

# Web Connect Guide



## Applicable models

This User's Guide applies to the following models: ADS-2500We and ADS-2600We.

## Definitions of notes

We use the following note style throughout this user's guide:

<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.
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## IMPORTANT NOTE

- Please go to the Brother Solutions Center at <http://support.brother.com> and click Manuals on your model page to download the other manuals, including the Quick Setup Guide and User's Guide, for your model.

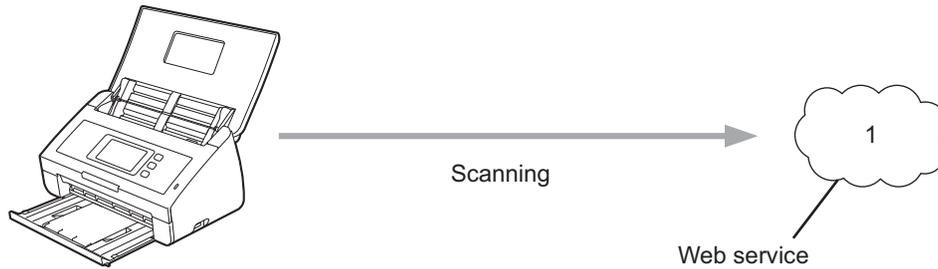
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## What is Brother Web Connect?

Certain websites provide services that allow users to upload and view images and files on the website. Brother Web Connect allows your Brother machine to scan images and upload them to these services.



### 1 Photos and documents

## Accessible services

Use Brother Web Connect to access services from your Brother machine:

### ■ BR-Docs (USA / UK only)

BR-Docs is a document management system from Brother, including online file storage, sharing and file synchronization.

URL: <http://www.brother.com/product/brotheronline/>

### ■ OneNote

OneNote is a digital notebook developed for collecting, storing and sharing all kinds of information.

URL: <http://www.onenote.com/>

### ■ Google Drive™

Google Drive™ is an online document editing and sharing service.

URL: <http://drive.google.com/>

### ■ EVERNOTE®

EVERNOTE® is an online file storage and managing service.

URL: <http://www.evernote.com/>

### ■ Dropbox

Dropbox is an online file storage, sharing and file synchronization service.

URL: <http://www.dropbox.com/>

### ■ OneDrive

OneDrive is an online file storage, sharing and managing service.

URL: <http://onedrive.live.com/>

### ■ Box

Box is an online document editing and sharing service.

URL: <http://www.box.com/>

## NOTE

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The accessible services of this product are subject to change or update without notice.

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For more information about any of these services, refer to the respective service's website.

The following table describes which file types can be used with each Brother Web Connect feature:

Accessible Services	BR-Docs (USA / UK only) OneNote Google Drive™ EVERNOTE® Dropbox OneDrive Box
Upload scanned images	JPEG/PDF

**NOTE**

- (For Hong Kong, Taiwan and Korea)  
Brother Web Connect supports only file names written in English. Files named in the local language will not be uploaded.
- When scanning and uploading JPEG files:
  - Black and white scanning is not available.
  - Each page is uploaded as a separate file.

## Conditions for using Brother Web Connect

### Service account

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To use Brother Web Connect, you must have an account with the desired service. If you do not already have an account, use a computer to access the service's website and create an account.

### Internet connection

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To use Brother Web Connect, your Brother machine must be connected to a network with access to the Internet through either a wired or wireless connection. For more information on connecting and configuring your machine, see *For wireless network interface users* in the Quick Setup Guide included with your machine. For network setups that use a proxy server, the machine must also be configured to use a proxy server (see *Proxy server settings* on page 4). If you are not sure, check with your network administrator.

### NOTE

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A proxy server is a computer that serves as an intermediary between computers without a direct Internet connection, and the Internet.

