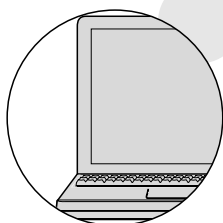
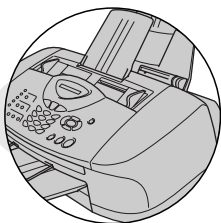
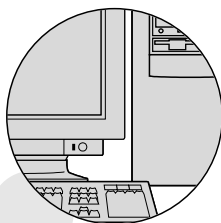
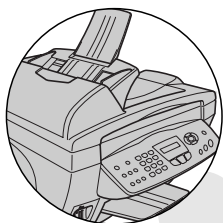


# SOFTWARE USER'S GUIDE



MFC-3220C  
MFC-3420C  
MFC-3320CN  
MFC-3820CN

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brother.

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# 1

# Using the machine as a printer

## Using the Brother MFC printer driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

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

<http://solutions.brother.com>

## Features

This machine offers many features you'll find in a high quality ink jet printer.

**Fast Printing Speed**—Using Fast mode, you can print up to 12 pages per minute in full color, and up to 14 pages per minute in black.

**Brilliant High Quality Output**—Printing at up to 4800 x 1200 optimized dpi on glossy paper gives you highest resolution. (See *Resolution on page S-6 in the User's Guide.*)

**Beautiful Elaborate Output**—You can use 2 in 1, Watermark (Windows® Only) printing, True2Life® technology and other features to get high quality printouts.

**Low Running Cost**—Whenever you run out of a particular color ink, you will only have to replace the cartridge that's empty.

**USB**—Universal Serial Bus Interface provides fast communication with your computer.

**Straight Paper Path**—The machine can print on many types of paper. Plain paper, inkjet paper, glossy paper, transparencies and envelopes. Use the appropriate type of paper to avoid paper jams.



For complete information about what kinds of paper to use with the machine, read Chapter 2 Paper in MFC User's Guide.

# Choosing the right type of paper

To get high quality printing using your machine, it's very important to select the right type of paper. Be sure to read Chapter 2 Paper in MFC User's Guide before you select and purchase paper for the machine.


## How to print your original

When the machine receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

- 1 From your computer select the Print command.  
If your computer is also connected to any other printers, select **Brother MFC-XXXX USB Printer** (Where XXXX is your model name) as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing. (Windows® Only)



For Macintosh® users, see *Using the Brother Printer Driver with Your Apple® Macintosh® (Mac OS® X)* on page 9-4.

- 2 Your computer sends a print command and data to the machine. The LCD shows *Receiving Data*.
  - 3 When the machine finishes printing all the data, the LCD shows the date and time.
-  You can select the paper size, and orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size.

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

# Simultaneous printing and faxing

Your machine can print from your computer while sending or receiving a fax in memory, or while scanning an original into the computer. Fax sending will not be stopped during PC printing.

However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then continues printing when copying or fax receiving has finished.

## Clearing data from the memory

If the LCD shows *Data Remains*, you can clear the data that is left in the printer memory by pressing **Stop/Exit**.

## Checking the Print Quality

If you want to check the print quality and find out how to improve it, See *How to improve print quality on page 13-11 in the User's Guide*.

## Printer operation keys

### Job Cancel (MFC-3420C only)

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You can stop the current print job and clear the data from memory.



# Printer driver settings (Windows® only)



For Macintosh® users, see *Using the Brother Printer Driver with Your Apple® Macintosh® (Mac OS® X)* on page 9-4.

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

- **Media Type/Quality** (Speed)
- **Page Layout**
- **Color Matching/Halftone**
- **Color Enhancement** (True2Life®)
- **Scaling**
- **Watermark**
- **Print Date & Time**
- **Quick Print Setup**

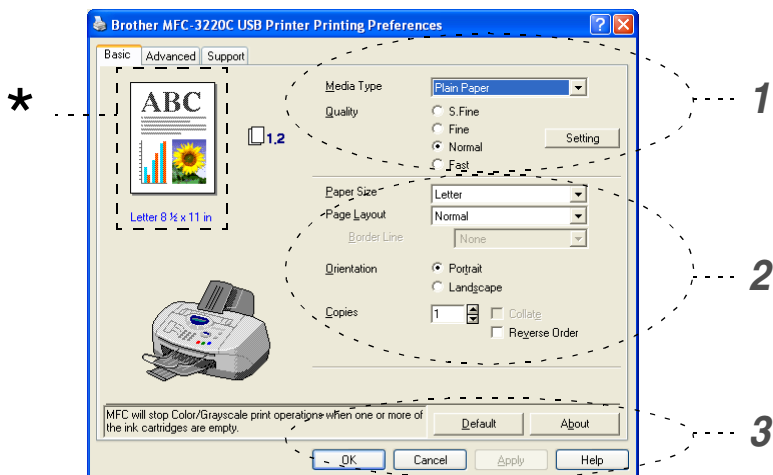
## How to access the printer driver settings

- 1 Select **Print** from the **File** menu in your application software.
- 2 Select **Brother MFC-XXXX USB Printer** (Where XXXX is your model name) as your printer and click **Properties**. The Printer dialog box will appear.




- The way you access the printer driver settings depends on your operating system and software applications.
- The screens shown in this section are from Windows® XP. The screens on your Computer may vary depending on your Windows Operating System.
- Descriptions in this chapter are based on the MFC-3220C. These descriptions also apply to the other machines.

# Basic tab



- 1 Select the **Media Type** and **Quality**.
- 2 Select the **Paper Size**, **Page Layout**, **Border Line** (if any), **Orientation**, number of **Copies** and the page order.
- 3 Click the **Apply** button to apply your selected settings. To return to the default settings, click the **Default** button, then click the **Apply** button.

 \*This area shows the current settings of **Quality**, **Paper Size**, **Page Layout**, **Orientation**, **Collate/Reverse Order** and **Color/Grayscale**.

## Media Type

---

To achieve the best print results, the media being printed on should be selected in the driver. The machine changes the way it prints, depending on the selected media type.

*Plain Paper*

*Inkjet Paper*

*Glossy Paper (4 color)*

*Glossy Paper (3 color)*

*Transparencies*



The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select *Glossy Paper (4 color)*. If the glossy paper you are using repels the black ink, select *Glossy Paper (3 color)*, which simulates black ink by combining the three ink colors.

## Quality

---

The quality selection allows you to choose the print resolution you want for your original. Print quality and speed are related. The higher the quality the longer it will take to print the original. The quality selections that are available will vary depending on the media type you select.

- **Photo:** Up to 4800 x 1200 optimized dpi. (See *Resolution on page S-6 in the User's Guide.*) Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.
- **S.Fine** (Super Fine): 1200 x 1200 dpi. Use this mode to print precise text and photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.
- **Fine:** 600 x 600 dpi. Better print quality than **Normal** mode and faster print speed than **Super Fine**.
- **Normal:** 600 x 300 dpi. Good print quality with typical print speed.
- **Fast:** 600 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume originals or a original for proofing.

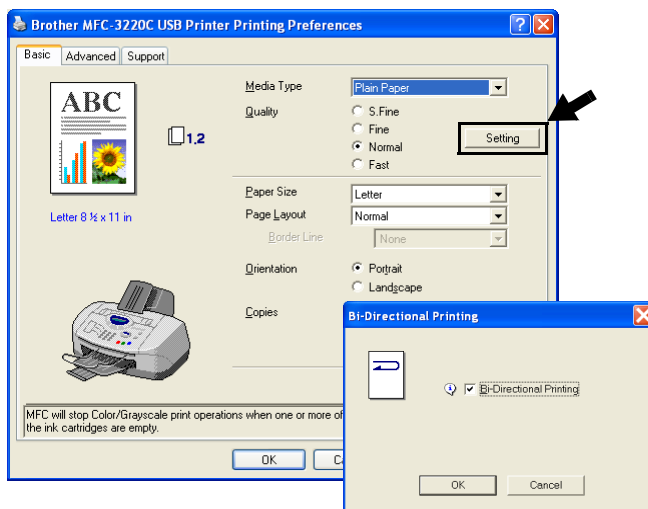
Media Type	Color/Grayscale	Print Quality Selection
Plain Paper	Color/Grayscale	Fast, <b>Normal</b> , Fine, S.Fine
Inkjet Paper	Color	Fine, <b>S.Fine</b> , Photo
	Grayscale	Fine, <b>S.Fine</b> , Photo
Glossy Paper (4 or 3 color)	Color	S.Fine, <b>Photo</b>
	Grayscale	<b>S.Fine</b> , Photo
Transparencies	Color/Grayscale	<b>Fine</b> , S.Fine



The factory settings are shown in bold.

## Bi-Directional Printing

When **Bi-Directional Printing** is selected, the print heads print in both directions and offer faster print speeds. When not selected, the print heads will only print in one direction to provide higher quality printouts.



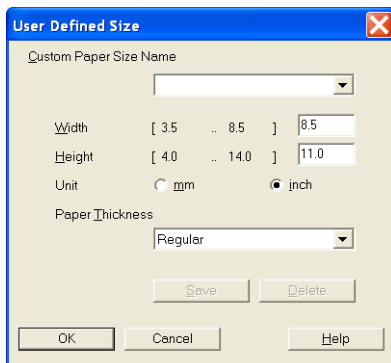
## Paper Size

---

The **Paper Size** selection provides a large selection of standard paper sizes. If you wish, you can create a custom size ranging from 3.5" x 4" (88.9 × 101.6 mm) to 8.5" x 14" (215.9 × 355.6 mm). From the drop-down box, select the **Paper Size** you are using.



You can enter custom size by selecting *User Defined*. Select the proper paper thickness to improve the quality of your output.



## Page Layout

---

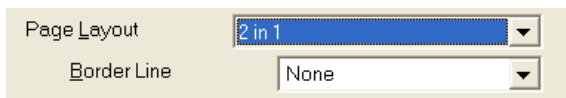
The **Page Layout** selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper.



If you are using Windows® 98/98SE/Me, the 4 in 1 layout is not available.

## Border Line

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






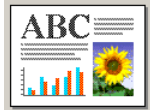
## Orientation

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

Orientation

☒ Portrait

☐ Landscape

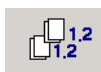
Portrait (Vertical)	Landscape (Horizontal)
	

## Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

### Collate

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

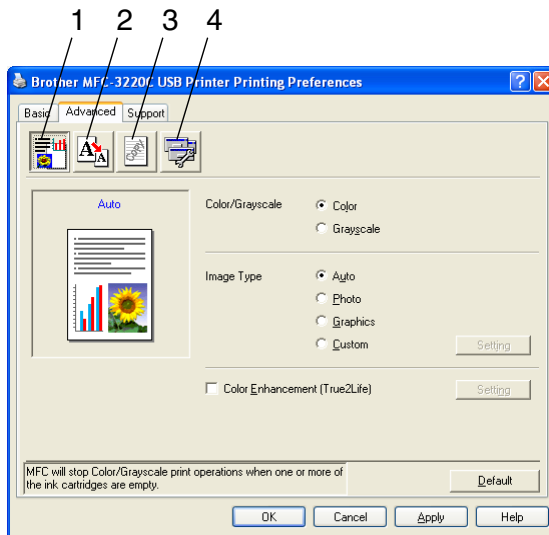


### Reverse Order

**Reverse Order** prints the pages of your original in the opposite order.

Copies  ☐ Collate ☒ Reverse Order

# Advanced tab



To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

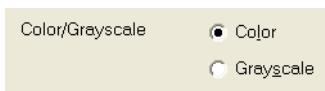
1. Color
2. Scaling
3. Watermark
4. Device Options

# Color

---

## Color/Grayscale

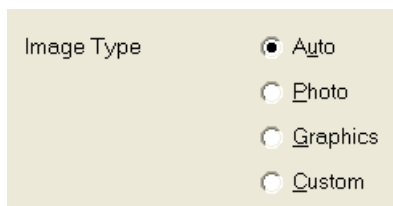
This selection allows a color original to be printed in black and white using gray scale.



## Image Type

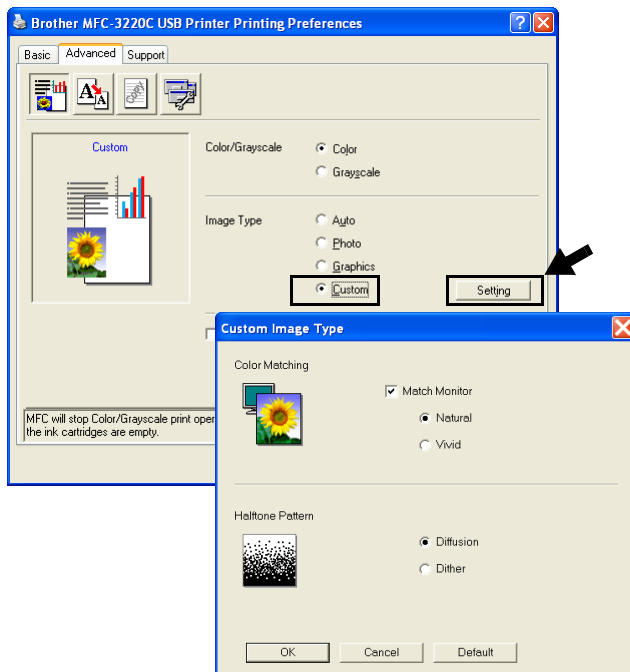
The printer driver will select the most suitable color matching and half tone method, depending on your image type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- **Auto:** The printer driver automatically selects the image type.
- **Photo:** Select this mode for photographic images.
- **Graphics:** Select this mode for originals that contain text or business graphics (charts or clip art).
- **Custom:** If you want to select the color matching and halftone method, manually select this mode.



## Custom Image Type

You can select the color matching method manually. Select the best one for your original.



### Match Monitor

Color is adjusted to get the closest color match to the PC monitor.

- **Natural:** Suitable for photographic images. The color is adjusted to print a more natural color.
- **Vivid:** Suitable for business graphics such as charts, graphics and text. The color is adjusted to give more vivid color.

## Halftone Pattern

The machine can use two methods (**Diffusion** or **Dither**) to arrange where to place dots to express halftones. There are some predefined patterns set for this and you can select which one to use for your original. Select the appropriate method.

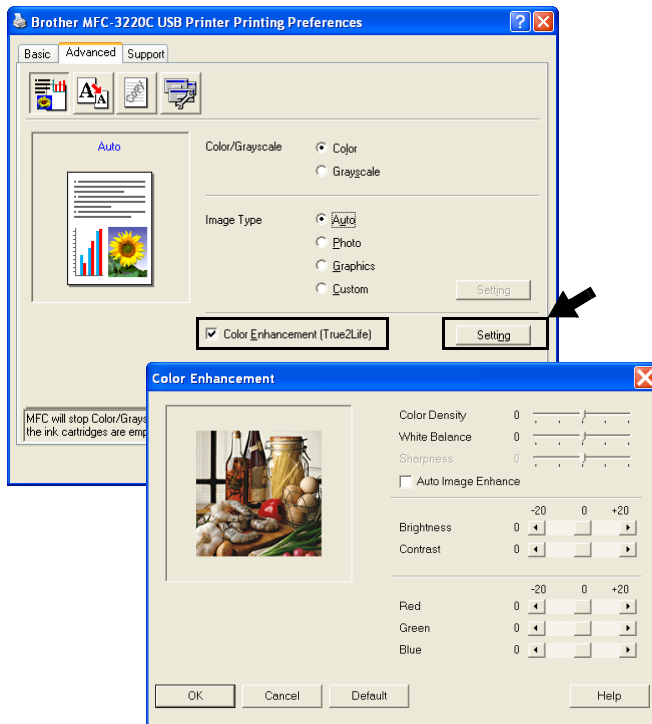
- **Diffusion:** Dots are placed at random to create the halftones. This method of printing is more suitable for printing photographs that have delicate shades and graphics.
- **Dither:** Dots are arranged in a pre-defined pattern to make halftones. This type of printing is more suitable to printing graphics that have definite color boundaries or for printing charts such as business charts.



Some halftone settings cannot be selected with certain combinations of **Media Type** and **Quality** selections.

## Color Enhancement (True2Life®)

Selecting **Color Enhancement (True2Life®)** enables the **True2Life®** feature. This feature analyzes your image to improve quality sharpness, white balance and color density. This process may take several minutes depending on the size of the image and the specifications of your computer.



### ■ Color Density

This setting adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a washed out or weak picture.

### ■ White Balance

This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other color. By using this adjustment you can correct this effect and bring the white areas back to pure white.

### ■ **Sharpness**

This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you can not see the fine details of the picture, then adjust the sharpness.

### ■ **Auto Image Enhance**

Allows individual adjustment of picture settings to improve the printed image and analyzes data from surrounding or neighboring pixels in the original.

### ■ **Brightness**

This setting adjusts the brightness of the whole image. To lighten or darken the image move the scroll bar to the left or right.

### ■ **Contrast**

This setting adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

### ■ **Red**

Increases the intensity of the **Red** color to make the image more red.

### ■ **Green**

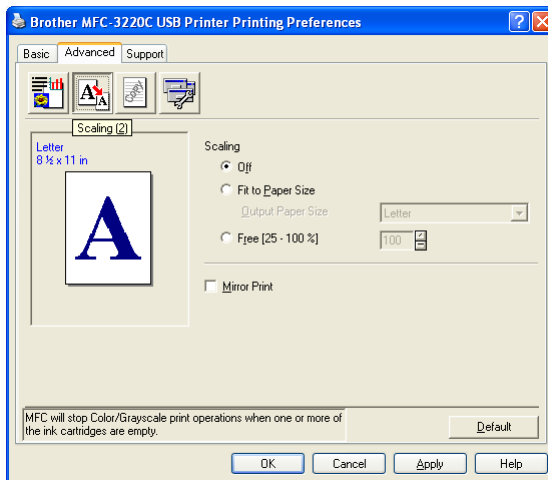
Increase the intensity of the **Green** color to make the image greener.

### ■ **Blue**

Increase the intensity of the **Blue** color to make the image bluer.

# Scaling

You can change the print size of your original with the **Scaling** feature.



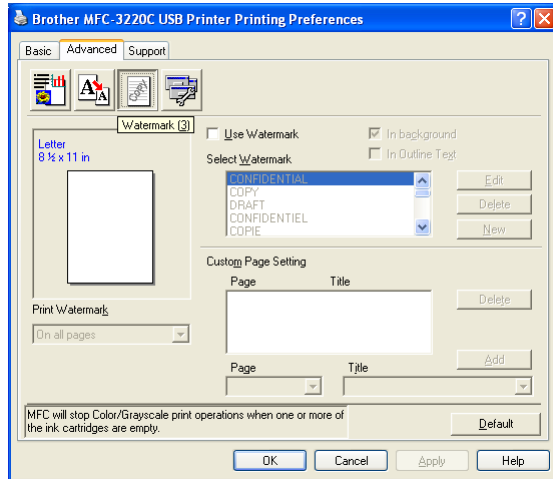
- Check **Off** if you want to print the original as it appears on your screen.
- Check **Fit to Paper Size**, if your original has an unusual size, or if you have only the standard size paper.
- Check **Free** if you want to reduce the size.
- Check **Mirror Print** to reverse the data from left to right.



## Watermark

You can place a logo or text into your original as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.



### In background

Check **In background** with the Watermark to print the watermark image in the background of your original. If this feature is not checked then the Watermark will be printed on top of your original.

### In Outline Text (Window® 2000 Professional/XP Only)

Check **In Outline Text** if you only want to print an outline of the watermark.

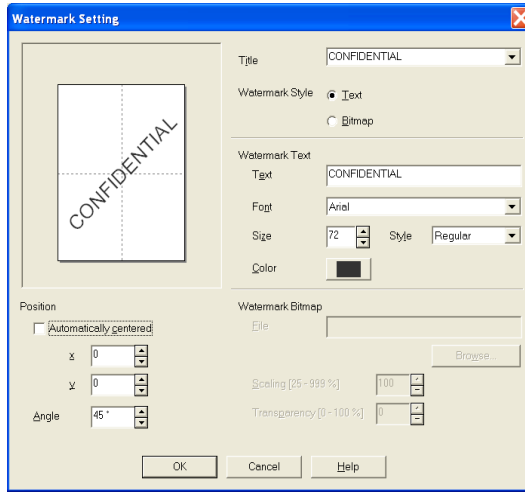
### Print Watermark

The **Print Watermark** feature offers the following print choices:

- *On all pages*
- *On first page only*
- *From second page*
- *Custom*

## Watermark Style

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.



### ■ Title

You can select the CONFIDENTIAL, COPY or DRAFT as the standard title or enter a title you like in the field.

### ■ Watermark Text

Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Color** and **Style**.

### ■ Watermark Bitmap

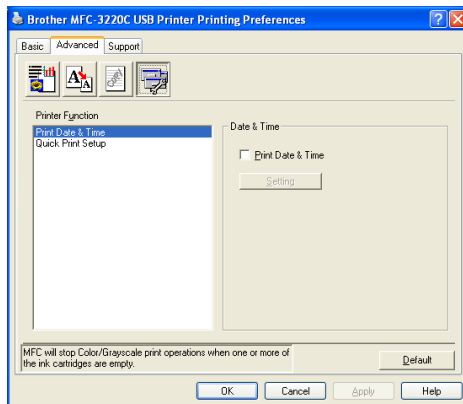
Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

### ■ Position

This setting offers you the control for where the Watermark is to be positioned on the page.

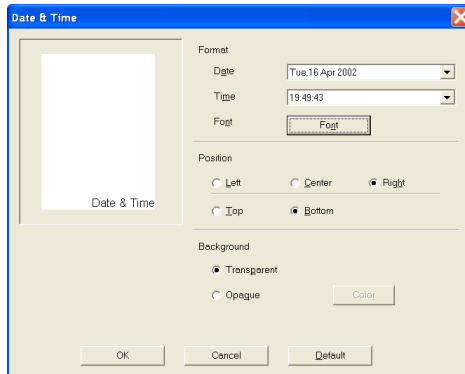
## Device Options

Lets you set the following Printer Functions:



### Print Date & Time

When enabled the **Print Date and Time** feature will print the date and time on your original from your computer's system clock.

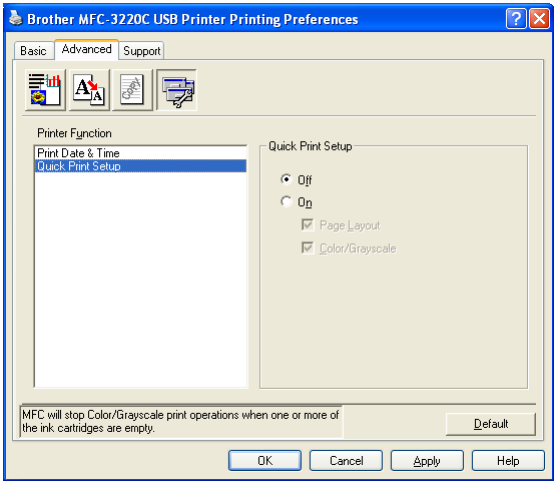


Click the **Setting** button to change the **Date** and **Time** format, and the **Position** and the **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can click on the **Color** button to change the color of the **Date** and **Time** background.

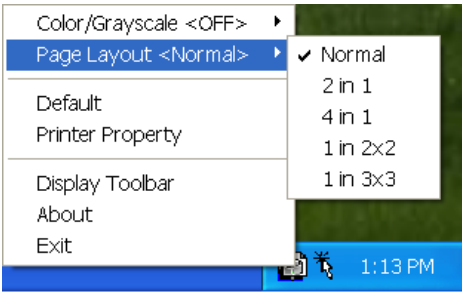


The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your original is automatically retrieved from the settings of your computer.

# Quick Print Setup



The **Quick Print Setup** feature allows you to quickly select driver settings. To view settings, simply click your mouse button on the task tray icon. This feature can be set to **ON** or **OFF** from the **Device Options**.



## Support tab

The **Support** Tab provides driver version and setting information. In addition there are links to the **Brother Solutions Center** and the Driver Update Web sites.

Click the **Support** tab to display the following screen:



## Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User Guides, Driver Updates and Tips for using your machine.

## Web Update

**Web Update** checks the Brother web site for updated drivers, and automatically downloads and updates the printer driver on your computer.

