **SCAN** tab.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning, and the image will be opened in the application you have chosen.

### Note

Check the **Don't show me again** check box not to show the message dialog again.


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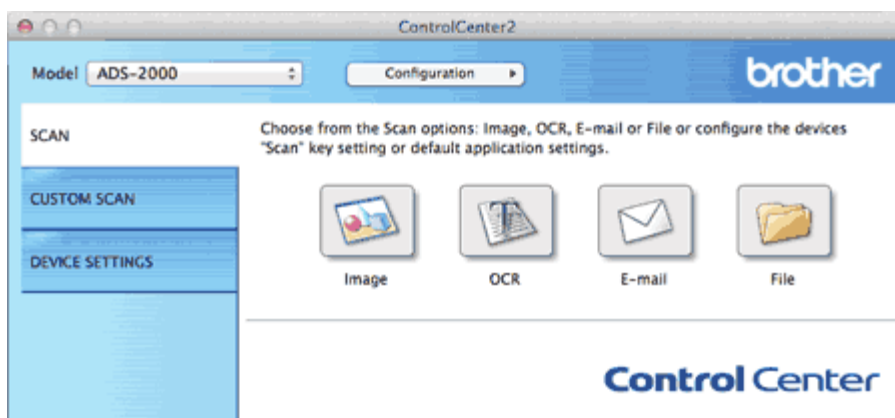






## Scan to E-mail Attachment

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 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the **E-mail** button in the **SCAN** tab to change scan settings, such as file format, resolution, color or Scan-to application if needed (see [Change Scan Settings](#)).
- 4 Click the **E-mail** button in the **SCAN** tab.  
The message dialog appears. Click the **Start Scanning** button.  
Your default E-mail application will open and the image will be attached to a new, blank E-mail.

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## Scan to an Editable Text File (OCR)

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



### Note

- Presto! PageManager must be installed on your computer from the supplied DVD-ROM.
- The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Traditional Chinese, Simplified Chinese and Korean.
- You can change the **OCR Language** with the OCR Language drop-down list in the setting dialog box for the Scan to OCR action.

- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the **OCR** button in the **SCAN** tab to change scan settings, such as file format, resolution, color or Scan-to application if needed (see [Change Scan Settings](#)).
- 4 Click the **OCR** button in the **SCAN** tab.  
The message dialog appears. Click the **Start Scanning** button.  
The machine scans the document, converts it into editable text, then sends it to your default word processing application.

### Note


Check the **Don't show me again** check box not to show the message dialog again.







## Save Scanned Documents to a Folder

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

- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the **File** button in the **SCAN** tab to change scan settings, such as file format, resolution, color, file name or destination folder if needed (see [Change Scan Settings](#)).
- 4 Click the **File** button in the **SCAN** tab.  
The message dialog appears. Click the **Start Scanning** button.  
The image will be saved in the folder you have chosen.

### Note


Check the **Don't show me again** check box not to show the message dialog again.

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## Scan Color and Black-and-White Pages at the Same Time

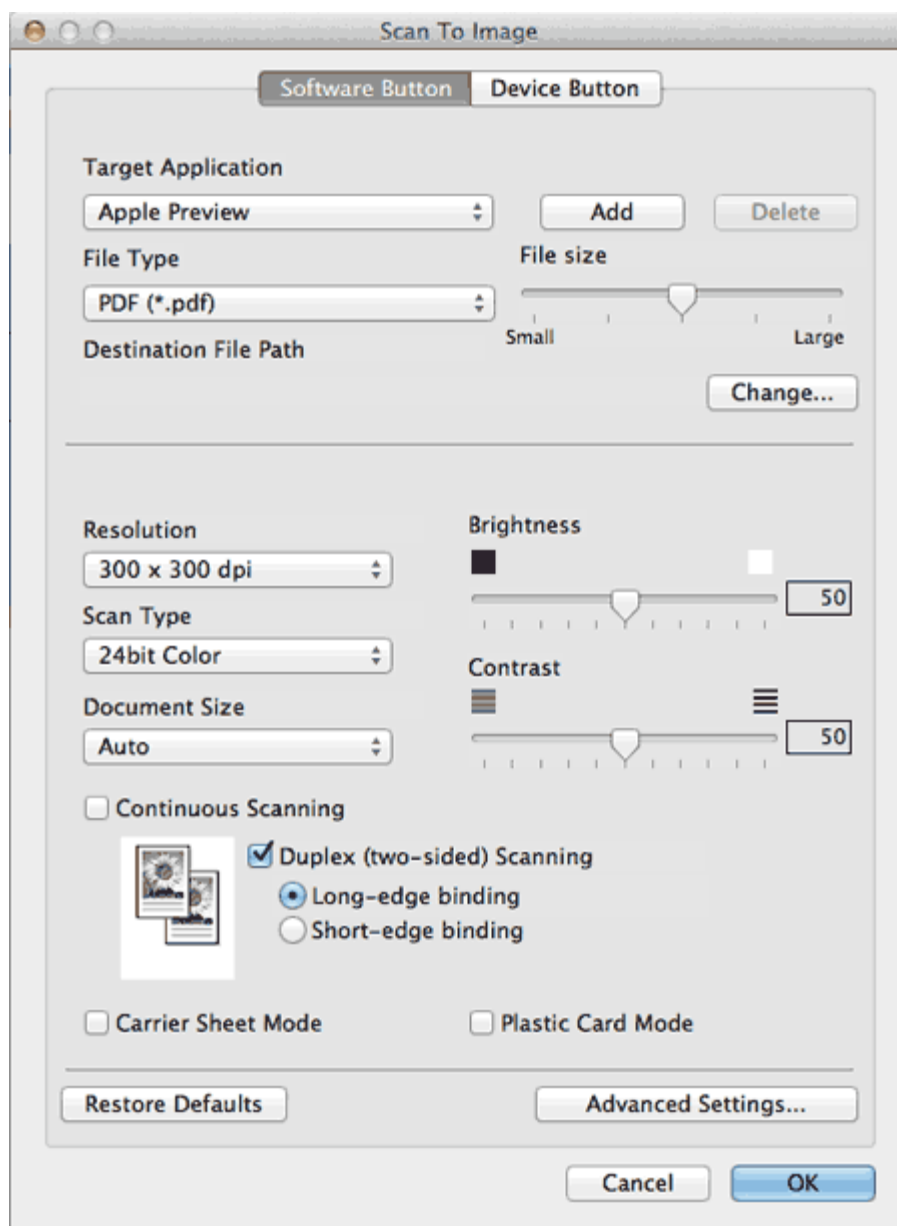
- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Select **Auto** from the **Scan Type** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Pages of Different Sizes at the Same Time

- 1 Load your document.



### Note

Narrow documents should be inserted straight and as close to the center of the machine as possible.

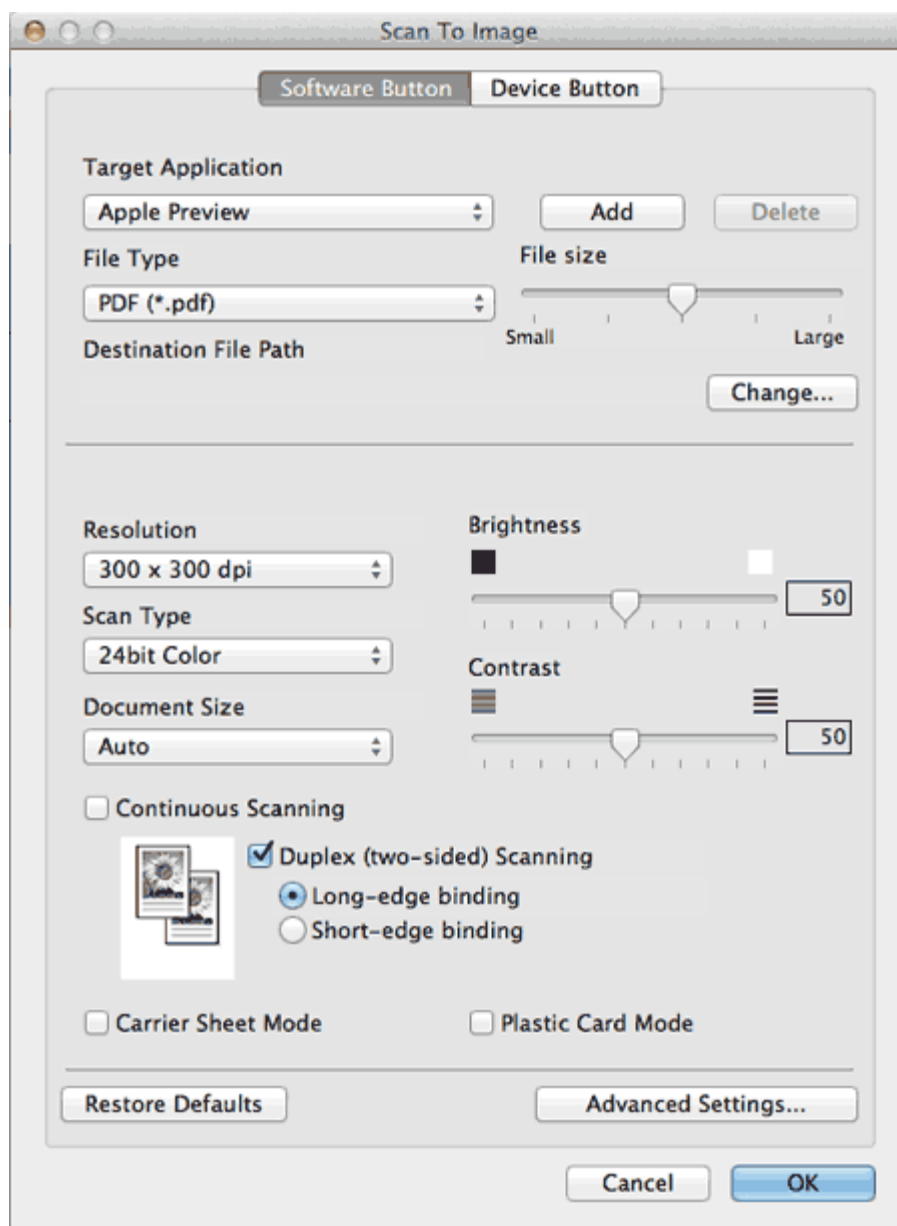
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Select **Auto** from the **Document Size** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**


Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Business Cards

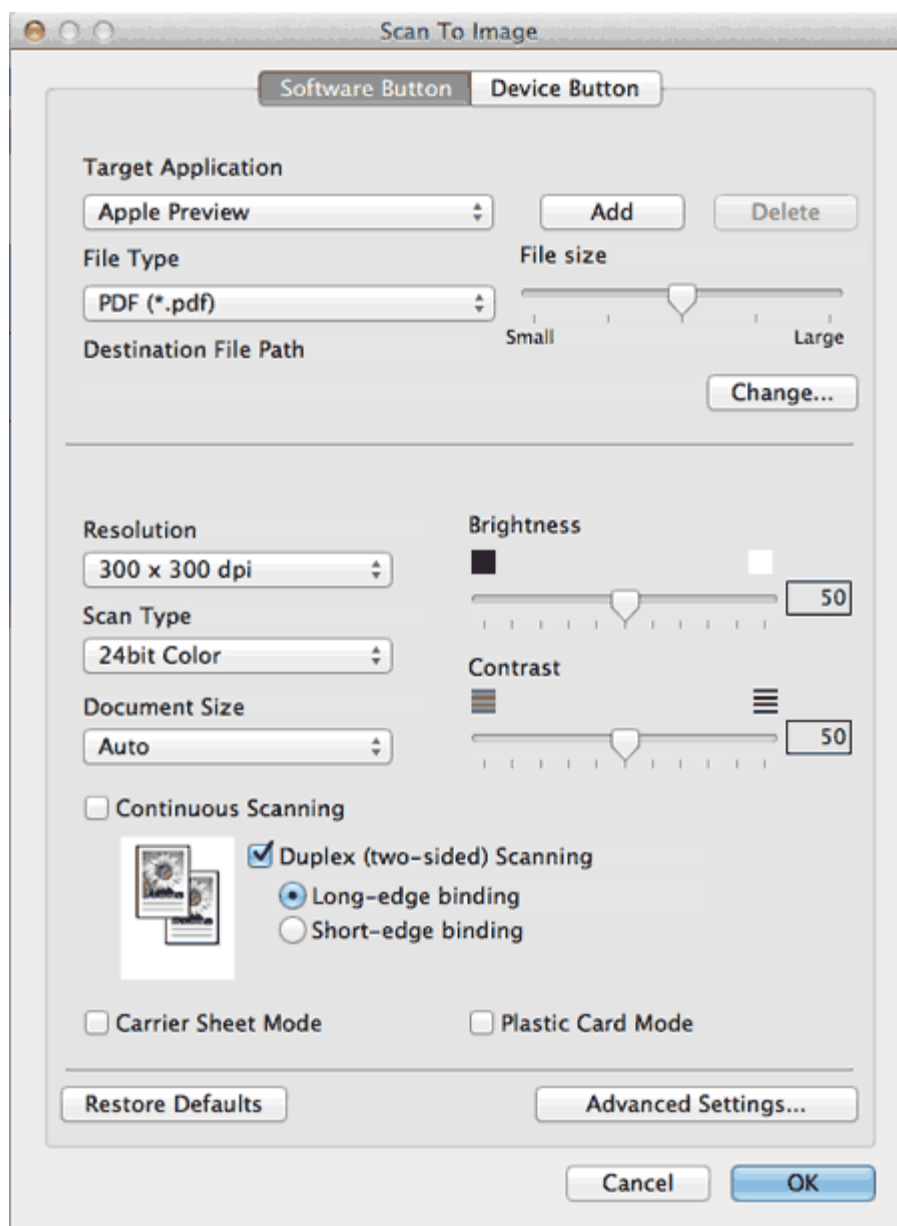
- 1 Load your document (see [Loading Business Cards and Plastic Cards](#)).
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Select **Business Card** from the **Document Size** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.


#### **Note**

Certain kinds of business cards and thick paper might be detected as being multi-fed by the Multifeed detector, even though they were fed properly. In this case, set **Multifeed Detection** to Off.







## Scan Two Pages and Combine Them on One Page (2 in 1)

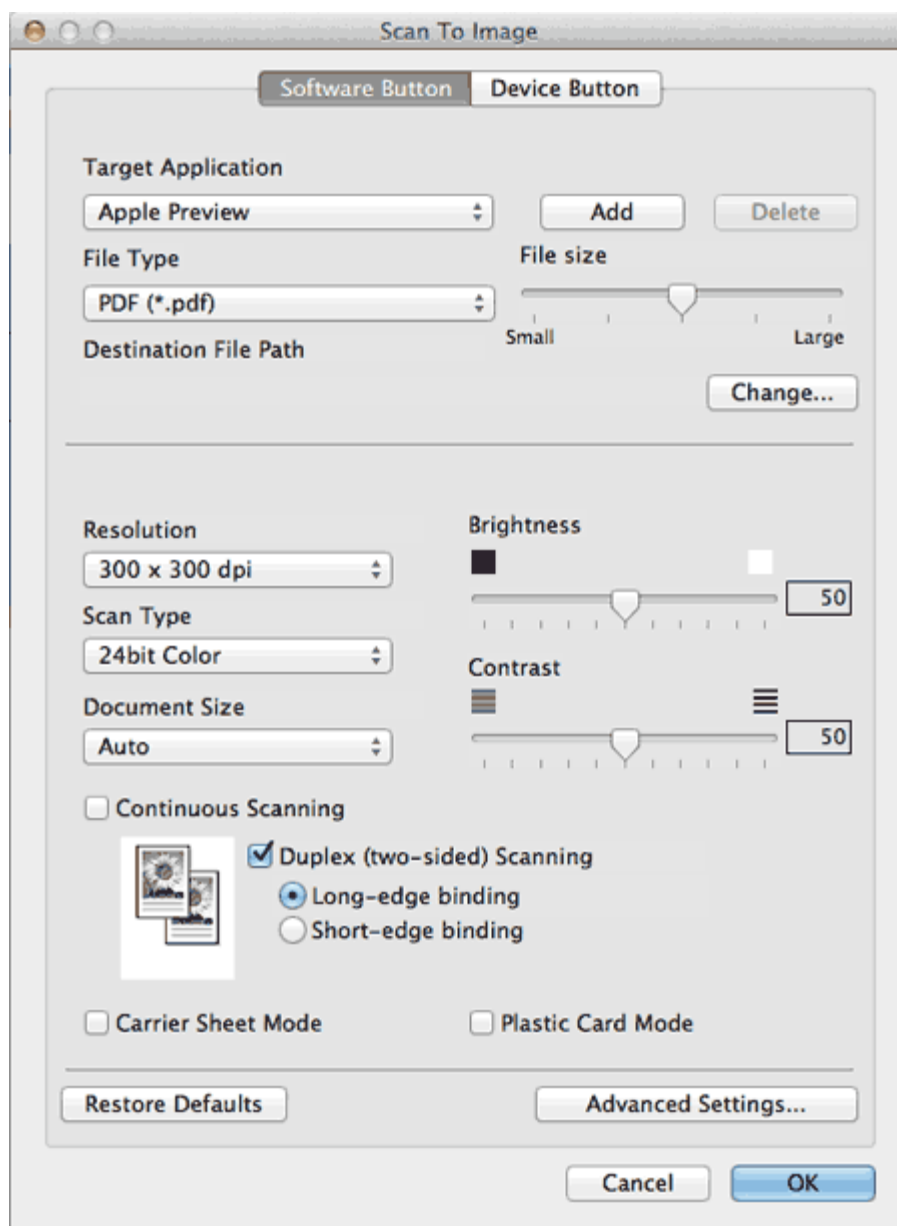
- 1 Load your document.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4** Select **2 in 1** from the **Document Size** drop-down list.

 **Note**

To do 2 in 1 scanning, uncheck the **Automatic Image Rotation** check box in the **Advanced Settings** dialog box.

- 5** Change other settings if needed (see [Change Scan Settings](#)).
- 6** Click the button you selected in step [3](#).  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.







## Scan Documents Wider than Letter

- 1 Load the Carrier Sheet (see [Loading Documents Wider than Letter Size](#)).

### Note

Load only one Carrier Sheet at a time.

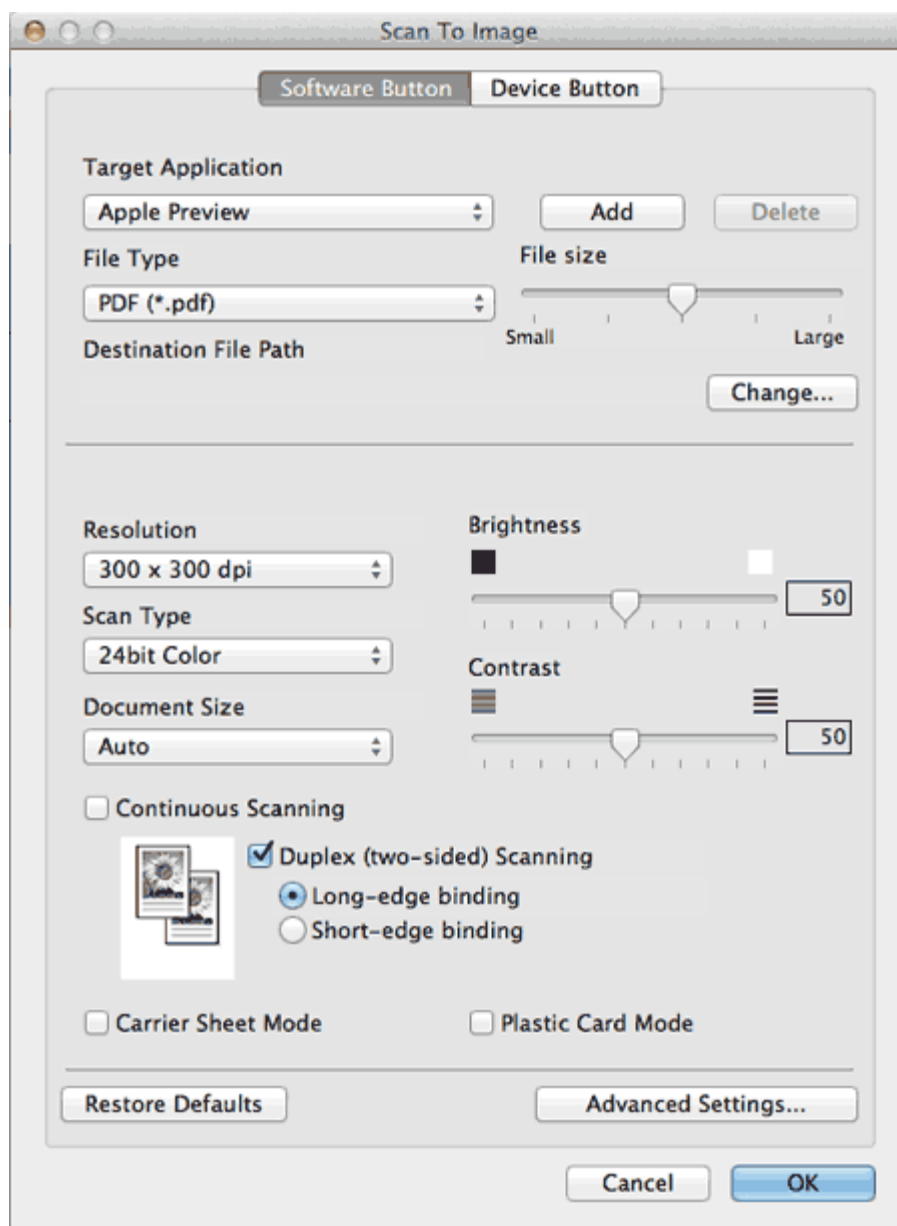
- 2 Click the (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Check the **Duplex(two-sided) Scanning** check box and then select the **Long-edge binding** option.

 **Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

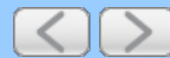
- 6 Select a **2 in 1** document size from the **Document Size** drop-down list.
- 7 Change other settings if needed (see [Change Scan Settings](#)).
- 8 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Documents Longer than Letter

- 1 Load your document.

### Note

Load only one document at a time.

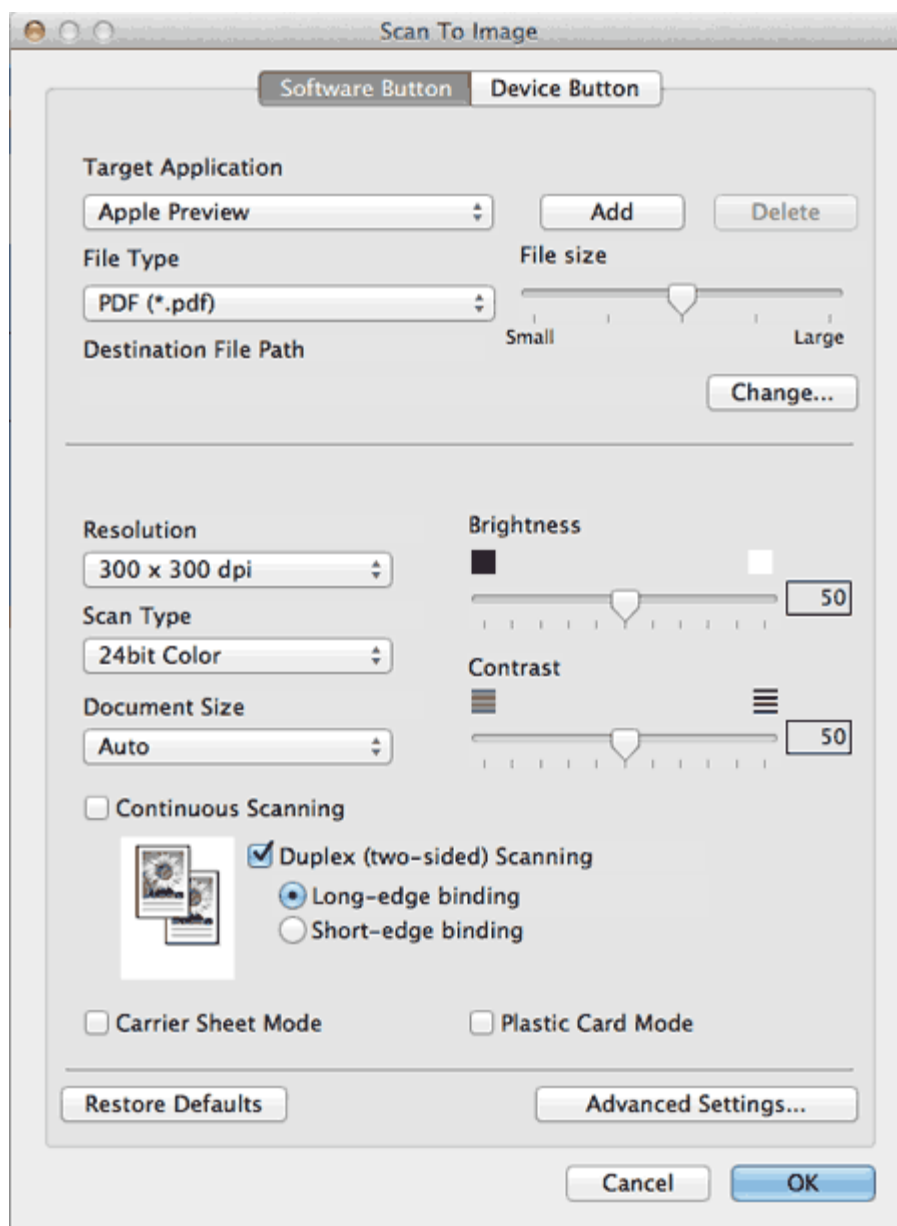
- 2 Click the (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4** Select **Long Paper (Normal Width)** or **Long Paper (Narrow Width)** from the **Document Size** drop-down list.

**Note**

- Each **Long Paper** option can scan a large document up to the following size:  
**Long Paper (Normal Width):** 8 1/2 × 34.0 in. (215.9 × 863.0 mm)  
**Long Paper (Narrow Width):** 4 1/4 × 34.0 in. (107.9 × 863.0 mm)
- If you cannot select **Long Paper**, uncheck the **Duplex(two-sided) Scanning** and **Auto Deskew** check box.

- 5** Change other settings if needed (see [Change Scan Settings](#)).

- 6** Click the button you selected in step [3](#).  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

**Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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 **Note**

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Support the document with your hand if the document is longer than the Top Cover.

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## Scan Documents with More than 50 Pages

- 1 Load your document.



### Note

Load no more than 50 pages at a time.

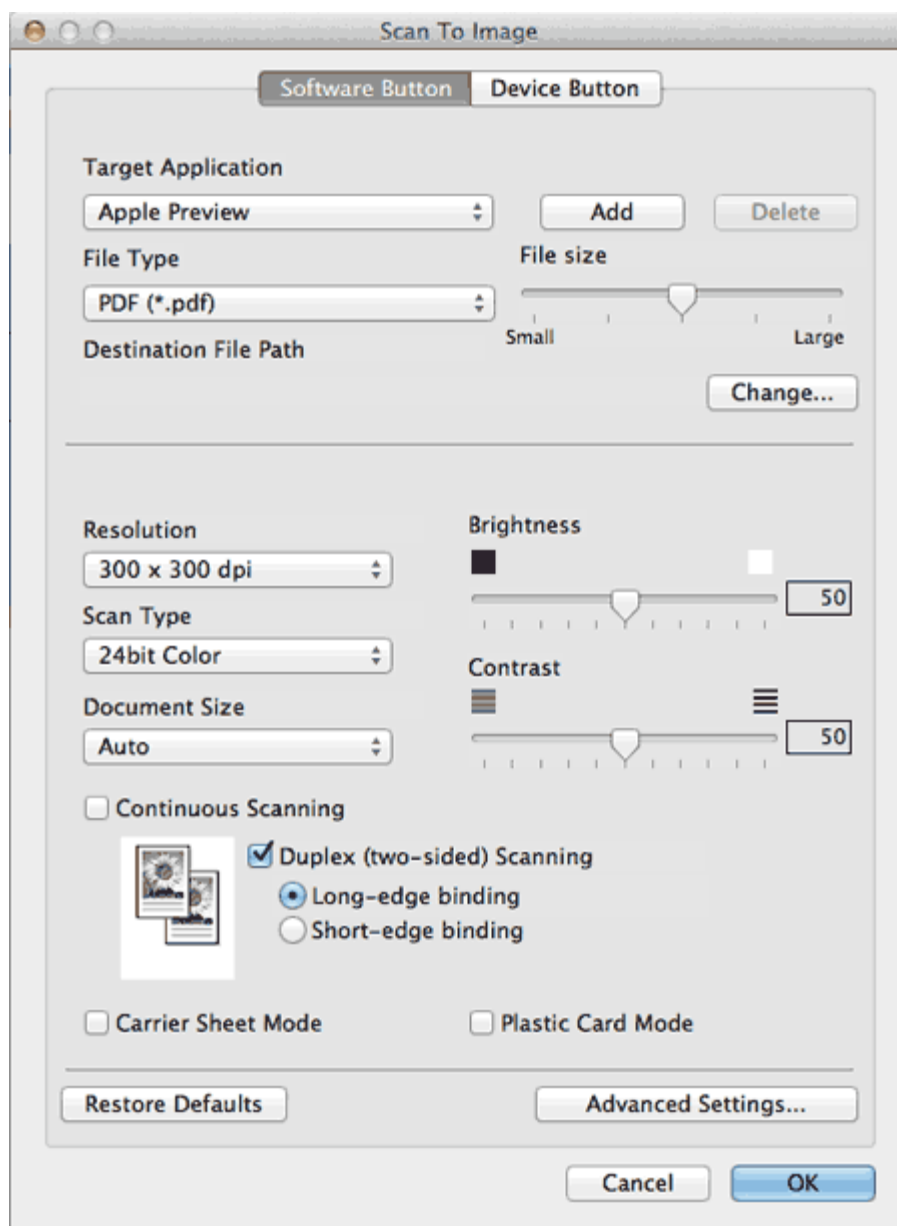
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Check the **Continuous Scanning** check box.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.  
When the machine has finished scanning, a dialog asks you if you want to continue scanning.  
Do one of the following:
  - If you are finished scanning, click **Finish**.
  - If you want to continue scanning, load the additional pages and then click **Continue**. The machine starts scanning again.

#### Note


Check the **Don't show me again** check box not to show the message dialog again.









## Scan Both Sides of a Page Automatically

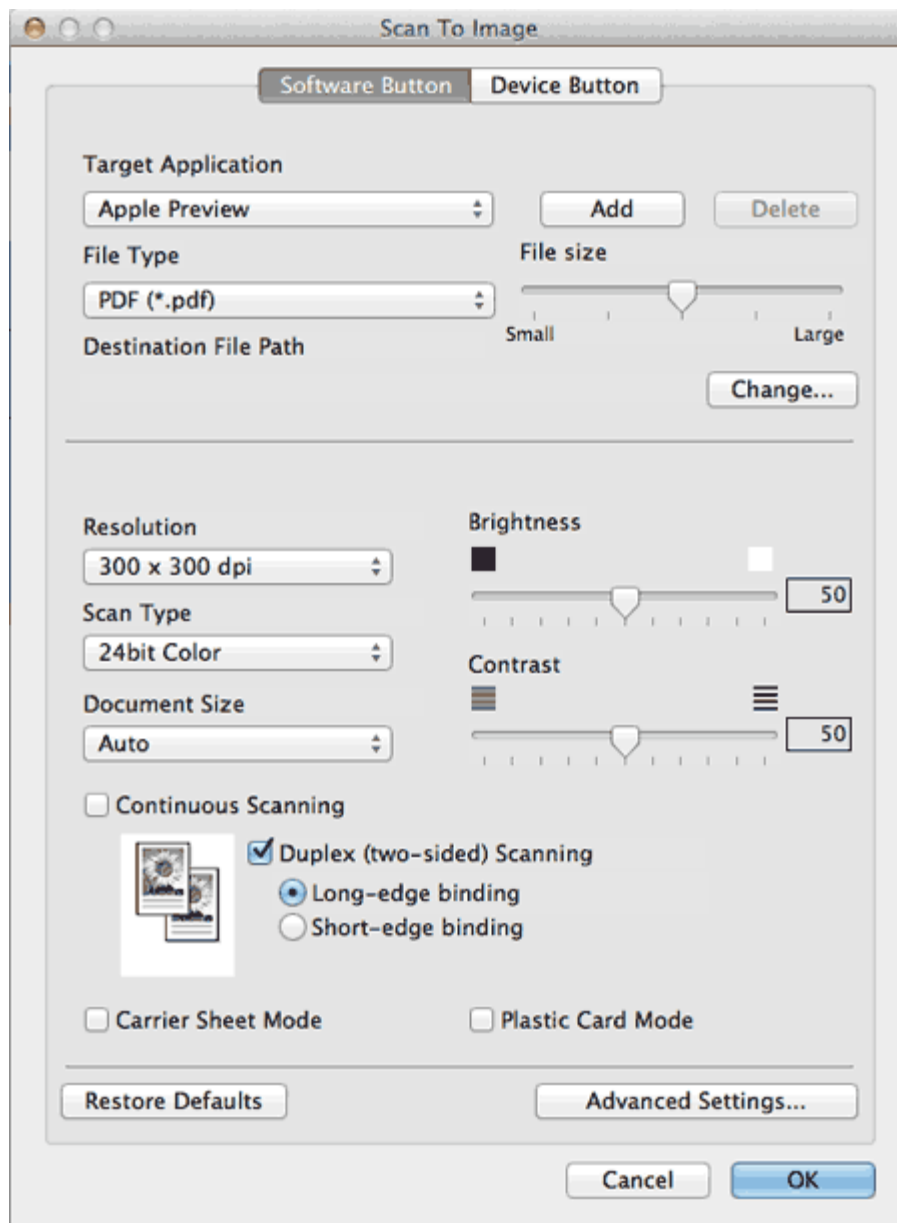
- 1 Load your documents.
- 2 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



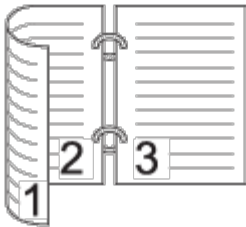

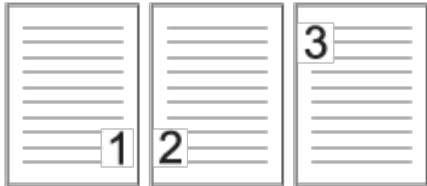
4 Check the **Duplex(two-sided) Scanning** check box.

**Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

5 Select **Long-edge binding** or **Short-edge binding** depending for the document layout as shown in the following table.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
Long-edge binding		

		
<b>Short-edge binding</b>		

**6** Change other settings if needed (see [Change Scan Settings](#)).

You have now changed the default settings for your chosen Scan-to action. These settings will be used the next time you click (**Image**, **OCR**, **E-mail**, or **File**).

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## Scan Specific/irregular-sized Documents Using the Carrier Sheet

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

### Note

Load only one Carrier Sheet at a time.

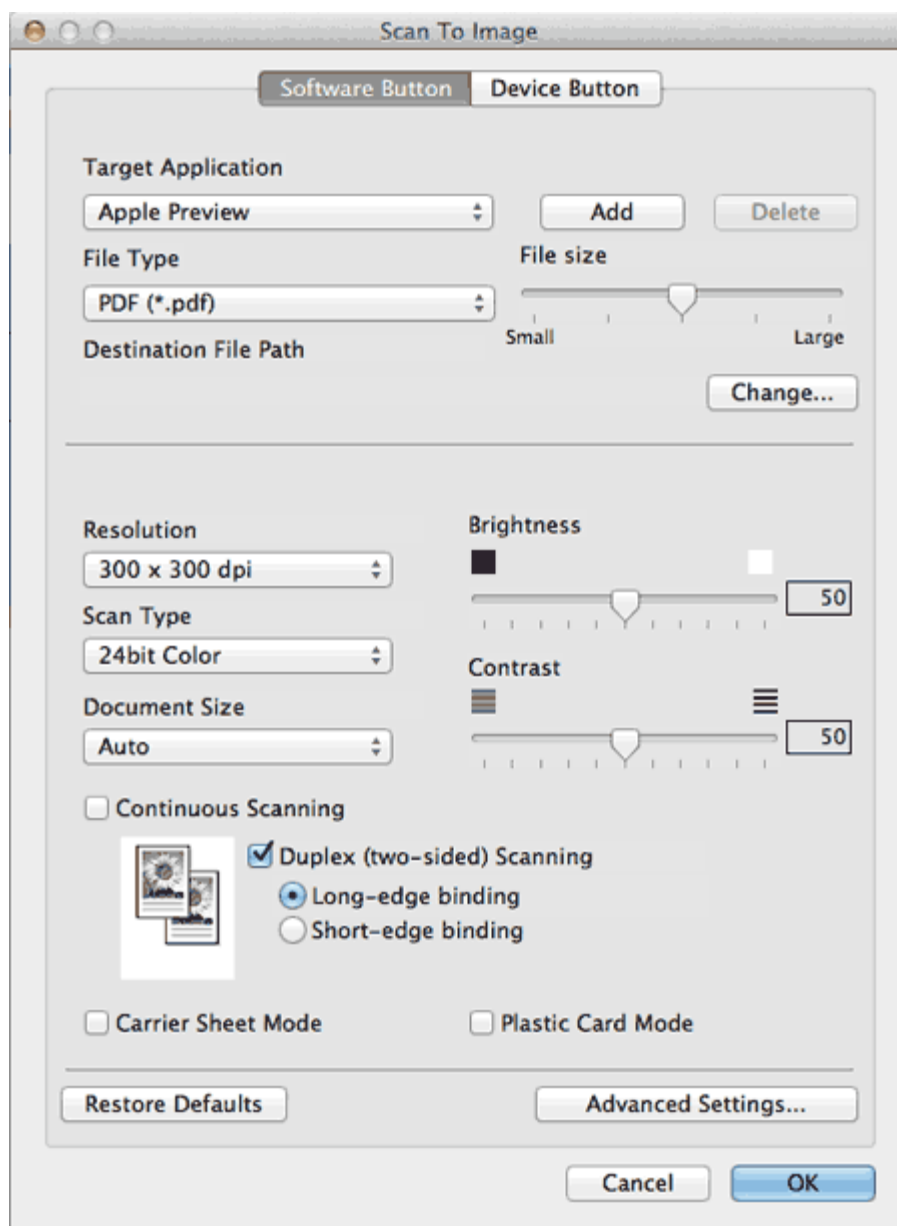
- 2 Click the (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### Note

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Plastic Cards

- 1 Load a plastic card (see [Loading Business Cards and Plastic Cards](#)).

### Note

Load only one plastic card at a time.

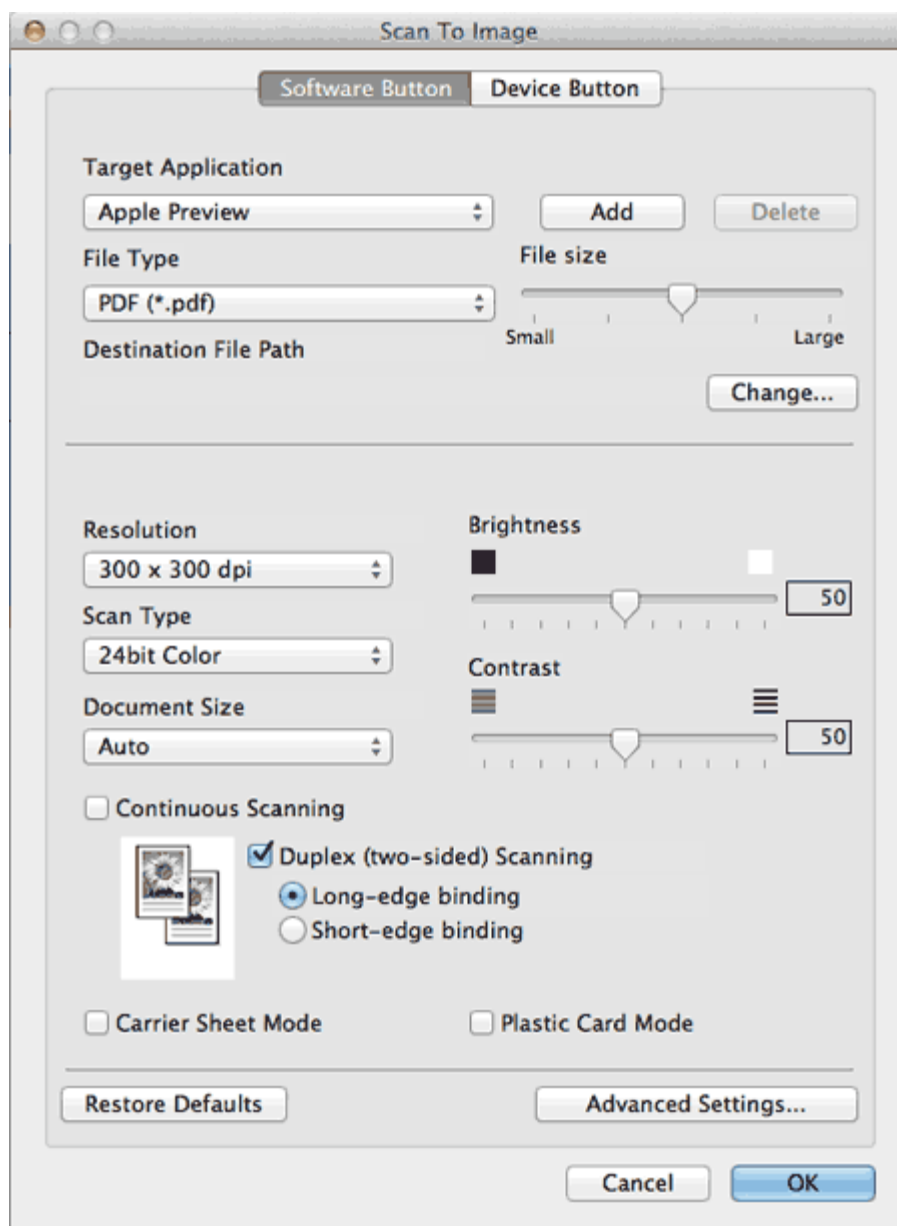
- 2 Click the (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Check the **Plastic Card Mode** check box.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

### ! Important

If a feed error should occur while scanning, open the front cover and carefully remove the plastic card in order to prevent damage to the card.

### 📝 Note

- Check the **Don't show me again.** check box not to show the message dialog again.
- **Plastic Card Mode** automatically uses these settings:  
**Resolution: 600 x 600 dpi**  
**Document Size: 2 in 1 (Business Card)**


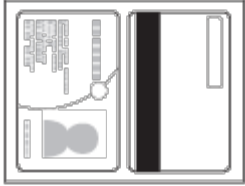


**Duplex(two-sided) Scanning: On (Short-edge binding)**

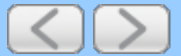
**Auto Deskew: Off**

**Multifeed Detection: Off**

**Automatic Image Rotation: Off**


Original Layout	Scan Result
	

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## Correct Page Skew

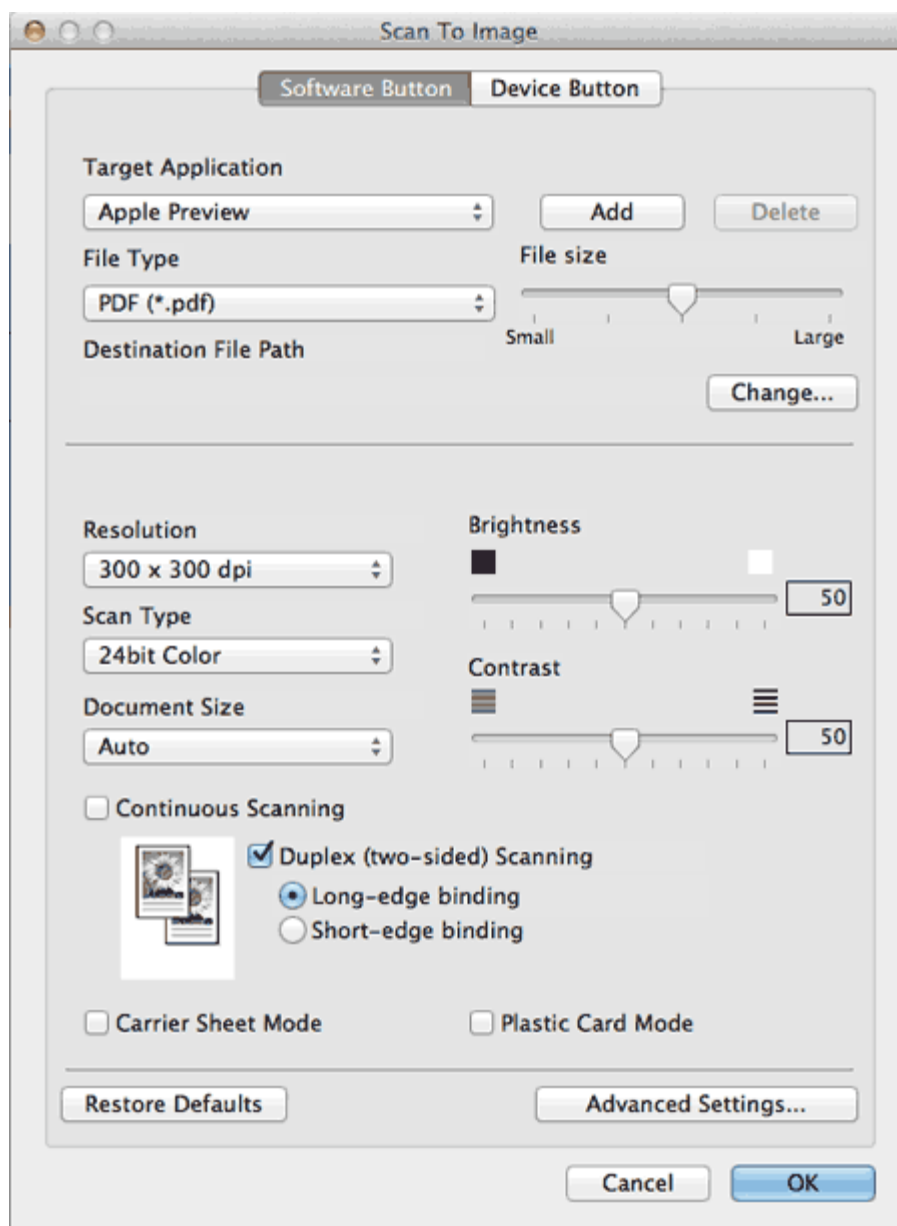
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



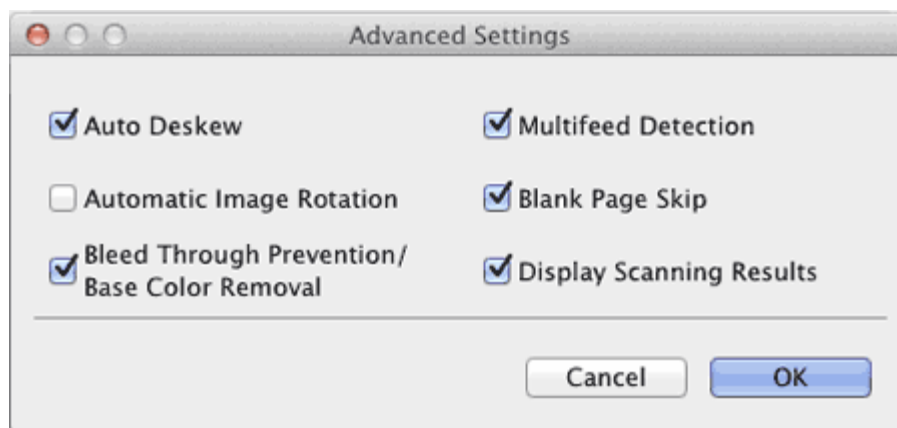
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 3** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




- 4** Check the **Auto Deskew** check box and then click the **OK** button.
- 5** Click the **OK** button.







## Delete Blank Pages

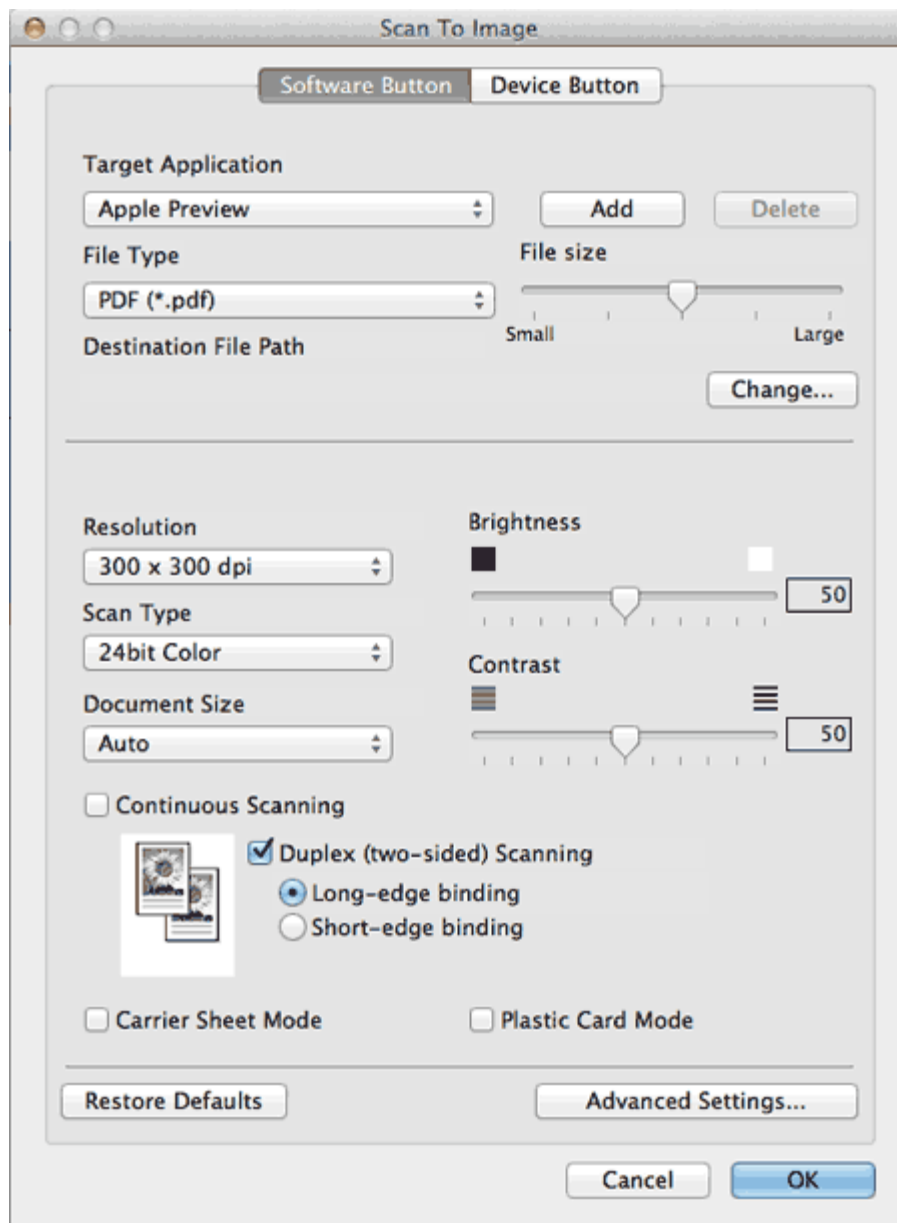
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



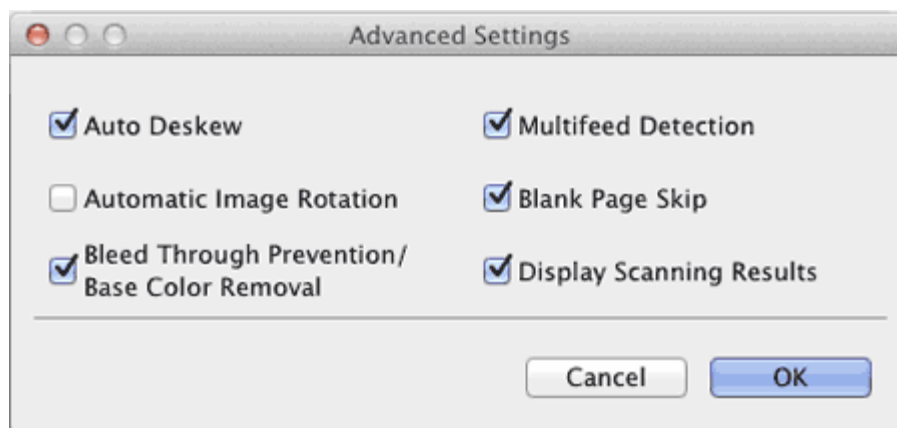
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 3 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 4 Check the **Blank Page Skip** check box and then click the **OK** button.

- 5 Click the **OK** button.

 **Note**

---

The **Blank Page Skip** feature may not remove blank pages depending on the document.


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## Change Document Orientation to Match the Text

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

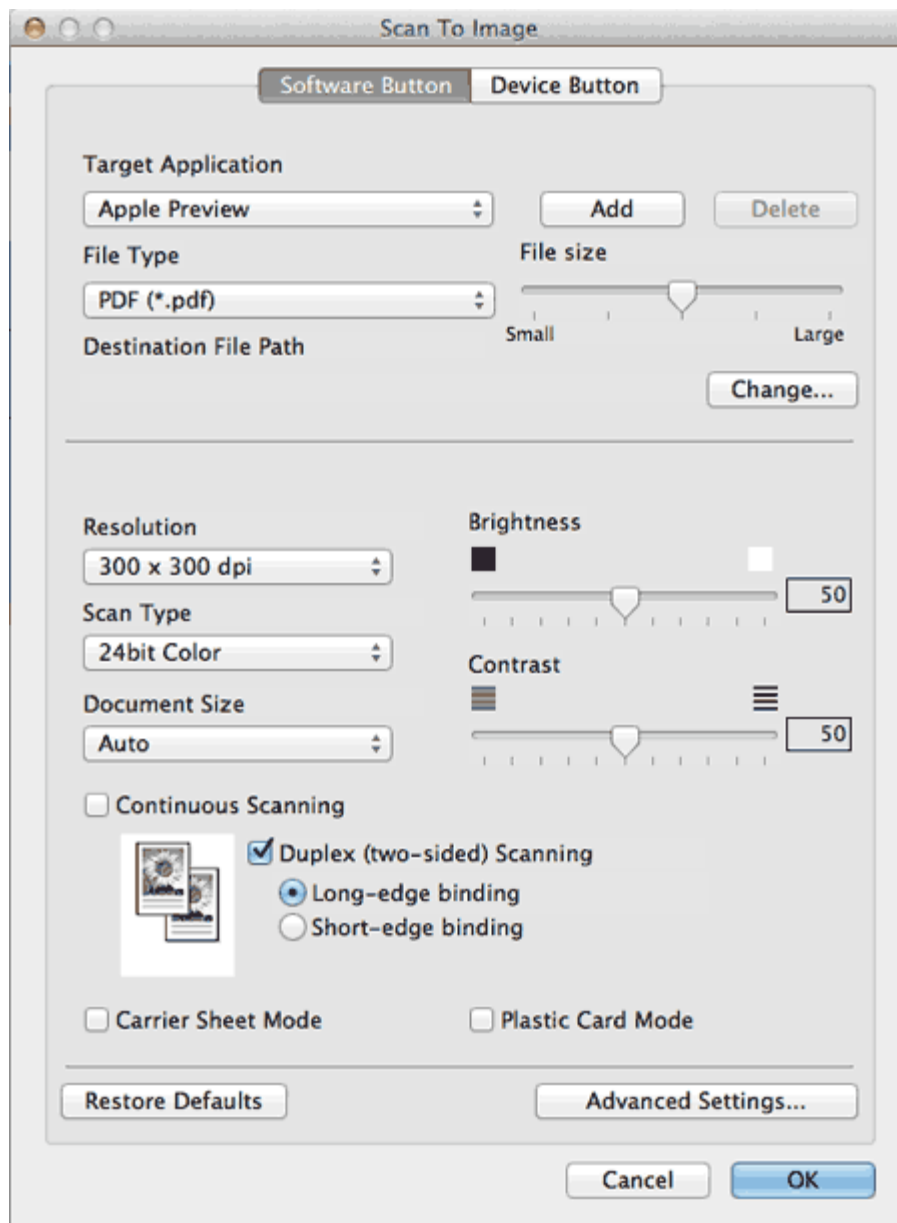


### Note

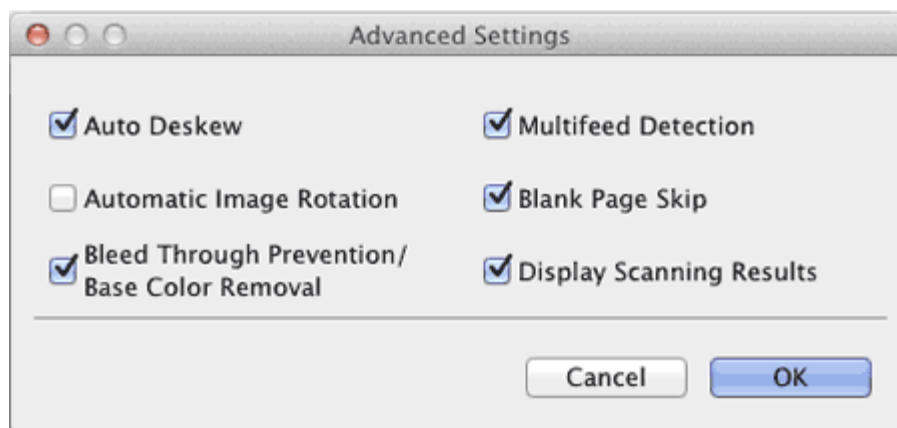
If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).