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### Full Driver & Software Package installation

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The initial installation of Brother Web Connect requires a computer with access to the Internet and has Brother Full Driver & Software Package installed. Follow the steps outlined in the Quick Setup Guide to install MFL-Pro Suite (Full Driver & Software Package), and configure the machine to be able to scan over your wireless network.

### Proxy server settings

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If your network uses a proxy server, the following proxy server information must be configured on the machine:

- Proxy server address
- Port number
- User name
- Password

If you are unsure of this information, check with your network administrator.

- 1 Press .
- 2 Press ▲ or ▼ to display `Network`.  
Press `Network`.
- 3 Press ▲ or ▼ to display `Web Connect Settings`.  
Press `Web Connect Settings`.
- 4 Press `Proxy Settings`.

## Before you Use Brother Web Connect

- 5 Press ▲ or ▼ to display Proxy Connection.  
Press Proxy Connection.
- 6 Press On.
- 7 Press the option that you want to set, and then enter the proxy server information.  
Press OK.
- 8 Press .

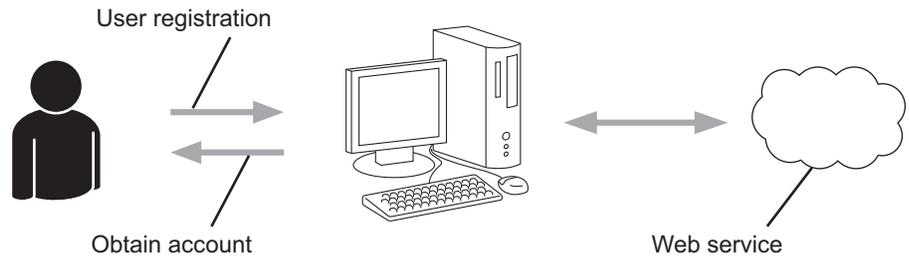
# Set up Brother Web Connect

## Brother Web Connect Setup overview

Configure the Brother Web Connect settings using the following procedure:

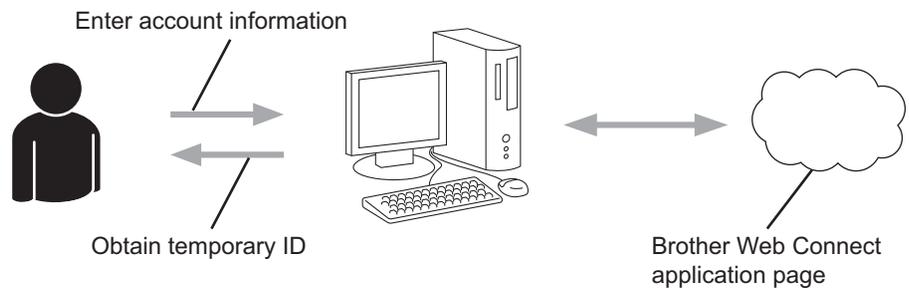
### Step 1: Create an account with the desired service (see page 7).

Access the service's website using a computer and create an account. (If you already have an account, there is no need to create an additional account.)



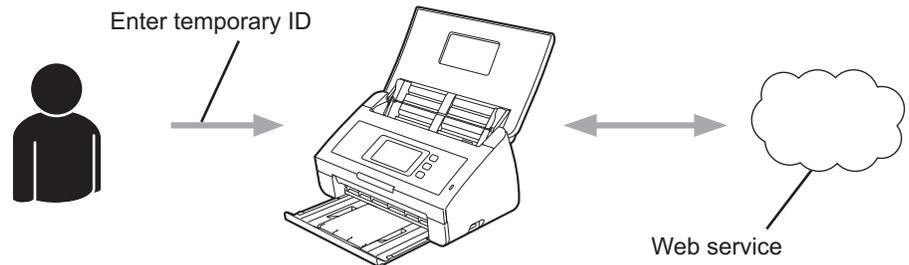
### Step 2: Apply for Brother Web Connect access (see page 7).

Start Brother Web Connect access using a computer and obtain a temporary ID.