## Check Setting

The **Check Setting** selection displays a list of your current driver settings.

# 2

## How to scan using Windows®



The scanning operations and drivers will be different depending on your operating system.

### **For Windows® 98/98SE/Me and 2000 Professional**

The machine uses a TWAIN Compliant driver for scanning originals from your applications. (See *Scanning an original (For Windows® 98/98SE/Me and 2000 Professional only)*, TWAIN compliant on page 2-2.)

### **For Windows® XP**

The machine uses Windows® Imaging Acquisition (WIA) for scanning originals. (See *Scanning an original (For Windows® XP only)* on page 2-11.)

### **For Macintosh®**

Go to *Scanning from a Macintosh®* on page 9-12.



### **For ScanSoft®, PaperPort® and TextBridge® OCR**

Go to *Using ScanSoft® PaperPort® and TextBridge® OCR* on page 2-24.



Descriptions in this chapter are based on the MFC-3220C and MFC-3420C. These descriptions also apply to the other machines.

# Scanning an original (For Windows® 98/98SE/Me and 2000 Professional only)

## TWAIN compliant

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



### **For Windows® XP**

The machine uses Windows® Imaging Acquisition (WIA) for scanning originals. (See *Scanning an original (For Windows® XP only)* on page 2-11.)

# How to access the Scanner

- 1 Open the software application (ScanSoft® PaperPort®) to scan an original.



The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0SE.

- 2 Select **Scan** from the **File** drop-down menu or select the **Scan** button. The **Scan** panel appears in the left panel.
- 3 Select **Brother MFC-XXXXC USB** or **Brother MFC-XXXXCN LAN** from the **Scanner** drop-down list box. (Where XXXX is your model name.)



If the MFC is connected via:

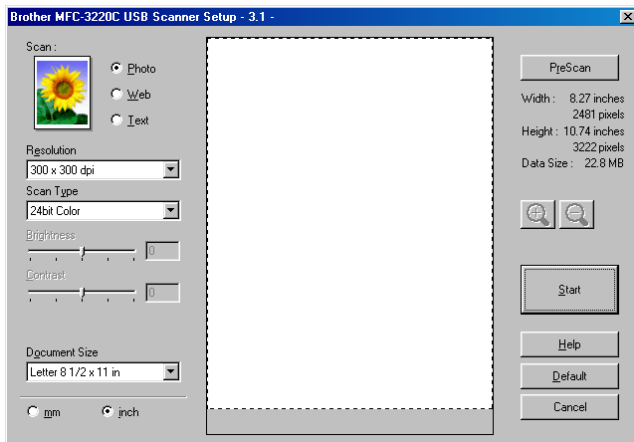
USB-use **Brother MFC-XXXXC USB**

LAN-use **Brother MFC-XXXXCN LAN**

(Where XXXX is your model name.)

- 4 Click **Scan**

The Scanner Setup dialog box will appear:





## Scanning an original into the PC

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You can scan a whole page

—OR—

Scan a portion of the page after pre-scanning the original.

### Scanning a whole page

- 1** Load your original.
- 2** Adjust the following settings, if required, in the Scanner window:
  - **Image Type**
  - **Resolution**
  - **Scan Type**
  - **Brightness**
  - **Contrast**
  - **Document Size**



After you select an original size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning.

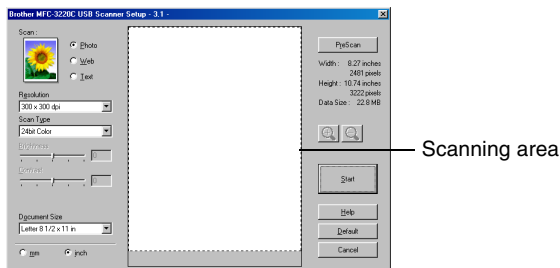
See *Settings in the Scanner window* on page 2-7.

- 3** Click the **Start** button in the scanner window.  
When scanning is completed, click **Cancel** to return to the PaperPort® window.

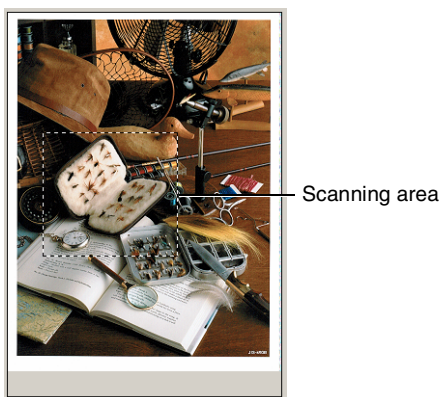
## Pre-Scanning to crop a portion you want to scan

The **PreScan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

- 1 Load your original.





- 2 Select the settings for **Image Type**, **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.
- 3 In the Scanner Setup dialog box, click the **PreScan** button. The entire original will be scanned into the PC and will appear in the Scanning Area.



- 4 Select the portion you want to scan by clicking the left mouse button and dragging it.



If you enlarge the image using  button, you can then use the  button to restore the image to its former size.

- 5 Load your original again.



If your model is flatbed type, and you load the original on the scanner glass in step 1, please skip this step.

- 6 Click **Start**.

This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

- 7 In the PaperPort® window, use the options available to refine the image.

## Settings in the Scanner window

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### Image Type

Select the image type of output from **Photo**, **Web** or **Text**.

**Resolution** and **Scan Type** will be altered for each default setting.

The default settings are:

Image Type		Resolution	Scan Type
<b>Photo</b>	Select for scanning photo images.	300 x 300 dpi	24-bit color
<b>Web</b>	Select for attaching the scanned image to web pages.	100 x 100 dpi	24-bit color
<b>Text</b>	Select for scanning text originals.	200 x 200 dpi	Black & White

### Resolution

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

Resolution	Black & White / Gray (Error Diffusion)	256 color	True Gray / 24 bit color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi (For MFC-3420C and MFC-3820CN Only)	Yes	No	Yes
9600 x 9600 dpi (For MFC-3420C and MFC-3820CN Only)	Yes	No	Yes

## Scan Type

**Black & White:** Set the Scan Type to **Black & White** for text or line art.

**Gray Scale:** Set the Scan Type to **Gray (Error Diffusion)** or **True Gray** for photographic images.

**Colors:** Set either:

**256 Color**, which scans up to 256 colors, or **24 bit Color** which scans up to 16.8 million colors.

Although using **24 bit Color** creates an image with the most accurate colors, the image file will be approximately three times larger than a file created with **256 Color**.

## Brightness

Adjust this settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the original again. If the image is too dark, set a higher brightness value and scan the original again.



It is only available when Black & White or Grey is selected.

## Contrast

This setting is adjustable only when you have selected one of the gray scale settings. It is not available when **Black & White** and **Color** settings are selected as the **Scan Type**.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the Image, while a decrease reveals more detail in gray areas. You can also type a value in the box for the setting.

## Document Size

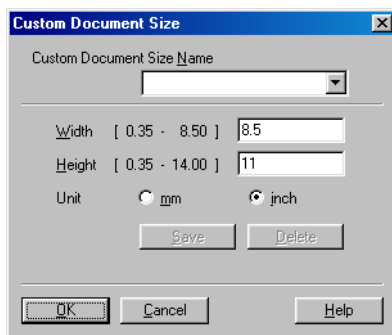
Set the Size to one of the following:

- Letter (8 1/2 x 11 in.)
- A4 (210 x 297 mm)
- Legal (8 1/2 x 14 in.)
- A5 (148 x 210 mm)
- B5 (182 x 257 mm)
- Executive (7 1/4 x 10 1/2 in.)
- Business Card (90 x 60 mm)  
(For MFC-3420C and MFC-3820CN Only)
- Photo 3.5 x 5 in. (9 x 13 cm)
- Photo 5 x 7 in. (13 x 18 cm)
- APS C 4 x 6 in. (10 x 15 cm)
- Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in or  
8.9 x 8.9 mm to 215.9 x 355.6 mm.)

If your machine is flatbed type (MFC-3420C or MFC-3820CN), you can scan business cards. To scan business cards, select the document size, and then place the original face down at the center of scanner glass.

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

If you selected **Custom** as the size, The **Custom Document Size** dialog box will appear.

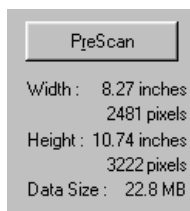


Type the **Name**, **Width** and **Height** for the original.

You can choose “mm” or “inch” as the unit for Width and Height.



You can see the actual paper size you selected on the screen.



- **Width:** shows the width of scanning area
- **Height:** shows the height of scanning area
- **Data Size:** shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

# Scanning an original (For Windows® XP only)

## WIA compliant

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

## How to access the scanner

- 1 Open your software application to scan an original.



The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0. The steps for scanning from another application may vary.

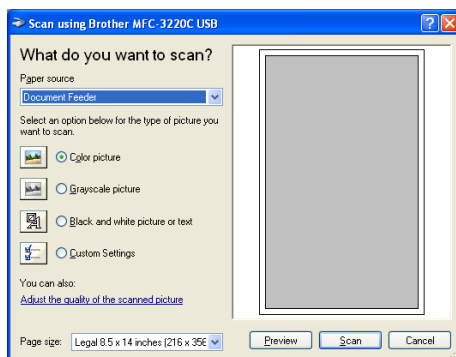
- 2 Select **Scan** from the **File** drop-down menu or select the Scan button.

The **Scan** panel appears in the left panel.

- 3 Select the scanner you are using from the **Scanner** drop-down list box.

- 4 Click **Scan**.

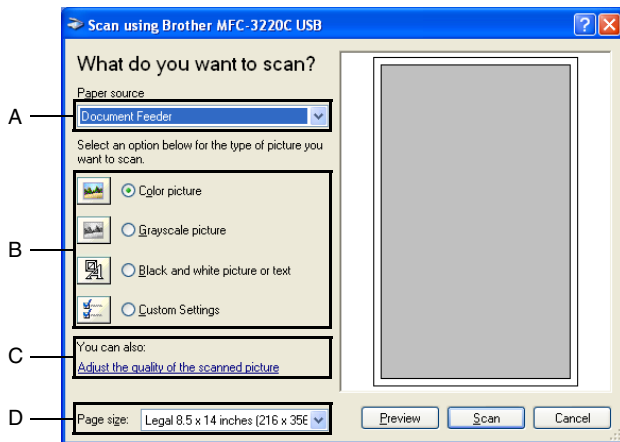
The Scan dialog box will appear:



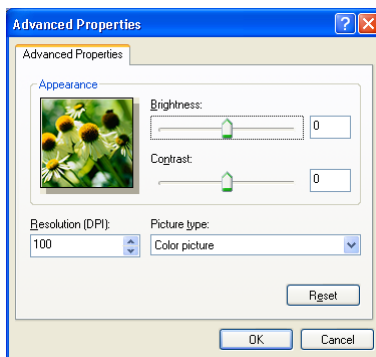


# Scanning an original into the PC (MFC-3220C and MFC-3320CN only)

- 1 Load your original.



- 2 Select the picture type (B).
- 3 Select the **Paper size** from the drop-down list box (D).
- 4 If you require advanced settings, click on the tab **Adjust the quality of the scanned picture** (C). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



- 5 To start scanning your original, click the **Scan** button in the Scan dialog box.



- The scanner resolution you can select is up to 1200 × 1200 dpi.
- For resolutions greater than 1200dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-18.)
- You cannot select the Paper source (A) other than Document Feeder.

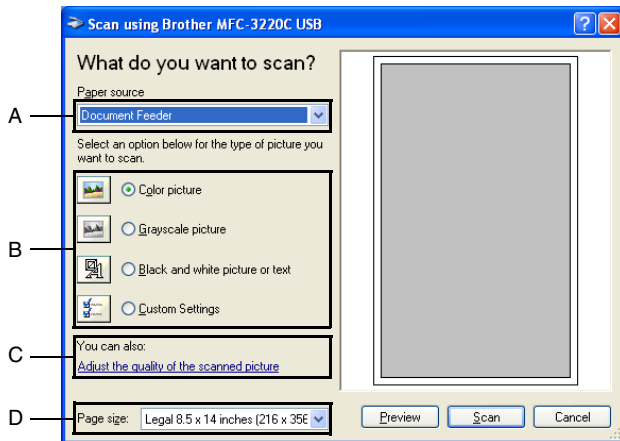
## Scanning an original into the PC (MFC-3420C and MFC-3820CN only)

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

If you would like to scan and then crop a portion of the page after pre-scanning the original, you will need to use the scanner glass (Flatbed). (See *Pre-Scanning to crop a portion you want to scan* on page 2-5.)

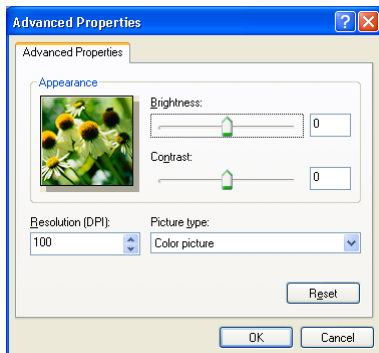
### Scanning an original using the ADF


- 1 Load your original.



- 2 Select the **Document Feeder** from the **Paper source** drop-down list box (A).
- 3 Select the picture type (B).
- 4 Select the **Paper size** from the drop-down list box (D).

- 5 If you require advanced settings, click on the tab **Adjust the quality of the scanned picture (C)**. You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.

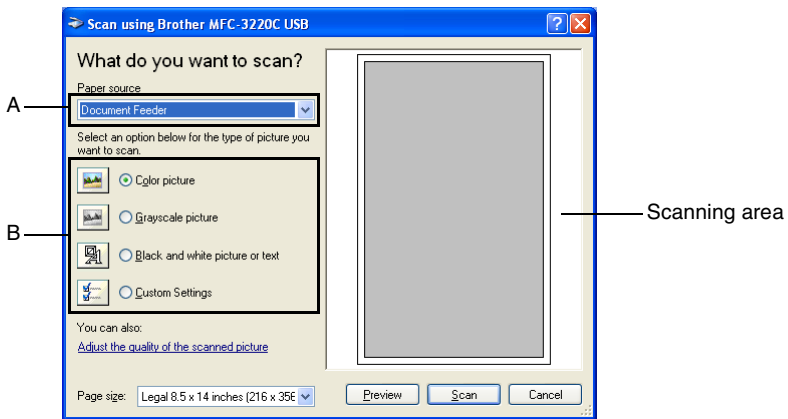


-  ■ The scanner resolution you can select is up to 1200 × 1200 dpi.
- For resolutions greater than 1200dpi, use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 2-18.)
- 6 To start scanning your original, click the **Scan** button in the Scan dialog box.

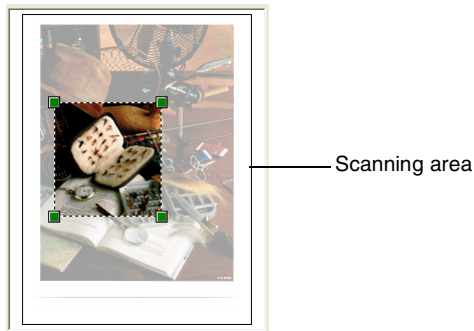
## Pre-Scanning to crop a portion you want to scan using the scanner glass (MFC-3420C and MFC-3820CN only)

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button from the scanner window to scan the image.

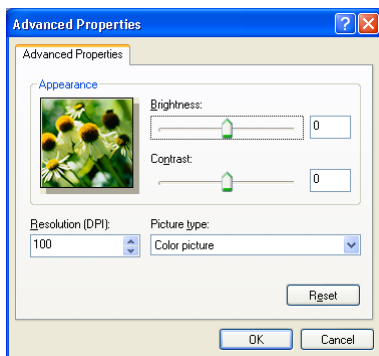
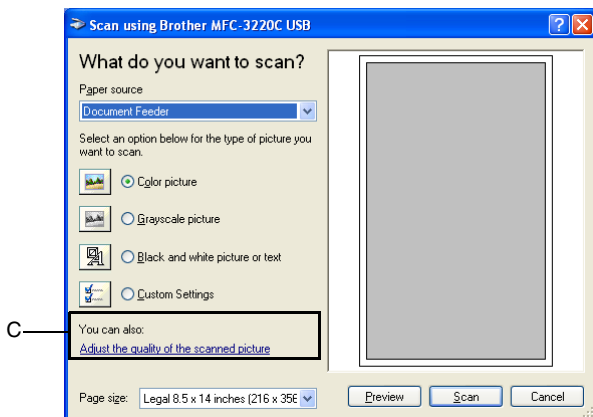
- 1 Place the original face down on the scanner glass.
- 2 Make sure you selected **Flatbed** in the Paper source pull-down box (A).



- 3 Select the picture type (B).
- 4 In the Scan dialog box, click the **Preview** button. The entire original will be scanned into the PC and will appear in the scanning area.
- 5 Select the portion you want to scan by clicking the left mouse button and dragging it over the area.



- 6 If you require advanced settings, click **Picture Type** from the **Adjust the quality of the scanned picture (C)**. You can select **Brightness, Contrast, Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



- 7 To start scanning your original, click the **Scan** button in the Scan dialog box.

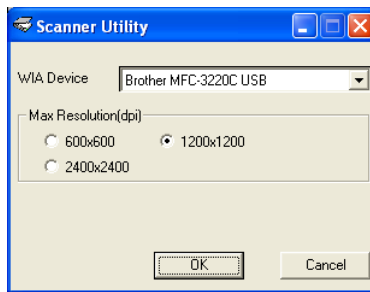
This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

## Brother Scanner Utility

The Brother Scanner Utility is used for configuring the scanner driver for resolutions greater than 1200dpi and for changing the paper size. If you want to set Legal size as the default size, change the setting using this utility. You must restart your PC for the new settings to take effect.



### To run the utility:

You can run the utility by selecting the **Scanner Utility** located in the **Start/All Programs/Brother/MFL-Pro Suite MFC-XXXXC** menu. (Where XXXX is your model name.)




If you scan the original at resolution of greater than 1200dpi, the file size maybe very large. Please make sure that you have sufficient memory and hard disk space for the size of the file you are trying to scan. If the memory and hard disk is not sufficient then your computer may freeze and you could lose your file.

# Using the Scan key (For USB cable users)


You can use  (**Scan**) on the control panel to scan originals into your word processing, graphics or E-mail applications or your computer folder. The advantage of using  (**Scan**) is that you avoid the mouse clicks required to scan from your computer.



## **Scan**



If you are using a Macintosh® computer the  (**Scan**) key will work only for Scan to Card. (For MFC-3220CN and MFC-3820CN Only.)



Before you can use  (**Scan**) on the control panel, you must have connected the machine to your Windows® based computer and loaded the appropriate Brother Drivers for your version of Windows®.


When you are ready to use  (**Scan**), make sure the Brother Control Center application is running on your computer. For details about how to configure the Brother Control Center buttons to launch the application of your choice using  (**Scan**), go to the appropriate chapter:

- For Windows® 98/98SE/Me and 2000 Professional, see *Using the Brother Control Center* on page 3-1.
- For Windows® XP, see *Using the Windows® XP-Based Brother SmartUI Control Center* on page 4-1.




## Scan to E-mail



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You can either scan a black and white or color original into your E-mail application as a file attachment. You can change the  (**Scan**) configuration. (See *Scan to E-mail* on page 3-10 to 3-11.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

**1** Load your original.

**2** Press  (**Scan**).

Scan to E-mail 


**3** Press  or  to select Scan to E-Mail.

Press **Black Start** or **Color Start**.

The machine will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.


## Scan to Image



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You can scan a color picture into your graphics application for viewing and editing. You can change the  (**Scan**) configuration. (See *Scan to Image* on page 3-14.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

**1** Load your original.

**2** Press  (**Scan**).

Scan to Image 


**3** Press  or  to select Scan to Image.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.


## Scan to OCR



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If your original is text, you can have it converted by ScanSoft® TextBridge® to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the  (**Scan**) configuration. (See *Scan to OCR (Word Processor)* on page 3-12 to 3-13.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

**1** Load your original.

**2** Press  (**Scan**).

Scan to OCR 

**3** Press  or  to select Scan to OCR.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.


## Scan to File



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You can scan a black and white or a color original into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the Brother MFL-Pro Control Center. (See *Scan to File* on page 3-8 to 3-9.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)

**1** Load your original.

**2** Press  (**Scan**).

Scan to File 

**3** Press  or  to select Scan to File.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.







## Scan to Card (MFC-3320CN and MFC-3820CN only)



You can scan black and white and color originals into a media card. Black and white originals will be stored in PDF (\*.PDF) or TIFF file formats (\*.TIF). Color originals may be stored in PDF (\*.PDF) or JPEG (\*.JPG) file formats. The default setting is **COLOR 150dpi** and the default file format is **PDF**. File names default to the current date. For example, the fifth image scanned on July 1, 2002 would be named 07010205.PDF. You can change the color, quality and file name as you want.

Quality	Selectable File Format	Default File Format
B/W 200x100 dpi	TIFF / PDF	TIFF
B/W 200 dpi	TIFF / PDF	TIFF
Color 150 dpi	JPEG / PDF	PDF
Color 300 dpi	JPEG / PDF	PDF
Color 600 dpi	JPEG / PDF	PDF



You can choose the default file format for Black & White or color files. (See *Changing the default color file format* on page 2-23 and *Changing the default Black & White file format* on page 2-23.)

- 1 Insert a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card into your machine.
-  Do not take out the media card while **PhotoCapture** is blinking to keep from damaging the card or data stored on the card.
- 2 Load your original.
- 3 Press  (**Scan**).
- 4 Press  or  to select **Scan to Card**.  
To change quality, press **Menu/Set** and go to Step 5.  
—OR—  
Press **Black Start** or **Color Start** to start scanning without Changing any settings.
- 5 Press  or  to select the quality you want.  
To change the file type, press **Menu/Set** and go to Step 6.  
—OR—  
To start scanning, press **Black Start** or **Color Start**.



- 6** Press  or  to select the file type you want.  
To change the file name, press **Menu/Set** and go to Step 7.  
—OR—

To start scanning, press **Black Start** or **Color Start**.



- 7** File name is automatically changed, but you can use the dial pad to enter the file name. (You can only change the first 6 digits.)

Press **Black Start** or **Color Start** to start scanning.



### Changing the default quality

- 1** Press **Menu/Set**, **4**, **7**, **1**. 1.Quality
- 2** Press  or  to select  
B/W 200x100 dpi, B/W 200 dpi, Color 150 dpi,  
Color 300 dpi or Color 600 dpi.  
Press **Menu/Set**.
- 3** Press **Stop/Exit**.

### Changing the default Black & White file format

- 1** Press **Menu/Set**, **4**, **7**, **2**. 2.B/W File Type
- 2** Press  or  to select TIFF  
or PDF.  
Press **Menu/Set**.
- 3** Press **Stop/Exit**.

### Changing the default color file format

- 1** Press **Menu/Set**, **4**, **7**, **3**. 3.ColorFile Type
- 2** Press  or  to select PDF or  
JPEG.  
Press **Menu/Set**.
- 3** Press **Stop/Exit**.

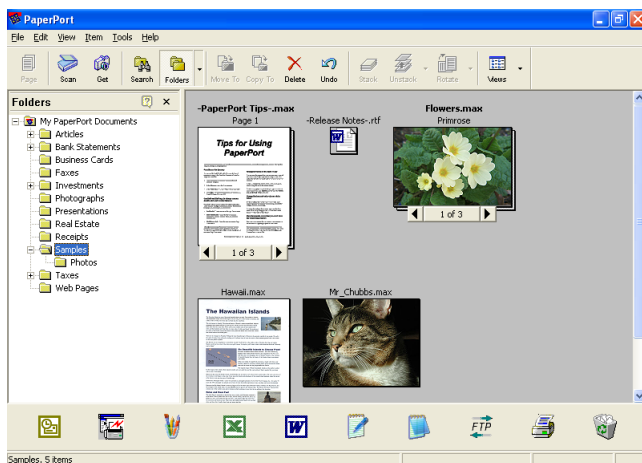
# Using ScanSoft® PaperPort® and TextBridge® OCR

ScanSoft® PaperPort® for Brother is a document management application. You will use PaperPort® to view scanned originals.

PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text originals. It allows you to combine or “stack” originals of different formats for printing, faxing or filing.