- 3 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




- 4 Check the **Automatic Image Rotation** check box and then click the **OK** button.
- 5 Click the **OK** button.







## Detect Overlapping (Multifeed) Pages

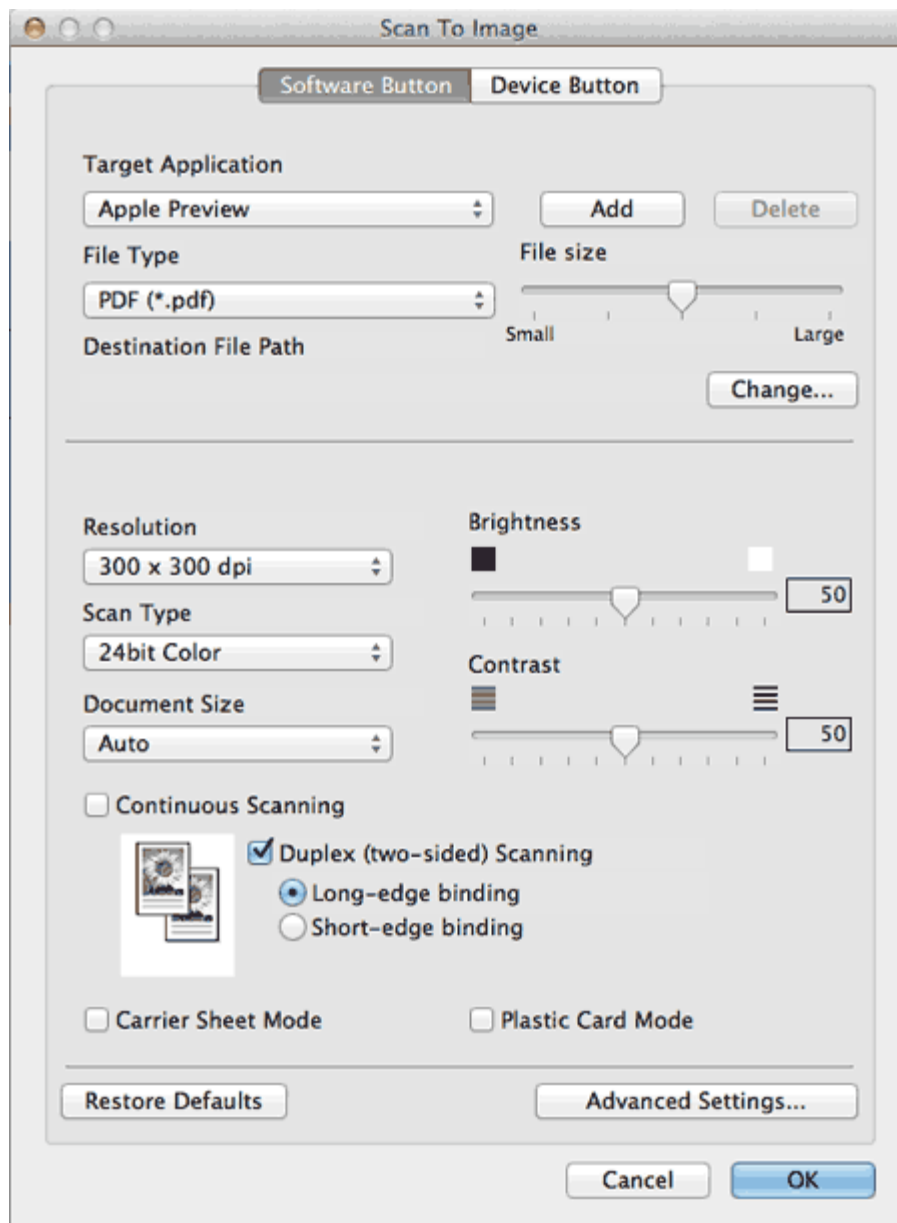
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



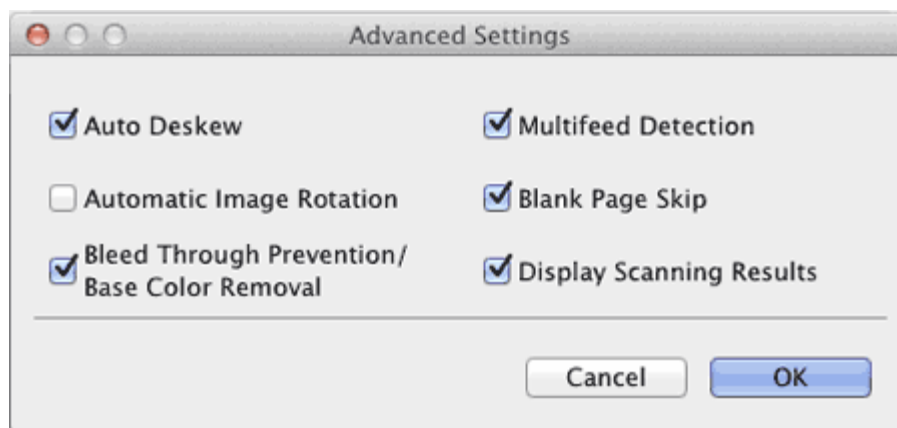
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 3** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 4** Check the **Multifeed Detection** check box and then click the **OK** button.

- 5** Click the **OK** button.

 **Note**

The **Multifeed Detection** feature does not support documents narrower than 2 3/4 in. (70 mm) wide.

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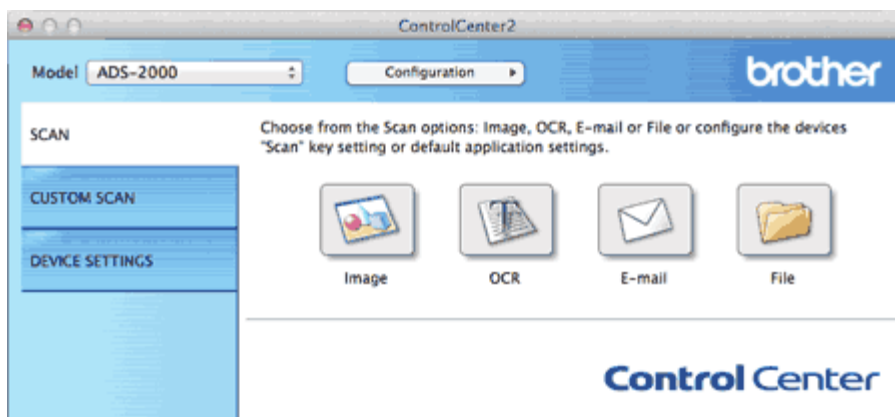
## Scan Pages Laid on Top of Each Other

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

### Note

Load only one Carrier Sheet at a time.

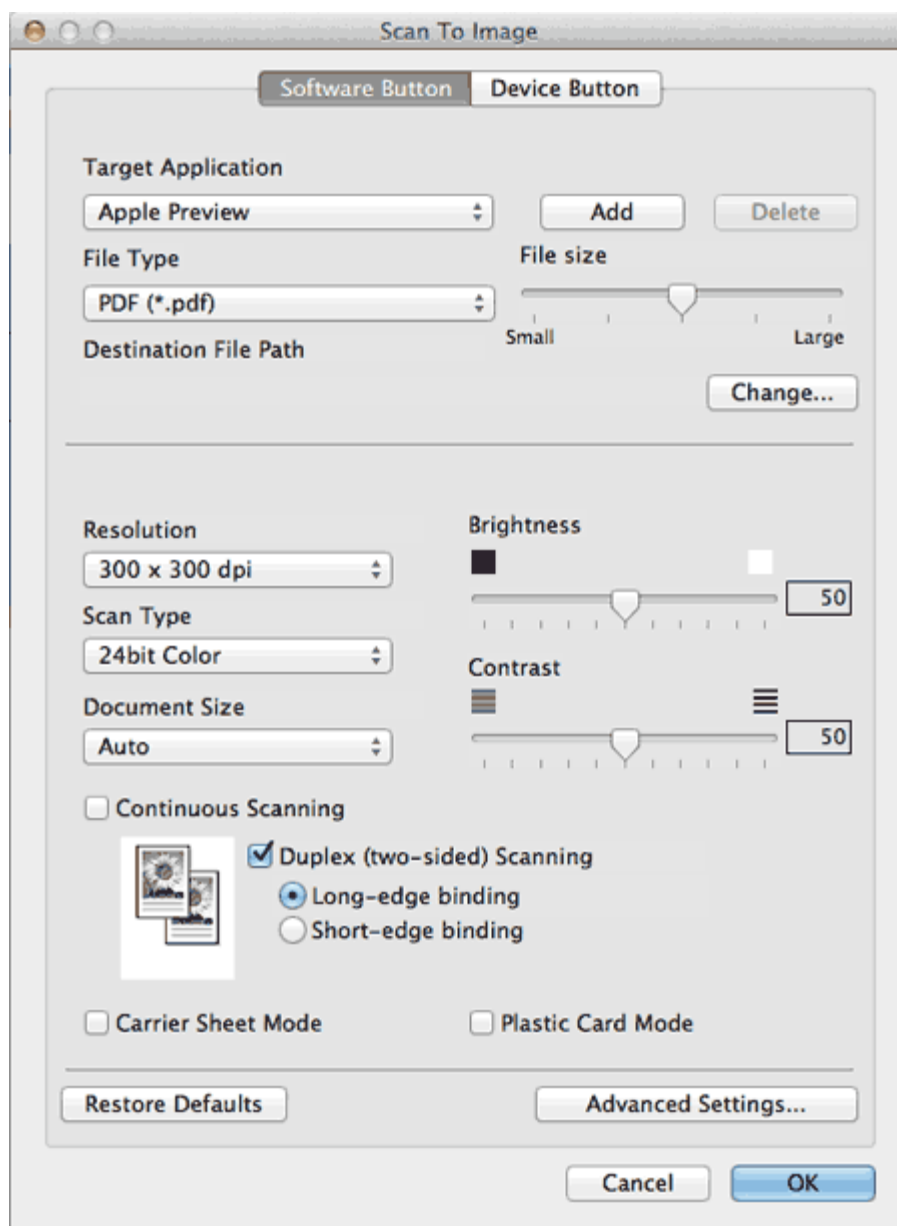
- 2 Click the (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### Note

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Envelopes

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

### Note

Load only one Carrier Sheet at a time.

- 2 Click the (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

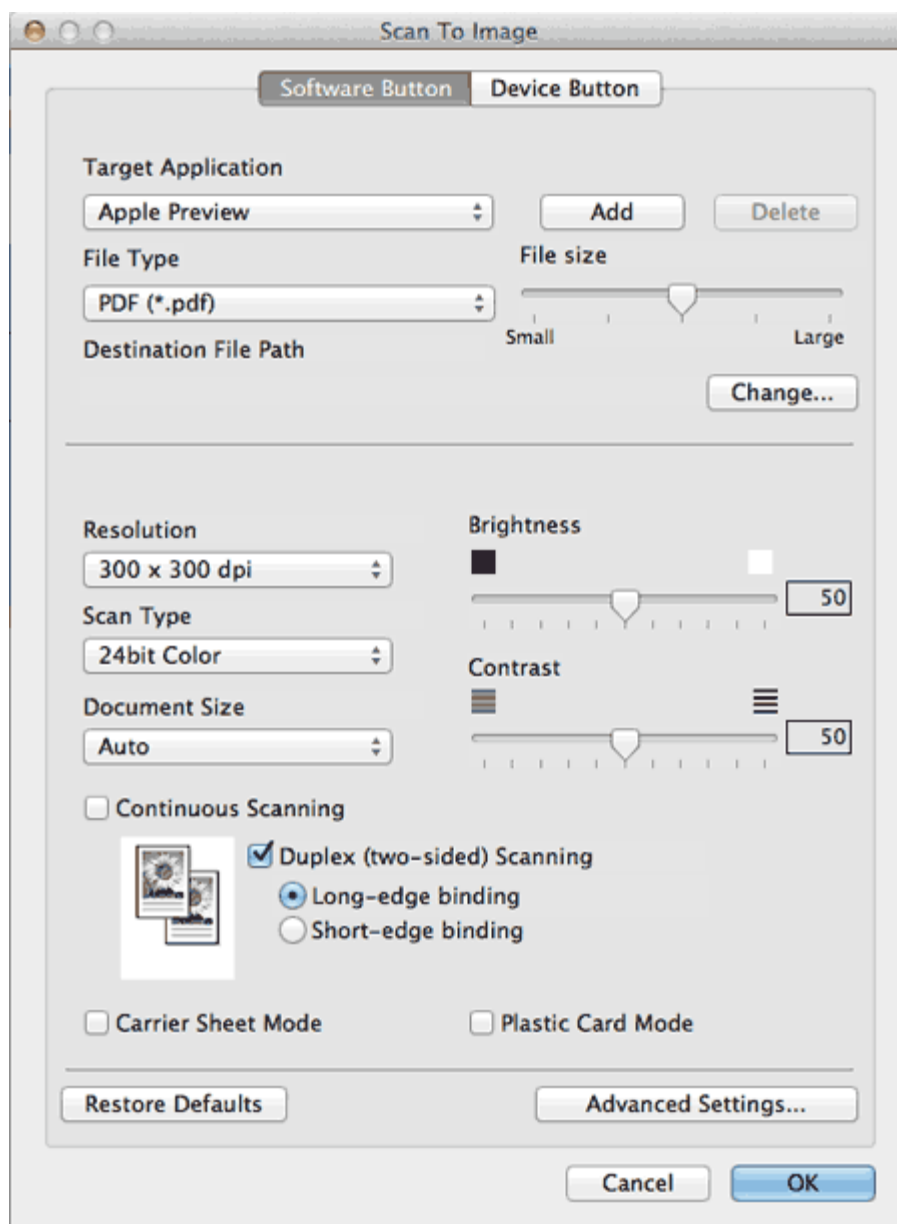


### Note

If (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The (ControlCenter2) icon will appear in the menu bar.

- 3 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).





- 4 Check the **Carrier Sheet Mode** check box.
- 5 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 3.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### Note


Check the **Don't show me again.** check box not to show the message dialog again.

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## Prevent Bleed Through

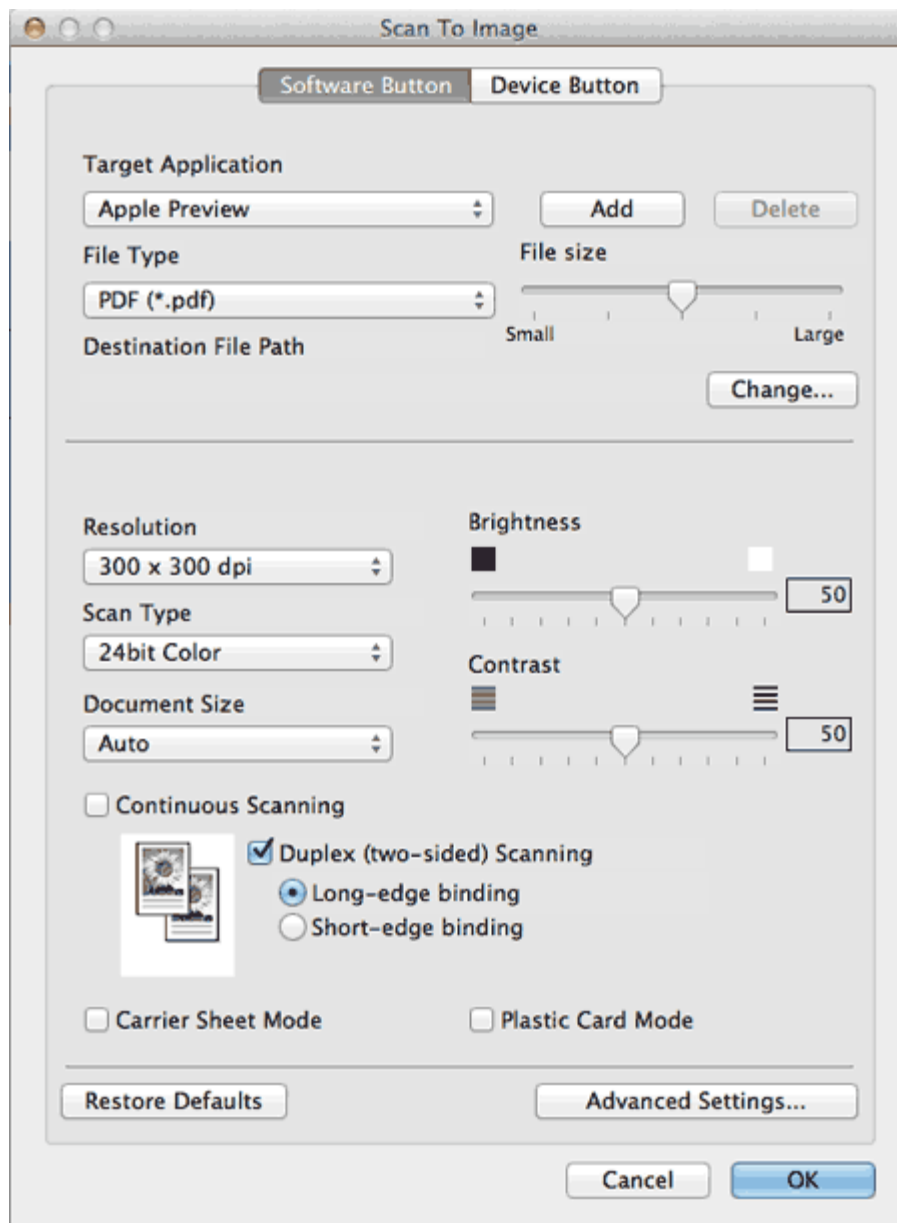
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



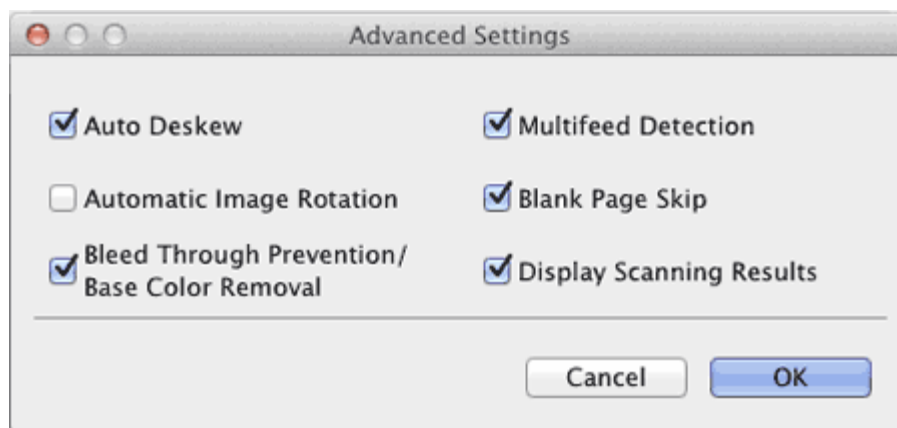
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



- 3 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 4 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.
- 5 Click the **OK** button.

 **Note**


When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.

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## Remove the Background Color (Base Color Removal) and Make Documents Easier to Read

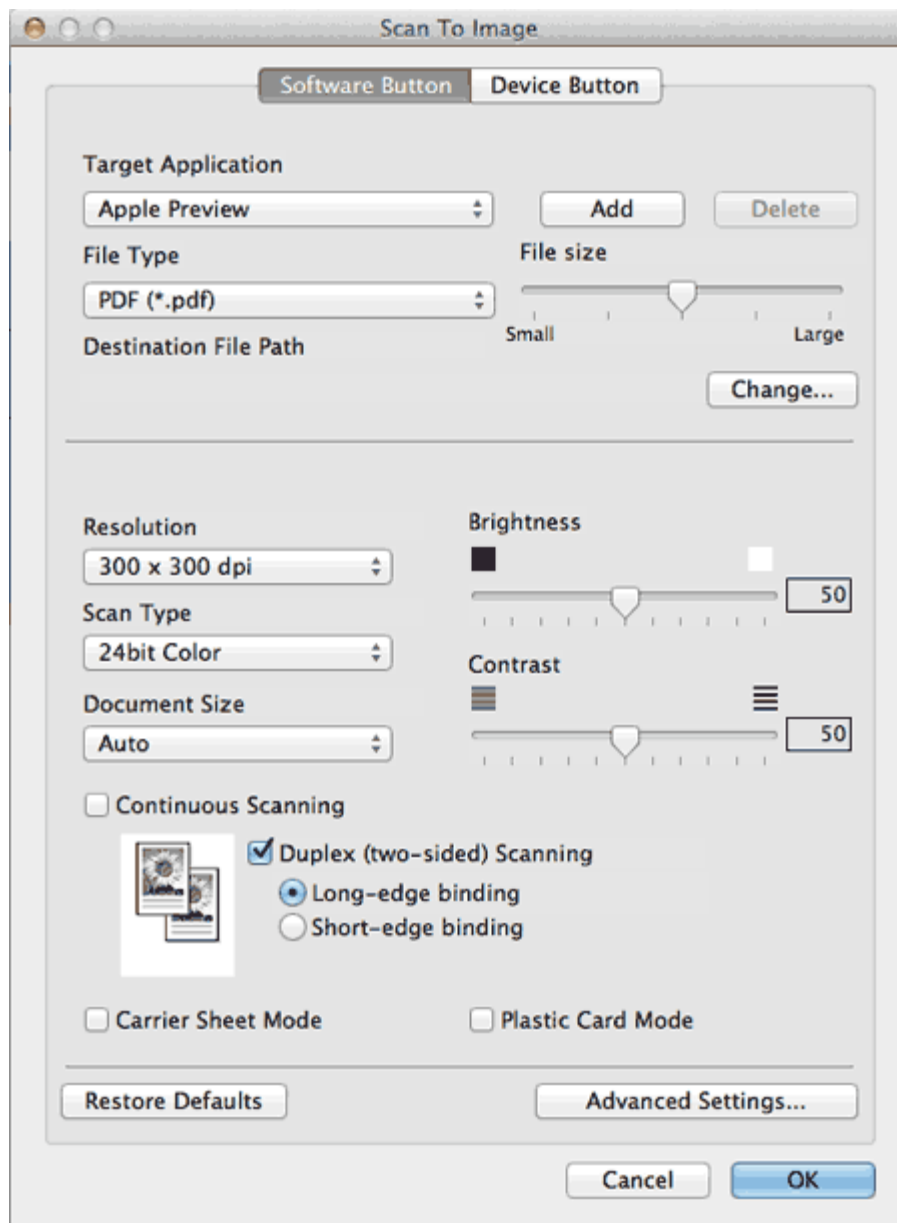
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



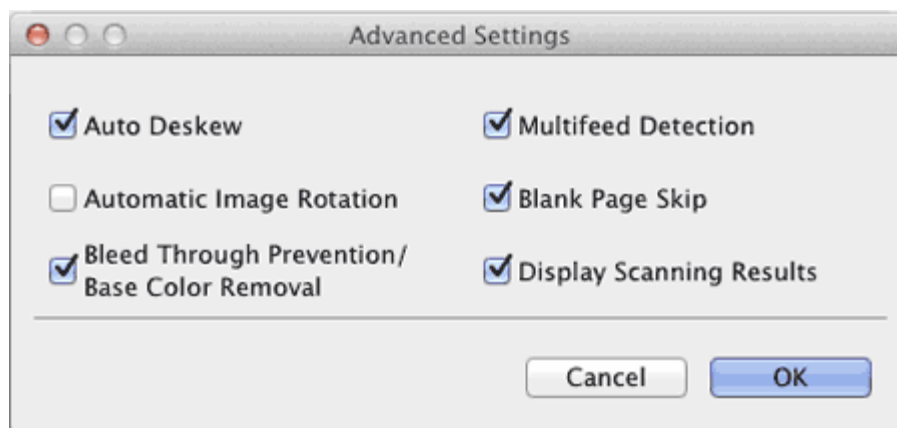
### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).



3 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



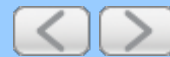
4 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.

5 Click the **OK** button.

 **Note**


When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.

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## View the Number of Scanned Pages

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

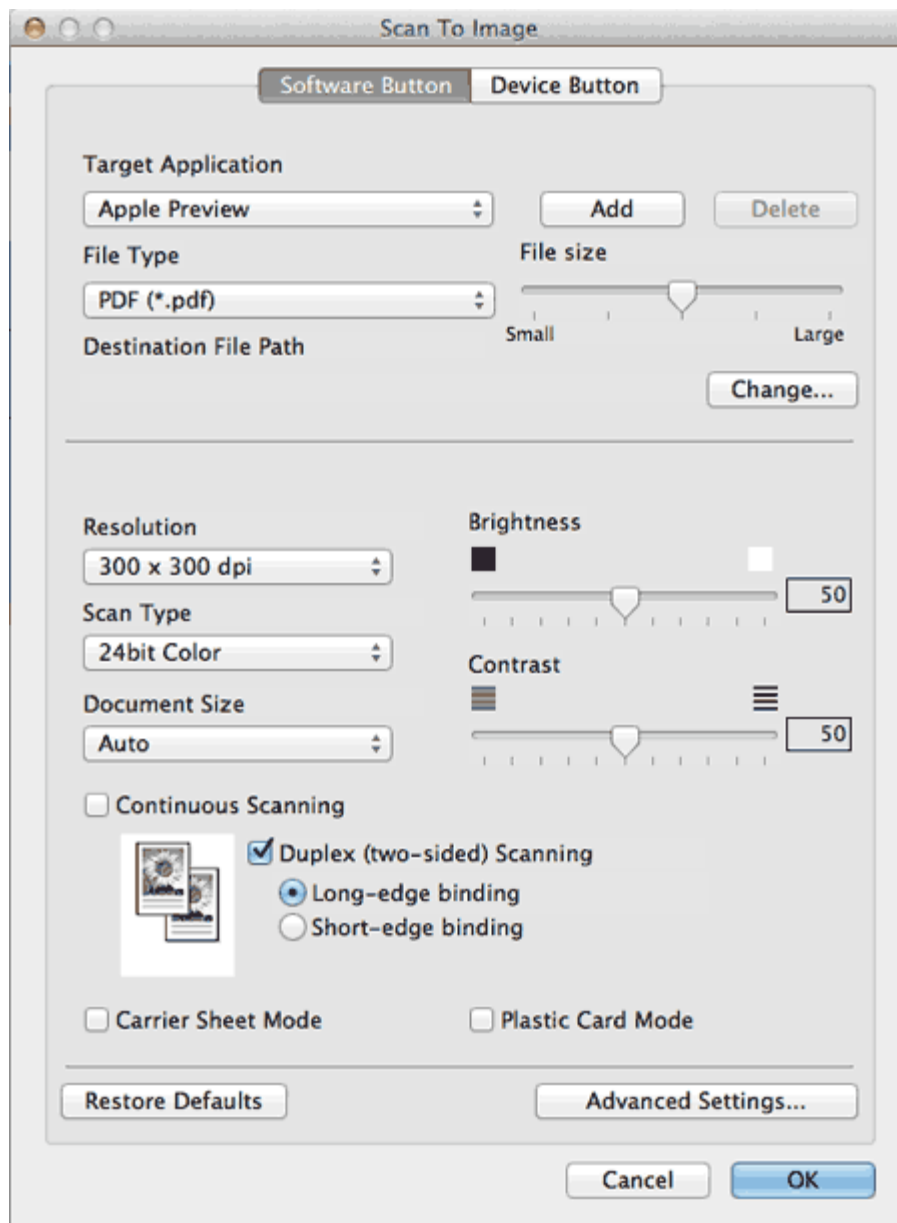


### Note

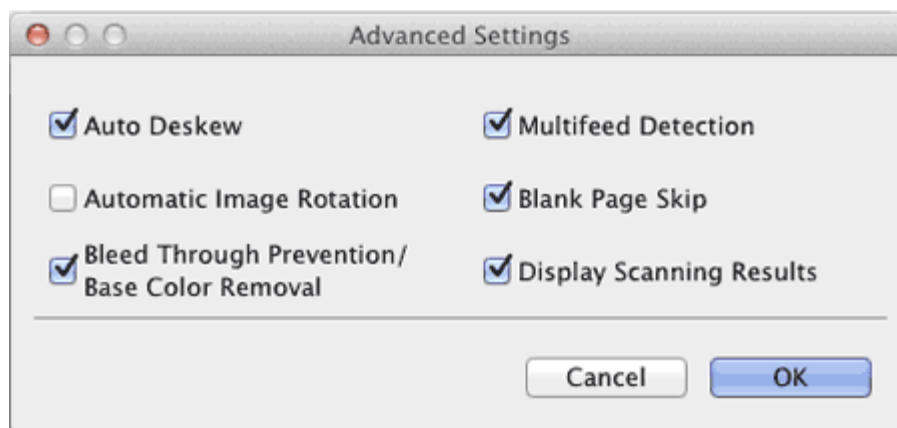
If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click the button in the **SCAN** tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box will appear (the example below uses **Image**).





- 3** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 4** Check the **Display Scanning Results** check box and then click the **OK** button.


- 5** Click the **OK** button.







## Scan Photos and Graphics

To scan photos or graphics, you should select the Scan to Image feature. Your document will be scanned and sent directly to your USB connected computer.

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

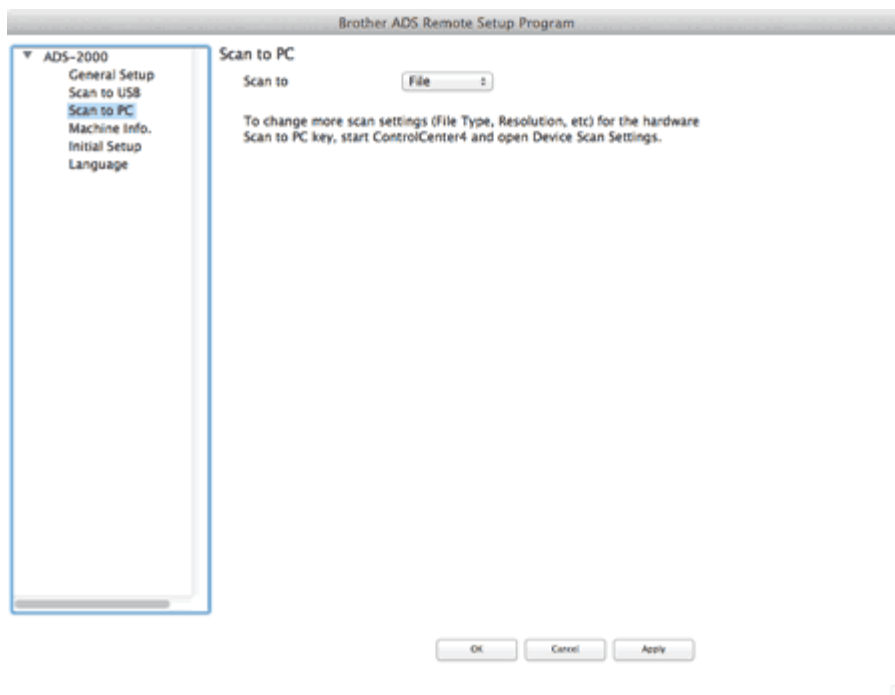
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 Click the **DEVICE SETTINGS** tab.



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.

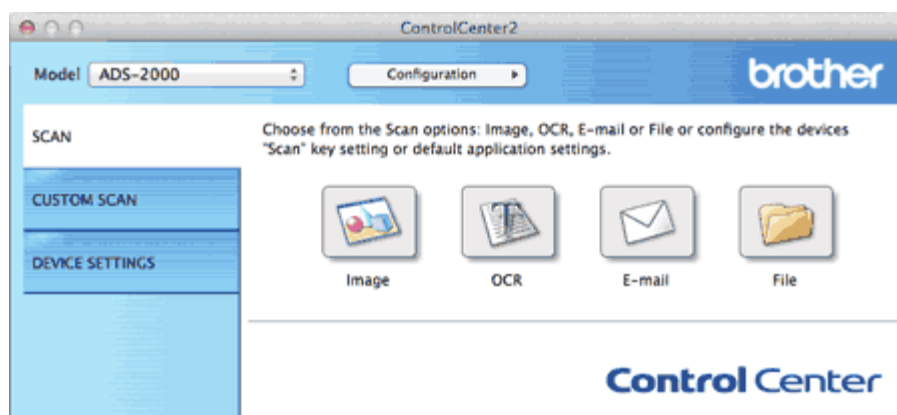


Select **Image** from the drop-down list.

**4**

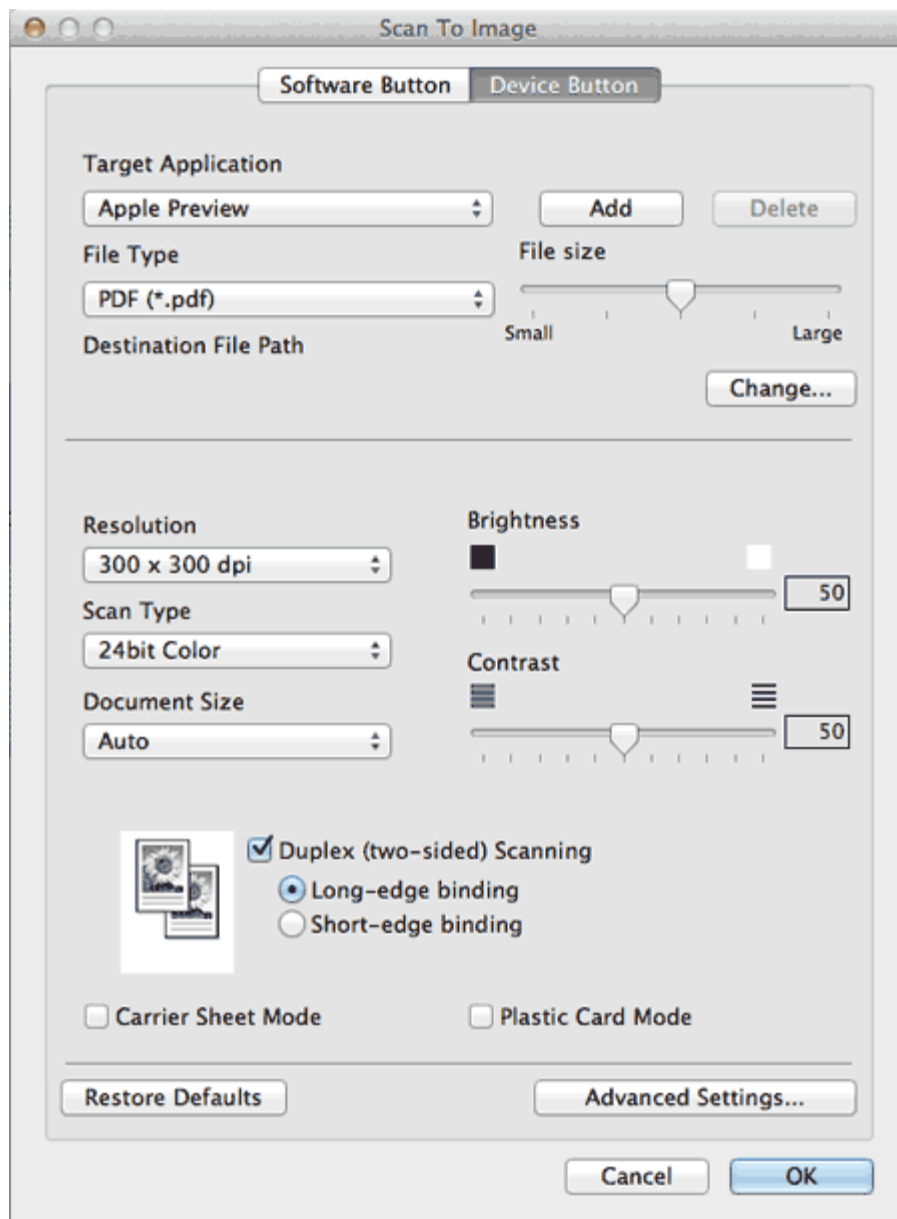
**5** Click the **OK** button to close the Remote Setup window.

**6** Click the **SCAN** tab on the **ControlCenter2** window.



**7** While holding down the **Control** key click the **Image** button. The **Scan To Image** dialog box will appear.

**8** Click the **Device Button** tab.



**9** Change other settings if needed (see [Change Scan Settings](#)).

**10** Load your document.

**11** Press **Scan to PC**. The machine starts scanning.


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## Scan to E-mail attachment

You can scan a document and add it as an attachment to a message in your default E-mail application.

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**.  
The **ControlCenter2** window will appear.

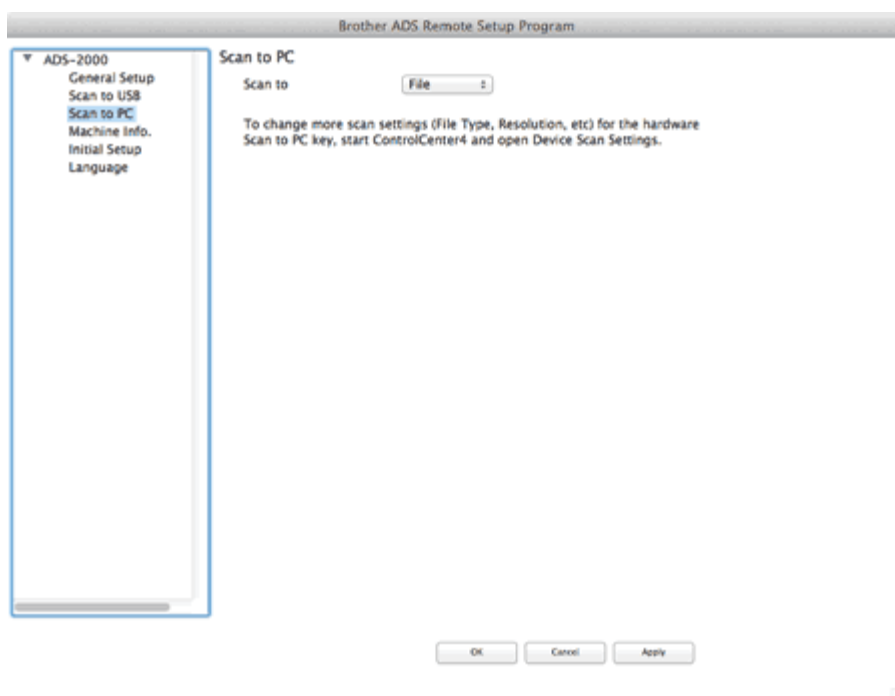
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 Click the **DEVICE SETTINGS** tab.



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.

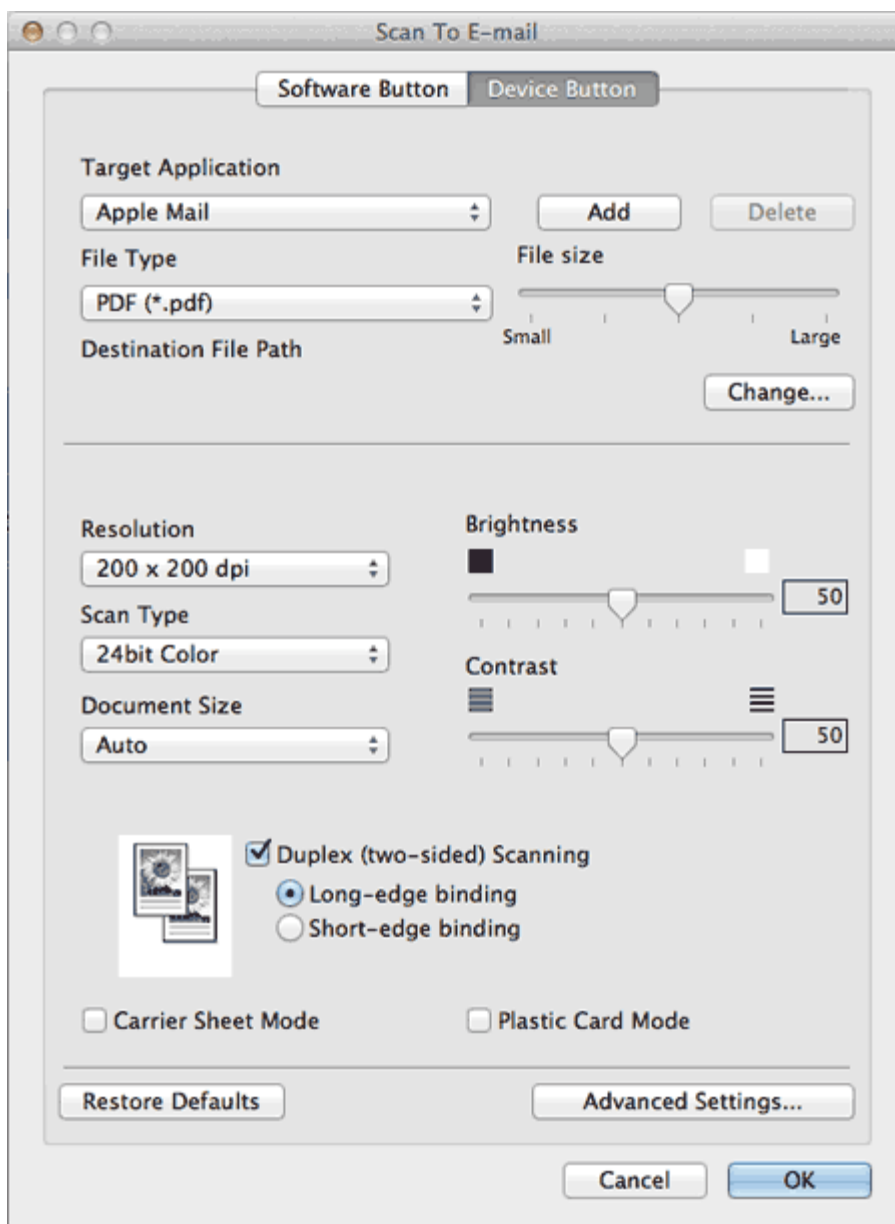


- 4 Select **E-mail** from the drop-down list.

- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **SCAN** tab on the **ControlCenter2** window.



- 7 While holding down the **Control** key click the **E-mail** button. The **Scan To E-mail** dialog box will appear.
- 8 Click the **Device Button** tab.



- 9 Change other settings if needed (see [Change Scan Settings](#)).
- 10 Load your document.
- 11 Press **Scan to PC**. The machine starts scanning the document, creates a file attachment, and launches your E-mail application displaying the new message waiting to be addressed.

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## Scan to an Editable Text File (OCR)



Your machine can convert characters in a scanned document to text data by using optical character recognition (OCR) technology. This text can be edited using your favorite word processing software.

### Note

- Presto! PageManager must be installed on your computer from the supplied DVD-ROM.
- The Scan to OCR function is available for English, French, German, Dutch, Italian, Spanish, Brazilian Portuguese, Danish, Swedish, Japanese, Traditional Chinese, Simplified Chinese and Korean.
- You can change the **OCR Language** with the OCR Language drop-down list in the setting dialog box for the Scan to OCR action.

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

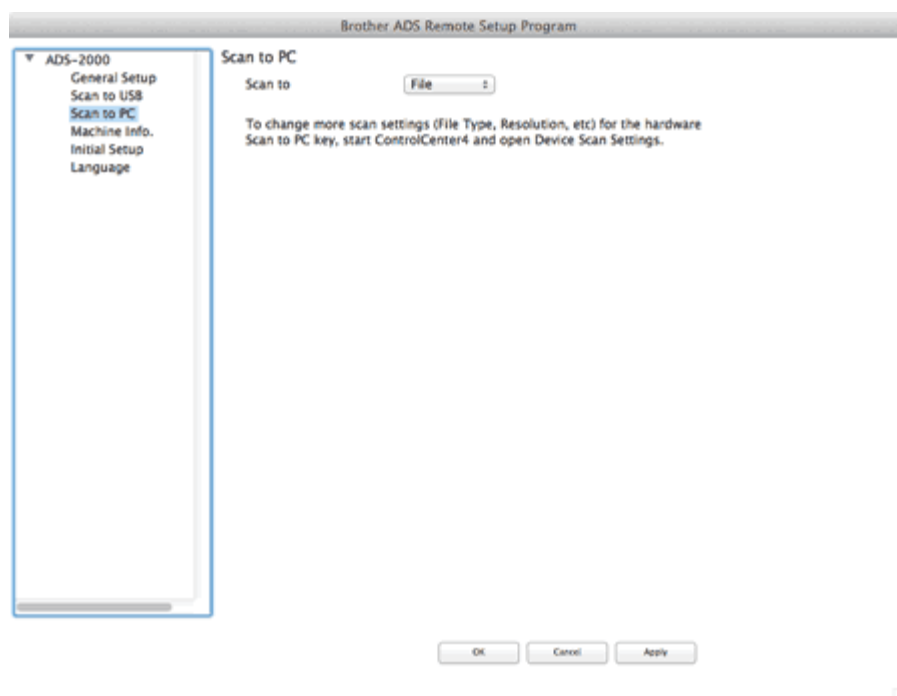
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

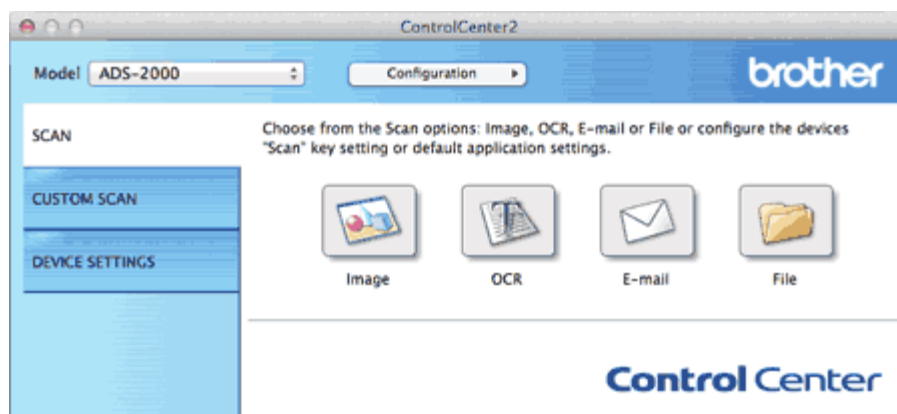
- 2 Click the **DEVICE SETTINGS** tab.



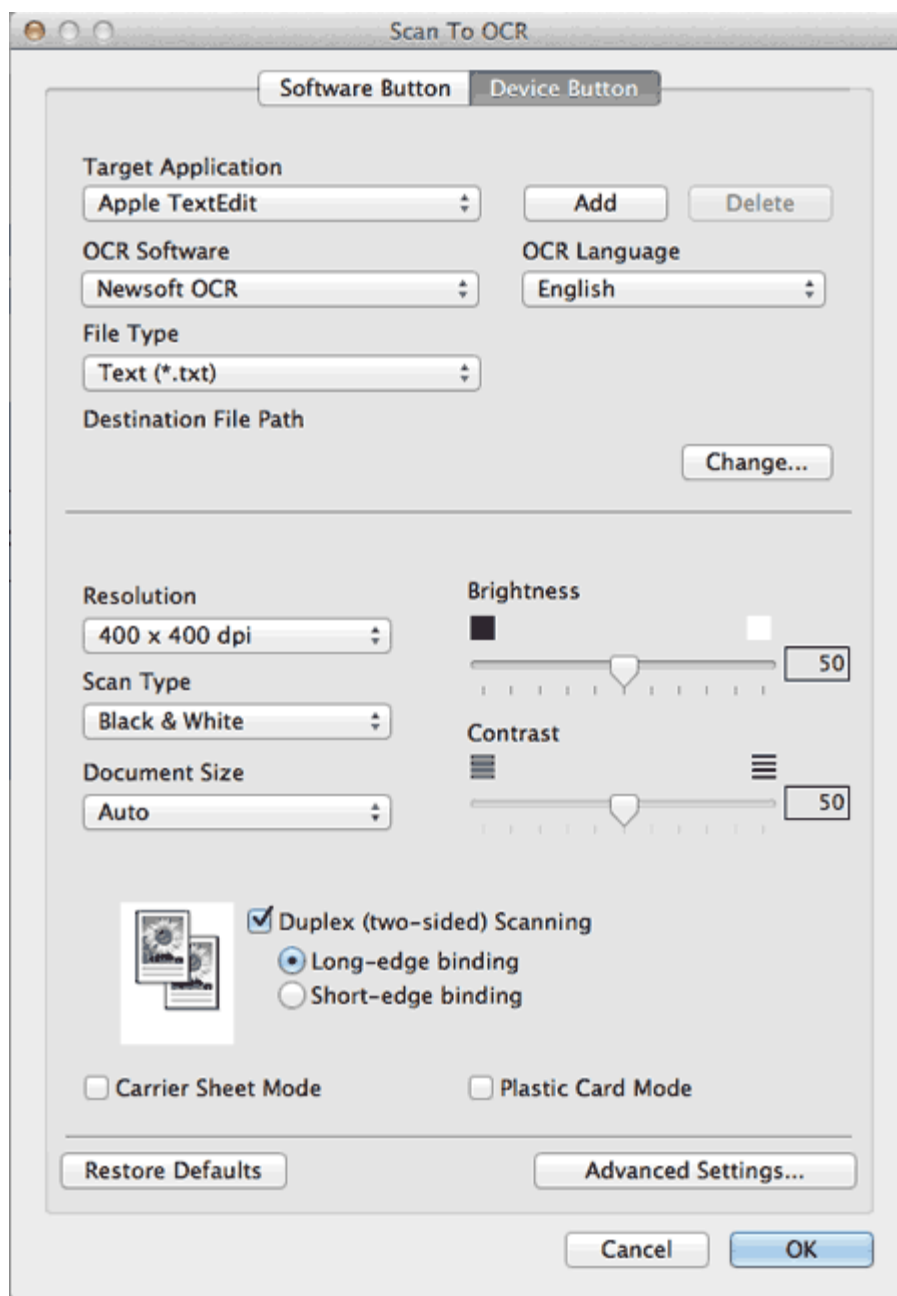
- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.



- 4 Select **OCR** from the drop-down list.
- 5 Click the **OK** button to close the Remote Setup window.
- 6 Click the **SCAN** tab on the **ControlCenter2** window.



- 7 While holding down the **Control** key click the **OCR** button. The **Scan To OCR** dialog box will appear.
- 8 Click the **Device Button** tab.




- 9 Change other settings if needed (see [Change Scan Settings](#)).
- 10 Load your document.
- 11 Press **Scan to PC**. The machine scans the document, converts it into editable text, then sends it to your default word processing application.

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## Change the Feature Assigned to the Scan to PC Key to set the Default Scan-to Action

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

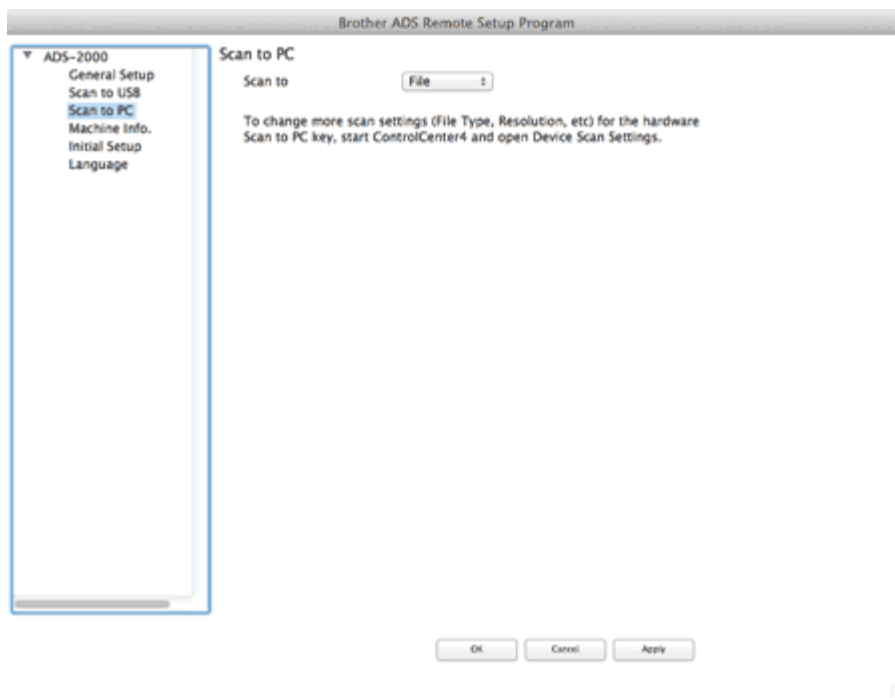
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

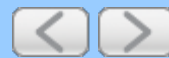
- 2 Click the **DEVICE SETTINGS** tab.



- 3 Click the **Scan to PC Settings** button. The Remote Setup window will appear.




- 4 Select a Scan-to action you want to assign (**Image**, **OCR**, **E-mail**, or **File**) from the drop-down list.
- 5 Click the **OK** button.