### Step 3: Register your account information on your machine so you can access the desired services (see page 9).

Enter the temporary ID to enable the service on your machine. Specify the account name as you would like it to be displayed on the machine, and enter a PIN if you would like to use one.



Your Brother machine can now use the service.

## Create an account for each of the desired services

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To use Brother Web Connect to access an online service, you must have an account with that online service. If you do not have an account, use a computer to access the website of the service and create an account.

### IMPORTANT

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After creating an account, log on and use the account once with a computer before using the Brother Web Connect feature. Otherwise, you may not be able to access the service using Brother Web Connect.

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If you already have an account, there is no need to create an additional account.

After you have created an account with each desired online service, continue with the next procedure, *Apply for Brother Web Connect access* on page 7.

### NOTE

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You do not need to create an account if you use the service as a guest. You can use only certain services as a guest. If the service you want to use does not have a guest-user option, you must create an account.

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## Apply for Brother Web Connect access

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To use Brother Web Connect to access online services, you must first apply for Brother Web Connect access using a computer that has Full Driver & Software Package installed:

- 1 Turn on your computer.
- 2 Access the Brother Web Connect application web page.

- Windows®

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

- Macintosh

Click **Go** from the **Finder** menu bar > **Applications** > **Brother** > **Utilities** > **Brother Web Connect**.

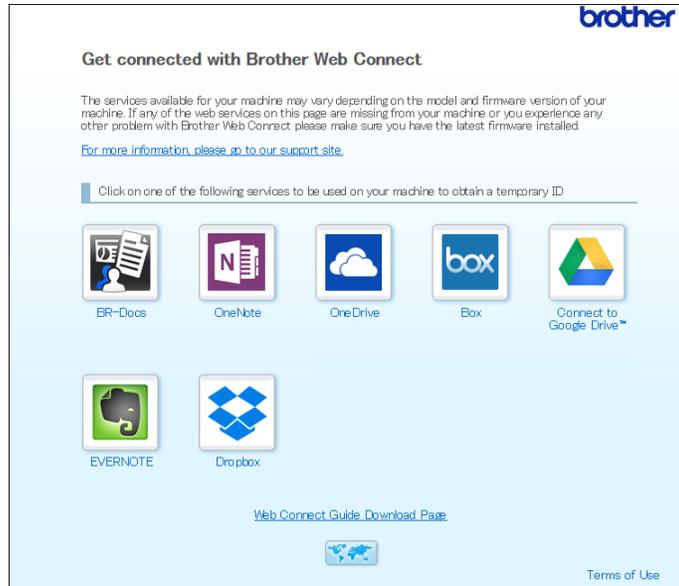
### NOTE

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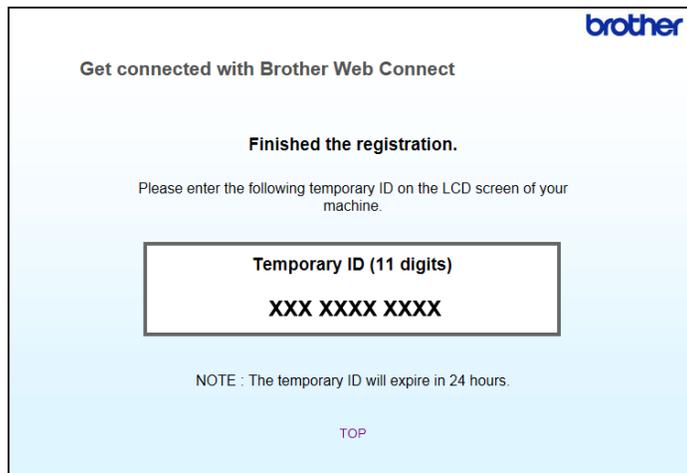
You can also access the page directly by typing "<http://bwc.brother.com>" into your web browser's address bar.

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3 Choose the service you want to use.