ScanSoft® PaperPort® can be accessed through the ScanSoft® PaperPort® program group.


See *Documentation for ScanSoft® PaperPort® on the CD-ROM.*



The complete ScanSoft® PaperPort® Users Guide, including ScanSoft® TextBridge® OCR, is in the Documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install MFL-Pro Suite, ScanSoft® PaperPort® for Brother and ScanSoft® TextBridge® OCR are installed automatically.

 If you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

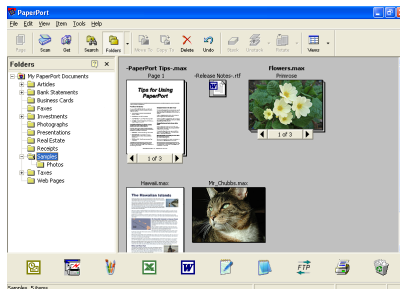
# Viewing items

ScanSoft® PaperPort® provides several ways to view items:

**Desktop View** displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

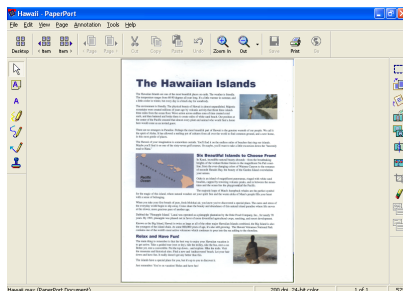
Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.



Desktop View displays items as thumbnails

**Page View** displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it.

As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.



Page View displays each item as a full page

## Organizing your items in folders

---

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in Desktop View. An item can be a PaperPort® item or a non-PaperPort® item:

- Folders are arranged in a “tree” structure in the Folder View. You use this section to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be “nested”—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort® MAX files and non PaperPort® files) appear on the Desktop.
- You can also use Windows® Explorer to manage the folders and items shown in Desktop View.

## Quick links to other applications

---

ScanSoft® PaperPort® automatically recognizes many other applications on your computer and creates a “working link” to them. The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon. A typical use of the Send To Bar is to select an item and then fax it.

This sample Send To Bar shows several applications with links to PaperPort®.



If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Add to Send To Bar...** command.

(See PaperPort® in the Documentation section on the CD-ROM for more information about creating new links.)

## ScanSoft® TextBridge® OCR lets you convert image text into text you can edit

---

ScanSoft® PaperPort® can quickly convert the text on a ScanSoft® PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® uses the optical character recognition application ScanSoft® TextBridge®, which comes with PaperPort®

—OR—

PaperPort® can use your preferred OCR application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.



## You can Import items from other applications

---

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

- Print to the Desktop View from another application, such as Microsoft® Excel.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).



## You can Export items in other formats

---

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

### Exporting an image file

- 1** Select the **Save As** command from the File pull-down menu in the PaperPort® window. The Save 'XXXXX' as dialog box will be displayed.
- 2** Select the drive and directory where you want to store the file.
- 3** Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)
- 4** Select the **Save** button to save your file, or **Cancel** to return to the PaperPort® without saving it.

## How to Uninstall PaperPort® and ScanSoft® TextBridge®

---

*For Windows® 98/98SE and Windows® Me:*

Select **Start, Settings, Control Panel, Add/Remove Programs** and the **Install/Uninstall** tab.

Select **Brother Extensions for Paperport®** and click the **Add/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Add/Remove** button.

*For Windows® 2000 Professional:*

Select **Start, Settings, Control Panel** and **Add/Remove Programs**.

Select **Brother Extensions for Paperport®** and click the **Change/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.


*For Windows® XP:*

Select **Start, Control Panel, Add or Remove Programs** and the **Change or Remove Programs** icon.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

# 3 Using the Brother Control Center

(For Windows® 98/98SE/Me and 2000 Professional)

 If you are using Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

## Brother MFL-Pro Control Center

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The Brother Control Center is a software utility that pops up on the PC screen whenever paper is put in the ADF of the machine. This allows you to quickly and with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center stops the need to manually startup any specific applications. The Brother Control Center provides three operations (Scan, Copy and PC-Fax):

- Scan directly to a file, E-mail, word processor or graphic application of your choice
- Copy
- PC Faxing using the Brother PC-FAX software



# AutoLoad the Brother Control Center

---

The Control Center is loaded every time Windows® is started.

When the Control Center is loaded, the **Control Center**



icon will appear on the task bar.

If you don't want the Control Center to load automatically, you can turn off AutoLoad.





If the **Control Center**  icon does not appear on your task bar, you will have to launch the software.

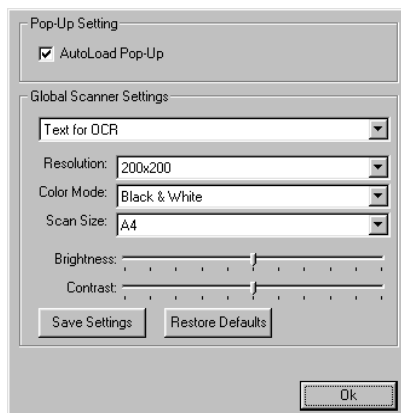
Double-click the **Control Center**  icon on the desktop or from the **Start** menu, select **Programs, ScanSoft® PaperPort® 8.0**, and then click **Brother SmartUI POPUP**.

## How to turn off AutoLoad

---

- 1 Left-click the Control Center  icon and click **Show**.
- 2 When the Control Center window appears, left click the **Smart Click**  **Control Center** button.

A dialog box will appear:



- 3 Uncheck the 'AutoLoad' Pop-Up check box.

# Brother Control Center features

## Auto Configuration

---

During installation the Control Center will check your system to set up the default applications for E-mail, word processing and the graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the Control Center will create a link and a scanning application button for Outlook.

You can change a default application. Right-click the appropriate Control Center button to display *Configurations* and then click it. Select a different application.

For example, you can change a scan button from MS Word Pad

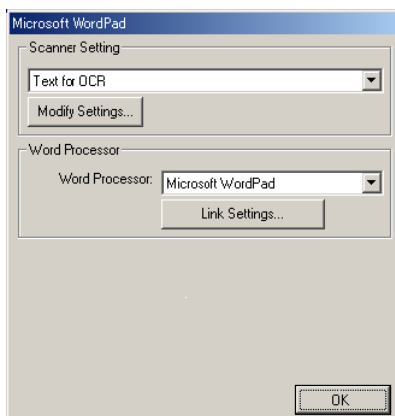


to MS Word



by changing the application

that is listed for the Word Processor.



## Scan to operations

---

*Scan to File*—Allows you to scan directly to a file on your computer. You can change the file type and directory for the original you are scanning.

*Scan to E-mail*—Allows you to scan a picture or text original directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.

*Scan to OCR (Word Processor)*—Allows you to scan a text original , run ScanSoft® TextBridge® OCR, and insert the text original (not a graphic image) into a word processing file. You can choose the word processing application, such as Word Pad, MS Word, and so on.

*Scan to Image*—Allows you to scan an image directly into any graphic viewer/editor application. You can choose the graphics application, such as Microsoft Paint.

## Copy operations

---

*Copy*—Allows you use the PC and any Windows® printer driver for enhanced copy operations.

You can scan the page on the Brother machine and print the copies using any of the features of the Brother machine printer driver.

—OR—

You can send the copy output to any standard Windows® printer driver that is on your PC.

## PC-Fax operation

---

*Send a Fax*—Allows you scan a picture or text original and send the image as a fax from the PC using the Brother PC-FAX software.

## Scanner settings for Scan, Copy and PC-Fax buttons

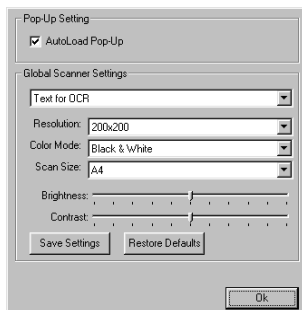
---

When the Pop-Up screen appears, you can access the Scanner Settings window.

Click the **Smart Click**  **Control Center** icon at the top right of the Brother Control Center screen

—OR—

Click the **Modify Settings** button on any of the Configuration screens.



## Global settings

---

*AutoLoad Pop-Up*—Select this checkbox if you want Brother MFL Control Center to load when you turn on your computer.

## Setting up the scanner configurations

---

The Pop-Up application stores eight different scanning modes. Each time you scan an original, you can choose the most appropriate scanning mode from the following:

*Faxing, Filing and Copying*

*Text for OCR*

*Photos*

*Photos (High Quality)*

*Photos (Quick Scan)*

*Custom*

*Draft Copy*

*Fine Copy*

Each mode has its own set of stored settings. You can keep the factory default settings or change them at any time:

*Resolution*—From the pull-down list, select the scanning resolution you most often use.

*Color Mode*—From the pull-down list, select the color settings you most often use.

*Scan Size*—From the pull-down list, select the scan size you most often use.

*Brightness*—Slide the adjuster from 0% to 100%

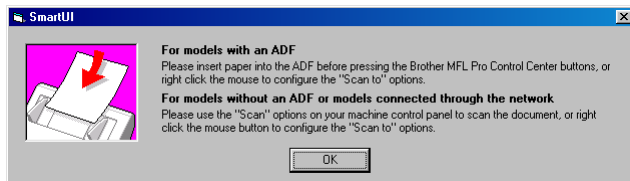
*Contrast*—Slide the adjuster from 0% to 100%

Click **OK** to save your changes. If you make a mistake or want the original default setting, just click the **Restore Defaults** button when the scanning mode is displayed.

## Performing an operation from the Control Center screen

---

If you see this screen it means you left-clicked a button in the Control Center window without first placing an original in the ADF.



Place the original in the machine's ADF, and then click **OK** to go to the Control Center screen.



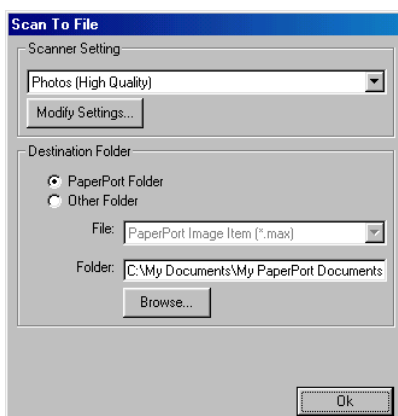
If your machine is flatbed model (MFC-3420C or MFC-3820CN), and want to scan the original from the scanner glass, please use



**(Scan)** on the control panel of the machine.



# Scan to File



## To access Scan to File Configurations screen

---

- 1 Load your original in the ADF. The Brother Control Center screen will pop up.
- 2 Right-click Scan to File and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.**

To change any of the settings for the mode, click **Modify Settings**.

## Destination folder

---

*PaperPort® Folder*—Select this checkbox to scan the original into your PaperPort® folder.

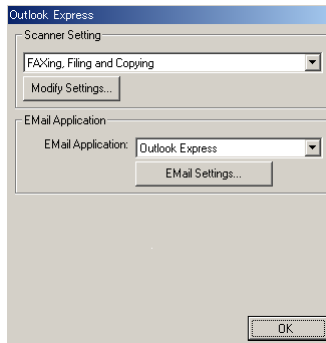
*Other Folder*—Select this checkbox, to scan the original as another file type or to store it in another directory/folder.

*File*—If you selected Other folder from the pull-down list, select the type of file:

- PaperPort® Image Item (\*.max)
- PaperPort® Self-Viewing (\*.exe)
- PaperPort® Browser-Viewable (\*.htm)
- PaperPort® 5.0 Image Item (\*.max)
- PaperPort® 4.0 Image Item (\*.max)
- PaperPort® 3.0 Image Item (\*.max)
- Windows Bitmap (\*.bmp)
- PC Paintbrush (\*.pcx)
- PCX Multi-page (\*.dcx)
- JPEG (\*.jpg)
- TIFF-Uncompressed (\*.tif)
- TIFF-Group 4 (\*.tif)
- TIFF-Class F (\*.tif)
- TIFF Multi-page - Uncompressed (\*.tif)
- TIFF Multi-page - Group 4 (\*.tif)
- TIFF Multi-page - Class F (\*.tif)
- Portable Network Graphics (\*.png)
- FlashPix (\*.fpx)

To Search your system for the directory and folder you want, click the **Browse** button. Click **OK** to save your settings.

# Scan to E-mail



## To access Scan to E-mail Configurations screen

---

- 1 Load your original in the ADF. The Brother Control Center screen will pop up.
- 2 Right-click the E-mail application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click **OK**.

—OR—

To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

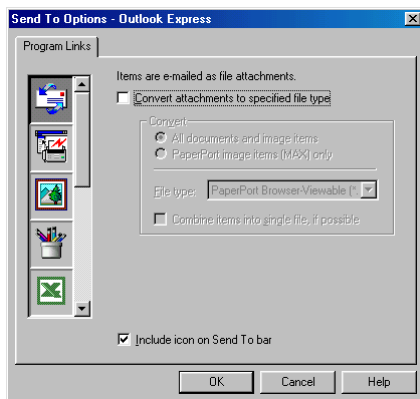
To change any of the settings for this mode, click **Modify Settings**.

## E-mail application

---

**E-mail Application**—From the pull-down list, select your E-mail application.

**E-mail Settings**—Click the **E-Mail Settings** button to set up links. The **Send To Options** window will appear:



## Send to Options

---

**Convert attachments to specified file type**—Converts items to the type in the **File type** box. Clear this check box to keep files in their source format; for example, to keep Word documents in the .doc format and JPEG images in the .jpg format.

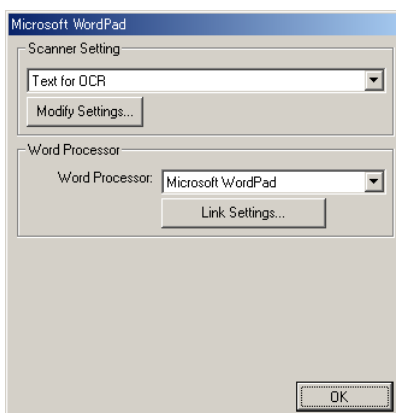
**All documents and image items**—Converts all items regardless of the program in which the item was created; for example, converts all Word (.doc) files and JPEG (.jpg) files to the file type.

**PaperPort® image items (MAX) only**—Converts only PaperPort® image items (.max) files. PaperPort® does not convert other file types, such as JPEG images and Word documents.

**File type**—Identifies the format in which to convert items; for example, JPEG or TIFF.

**Combine items into single file, if possible**—Combines all selected items into a single file that contains multiple pages. This option is available only when the file type supports multiple pages, such as multi-page TIFF.

# Scan to OCR (Word Processor)



## To access Scan to OCR Configurations screen

---

- 1 Load your original in the ADF. The Brother Control Center screen will pop up.
- 2 Right-click the word processor application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

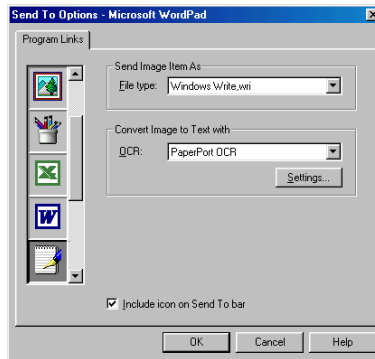
From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying; Text for OCR; Photos; Photos (High Quality); Photos (Quick Scan); Custom; Draft Copy or Fine Copy.**

To change any of the settings for this mode, click **Modify Settings**.

## Word Processor

**Word Processor**—From the pull-down list, select the word processor you want to use.

Click the **Link Settings** button to display the screen to set up the original format you want to use and identify the OCR program:

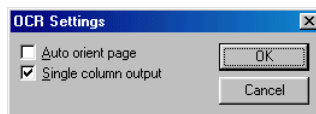


**File type**—From the pull-down list, select the file type you want to use for your word processor or text original s.

**OCR**—Identify the OCR program to use to convert scanned original images to editable original s. This option is available only when you have an OCR program other than the one provided with PaperPort®. (PaperPort® 8.0 SE uses the same OCR engine that is in ScanSoft®'s TextBridge® Pro Millennium product.)

Click the **Settings** button to choose how the OCR application will read the pages that you scan into your word processor application.

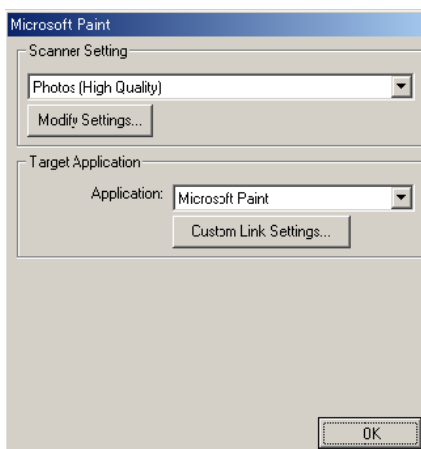
The **OCR Settings** window will appear:



Select your setting and click **OK**.

- **Auto orient page**—Click this checkbox to automatically rotate pages so that the text is upright.
- **Single column output**—Click this checkbox if you want to remove columns from multi-column original s so that converted text appears in a one-column format.

# Scan to Image



## To access Scan to Image Configurations screen

---

- 1** Load your original in the ADF. The Brother Control Center screen will pop up.
- 2** Right-click the graphic application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3** To save your settings, click **OK**.

—OR—

To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing**, **Filing and Copying**, **Text for OCR**, **Photos**, **Photos (High Quality)**, **Photos (Quick Scan)**, **Custom**, **Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

## Target Application

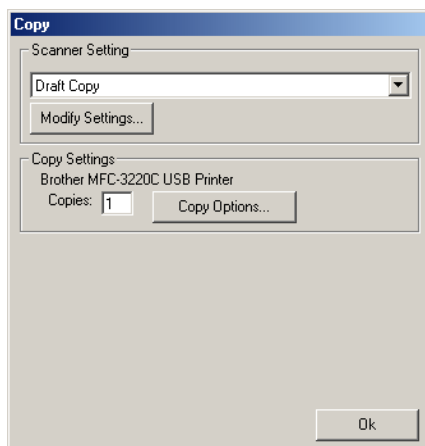
---

*Application*—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings** button to set up links for your user-defined application.



# Copy



## To access the Copy Configurations screen

---

- 1** Load your original in the ADF. The Brother Control Center screen will pop up.
- 2** Right-click the Copy and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3** To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

## Number of copies

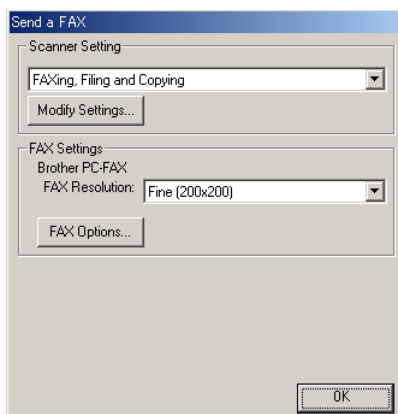
---

*Copies*—Enter the number of copies you want to print.

To change the copy options, click the **Copy Options** button.

Click **OK** to save your Copy settings.

# Send a fax



## To access the Send a fax Configurations screen

---

- 1 Load your original in the ADF. The Brother Control Center screen will pop up.
- 2 Right-click the Send a fax and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click **OK**.  
—OR—  
To go back to the factory default settings, click the **Restore Defaults** button.

## Scanner settings

---

From the pull-down list, select the scanning mode that is appropriate for the type of file: **Faxing, Filing and Copying**; **Text for OCR**; **Photos**; **Photos (High Quality)**; **Photos (Quick Scan)**; **Custom**; **Draft Copy** or **Fine Copy**.

To change any of the settings for this mode, click **Modify Settings**.

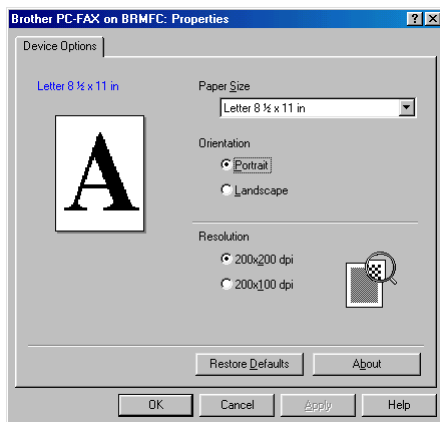
## PC-FAX settings

### Brother PC-Fax

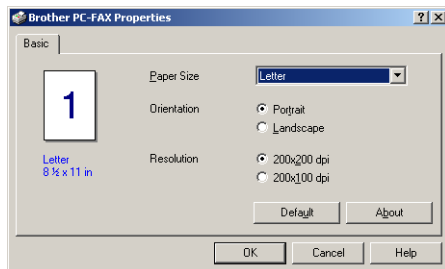
#### *FAX Resolution—Fine (200 × 200)*

- 1 To change the fax options, click the **FAX Options** button. The Brother PC-FAX Properties screen appears:

*For Windows® 98/98SE and Me*



*For Windows® 2000 Professional and XP*



- 2 Select the Paper Size and Orientation (Portrait or Landscape) and click **OK**.



To go back to the factory default settings, click the **Restore Defaults** or **Default** button.

# 4

## Using the Windows® XP-Based Brother SmartUI Control Center

(For Windows® XP)



**For Windows® 98/98SE/Me and 2000 Professional**

See *Using the Brother Control Center* on page 3-1

## Brother SmartUI Control Center





The Brother Control Center is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center eliminates the need to manually launch the specific applications and allows you to scan an original directly to a folder on your computer. The Brother Control Center provides four categories of operations:

- 1 Scan directly to a file, E-mail, word processor or graphics application of your choice.
- 2 Enhanced copy functions, such as Four/Two or One-on-One Copying.
- 3 PC Faxing using the Brother PC-Fax software.
- 4 Custom buttons allow you to configure a button to meet your own application requirements.







In the Task Tray right-click on the Control Center  icon and select **Show** to have access to the Brother SmartUI Control Center window.

# AutoLoad the Brother Control Center

The Control Center is initially configured to automatically load each time Windows® is started. When the Control Center is loaded the Control Center     11:41 icon will appear in the task bar. If you don't want the Control Center to load automatically, you can turn AutoLoad off.

## How to turn off Auto Load

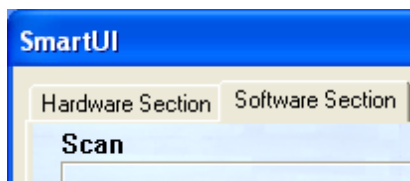
- 1 Right-click the Control Center     11:41 icon in the Task Tray and select **Show**.
- 2 The main SmartUI Control Center window appears. Please look at the bottom of the window for a check box labelled “AutoLoad Pop-up”.



- 3 Uncheck the AutoLoad Pop-Up option to prevent the SmartUI from automatically loading every time Windows® is started.

# Brother Control Center features

The SmartUI control center gives you the ability to configure the hardware **Scan** key on your machine such as “Scan to File”. The “Scan to File” feature allows you to scan an original directly to your hard disk and choose the file format and destination folder without having to run any other applications. Select which section you want by clicking on the appropriate tab.



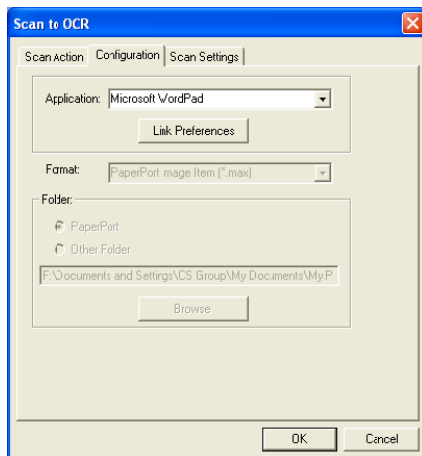
## Auto Configuration

---

During the installation process the Control Center checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor.


**For example**, if you are using Outlook as your default E-mail application, the Control Center automatically will create a link and a scanning application button for Outlook.

