Web Connect Guide

Applicable models

This User's Guide applies to the following models:

DCP-9020CDN/MFC-9130CW/9330CDW/9340CDW

Definitions of notes

We use the following icon throughout this user's guide:

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

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IMPORTANT NOTE

■ Visit the Brother Solutions Center at http://solutions.brother.com/ and click Manuals on your model's page to download other manuals.

■ Not all models are available in all countries.

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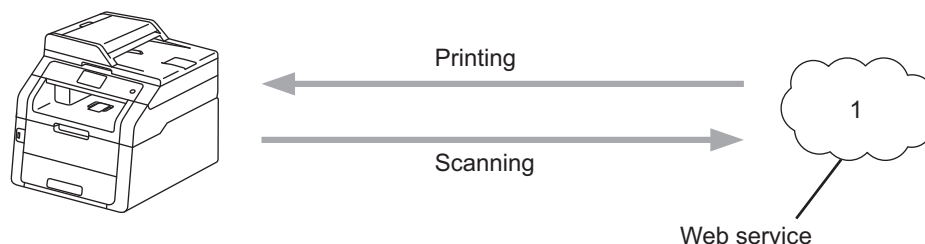
Table of Contents

1 Introduction

Brother Web Connect

Certain websites provide services that allow users to upload and view images and files on the website. Your Brother machine can scan images and upload them to these services, and also print images that are already uploaded.

1 **Photos and documents**

Accessible services

The following services can be accessed from your Brother machine:

■ PICASA WEB ALBUMS™

PICASA WEB ALBUMS™ is an online photo sharing service. Images can be uploaded, organized into albums, and shared with other users.

URL: http://picasaweb.google.com/

■ GOOGLE DRIVE™

GOOGLE DRIVE™ is an online document editing and sharing service.

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

■ FLICKR®

FLICKR® is an online photo sharing service. Images can be uploaded, organized into albums, and shared with other users.

URL: http://www.flickr.com/

■ FACEBOOK

FACEBOOK is a social networking service that also allows images to be uploaded and shared with other users.

URL: http://www.facebook.com/

■ EVERNOTE®

EVERNOTE® is an online file storage and managing service.

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

■ DROPBOX

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

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

■ SKYDRIVE®

SKYDRIVE® is an online file storage, sharing and managing service.

URL: http://skydrive.live.com/

■ BOX

BOX is an online document editing and sharing service.

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

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

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

Accessible services	PICASA WEB ALBUMS™ FLICKR® FACEBOOK	GOOGLE DRIVE™ EVERNOTE® DROPBOX BOX SKYDRIVE®
Upload scanned images	JPEG	JPEG, PDF

NOTE

(For Hong Kong, Taiwan and Korea)

Brother Web Connect supports only file names written in English. Files named in the local language will not be downloaded or uploaded.

Conditions for using Brother Web Connect

Service account

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

Internet connection

In order to use Brother Web Connect, your Brother machine must be connected to a network that has access to the Internet through either a wired or wireless connection. For more information on how to connect and configure the machine appropriately, see the Quick Setup Guide.

For network setups that use a proxy server, the machine must also be configured to use a proxy server (see *Proxy server settings* on page 4).

NOTE

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

MFL-Pro Suite installation

The initial installation of Brother Web Connect requires a computer that has access to the Internet and has Brother MFL-Pro Suite installed. You can install the MFL-Pro Suite (from the supplied installer CD-ROM) and configure the machine to be able to print over your wired or wireless network (see Quick Setup Guide).

Proxy server settings

If the network uses a proxy server, the following proxy server information must be configured on the machine. You can configure the following settings using the machine's control panel, Web Based Management (web browser), or BRAdmin Professional 3:

■ Proxy server address

■ Port number

■ User name

■ Password

How to configure the Proxy server settings using Web Based Management

NOTE

We recommend Windows® Internet Explorer® 8.0/9.0 or Safari 5.0 for Macintosh. Please make sure that JavaScript and Cookies are always enabled in whichever browser you use. If a different web browser is used, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

1 Start your web browser.

2 Type "http://machine's IP address/" into your browser (where "machine's IP address" is the IP address of your machine).

■ For example: http://192.168.1.2/

3 No password is required by default. Enter a password if you have set one and press ➔.

4 Click **Network**.

5 Click **Protocol**.

6 Make sure the **Proxy** check box is checked, and then click **Submit**.

7 Click **Advanced Setting**.

8 Enter the proxy server information.

9 Click **Submit**.

How to configure the Proxy server settings using the machine's control panel

1

1️⃣ Press ⚒️.

2️⃣ Press All Settings.

3️⃣ Swipe up or down, or press ▲ or ▼ to display Network.
Press Network.