4 Follow the on-screen instructions and apply for access.  
When finished, your temporary ID will be displayed.



5 Make a note of this temporary ID, as you will need it to register accounts to the machine. The temporary ID is valid for 24 hours.

6 Close the web browser.  
Now that you have a Brother Web Connect access ID, you must register this ID on your machine. Continue with the next procedure, *Register an account on your Brother machine* on page 9.

## Register an account on your Brother machine

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Enter your Brother Web Connect account information and configure the machine so that it can use Brother Web Connect to access the service you want.

Before you register an account:

- Make sure you have applied for Brother Web Connect Access.
- Confirm that the correct date and time are set on your machine's LCD.

### NOTE

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Up to 10 accounts can be registered on the machine.

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- 1 Swipe left or right, or press ◀ or ▶ to display `Scan 2`.
- 2 Press `to Web`.  
Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press `OK`.
- 3 You will be asked if you want to display this information again in the future.  
Press `Yes` or `No`.

### NOTE

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Occasionally, updates or announcements about Brother Web Connect's features will appear on the LCD. Read the information, and then press `OK`.

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- 4 Press ▲ or ▼ to display the service with which you want to register, and then press the service name.
- 5 If information regarding Brother Web Connect is displayed, press `OK`.
- 6 Press `Register/Delete Account`.
- 7 Press `Register Account`.
- 8 The machine will prompt you to enter the temporary ID you received when you applied for Brother Web Connect access.
- 9 Press `OK`.
- 10 Enter the temporary ID using the LCD.
- 11 Press `OK`.

### NOTE

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An error message will appear on the LCD if the information you entered does not match the temporary ID you received when you applied for access or if the temporary ID has expired. Either enter the temporary ID correctly, or apply for access again and receive a new temporary ID (see *Apply for Brother Web Connect access* on page 7).

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- 12 The machine will prompt you to enter the account name that you want to be displayed on the LCD.
- 13 Press **OK**.
- 14 Enter the name using the LCD.
- 15 Press **OK**.
- 16 Do one of the following:
  - To set a PIN for the account, press **Yes**. (A PIN prevents unauthorized access to the account.) Enter a four-digit number and press **OK**.
  - If you do not want to set a PIN, press **No**.
- 17 When the account information you entered is displayed, confirm that it is correct.
  - Press **Yes** to register your information as entered.
  - Press **No** to edit the information. Go back to step 10.
- 18 Press **OK**.
- 19 Press .

## Delete an account on your Brother machine

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- 1 Swipe left or right, or press ◀ or ▶ to display **Scan 2**.
- 2 Press **to Web**.  
Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press **OK**.
- 3 You will be asked if you want to display this information again in the future.  
Press **Yes** or **No**.
- 4 Press ▲ or ▼ to display the service that hosts the account you want to delete, and then press the service name.
- 5 Press **Register/Delete Account**.
- 6 Press **Delete Account**.
- 7 Press the account that you want to delete. You can delete more than one account at one time, if needed. The selected accounts will be indicated by check marks.
- 8 Press **OK**.  
You will be asked to confirm your selections.
- 9 Press **Yes** to delete.
- 10 Press **OK**.
- 11 Press .

## Scan and upload documents using Brother Web Connect

Upload your scanned photos and images directly to a service without using a computer.

- 1 Load your document.
- 2 Swipe left or right, or press ◀ or ▶ to display *Scan 2*.
- 3 Press *to Web*.  
Information regarding the Internet connection is displayed on the machine's LCD. Read the information and press *OK*.
- 4 You will be asked if you want to display this information again in the future.  
Press *Yes* or *No*.

### NOTE

Occasionally, updates or announcements about Brother Web Connect's features will appear on the LCD. Read the information, and then press *OK*.

- 5 Press ▲ or ▼ to display the service you want, and then press the service name.
- 6 Press ▲ or ▼ to display your account name, and then press it.
- 7 If the PIN entry prompt appears on the LCD, enter the four-digit PIN and press *OK*.
- 8 If you are prompted to specify your document's file format, select the file format of the document you are scanning.