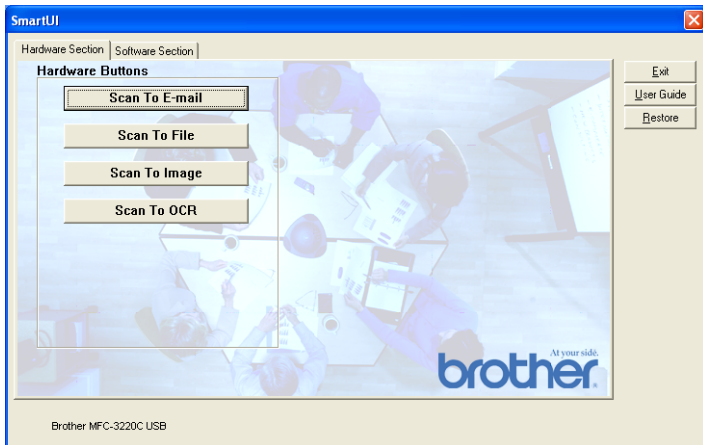
You can change the default application by right-clicking on any of the scan buttons in the Control Center and then clicking *Configuration*. Select the Configuration tab and from the Application pull down menu select a different application. For example, you can change the E-mail scan button from Outlook Express to Outlook by changing the application that is listed.





# Hardware Section: Changing the Scan to button configuration

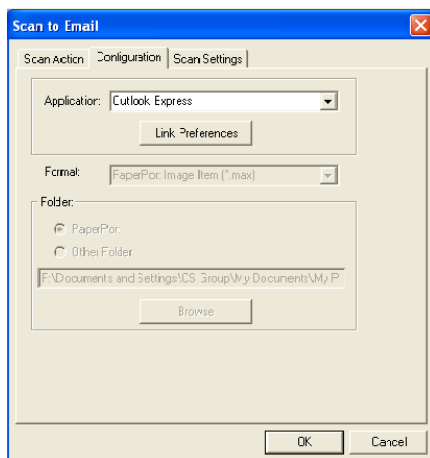
When the SmartUI Control Center is displayed, you can access the Hardware Section window to reconfigure the  (**Scan**) button on your machine. Click the Hardware Section tab at the top left of the SmartUI Control Center screen. (See *Using the Scan key (For USB cable users)* on page 2-19.)



## Scan to E-mail

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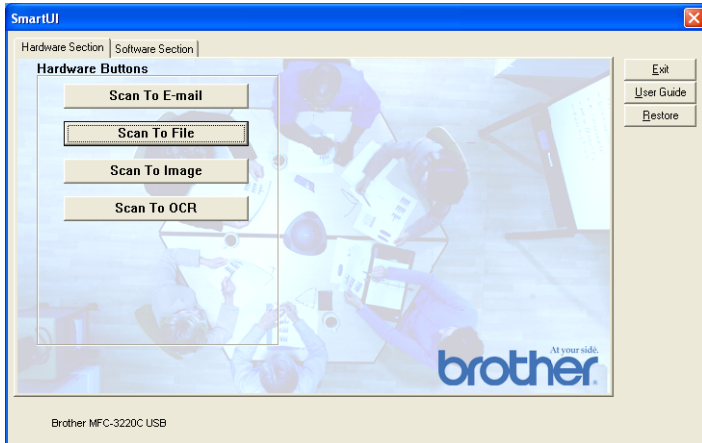
To configure the Scan to E-mail feature left-click on the **Scan to E-mail** button and the following screen will appear. You have the ability to change the configuration that includes the destination E-mail application, attachment file and the scanner settings.



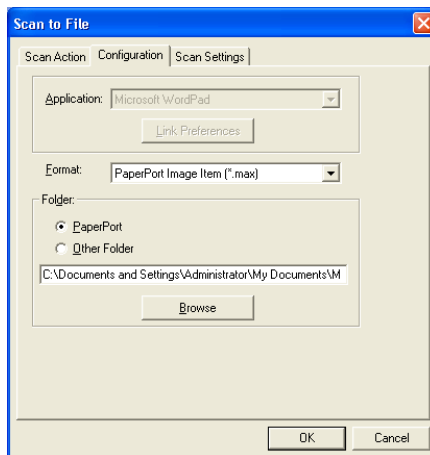
To change the destination E-mail application you use the Application pull down list to select the compatible E-mail application, which is installed on your system.

If you wish to change the attachment file type click on the **Link Preferences** button to display a list of file types.

# Scan to File

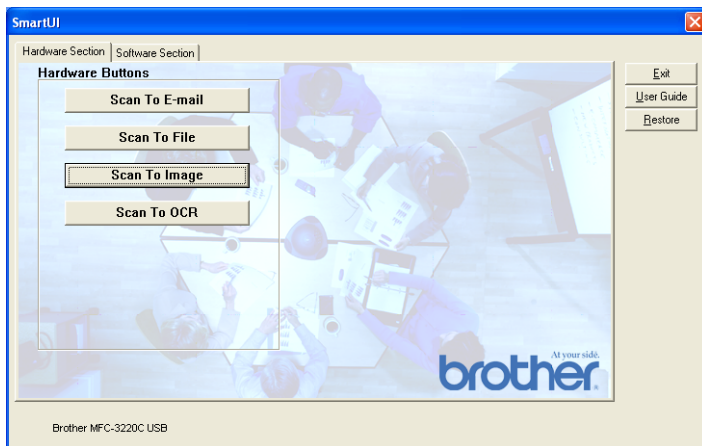


To configure the Scan to File feature, left click on the **Scan to File** button and the following screen will appear.

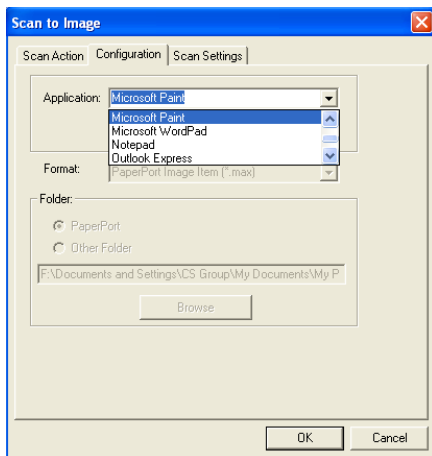


Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by clicking the **Browse** button.

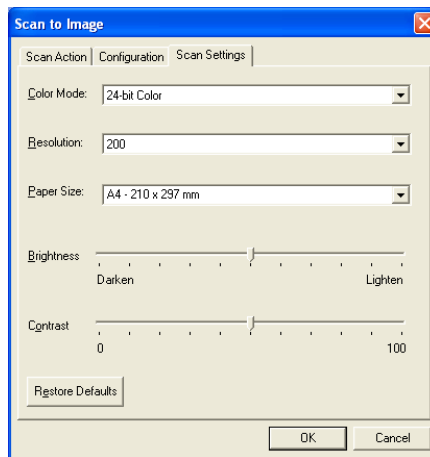
# Scan to Image



To configure the **Scan to Image** feature left-click on the **Scan to Image** button and the following screen will appear. You have the ability to change the configuration, which includes the destination image format or document application.



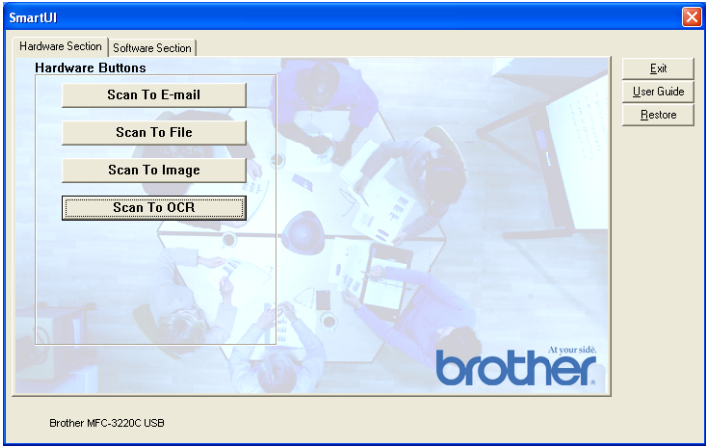
To change the default setting of the scan, click on the **Scan Settings** tab.



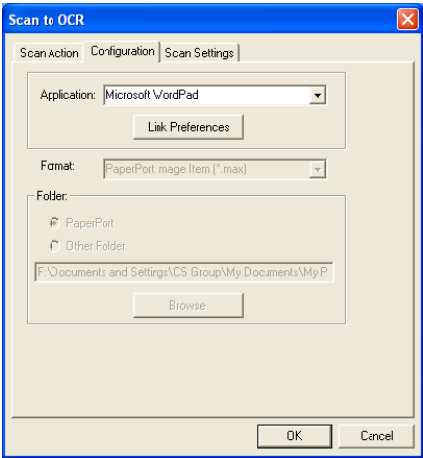
You can set the Color Mode to Black & White, 8-bit Gray or 24-bit Color.

The resolution can be changed from 100 to 1200 dpi. You can define the size of the paper you're using, and you can adjust the brightness and contrast of the image before scanning.

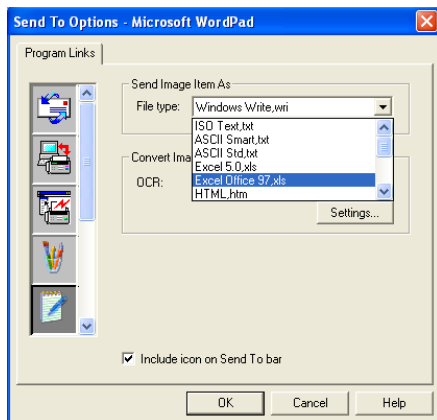
# Scan to OCR



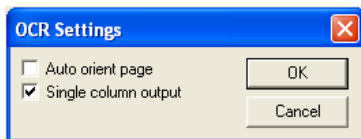
To configure the Scan to OCR feature left-click on the **Scan to OCR** button and the following screen will appear. You have the ability to change the configuration, which includes the destination applications.



You have the option to send your scan as a different file type. You can select the application from the File Type window according to your needs.

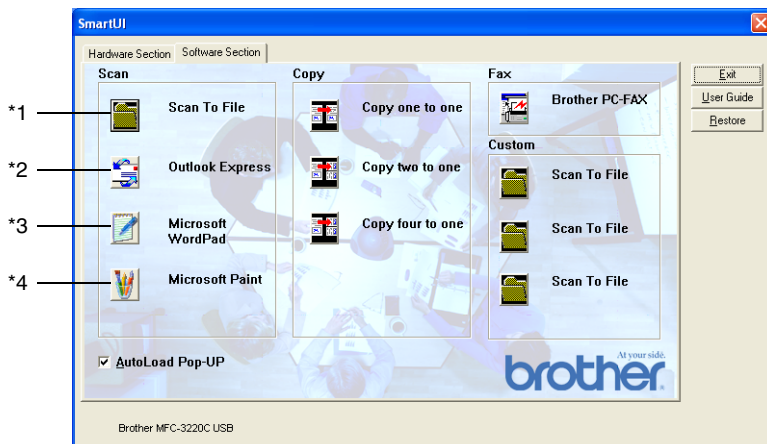


You have the option to choose your OCR setting from **Single column output** to **Auto orient page**.



# Software Section

The Software Section contains four groups of scan to buttons. Each section has a number of different buttons which are predefined for the most frequently used applications. The **Scan** section contains four buttons for Scan to File, Scan to E-mail, Scan to Word Processor and Scan to Image applications. The **Copy** section contains three buttons for N to 1 copying. The **Fax** section button is for sending faxes using the Brother PC-FAX application and the **Custom** section contains three buttons with which you can assign your own function.





## Scan

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\*1 *Scan to File* —enables you to scan directly to a disk file. You can change the file type and destination directory, as needed.

\*2 *Scan to E-mail (Default: Outlook Express)* —enables you to scan a page or original directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

\*3 *Scan to Word Processor (Default: MS WordPad)* —enables you to scan a page or original, automatically run ScanSoft® TextBridge® OCR and insert the text (not graphic image) into a word processing program. You have the option of selecting the destination word processing program, such as WordPad, MS Word, Word Perfect or whichever word processing program is installed on your computer.

\*4 *Scan to Graphic Application (Default: MS Paint)* —enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editor application you already have installed on your computer.

## Copy

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*Copy (Copy one to one)*—allows you to use the PC and any Windows® printer driver for enhanced copy operations. You can scan the page on the machine and print the copies using any of the features of the machine printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC including network printers.

*Four/Two to One Copy*—enables you to use the Four/Two on One-page features of the Brother printer driver to copy four/two original pages onto a single output page.

## Fax

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*Send a Fax* (Brother PC-FAX)—enables you to scan a page or original and automatically send the image as a fax from the PC using the Brother PC-FAX software.

## Custom

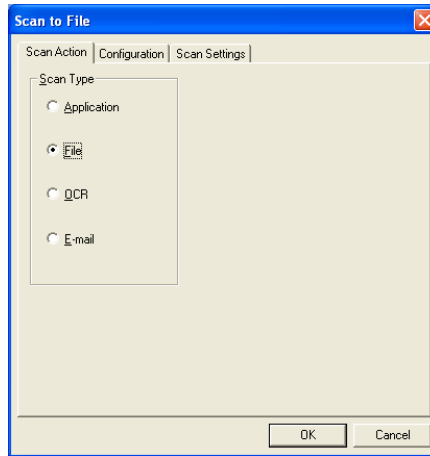
---

*Scan to File*—These buttons have been pre-programmed for the Scan to File feature. You can change the configuration of each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.

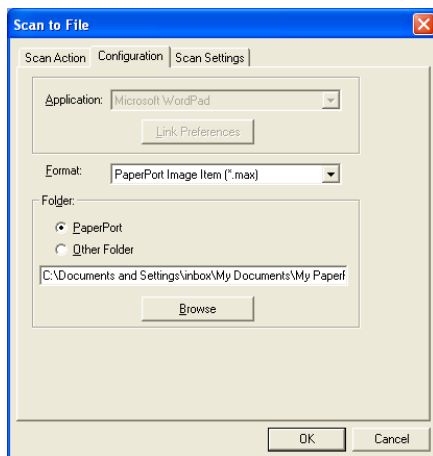
# Scan to File

The **Scan to File** button allows you to scan an image and save it in a specific file type to any directory on your hard disk. This allows you to easily archive your paper originals. To configure the file type and save to directory right-click on the **Scan to File** button and click Configuration.

The Scan Action tab is set to File and should not be changed.



To change the configuration click on the Configuration tab.



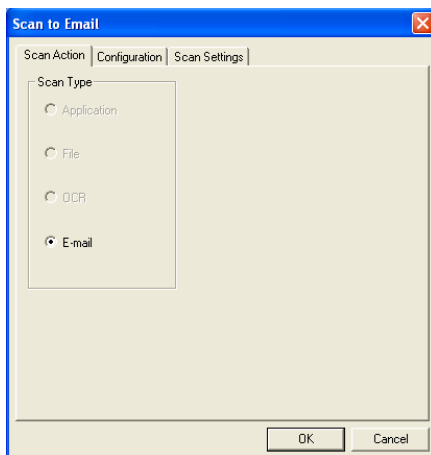
Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort®, or you can select another folder/directory by clicking the **Browse** button.

You can change the default setting by selecting the **Other Folder** button and then clicking **Browse** and selecting the folder in which you wish to save your files.

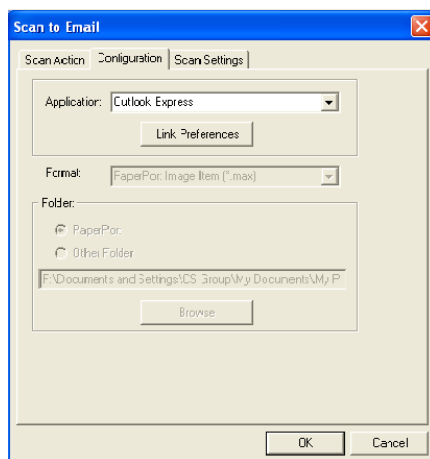
# Scan to E-mail

The Scan To E-mail is automatically configured to your default E-mail application. To change the default E-mail application or attachment file type, right-click on the E-mail button and select “Configuration”.

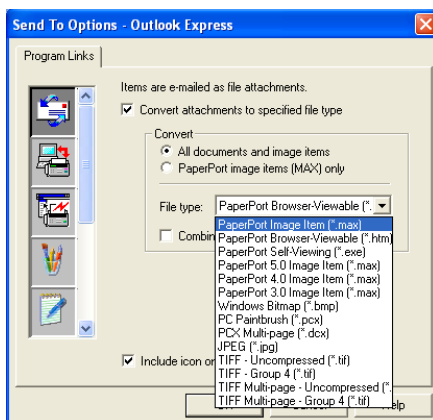
The Scan Action tab is set to E-mail and should not be changed.



To change the E-mail application click on the Configuration tab. From the Application pull down list, select your preferred E-mail application.



To change the file type of the attachment click the **Link Preferences** button to set up links. Check the **Convert attachments to specified file type** box and then select the appropriate file type from the pull down list.



## File attachments

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Items are mailed as file attachments using the file type you have selected.

*Convert attachments to specified file type*—Click this check box if you want to change the file type of attachments.

*All documents and image items*—Click this check box if you want to convert all scanned images to the same file type.

*PaperPort® image items (MAX) only*—Click this check box if you want to convert only attachments that are PaperPort® MAX files.

*Combine items into single file, if possible*—Click this check box if you want to combine all the attachments into one file. With this box unchecked each scanned page will be saved in its own individual file.

*File type*—Select from the pull-down list the type of file you want the scanned images to be saved in.

PaperPort® Image Item (\*.max)

PaperPort® Browser-Viewable (\*.htm)

PaperPort® Self Viewing (\*.exe)

PaperPort® 5.0 Image Item (\*.max)

PaperPort® 4.0 Image Item (\*.max)

PaperPort® 3.0 Image Item (\*.max)

Windows Bitmap (\*.bmp)

PC Paintbrush (\*.pcx)

PCX Multi-page (\*.dcx)

JPEG (\*.jpg)

TIFF-Uncompressed (\*.tif)

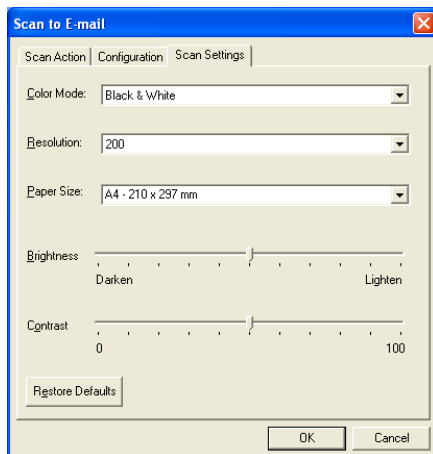
TIFF Group 4 (\*.tif)

TIFF Multi-Page -Uncompressed (\*.tif)

TIFF Multi-Page - Group 4 (\*.tif)

## Scanner settings

You have the ability to change the scanner settings used to create the file attachments. Click on the Scan Settings tab and select the appropriate settings.

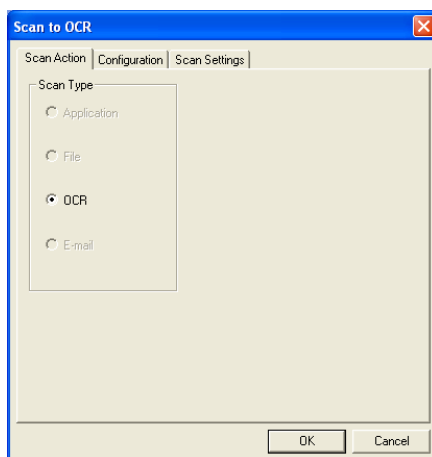




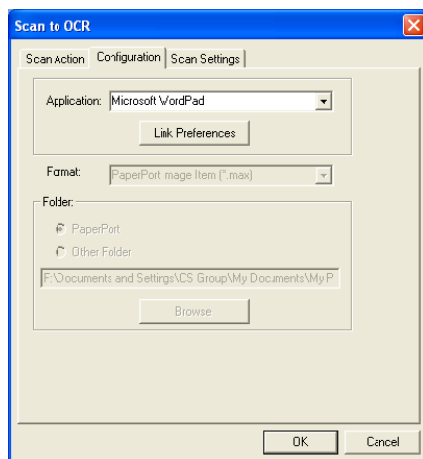
# Scan to OCR (Word Processing program)

Scan to OCR converts the graphic page image data to text which can be edited by any word processor program. You can change the default word processor program (example: Word Pad instead of Word) and file type. You can also choose another OCR software package besides the TextBridge® OCR which is built into PaperPort®.

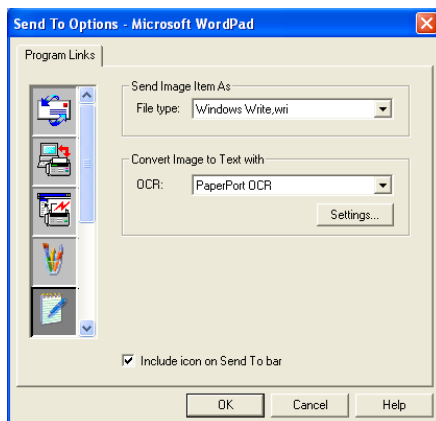
To configure Scan to OCR right-click on the WordPad button and select Configuration. The Scan Action tab is set to OCR and should not be changed.



To change the word processing application click on the Configuration Tab. You can select the destination word processing application from the Application pull down list.



To change the program link preferences click the **Link Preferences** button.



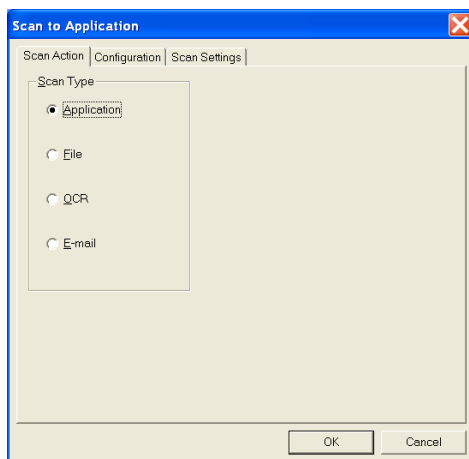
**File Type**—From the pull-down list, select the file format you want to use for originals.

**OCR**—Select the OCR application from the OCR pull down list.

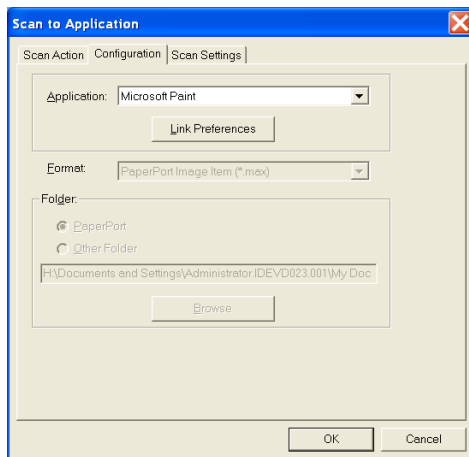
# Scan to Graphics application (example: Microsoft Paint)

The Scan to Graphics Application allows you to scan an image so you can edit the image. To change the default graphics application right-click on the button and select Configuration.

The Scan Action tab is set to Application and should not be changed.

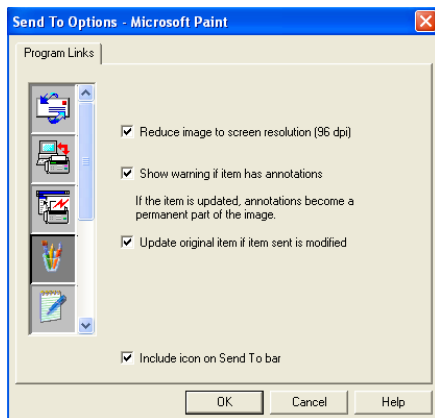


To change the configuration of the destination application click on the Configuration Tab.



To change the destination application select the appropriate application from the Application pull down list.

To change the other configuration options click the **Link Preferences** button.

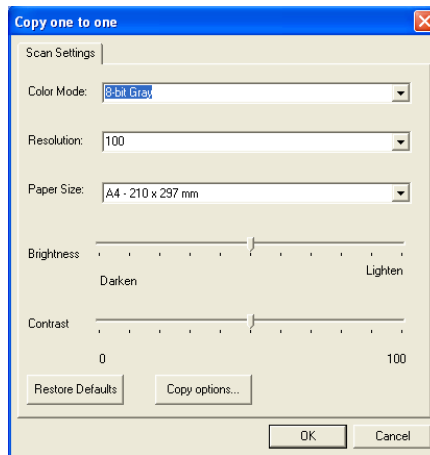


This option enables you to reduce image to screen resolution (96dpi), show a warning if the item has annotations, update the original item if sent item is modified, if needed.