## Scan Pages of Different Sizes at the Same Time

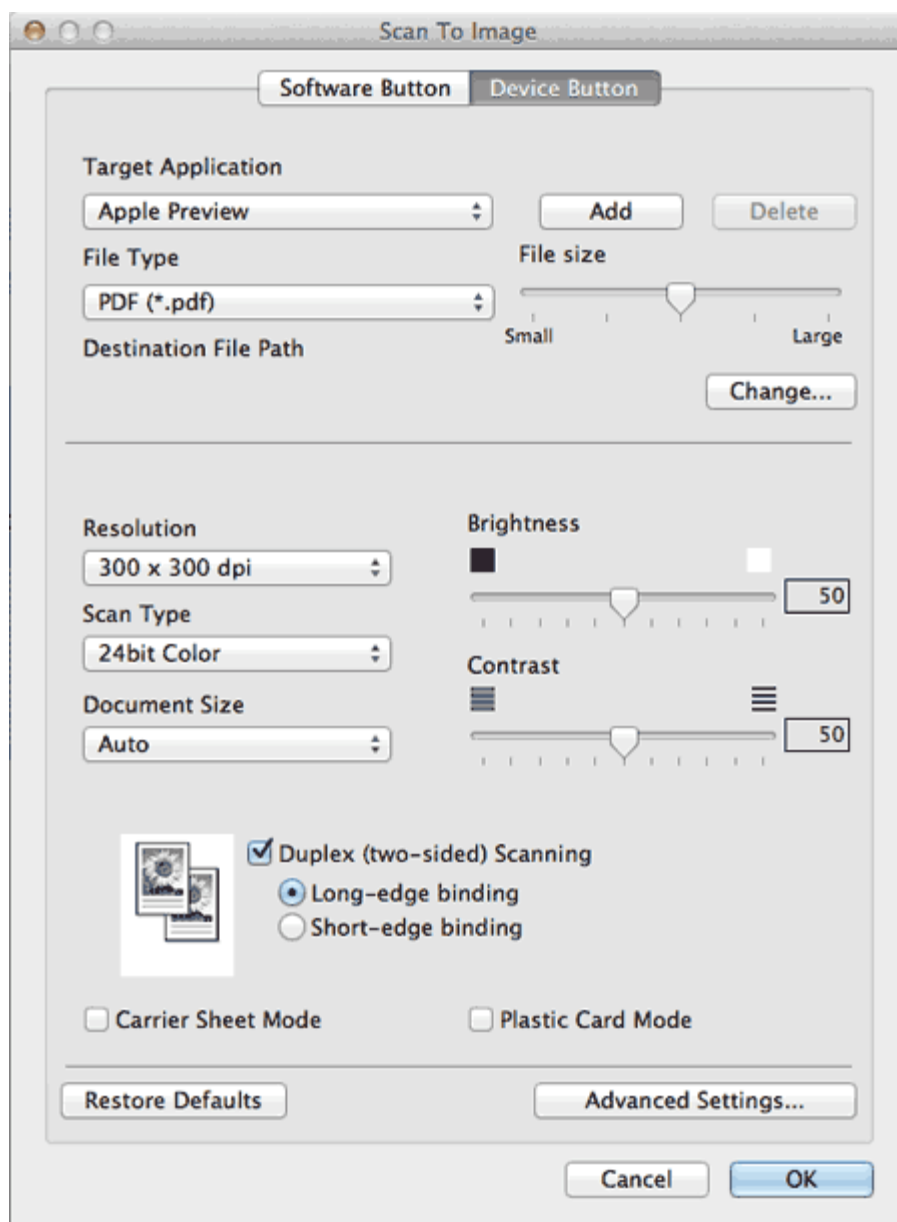
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Select **Auto** from the **Document Size** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load your document.

 **Note**

Narrow documents should be inserted straight and as close to the center of the machine as possible.


- 7 Press **Scan to PC**. The machine starts scanning.

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## Scan Business Cards

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

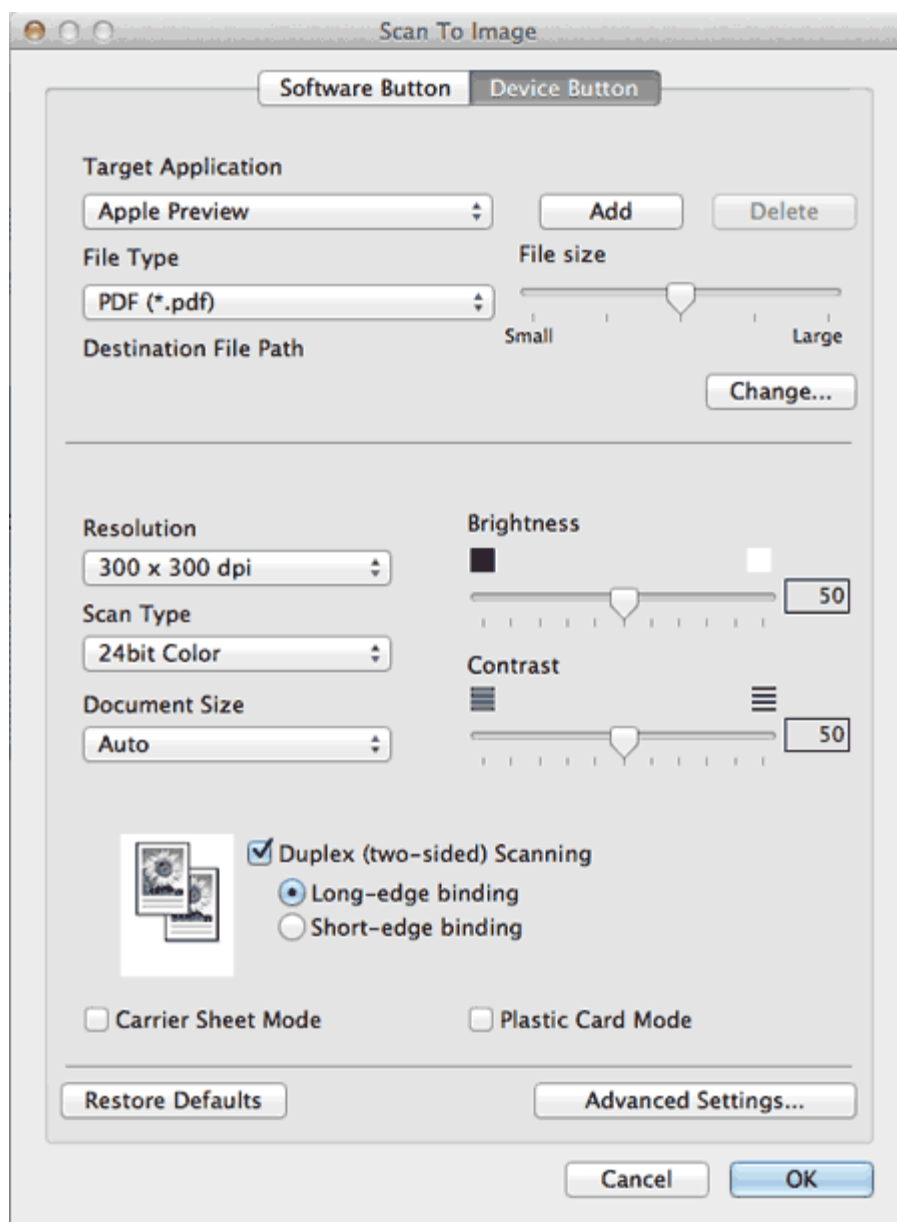


### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.





- 4 Select **Business Card** from the **Document Size** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load your document (see [Loading Business Cards and Plastic Cards](#)).
- 7 Press **Scan to PC**. The machine starts scanning.


#### **Note**

Certain kinds of business cards and thick paper might be detected as being multi-fed by the Multifeed detector, even though they were fed properly. In this case, set **Multifeed Detection** to Off.







## Scan Two Pages and Combine Them on One Page (2 in 1)

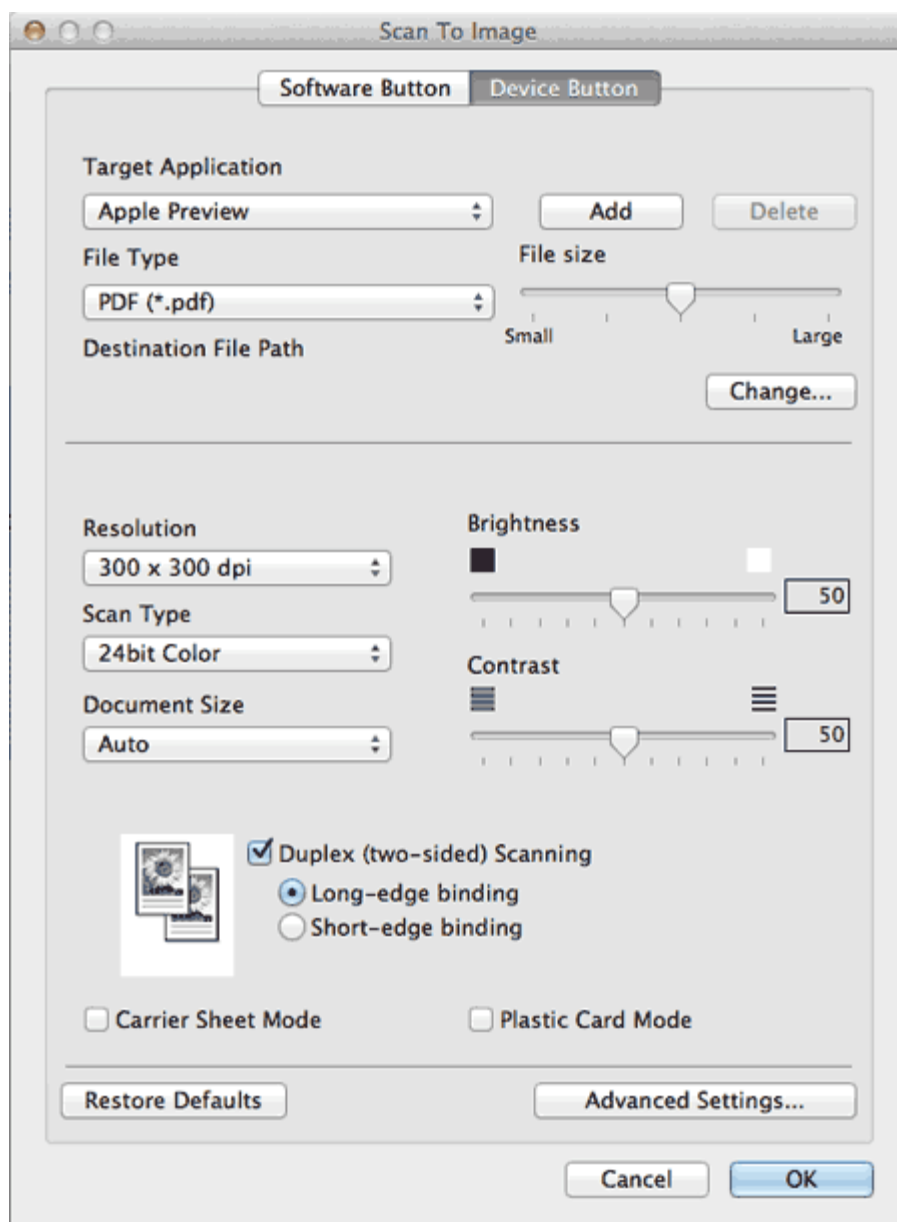
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Select **2 in 1** from the **Document Size** drop-down list.

#### **Note**

To do 2 in 1 scanning, uncheck the **Automatic Image Rotation** check box in the **Advanced Settings** dialog box.


- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load your document.
- 7 Press **Scan to PC**. The machine starts scanning.

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## Scan Documents Wider than Letter

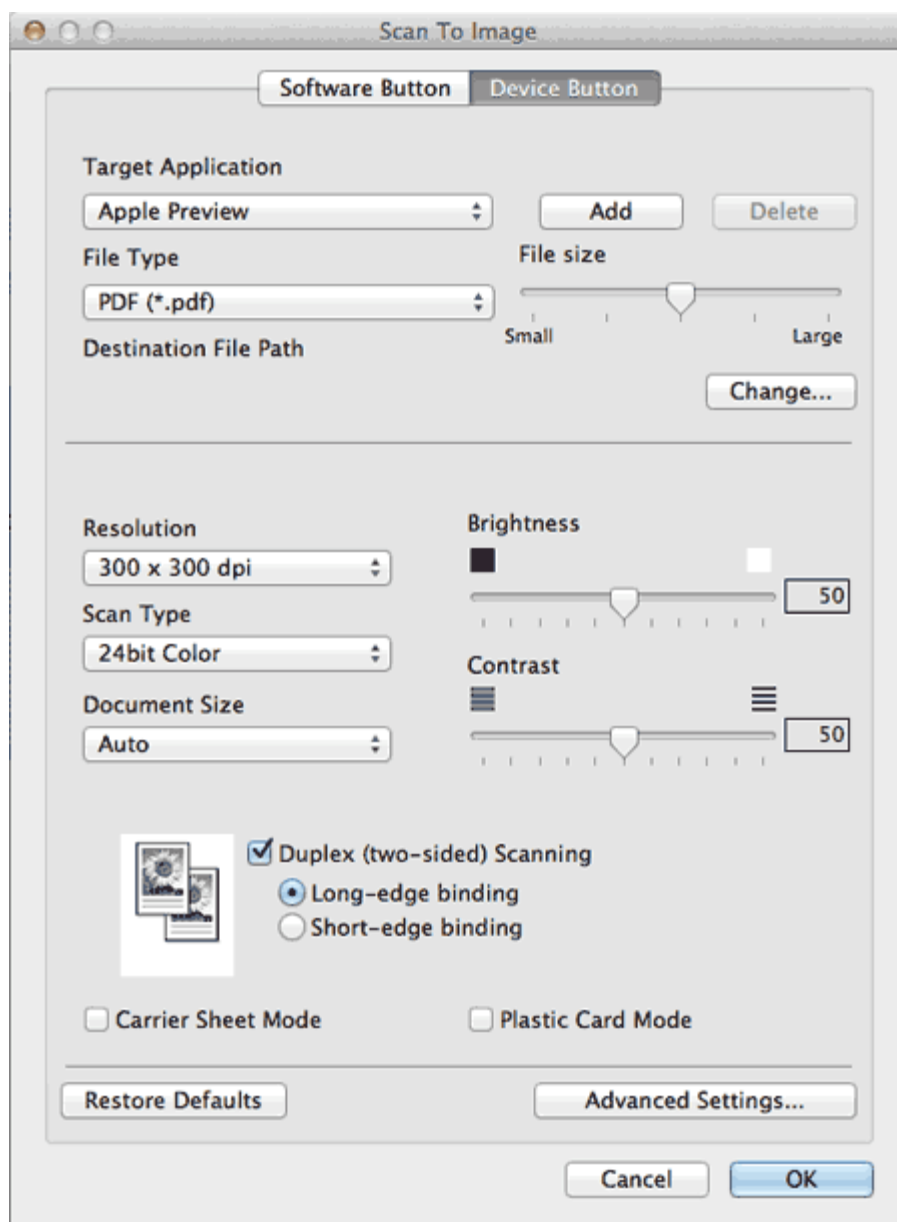
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Check the **Duplex(two-sided) Scanning** check box and then select the **Long-edge binding** option.

 **Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

- 6 Select a **2 in 1** document size from the **Document Size** drop-down list.
- 7 Change other settings if needed (see [Change Scan Settings](#)).
- 8 Load the Carrier Sheet (see [Loading Documents Wider than Letter Size](#)).

 **Note**

Load only one Carrier Sheet at a time.


**9** Press **Scan to PC**. The machine starts scanning.

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## Scan Documents Longer than Letter

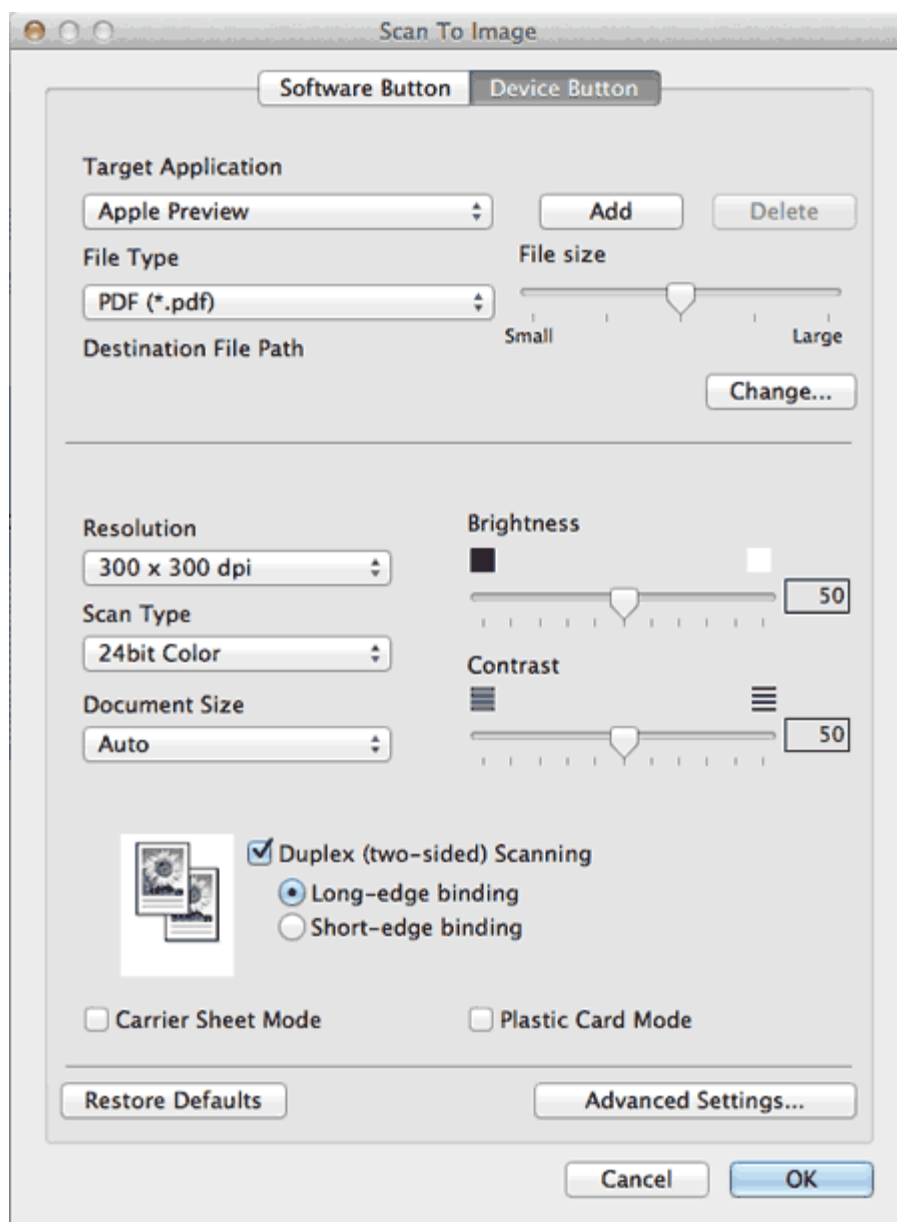
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4** Select **Long Paper (Normal Width)** or **Long Paper (Narrow Width)** from the **Document Size** drop-down list.

 **Note**

- Each **Long Paper** option can scan a large document up to the following size:  
**Long Paper (Normal Width):** 8 1/2 × 34.0 in. (215.9 × 863.0 mm)  
**Long Paper (Narrow Width):** 4 1/4 × 34.0 in. (107.9 × 863.0 mm)
- If you cannot select **Long Paper**, uncheck the **Duplex(two-sided) Scanning** and **Auto Des skew** check box.

- 5** Load your document.
- 6** Press **Scan to PC**. The machine starts scanning.


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## Scan Both Sides of a Page Automatically

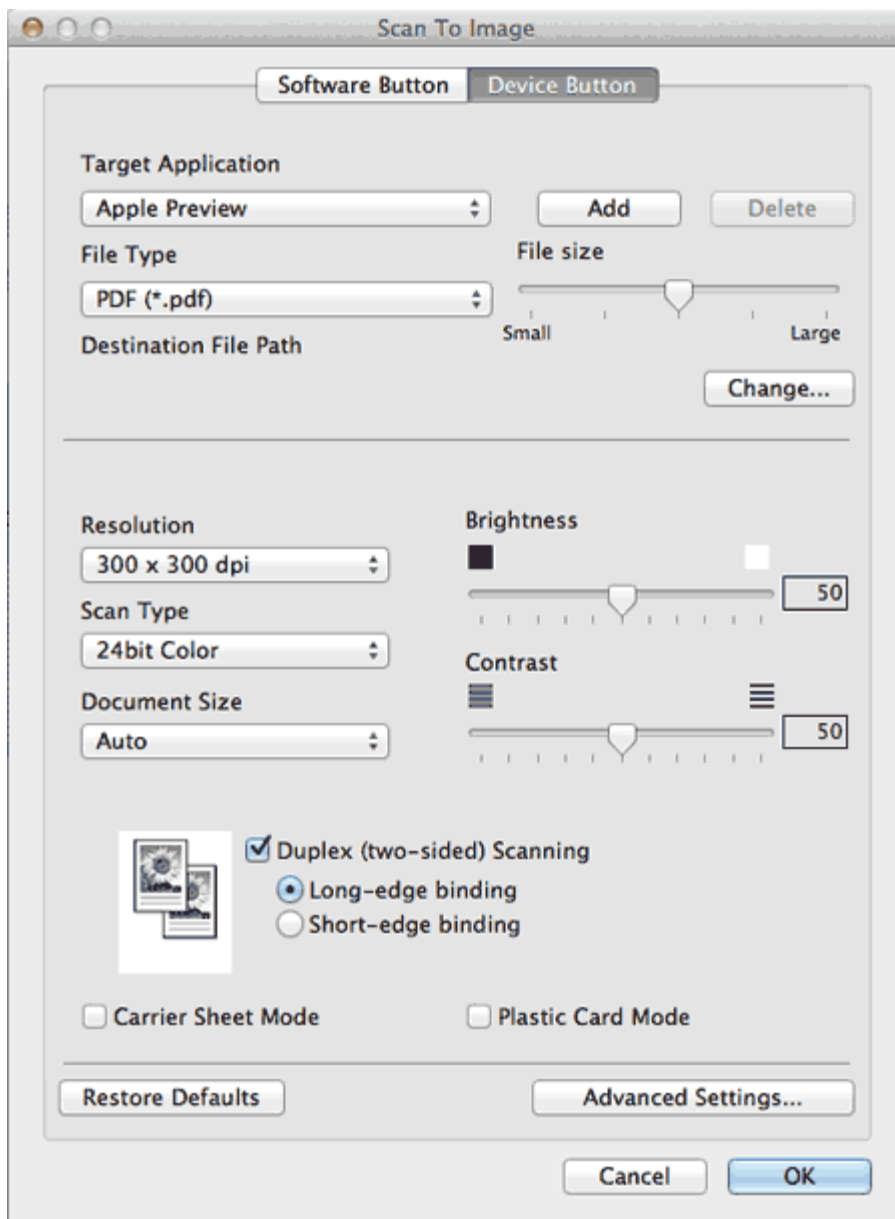
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



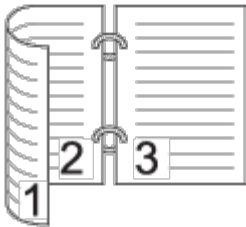

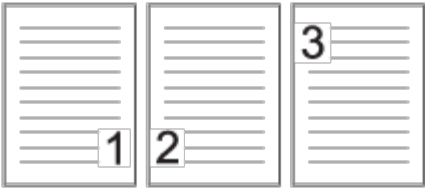
4 Check the **Duplex(two-sided) Scanning** check box.

**Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

5 Select **Long-edge binding** or **Short-edge binding** depending for the document layout as shown in the following table.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
Long-edge binding		

		
<b>Short-edge binding</b>		


- 6** Change other settings if needed (see [Change Scan Settings](#)).
- 7** Load your document.
- 8** Press **Scan to PC**. The machine starts scanning.

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## Scan Specific/irregular-sized Documents Using the Carrier Sheet

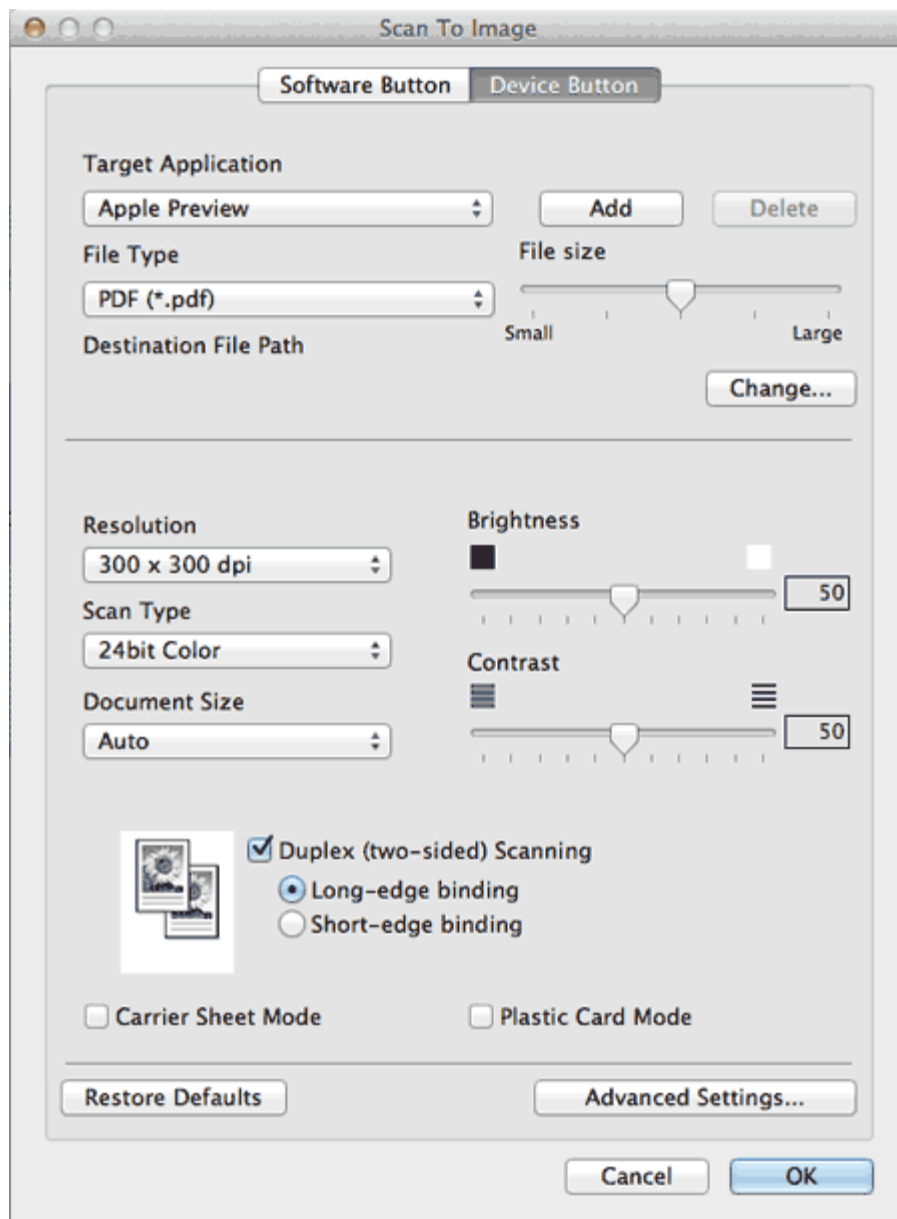
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

 **Note**

Load only one Carrier Sheet at a time.


- 7 Press **Scan to PC**. The machine starts scanning.

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## Scan Plastic Cards

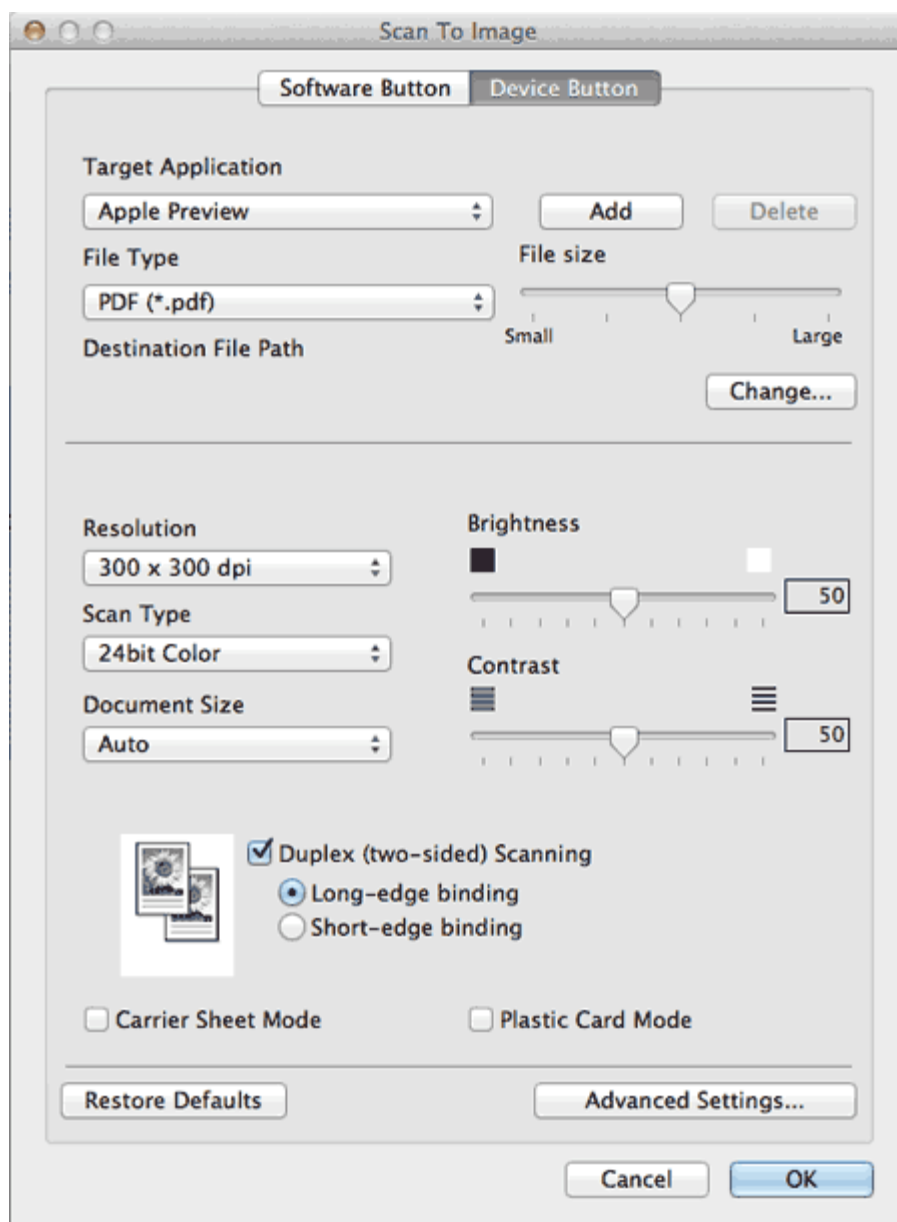
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Check the **Plastic Card Mode** check box.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load a plastic card (see [Loading Business Cards and Plastic Cards](#)).

#### **Note**

Load only one plastic card at a time.

- 7 Press **Scan to PC**. The machine starts scanning.

#### **Important**

If a feed error should occur while scanning, open the front cover and carefully remove the plastic card in order to prevent damage to the card.

#### **Note**

**Plastic Card Mode** automatically uses these settings:

**Resolution:** 600 x 600 dpi


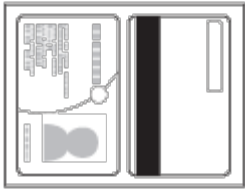
**Document Size:** 2 in 1 (Business Card)

**Duplex(two-sided) Scanning:** On (**Short-edge binding**)

**Auto Deskew:** Off

**Multifeed Detection:** Off

**Automatic Image Rotation:** Off

Original Layout	Scan Result
	


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## Correct Page Skew

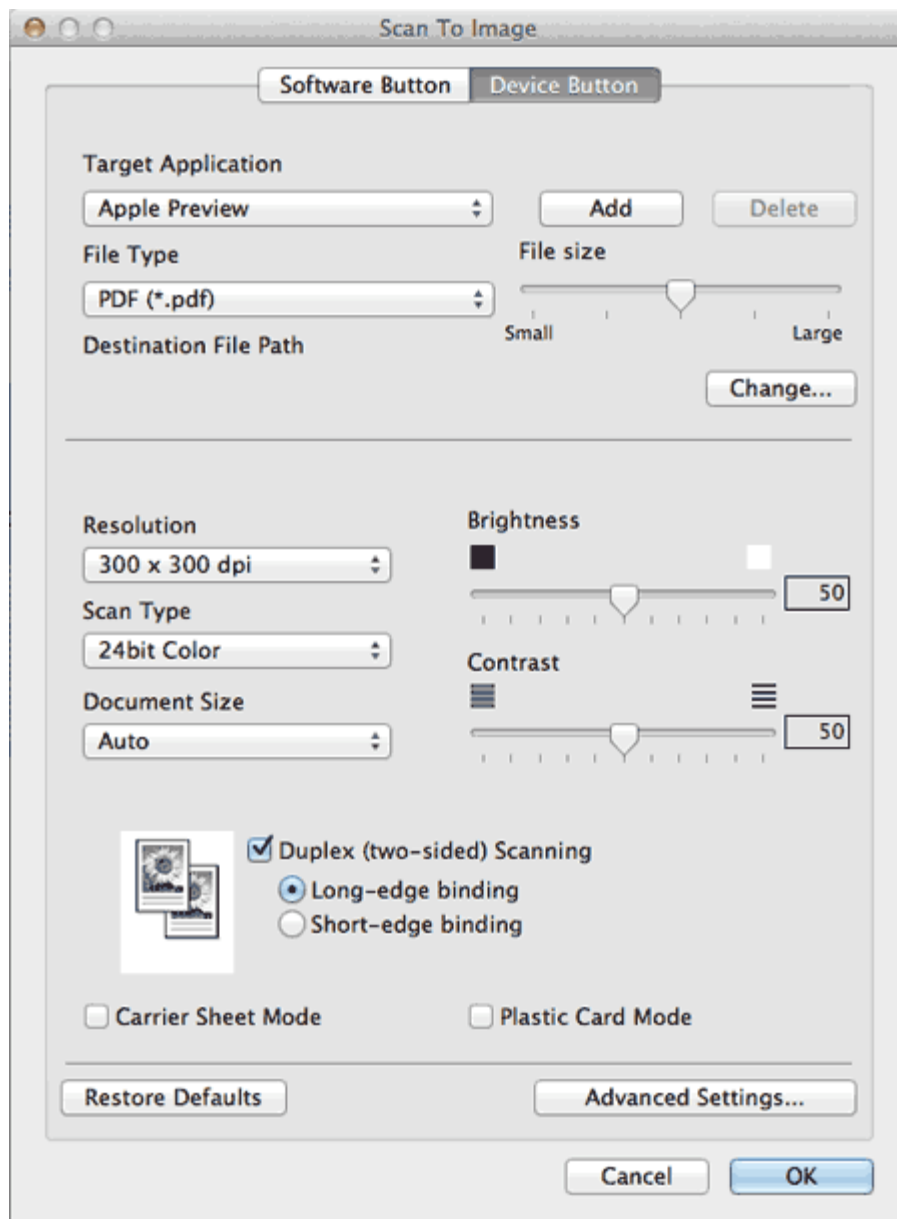
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



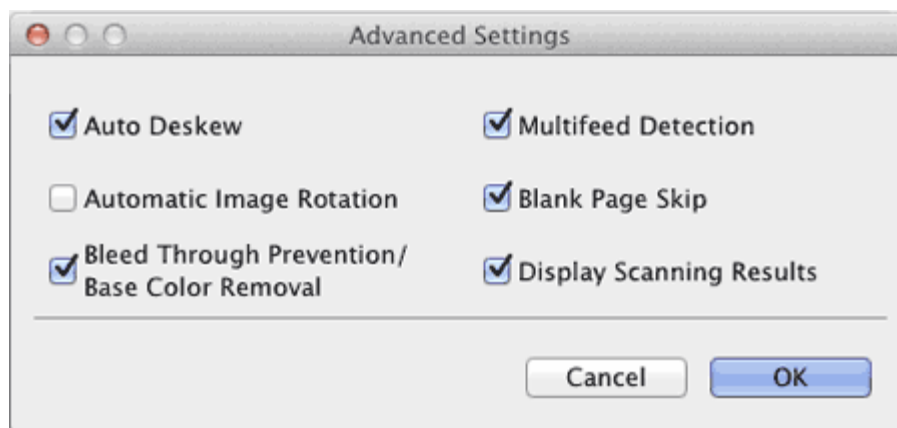
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




- 5** Check the **Auto Deskew** check box and then click the **OK** button.
- 6** Change other settings if needed (see [Change Scan Settings](#)).







## Delete Blank Pages

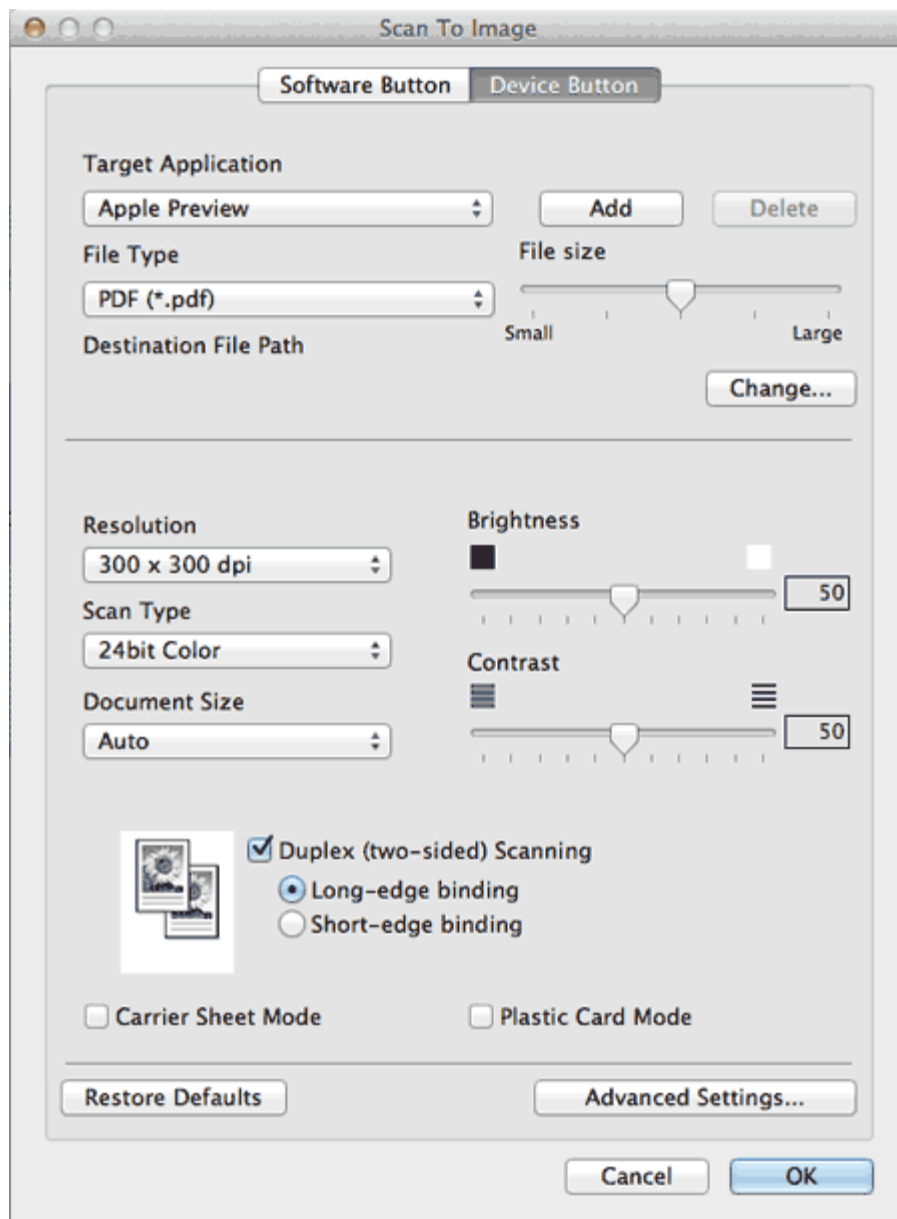
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



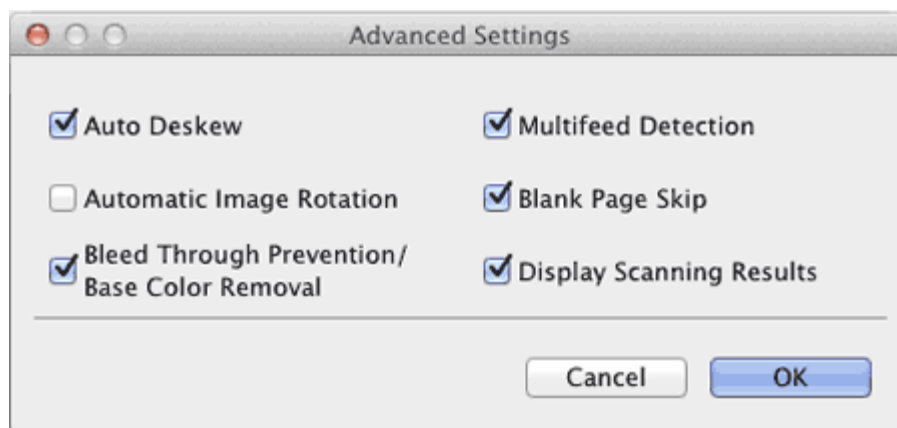
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.

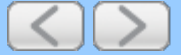


- 5 Check the **Blank Page Skip** check box and then click the **OK** button.
- 6 Change other settings if needed (see [Change Scan Settings](#)).

 **Note**


The **Blank Page Skip** feature may not remove blank pages depending on the document.

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## Change Document Orientation to Match the Text

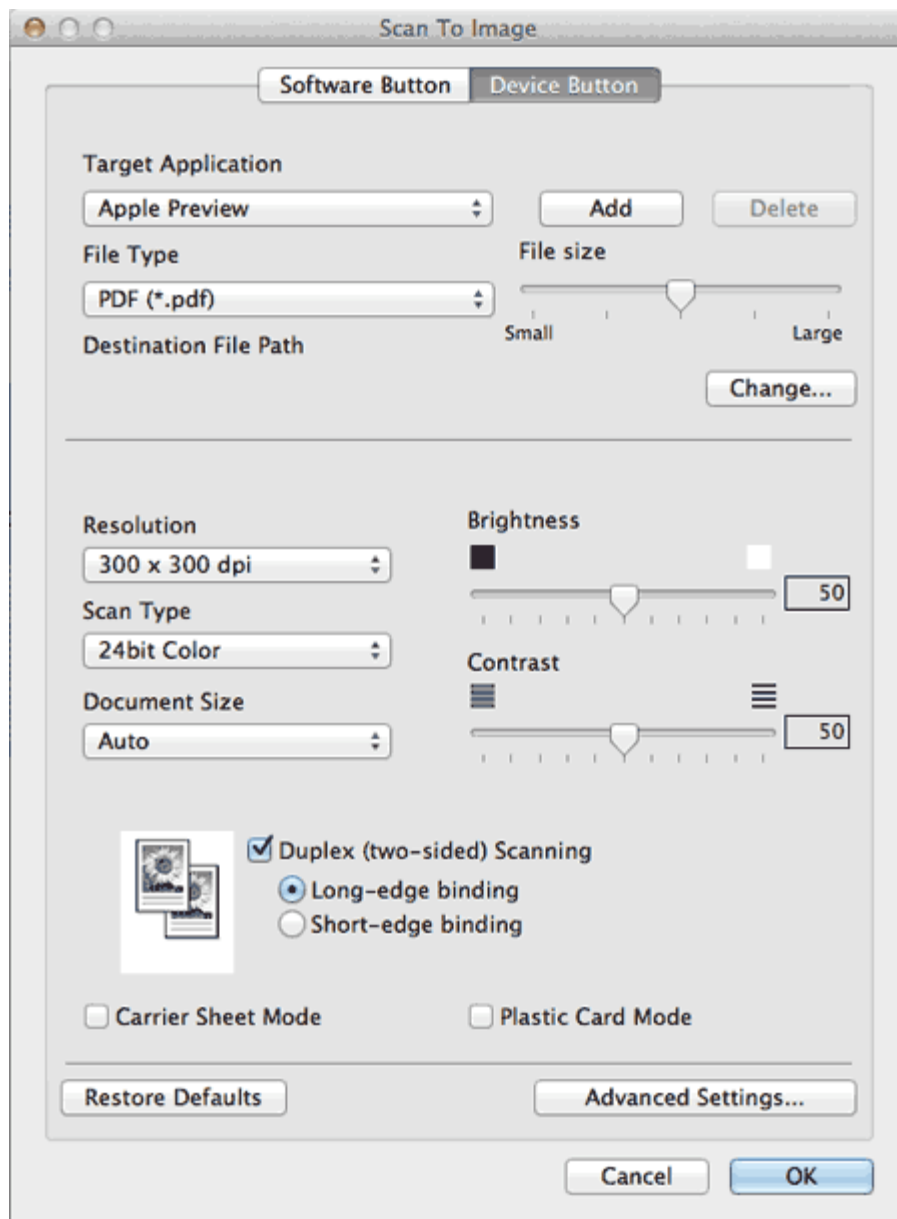
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



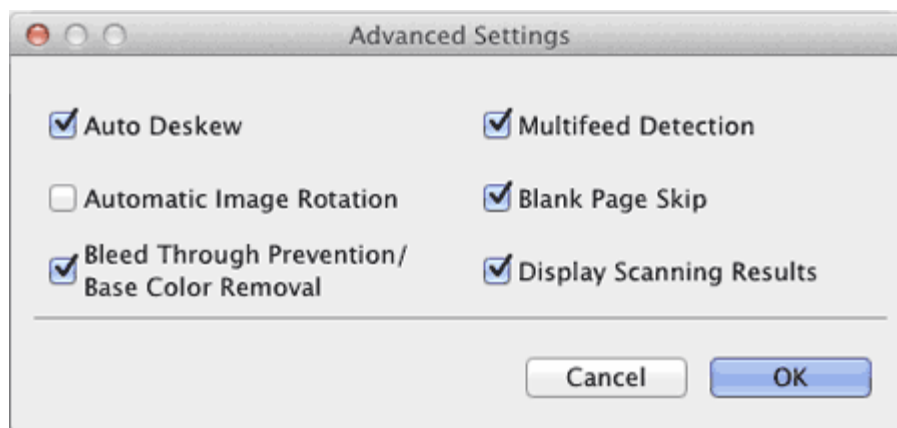
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




- 5** Check the **Automatic Image Rotation** check box and then click the **OK** button.
- 6** Change other settings if needed (see [Change Scan Settings](#)).









## Detect Overlapping (Multifeed) Pages

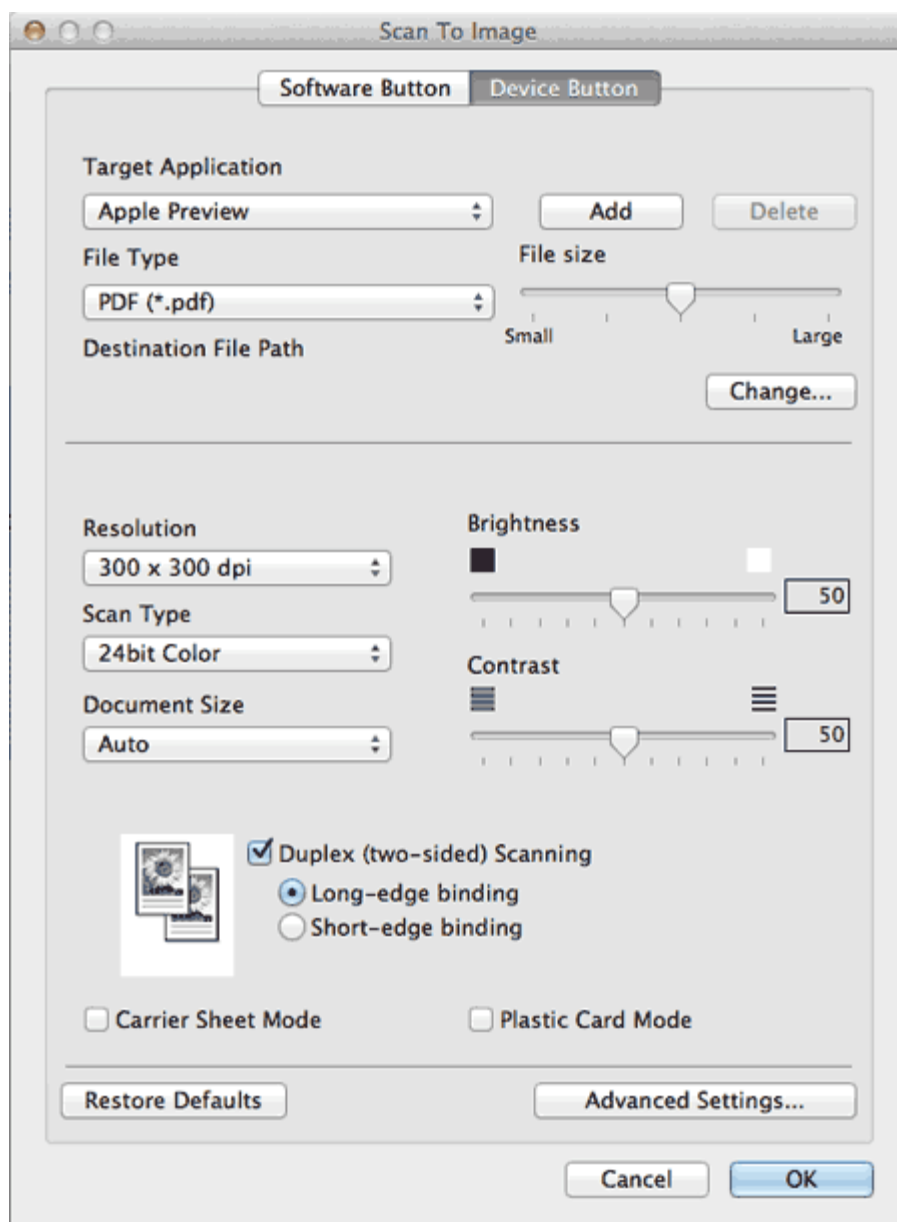
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



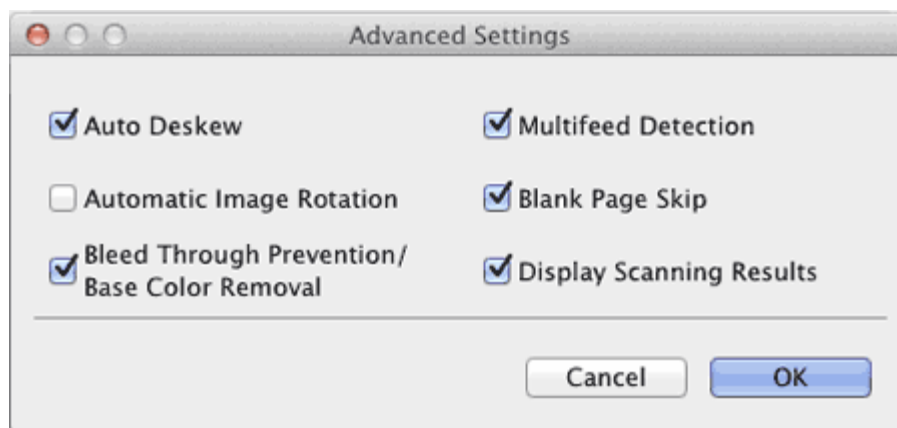
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Multifeed Detection** check box and then click the **OK** button.
- 6 Change other settings if needed (see [Change Scan Settings](#)).

 **Note**


The **Multifeed Detection** feature does not support documents narrower than 2 3/4 in. (70 mm) wide.

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## Scan Pages Laid on Top of Each Other

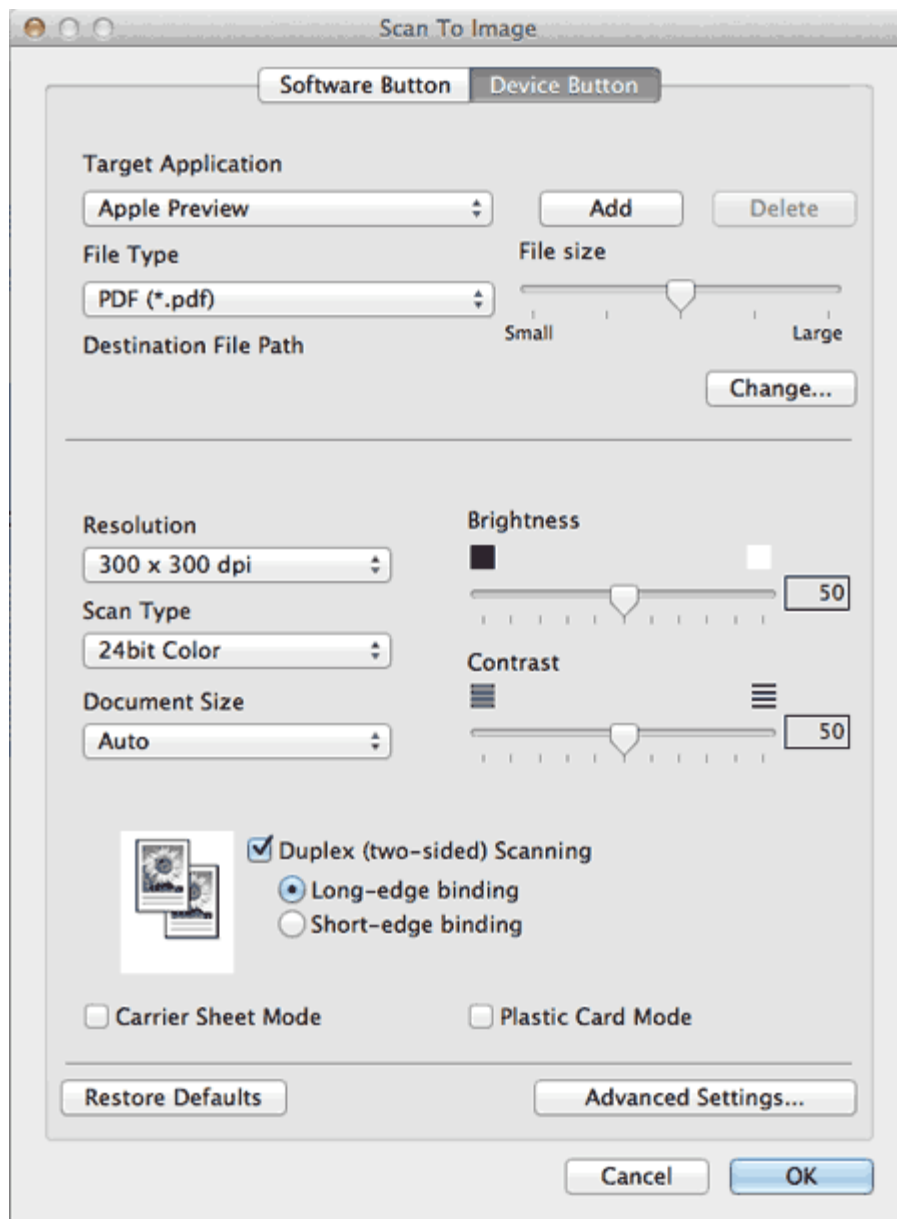
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

#### **Note**

Load only one Carrier Sheet at a time.


- 7 Press **Scan to PC**. The machine starts scanning.