### NOTE

When scanning and uploading JPEG files:

- Black and white scanning is not available.
- Each page is uploaded as a separate file.

- 9 When the scan settings prompt appears on the LCD, do one of the following:
  - Select the scan settings you want, and then go to step 10.
  - To continue without changing the scan settings, go to step 10.
- 10 Press *OK*.  
The machine scans the document and starts uploading.
- 11 Press .

### NOTE

- Uploaded images are saved in an album named "From\_BrotherDevice".
- For information regarding restrictions, such as the size or number of images that can be uploaded, refer to the respective service's website.

## Change scan settings

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The scan settings screen appears on the LCD before you scan the documents that you want to upload.

### Scan Type

- 1 Press Scan Type.
- 2 Choose Color, Gray, or B&W.
- 3 When finished, press OK.

### NOTE

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When scanning and uploading JPEG files:

- Black and white scanning is not available.
  - Each page is uploaded as a separate file.
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### Resolution

- 1 Press Resolution.
- 2 Choose 150 dpi, 200 dpi, 300 dpi, or 600 dpi.
- 3 When finished, press OK.

### Document Size

- 1 Press Document Size.
- 2 Choose A4, Letter, Legal, B5, A5, B6, A6, or Business Card.
- 3 When finished, press OK.

### File Size

- 1 Press File Size.
- 2 Choose Small, Medium, or Large.
- 3 When finished, press OK.

### 2-sided Scan

- 1 Press 2-sided Scan.
- 2 Choose LongEdge, ShortEdge, or Off.
- 3 When finished, press OK.

### NOTE

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The default setting for 2-sided Scan is LongEdge.

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## Add Web Connect Shortcuts

Save your customized settings for uploading to the following services as Web Connect Shortcuts on your machine:

- BR-Docs (USA / UK only)
- OneNote
- Easy Scan to E-mail
- Google Drive™
- EVERNOTE®
- Dropbox
- OneDrive
- Box

- 1 Press **Shortcuts**.
- 2 Press a tab from 1 to 8.
- 3 Press  where there is room to add a shortcut.
- 4 Press **Scan to Web**.
- 5 Information regarding the Internet connection is displayed. Read the information and confirm it by pressing **OK**.

### NOTE

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Occasionally, updates or announcements about Brother Web Connect's features will appear on the LCD. Read the information, and then press **OK**.

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- 6 Press **▲** or **▼** to display the service you want, and then press it.
- 7 Press your account.  
If the account needs a PIN, enter the PIN for the account using the keyboard on the LCD.  
Press **OK**.
- 8 Review the settings you have chosen, and then press **OK**.
- 9 Press **OK** to save your shortcut.

### NOTE

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The shortcut name will be assigned automatically. To change shortcut names, see *Edit Shortcut names* on page 15.

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## Change Shortcuts

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Web Connect Shortcuts cannot be changed. Instead, delete the shortcut (see *Delete Shortcuts* on page 15) and create a new shortcut (see *Add Web Connect Shortcuts* on page 14).

## Edit Shortcut names

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- 1 Press `Shortcuts`.
- 2 Press the shortcut you want to rename, and hold it for at least 1 second.
- 3 Press `Rename`.
- 4 The software keyboard will appear on the LCD. Enter a new shortcut name, and then press `OK`.

## Delete Shortcuts

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- 1 Press `Shortcuts`.
- 2 Press the shortcut you want to delete and hold it for at least 1 second.
- 3 Press `Delete`.
- 4 The LCD displays the shortcut name you are deleting. Press `Yes` to confirm.

## Use Shortcuts

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- 1 Press `Shortcuts`.
- 2 Press the Shortcut you want to use.

## Error messages

As with any sophisticated office product, errors may occur. If an error occurs, your machine will display an error message. The most common error messages are shown below.