# Copy

The copy buttons can be customized to allow you to take advantage of the features built into the Brother printer drivers to do advanced copy functions such as n-in-1 printing.

The **Copy** buttons are automatically linked to the default Windows® printer driver. You can set any printer as the default printer including non-Brother printers. Before you can use the **Copy** buttons you must first configure the printer driver by right-clicking on a **Copy** button and selecting Configuration.

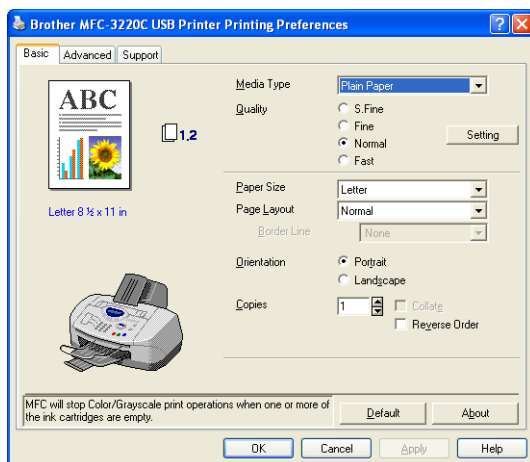


In the Scan Settings window you can select the color mode, resolution, paper size, brightness and contrast settings to be used.

To finish the **Copy** button configuration you must set the printer driver. Click the **Copy options** button to display the printer driver settings.



The copy options screen will vary depending upon which Brother model you purchased.

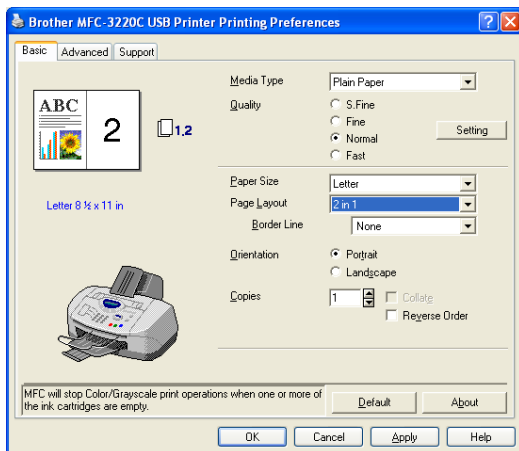


(From MFC-3220C)

Select the number of Pages Per Sheet from the Scaling selections. As an example to configure the section Copy button to copy two pages to one you must select 2 in 1.



You must configure each of the copy buttons before they can be used.

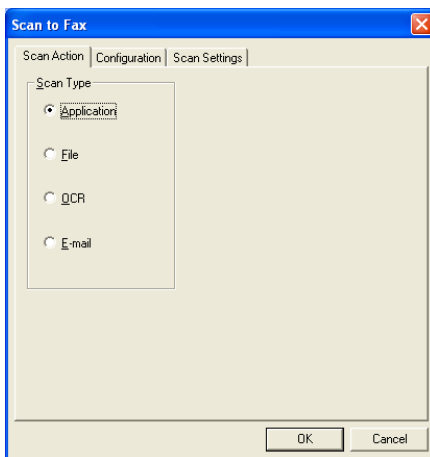


(From MFC-3220C)

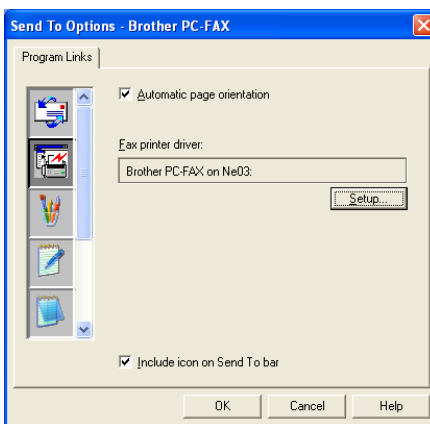
# PC Fax setting (PC-FAX using the Brother Fax Driver)

The machine includes a PC-Fax driver, which allows any Windows® Application to send a Fax as simply as printing an original . The Brother SmartUI automatically configures the **Fax** button to use the Brother PC-FAX driver no user configuration is required.

The Scan Action tab is set to Application and should not be changed.

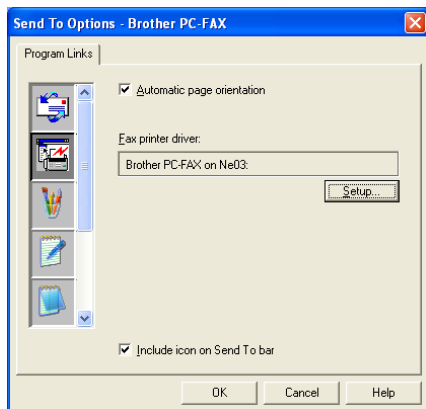


To change the PC-FAX settings click the **Link Preferences** button, found in the Configuration tab.

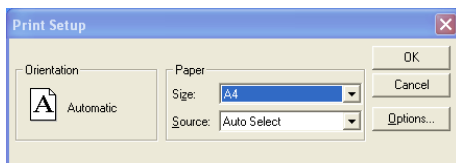


# FAX settings

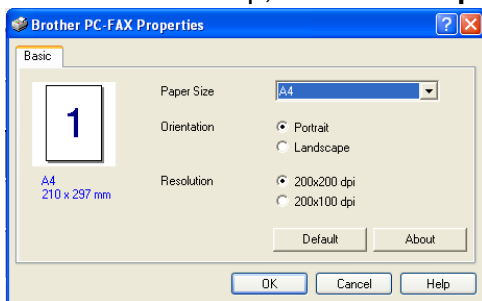
## Brother PC-FAX



To change the driver settings, click on the **Setup** button. Select the *Paper Size*, *Paper Source*.



If you need more customized setup, click on the **Options** button.



Select the *Paper Size*, *Orientation* (*Portrait* or *Landscape*) and *Resolution* (*200x200 dpi* or *200x100 dpi*), and click **OK**.

To return to the factory default settings, click the **Default** button.



# Custom: User-defined buttons

There are up to three **Custom** buttons on the Brother SmartUI Control Center. You can set your own preferences and configuration to fit your required application.

To configure a **Custom** button right click on the button and then click Configuration. The configuration window will appear. You have four function choices Application, File, OCR and E-mail.

**Application:** This setting will link the Control Panel button to any button which appears on the PaperPort® Send to Bar. Please see the PaperPort® help file for more information regarding PaperPort® compatible applications.

**File:** This setting allows you to save a scanned image to any directory on local or network hard disk. You can also select the file format to be used.

**OCR:** Scanned original s will be converted to editable text files. If you have a third party OCR software package installed on your PC you can select it. The default OCR software is TextBridge® which is built into PaperPort® 8.0 SE. You can also select the destination word processor and file format for the editable text.

**E-mail:** Scanned images will be attached to an E-mail message. You can choose which E-mail package to use if you have more than one installed on your system. You can also select the file type for the attachment and create a quick send list of E-mail addresses chosen from your default E-mail address book.

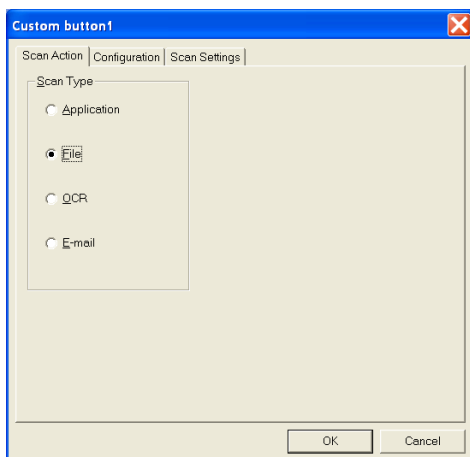
## Customizing a user-defined button

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To configure a **Custom** button right-click on the button and then click Configuration. Please follow the following guide lines for **Custom** button configuration.

### 1. Select the Scan Action

Select the type of scan by clicking the appropriate button.

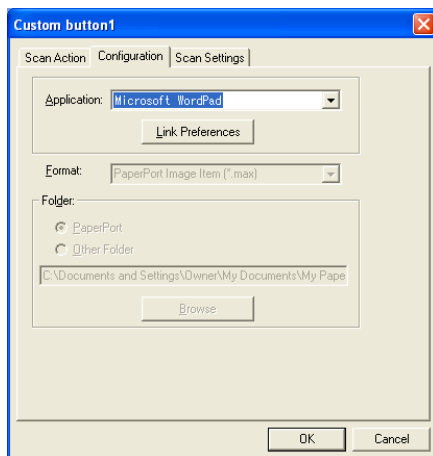


## 2. Select Configuration for the Scan Type.

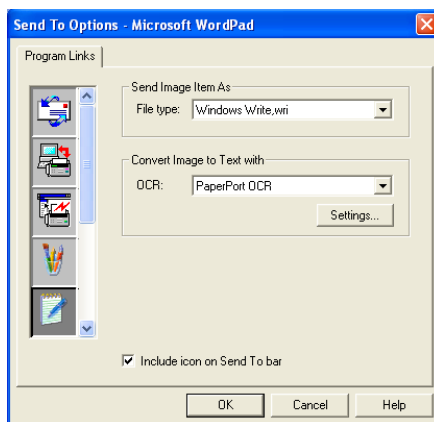
To configure the scan operation click on the Configuration Tab. Depending upon which **Scan Type** button you selected you will see a different Configuration Tab list of settings.

### Application:

Select the destination application program from the pull down list.

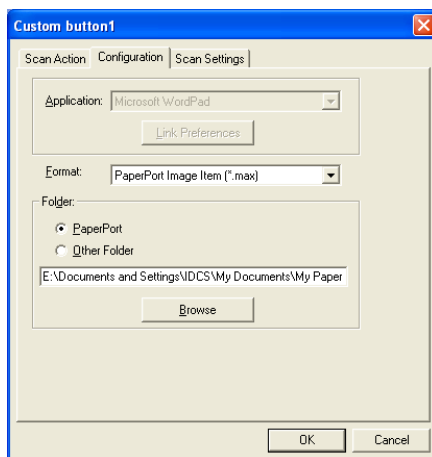


Click on Link Preferences to set the Send to options. You can select the application from the scroll menu on the left.



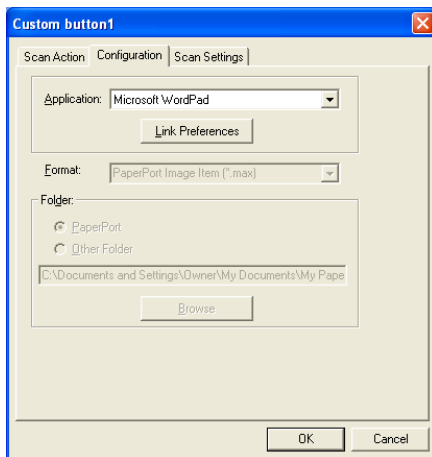
## File:

Select the file format from the Format pull down list. You can either send the file to the default PaperPort® directory or select your own destination directory by selecting Other Folder. Use the **Browse** button to select the destination directory.

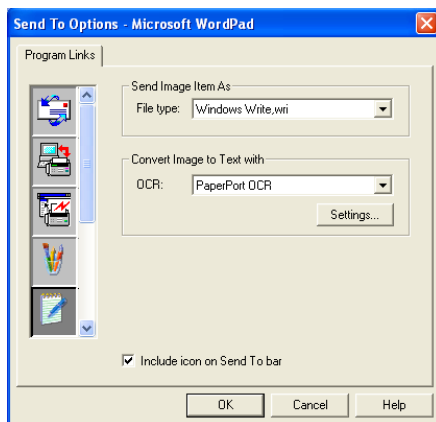


## OCR:

Select the destination word processing application program from the pull down list.

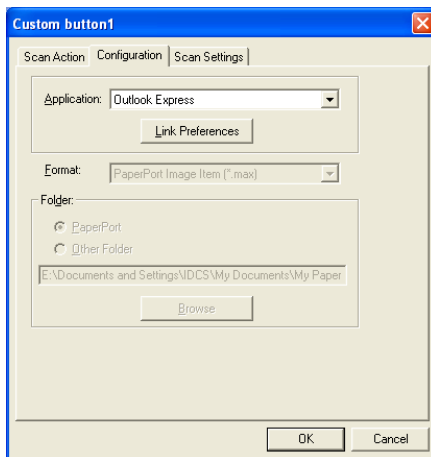


Click on Link Preferences and select the destination Application from the scroll menu on the left. Select the File Type from the File Type pull down list. You can also choose another OCR application from the OCR pull down list if another is installed on your system. Scansoft® TextBridge® is installed as part of the PaperPort® 8.0 SE application.

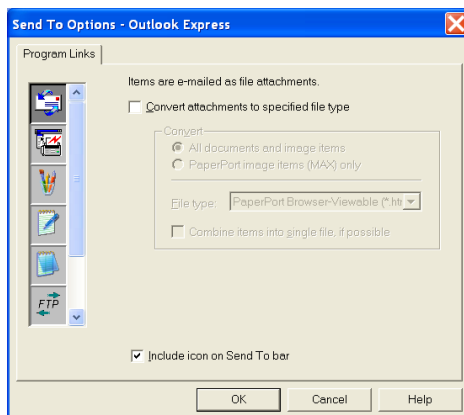


## E-mail:

Select the destination E-mail application program from the pull down list.

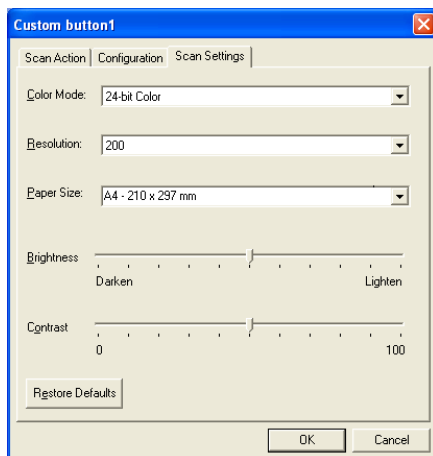


Click on the **Link Preferences** button to configure the Send To E-mail options. You can select the File type and Quick Send E-mail address list.



### 3. Select Scan Settings.

You can select the scanner settings from each of the Scan Type options for the Custom buttons. You have the option to select Color Mode, Resolution, Paper Size and Brightness and Contrast settings.



# 5

# Using MFC Remote Setup

(For Windows®)

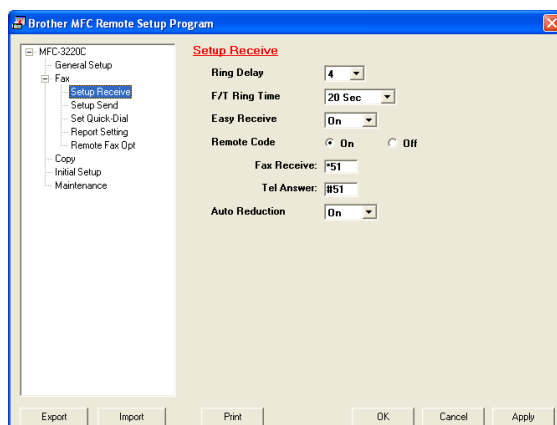
## MFC Remote Setup

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



You can't use the MFC Remote Setup application if your machine is connected via a Network. (For MFC-3320CN and MFC-3820CN Only) (See Network User's Guide.)

From the **Start** menu, select **Programs, Brother, MFL-Pro Suite MFC-XXXX**, and then select **MFC Remote Setup**. (Where XXXX is your model name.)



### OK button

When you click **OK**, the process of uploading the data to the machine begins. The MFC Remote Setup program is closed if an error message is displayed, enter the correct data again and then click **OK**.

### Cancel button

The **Cancel** button clears your changes and exits the MFC Remote Setup application without uploading any data to the machine.

## **Apply button**

The **Apply** button uploads the data to the machine, but stays in the Remote Setup application so you can make more changes.

## **Print button**

The **Print** button prints the selected items on the machine. You cannot print the MFC Remote Setup changes until you click the **Apply** button to upload the new data to the machine. Then you can click the **Print** button to get an up-to-date printout.

## **Export button**

Click the **Export** button to save your current settings to a file.

## **Import button**

Click the **Import** button to read the settings from your saved file into the MFC Remote Setup screen.



You can use the **Export** and **Import** buttons to save and use several sets of settings for your machine.



# 6

## Using Brother PC-FAX software

(For Windows®)



For Network connected users with MFC-3320CN and MFC-3820CN, please see *Additional Information for Network PC-FAX users with MFC-3320CN and MFC-3820CN* on page 6-27.

### PC-FAX sending

The Brother PC-FAX software lets you send a file from your PC. You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note.

All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book. Then you can use the Address Book Search feature to quickly find them to address your fax.



- PC-FAX is available in Black & White only.
- If you are using Windows® XP or Windows® 2000 Professional, we recommend that you are logged on with administrator rights.

## Setting up user information



You can access the User Information from the FAX Sending dialog box by clicking

(See *Sending a file as a PC-FAX using the Facsimile style user interface* on page 6-16.)

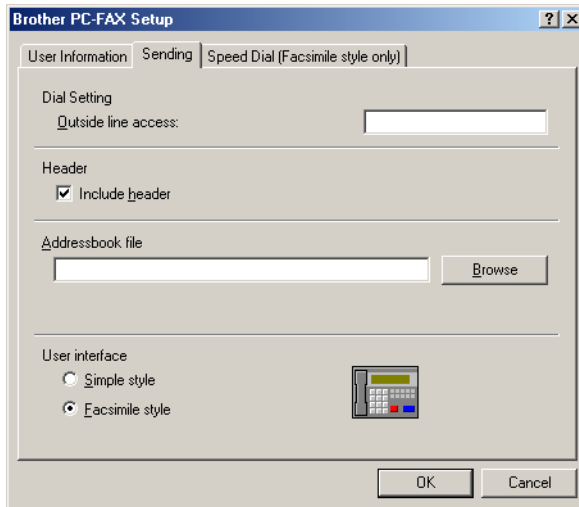
The screenshot shows the 'Brother PC-FAX Setup' dialog box with the 'User Information' tab selected. The dialog box has a title bar with a question mark and a close button. Below the title bar are three tabs: 'User Information', 'Sending', and 'Speed Dial (Facsimile style only)'. The 'User Information' tab contains several text input fields with the following labels and values: Name: John Doe, Company: International Spring Board Assoc., Department: U56, Phone Number: 908-555-1212, Fax Number: 908-555-1212, E-mail: JDoe.springboard.org, Address 1: 123 Rose Hill Drive, and Address 2: Pottsville, NJ 08888. At the bottom right are 'OK' and 'Cancel' buttons.

Field	Value
Name:	John Doe
Company:	International Spring Board Assoc.
Department:	U56
Phone Number:	908-555-1212
Fax Number:	908-555-1212
E-mail:	JDoe.springboard.org
Address 1:	123 Rose Hill Drive
Address 2:	Pottsville, NJ 08888

- 1 From the **Start** menu, select **Programs, Brother, MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then select **PC-FAX Setup**.  
The **Brother PC-FAX Setup** dialog box will appear:
- 2 You must enter this information to create the Fax Header and Cover Page.
- 3 Click **OK** to save the **User Information**.

## Sending setup

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



The include header option sends an additional page of information along with fax or E-mail data which contains user and subject information.

The user has the choice of two user interfaces: Simple style or Facsimile style. To change the user interface select the interface setting you want: Simple style or Facsimile style.

## Outside line access

---

If you need to enter a number to access an outside line, enter it here. This is sometimes required by a local PBX telephone system (for example, if you must dial 9, to get an outside line in your office).

## Include header

---

To add header information to the top of the fax pages you send, check the Include header box.

## Address Book file

---

To select you must enter the path and file name of the database file which contains the address book information.

—OR—

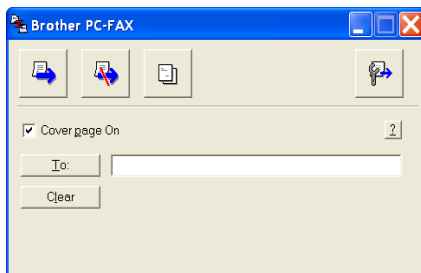
Use the **Browse** button to find the database to select.

## User interface

---

In the **Sending** tab, select user interface you wish to use.  
You can choose the **Simple Style** or the **Facsimile Style**.

### Simple style

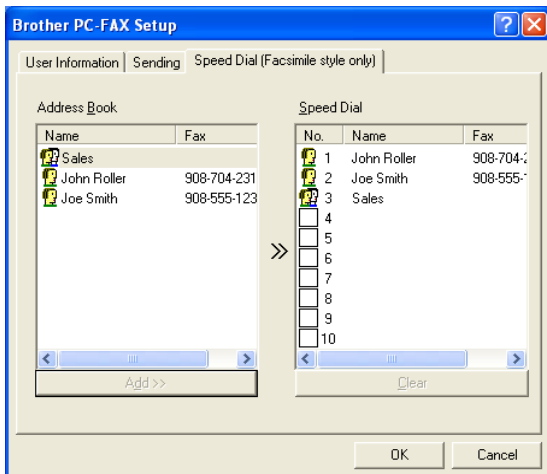


### Facsimile style



# Speed-Dial setup

From the **Brother PC-FAX Setup** dialog box, click the **Speed-Dial** tab. (To use this feature you must select the **Facsimile Style** user interface.)



You can register a Member or Group on each of the ten Speed-Dial buttons.

## To register an address in a Speed-Dial button:

- 1 Click the Speed-Dial button you want to program.
- 2 Click the Member or Group you want to store on the Speed-Dial button.
- 3 Click **Add >>** to save it.

## To clear a Speed-Dial button:

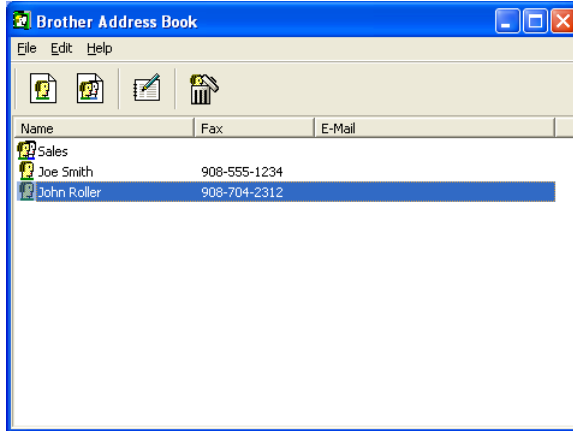
- 1 Click the Speed-Dial button you want to clear.
- 2 Click **Clear** to erase it.

# The Address Book

---


From the **Start** menu, select **Programs, Brother, MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then click **PC-FAX Address Book**.

The **Brother Address Book** dialog box will appear:

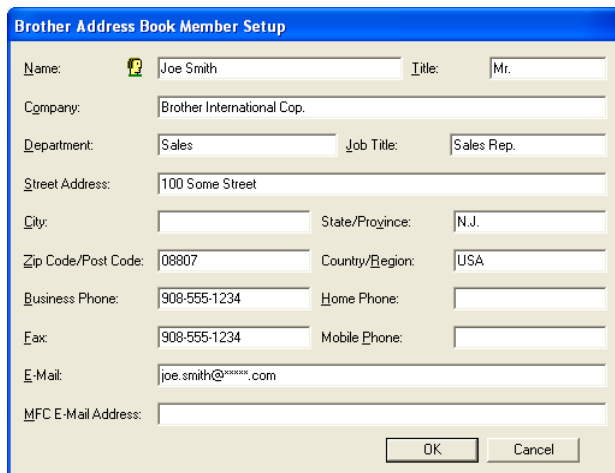


## Setting up a Member in the Address Book


In the **Brother Address Book** dialog box you can add, edit and delete stored information of Members and Groups.

- 1 In the Address Book dialog box, click the  icon to add a Member.