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## Scan Envelopes

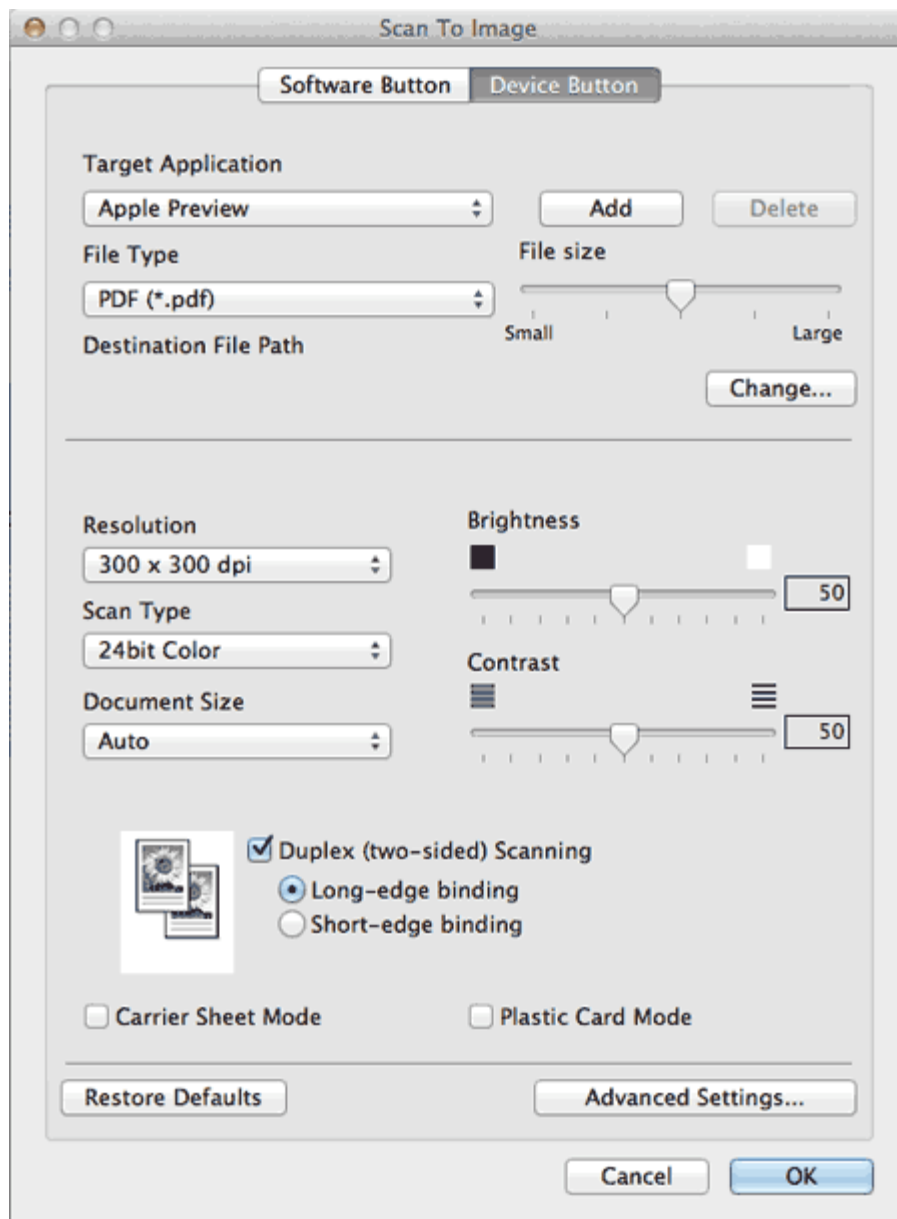
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Check the **Carrier Sheet Mode** check box.
- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

 **Note**

Load only one Carrier Sheet at a time.

- 7 Press **Scan to PC**. The machine starts scanning.


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## Prevent Bleed Through

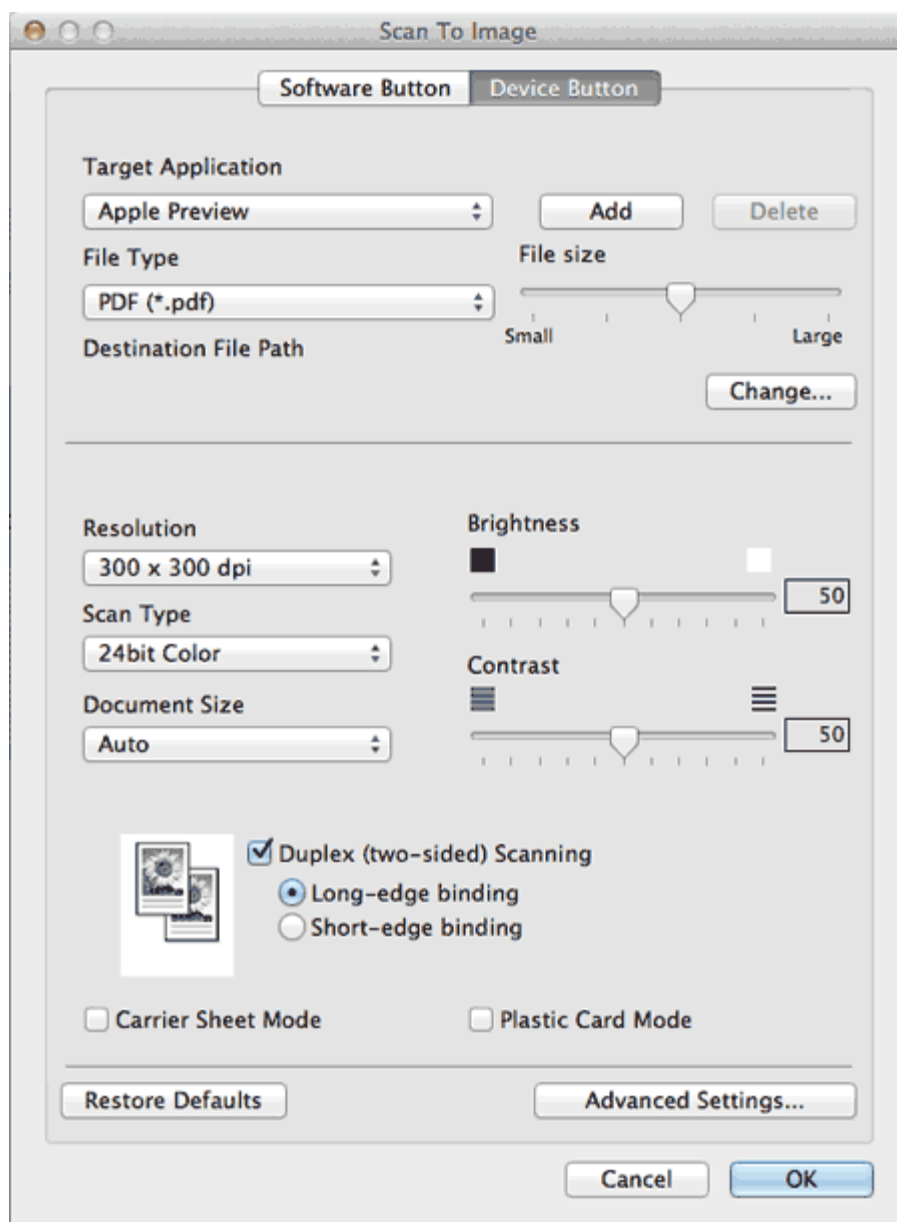
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



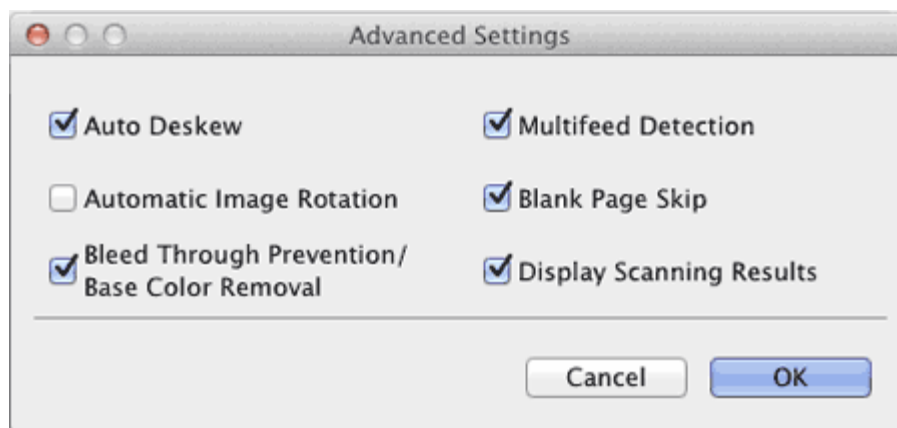
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5** Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.
- 6** Change other settings if needed (see [Change Scan Settings](#)).

 **Note**


When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.

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## Remove the Background Color (Base Color Removal) and Make Documents Easier to Read

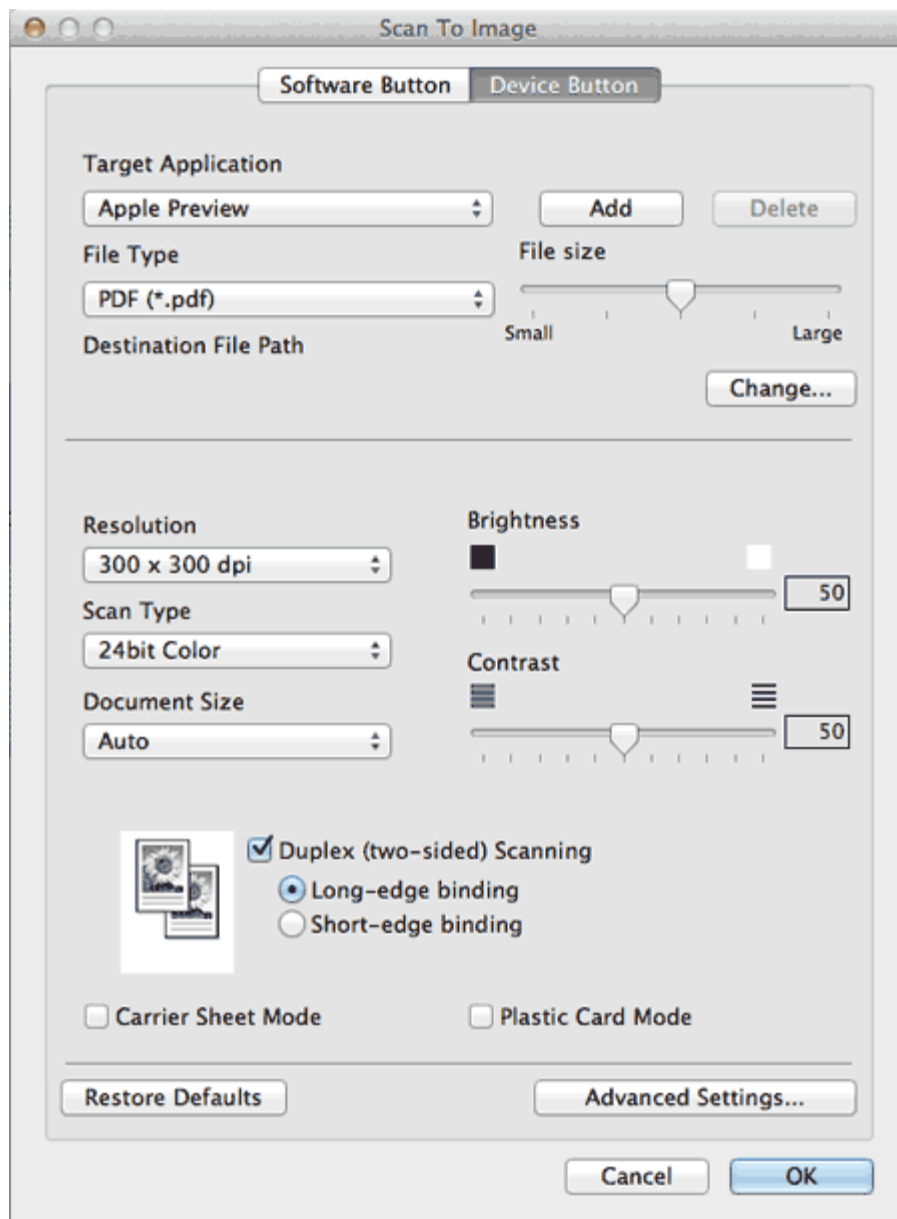
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



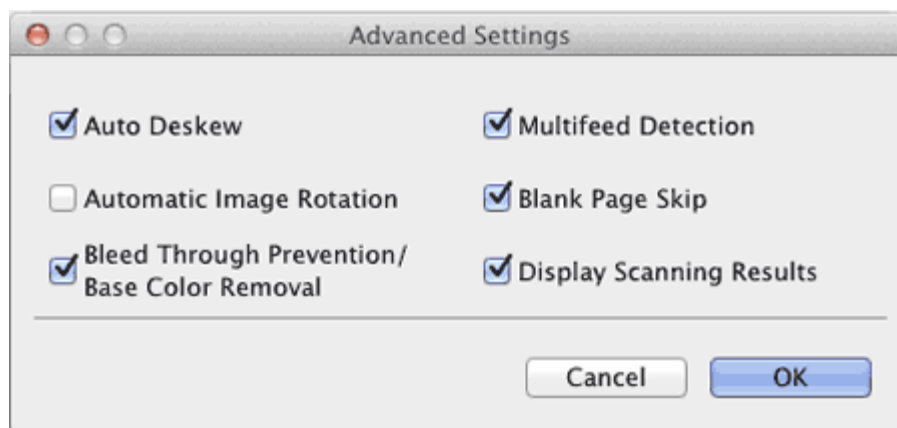
### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.
- 6 Change other settings if needed (see [Change Scan Settings](#)).

 **Note**


When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.

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## View Scanned Documents on Your Computer Screen

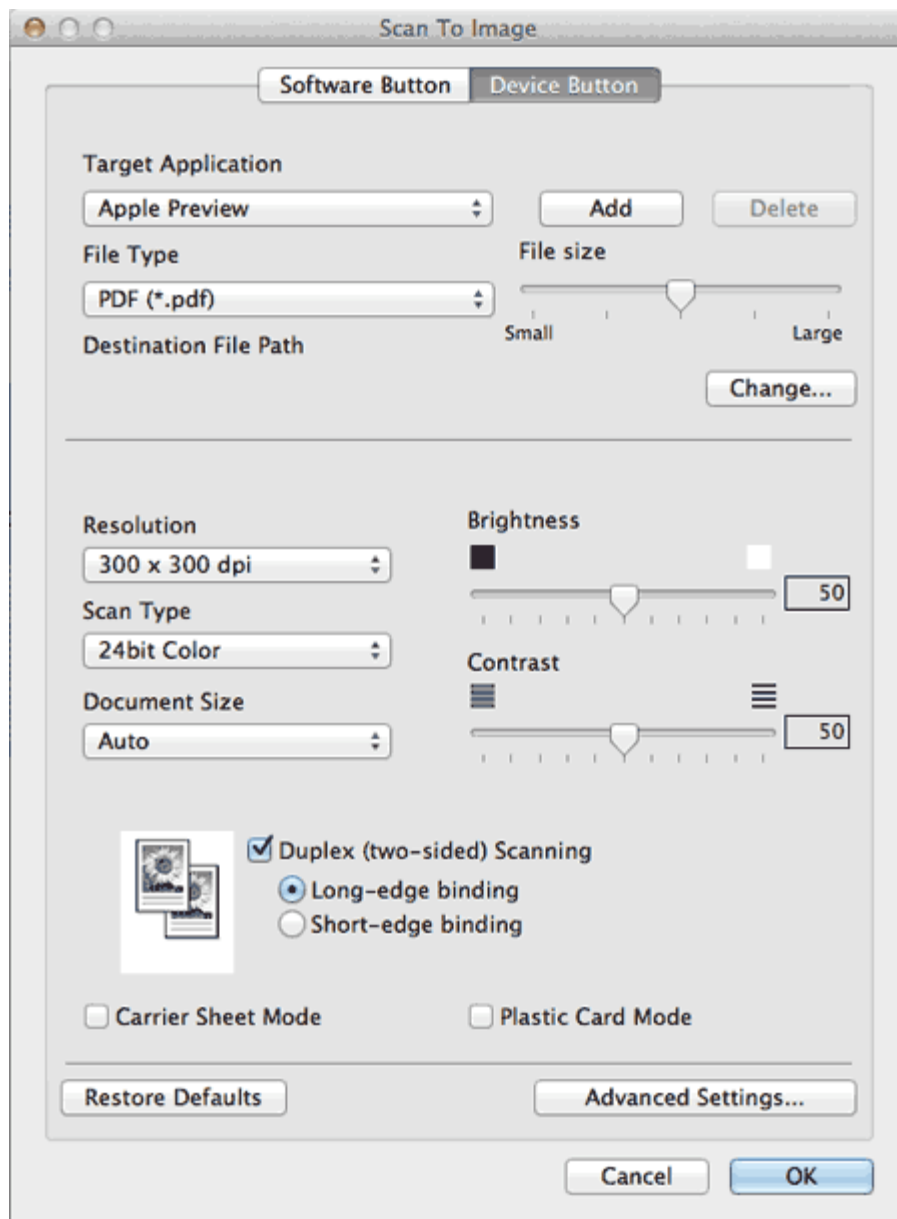
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



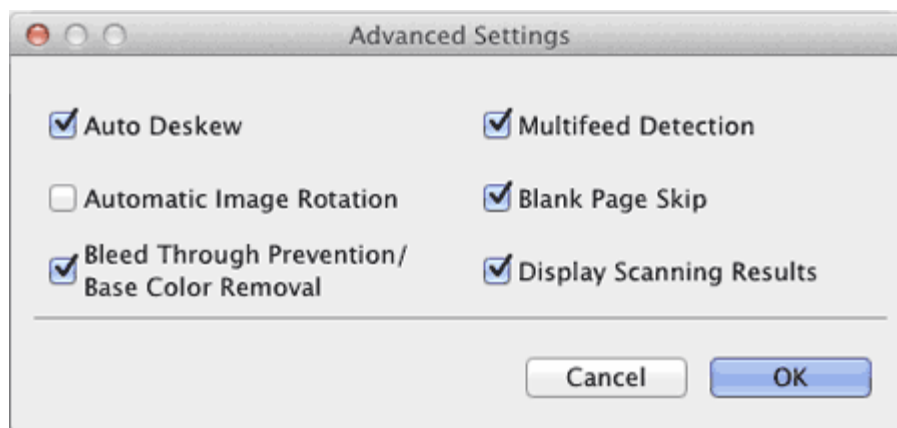
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 While holding down the **Control** key click a button for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The Scan-to action setting dialog box will appear (the example below uses **Image**).
- 3 Click the **Device Button** tab.



- 4** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5** Check the **Display Scanning Results** check box and then click the **OK** button.
- 6** Change other settings if needed (see [Change Scan Settings](#)).








## Scan Pages of Different Sizes at the Same Time

### 1 Start the ControlCenter application.

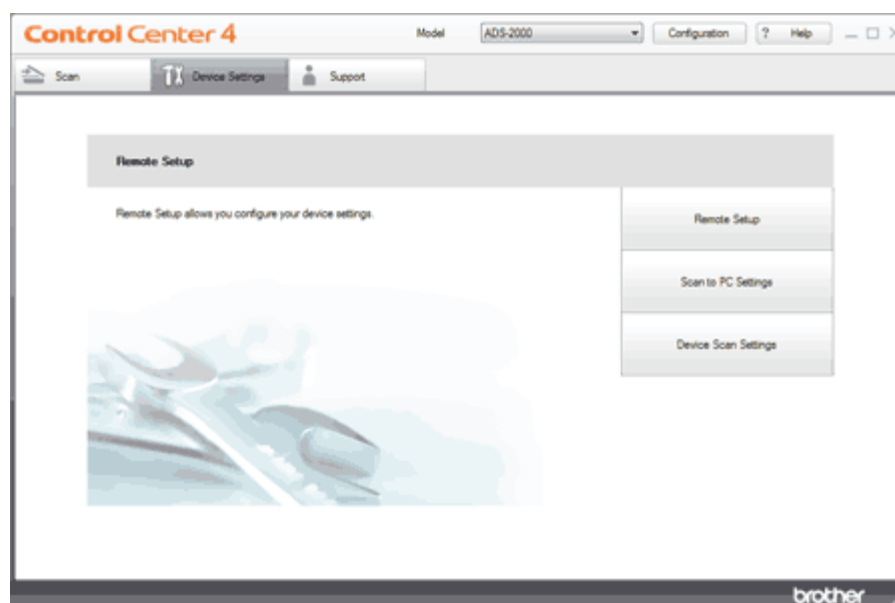
- Windows®

(1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



(2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

(1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

(2) Click the **DEVICE SETTINGS** tab.



**2** Click the **Remote Setup** button. The Remote Setup window will appear.

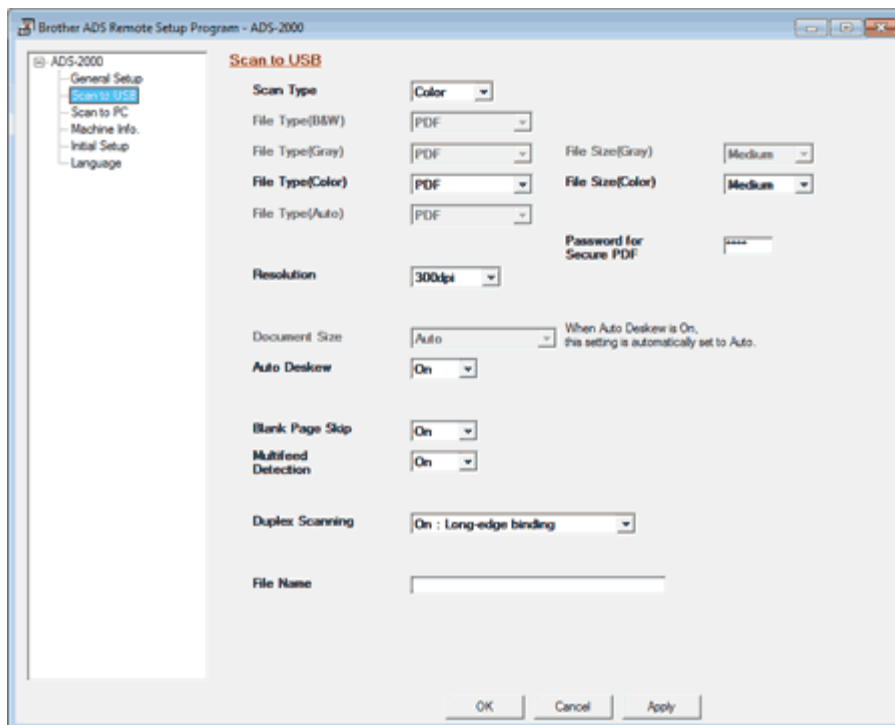
 **Note**

You can also start Remote Setup by following the instructions below:

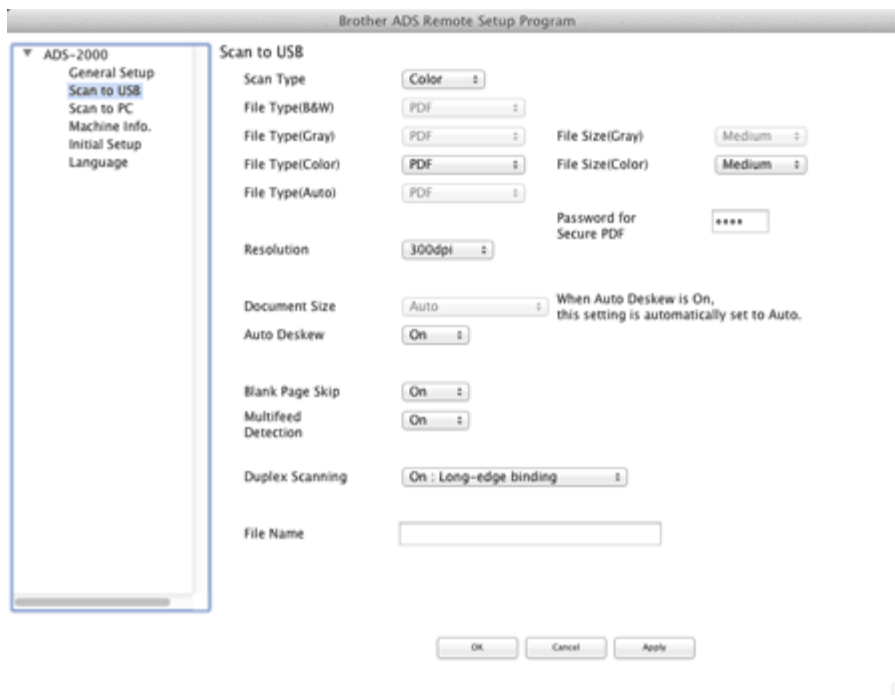
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

**3** Select **Scan to USB** in the folder tree.

- Windows®



- Macintosh



- 4 Select **Auto** from the **Document Size** drop-down list.

 **Note**

Select **Off** from the **Auto Deskew** drop-down list if the **Document Size** drop-down list is grayed out.

- 5 Change other settings if needed (see [Change Scan Settings](#)).

- 6 Load your document.

 **Note**

Narrow documents should be inserted straight and as close to the center of the machine as possible.

- 7 Press **Scan to USB** on the control panel. The machine starts scanning.

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## Scan Business Cards

### 1 Start the ControlCenter application.

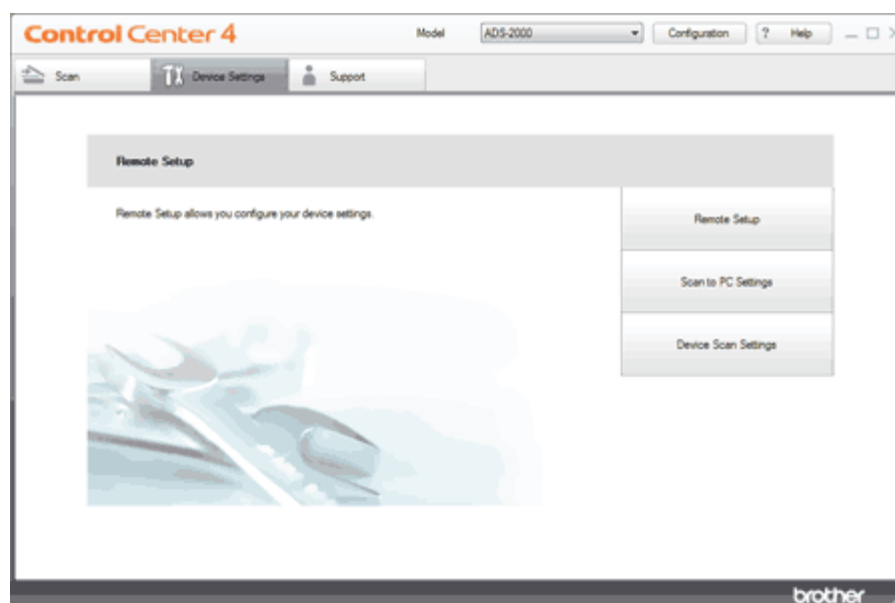
- Windows®

- (1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



- (2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window will appear.

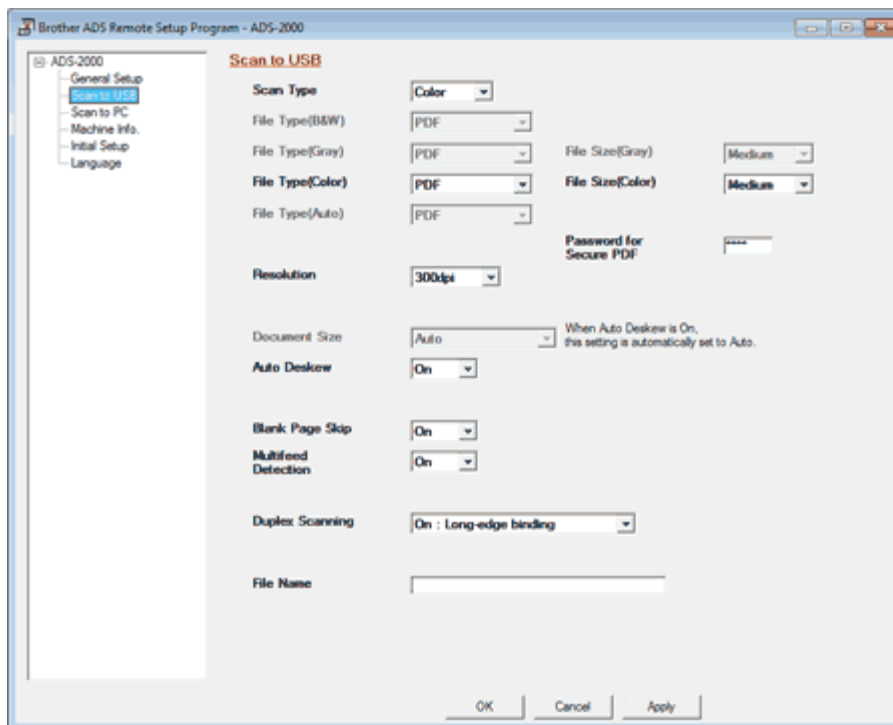
### Note

You can also start Remote Setup by following the instructions below:

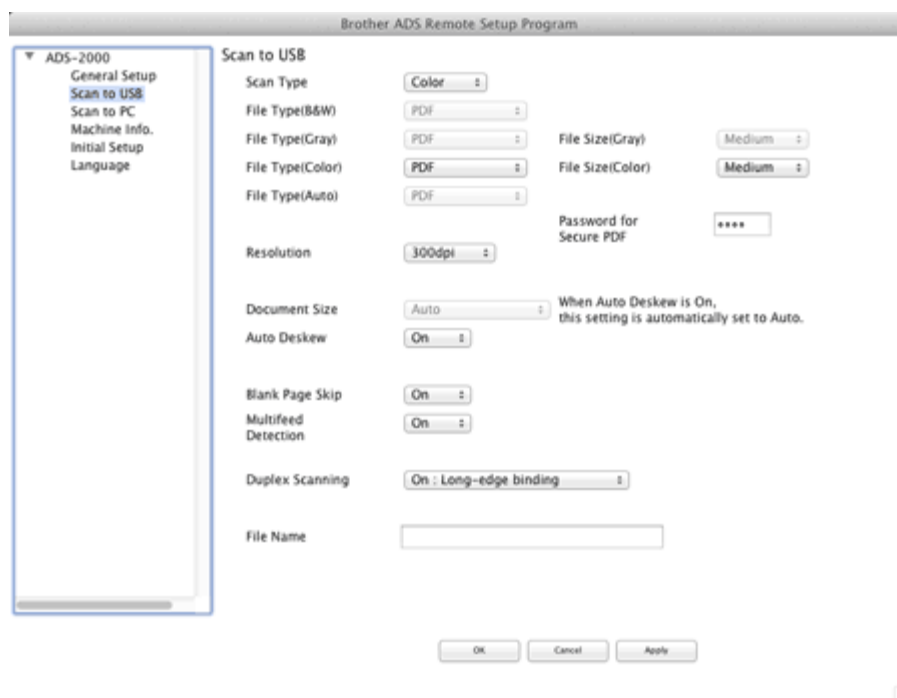
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Scan to USB** in the folder tree.

- Windows®



- Macintosh



- 4 Select **Business Card** from the **Document Size** drop-down list.

#### **Note**

Select **Off** from the **Auto Deskew** drop-down list if the **Document Size** drop-down list is grayed out.

- 5 Change other settings if needed (see [Change Scan Settings](#)).
- 6 Load your document (see [Loading Business Cards and Plastic Cards](#)).
- 7 Press **Scan to USB** on the control panel. The machine starts scanning.

#### **Note**

Certain kinds of business cards and thick paper might be detected as being multi-fed by the Multifeed detector, even though they were fed properly. In this case, set **Multifeed Detection** to Off.

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## Scan Both Sides of a Page Automatically

### 1 Start the ControlCenter application.

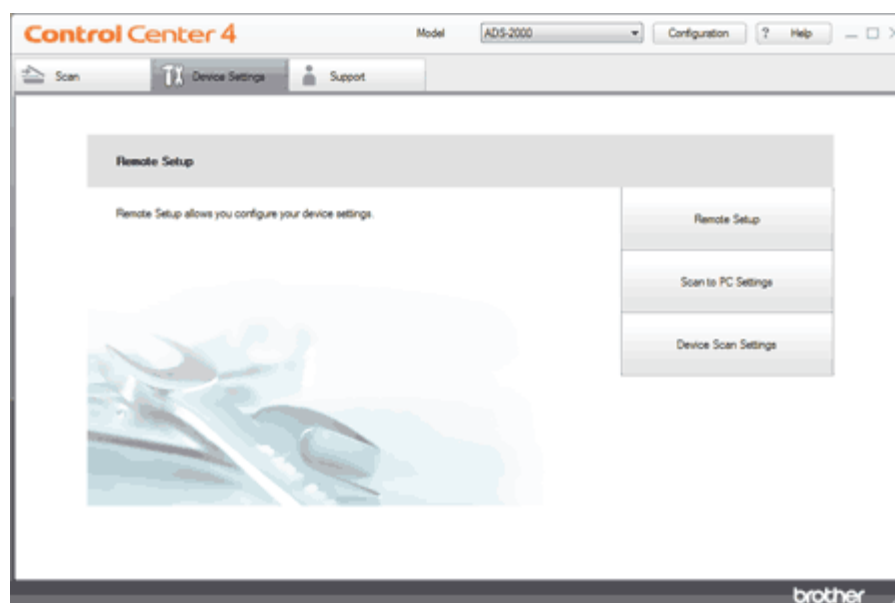
- Windows®

- (1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### Note

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



- (2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.





**2** Click the **Remote Setup** button. The Remote Setup window will appear.

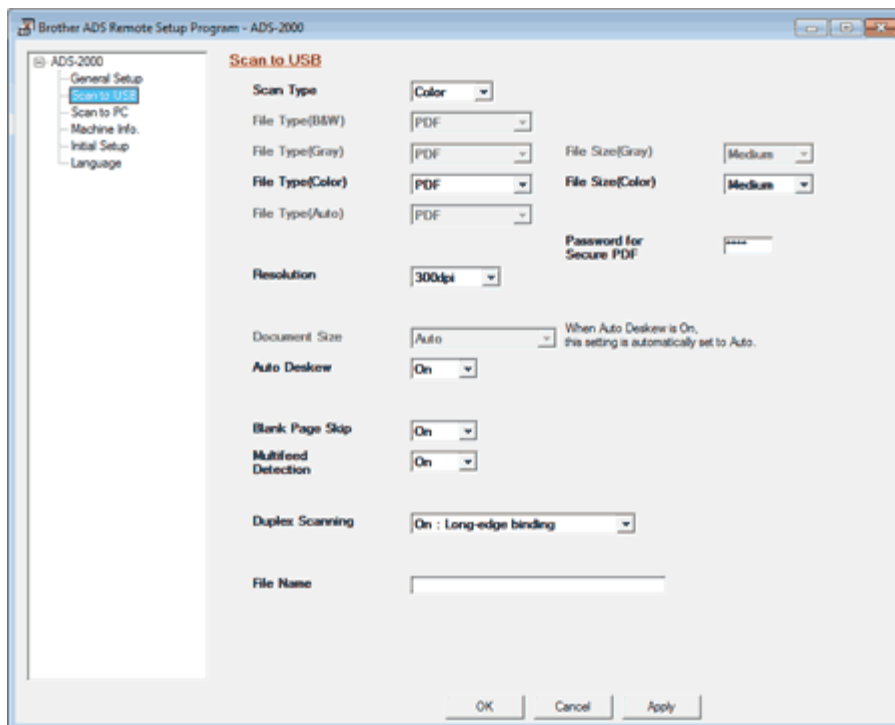
### Note

You can also start Remote Setup by following the instructions below:

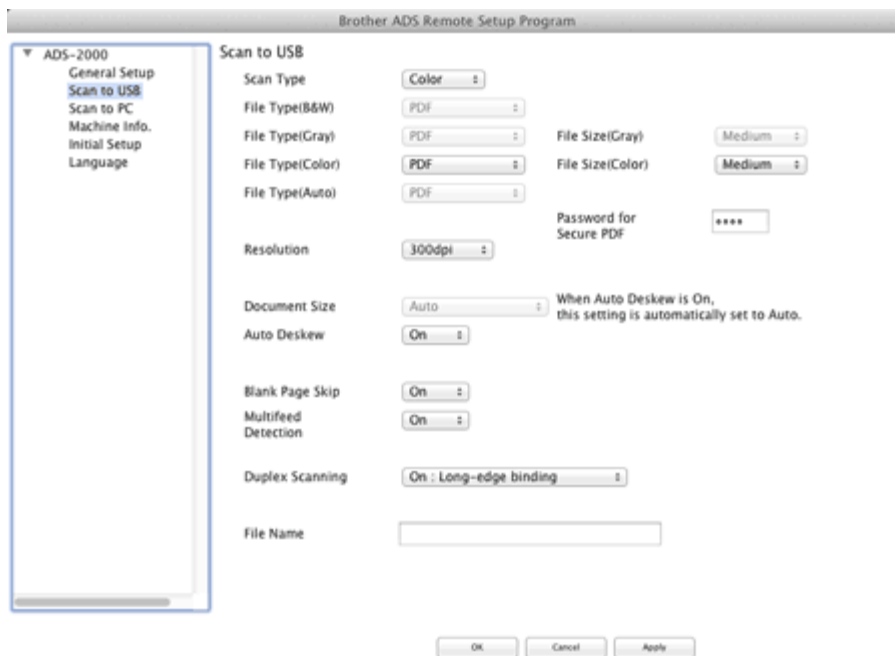
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

**3** Select **Scan to USB** in the folder tree.

- Windows®



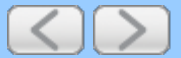
- Macintosh



- 4** Select **On : Long-edge binding** or **On : Short-edge binding** from the **Duplex Scanning** drop-down list depending for the document layout as shown in the following table.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
<b>Long-edge binding</b>		
<b>Short-edge binding</b>		

- 5** Change other settings if needed (see [Change Scan Settings](#)).
- 6** Load your document.
- 7** Press **Scan to USB** on the control panel. The machine starts scanning.






## Correct Skewed Documents

### 1 Start the ControlCenter application.

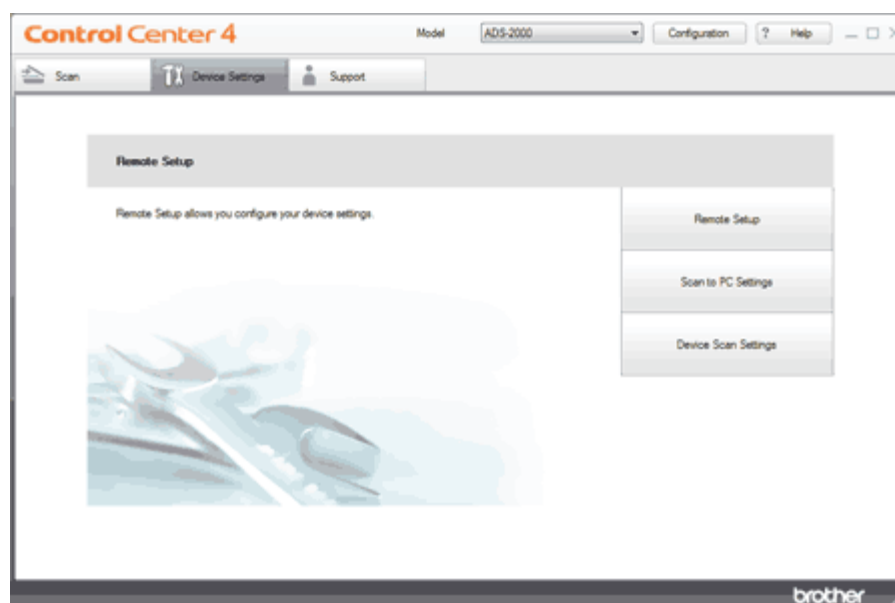
- Windows®

- (1) Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


#### **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



- (2) Click the **Device Settings** tab (the example below uses **Home Mode**).



- Macintosh

- (1) Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

#### **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- (2) Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window will appear.

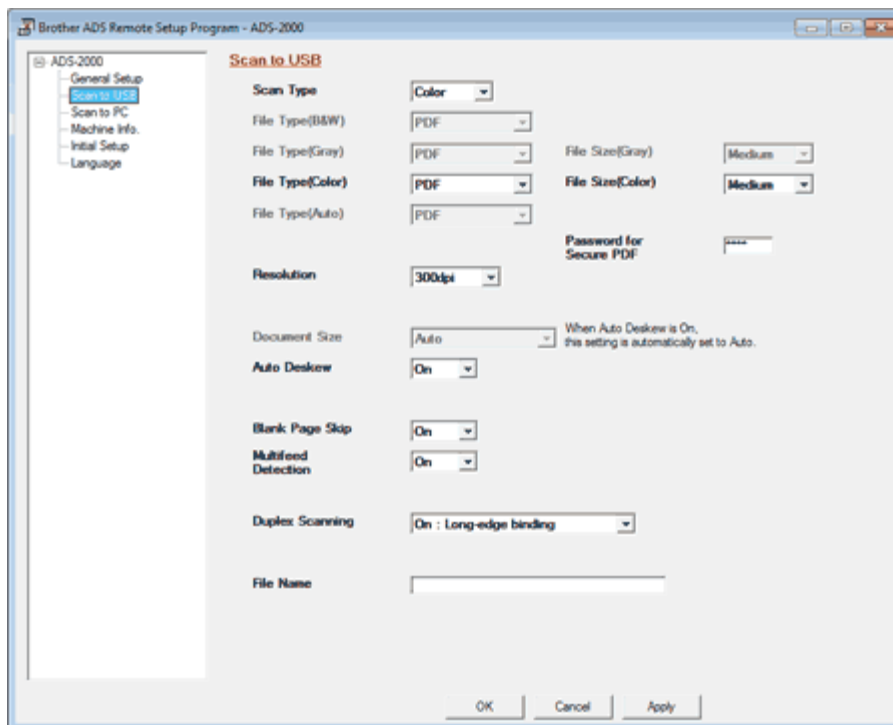
### Note

You can also start Remote Setup by following the instructions below:

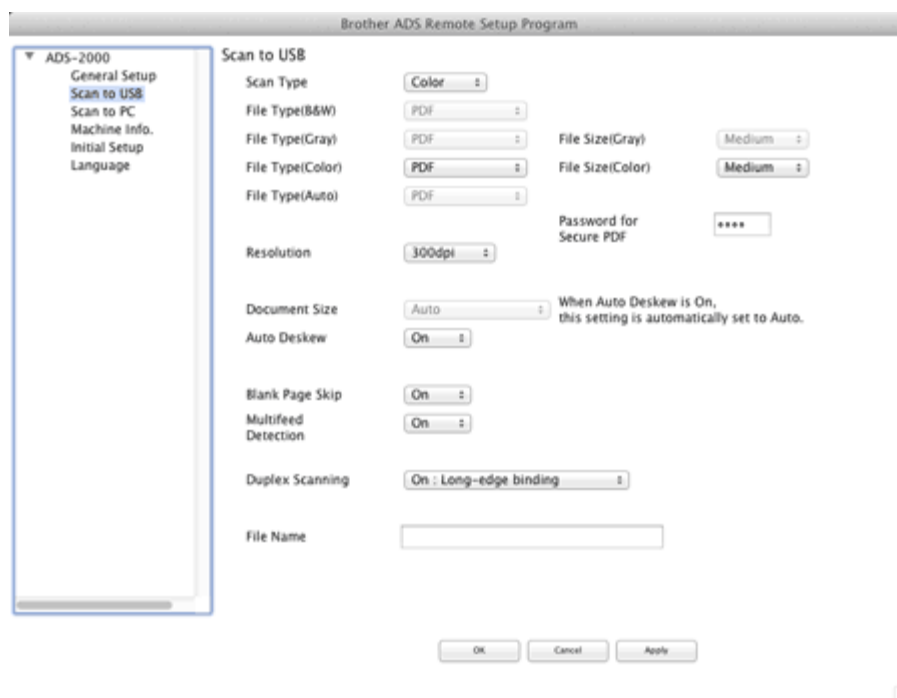
- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

3 Select **Scan to USB** in the folder tree.

- Windows®



- Macintosh



- 4 Select **On** from the **Auto Deskew** drop-down list.
- 5 Change other settings if needed (see [Change Scan Settings](#)).

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## Delete Blank Pages

**1** Start the ControlCenter application.

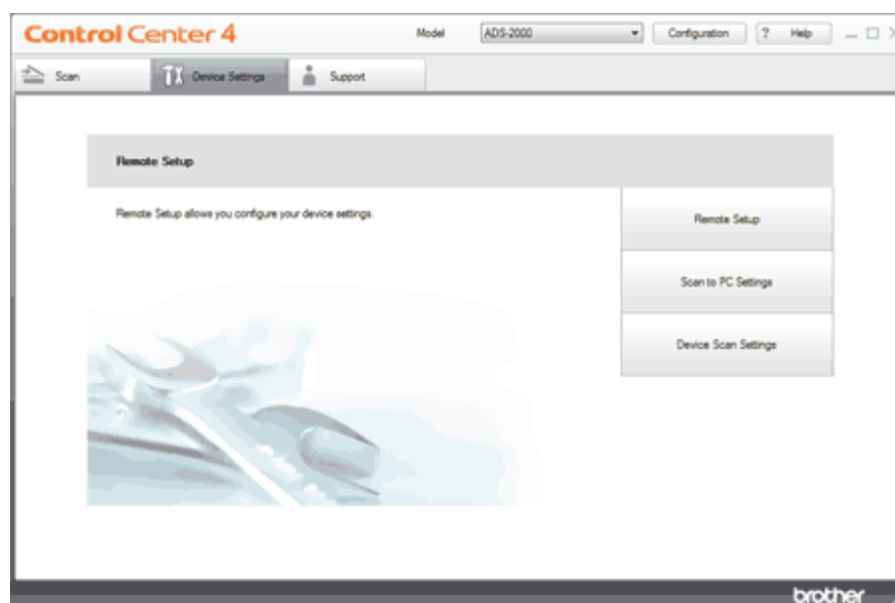
- Windows®

**(1)** Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


 **Note**

You can also start ControlCenter4 by double-clicking the  (ControlCenter4) icon in the task tray.



**(2)** Click the **Device Settings** tab (the example below uses **Home Mode**).



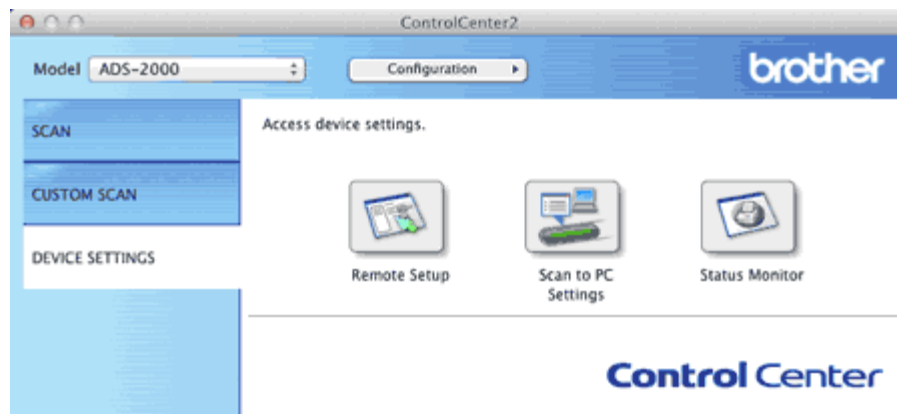
- Macintosh

**(1)** Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

 **Note**

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

**(2)** Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window will appear.

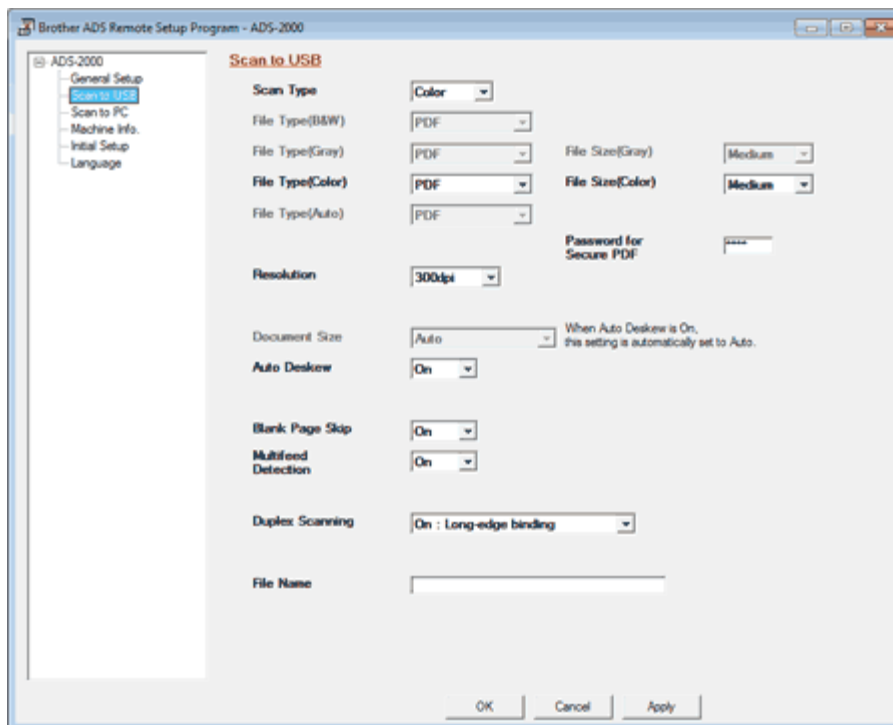
### Note

You can also start Remote Setup by following the instructions below:

- Windows®  
Click **Start, All Programs, Brother, ADS-XXXX, and Remote Setup.**
- Macintosh  
Double-click the **RemoteSetup** icon located in **Macintosh HD/Applications/Brother.**

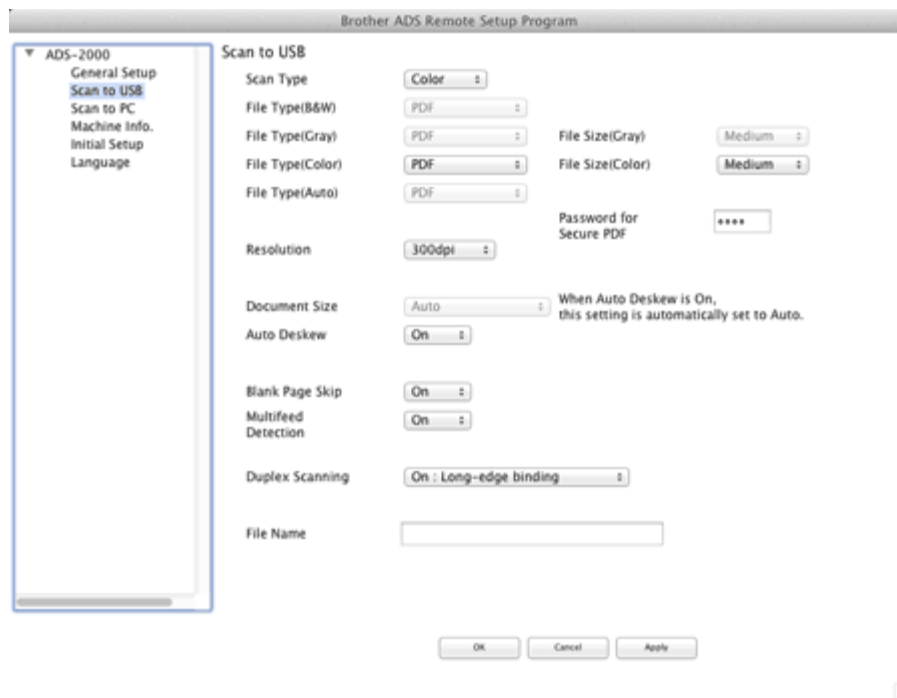
3 Select **Scan to USB** in the folder tree.

- Windows®



- Macintosh





**4** Select **On** from the **Blank Page Skip** drop-down list.

**5** Change other settings if needed (see [Change Scan Settings](#)).

#### **Note**

The **Blank Page Skip** feature may not remove blank pages depending on the document.

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## Turn the AutoLoad feature off (ControlCenter2)



---

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

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Preferences**.  
The **ControlCenter2 Preferences** window will appear.



### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.


- 2 Uncheck **Start ControlCenter on computer startup**.
- 3 Click the **OK** button.

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## Scan Documents (Scan to PDF)

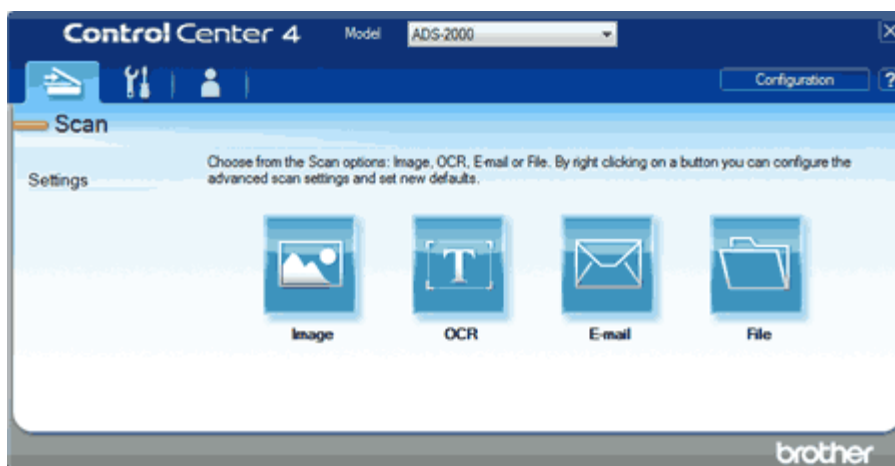
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:


- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the  (**Image**) button and select **Button settings**.
- 5 Select **PDF (\*.pdf)** from the **File Type** drop-down list.

### Note

- To save the document as a password-protected PDF, select **Secure PDF (\*.pdf)** from the **File Type** drop-down list, click the  (**Set PDF Password**) button, and enter the password.
- Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.
- To save the document as a searchable PDF, select **Searchable PDF (\*.pdf)** from the **File Type** drop-down list.
- To save the document as a searchable PDF, Nuance™ PaperPort™12SE must be installed on your computer.
- Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size

compression. Select **Uncompressed** or **Compressed** to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size.

---

**6** Change other settings if needed (see [Change Scan Settings](#)).

**7** Click the  (**Image**) button.

The message dialog appears. Click the **Start Scanning** button.

The machine starts scanning, and the image will be opened in the application you have chosen.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

---


The application selected for **Target Application** starts and the PDF file of the scanned document is displayed.

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## Scan Documents (Other File Types)

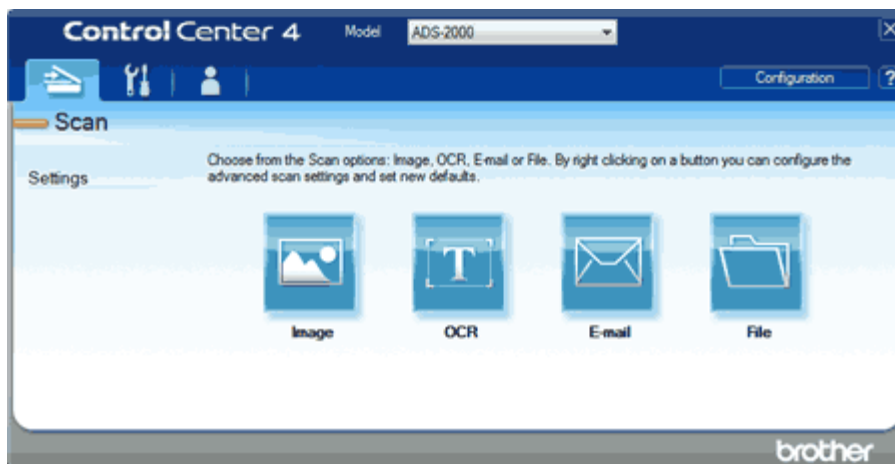
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.



### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the  (Image) button and select **Button settings**.
- 5 Select a file type from the **File Type** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the  (Image) button.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning, and the image will be opened in the application you have chosen.

### Note

Check the **Don't show me again** check box not to show the message dialog again.


The application selected for **Target Application** starts and the scanned document is displayed.