You can correct most errors yourself. If, after reading this table you still need help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit your model's **FAQ's & Troubleshooting** page on the Brother Solutions Center us at <http://support.brother.com/>

Error Message	Cause	Action
Network connection failed. Verify that the network connection is good.	The machine is not connected to a network.	<ul style="list-style-type: none"> <li>■ Verify the network cable is connected correctly.</li> <li>■ If the <b>to Web</b> button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.</li> </ul>
Connection failed to server. Check network settings.	<ul style="list-style-type: none"> <li>■ Network or server settings are incorrect.</li> <li>■ There is a problem with the network or server.</li> </ul>	<ul style="list-style-type: none"> <li>■ Confirm the network settings are correct, or wait and try again later.</li> <li>■ If the <b>to Web</b> button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.</li> </ul>
Connection Error 07 Connection failed to server. Wrong Date&Time.	Date and time settings are incorrect.	Set the date and time correctly. Note that if the machine's power cord was disconnected, the date and time settings may have reset to factory settings.
Server Error 01 Authentication is invalid. Reissue temporary ID, and register account again.	The machine's authentication information (needed to access the service) has expired or is invalid.	Apply for Brother Web Connect access again to receive a new temporary ID, and then use the new ID to register the account to the machine (see <i>Apply for Brother Web Connect access</i> on page 7 and <i>Register an account on your Brother machine</i> on page 9).
Server Error 03 Failed to upload. Unsupported file or corrupt data. Confirm data of file.	<p>The scanned file you are trying to upload may have one of the following problems:</p> <ul style="list-style-type: none"> <li>■ The file exceeds the service's limit on number of pixels, file size, etc.</li> <li>■ The file type is not supported.</li> <li>■ The file is corrupted.</li> </ul>	<p>The file cannot be used:</p> <ul style="list-style-type: none"> <li>■ Check the service's size or format restrictions.</li> <li>■ Save the file as a different type.</li> <li>■ Scan the document again to create a new, uncorrupted version of the file.</li> </ul>

Error Message	Cause	Action
<p>Server Error 13</p> <p>Service temporarily unavailable. Try again later.</p>	<p>There is a problem with the service and it cannot be used now.</p>	<p>Wait and try again. If you get the message again, try accessing the service from a computer to confirm if it is unavailable.</p>
<p>Authentication Error 01</p> <p>Incorrect PIN code. Enter PIN correctly.</p>	<p>The PIN you entered to access the account is incorrect. The PIN is the four-digit number that was entered when registering the account to the machine.</p>	<p>Enter the correct PIN.</p>
<p>Authentication Error 02</p> <p>Incorrect or expired ID. Or this temporary ID is already used. Enter correctly or reissue temporary ID. Temporary ID is valid for 24 hours after it is issued.</p>	<p>The temporary ID that was entered is incorrect.</p>	<p>Enter the correct temporary ID.</p>
	<p>The temporary ID that was entered has expired. A temporary ID is valid for 24 hours.</p>	<p>Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine. See <i>Apply for Brother Web Connect access</i> on page 7 and <i>Register an account on your Brother machine</i> on page 9.</p>
<p>Authentication Error 03</p> <p>Display name has already been registered. Enter another display name.</p>	<p>The name you entered as the display name has already been registered to another service user.</p>	<p>Enter a different display name.</p>
<p>Registration Error 02</p> <p>Max Qty of accounts reached. Try again after deleting unnecessary accounts.</p>	<p>The maximum number of accounts (10) has been reached.</p>	<p>Delete any unnecessary or unused accounts and try again.</p>
<p>ShortCut Error 02</p> <p>Account is invalid. Please register account and shortcut again after deleting this shortcut.</p>	<p>The shortcut cannot be used because the account was deleted after the shortcut was registered.</p>	<p>Delete the shortcut, and then register the account and shortcut again.</p>

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