The **Brother Address Book Member Setup** dialog box will appear:



The image shows the 'Brother Address Book Member Setup' dialog box. It has a blue title bar and a light beige background. The form contains the following fields:

Name:	 Joe Smith	Title:	Mr.
Company:	Brother International Cop.		
Department:	Sales	Job Title:	Sales Rep.
Street Address:	100 Some Street		
City:		State/Province:	N.J.
Zip Code/Post Code:	08807	Country/Region:	USA
Business Phone:	908-555-1234	Home Phone:	
Fax:	908-555-1234	Mobile Phone:	
E-Mail:	joe.smith@*****.com		
MFC E-Mail Address:			

At the bottom right, there are two buttons: 'OK' and 'Cancel'.


- 2 In the Member Setup dialog box, type the Member's information. **Name** is a required field. Click **OK** to save the information.



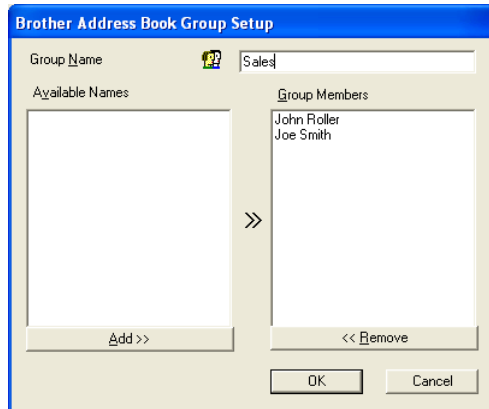
## Setting up a Group for Broadcasting

---

If you often send the same PC-FAX to several recipients, you can combine them in to a Group.

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


The Group Setup dialog box appears:



- 2 Type the name of the new Group in the **Group Name** field.
- 3 In the **Available Names** box, select each Member to be included in the Group, and then click **Add >>**.  
Members you add to the Group will be added to the **Group Members** box.
- 4 After all the members you want have been added, click **OK**.


## Editing Member information

---

- 1 Select the Member or Group you want to edit.
- 2 Click the edit  icon.
- 3 Change the Member or Group information.
- 4 Click **OK** to save your changes.

## Deleting a Member or Group

---

- 1 Select the Member or Group you want to delete.
- 2 Click the delete  icon.
- 3 When the **Confirm Item Delete** dialog box appears, click **OK**.

## Exporting the Address Book

---

You can export the whole Address Book to an ASCII text file (\*.csv). Or if you wish, you can select and create a Vcard that will be attached to that Member's outgoing E-mail. (A Vcard is an electronic business card that contains the sender's contact information.)

### To export the whole current Address book:



If you are creating a Vcard, you must first select the member.

If you select Vcard in Step 1, **Save as type:** will be **Vcard (\*.vcf)**.

- 1 From the Address Book select **File**, point to **Export**, and then click **Text**.

—OR—

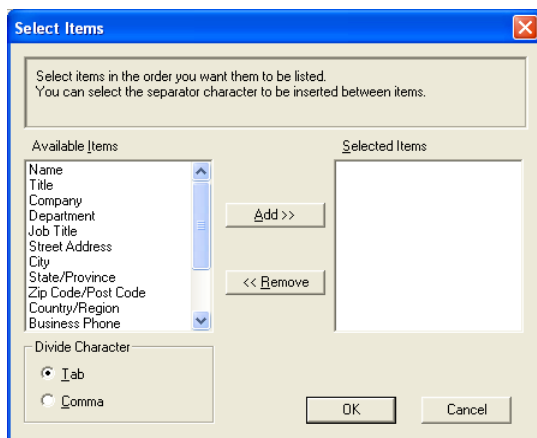
Click **Vcard** and go to Step 5.

- 2 From the **Available Items** column, select the data fields you wish to Export and then click **Add >>**.

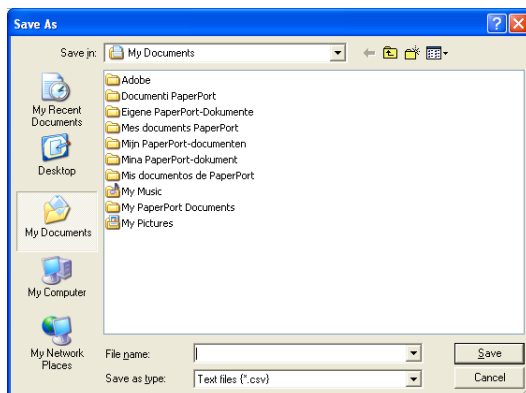


Select the items in the order you want them listed.

- 3 If you are exporting to an ASCII file, select the **Divide Character** - **Tab** or **Comma**. This selects between a **Tab** or **Comma** to separate the data fields.
- 4 Select **OK** to save the data.



- 5 Type the name of the file, and then select **Save**.



## Importing to the Address Book

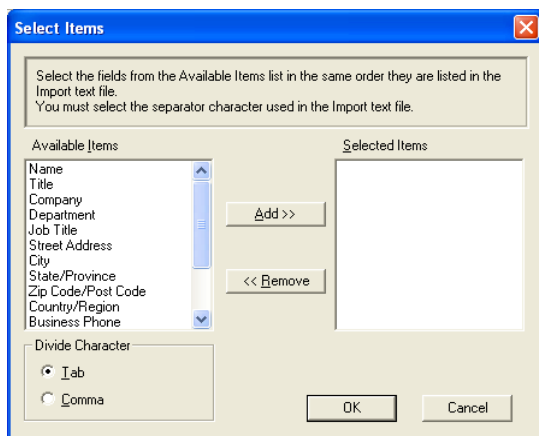
You can import ASCII text files (\*.csv) or Vcards (electronic business cards) into your Address Book.


### To import an ASCII text file:

- 1 From the Address Book select **File**, point to **Import**, and then click **Text**.

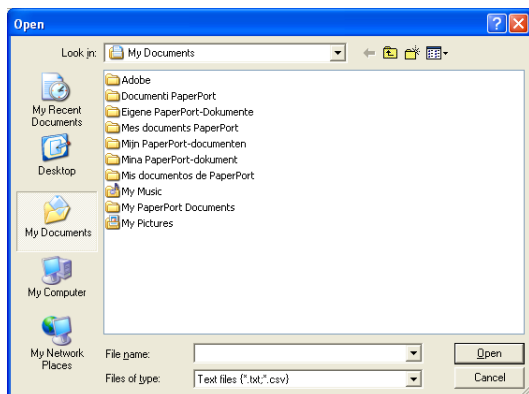
—OR—


Click **Vcard** and go to Step 5.



- 2 From the **Available Items** column select the data fields you want to Import, and click **Add >>**.
-  From the Available Items list select the fields in the same order they are listed in the Import text file.
- 3 Select the **Divide Character - Tab** or **Comma** based on the file format you are importing.
- 4 To import the data click **OK**.

5 Type the name of the file, and then select **Open**.

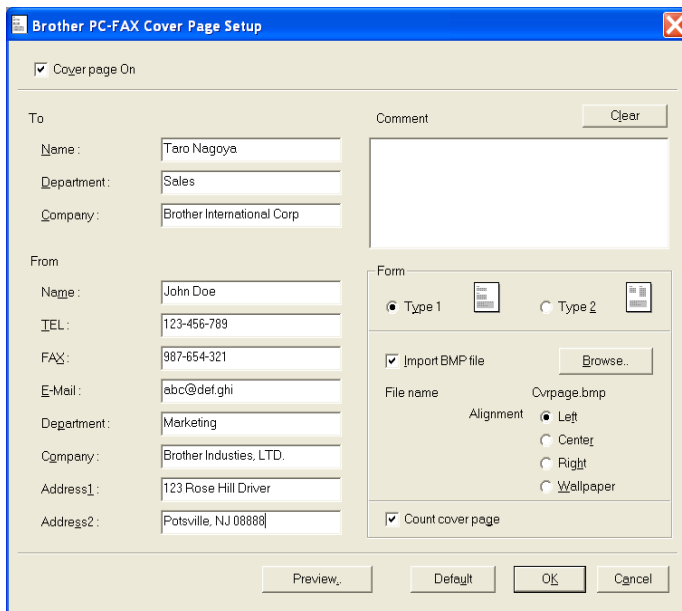


 If you selected a text file in Step 1, the **Files of type:** will be **Text file (\*.csv)**.

## Setting up a Cover Page

From the PC-FAX dialog box click , to access the PC-Fax Cover page setup screen.

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



The dialog box is titled "Brother PC-FAX Cover Page Setup". It contains the following sections:

- Cover page On:** A checked checkbox.
- To:** Fields for Name (Taro Nagoya), Department (Sales), and Company (Brother International Corp).
- Comment:** A large text area with a "Clear" button.
- From:** Fields for Name (John Doe), TEL (123-456-789), FAX (987-654-321), E-Mail (abc@def.ghi), Department (Marketing), Company (Brother Industries, LTD.), Address1 (123 Rose Hill Drive), and Address2 (Potsville, NJ 08868).
- Form:** Includes radio buttons for Type 1 (selected) and Type 2. A checked checkbox for "Import BMP file" with a "Browse..." button. Below this are fields for "File name" and "Ovrpage.bmp", and radio buttons for Alignment: Left (selected), Center, Right, and Wallpaper. A checked checkbox for "Count cover page".

At the bottom are buttons for "Preview...", "Default", "OK", and "Cancel".

## Entering Coverpage Information

---



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

### **To**

### **From**

### **Comment**

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

### **Form**

Select the cover page format you want to use.

### **Import BMP file**

You can insert a bitmap file, such as your company logo, in the cover page.

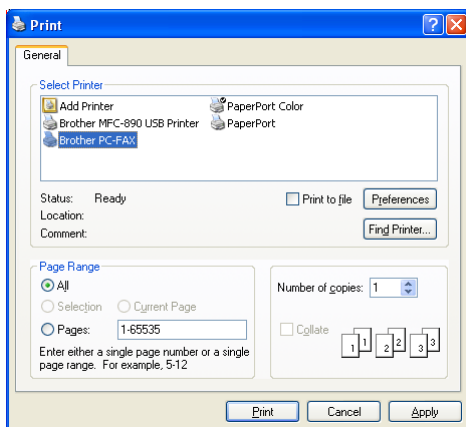
Use the browse button to select the BMP file, and then select the alignment style.

### **Count cover page**

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

## Sending a file as a PC-FAX using the Facsimile style user interface

- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the **File** menu, select **Print**.  
The **Print** dialog box will appear:





- 3 Select **Brother PC-FAX** as your printer, and then click **OK**.  
The Facsimile style user interface will appear, if it does not check the user interface selection setting as detailed on page 6-3.






- 4 Enter the fax number using any of the following methods:
- Using the dial pad enter the number.
  - Click any of the 10 **Speed-Dial** buttons.
  - Click the **Address Book** button, and then select a Member or Group from the Address Book.

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

- 5 To include a Cover Page, click  **Cover Page On**, and then click the Cover Page  icon to enter or edit the Cover Page information.

- 6 Click **Start** to send the fax.

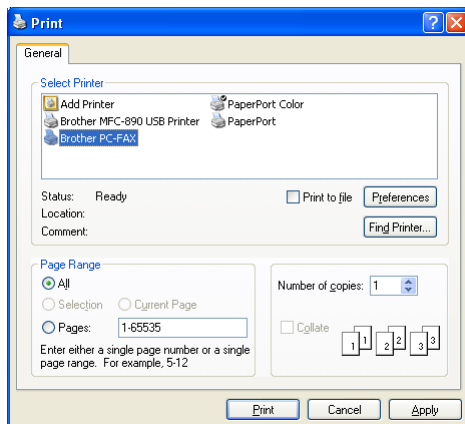
 If you want to cancel the fax, click **Stop**.

## Redial

If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click **Start**.

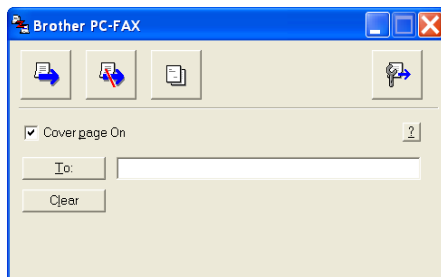
## Sending a file as a PC-FAX using the Simple style user interface

- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the **File** menu, select **Print**.  
The **Print** dialog box will appear:



- 3** Select **Brother PC-FAX** as your printer, and then click **OK**.


The Simple style user interface will appear, if it does not check the user interface selection setting as detailed on page 6-3.




- 4** In the **To:** field, type the fax number of the recipient. You can also use the Address Book to select destination fax numbers by clicking the **To:** button. If you made a mistake entering a number, click the **Clear** button to delete all the entries.

- 5** To send a Cover Page and note, click the **Cover Page On** check box.

 You can also click the  icon to create or edit a cover page.

- 6** When you are ready to send your fax, click the Send  icon.

- 7** If you wish to cancel the fax, click the Cancel  icon.

# Setting up PC-FAX receiving (Windows® 98/98SE/Me and 2000 Professional) (MFC-3320CN and MFC-3820CN only)



## For Windows® XP

See *Receiving a fax into the PC (Windows® XP only)*  
(MFC-3320CN and MFC-3820CN only) on page 6-21.



PC-FAX receiving is only available when using the USB  
connection, not the LAN connection.

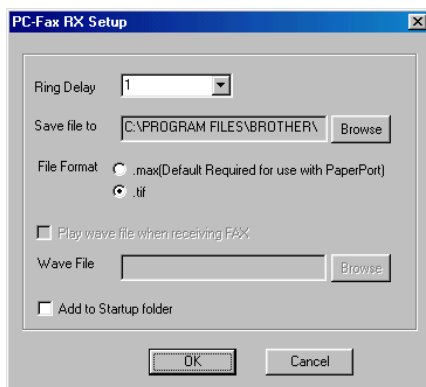
## Running PC-FAX Receiving

From the **Start** menu, select **Programs, Brother, MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name) and then select '**PC-FAX Receiving**'.

The PC-FAX  icon will appear on your PC Task bar for this Windows® session.

## Setting up your PC

- 1 Right-click the PC-FAX  icon on your PC Task Bar, and then click **PC-Fax RX Setup**.
- 2 The PC-Fax RX Setup dialog box will appear:




- 3 In **Ring Delay**, select the number of rings before you want your PC to answer Incoming calls.

- 4 In **Save file to**, use the Browse button if you want to change the path where PC-FAX files will be saved.
- 5 In **File Format**, select **.tif** or **.max** for the format the received document will be saved in. The default format is **.tif**.
- 6 If you want to, you can check the **Play wave file when receiving FAX** check box, and then enter the path of the wave file.
- 7 To load PC FAX receiving automatically when you start up Windows®, select the **Add to Startup folder** check box.

## Viewing new PC-FAX messages

---

Each time you start to receive a PC-FAX, the icon will flash  and red. Once the fax has been received the icon will remain red. The red icon will change to green once the received fax has been viewed.

- 1 Run PaperPort®.
- 2 Open the Fax Received folder.
- 3 Double-click any of the new faxes to open and view them.



The title of your unread PC message will be the date and time until you assign a file name.

For example “Fax 2-20-2002 16:40:21.tif”

# Receiving a fax into the PC (Windows® XP only) (MFC-3320CN and MFC-3820CN only)



## For Windows® 98/98SE/Me and 2000 Professional

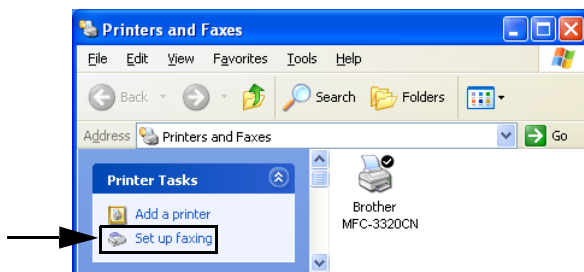
See *Setting up PC-FAX receiving (Windows® 98/98SE/Me and 2000 Professional) (MFC-3320CN and MFC-3820CN only)* on page 6-19.



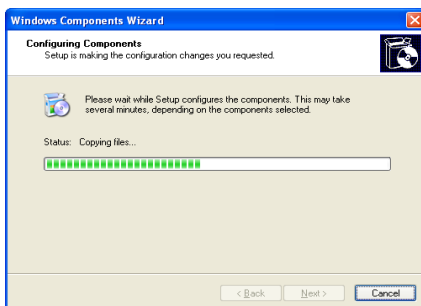
PC-FAX receiving is only available when using the USB connection, not the LAN connection.

## How to receive a fax automatically

- 1 Select the **Start, Printer and Faxes**. To activate Faxing receiving, click **Set up faxing** in the **Printer Tasks** menu.



- 2 The FAX services will be installed on your PC.



- 3 A **Fax** icon will then appear in the **Printers and Faxes** folder. If the **Fax** icon does not appear, click **Install a local fax printer** in the **Printer Tasks** menu.



- 4 Select the **Start, All Programs, Accessories, Communications, Fax, Fax Console**.

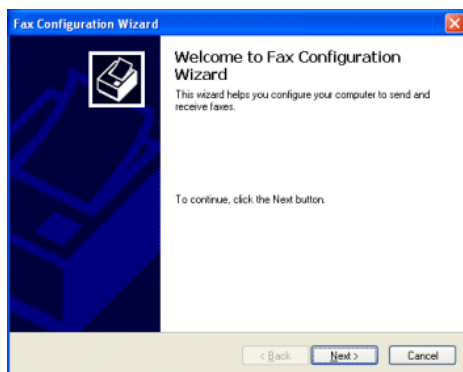


If you have not configured your fax connection, the following screen will be displayed.

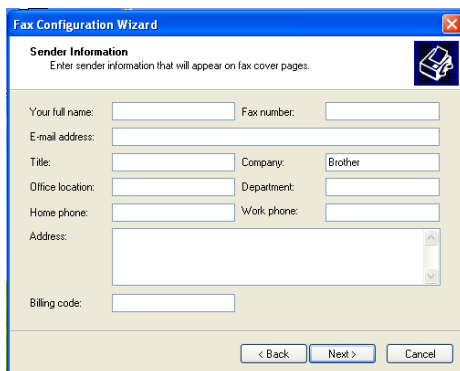
Enter your details, ensuring you specify the outside line access number if necessary and click **OK**.

Select the **My location** radio button if it is not selected and then click **OK**.

- 5 The **Fax Configuration Wizard** starts. Click **Next**.

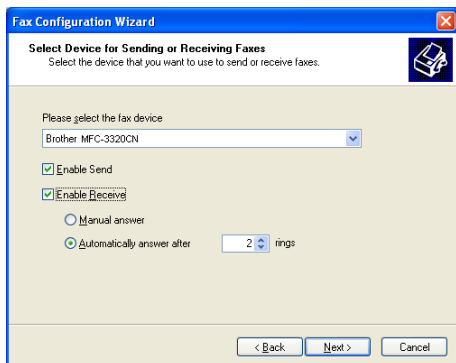


**6** Enter the sender information, and then click **Next**.



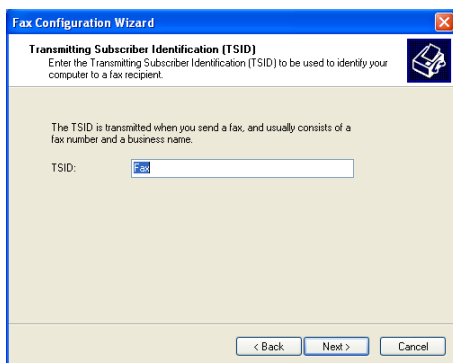
The screenshot shows the 'Fax Configuration Wizard' window with the 'Sender Information' tab selected. The window title is 'Fax Configuration Wizard' and the subtitle is 'Sender Information'. Below the subtitle is the instruction 'Enter sender information that will appear on fax cover pages.' The form contains several input fields: 'Your full name:', 'Fax number:', 'E-mail address:', 'Title:', 'Company:' (with 'Brother' entered), 'Office location:', 'Department:', 'Home phone:', 'Work phone:', 'Address:' (a multi-line text area), and 'Billing code:'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

**7** Select **Brother MFC-XXXX** (Where XXXX is your model name) in the **Please select the fax device** pull-down list. Click to select the **Enable Receive** check box. Specify the number of rings before your machine will attempt to answer the fax and click **Next**.



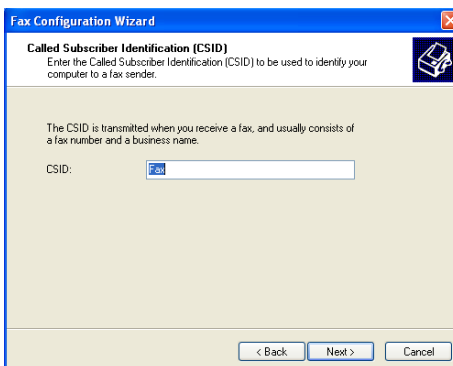
The screenshot shows the 'Fax Configuration Wizard' window with the 'Select Device for Sending or Receiving Faxes' tab selected. The window title is 'Fax Configuration Wizard' and the subtitle is 'Select Device for Sending or Receiving Faxes'. Below the subtitle is the instruction 'Select the device that you want to use to send or receive faxes.' The form contains a pull-down menu labeled 'Please select the fax device' with 'Brother MFC-3320CN' selected. Below this are two checked checkboxes: 'Enable Send' and 'Enable Receive'. Under 'Enable Receive', there are two radio buttons: 'Manual answer' (unselected) and 'Automatically answer after' (selected). Next to the selected radio button is a spin box set to '2' with the unit 'rings'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

- 8 Enter the **Transmitting Subscriber Identification (TSID)**, and then click **Next**.



The screenshot shows the 'Fax Configuration Wizard' window. The title bar is blue with the text 'Fax Configuration Wizard' and a close button. The main window has a blue header bar with the text 'Transmitting Subscriber Identification (TSID)' and a fax machine icon. Below the header, the text reads: 'Enter the Transmitting Subscriber Identification (TSID) to be used to identify your computer to a fax recipient.' The main area is light beige and contains the text: 'The TSID is transmitted when you send a fax, and usually consists of a fax number and a business name.' Below this text is a label 'TSID:' followed by a text input field containing the text 'Fax'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

- 9 Enter the **Called Subscriber Identification (CSID)**, and then click **Next**.



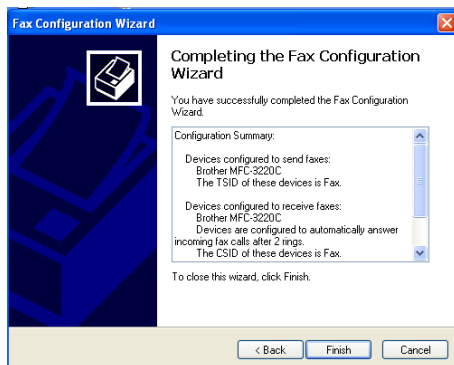
The screenshot shows the 'Fax Configuration Wizard' window. The title bar is blue with the text 'Fax Configuration Wizard' and a close button. The main window has a blue header bar with the text 'Called Subscriber Identification (CSID)' and a fax machine icon. Below the header, the text reads: 'Enter the Called Subscriber Identification (CSID) to be used to identify your computer to a fax sender.' The main area is light beige and contains the text: 'The CSID is transmitted when you receive a fax, and usually consists of a fax number and a business name.' Below this text is a label 'CSID:' followed by a text input field containing the text 'Fax'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.



- 10** Select if you want to print the fax or save it to a folder and click **Next**.



- 11** Click **Finish**.



When PC-FAX Receiving is active, you cannot run the Remote Setup utility. To use Remote Setup, check off **Enable Receive** in Step 7.

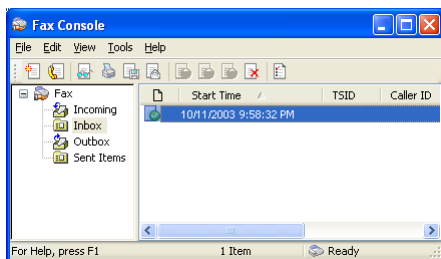
For information on how to use PC-FAX Sending and Receiving, please refer to Help in the **Fax Console**.

The PC-FAX installation is now complete.

## How to view the received faxes

---

Faxes that are received into the PC will appear in the Fax Console. Click **Start**, point to **All Programs**, **Accessories**, **Communications**, **Fax**, and then click **Fax Console** to open the **Fax Console**. In the left pane, expand the Fax folder (if it is not already expanded).