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## Scan Color and Black-and-White Pages at the Same Time

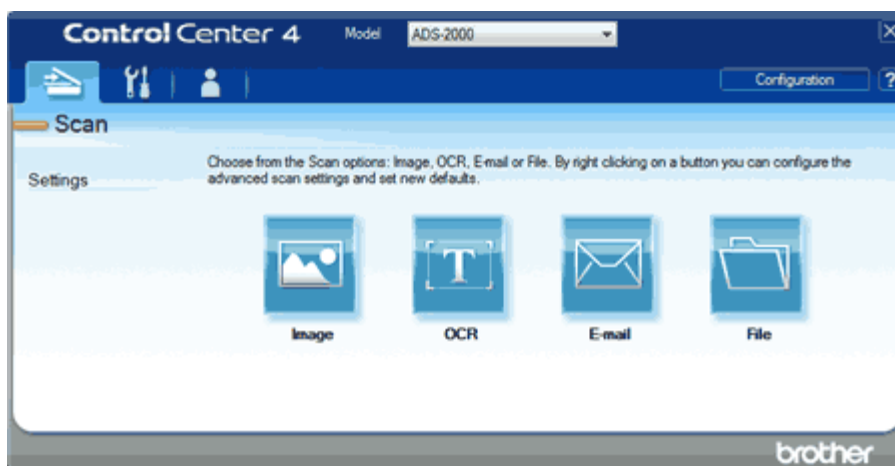
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

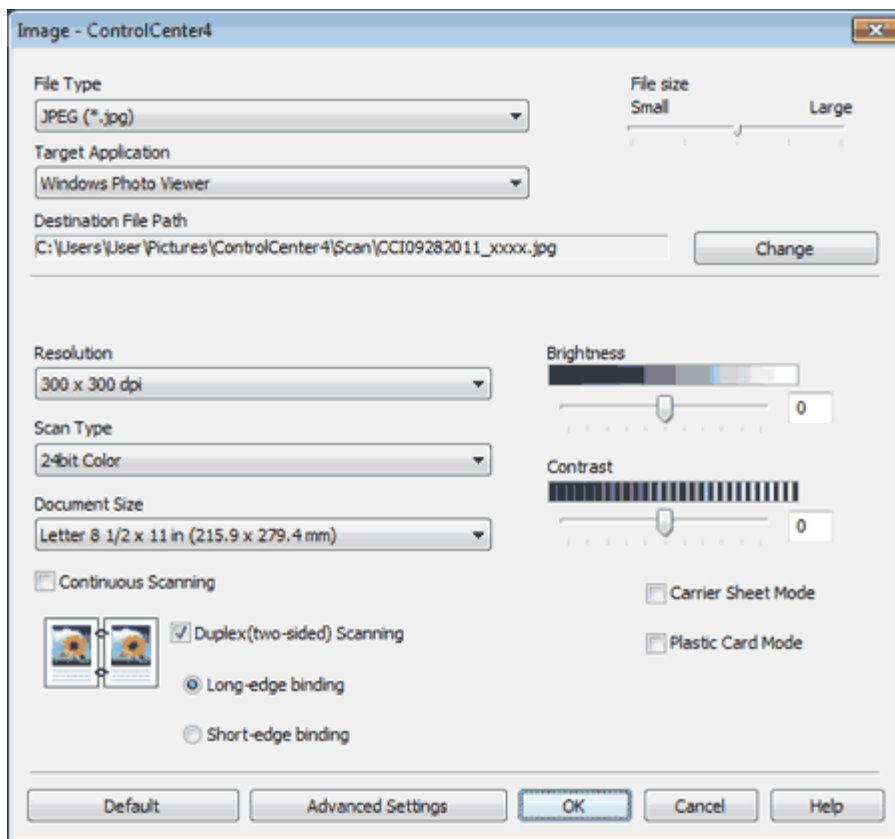
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Select **Auto** from the **Scan Type** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Pages of Different Sizes at the Same Time

- 1 Load your document.


### Note

Narrow documents should be inserted straight and as close to the center of the machine as possible.

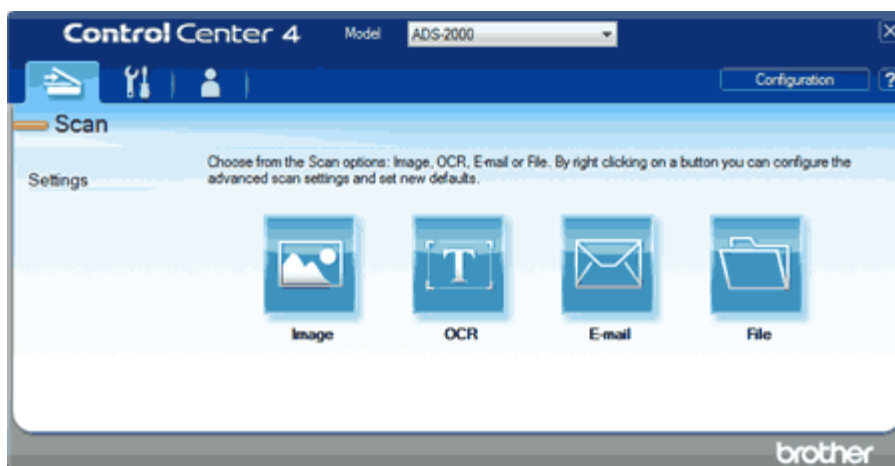
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

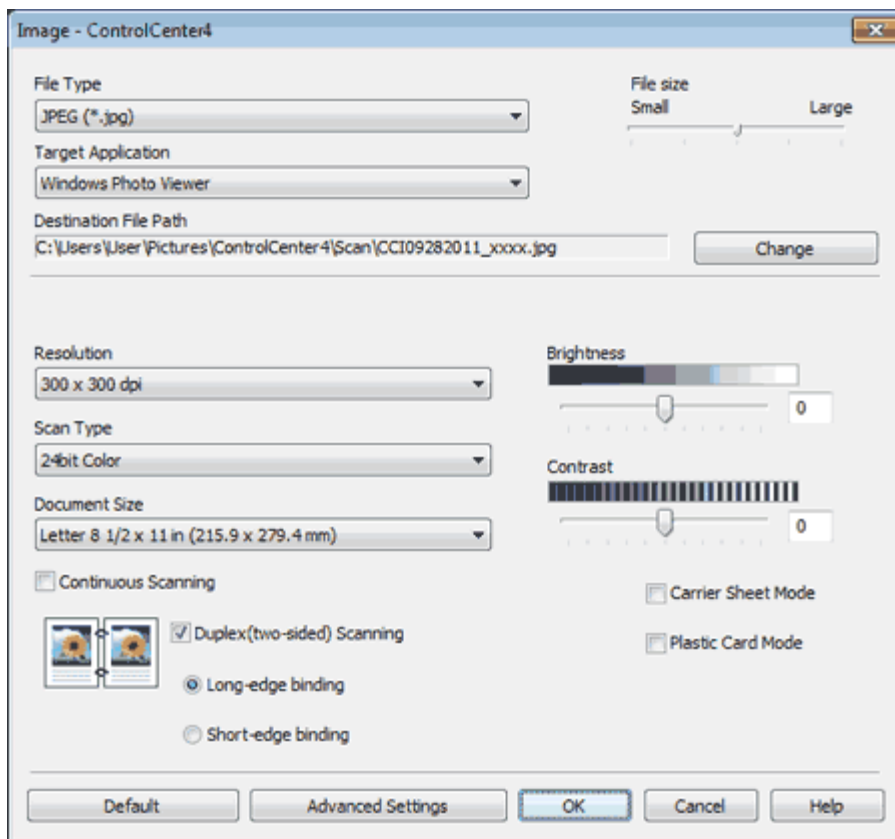
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Select **Auto** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**


Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Business Cards

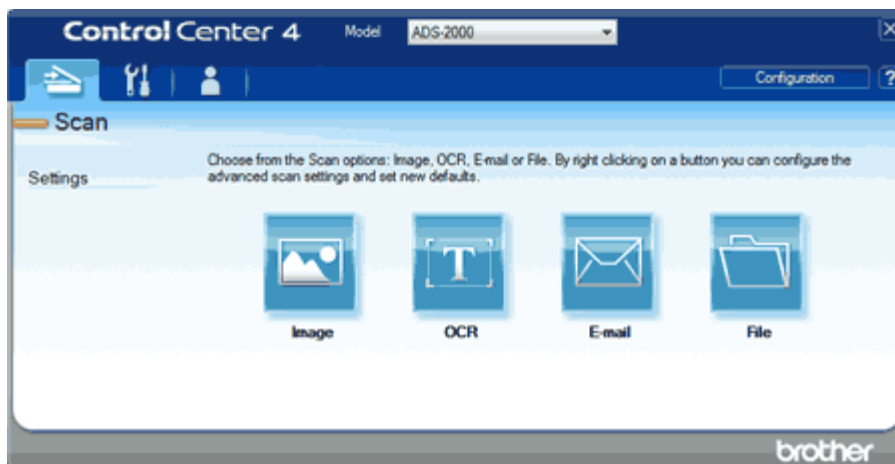
- 1 Load your document (see [Loading Business Cards and Plastic Cards](#)).
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

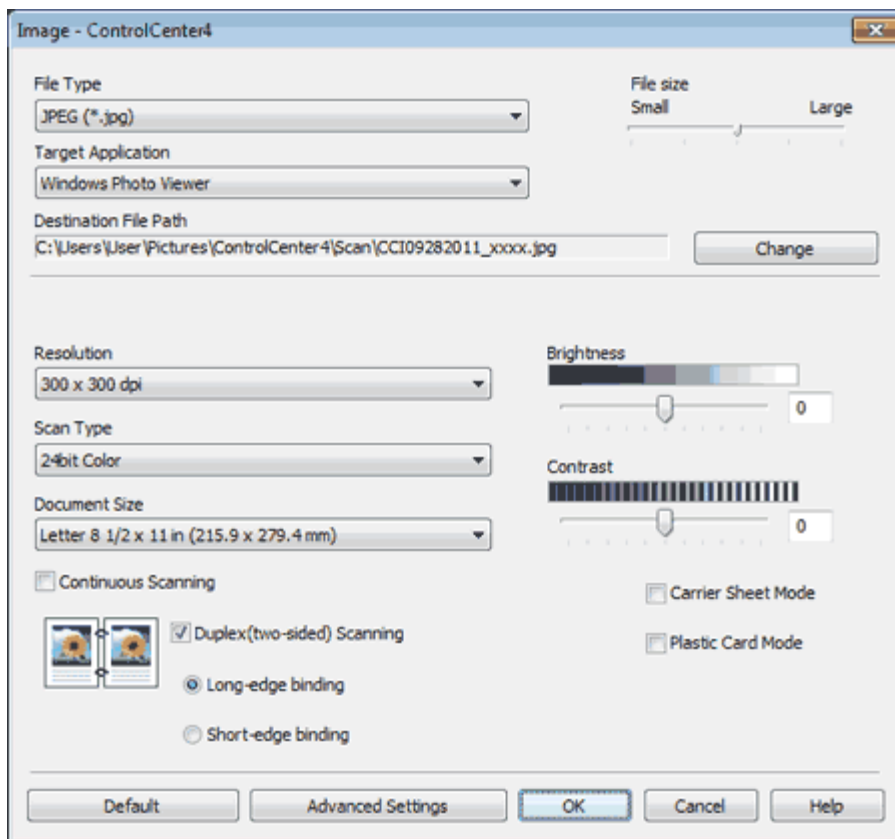
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Select **Business Card** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

#### **Note**


Certain kinds of business cards and thick paper might be detected as being multi-fed by the Multifeed detector, even though they were fed properly. In this case, set **Multifeed Detection** to Off.

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## Scan Two Pages and Combine Them on One Page (2 in 1)

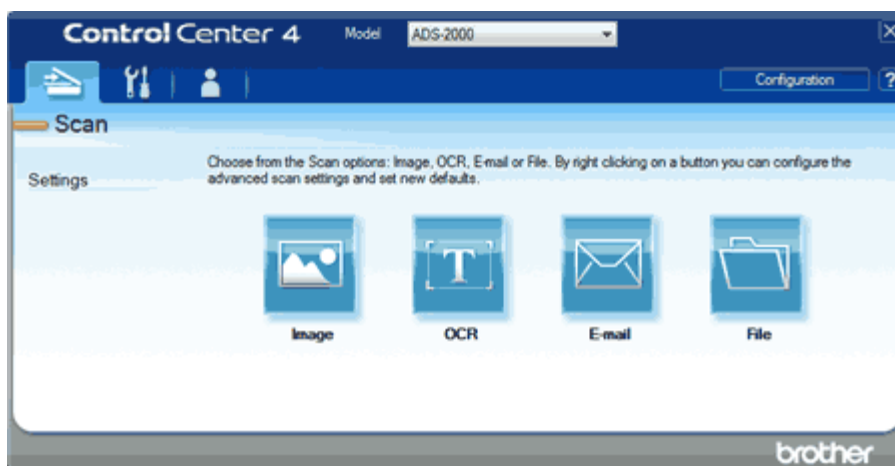
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

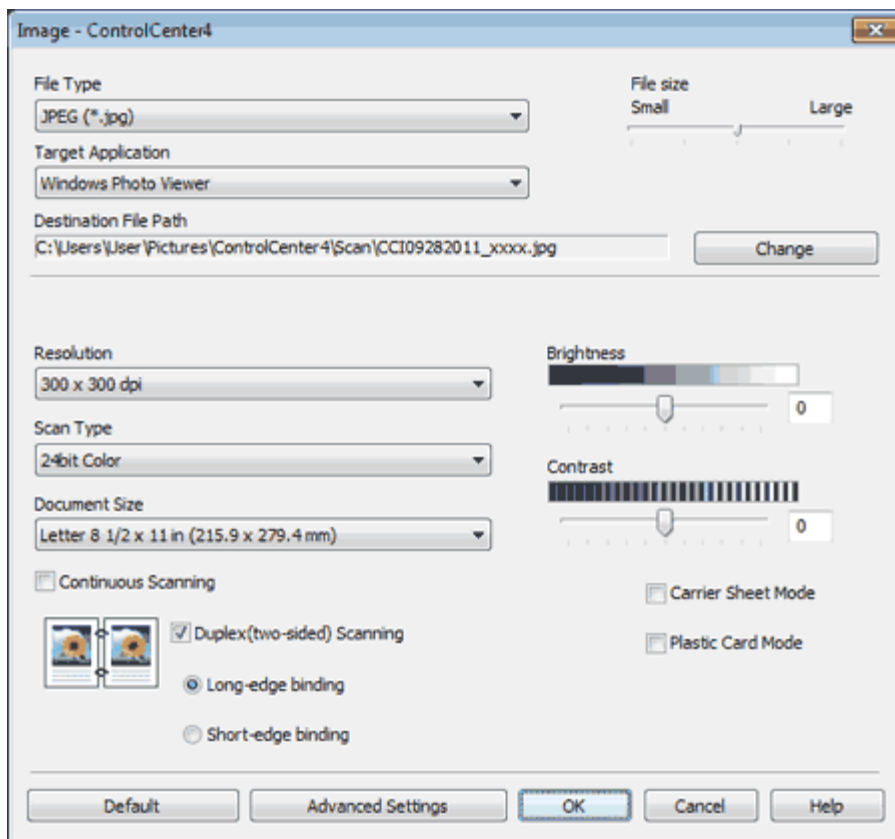
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Select **2 in 1** from the **Document Size** drop-down list.

 **Note**

To do 2 in 1 scanning, uncheck the **Automatic Image Rotation** check box in the **Advanced Settings** dialog box.

- 6 Change other settings if needed (see [Change Scan Settings](#)).

- 7 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.






## Scan Documents Wider than Letter

- 1 Load the Carrier Sheet (see [Loading Documents Wider than Letter Size](#)).


### Note

Load only one Carrier Sheet at a time.

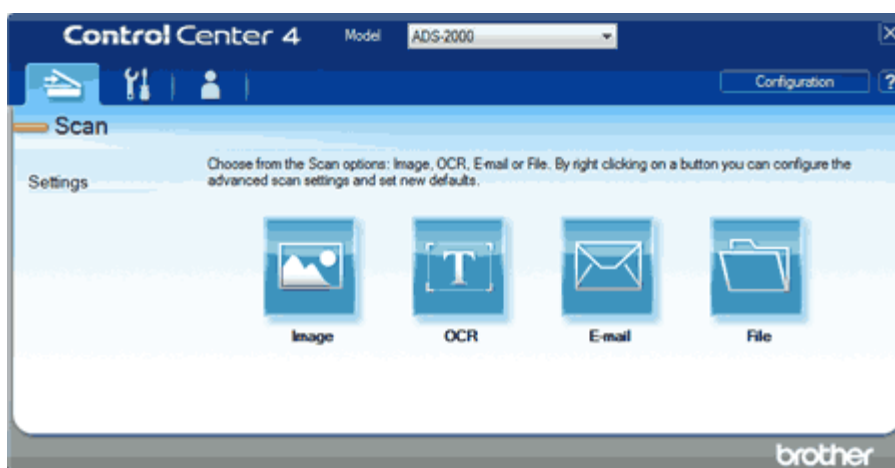
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

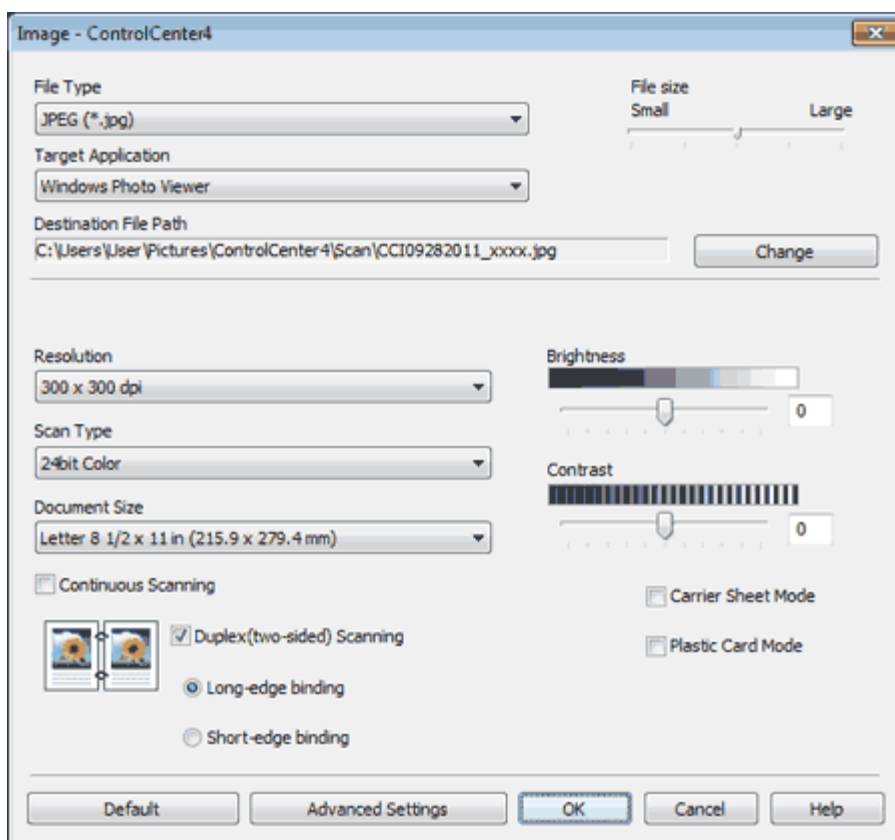
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Check the **Carrier Sheet Mode** check box.
- 6 Check the **Duplex(two-sided) Scanning** check box and then select the **Long-edge binding** option.

#### **Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

- 7 Select a **2 in 1** document size from the **Document Size** drop-down list.
- 8 Change other settings if needed (see [Change Scan Settings](#)).
- 9 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Documents Longer than Letter

- 1 Load your document.


### Note

Load only one document at a time.

- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

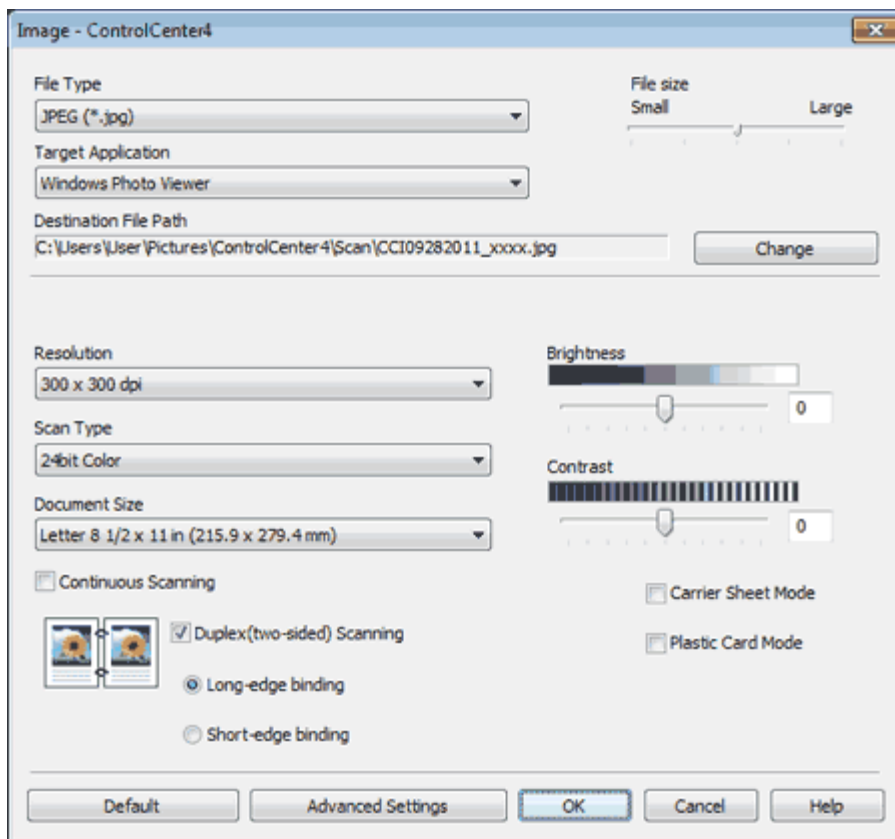
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5** Select **Long Paper (Normal Width)** or **Long Paper (Narrow Width)** from the **Document Size** drop-down list.

#### **Note**

- Each **Long Paper** option can scan a large document up to the following size:  
**Long Paper (Normal Width):** 8 1/2 x 34.0 in. (215.9 x 863.0 mm)  
**Long Paper (Narrow Width):** 4 1/4 x 34.0 in. (107.9 x 863.0 mm)
- If you cannot select **Long Paper**, uncheck the **Duplex(two-sided) Scanning** and **Auto Deskew** check box.

- 6** Change other settings if needed (see [Change Scan Settings](#)).

- 7** Click the button you selected in step [4](#).  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

- Check the **Don't show me again.** check box not to show the message dialog again.
- Support the document with your hand if the document is longer than the Top Cover.

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## Scan Documents with More than 50 Pages

- 1 Load your document.


### Note

Load no more than 50 pages at a time.

- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

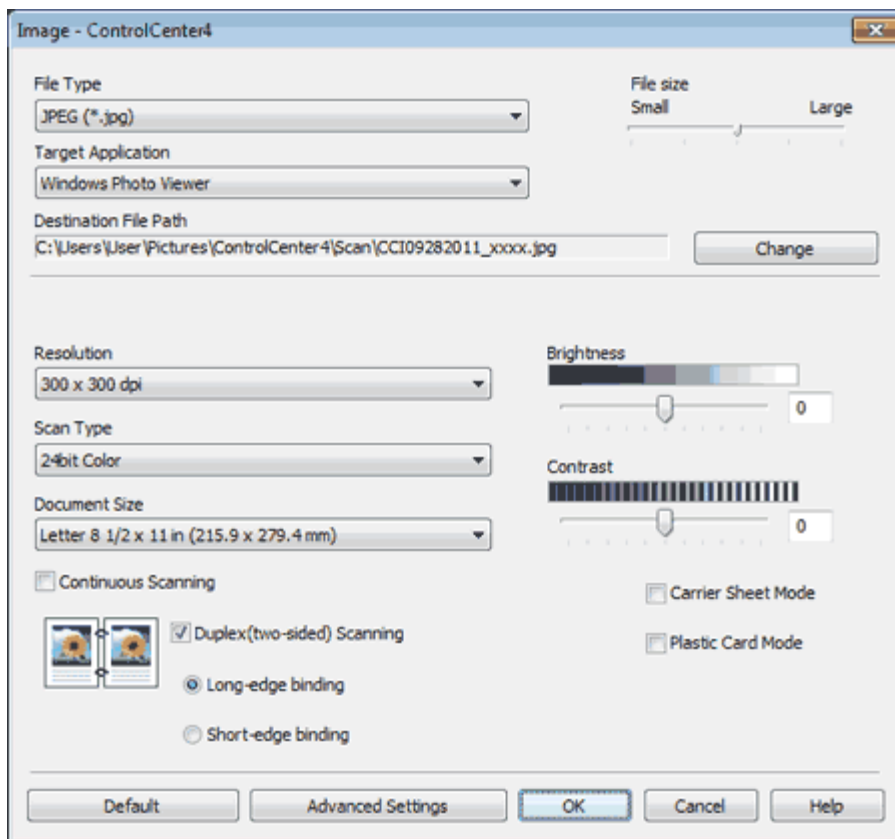
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Check the **Continuous Scanning** check box.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.


- 8 When the machine has finished scanning, a dialog asks you if you want to continue scanning. Do one of the following:
  - If you are finished scanning, click **Finish**.
  - If you want to continue scanning, load the additional pages and then click **Continue**. The machine starts scanning again.

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## Scan Both Sides of a Page Automatically

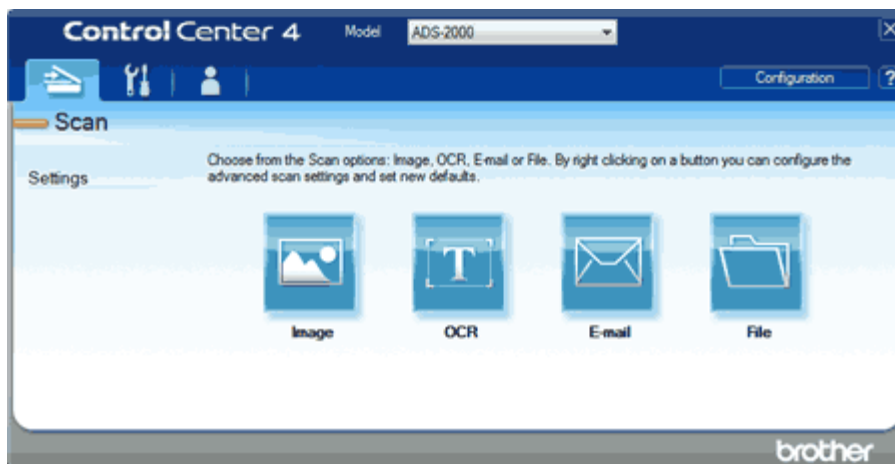
- 1 Load your documents.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

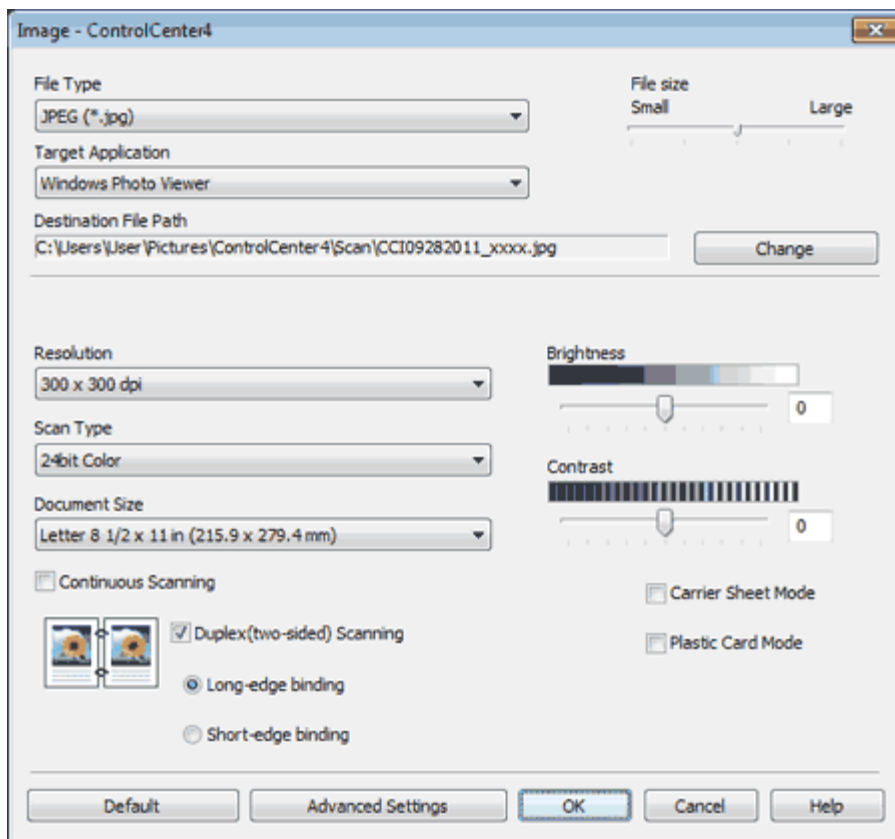
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to change ( (Image),  (OCR),  (E-mail), or  (File)).
- 5 Select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



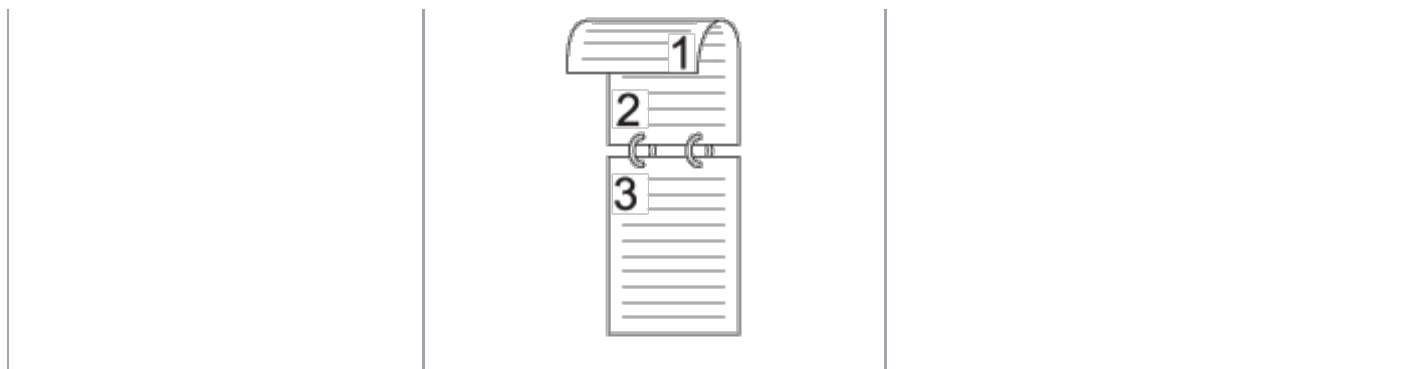
**6** Check the **Duplex(two-sided) Scanning** check box.

**Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.





**7** Select **Long-edge binding** or **Short-edge binding** depending for the document layout as shown in the following table.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
<p><b>Long-edge binding</b></p>		
<p><b>Short-edge binding</b></p>		



**8** Change other settings if needed (see [Change Scan Settings](#)).

**9** Click the **OK** button.

You have now changed the default settings for your chosen Scan-to action. These settings will be used the next time you click the scan option (  (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)).

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## Scan Specific/irregular-sized Documents Using the Carrier Sheet

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).


### Note

Load only one Carrier Sheet at a time.

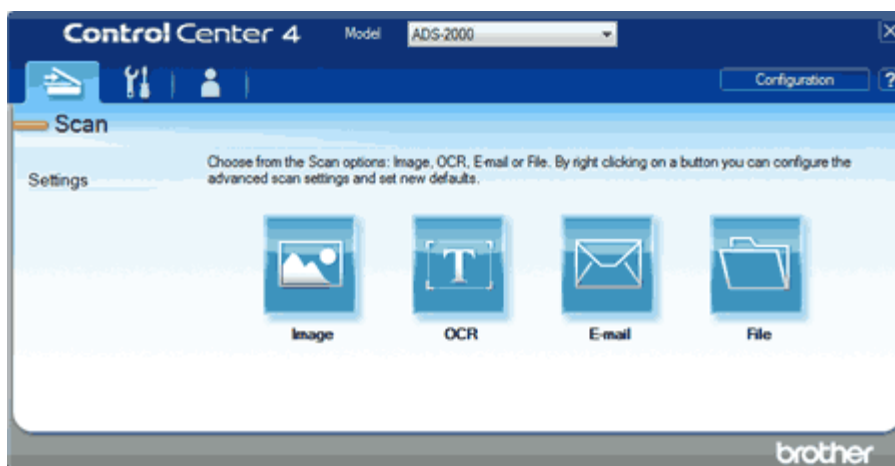
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

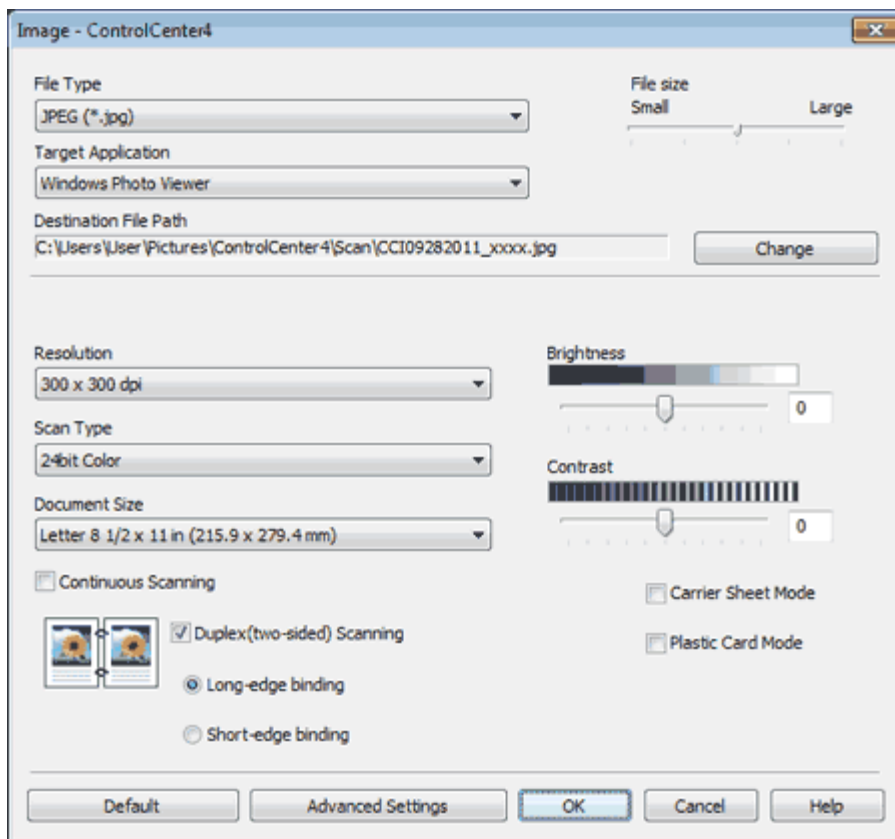
- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).





- 5 Check the **Carrier Sheet Mode** check box.
- 6 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 7 Change other settings if needed (see [Change Scan Settings](#)).
- 8 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.

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## Scan Plastic Cards

- 1 Load a plastic card (see [Loading Business Cards and Plastic Cards](#)).


### Note

Load only one plastic card at a time.

- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

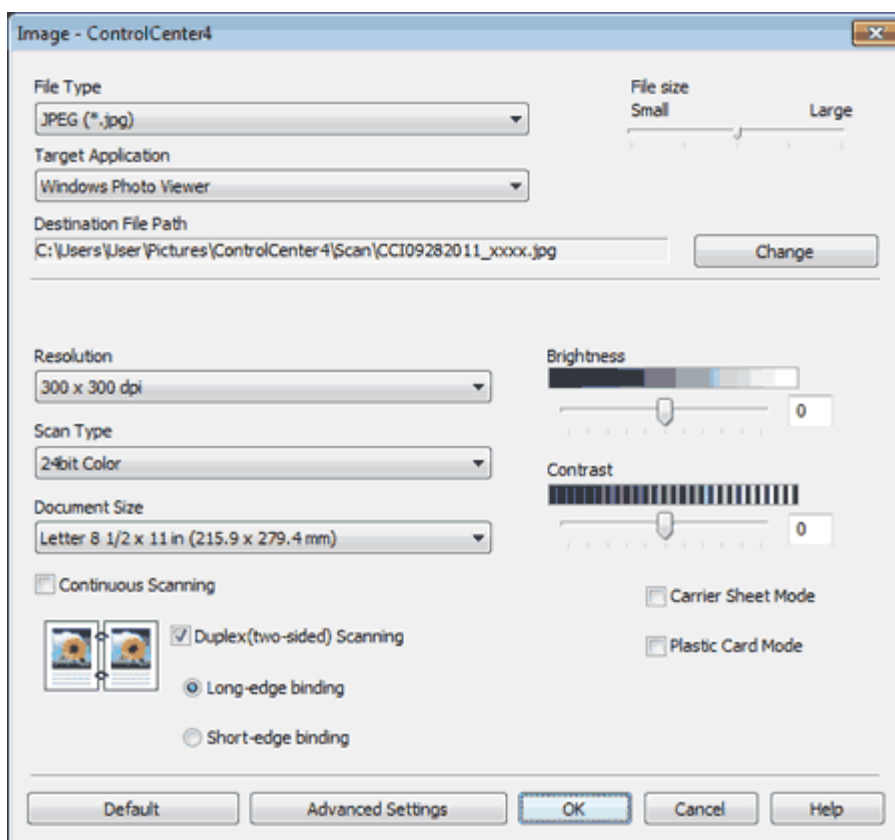
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Check the **Plastic Card Mode** check box.
- 6 Change other settings if needed (see [Change Scan Settings](#)).
- 7 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

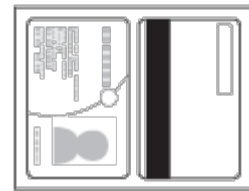
### ! Important

If a feed error should occur while scanning, open the front cover and carefully remove the plastic card in order to prevent damage to the card.

### 📝 Note

- Check the **Don't show me again.** check box not to show the message dialog again.
- **Plastic Card Mode** automatically uses these settings:  
**Resolution:** 600 x 600 dpi  
**Document Size:** 2 in 1 (Business Card)  
**Duplex(two-sided) Scanning:** On (**Short-edge binding**)  
**Auto Deskew:** Off  
**Multifeed Detection:** Off  
**Automatic Image Rotation:** Off

Original Layout	Scan Result




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## Correct Page Skew

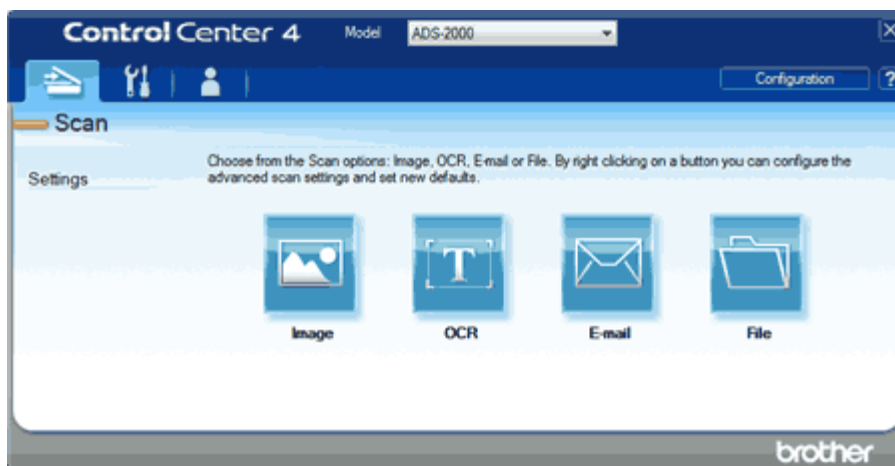
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

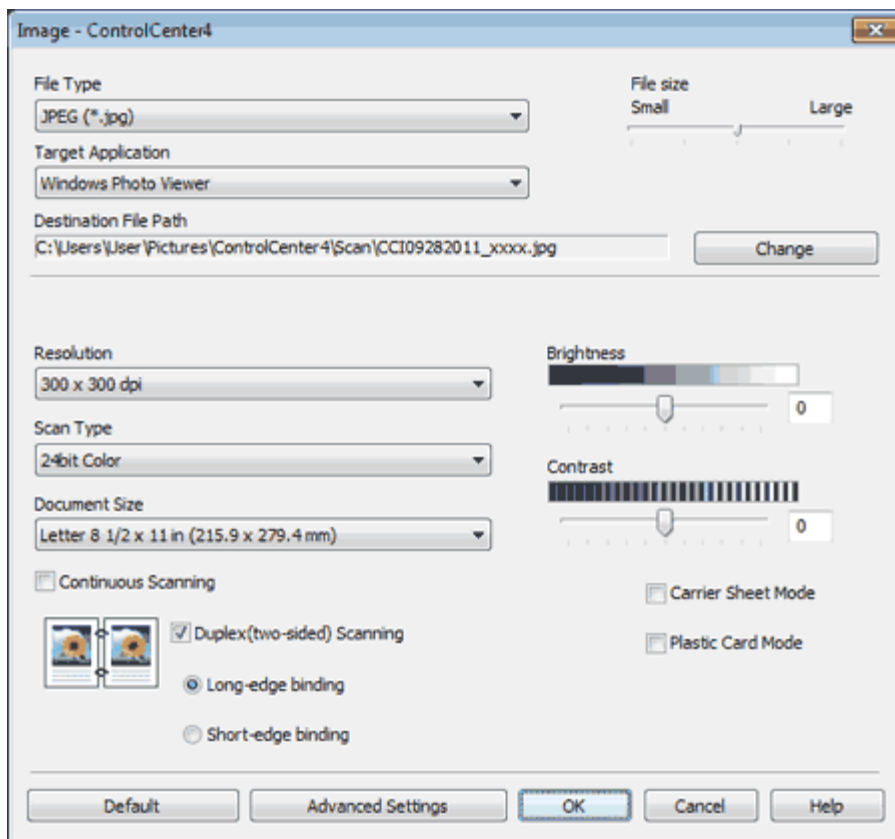
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

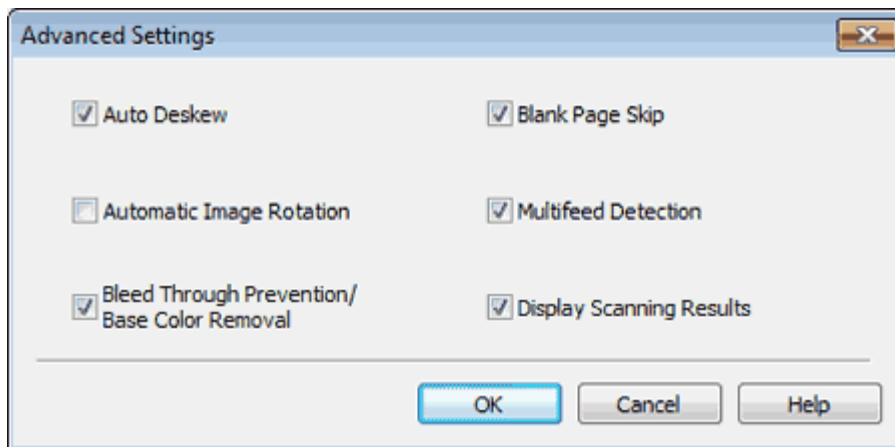
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



5 Check the **Auto Deskew** check box and then click the **OK** button.


6 Click the **OK** button.

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## Delete Blank Pages

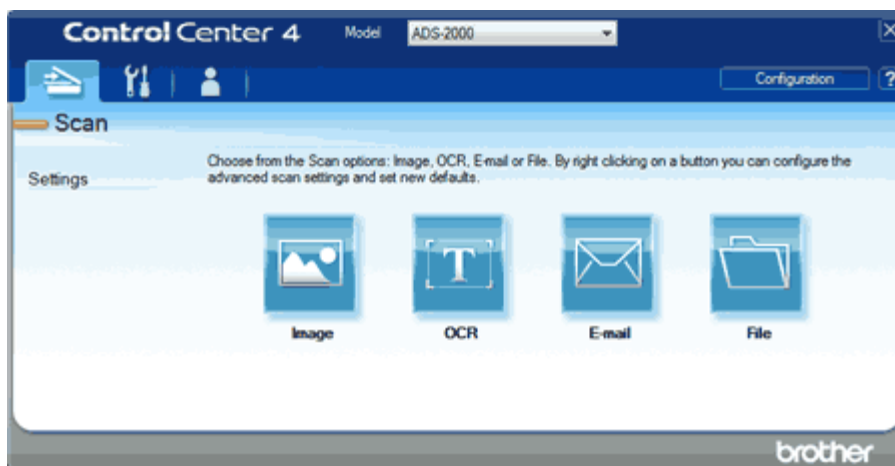
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

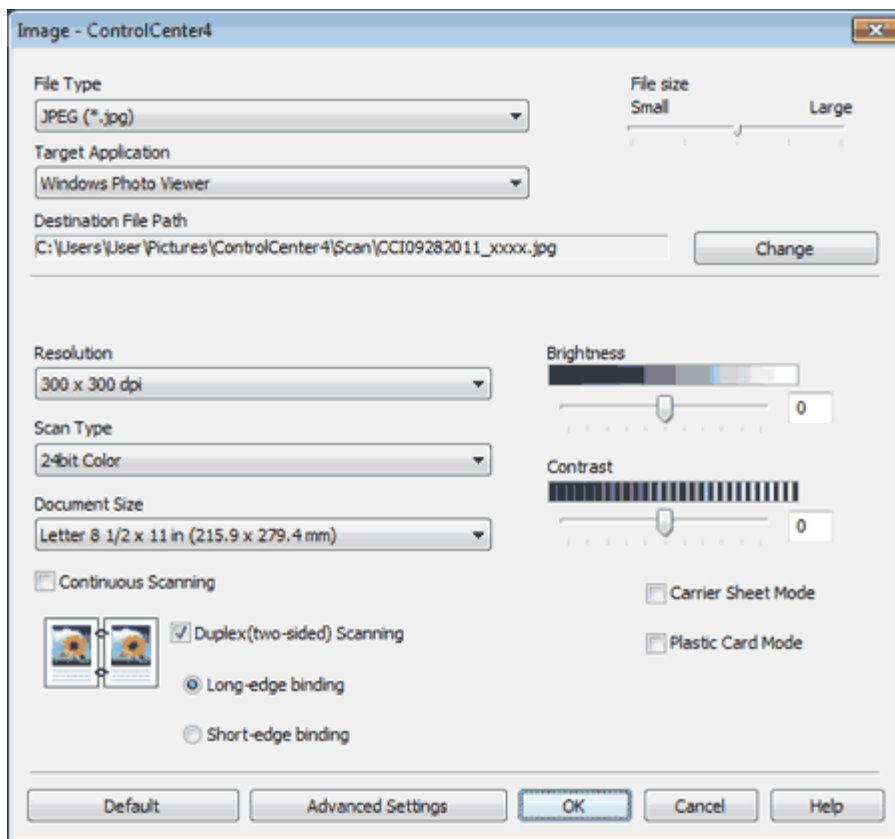
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

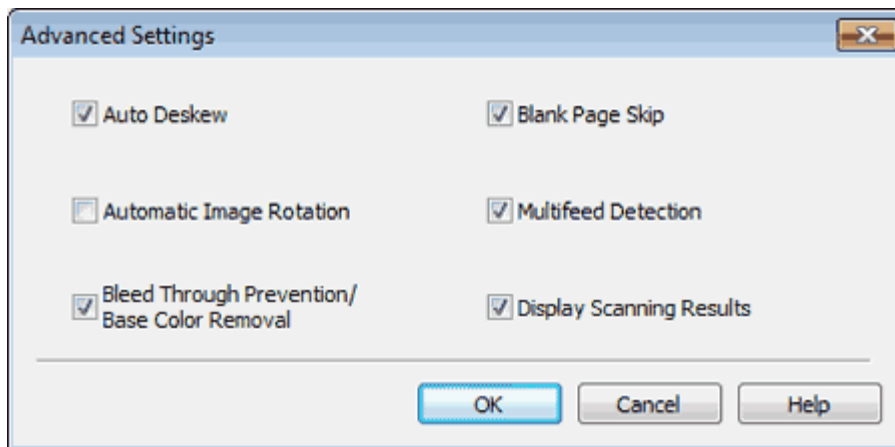
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



5 Check the **Blank Page Skip** check box and then click the **OK** button.

6 Click the **OK** button.

#### **Note**

The **Blank Page Skip** feature may not remove blank pages depending on the document.


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## Change Document Orientation to Match the Text

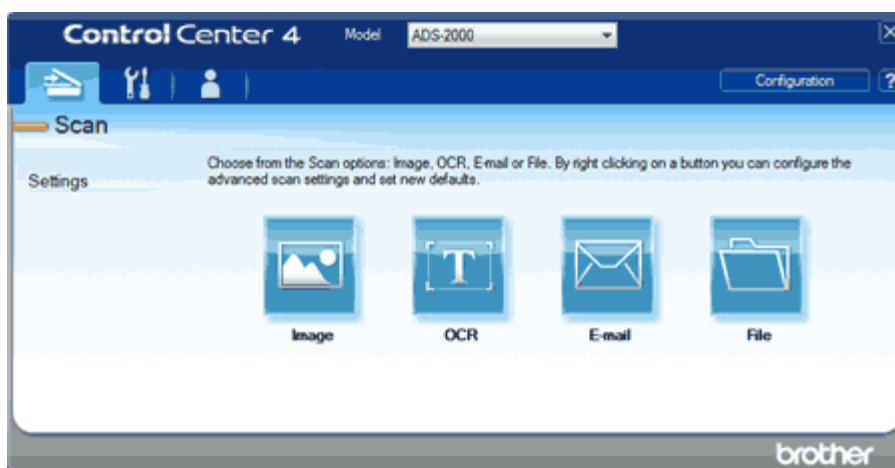
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

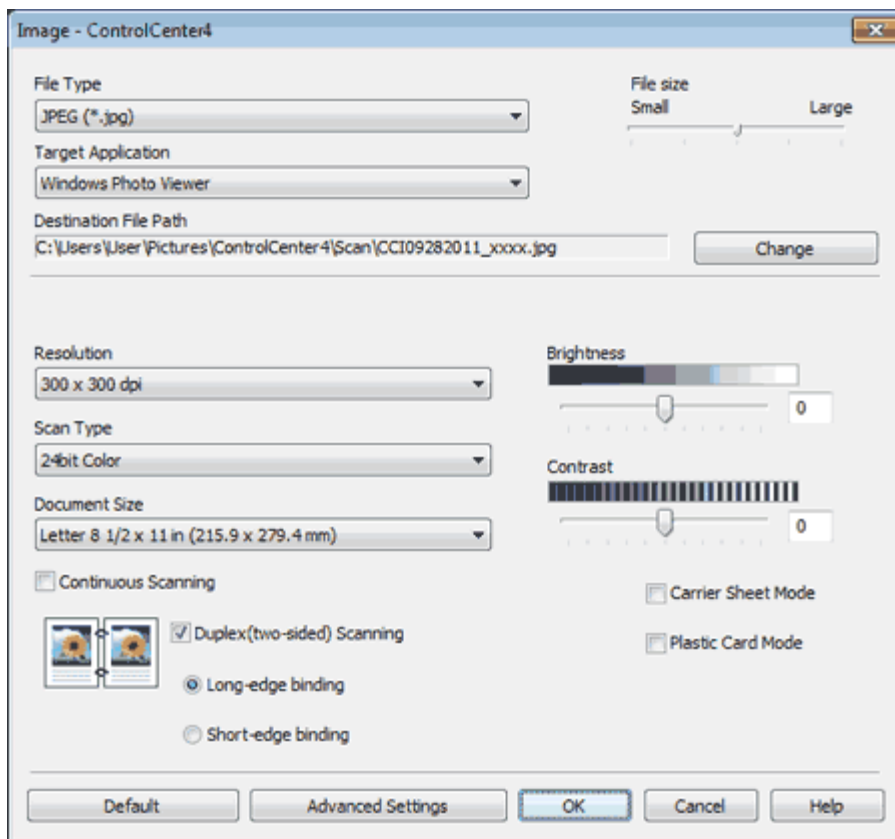
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

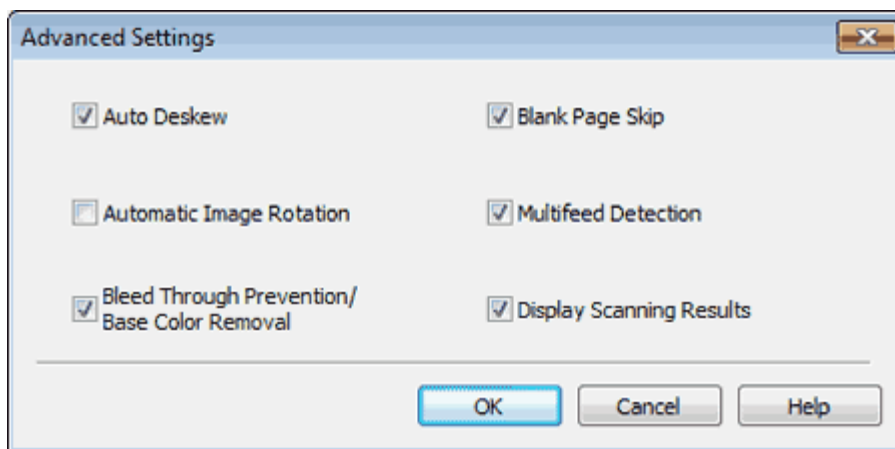
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




5 Check the **Automatic Image Rotation** check box and then click the **OK** button.

6 Click the **OK** button.






## Detect Overlapping (Multifeed) Pages

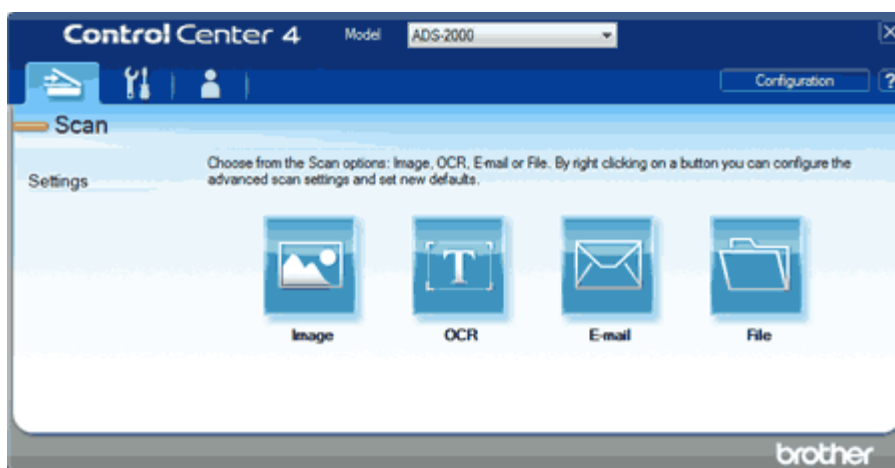
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

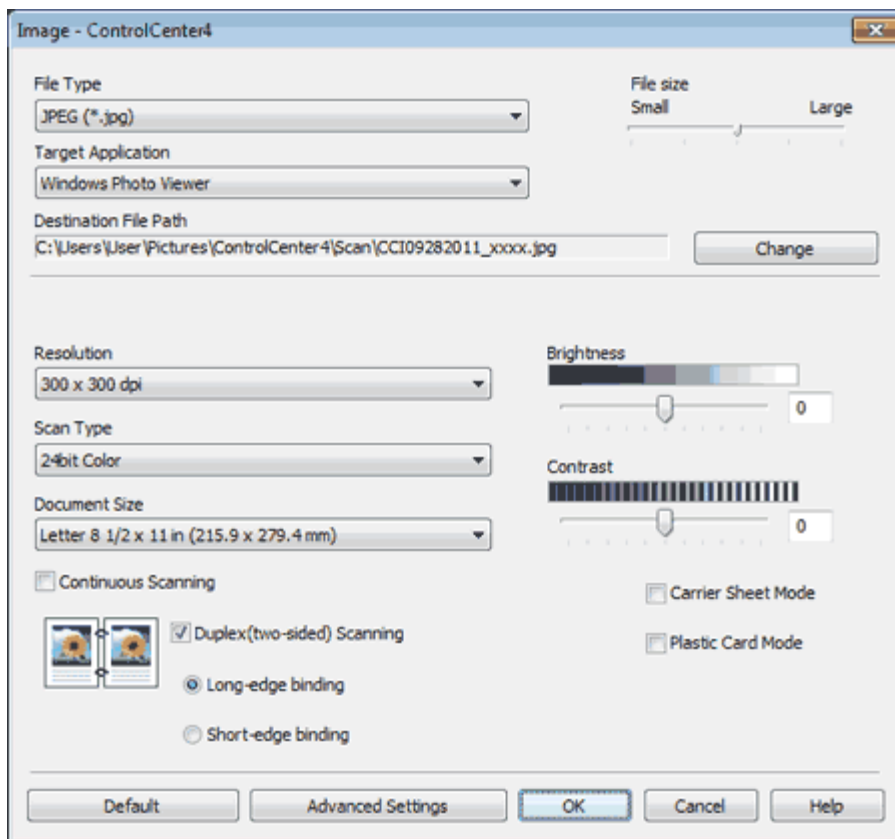
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

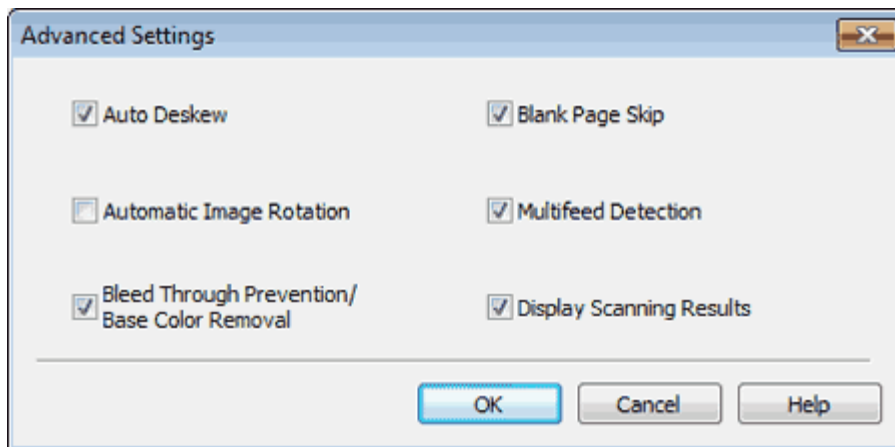
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Multifeed Detection** check box and then click the **OK** button.