The Fax folder contains the following folders:

- The Incoming folder contains faxes that are currently being received.
- The Inbox folder contains faxes that have been received.
- The Outbox folder contains faxes that are scheduled to be sent.
- The Sent Items folder contains faxes that have been successfully sent.

# **Additional Information for Network PC-FAX users with MFC-3320CN and MFC-3820CN**

## **Enable Network PC-FAX (MFC-3320CN and MFC-3820CN only)**

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To use the machine with Network PC-FAX, the MFC must be configured with a TCP/IP address. If you use PC-FAX to an E-mail address, the mail server settings must also be configured.



The items described in this chapter are specific items relating to the Network version of PC-FAX software.

Brother Network PC-FAX can be configured through the PC-FAX Setup, Sending tab.

## Using the Brother Network PC-FAX software (MFC-3320CN and MFC-3820CN only)

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The Brother Network PC-FAX feature allows you to use your PC to send any application or original file as a standard fax. You can create a file in any application on your PC, and then send it as a Network PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your Brother PC-FAX Address Book or simply enter the destination address or fax number into the User Interface. You can use the Address Book Search feature to quickly find members to send your fax.



Please check Brother Solutions Center for the latest updates available for Brother Network PC-FAX. Visit <http://solutions.brother.com/>

### Quick Tips:

Please see *Sending setup (For Network Users) (MFC-3320CN and MFC-3820CN only)* on page 6-29 before using Brother Network PC-FAX.

- 1** Ensure that Network PC-FAX is set to “Enable” in the Sending tab of Setup. (See *Sending setup (For Network Users) (MFC-3320CN and MFC-3820CN only)* on page 6-29.)
- 2** To send an E-mail from Brother Network PC-FAX you can either enter the E-mail address in the To: field or in the display for Facsimile Style user interface using the PC keyboard or select the member from the Address Book. The member must have E-mail selected as the chosen destination for that member.
- 3** To send an Internet Fax from Brother Network PC-FAX you can either enter the Internet Fax address in the To: field or in the display for Facsimile style user interface using the PC keyboard or select the member from the Address Book. The member must have MFC Mail Address selected as the chosen destination for that member.
- 4** To send a Network Fax simply select a member from the address book or enter the fax number into the User Interface with the PC keyboard. The member must have Fax selected as the chosen destination for that member.



Sending a Network PC-FAX to an E-mail address or sending an Internet Fax requires SMTP/POP3 mail server support.

## Sending setup (For Network Users) (MFC-3320CN and MFC-3820CN only)

In order to use the full functionality of Network PC-FAX you must enable the Network PC-FAX option on the Sending tab of Brother PC-FAX Setup.

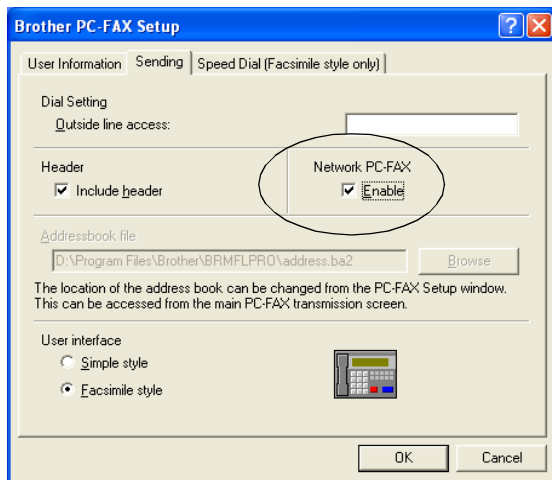
- 1 Access the Sending Tab from the PC-FAX dialog box by clicking



—OR—

From the Start menu, select **All Programs, Brother, MFL-Pro Suite MFC-XXXX** (Where XXXX is your model name), and then select **PC-FAX Setup**.

- 2 Check **Enable** box.




This software can be used in a network environment and with a locally connected machine. It is important that when used in a network environment the Network PC Fax is set to enable.

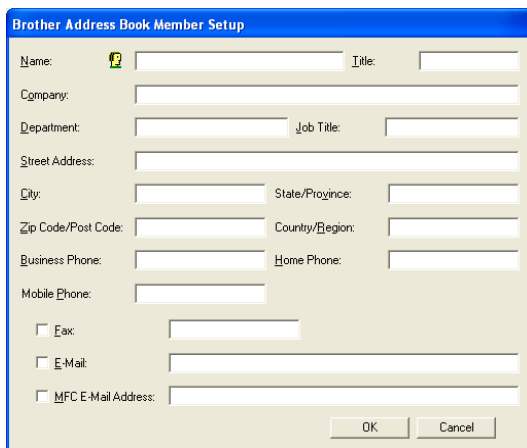
## Extra options in Address Book (For Network Users) (MFC-3320CN and MFC-3820CN only)

---

When the Enable Network PC-FAX option is selected, three additional options appear in the address book contact window.

- 1 In the Address Book dialog box, click the  icon to add a member.

The Brother Address Book Member Setup dialog box will appear:



The image shows the 'Brother Address Book Member Setup' dialog box. It has a blue title bar and a light beige background. The form contains the following fields: 'Name' (with a small person icon), 'Title', 'Company', 'Department', 'Job Title', 'Street Address', 'City', 'State/Province', 'Zip Code/Post Code', 'Country/Region', 'Business Phone', 'Home Phone', 'Mobile Phone', 'Fax' (with a checkbox), 'E-Mail' (with a checkbox), and 'MFC E-Mail Address' (with a checkbox). At the bottom right are 'OK' and 'Cancel' buttons.

- 2 In the **Brother Address Book Member Setup** dialog box, type the member's information.

Name is a required field. You can also enter an E-mail contact address and machine address for the address book member.

- 3 To send to this contact it is necessary to specify which is the preferred method of sending an original to this contact by checking the Fax, E-mail or MFC E-mail Address box next to the contact.

- 4 Click the OK button to save the member's information.




If you wish to send an original to this contact by more than one method you must create a second contact and select a different option, Fax, E-Mail or MFC Address.

To use the machine for Network PC-FAX, see *Using Brother PC-FAX software* on page 6-1.


## 7

# Using the PhotoCapture Center™ from your PC


(For Windows®) (MFC-3320CN and MFC-3820CN only)

-  Do **NOT** start your computer with your media cards inserted into the media drive of the machine. You could lose your data or damage the card.


## For USB cable users

 For Windows® 2000 users, to access the PhotoCapture Center™ features from your PC you must first install a Windows® 2000 update. Please see the Quick Setup Guide for installation instructions.

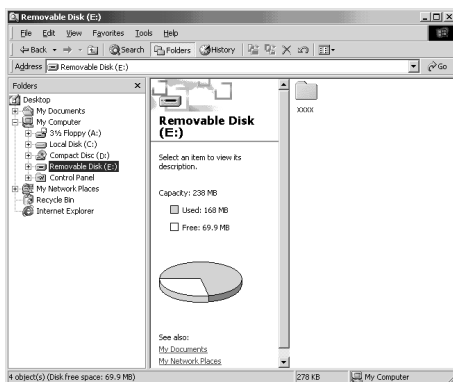
- 1** Insert a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card into your machine.

 If more than two media cards are inserted at the same time, the PhotoCapture Center™ will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.

- 2** In Windows® Explorer on your PC, double-click the **Removable Disk** icon. The files and folders that are on the media card will appear on your PC screen.

 If you are using Windows® XP and you create a name for the volume label of the media card, the name will appear instead of 'Removable Disk'.

### 3 You can edit the file and save it to another drive on your PC.



When you take out a media card, do the following to prevent damage to the media card:

- 1 In the My Computer window, right-click the removable disk icon and select “**Eject**” from the Context menu.
- 2 Wait until the **PhotoCapture** button stops blinking before taking out the media card.



Do **NOT** unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card from the machine while it is reading the card (**PhotoCapture** button flashing). You could lose your data or damage the card.

If you took out the media card while **PhotoCapture** button was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is rebooted, the data on it may be destroyed.



While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.




Magic Gate Memory Stick can be used, but any music data that is stored on the stick cannot be read.



# For Network cable users


- 1 Insert a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card into your machine.

 If more than two media cards are inserted at the same time, the PhotoCapture Center™ will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.

- 2 Double-click the Network PhotoCapture Center icon.



- 3 Your browser software will appear and a list of file names on your media card will be shown.


 Your browser software accesses the media card using FTP and the network Host Name of the machine.

- 4 Click the file name you wish to see.

When you take out a media card, do the following to prevent damage to the media card:

- 5 Close the browser.

- 6 Wait until the **PhotoCapture** button stops blinking before taking out the media card.

 Do **NOT** unplug the power cord, or remove a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card from the machine while it is reading the card (**PhotoCapture** button flashing). You could loose your data or damage the card.

If you took out the media card while **PhotoCapture** button was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is rebooted, the data on it may be destroyed.



While the machine is printing from the PhotoCapture Center™, your PC cannot access the PhotoCapture Center™ for any other operation.



Magic Gate Memory Stick can be used, but any music data that is stored on the stick can not be read.

# 8

## Network Scanning (MFC-3320CN and MFC-3820CN only)

To use the machine as a Network Scanner, the Network should be configured with TCP/IP and mail server settings if you use Scan to E-mail (E-mail server). You can set or change the settings from the control panel. (Please see the Network User's Guide on the CD-ROM.)

### Network License

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This product includes the PC license for up to 2 Users.

This Licence supports the installation of the MFL-Pro Software Suite including ScanSoft® PaperPort® on up to 2 PC's for use on a network.

If you want to use more than 2 PCs with ScanSoft® PaperPort® installed, please purchase NL-5 which is a multiple PC license agreement pack for up to an additional 5 Users. To purchase NL-5, please contact your Brother Sales Office.

### Registering your PC with the machine

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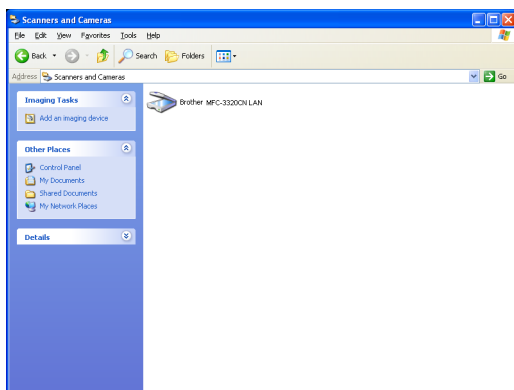
If you need to change the machine that was registered to your PC during the installation of MFL-Pro Suite (see Quick Setup Guide), follow the steps below.

#### **1** *For Windows® 98/Me/2000*

From the **Start** menu, select **Control Panel, Scanners and Cameras**, and then right-click Scanner Device icon and select **Properties** to view the Network Scanner Properties dialog box.

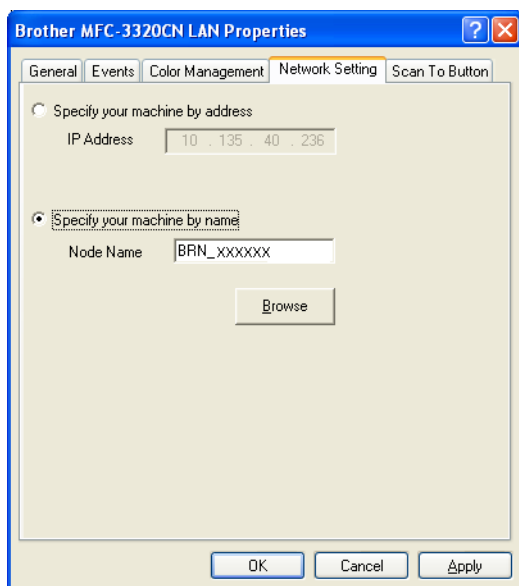
#### *For Windows® XP*

From the **Start** menu, select **Control Panel, Printers and Other Hardware, Scanners and Cameras** (or **Control Panel, Scanners and Cameras**)



Right-click Scanner Device icon and select properties to view the Network Scanner Properties dialog box.

- 2 Click the **Network Setting** tab in the dialog box and select a method to specify the machine as a Network scanner for your PC.



### **Specify your machine by address**

Enter the actual IP address of the machine in the IP Address field.

Click **Apply** and then **OK**.

### **Specify your machine by Name**

Enter the machine Node name in the Node Name field.

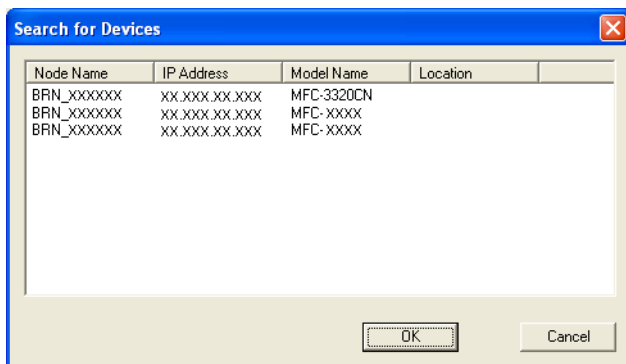
Click **Apply** and then **OK**.

### **Search from a list of available device**

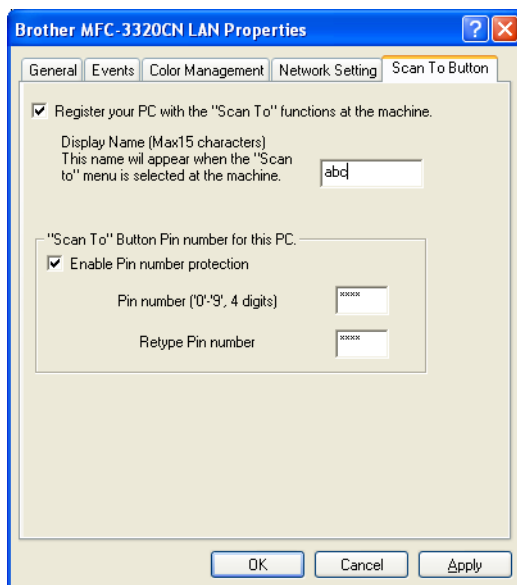
Click Browse and select the appropriate device you want to use.

Click **OK**.

Click **Apply** and then **OK**.



- 3 Click the **Scan To Button** tab in the dialog box and enter your PC Name in the Display Name field. The machine's LCD displays the Name you enter. Default setting is your PC Name. You can enter any name that you like.



- 4 You can avoid receiving unwanted documents by setting a 4-digit PIN Number. Enter your PIN Number in the PIN Number and Retype PIN Number field. To send data to a PC protected by a PIN Number, the LCD prompts to enter the PIN Number before the original can be scanned and sent to the machine. (See *Using the Scan key* on page 8-5 to 8-9.)

# Using the Scan key


## Scan to E-mail (PC)

---

When you select Scan to E-mail (PC) your original will be scanned and sent directly to the PC you designated on your network. The Brother SmartUI will activate the default E-mail application on the designated PC for addressing to the recipient. You can scan a black and white or color original and it will be sent with the E-mail from the PC as an attachment.





For Network Scanning the Brother Control Center (SmartUI) selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the Brother Control Center (SmartUI).

You can change the  (**Scan**) configuration. For Windows® 98/Me/2000: (See *Scan to E-mail* on page 3-10 to 3-11.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-9.)

**1** Load your original.

**2** Press  (**Scan**).

**3** Press  or  to select Scan to E-Mail.

Scan to E-Mail



Press **Menu/Set**.

**4** Press  or  to select PC.

Press **Menu/Set**.

—OR—

If there are no other selections, go to Step 5.

**5** Press  or  to select the destination PC you want to use for E-mailing your original.

Press **Menu/Set**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.












## Scan to E-mail (E-mail server)

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When you select Scan to E-mail (E-mail server) you can scan a black and white or color original and send it directly to an E-mail address from the machine. Your original is sent as an E-mail attachment in a TIFF or PDF format for Black and White or you can choose PDF or JPEG for color.



Scan to E-mail (E-mail server) requires SMTP/POP3 mail server support. (See *Network User's Guide* on the CD-ROM.)

- 1 Load your original.
- 2 Press  (**Scan**).
- 3 Press  or  to select **Scan to E-Mail**.  
Press **Menu/Set**.
- 4 Press  or  to select Scan to E-Mail.  
Press **Menu/Set**.
- 5 Press  or  to select **Color 150 dpi, Color 300 dpi, Color 600 dpi, B/W 200 dpi or B/W 200×100 dpi**.  
Press **Menu/Set**.
- 6 If you select **B/W 200 dpi or B/W 200×100 dpi**,  
press  or  to select **TIFF or PDF**.  
—OR—  
If you select **Color 150 dpi, Color 300 dpi or Color 600 dpi**, press  or  to select **PDF or JPEG**.
- 7 Press **Menu/Set**.
- 8 The LCD prompts you to enter an address. Enter the destination E-mail address from the dial pad or use the One-Touch key or Speed-Dial key.
- 9 Press **Black Start** or **Color Start**.  
The machine will start the scanning process.



## Scan to Image

---

When you select Scan to Image your original will be scanned and sent directly to the PC you designated on your network. The Brother SmartUI will activate the default graphics application on the designated PC. You can change the **Scan** configuration. (For Windows® 98/Me/2000: See *Scan to Image* on page 3-14.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-10.)



For Network Scanning the Brother Control Center (SmartUI) selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the Brother Control Center (SmartUI).



**1** Load your original.

**2** Press  (**Scan**).

**3** Press  or  to select Scan to Image.

Scan to Image

Press **Menu/Set**.

**4** Press  or  to select the destination PC you want to send to.

Press **Menu/Set**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.

## Scan to OCR

---

When you select Scan to OCR your original will be scanned and sent directly to the PC you designated on your network. The Brother SmartUI will activate ScanSoft® TextBridge® and convert your original into text for viewing and editing from a word processing application on the designated PC. You can change the **Scan** configuration.

(For Windows® 98/Me/2000: See *Scan to OCR (Word Processor)* on page 3-12 to 3-13.) (For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)



For Network Scanning the Brother Control Center (SmartUI) selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the Brother Control Center (SmartUI).



**1** Load your original.

**2** Press  (**Scan**).

**3** Press  or  to select Scan to OCR.

Scan to OCR

Press **Menu/Set**.

**4** Press  or  to select the destination PC you want to send to.

Press **Menu/Set**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.

## Scan to File

---

When you select Scan to File you can scan a black and white or color original and send it directly to a PC you designate on your network. The file will be saved in the folder and file format that you have configured in the Brother SmartUI on the designated PC. You can change the **Scan** configuration.

(For Windows® 98/Me/2000: See *Scan to File* on page 3-8 to 3-9.)

(For Windows® XP: See *Hardware Section: Changing the Scan to button configuration* on page 4-5 to 4-11.)



For Network Scanning the Brother Control Center (SmartUI) selections are used only for configuring the Scan button. You will not be able to initiate a network scan from the Brother Control Center (SmartUI).



**1** Load your original.

**2** Press  (**Scan**).

**3** Press  or  to select Scan to File.

Scan to File

Press **Menu/Set**.

**4** Press  or  to select the destination PC you want to send to.

Press **Menu/Set**.

If the LCD prompts you to enter a PIN Number, enter the 4-digit PIN Number for the destination PC on the control panel.

Press **Black Start** or **Color Start**.

The machine will start the scanning process.



Max. 25 clients can be connected to one machine on a Network. For example, if 30 clients try to connect at a time, 5 clients will not be shown on the LCD.

## Setting up your USB-equipped Apple® Macintosh®



Before you can connect the machine to your Macintosh®, you must buy a USB cable that is not longer than 6 feet (2 metres).

**Do not connect the machine to a USB port on a keyboard or a non-powered USB hub.**

The features supported by the machine will depend on the operating system you are using. The chart below shows which features are supported.

Feature	Mac OS®		Mac OS® X	
	8.6	9.X	10.1	10.2.1 or greater* <sup>2</sup>
Printing	Yes	Yes	Yes	Yes
Scanning (TWAIN)	Yes	Yes	No	Yes
PC-FAX sending	Yes	Yes	Yes	Yes
Remote Setup	No	No	Yes	Yes
PhotoCapture Center	* <sup>1</sup>	Yes	Yes	Yes

\*<sup>1</sup> You need to download USB Mass Storage Support 1.3.5 from Apple® Web site ([www.apple.com](http://www.apple.com)).

\*<sup>2</sup> For Mac OS® X 10.2 user, please upgrade to Mac OS® X 10.2.1 or greater. (The latest information for Mac OS® X, please visit at: <http://solutions.brother.com>)

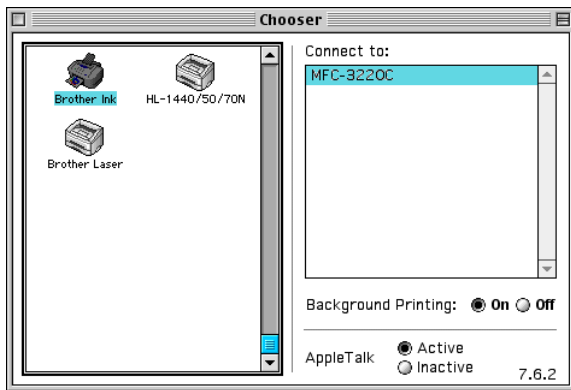


Descriptions in this chapter are based on the MFC-3220C. These descriptions also apply to the other machines.

# Using the Brother printer driver with your Apple® Macintosh® (Mac OS® 8.6-9.2)

To select a Printer:

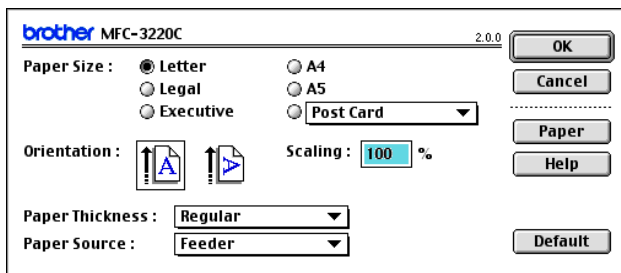
- 1 Open the **Chooser** from the Apple menu.



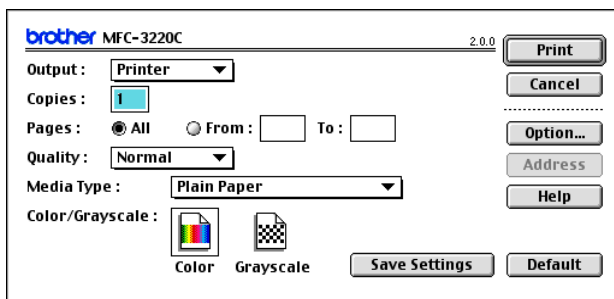
- 2 Click the **Brother Ink** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

To print an original:

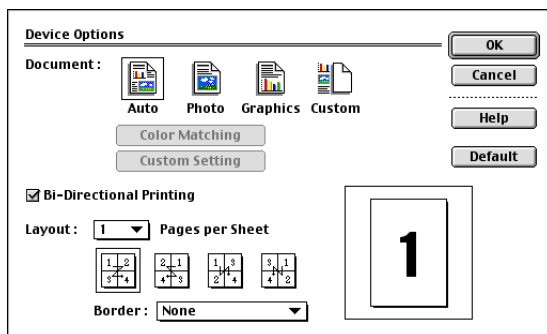
- 3 From the application software such as Presto! PageManager®, click the **File** menu and select **Page Setup**. Change the settings for **Paper Size**, **Paper Thickness**, **Paper Source**, **Orientation**, and **Scaling** and then click **OK**.



- 4 From application software such as Presto! PageManager®, click the **File** menu and select **Print**. Click **Print** to start printing.



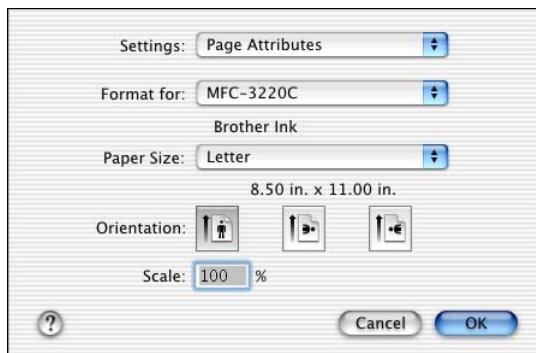
If you want to change **Copies**, **Pages**, **Quality**, **Media Type** and **Color/Mono**, select your settings before clicking **Print**. Click the **Option** button to change **Document** and **Printing Options**.