- 6 Click the **OK** button.

#### Note

The **Multifeed Detection** feature does not support documents narrower than 2 3/4 in. (70 mm) wide.






## Scan Pages Laid on Top of Each Other

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).


### Note

Load only one Carrier Sheet at a time.

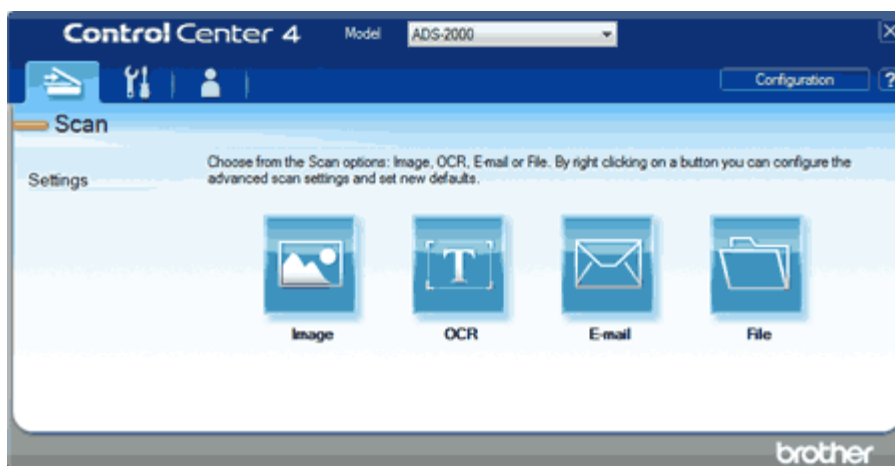
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

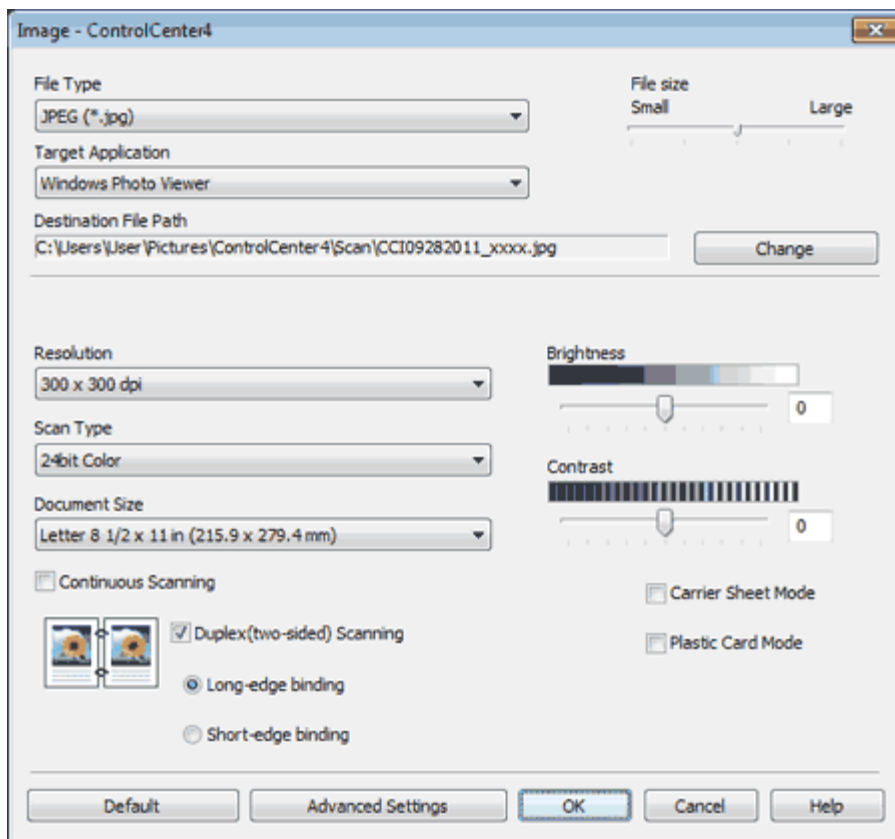
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Check the **Carrier Sheet Mode** check box.
- 6 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 7 Change other settings if needed (see [Change Scan Settings](#)).
- 8 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

 **Note**

Check the **Don't show me again.** check box not to show the message dialog again.






## Scan Envelopes

- 1 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).


### Note

Load only one Carrier Sheet at a time.

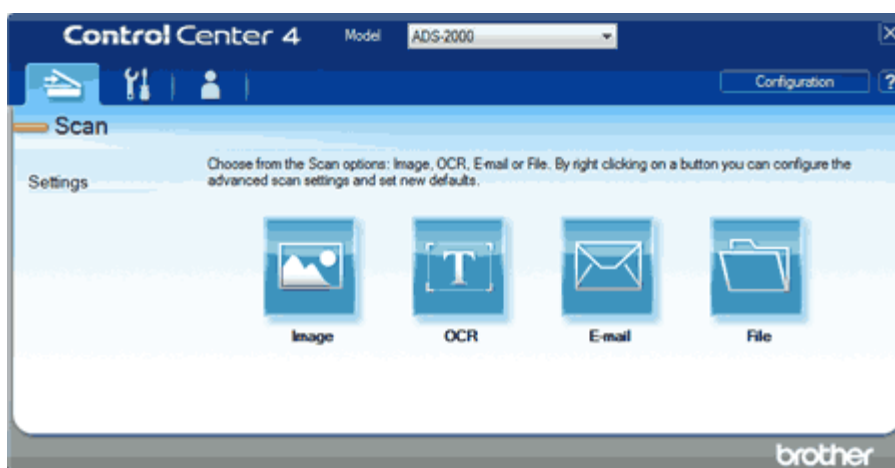
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

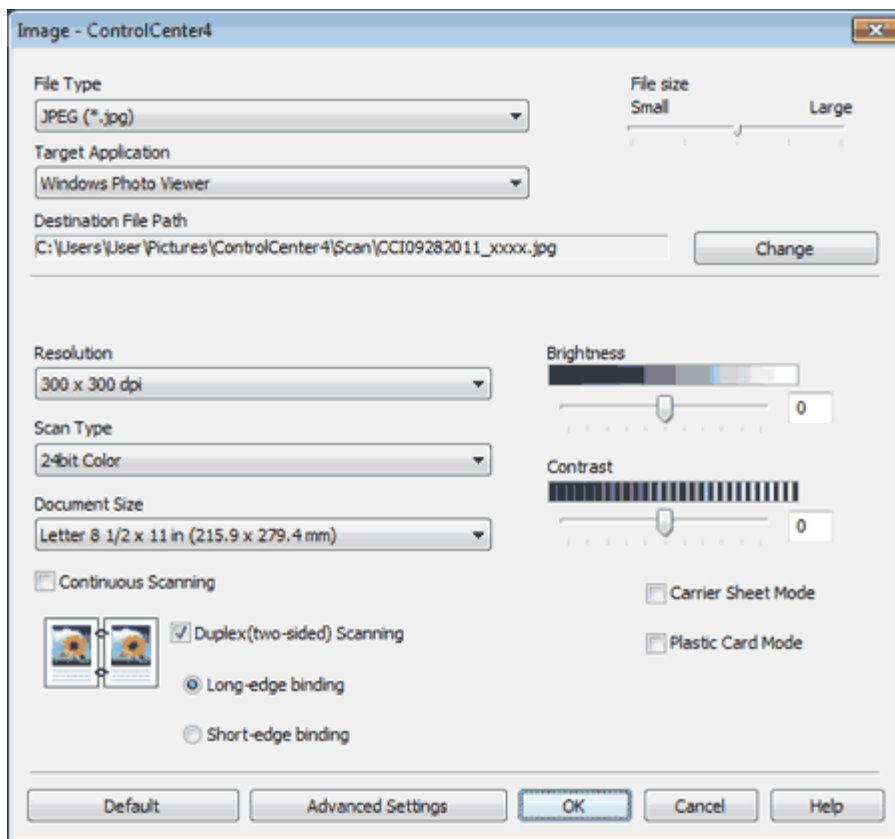
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 5 Check the **Carrier Sheet Mode** check box.
- 6 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 7 Change other settings if needed (see [Change Scan Settings](#)).
- 8 Click the button you selected in step 4.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning.

#### **Note**

Check the **Don't show me again.** check box not to show the message dialog again.


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## Prevent Bleed Through

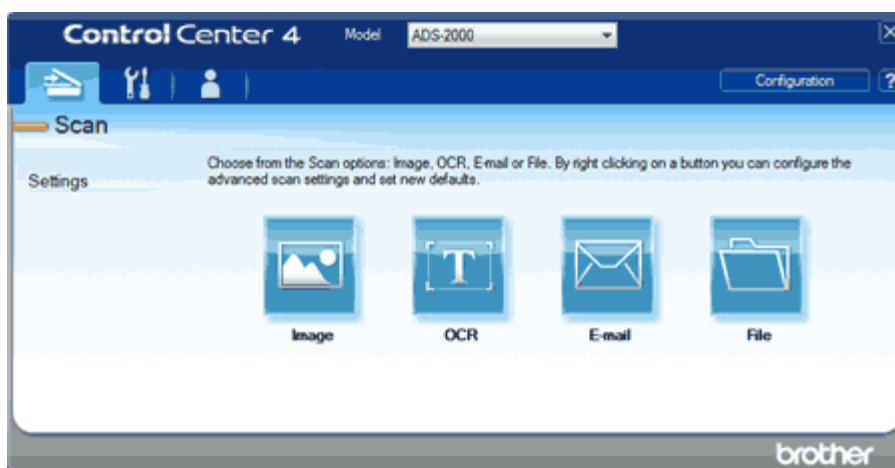
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

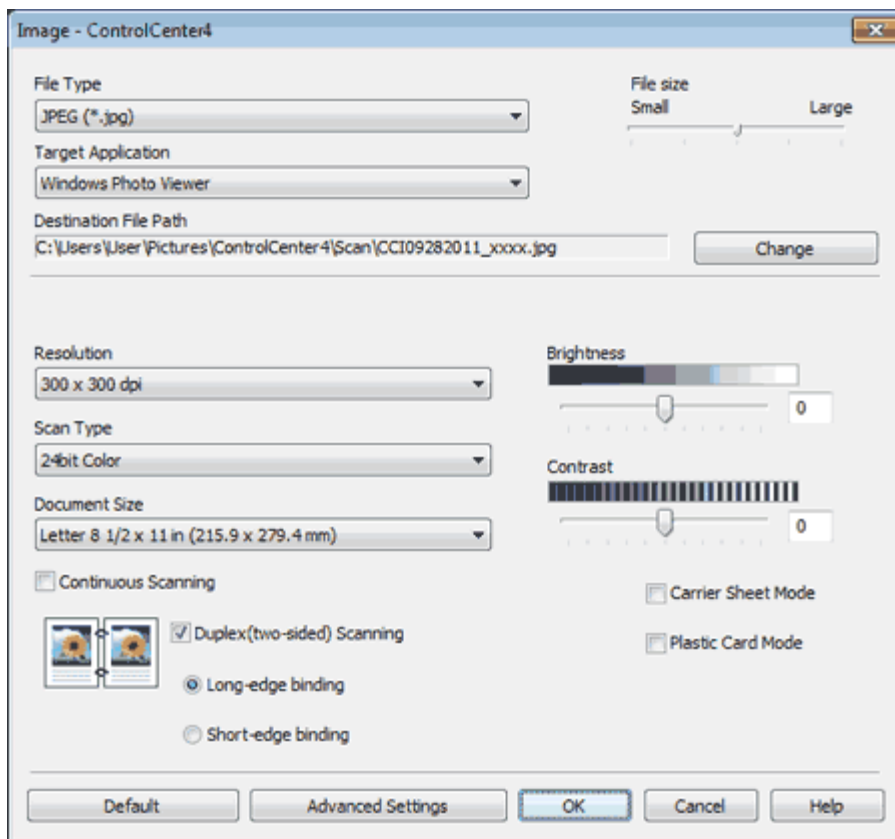
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

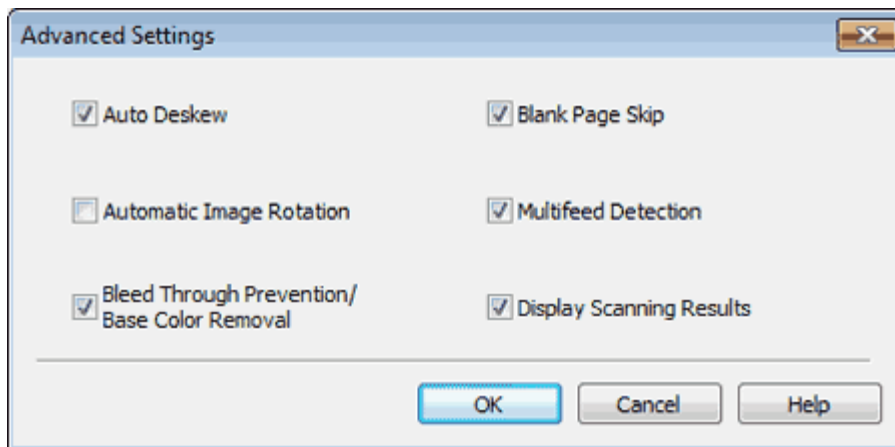
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



- 4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 5 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.

- 6 Click the **OK** button.


#### **Note**

When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.






## Remove the Background Color (Base Color Removal) and Make Documents Easier to Read

- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

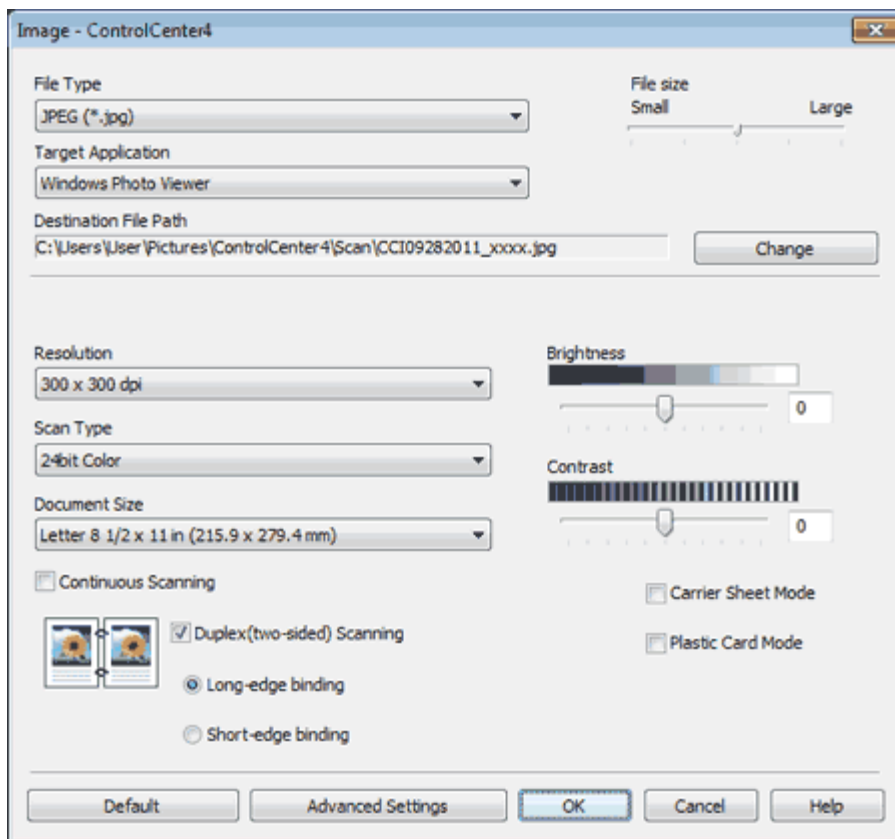
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

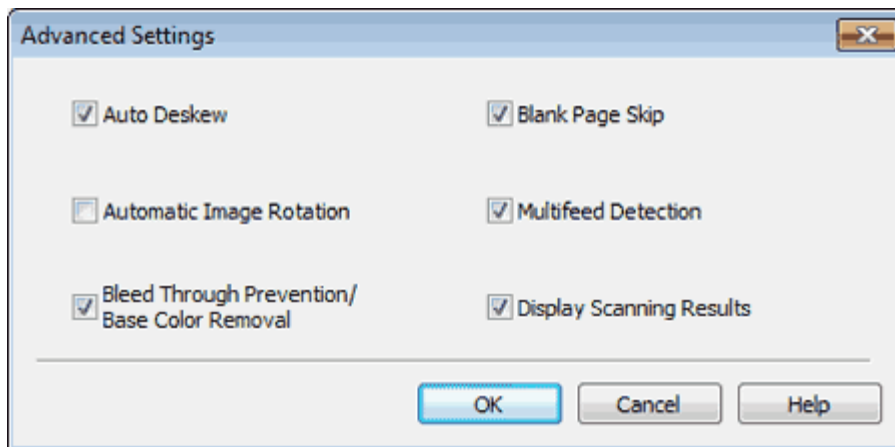
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



4 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



5 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.

6 Click the **OK** button.


#### Note

When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.






## View the Number of Scanned Pages

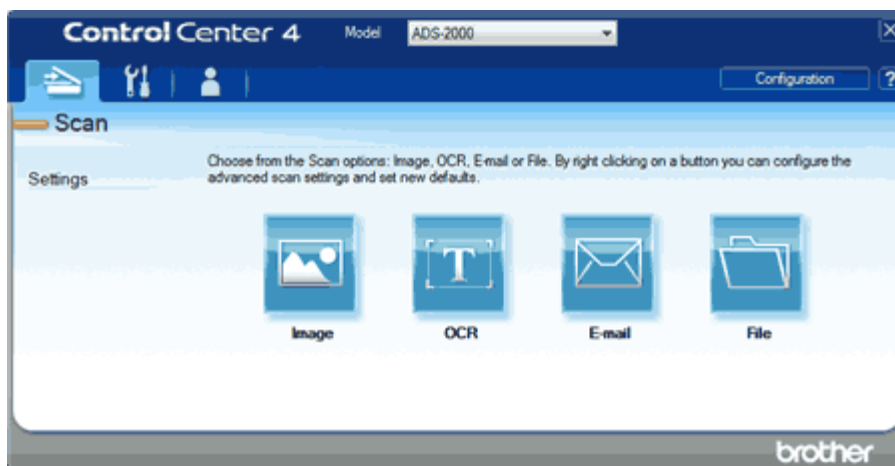
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

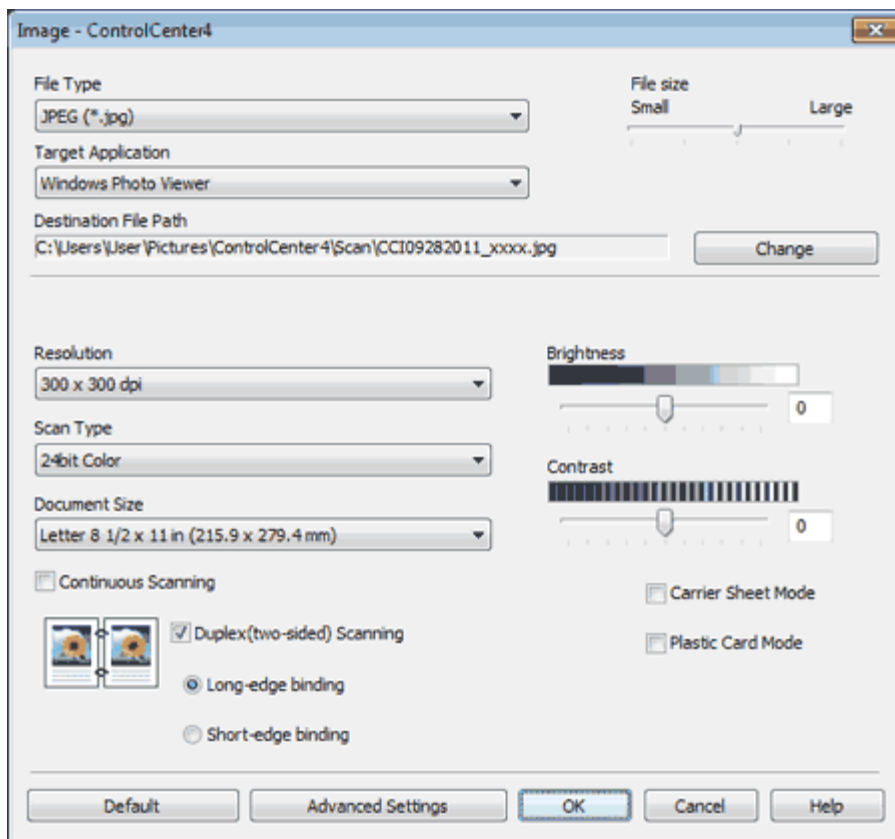
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

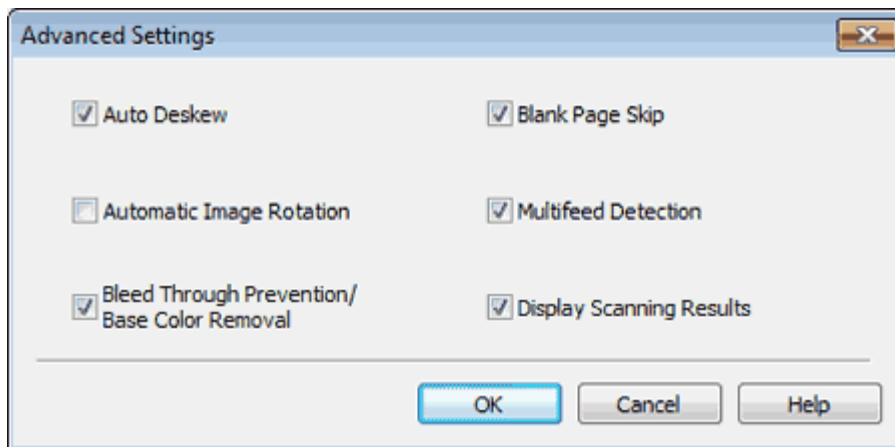
- 2 Select the **Scan** tab.



- 3 Right-click the button you want to use ( (**Image**),  (**OCR**),  (**E-mail**), or  (**File**)) and then select **Button settings** from the list. The setting dialog box will appear (the example below uses **Image**).



**4** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



**5** Check the **Display Scanning Results** check box and then click the **OK** button.


**6** Click the **OK** button.


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## Scan to an Application

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

- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.



### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the  (**Image**) button and select **Button settings** to change scan settings, such as file format, resolution, color or Scan-to application if needed (see [Change Scan Settings](#)).
- 5 Click the  (**Image**) button.  
The message dialog appears. Click the **Start Scanning** button.  
The machine starts scanning, and the image will be opened in the application you have chosen.


### Note


Check the **Don't show me again.** check box not to show the message dialog again.






## Scan to E-mail Attachment

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.

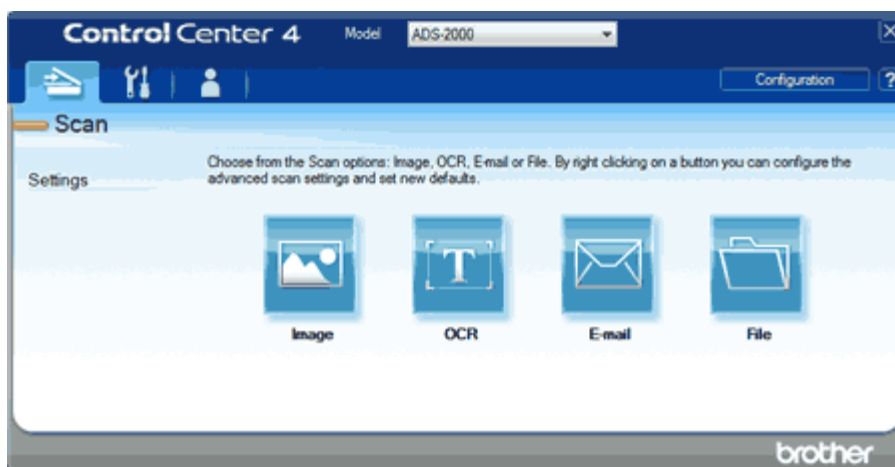
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the  (**E-mail**) button and select **Button settings** to change scan settings, such as file format, resolution or color if needed (see [Change Scan Settings](#)).

- 5 Click the  (**E-mail**) button.

The message dialog appears. Click the **Start Scanning** button.

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

### Note


Check the **Don't show me again.** check box not to show the message dialog again.








## Scan to an Editable Text File (OCR)

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


### Note

Nuance™ PaperPort™12SE must be installed on your computer.

- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the  (OCR) button and select **Button settings** to change scan settings, such as file format, resolution or color if needed (see [Change Scan Settings](#)).

- 5 Click the  (OCR) button.

The message dialog appears. Click the **Start Scanning** button.

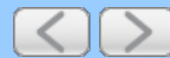
The machine scans the document, converts it into editable text, then sends it to your default word processing application.

### Note

Check the **Don't show me again.** check box not to show the message dialog again.


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## Save Scanned Documents to a Folder

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

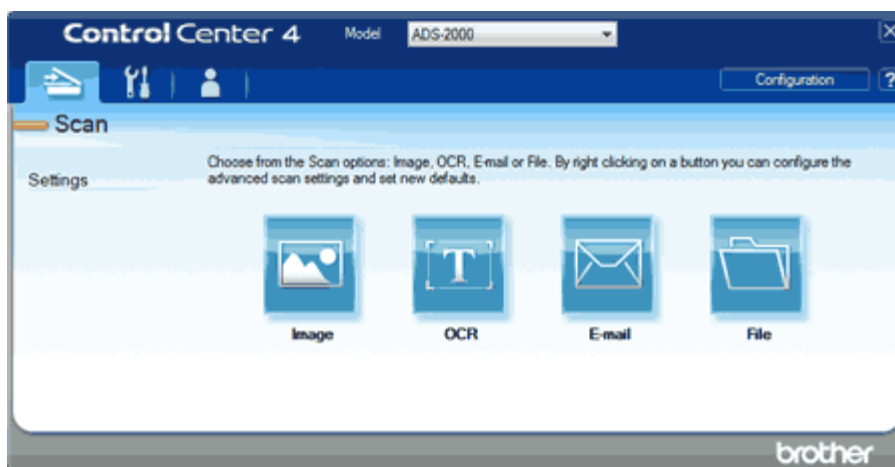
- 1 Load your document.
- 2 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.


### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 3 Select the **Scan** tab.



- 4 Right-click the  (**File**) button and select **Button settings** to change scan settings, such as file format, file name, destination folder, resolution or color if needed (see [Change Scan Settings](#)).

- 5 Click the  (**File**) button.

The message dialog appears. Click the **Start Scanning** button.  
The image will be saved in the folder you have chosen.


### Note

Check the **Don't show me again.** check box not to show the message dialog again.






## Scan Pages of Different Sizes at the Same Time

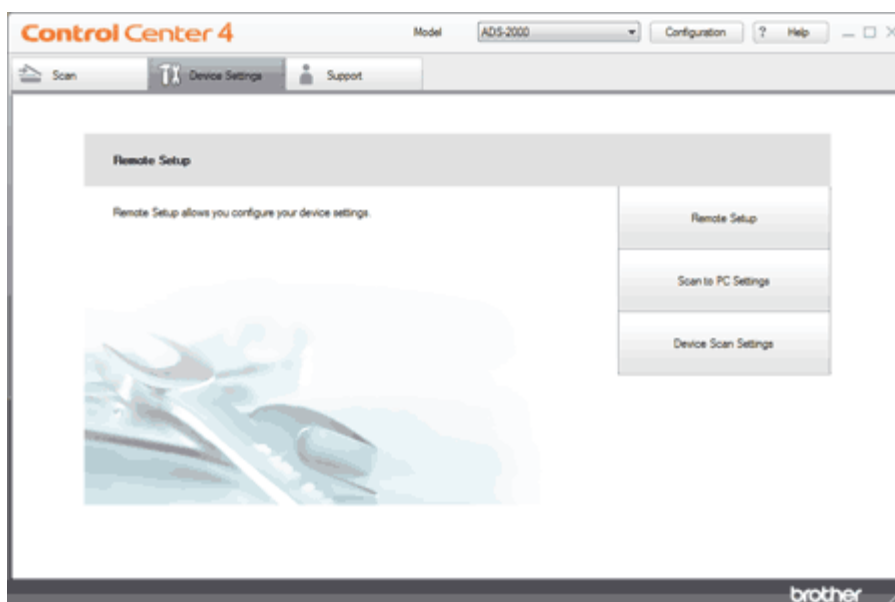
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

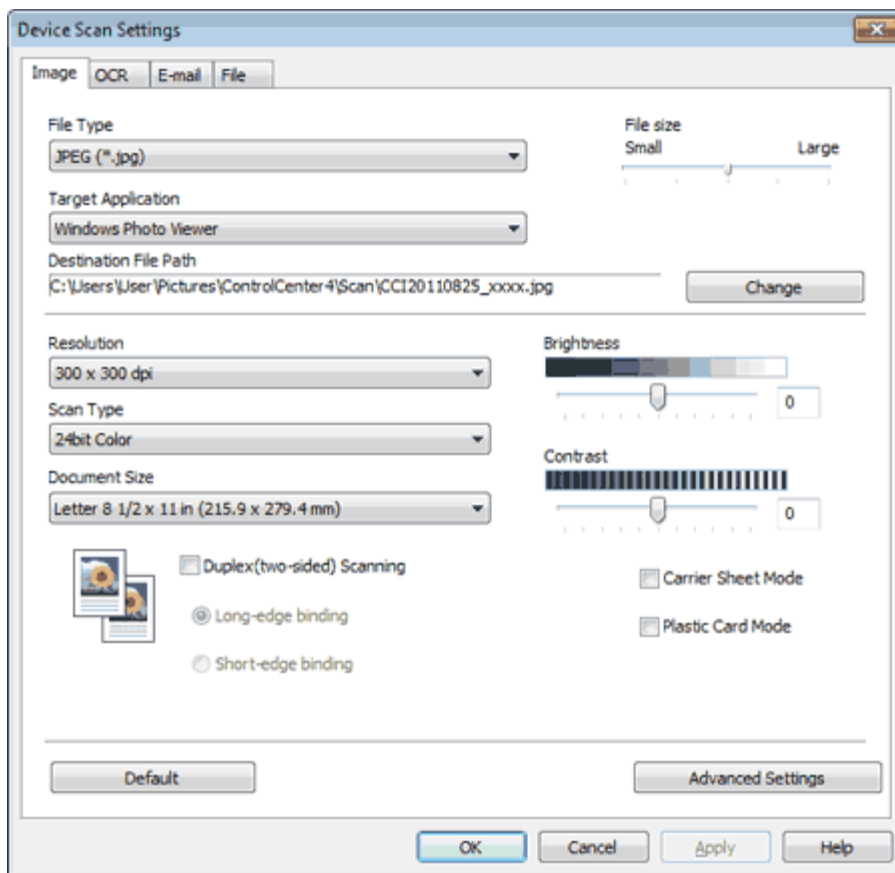
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Select **Auto** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load your document.

 **Note**

Narrow documents should be inserted straight and as close to the center of the machine as possible.


- 8 Press **Scan to PC**. The machine starts scanning.

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## Scan Business Cards

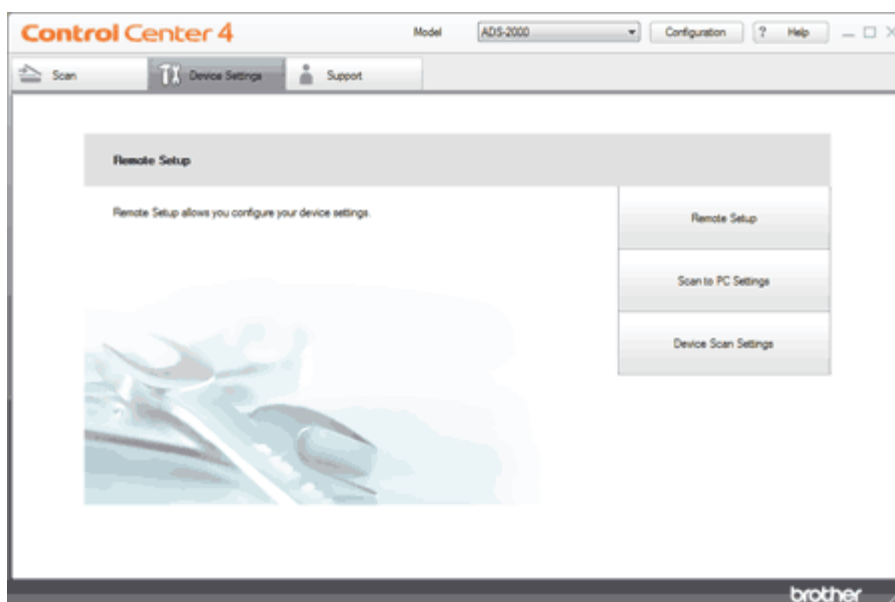
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

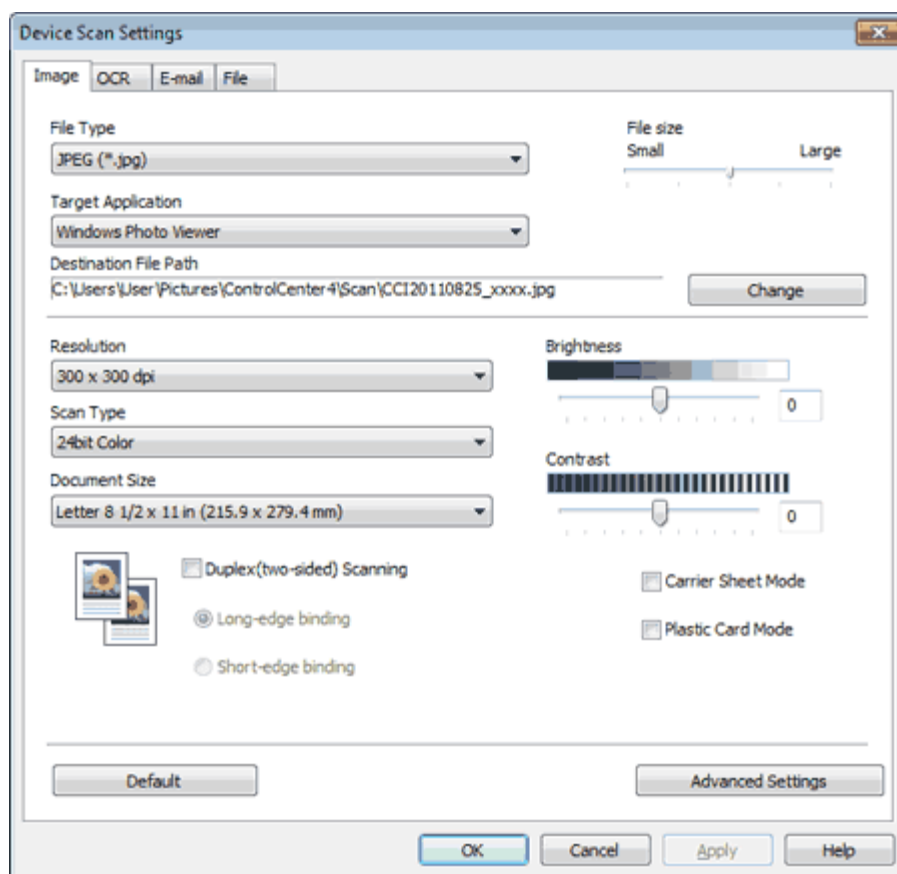
- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.





- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Select **Business Card** from the **Document Size** drop-down list.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load your document (see [Loading Business Cards and Plastic Cards](#)).
- 8 Press **Scan to PC**. The machine starts scanning.

#### **Note**


Certain kinds of business cards and thick paper might be detected as being multi-fed by the Multifeed detector, even though they were fed properly. In this case, set **Multifeed Detection** to Off.

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## Scan Two Pages and Combine Them on One Page (2 in 1)

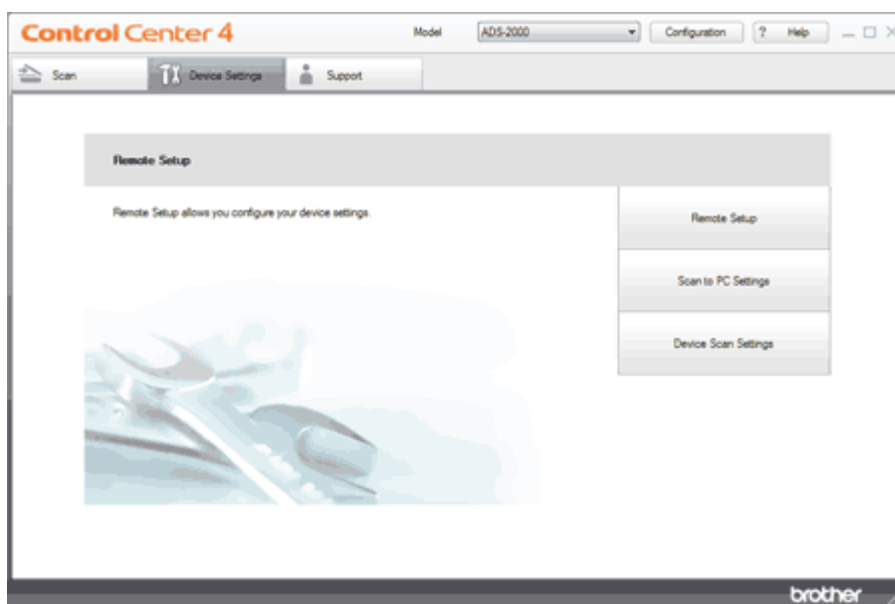
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

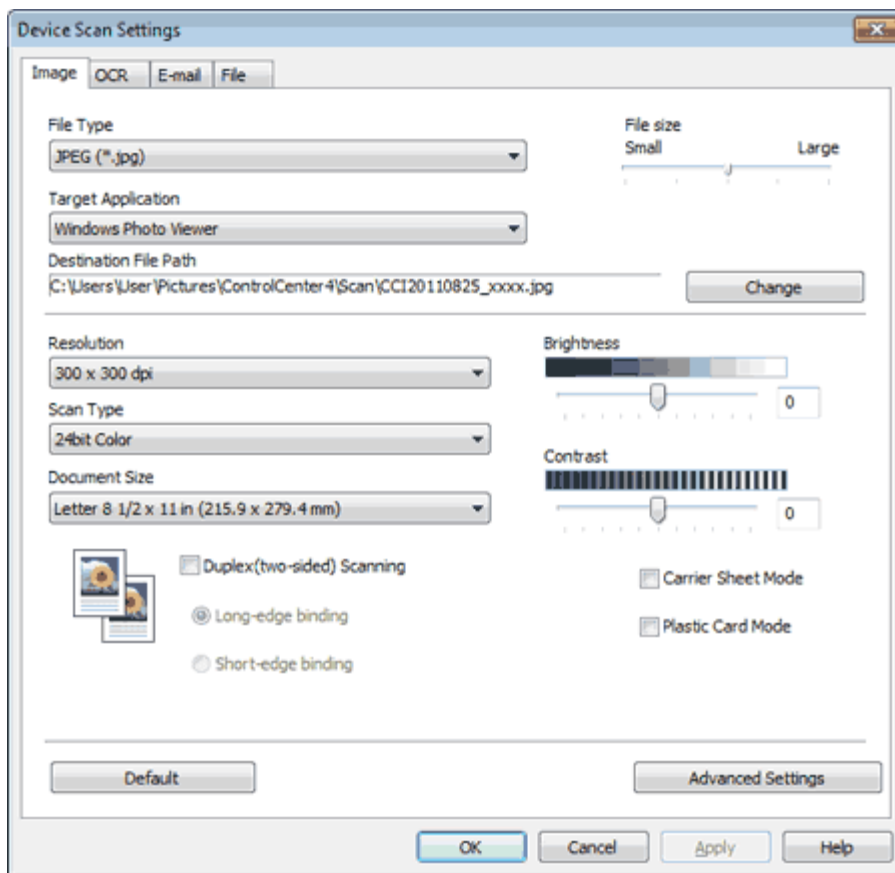
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



**4** Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).

**5** Select **2 in 1** from the **Document Size** drop-down list.

 **Note**

To do 2 in 1 scanning, uncheck the **Automatic Image Rotation** check box in the **Advanced Settings** dialog box.

**6** Change other settings if needed (see [Change Scan to PC Settings](#)).

**7** Load your document.


**8** Press **Scan to PC**. The machine starts scanning.

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## Scan Documents Wider than Letter

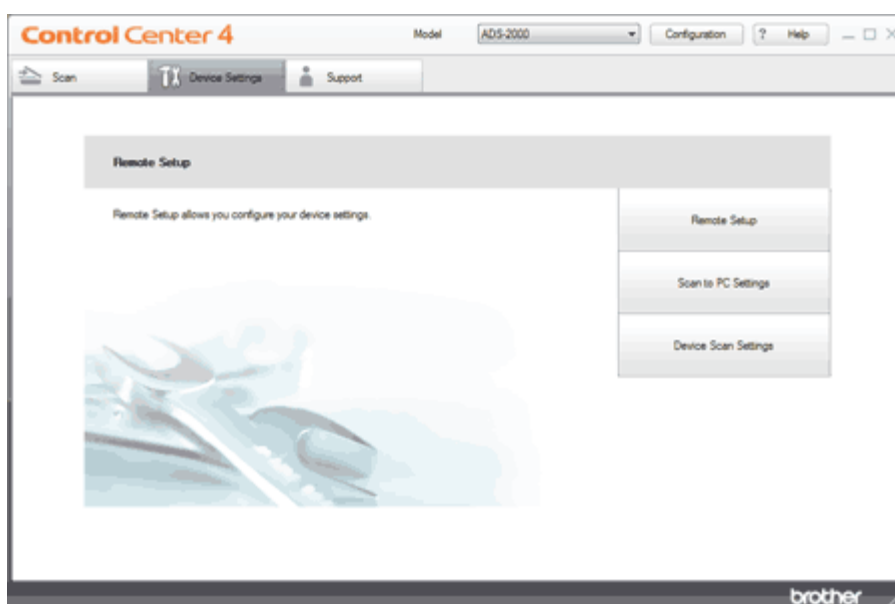
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

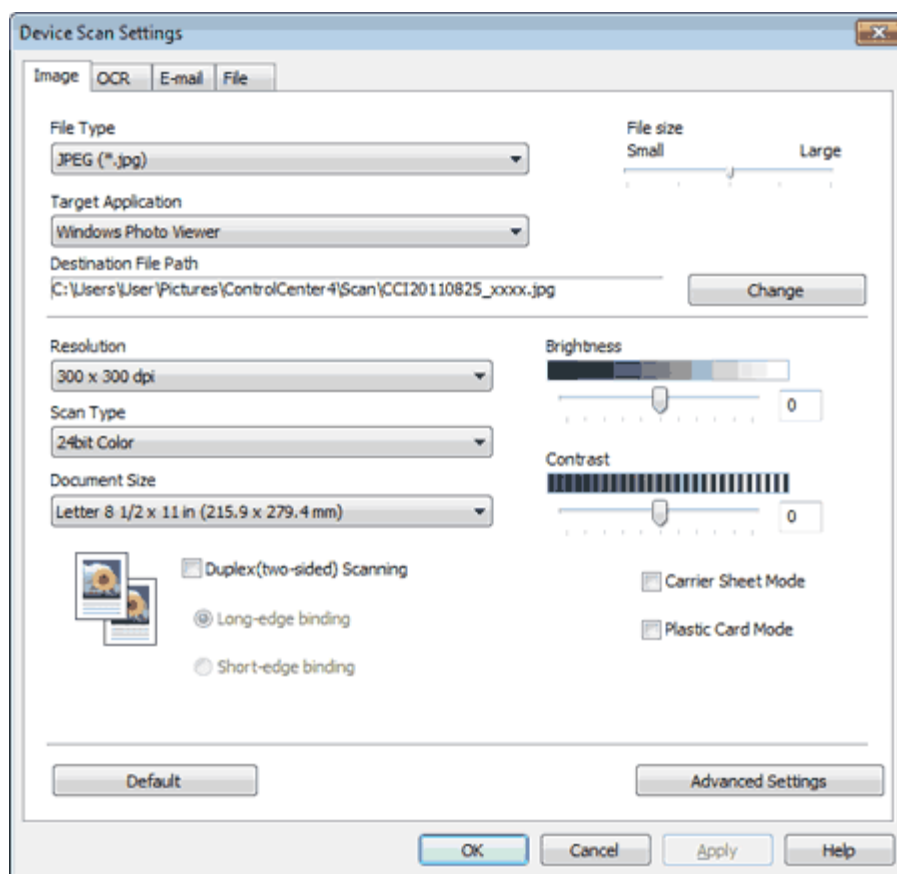
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Check the **Carrier Sheet Mode** check box.
- 6 Check the **Duplex(two-sided) Scanning** check box and then select the **Long-edge binding** option.

 **Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

- 7 Select a **2 in 1** document size from the **Document Size** drop-down list.
- 8 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 9 Load the Carrier Sheet (see [Loading Documents Wider than Letter Size](#)).

 **Note**

Load only one Carrier Sheet at a time.


- 10 Press **Scan to PC**. The machine starts scanning.

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## Scan Documents Longer than Letter

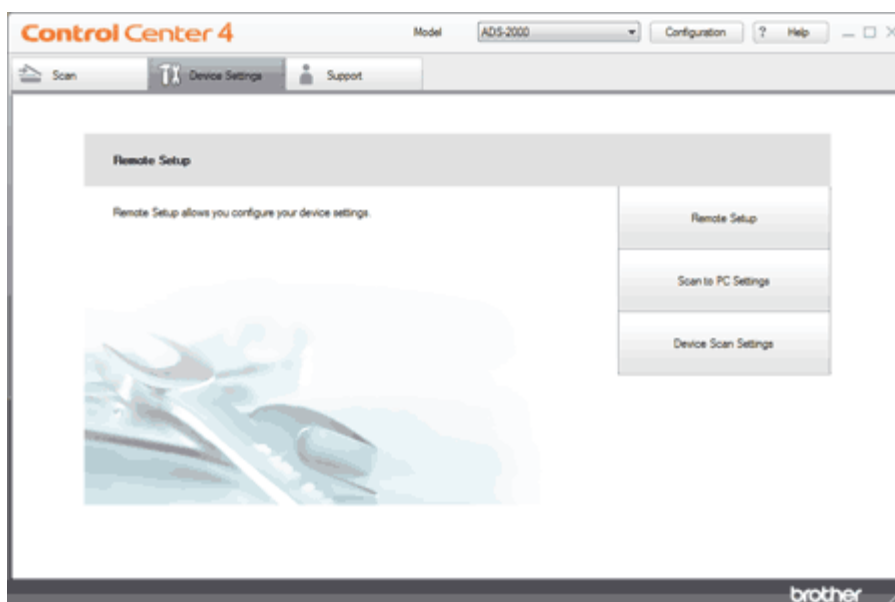
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

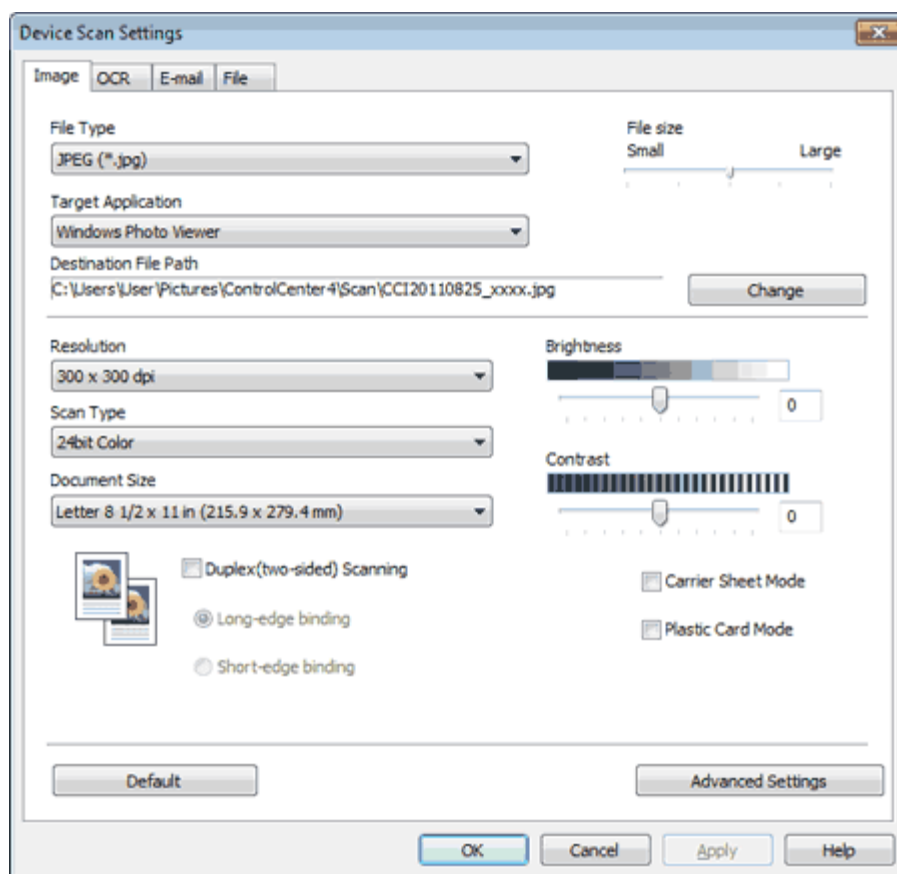
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Select **Long Paper (Normal Width)** or **Long Paper (Narrow Width)** from the **Document Size** drop-down list.

#### **Note**

- Each **Long Paper** option can scan a large document up to the following size:  
**Long Paper (Normal Width):** 8 1/2 x 34.0 in. (215.9 x 863.0 mm)  
**Long Paper (Narrow Width):** 4 1/4 x 34.0 in. (107.9 x 863.0 mm)
- If you cannot select **Long Paper**, uncheck the **Duplex(two-sided) Scanning** and **Auto Deskew** check box.


- 6 Change other settings if needed (see [Change Scan to PC Settings](#)). Click the **OK** button.
- 7 Load your document.
- 8 Press **Scan to PC**. The machine starts scanning.

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## Scan Both Sides of a Page Automatically

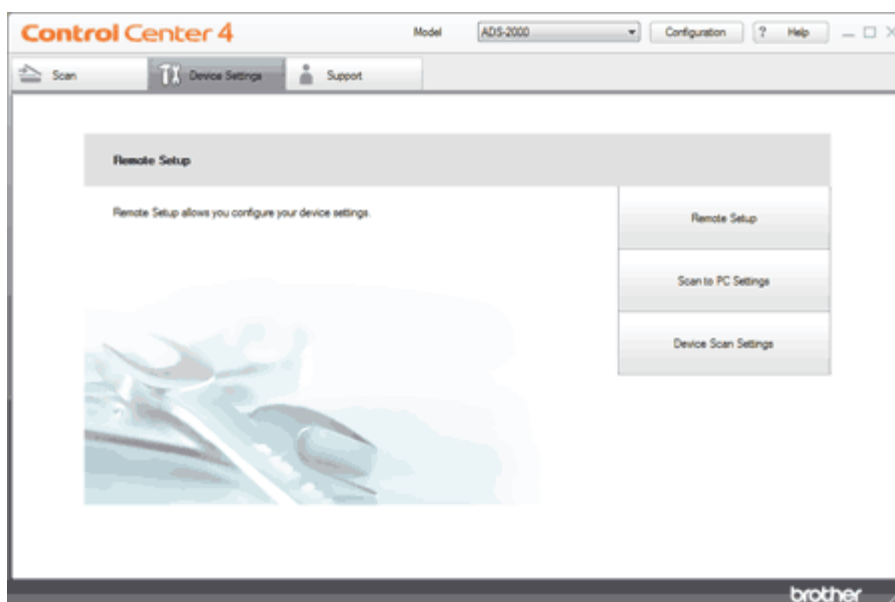
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

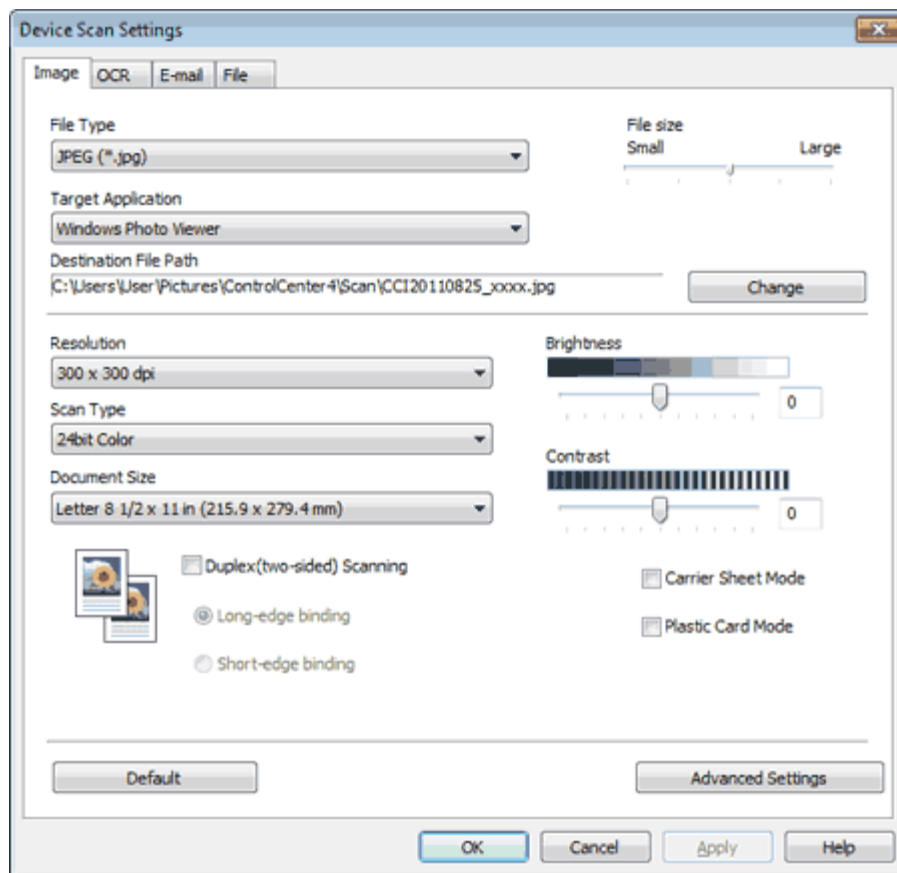
- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.