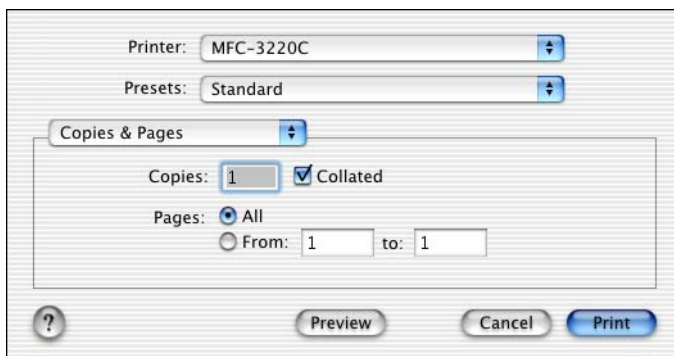
# Using the Brother Printer Driver with Your Apple® Macintosh® (Mac OS® X)

## Choosing page setup options

- 1 From application software such as Presto! PageManager®, click the **File** menu and select **Page Setup**. Make sure *MFC-XXXX* (Where XXXX is your model name) is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scaling**, then click **OK**.

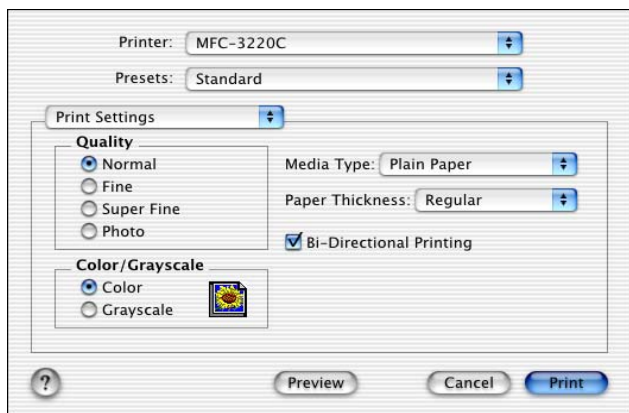
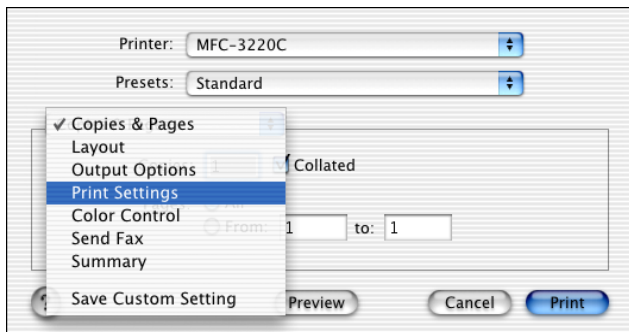


- 2 From application software such as Presto! PageManager®, click **File** menu and select **Print**. Click **Print** to start printing.



## Choosing printing options

To control special printing features, choose **Print Settings** in the Print dialog box. You can change **Quality**, **Media Type**, **Color/Mono** and **Bi-Directional Printing** settings.



See *Resolution* on page S-6 in the *User's Guide*.



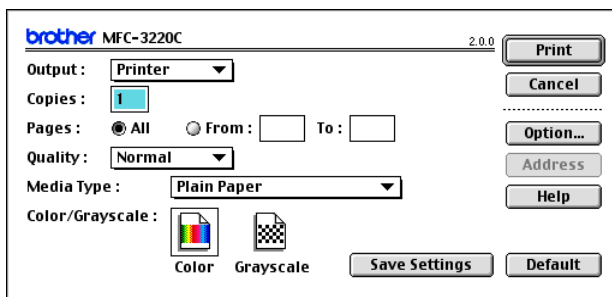
# Sending a fax from your Macintosh<sup>®</sup> application

## For Mac OS<sup>®</sup> 8.6 - 9.2 users

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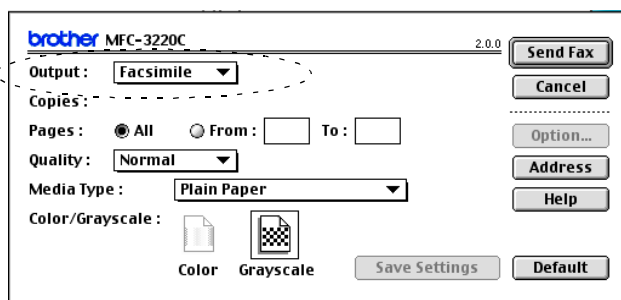
You can send a fax directly from a Macintosh<sup>®</sup> application.

- 1 Create an original in a Macintosh application.
- 2 To send a fax, select **Print** from the **File** menu.  
The Printer dialog box will appear:



When *Printer* is selected, the top button shows **Print** and the **Address** button is grayed.

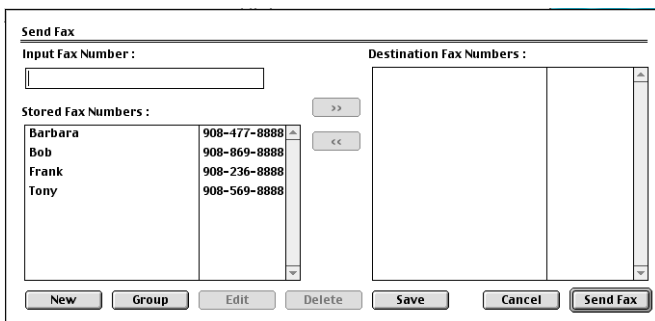
- 3 From the **Output** pull-down menu, select *Facsimile*.



When *Facsimile* is selected, the top button changes to **Send Fax** and the **Address** button will be available.

#### 4 Click **Send Fax**.

The **Send Fax** dialog box appears:



The **Send Fax** dialog box is shown. It has a title bar labeled "Send Fax". Inside, there are two main sections. The left section is titled "Input Fax Number:" and contains a text field. Below it is a section titled "Stored Fax Numbers:" which contains a list box with four entries: Barbara (908-477-8888), Bob (908-869-8888), Frank (908-236-8888), and Tony (908-569-8888). To the right of this list box are two buttons: ">>" and "<<". The right section is titled "Destination Fax Numbers:" and contains an empty list box. At the bottom of the dialog box are six buttons: "New", "Group", "Edit", "Delete", "Save", and "Send Fax".

The **Send Fax** dialog box has two list boxes. The left box shows all the previously **Stored Fax Numbers** and the right box shows the **Destination Fax Numbers** as you select them.

#### 5 To address the fax, type a fax number in the **Input Fax Number** box.

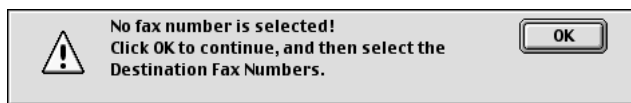
#### 6 When you are finished addressing your fax, click **Send Fax**.



To select and only send certain pages of the original, click **OK** to go to the Print dialog box.



If you click **Send Fax** without addressing your fax, the following error message will appear:



Click **OK** to go to the **Send Fax** dialog box.

## **Sending a Network PC-FAX from your Macintosh® application (MFC-3320CN and MFC-3820CN only)**

You can send a fax directly from your Macintosh® application using the following steps:

- 1 Follow the steps on page 32 and 33 in Quick Setup Guide.
- 2 Follow the steps on pages 9-6.

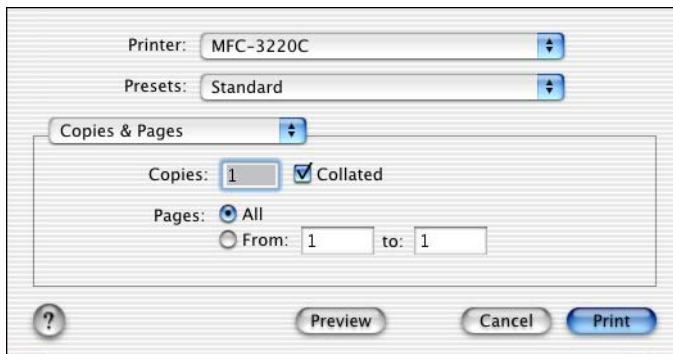
## For Mac OS® X users

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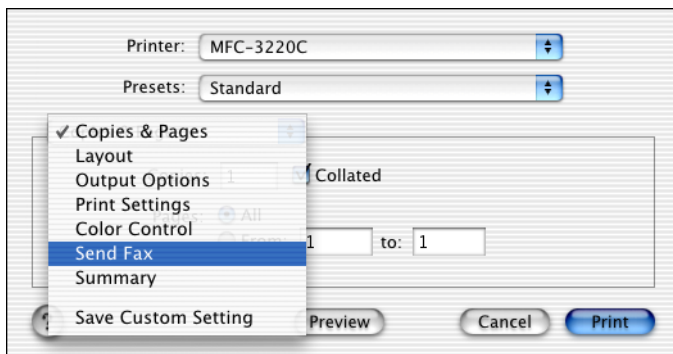
You can send a fax directly from a Macintosh® application.

- 1 Create an original in a Macintosh application.
- 2 To send a fax, select **Print** from the **File** menu.

The Printer dialog box will appear:



- 3 Select **Send Fax** from the pull-down menu.



## 4 Select **Facsimile** from the **Output** pull-down menu.

Printer: MFC-3220C  
Presets: Standard

Send Fax

Output : Facsimile

Input Fax Number :  Add

Stored Fax Numbers : Address Book

Destination Fax Numbers :

Name	Fax#
------	------

Delete

Preview Cancel Print

## 5 To address the fax, type a fax number in the **Input Fax Number** box, and then click **Print**.



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

Printer: MFC-3220C  
Presets: Standard

Send Fax

Output : Printer

Input Fax Number :  Add

Stored Fax Numbers : Address Book

Destination Fax Numbers :

Name	Fax#
Bob	999-888-0000

Delete

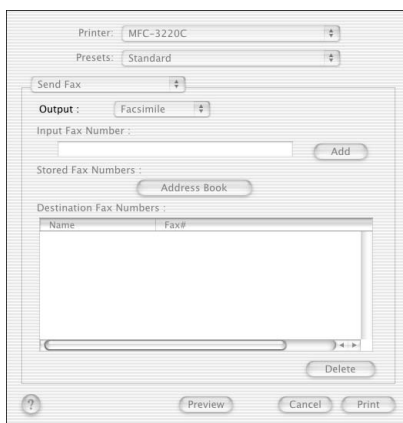
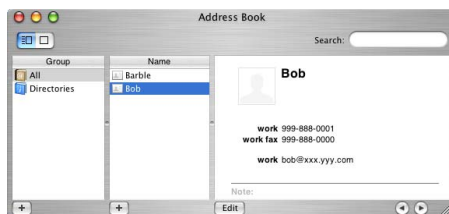
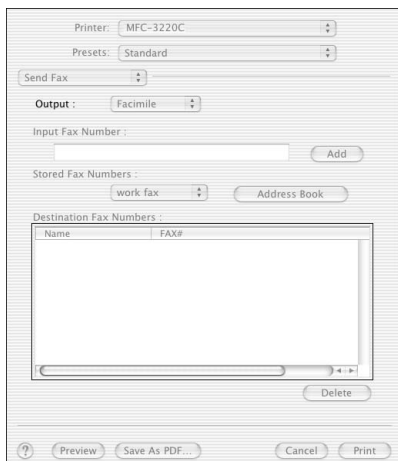
Preview Cancel Print

# Drag a vCard from the Mac OS® X Address Book application

You can address the fax number using a vCard (an electronic business card) from Mac OS® application to the destination fax number field.

- 1 Click **Address Book** button.
- 2 Drag a vCard from the Mac OS® X **Address Book** application to the **Destination Fax Numbers** field.

When you are finished addressing your fax, click **Print**.





The vCard used must contain a **work fax** or **home fax** number.



When you choose **work fax** or **home fax** from the **Stored Fax Numbers** pull-down list, only the fax number stored in the Mac OS® X Address Book for the selected category will be used. If the fax number is stored in only one of the Mac OS® X Address Book categories, the number will be retrieved no matter which category you have selected (work or home).

## **Sending a Network PC-FAX from your Macintosh® application (MFC-3320CN and MFC-3820CN only)**


---

You can send a fax directly from your Macintosh® application using the following steps:

- 1** Follow the steps on page 34 and 35 in Quick Setup Guide.
- 2** Follow the steps on page 9-8.


# Scanning from a Macintosh®


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

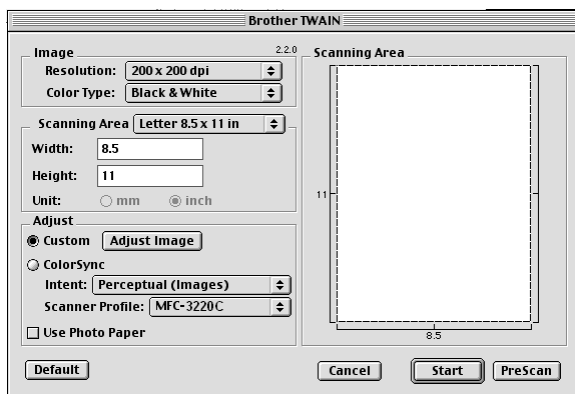
 Mac OS® X Scanning is supported in Mac OS® X 10.2.1 or greater.

## Accessing the scanner

Run your Macintosh® TWAIN-compliant application software. The first time you use the Brother TWAIN driver, set it as the default by choosing **Select Source** (or the other menu name to select the device). Afterwards, for each original you scan choose **Acquire Image** or **Scan**. The scanner setup dialog box will appear.

 The screen shown in this section are from Mac OS® 9. The screen on your Macintosh® may vary depending on your Operating System.

 The method of selecting the source or choosing to scan may vary depending on the application software you are using.



(Mac OS® 8.6–9.2)

## Scanning an image into your Macintosh®

---

You can scan a whole page

—OR—

scan a portion after pre-scanning the original.

### Scanning a whole page

- 1 Load your original in the ADF.



If your model is a flatbed type, you can also place your original on the scanner glass.

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

**Resolution**

**Color Type**

**Scanning Area**

**Brightness**

**Contrast**

- 3 Click **Start**.

When scanning has finished, the image will appear in your graphics application.



## Pre-Scanning an image

---

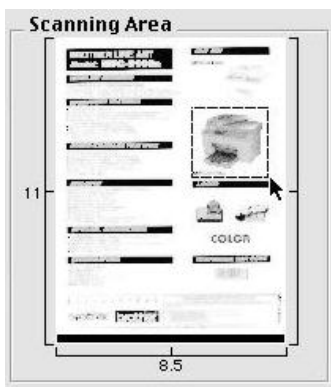
Pre-Scanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button will allow you to crop unwanted areas from the images. When you are satisfied with the preview, click **Start** to scan the image.

**1** Load your original.


**2** Click **PreScan**.

The whole image will be scanned into your Macintosh® and will appear in the **Scanning Area** of the Scanner dialog box:

**3** To scan a portion of the prescanned image, click and drag the mouse to crop it.



**4** Insert original in the ADF again.

 If your model is a flatbed type, and you loaded the original on the scanner glass in step 1, please skip this step.

**5** Make your adjustments to the settings for **Resolution**, **Color Type** (Gray Scale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box.

**6** Click **Start**.

This time only the cropped area of the original will appear in the Scanning Area.

**7** In your editing software, you can refine the image.

## Settings in the Scanner window

---

### Image

#### Resolution

From the **Resolution** pop-up menu choose the scanning resolution. Higher resolutions use more memory and transfer time, but produce a finer scanned image.

Resolution	Black & White / Gray (Error Diffusion)	8 bit color	True Gray / 24 bit color
100 x 100 dpi	Yes	Yes	Yes
150 x 150 dpi	Yes	Yes	Yes
200 x 200 dpi	Yes	Yes	Yes
300 x 300 dpi	Yes	Yes	Yes
400 x 400 dpi	Yes	Yes	Yes
600 x 600 dpi	Yes	Yes	Yes
1200 x 1200 dpi	Yes	No	Yes
2400 x 2400 dpi	Yes	No	Yes
4800 x 4800 dpi (For MFC-3420C and MFC-3820CN Only)	Yes	No	Yes
9600 x 9600 dpi (For MFC-3420C and MFC-3820CN Only)	Yes	No	Yes

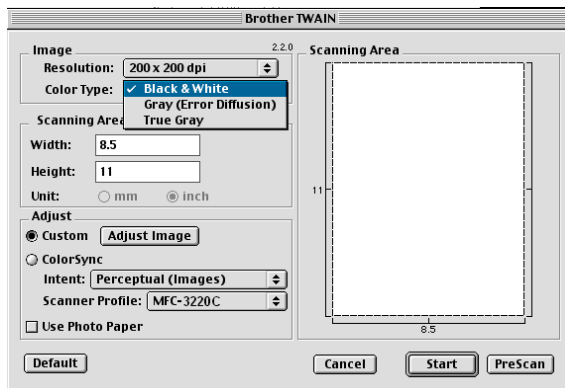
## Color Type

**Black & White**—Set the image Type to *Black and White* for text or line art. For photographic images, set the image type to Gray (Error diffusion) or True Gray.

**Gray (Error Diffusion)**—is used for originals with photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots instead of the true gray dots in a specific matrix instead of true gray dots.)

**True Gray**—is used for originals with photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray. It requires the most memory and takes the longest transfer time.

**Colors**—Choose either 8-bit Color, which scans up to 8-bit Color or 24-bit color which scans up to 16.8 million colors. Although using 24-bit color creates an image with the most accurate colors, the image file will be about three times larger than a file created with 8-bit Color.



## Scanning Area

Set the **Size** to one of the following:

- *Letter 8.5 x 11 in*
- *A4 210 x 297 mm*
- *Legal 8.5 x 14 in*
- *A5 148 x 210 mm*
- *B5 182 x 257 mm*
- *Executive 7.25 x 10.5 in*
- *Business Card 90 x 60 mm (For MFC-3420C and MFC-3820CN Only)*
- *Custom (User adjustable from 0.35 x 0.35 in. to 8.5 x 14 in. or 8.9 x 8.9 mm to 216 x 356 mm)*

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

**Width:** Enter the width of the custom size.

**Height:** Enter the height of the custom size.

### **Business Card Size (MFC-3420C and MFC-3820CN only)**

If your machine is flatbed type (MFC-3420C or MFC-3820CN), you can scan business cards. To scan business cards, select the Business Card size (90 x 60 mm) and place the business card at the center of scanner glass.

When you are scanning photographs or other images to use in a word processor or other graphics application, it is a good idea to try different settings for the Contrast, Mode and Resolution to determine which settings look the best.

## Adjusting the Image

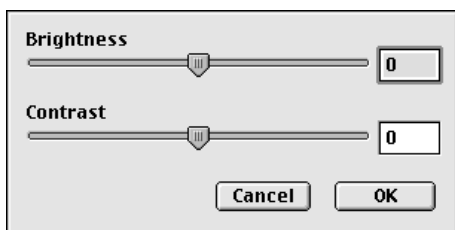
### Brightness

Adjust the **Brightness** setting to get the best image. The Brother TWAIN Scanner driver offers 100 Brightness levels (-50 to 50). The default value is 0, representing an 'average' setting.

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

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

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



### Contrast

You can only adjust the **Contrast** level when you have selected one of the Gray Scale settings, it is not available when you have selected Black & White as the selected **Color Type**.

Increasing the **Contrast** level (by dragging the slide bar to the right) emphasizes dark and light areas of the image, while reducing the **Contrast** level (by dragging the slide bar to the left) reveals more detail in the gray areas. Instead of using the slide bar, you can type a value in the box to set the Contrast. Click **OK**.

# Using Presto! PageManager®

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

If you use the machine as a scanner, we recommend that you install Presto! PageManager®. To install Presto! PageManager®, see the Quick Setup Guide.



The complete NewSoft Presto! PageManager® 4.0 User's Guide can be found on the CD-ROM supplied with your machine.

## Highlights

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- **OCR:** In one step scan an image, recognize the text, and edit it with a word processor.
- **Image Editing:** Enhance, crop and rotate images, or open them with an image-editing program of your choice.
- **Annotation:** Add removable notes, stamps and drawings to images.
- **Treeview Window:** View and arrange your folder hierarchy for easy access.
- **Thumbnail Window:** View files as thumbnails for easy identification.

## System requirements for Presto! PageManager®

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- PowerPC processor
- System 8.6-9.X, OS10.1, or greater
- CD-ROM drive
- Hard disk drive with at least 120 MB of free disk space

### **Recommended:**

- 8-bit Color or higher video adapter.
- Eudora Mail, or Outlook Express electronic mail software

## Technical Support

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[For US]

Company name: NewSoft America Inc.

Postal Address: 4113 Clipper Court Fremont, CA 94538, USA

Telephone: 510-4458600

FAX: 510-4458601

E-mail Address: [contactus@newsoftinc.com](mailto:contactus@newsoftinc.com)

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

[For Canada]

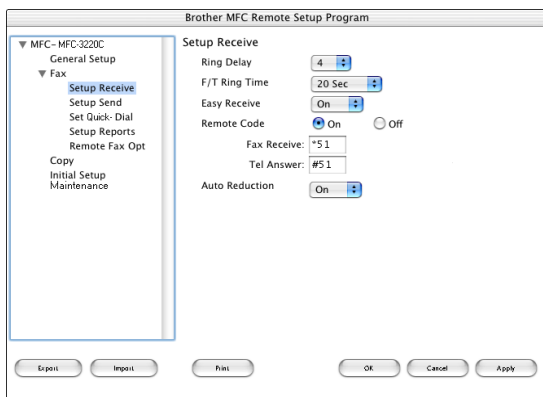
E-mail Address: [contactus@newsoftinc.com](mailto:contactus@newsoftinc.com)

# MFC Remote Setup (Mac OS® X)

The MFC Remote Setup application allows you to quickly set up your machine by taking advantage of the ease and speed of programming on your Macintosh®. When you access this application, the settings on your machine will be downloaded automatically to your Macintosh® and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.



The 'machine Remote Setup' application icon is in Macintosh HD/Library/Printers/Brother/Utility.



## OK

This starts the process of uploading the data to the machine and exiting the remote setup program. If an error message is displayed enter the correct data again. Click **OK**.

## Cancel

This exits the remote setup application without uploading the data to the machine.

## Apply

This uploads the data to the machine, but does not exit the remote setup application.



**Print**

This command prints the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine and click **Print**.

**Export**

This command saves the current configuration settings to a file.

**Import**

This command reads the settings from a file.

# Using the PhotoCapture Center™ from a Macintosh® (MFC-3320CN and MFC-3820CN only)

You can access the Media Card inserted into the machine from a Macintosh®.



## **For Mac OS® 8.6 only**

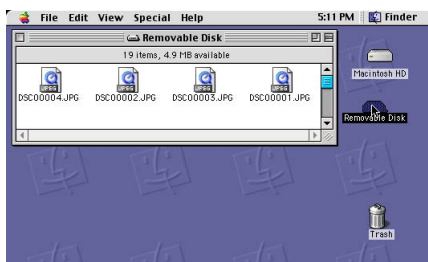
You have to download “USB Mass Storage Support 1.3.5” software from the web site of Apple® Macintosh®.

- 1 Insert a SmartMedia®, CompactFlash®, Memory Stick® or Securedigital card into your machine. The removal disk icon will appear on the Desktop.



If you create a name for the volume level of the media card, the name will appear instead of “Removable Disk”.

- 2 Double-click the Removable Disk icon. The files and folders that are on the media card will be displayed on your screen.
- 3 You can edit the file and save it to another drive on your Macintosh®.



- 4 Quit all applications which are running stored data on the media card and drag the removal disk icon onto Trash before you remove the media card from the machine.



The Photo Capture Center™ will only read one card at a time so do not insert more than one media card at a time.



Do NOT unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash®, Memory Stick® or SecureDigital card from the machine while it is reading the card (**PhotoCapture** is flashing). You will loose your data or damage the card.



While the machine is printing from the PhotoCapture Center™, the Macintosh® cannot access the PhotoCapture Center™ for another operation.



Magic Gate Memory Stick can be used, but the music data that is stored on the stick can not be read.

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**Visit us on the World Wide Web**  
**<http://www.brother.com>**

These machines are made for use in the USA and CANADA only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your multi-function center may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and may void your warranty.**