**4** Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).

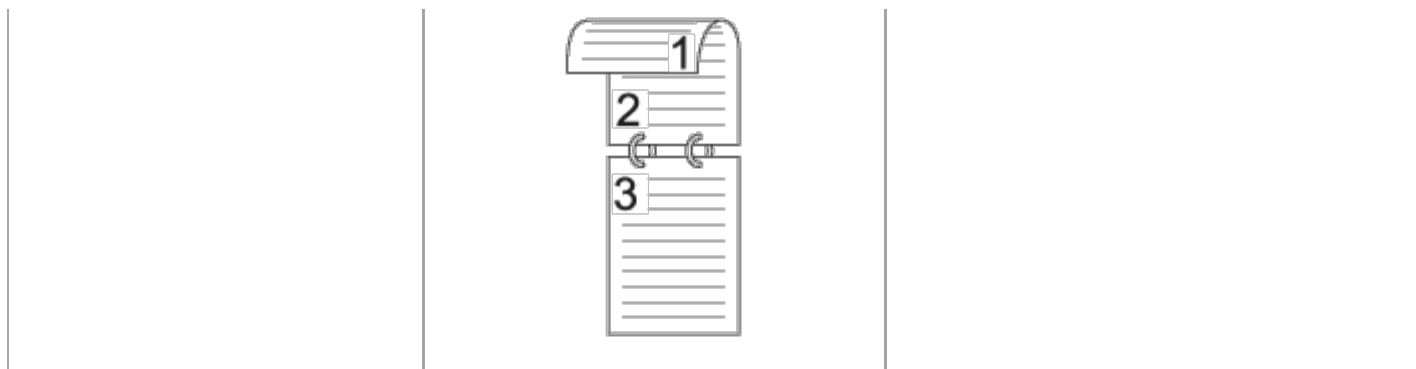
**5** Check the **Duplex(two-sided) Scanning** check box.

**Note**

If you cannot check the **Duplex(two-sided) Scanning** check box, select a document size other than **Long Paper** from the **Document Size** drop-down list.

**6** Select **Long-edge binding** or **Short-edge binding** depending for the document layout as shown in the following table.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
Long-edge binding		
Short-edge binding		



**7** Change other settings if needed (see [Change Scan to PC Settings](#)).

**8** Load your document.


**9** Press **Scan to PC**. The machine starts scanning.

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## Scan Specific/irregular-sized Documents Using the Carrier Sheet

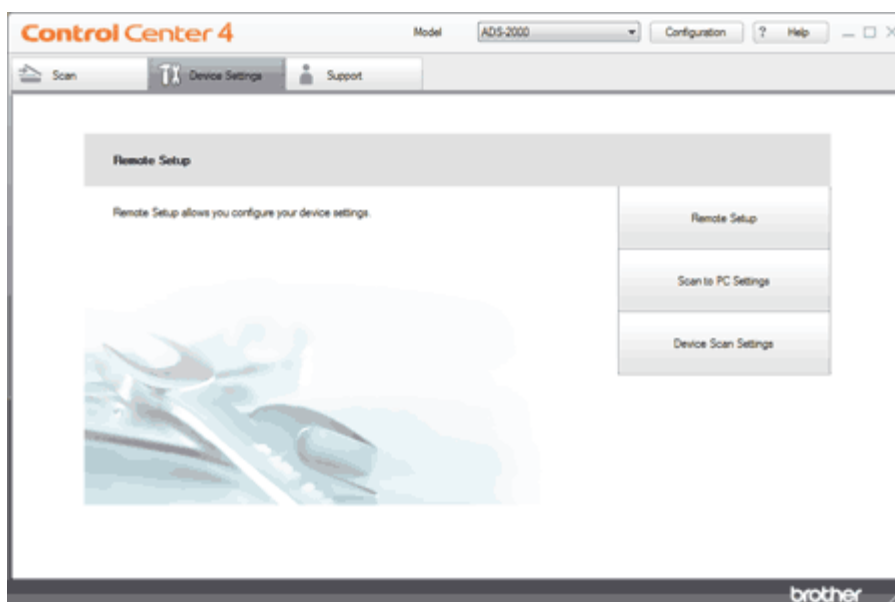
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

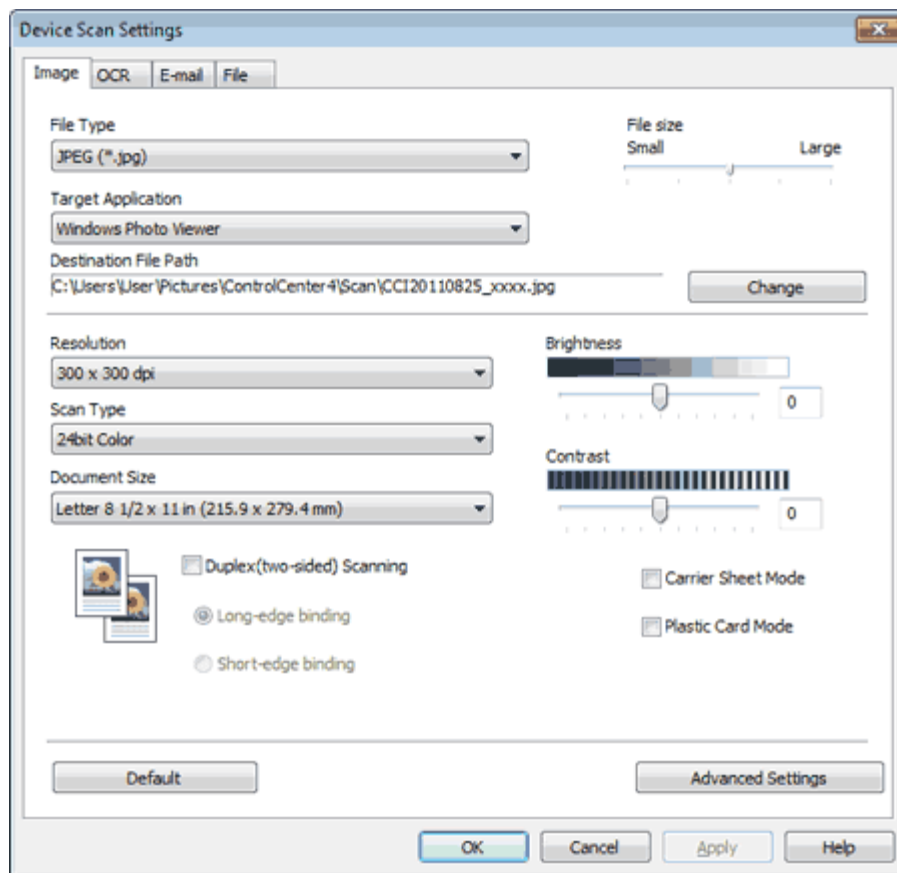
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Check the **Carrier Sheet Mode** check box.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

 **Note**

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Load only one Carrier Sheet at a time.

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- 8 Press **Scan to PC**. The machine starts scanning.

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## Scan Plastic Cards

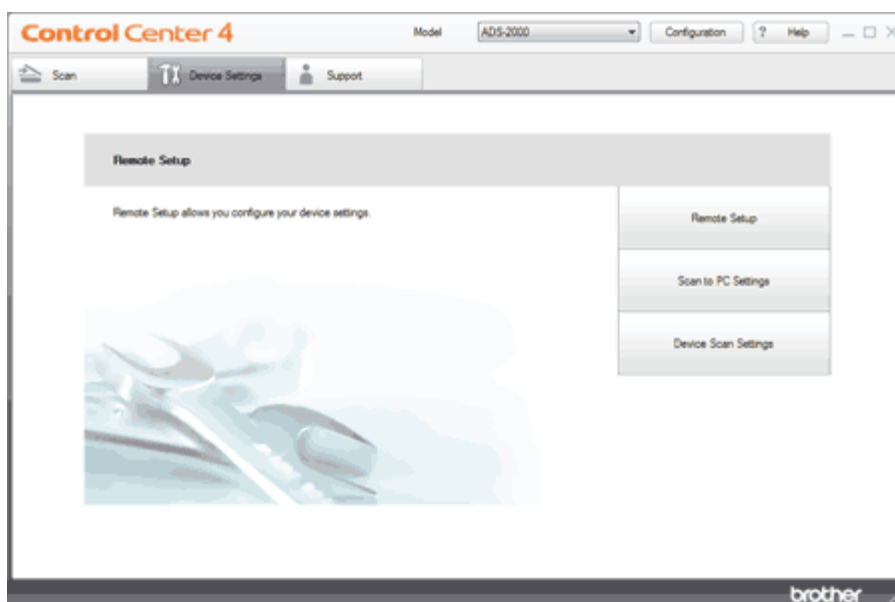
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

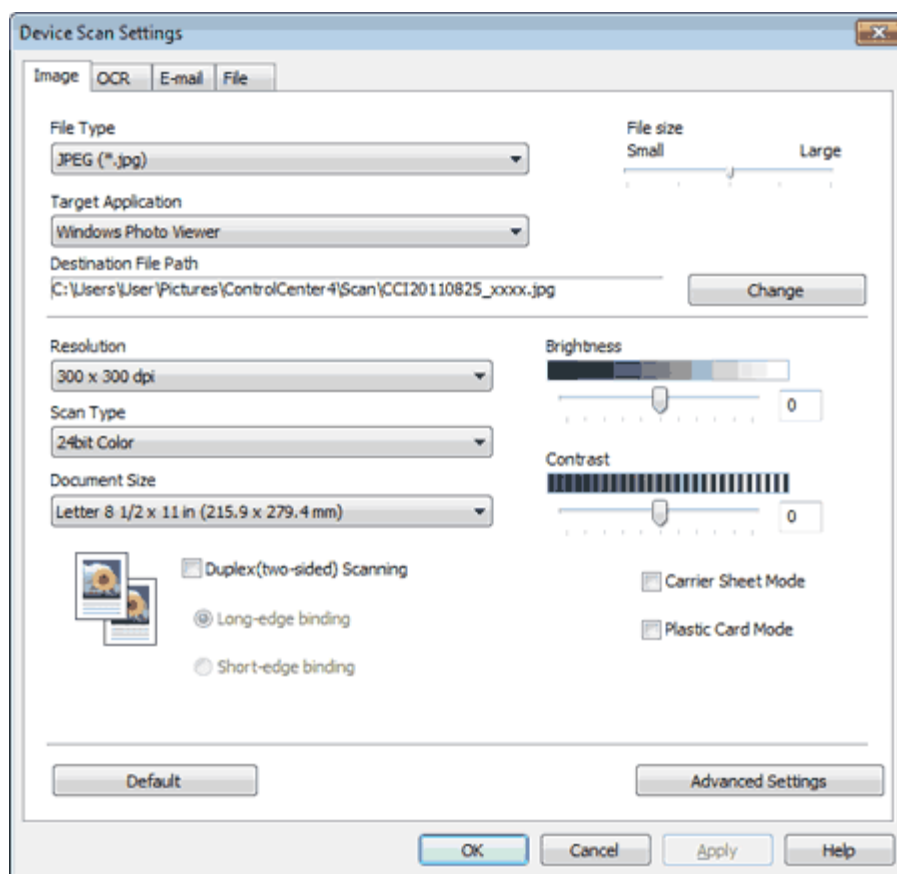
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Check the **Plastic Card Mode** check box.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load a plastic card (see [Loading Business Cards and Plastic Cards](#)).

#### **Note**

Load only one plastic card at a time.

- 8 Press **Scan to PC**. The machine starts scanning.

#### **Important**

If a feed error should occur while scanning, open the front cover and carefully remove the plastic card in order to prevent damage to the card.

#### **Note**

**Plastic Card Mode** automatically uses these settings:

**Resolution:** 600 x 600 dpi

**Document Size:** 2 in 1 (Business Card)

**Duplex(two-sided) Scanning:** On (**Short-edge binding**)

**Auto Deskew:** Off

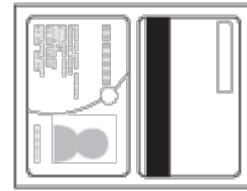
**Multifeed Detection:** Off

**Automatic Image Rotation:** Off

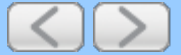
**Original Layout**



**Scan Result**




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## Correct Page Skew

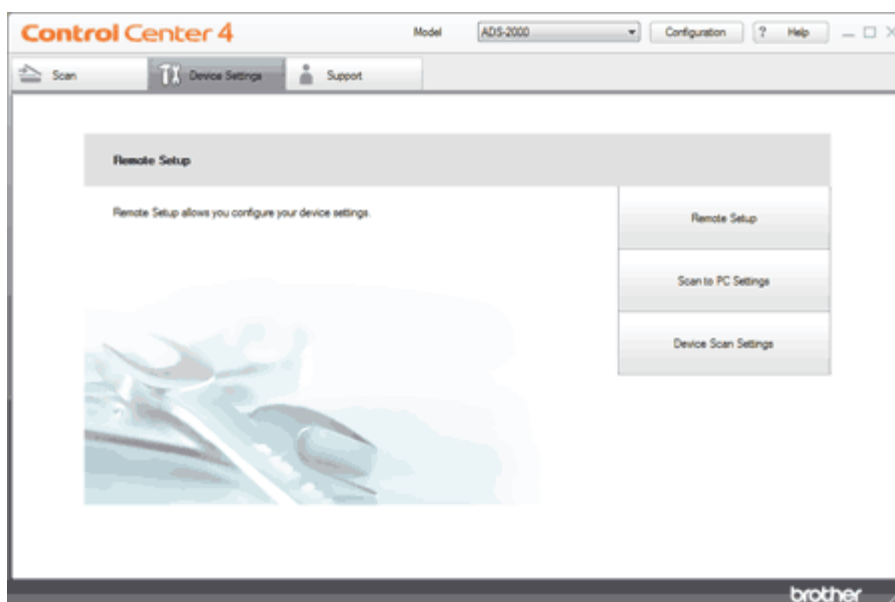
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

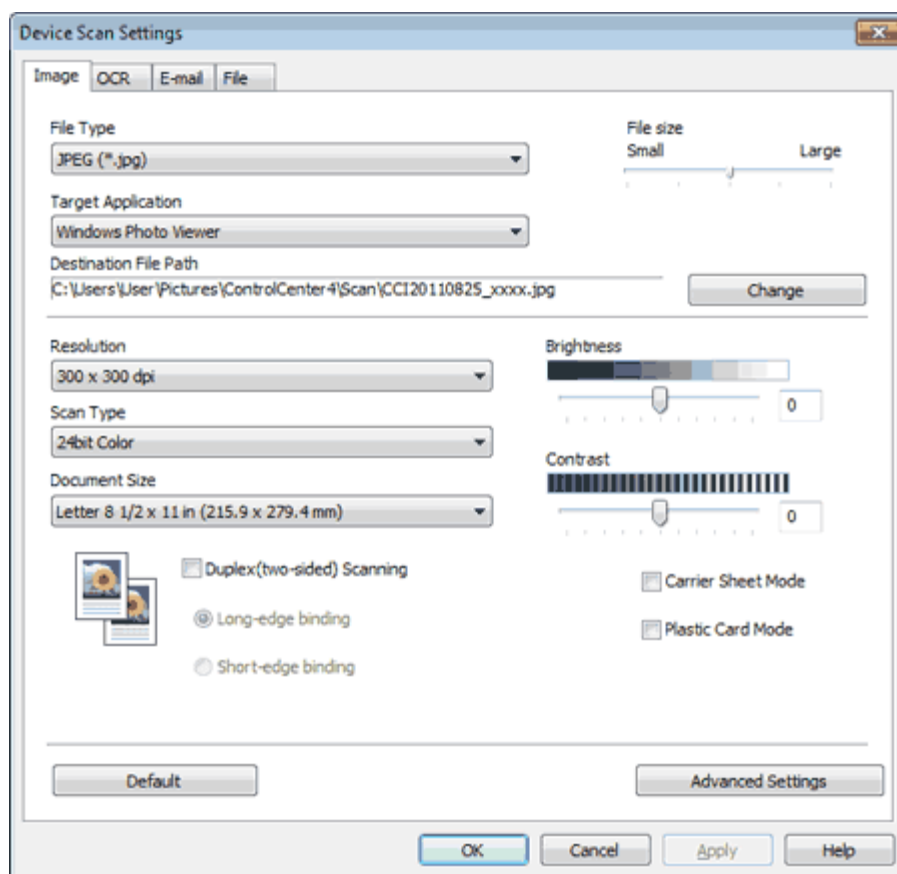
- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).

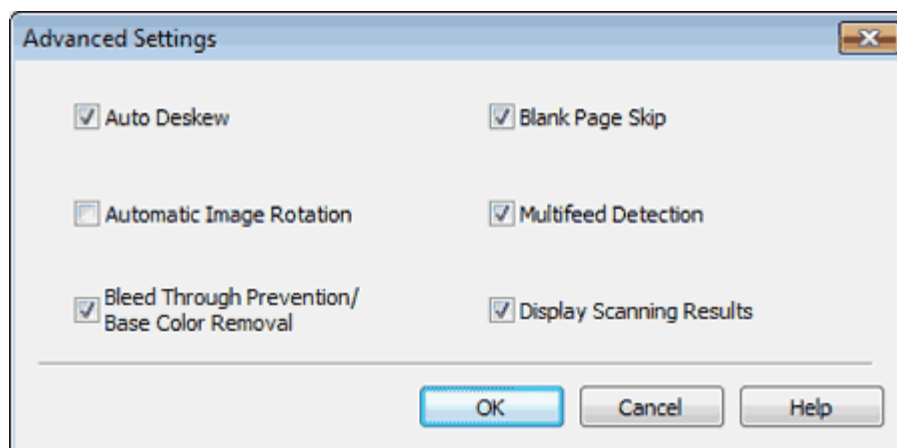


- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.





- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 6 Check the **Auto Deskw** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).


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## Delete Blank Pages

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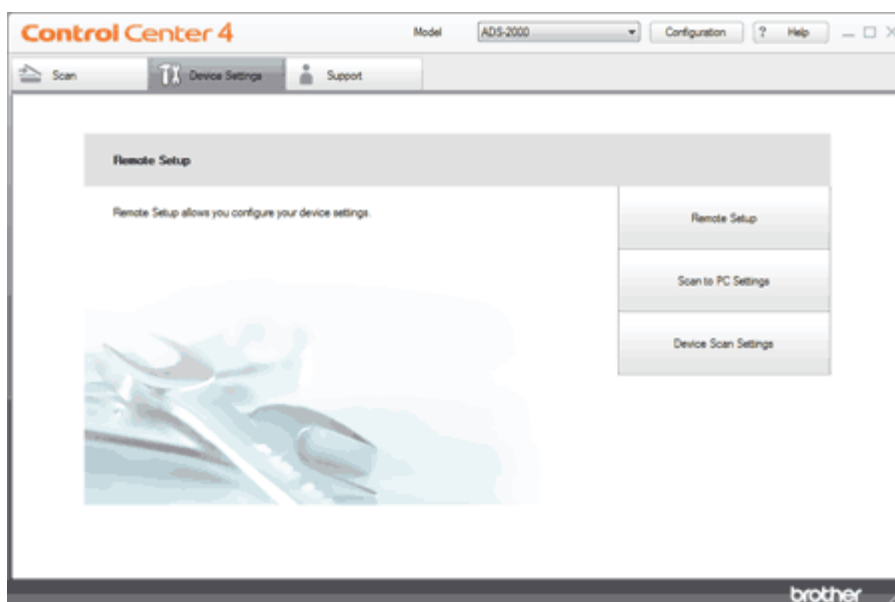
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

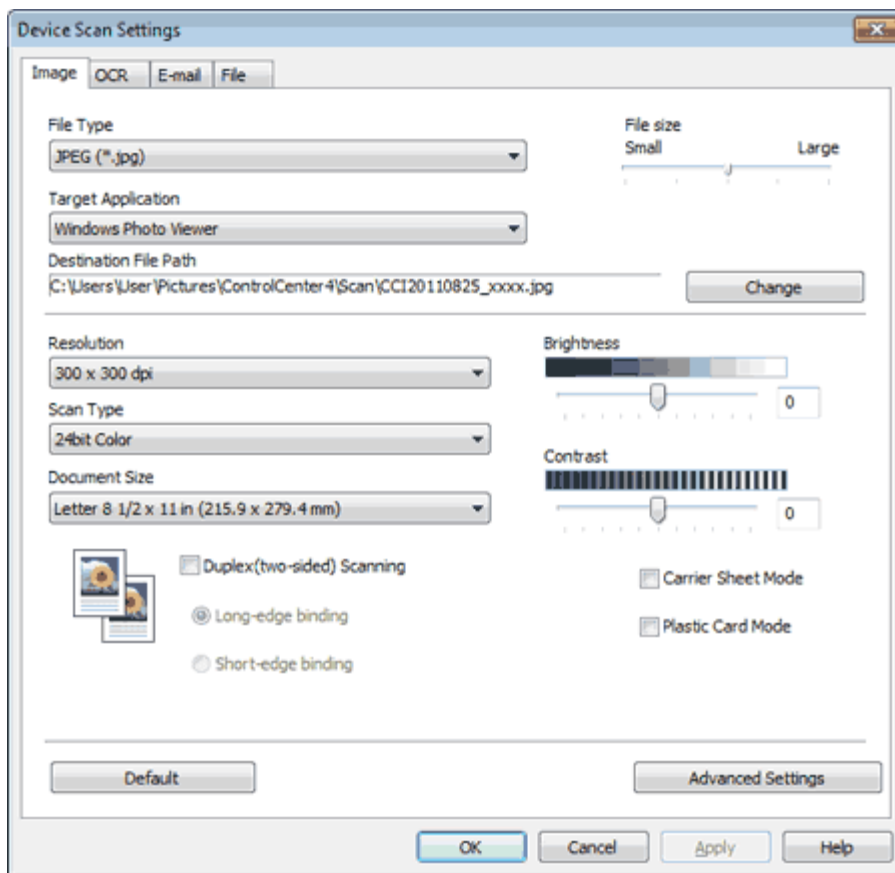
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
  - Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).
- 

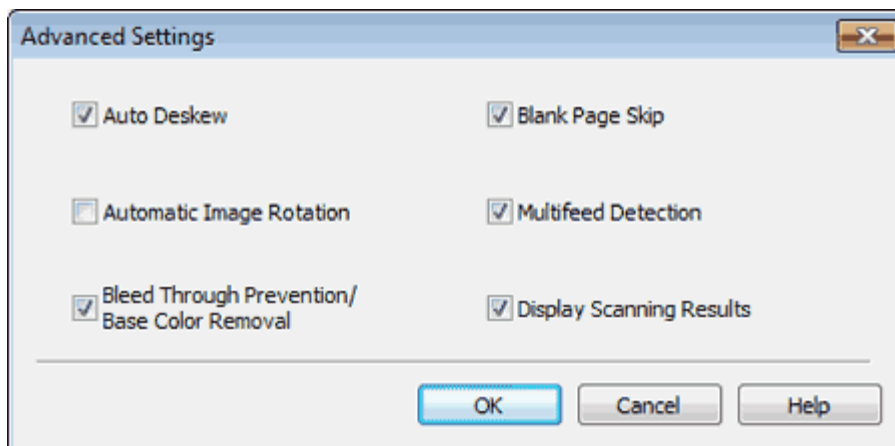
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 6 Check the **Blank Page Skip** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).

#### **Note**


The **Blank Page Skip** feature may not remove blank pages depending on the document.

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## Change Document Orientation to Match the Text

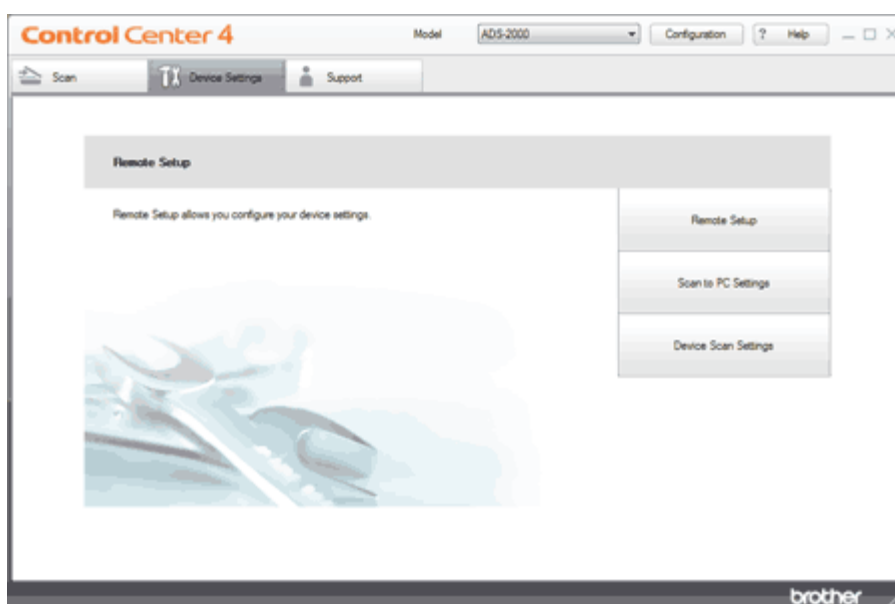
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

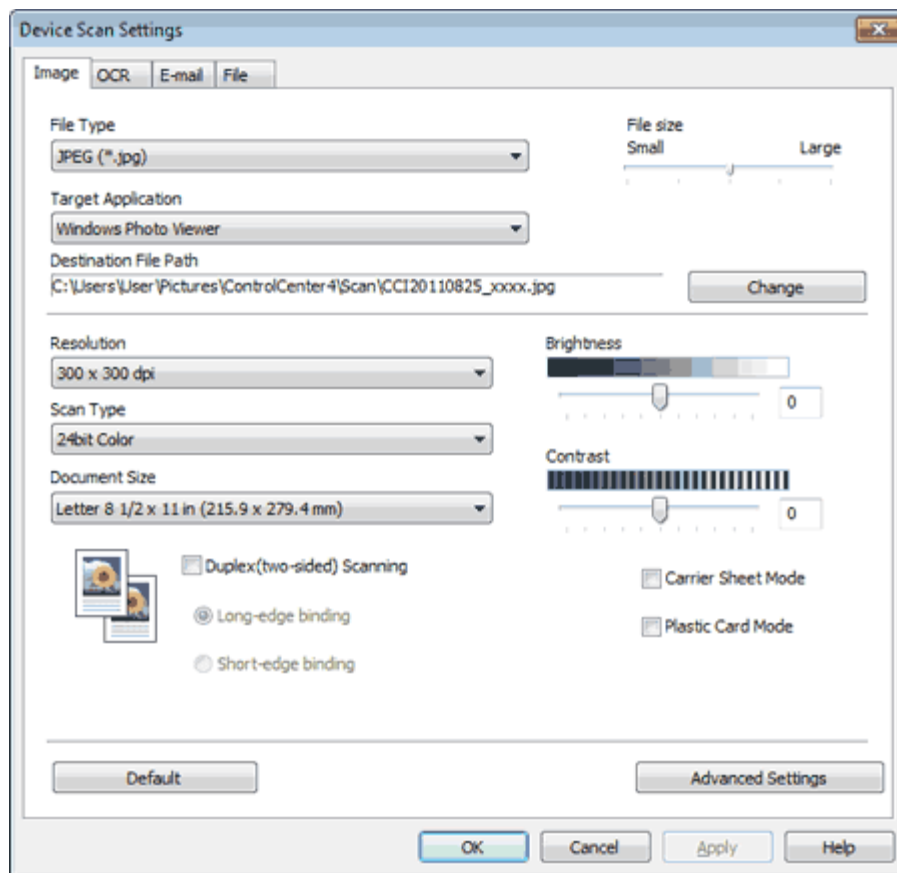
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

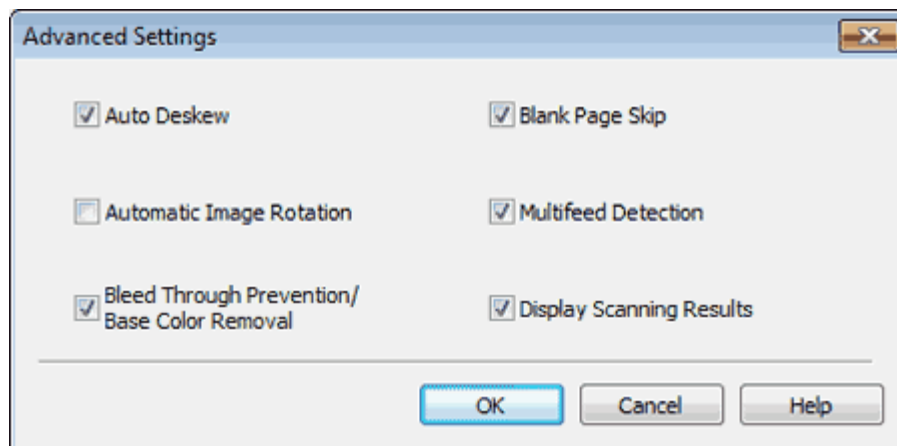
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.




- 6 Check the **Automatic Image Rotation** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).






## Detect Overlapping (Multifeed) Pages

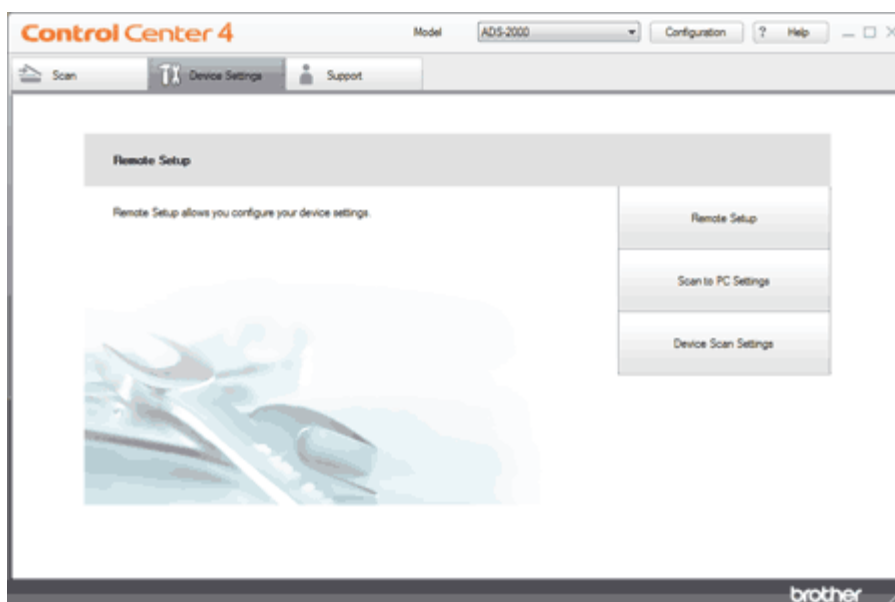
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

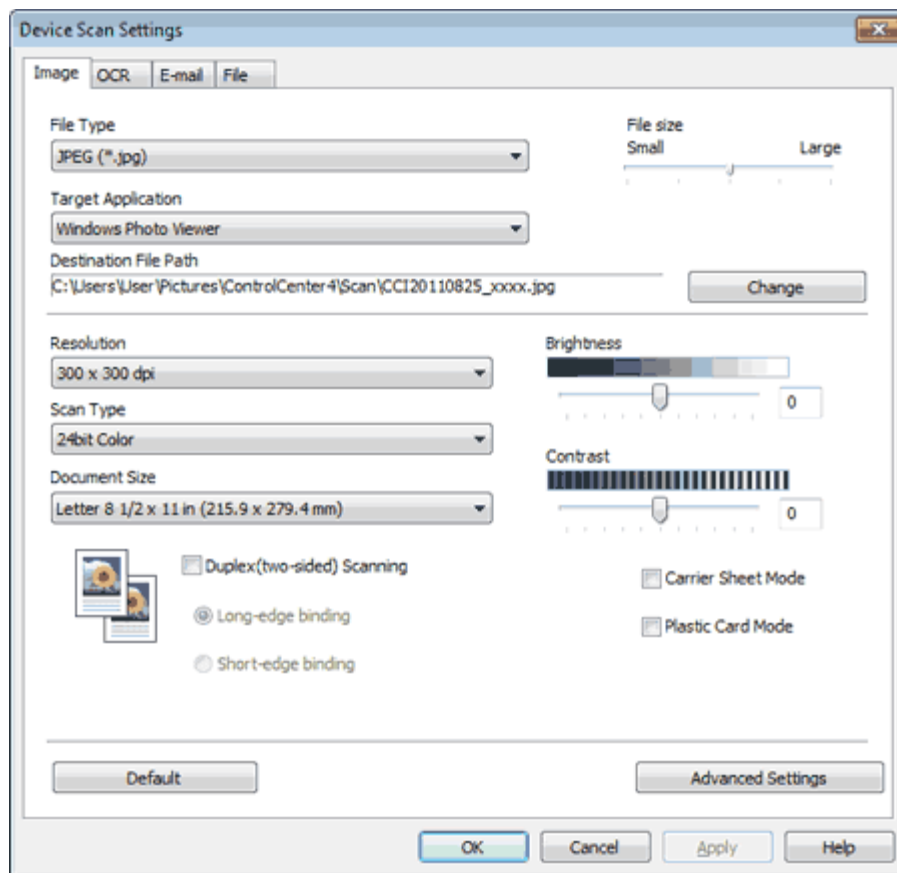
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

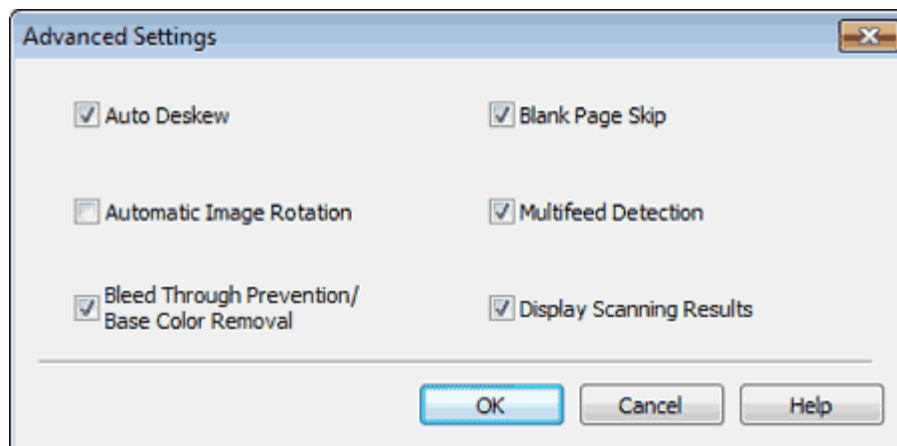
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 6 Check the **Multifeed Detection** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).

#### **Note**


The **Multifeed Detection** feature does not support documents narrower than 2 3/4 in. (70 mm) wide.

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## Scan Pages Laid on Top of Each Other

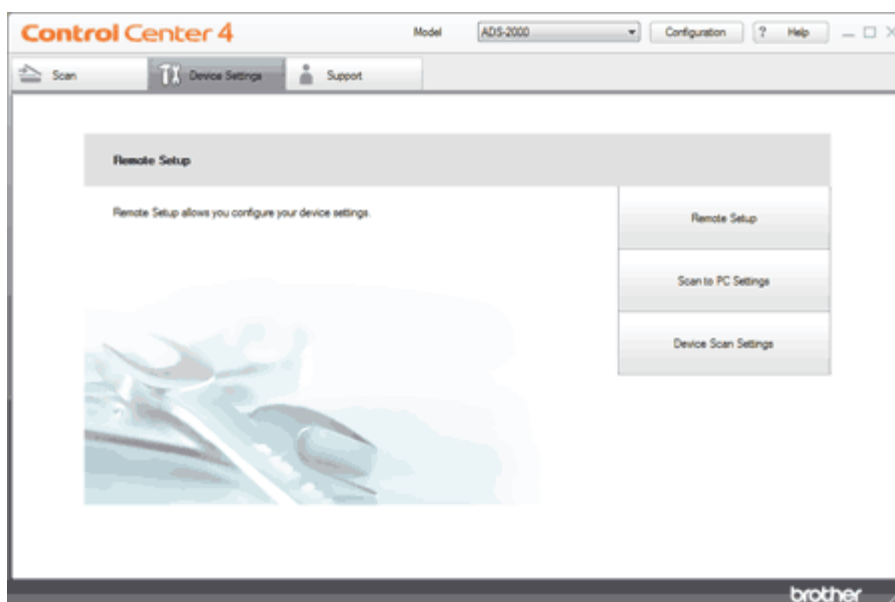
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

You can also start ControlCenter4 by doing one of the following:

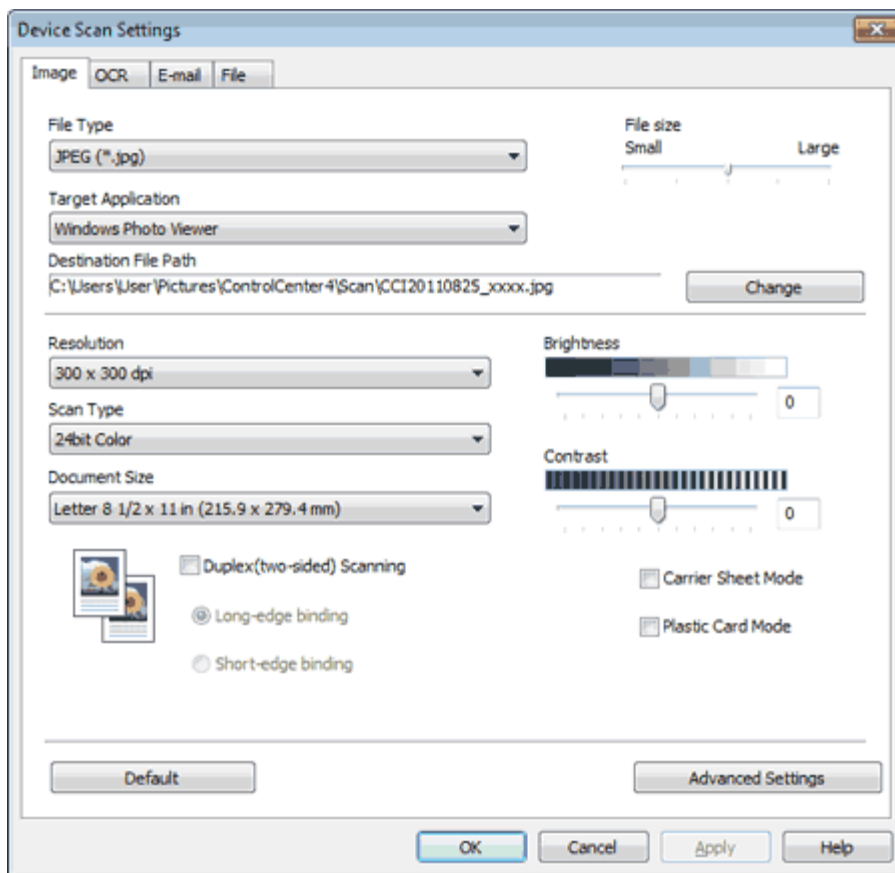
- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.





- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Check the **Carrier Sheet Mode** check box.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

 **Note**

Load only one Carrier Sheet at a time.


- 8 Press **Scan to PC**. The machine starts scanning.

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## Scan Envelopes

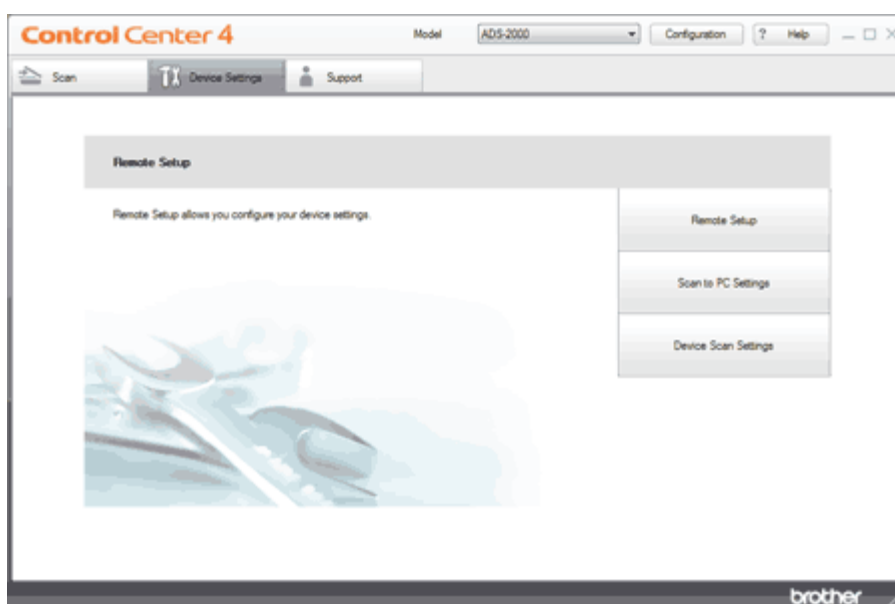
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

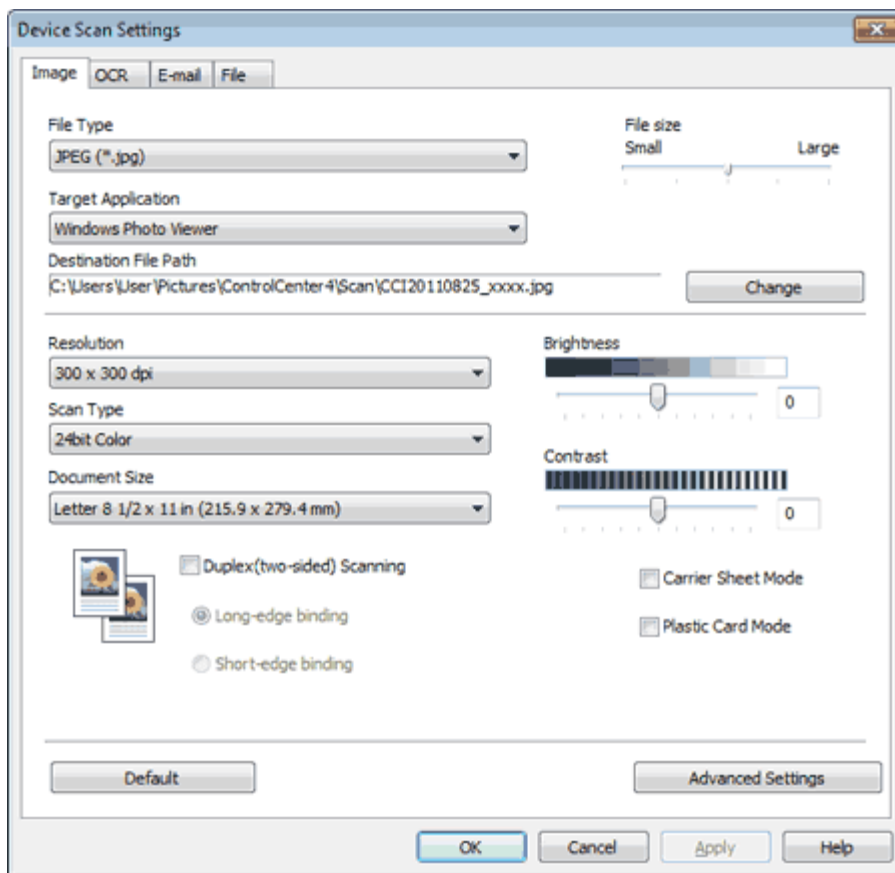
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Check the **Carrier Sheet Mode** check box.
- 6 Change other settings if needed (see [Change Scan to PC Settings](#)).
- 7 Load the Carrier Sheet (see [Loading Clippings, Photos, and Other Important Documents](#)).

#### **Note**

Load only one Carrier Sheet at a time.

- 8 Press **Scan to PC**. The machine starts scanning.


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## Prevent Bleed Through

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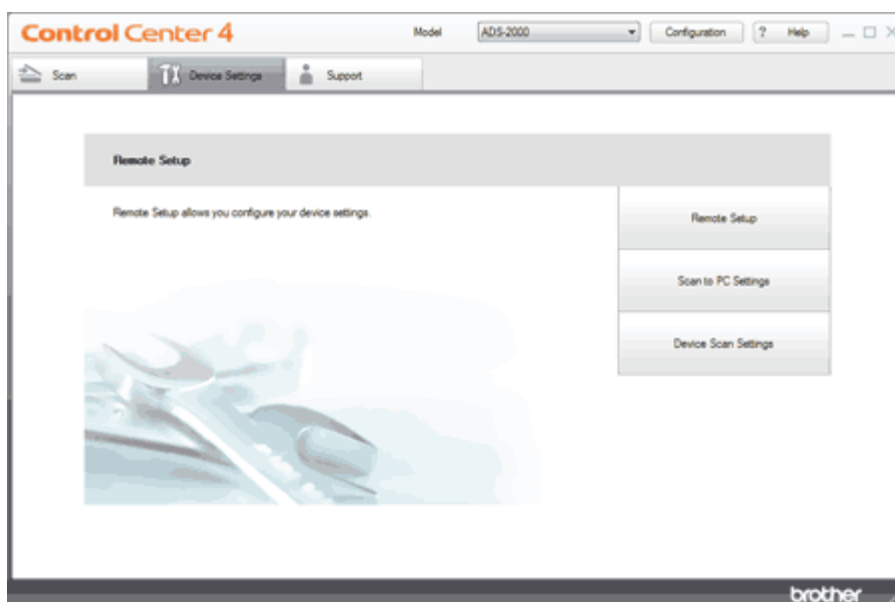
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### Note

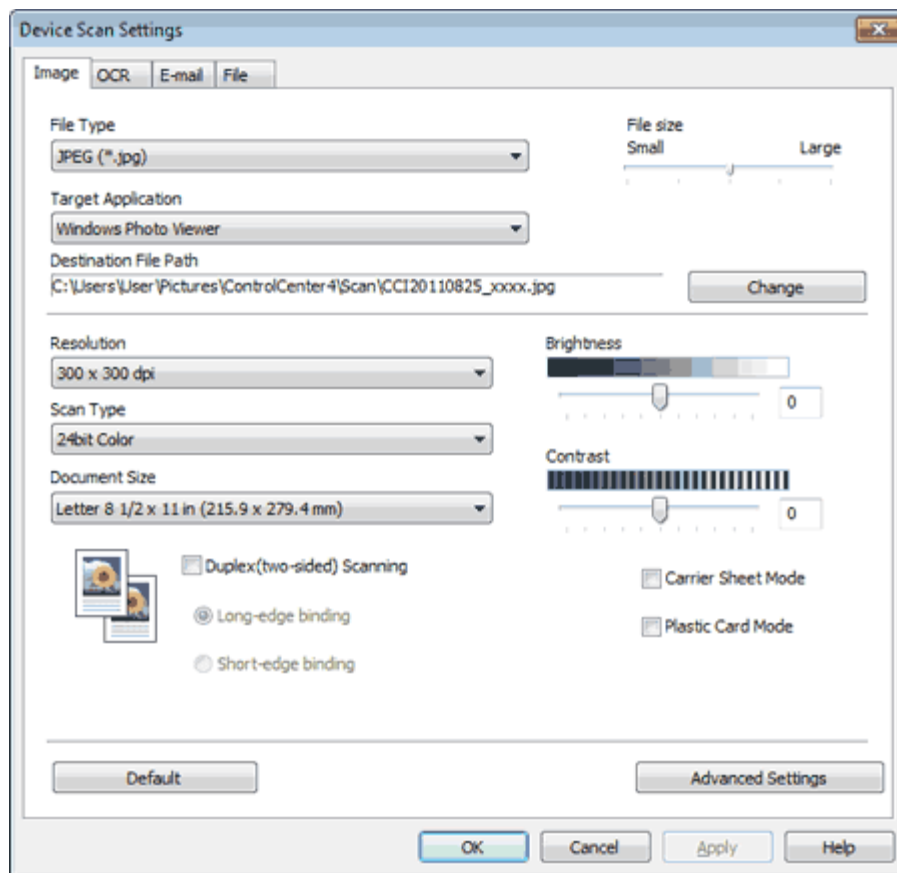
You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
  - Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).
- 

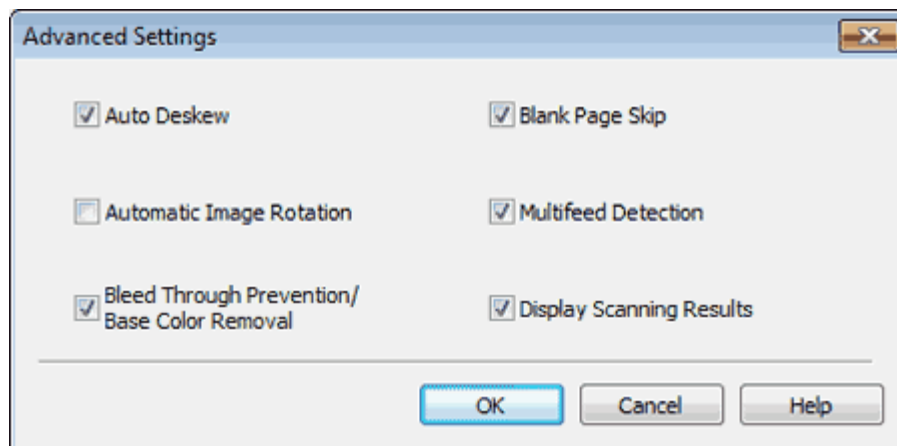
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 6 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).


#### **Note**

When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.






## Remove the Background Color (Base Color Removal) and Make Documents Easier to Read

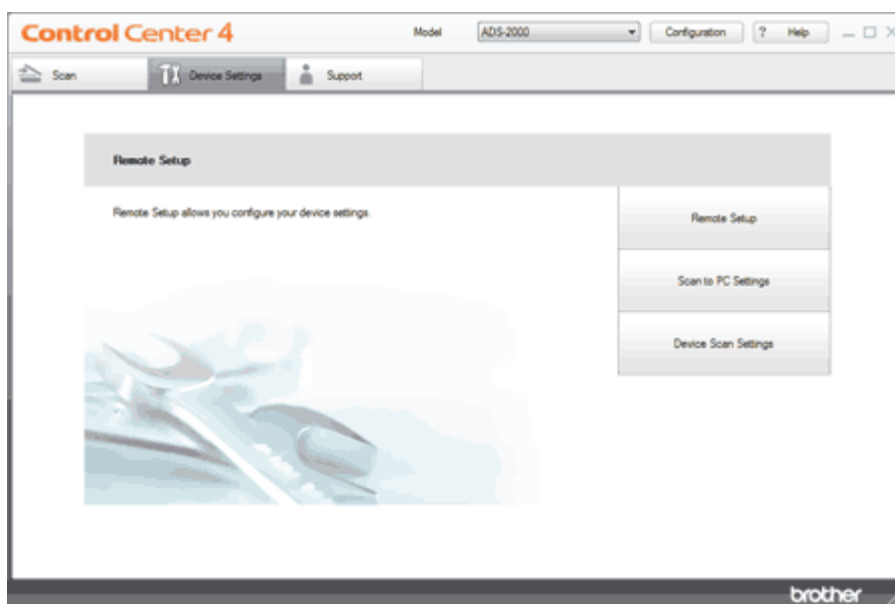
- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

### **Note**

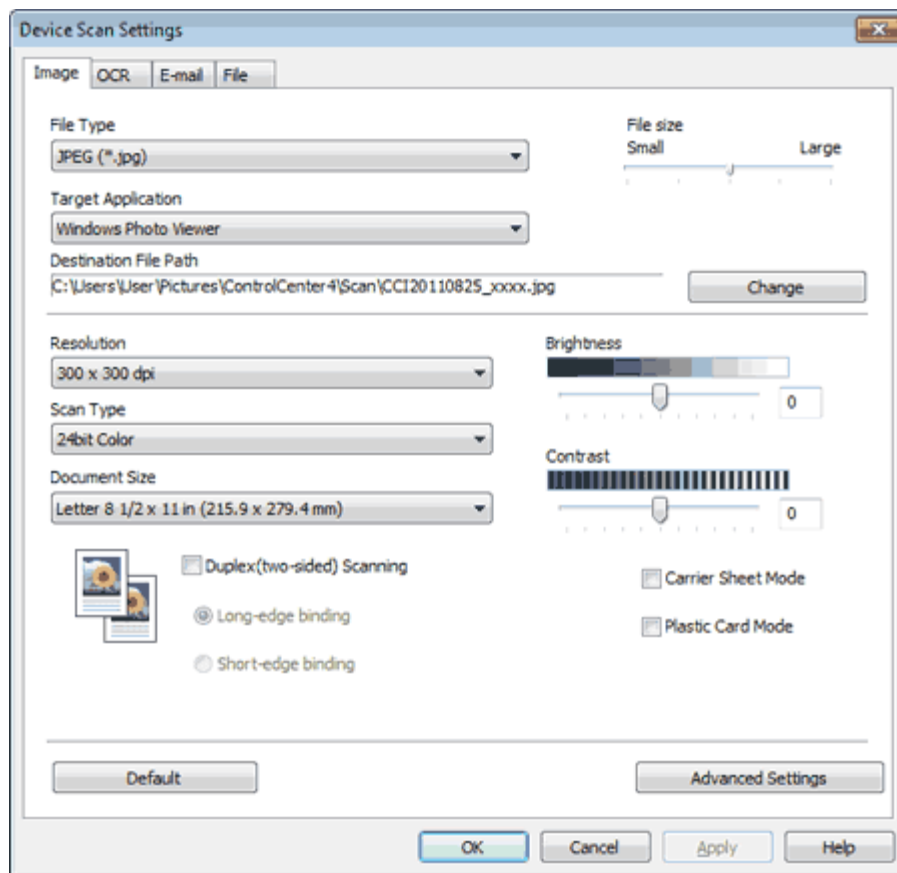
You can also start ControlCenter4 by doing one of the following:

- (Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

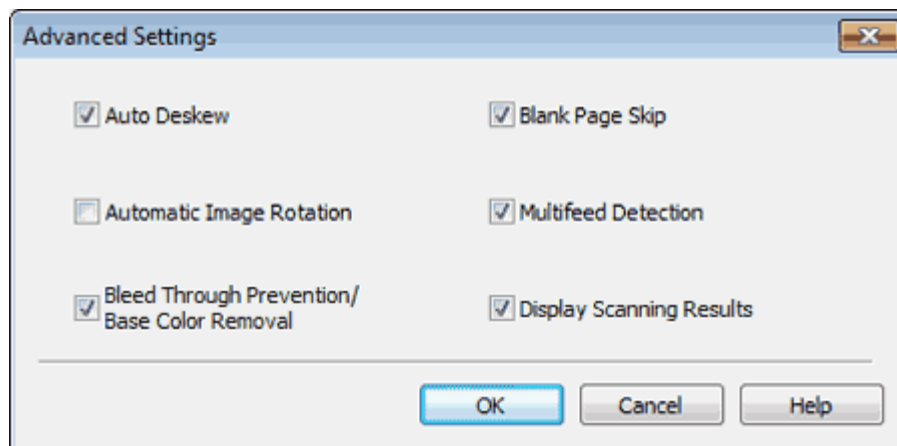
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



- 3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box will appear.



- 4 Select the tab for the Scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
- 5 Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



- 6 Check the **Bleed Through Prevention/Base Color Removal** check box and then click the **OK** button.
- 7 Change other settings if needed (see [Change Scan to PC Settings](#)).

**Note**

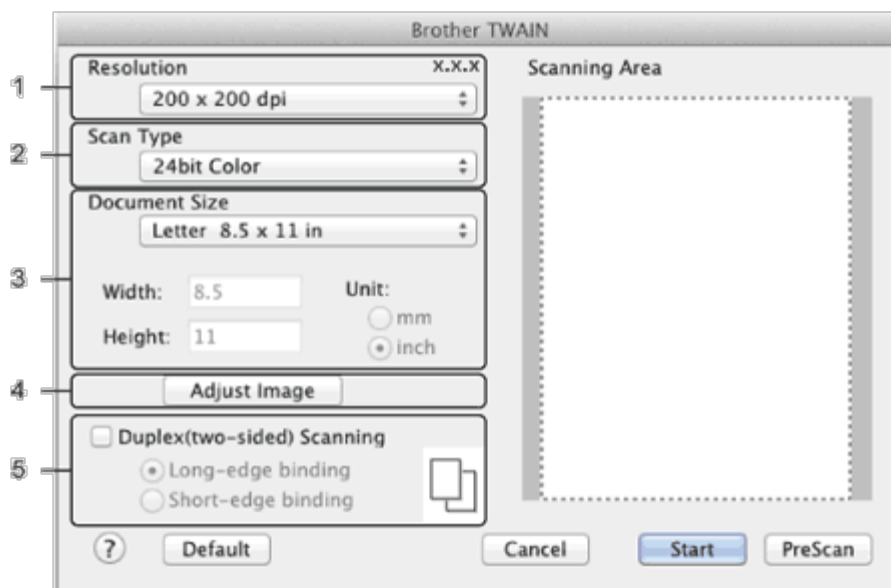
When you scan newspapers or magazines with the **Bleed Through Prevention/Base Color Removal** feature, the scanned data can be faded. To avoid faded scanned data, select a higher resolution.







## TWAIN Driver Settings



### 1. Resolution

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

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

### 2. Scan Type

Select one of the following type:

- Black & White**  
 Use for text or line art images.
- Gray (Error Diffusion)**  
 Use for photographic images or graphics. (Error Diffusion is a method for creating simulated gray images without using true gray dots. Black dots are put in a specific pattern to give 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**  
 Use for simple color illustrations that do not use the full color spectrum. Uses up to 256 colors to create images.

- **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, it requires the most memory and has the longest transfer time.

 **Note**

**256 Color** is only available when your scanning application supports this setting. Presto! PageManager does not support **256 Color**.

### 3. Document Size

Document size is set to **Letter** by default. If you select **Custom**, you can specify the document size.

### 4. Adjust Image

Click the **Adjust Image** button for adjusting the image.

- **Brightness**

Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents 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 only available when setting **Scan Type** to **Black & White, Gray (Error Diffusion), True Gray** or **24bit Color**.

- **Contrast**

Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas. You can also enter a value in the box to set the **Contrast**.

 **Note**


The **Contrast** setting is only available when setting **Scan Type** to **Auto, 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 x 300 dpi, 400 x 400 dpi or 600 x 600 dpi.

### 5. Duplex(two-sided) Scanning

Select **Long-edge binding** or **Short-edge binding** depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.

2-sided (Duplex) Scan Setting	Original Layout	Scan Result
Long-edge binding		

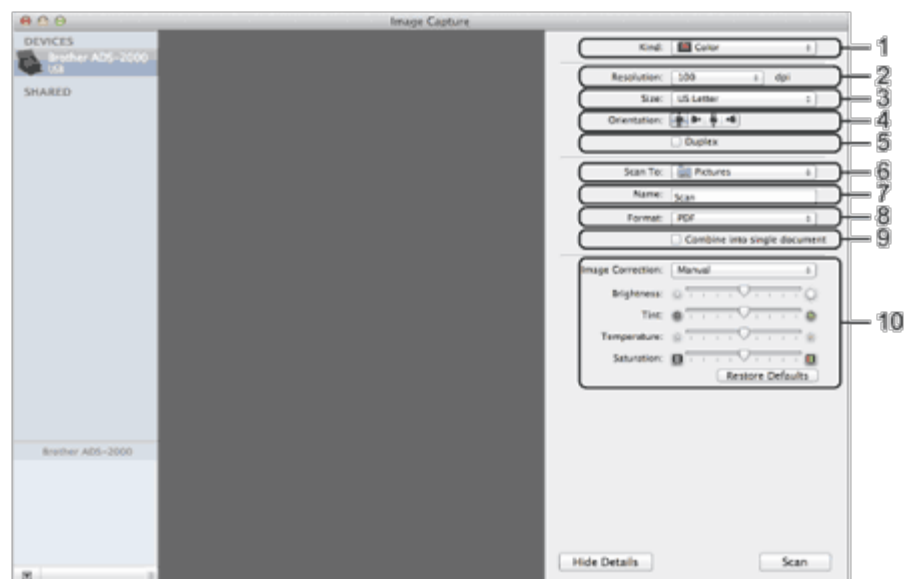
		
<b>Short-edge binding</b>		

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## ICA Driver Settings



Note that the item name and assignable value will vary depending on the machine.

1. **Kind**  
Select from **Color**, **Black & White** or **Text**.
2. **Resolution**  
Select the resolution you want to scan your document at.
3. **Scan Size** or **Size**  
Select the paper size of the document.
4. **Orientation**  
Select the orientation of the document.
5. **Duplex**  
Check the **Duplex** check box to do 2-sided (duplex) scanning.
6. **Scan To**  
Select the destination folder or destination application.
7. **Name**  
Enter the prefix text used for the name of the scanned image.
8. **Format**  
Select the file format of the scanned data.
9. **Create single document** or **Combine into single document**  
Check this box to scan a document as one item and save it as one file when selecting PDF or TIFF for the file format.

### Note

If you cannot select TIFF for the file format, select PDF first and then select TIFF.

## 10. Image Correction

You can configure settings depending on **Kind** that you have chosen.

Kind	Configurable Settings
Color	Brightness, Tint, Temperature, Saturation
Black & White	Brightness, Contrast (Mac OS X 10.7.x only)
Text	Threshold

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

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- 1 Select **System Preferences** in the menu bar.
- 2 Click the **Print & Fax** icon or the **Print & Scan** icon.
- 3 Select the machine from the list on the left side of the screen.

### **Note**

If you do not see the **Open Scanner** button on the window, remove your machine by clicking the - button from the **Print & Fax** or **Print & Scan** list.

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## Use NewSoft Presto! BizCard 6 (Windows®)

Presto! BizCard lets you manage the information from scanned business cards, such as names, companies, mailing addresses, phone/fax numbers and e-mail addresses, on your computer. Simply scan, or import your business cards and Presto! BizCard automatically saves the data and image for each card. Different viewing modes are available for easy searching, editing, creating, and sorting.

### Installing NewSoft Presto! BizCard 6

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- 1** Insert the supplied DVD-ROM into your DVD-ROM drive.
- 2** The DVD-ROM top menu will appear automatically. Select the desired language and then click **Additional Applications**.
- 3** Click the **NewSoft Presto! BizCard 6** button. Follow the on-screen instructions.

For details, see the **Presto! BizCard User's Manual** located in **Start/All Programs/NewSoft/Presto! BizCard 6** on your computer.

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## Scan Using Presto! PageManager

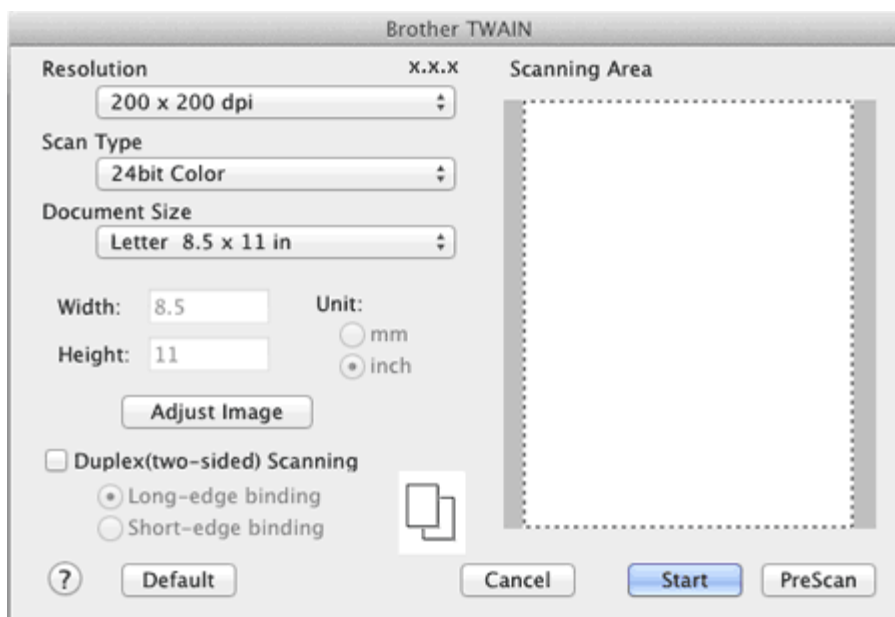
- 1 Start Presto! PageManager by double-clicking the Presto! PageManager icon on your computer screen.

### Note

The first time you use the Brother TWAIN driver, you need to set it as the default driver. To set the Brother TWAIN driver as the default driver, do the following.

- (1) Select **Select Source** in the **File** menu.
- (2) Select **Brother TWAIN**, then click **Select**.

- 2 Select **Acquire Image Data** in the **File** menu.  
The scanner setup dialog box will appear.



- 3 Adjust the settings in the scanner setup dialog box if needed (**Resolution**, **Scan Type**, **Adjust Image**).
- 4 From the **Document Size** drop-down list, select your document size.

### Note

After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when cropping an image for scanning.

- 5 Click the **Start** button.  
The machine starts scanning.


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## Register the Favorite Scan Settings Using ControlCenter2 (CUSTOM SCAN) (Macintosh)

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

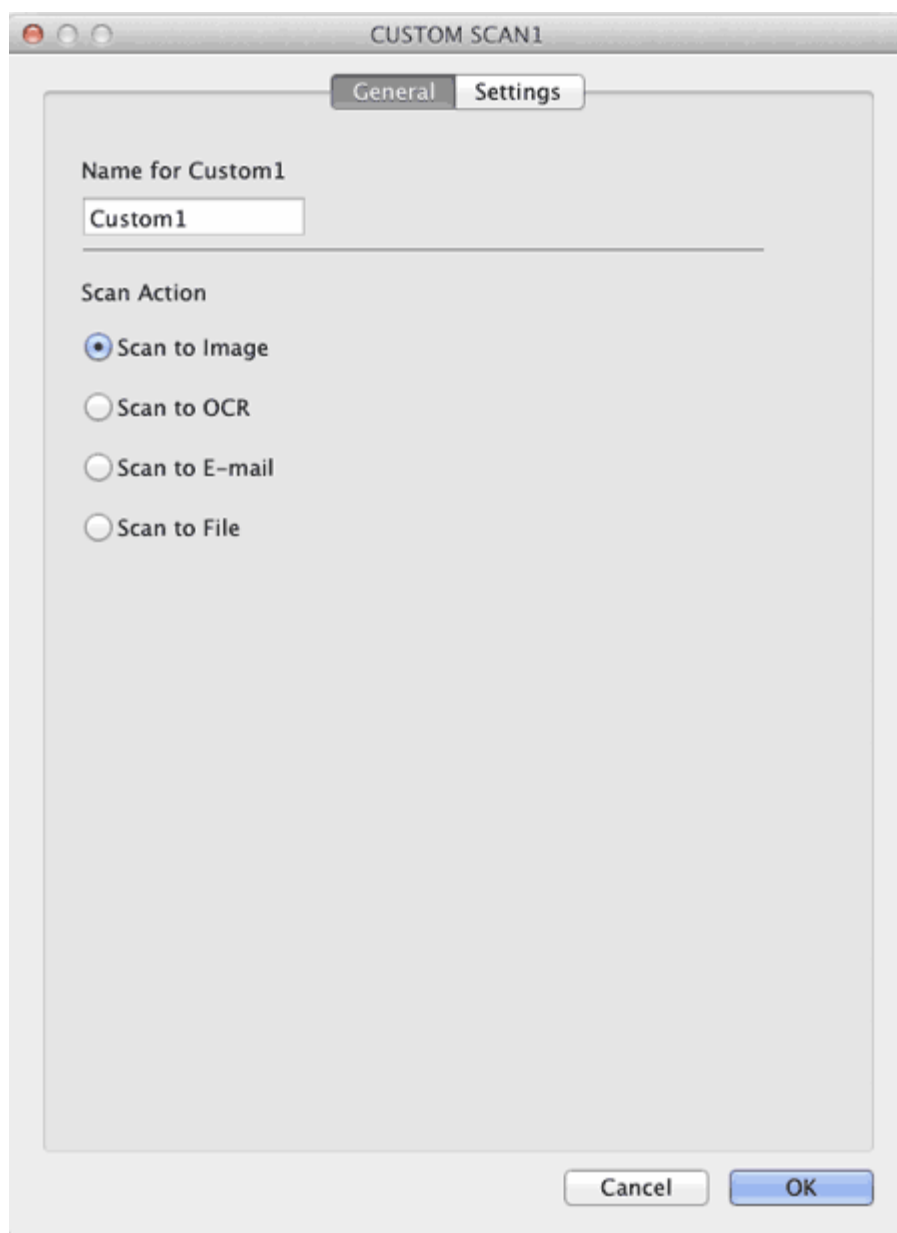
- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.



### Note

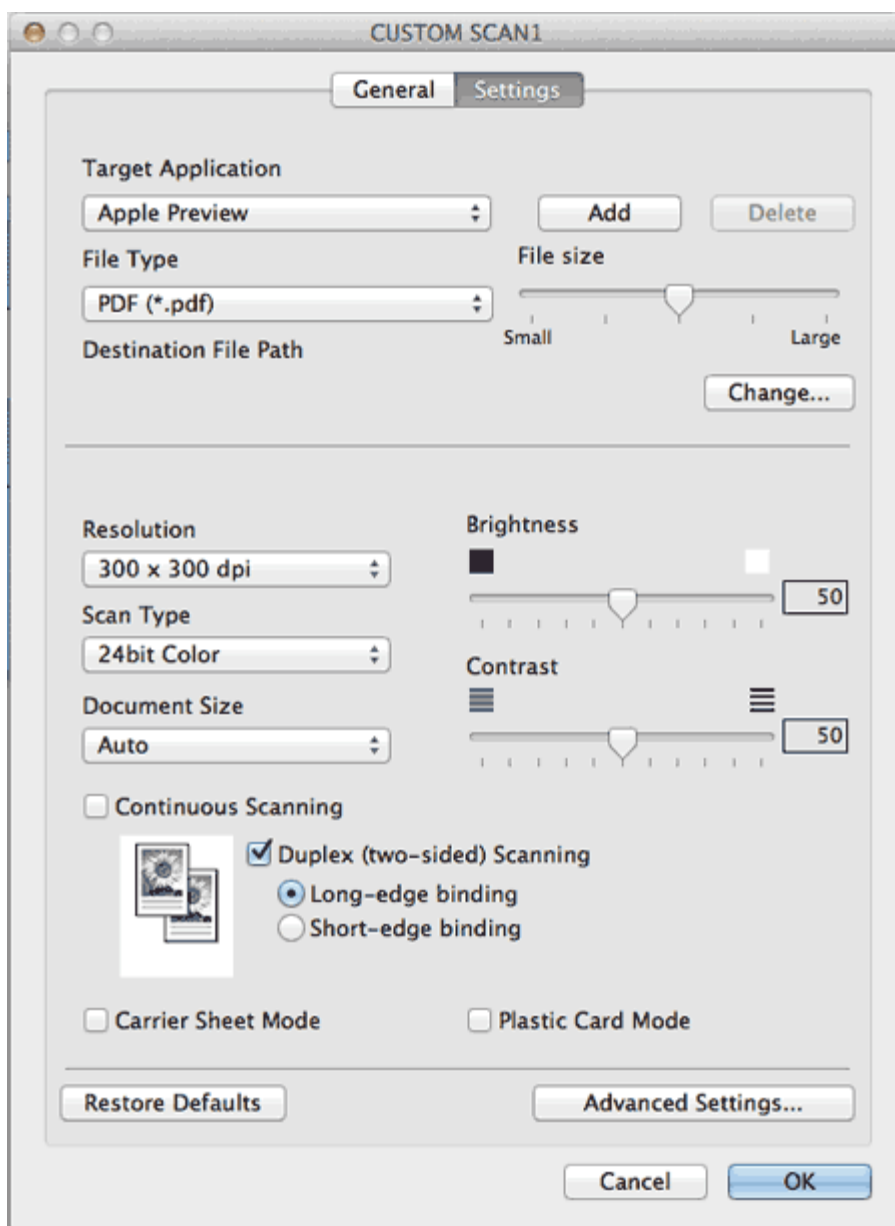
If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 Select the **CUSTOM SCAN** tab.
- 3 While holding down the **Control** key click the button. The setting dialog box will appear.
- 4 In the **General** tab, enter a name in **Name for Custom** (up to 30 characters) to create the button name.





**5** Select the type of scan from the **Scan Action** field.


**6** In the **Settings** tab, change the scan settings.







The following settings can be changed.

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
<b>Target Application</b>	<p>You can select which application is used to open scanned data. Only applications installed on your computer can be selected.</p> <ul style="list-style-type: none"> <li>• <b>Add</b> button You can add an application to the drop-down list. Enter the <b>Application Name</b> (up to 30 characters) and select your preferred application by clicking the <b>Browse</b> button. Also select the <b>File Type</b> from the drop-down list.</li> <li>• <b>Delete</b> button You can delete an application that you have added. Select the <b>Application Name</b> and click the <b>Delete</b> button.</li> </ul>	Yes	Yes	Yes	-

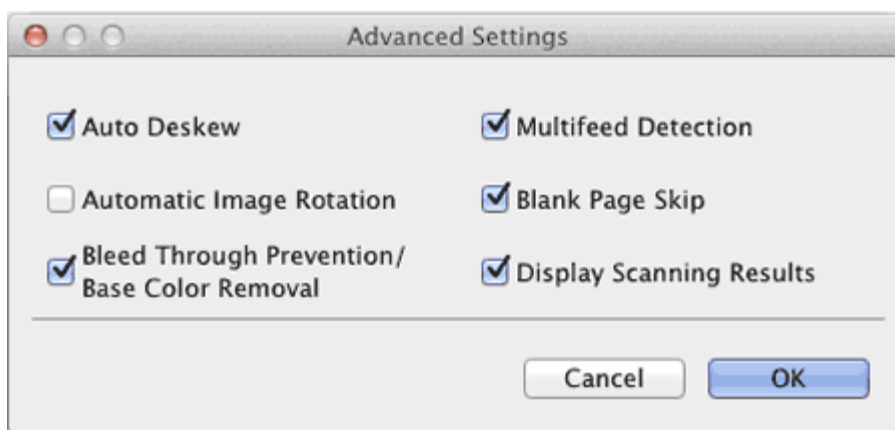
<b>File Type</b>	<p>Select the file type you want to use for the scanned data.</p> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>To save the document as a password-protected PDF, select <b>Secure PDF (*.pdf)</b> for <b>File Type</b> and then enter the password in the <b>Set PDF Password</b> dialog box.</li> <li>Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for.</li> <li>To save the document as a searchable PDF, select <b>Searchable PDF (*.pdf)</b> from the <b>File Type</b> drop-down list.</li> <li>To save the document as a searchable PDF, Presto! PageManager must be installed on your computer from the supplied DVD-ROM.</li> <li>Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select <b>Uncompressed</b> or <b>Compressed</b> to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul> <hr/>	Yes	Yes	Yes	Yes
<b>File size</b>	<p>You can adjust the <b>File size</b> by moving the slider to the right or left.</p> <p> <b>Note</b></p> <hr/> <p><b>File size</b> can be adjusted depending on your selected <b>File Type</b>.</p> <hr/>	Yes	-	Yes	Yes
<b>OCR Software</b>	You can select the application to extract the editable text data from the document.	-	Yes	-	-
<b>OCR Language</b>	Set to match the language of the scanned document's text.	-	Yes	-	-
<b>File Name</b>	Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes
<b>Show Save As window</b>	If you want to specify the destination of the scanned image every time you scan, check the <b>Show Save As window</b> .	-	-	-	Yes
<b>Destination File Path</b>	Click the <b>Change</b> button and then the <b>Browse</b> button to change the folder you would like to save your scanned document to.	Yes	Yes	Yes	-

<b>Destination Folder</b>	Click <b>Browse</b> and browse to the folder you would like to save your scanned document to. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes
<b>Resolution</b>	You can select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.	Yes	Yes	Yes	Yes
<b>Scan Type</b>	<p>Lets you select from a range of scan color depth.</p> <p><b>Black &amp; White</b> Use for text or line art images.</p> <p><b>Gray (Error Diffusion)</b> 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.)</p> <p><b>True Gray</b> Use for photographic images or graphics. This mode is more exact due to using up to 256 shades of gray.</p> <p><b>24bit Color</b> Uses up to 16.8 million colors to scan the image. Although using <b>24bit Color</b> creates an image with the most accurate color reproduction, it requires the most memory and has the longest transfer time.</p> <p><b>Auto</b> Uses suitable colors for your document automatically.</p>	Yes	Yes	Yes	Yes
<b>Document Size</b>	<p>Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b>. For faster scan speeds you can select the exact size of your document from the <b>Document Size</b> drop down list.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li>• If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. For example, if you select <b>1 to 2 (A4)</b>, the scanned image will be divided into two 5.8 × 8.3 in. documents.</li> <li>• To do 1 to 2 scanning, uncheck the <b>Automatic Image Rotation</b> check box in the <b>Advanced Settings</b> dialog box.</li> <li>• If you select a 2 in 1 document size, two scanned images will be combined into one document.</li> </ul>	Yes	Yes	Yes	Yes

<b>Brightness</b>	Adjust the setting (0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can set the <b>Brightness</b> level by dragging the slider to the right or left to lighten or darken the image. 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.	Yes	Yes	Yes	Yes
<b>Contrast</b>	Adjust the setting (0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasizes dark and light areas of the image, while a decrease reveals more details in gray areas.   <b>Note</b>  The <b>Contrast</b> setting is only available when setting <b>Scan Type</b> to <b>Auto</b> , <b>Gray (Error Diffusion)</b> , <b>True Gray</b> or <b>24bit Color</b> .	Yes	Yes	Yes	Yes
<b>Duplex(two-sided) Scanning</b>	If you check this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.   <b>Note</b>  The 2-sided (duplex) scanning feature is available with lengths up to Legal size.	Yes	Yes	Yes	Yes
<b>Restore Defaults</b>	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes
<b>Continuous Scanning</b>	You can scan multiple batches of documents and put them together into one data file. After the first batch of documents is scanned, click <b>Continue</b> for additional pages or <b>Finish</b> . This operation enables you to scan more sheets than the maximum capacity of the document feeder.	Yes	Yes	Yes	Yes
<b>Carrier Sheet Mode</b>	You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list. <ul style="list-style-type: none"> <li>Large-sized Documents (A3, B4 and Ledger) Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages will be combined into a single page.</li> </ul>	Yes	Yes	Yes	Yes

	<ul style="list-style-type: none"> <li>• Important documents (photos, contracts)</li> <li>• Thin paper (receipts)</li> <li>• Irregular-shaped paper (clippings)</li> </ul> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• Load only one Carrier Sheet at a time.</li> <li>• Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul> <hr/>				
<b>Plastic Card Mode</b>	<p>Lets you scan non-embossed cards, such as driver's licenses or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> <li>• <b>Resolution: 600 x 600 dpi</b></li> <li>• <b>Document Size: 2 in 1 (Business Card)</b></li> <li>• <b>Duplex(two-sided) Scanning: On (Short-edge binding)</b></li> <li>• <b>Auto Deskew: Off</b></li> <li>• <b>Multifeed Detection: Off</b></li> <li>• <b>Automatic Image Rotation: Off</b></li> </ul> <p> <b>Note</b></p> <hr/> <ul style="list-style-type: none"> <li>• If you want to scan a plastic card with different settings, set <b>Plastic Card Mode</b> off, <b>Resolution</b> to 600 dpi, and <b>Multifeed Detection</b> to Off.</li> <li>• Load only one plastic card at a time.</li> </ul> <hr/>	Yes	Yes	Yes	Yes

**7** Click the **Advanced Settings** button. The **Advanced Settings** dialog box will appear.



**8** Change the settings.  
The following settings can be changed.

Setting	Description	Applicable Feature
---------	-------------	--------------------



		Image	OCR	E-mail	File
<b>Auto Deskew</b>	Corrects the skew (within 5 degrees) of the scanned data.	Yes	Yes	Yes	Yes
<b>Automatic Image Rotation</b>	Changes the direction of the document based on the text orientation.	Yes	Yes	Yes	Yes
<b>Bleed Through Prevention/Base Color Removal</b>	Prevents the Bleed Through phenomenon on a two-sided document, and also allows you to remove the base color of documents such as newspapers to make the scanned data more recognizable.	Yes	Yes	Yes	Yes
<b>Blank Page Skip</b>	Removes blank pages of the document from the scanning results.	Yes	Yes	Yes	Yes
<b>Multifeed Detection</b>	Uses a ultrasonic sensor to detect when a multifeed has occurred. When this function detects a multifeed, confirm that the data scanned before the multifeed has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
<b>Display Scanning Results</b>	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes

**9** Click the **OK** button to close the **Advanced Settings** dialog box.

**10** Click the **OK** button to close the settings dialog box.

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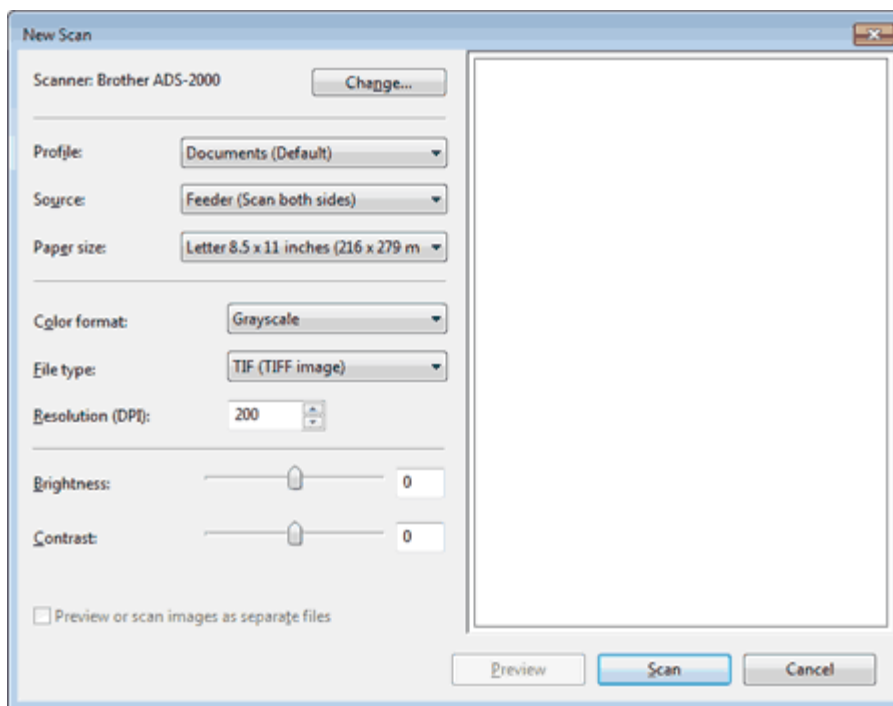


## Scan Using Windows® Photo Gallery or Windows® Fax and Scan

You can use the Windows® Photo Gallery or Windows® Fax and Scan applications for scanning. These applications use the WIA scanner driver. The steps below will guide you through the scanning operations.

You may need to download Windows® Photo Gallery or Windows® Fax and Scan.

- 1 Load your document.
- 2 Open your software application to scan the document. Do one of the following:
  - (Windows® Photo Gallery)
    - (1) Click **File**, then **Import from Camera or Scanner**.
    - (2) Select the scanner you want to use.
    - (3) Click the **Import** button.  
The settings dialog box will appear.
  - (Windows® Fax and Scan)  
Click **File**, **New**, then **Scan**.  
The settings dialog box will appear.




- 3 Adjust the settings in the settings dialog box if needed.
- 4 Click the **Scan** button.  
The machine starts scanning the document.

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## Check Consumable Replacement Cycle (Macintosh)

- 1 Click the  (ControlCenter2) icon in the menu bar and then select **Open**. The **ControlCenter2** window will appear.

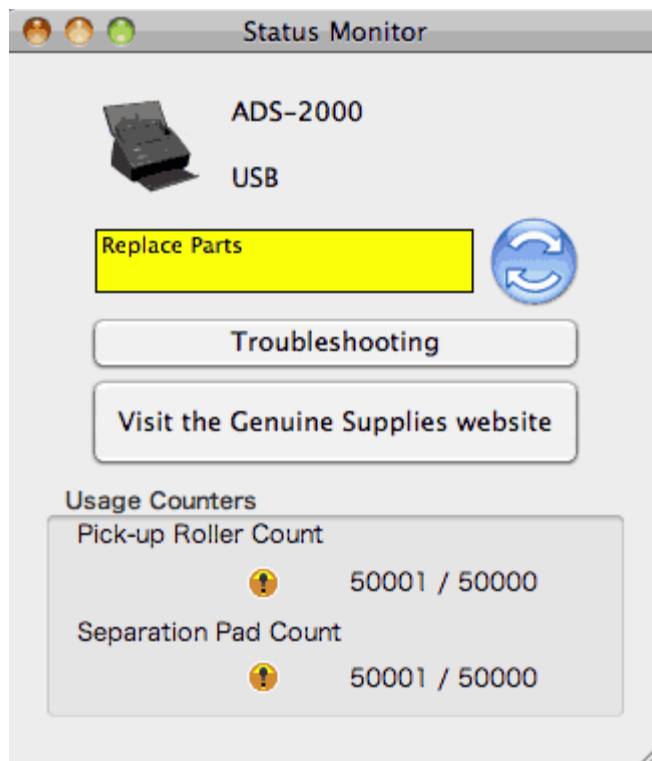
### Note

If  (ControlCenter2) icon is not displayed in the menu bar, double-click the **ControlCenter** icon. The **ControlCenter** icon is in **Macintosh HD/Applications/Brother**. The  (ControlCenter2) icon will appear in the menu bar.

- 2 Select the **DEVICE SETTINGS** tab.



- 3 Click the **Status Monitor** button. The **Status Monitor** window will appear.
- 4 If the **Status Monitor** window warns you to replace the Separation Pad and/or the Pick-up Roller, order the necessary parts and then replace them with new ones.




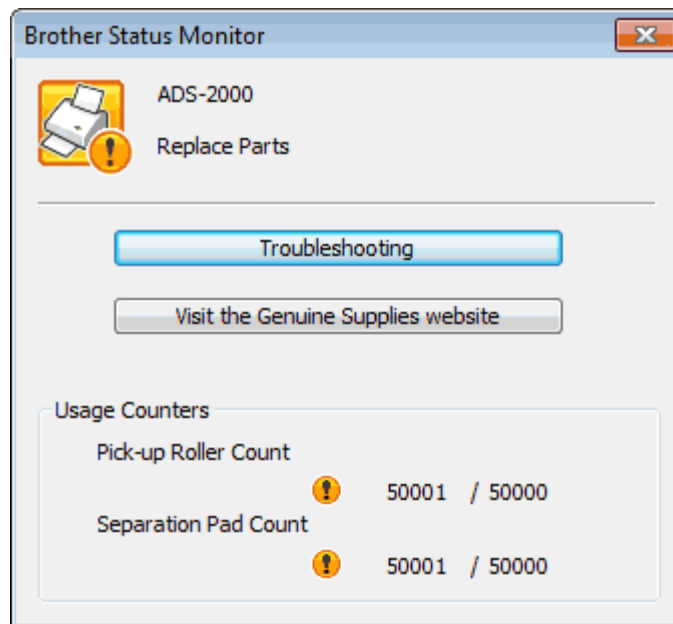
[Page Top](#)





## Check Consumable Replacement Cycle (Windows®)

- 1 Double-click the  (Status Monitor) icon in the task tray. The **Brother Status Monitor** window will appear.
- 2 If the **Brother Status Monitor** window warns you to replace the Separation Pad and/or the Pick-up Roller, order the necessary parts and then replace the used parts with new ones.



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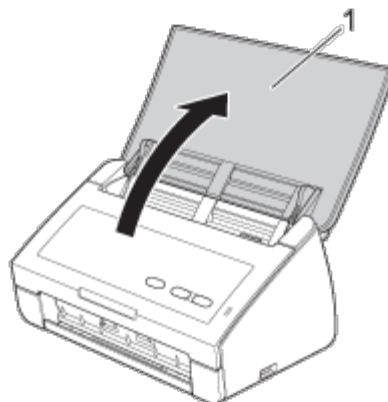


## Loading Documents with Facing Pages

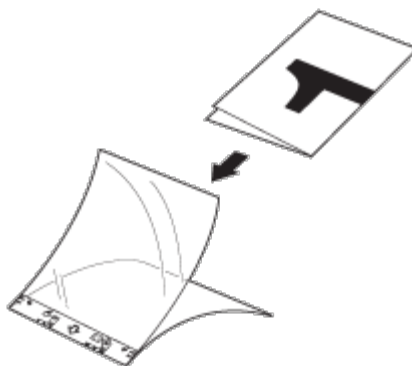
---

Make sure documents with ink or correction fluid are completely dry.

- 1 Open the Top Cover (1).



- 2 Fold your document in half and then insert the document into the Carrier Sheet.

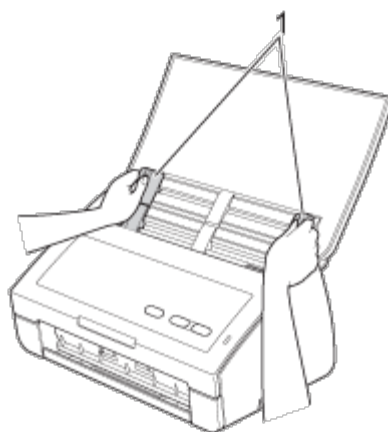


### Note

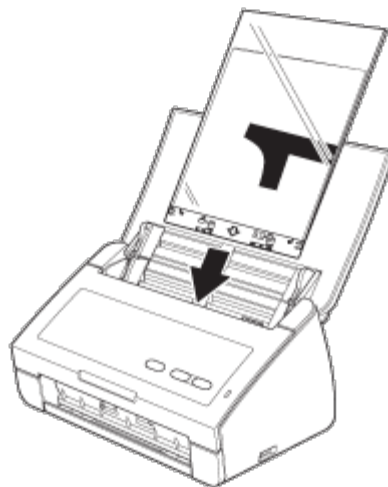
Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.

---

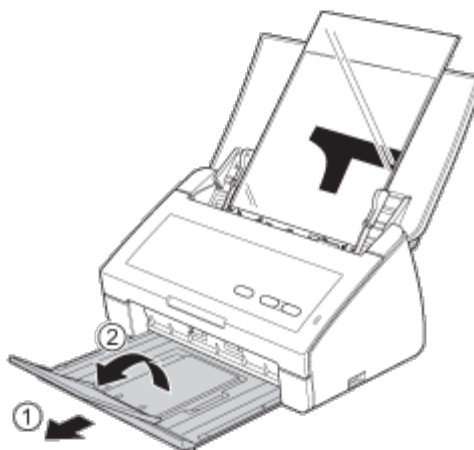
- 3 Adjust the Document Guides (1) to fit the width of the Carrier Sheet.



- 4 Place the Carrier Sheet in the document feeder between the Guides until you feel it touch the inside of the machine.



- 5 Pull the Output Tray out of the machine and then unfold the Document Stopper.



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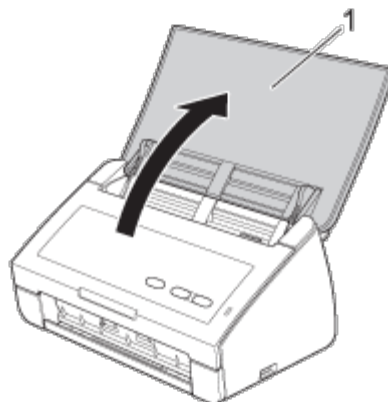




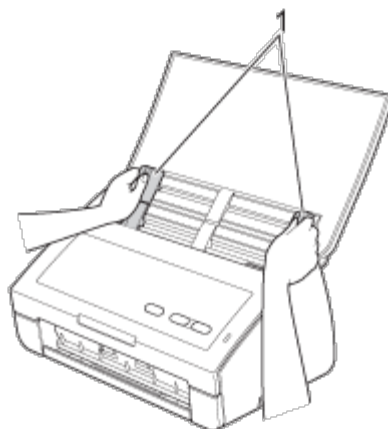
## Loading Business Cards and Plastic Cards

Make sure documents with ink or correction fluid are completely dry.

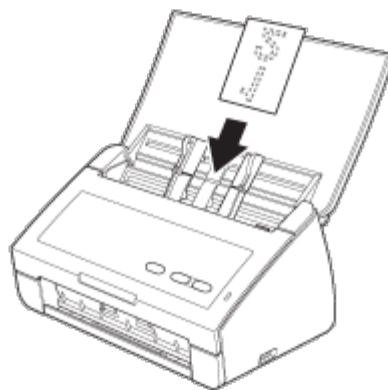
- 1 Open the Top Cover (1).



- 2 Adjust the Document Guides (1) to fit the width of your document.



- 3 Place your document, **face down** and **short side first** in the document feeder between the Guides until you feel it touch the inside of the machine.



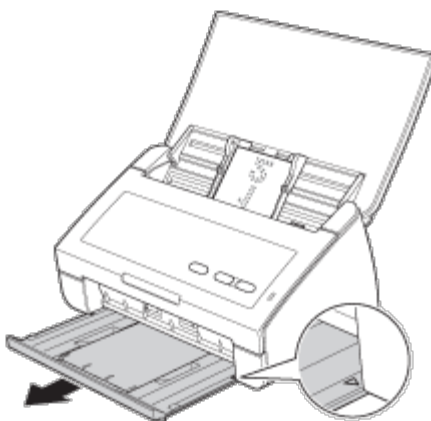
### Note



Load only one plastic card at a time.

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- 4 Pull the Output Tray out of the machine until the triangular marks match the edge of the machine.



 **Note**

Certain types of plastic cards may be scratched when scanned. To prevent damage to the card, it is recommended to use the Plastic Card Carrier sheet.

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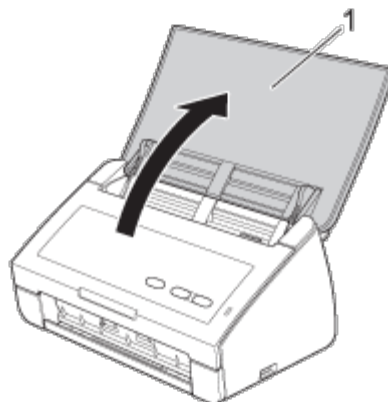


## Loading Documents Wider than Letter Size

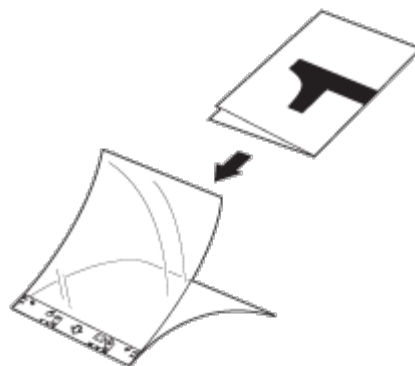
---

Make sure documents with ink or correction fluid are completely dry.

- 1 Open the Top Cover (1).



- 2 Fold your document in half and then insert the document into the Carrier Sheet.

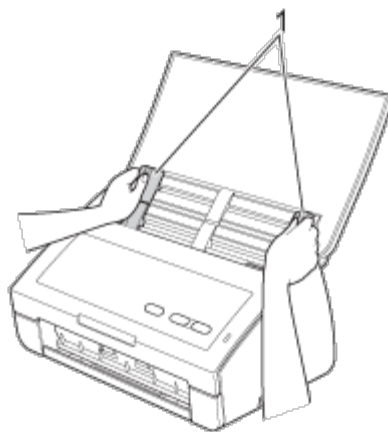


### Note

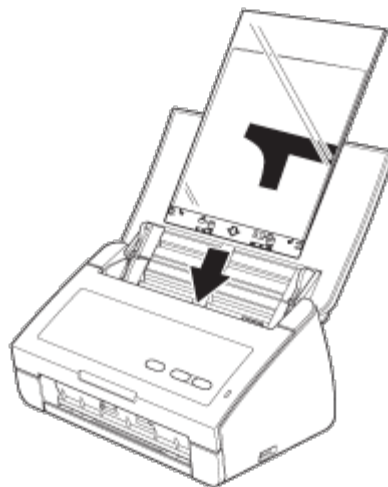
Set the document in the center of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.

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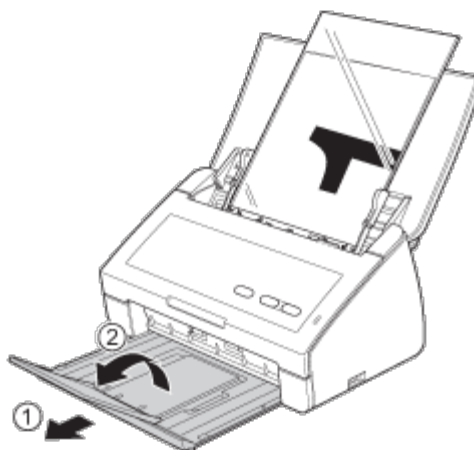
- 3 Adjust the Document Guides (1) to fit the width of the Carrier Sheet.



- 4 Place the Carrier Sheet in the document feeder between the Guides until you feel it touch the inside of the machine.



- 5 Pull the Output Tray out of the machine and then unfold the Document Stopper.



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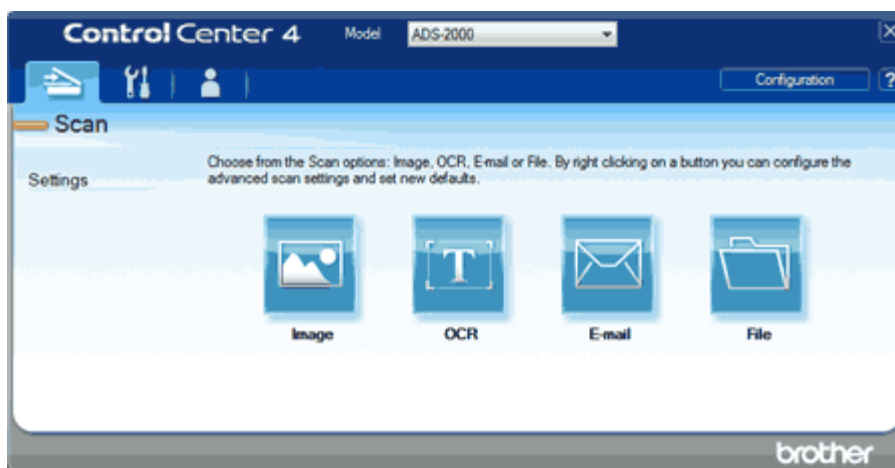
## Create a Custom Tab (ControlCenter4 Advanced Mode) (Windows®)

You can create up to three customized tabs that include up to five customized buttons with your preferred settings.

- [Create a Custom Tab](#)
- [Create a Custom Button in Custom Tab](#)


### Create a Custom Tab

- 1 Click the  (ControlCenter4) icon in the task tray and then select **Open** from the menu. The **ControlCenter4** window will appear.

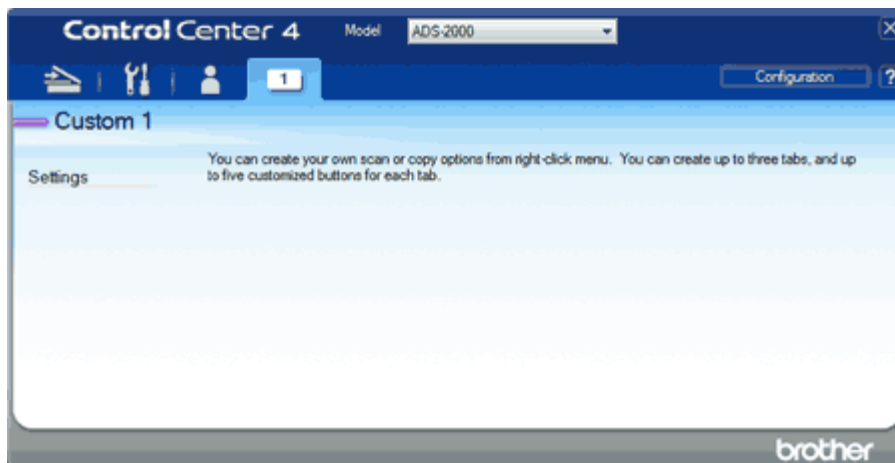


#### Note

You can also start ControlCenter4 by doing one of the following:

- (Windows® XP, Windows Vista®)  
Double-click the  (ControlCenter4) icon in the task tray.
- Click **ControlCenter4** located in **Start/All Programs/Brother/ADS-XXXX** (where XXXX is your model name).

- 2 Click **Configuration** and then select **Create custom tab**. You can also create a custom tab by right-clicking the tab area and selecting **Create custom tab**. A custom tab will be created.



**3** If you want to change the name of custom tab, right-click the custom tab and select **Rename custom tab**.

 **Note**

You can also change the name of the custom tab by clicking **Configuration** and then **Rename custom tab**.

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## Document Suitable for Carrier Sheet

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- Documents with a carbon sheet attached on the back
- Documents written in pencil
- Documents narrower than 2.0 in. (51 mm) wide
- Documents shorter than 2.76 in. (70 mm) long
- Pages thinner than 3 mil (0.08 mm)
- Documents of uneven thickness, such as envelopes
- Documents with large wrinkles or curls
- Bent or damaged documents
- Documents that use tracing paper
- Documents that use coated paper
- Photographs (photographic paper)
- Documents printed on perforated paper
- Documents printed on unusually-shaped paper (not square or rectangle)
- Documents with photos, notes, or stickers affixed to them
- Documents that use carbonless paper
- Documents that use loose-leaf paper or any paper with holes in it

### CAUTION

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

### Important

To avoid warping, do not place the carrier sheet in direct sunlight or in an area subject to high temperatures and high humidity. Do not store the carrier sheet horizontally with a large object placed on top of it.

### Important

To avoid damaging the carrier sheet, do not bend or pull it. If the carrier sheet becomes damaged, it may not be able to be used properly for scanning, and should not be used.

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## Carrier Sheet Attentions

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- To avoid document jams, do not load the carrier sheet upside down. Refer to the instructions printed on the carrier sheet itself for more information or see [Loading Documents](#).
- To avoid document jams, do not put several small documents into the carrier sheet at the same time. Insert only one document into the carrier sheet at a time.
- Do not write on the carrier sheet, as the writing may be seen in scanned documents. If the carrier sheet becomes dirty, wipe it with a dry cloth.
- Do not leave documents in the carrier sheet for extended periods of time, as the printing on the documents may bleed-through onto the carrier sheet.

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## Unsupported Documents

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- Documents with paper clips or staples
- Documents with wet ink
- Fabrics, metallic sheets, Over Head Projector sheets
- Glossy or mirrored media
- Embossed plastic cards

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## Use Nuance PDF Converter Professional 7 (Windows®)

Nuance PDF Converter Professional 7 offers a variety of features for handling PDF files. It can unlock and open PDF files for viewing, editing, annotation and re-assembly.

### Installing Nuance PDF Converter Professional 7

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- 1** Insert the supplied DVD-ROM into your DVD-ROM drive.
- 2** The DVD-ROM top menu will appear automatically. Select your model name and then the desired language.
- 3** Click **Additional Applications**.
- 4** Click the **Nuance PDF Converter Professional 7** button. Follow the on-screen instructions.

For details, see the Nuance PDF Converter Professional 7 help by clicking on **Help** on the menu bar, then **Help**.

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## Loading Documents

The document feeder can hold up to 50 pages and feeds each sheet individually. Use 20 lb (80 g/m<sup>2</sup>) paper and always fan the pages before placing them in the document feeder.

### Important

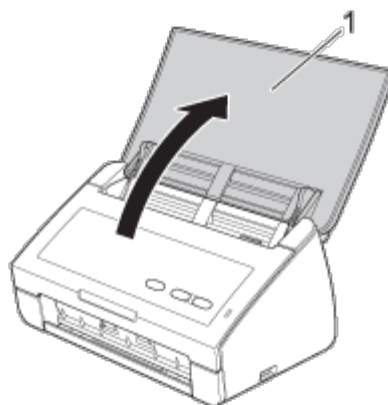
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard or fabric.

- [Loading Standard Size Documents](#)
- [Loading Business Cards and Plastic Cards](#)
- [Loading Documents Longer than Letter Size](#)
- [Loading Documents Wider than Letter Size](#)
- [Loading Documents with Facing Pages](#)
- [Loading Clippings, Photos, and Other Important Documents](#)
- [Loading Receipts and Other Thin Documents](#)

## Loading Standard Size Documents

Make sure documents with ink or correction fluid are completely dry.

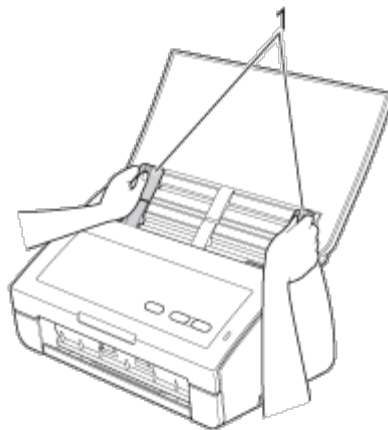
- 1 Open the Top Cover (1).



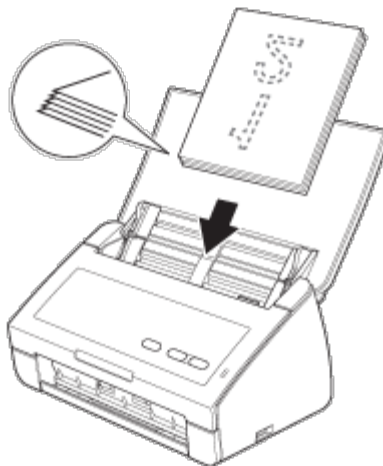
- 2 Fan the pages well.



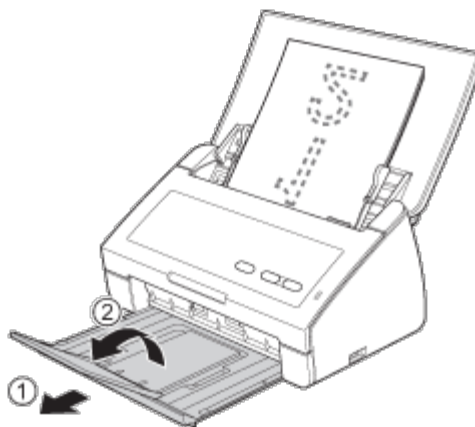
- 3 Adjust the Document Guides (1) to fit the width of your document.



- 4** Place your document, **face down, top edge first** in the document feeder between the Guides until you feel it touch the inside of the machine.



- 5** Pull the Output Tray out of the machine and then unfold the Document Stopper.



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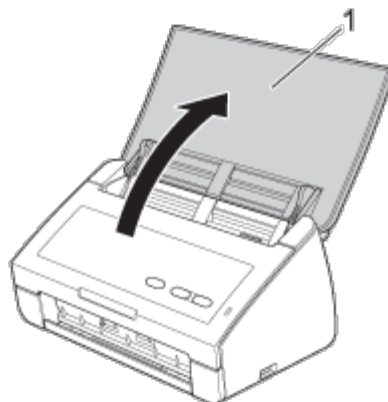


## Loading Documents Longer than Letter Size

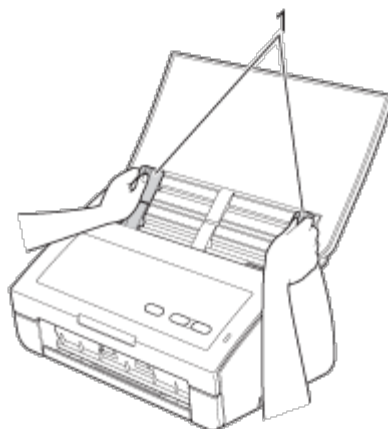
---

Make sure documents with ink or correction fluid are completely dry.

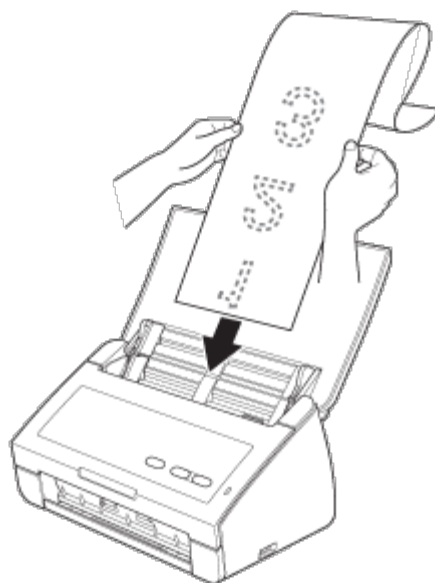
- 1 Open the Top Cover (1).



- 2 Adjust the Document Guides (1) to fit the width of your document.



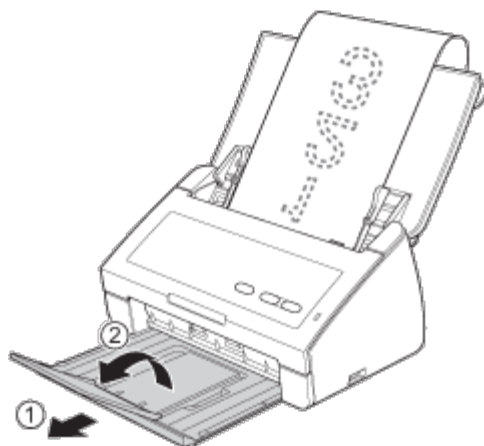
- 3 Place your document, **face down, top edge first** in the document feeder between the Guides until you feel it touch the inside of the machine.



 **Note**

- Load only one document at a time.
- Support the document with your hand if the document is longer than the Top Cover.

**4** Pull the Output Tray out of the machine and then unfold the Document Stopper.



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## Free Manuals Download Website

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