4️⃣ Swipe up or down, or press ▲ or ▼ to display Web Connect Settings.
Press Web Connect Settings.

5️⃣ Press Proxy Settings.

6️⃣ Swipe up or down, or press ▲ or ▼ to display Proxy Connection.
Press Proxy Connection.

7️⃣ Press On.

8️⃣ Press the option that you want to set, and then enter the proxy server information.
Press OK.

9️⃣ Press 🏠.

Setting up Brother Web Connect

Step-by-step overview

Configure the settings using the following procedure:

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

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

User registration

Obtain account

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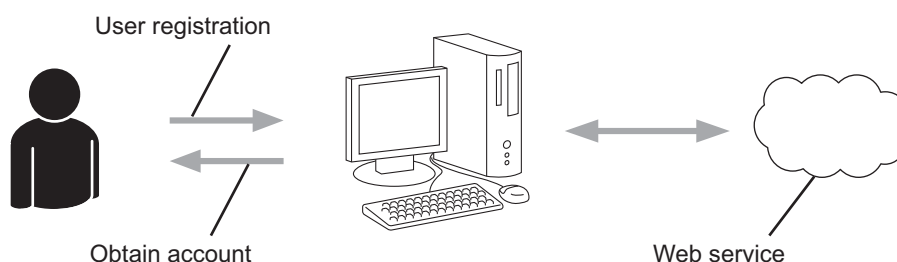
Step 2: Apply for Brother Web Connect access (see page 7).

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

Enter account information

Obtain temporary ID

Brother Web Connect application page
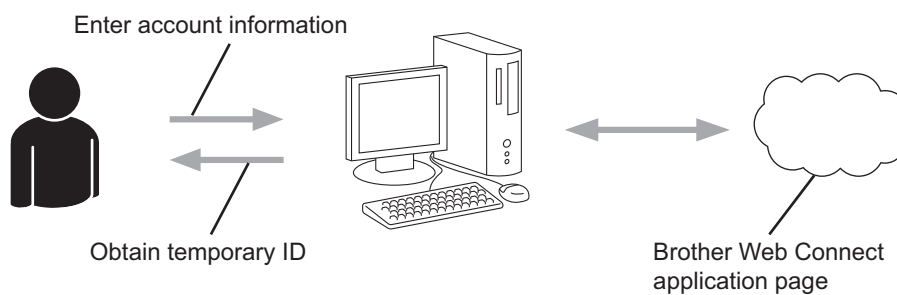
Step 3: Register (on the machine), the account information that is needed to access the desired services (see page 9).

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

Enter temporary ID

Web service

OK! **The machine can now use the service.**

1

How to create an account for each of the desired services

In order to use Brother Web Connect to access an online service, you must have an account with that online service. If you do not already have an account, use a computer to access the website of the service and create an account. After creating an account, log on and use the account once with a computer before using the Brother Web Connect feature. Otherwise, you may not be able to access the service using Brother Web Connect.

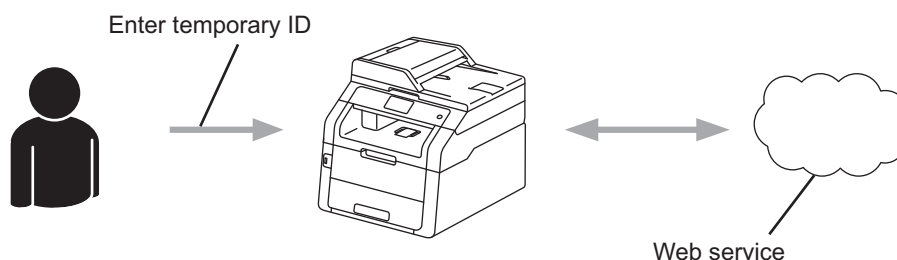If you already have an account, there is no need to create an additional account.

Continue with the next procedure, *How to apply for Brother Web Connect access* on page 7.

NOTE

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

How to apply for Brother Web Connect access

In order to use Brother Web Connect to access online services, you must first apply for Brother Web Connect access using a computer that has Brother MFL-Pro Suite installed:

1 Turn on your computer.

2 Access the Brother Web Connect application web page.

■ Windows®

If you have already installed MFL-Pro Suite, choose (**Start**) > **All Programs** > **Brother** > **MFC-XXXX** (where XXXX is your model name) > **Brother Web Connect**.

The web browser will start and access the application page.

NOTE

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

■ Macintosh

If you have already installed MFL-Pro Suite, double-click **Macintosh HD** (Startup Disk) > **Applications** > **Brother** > **Utilities** > **Brother Web Connect**.

The web browser will start and access the application page.

1

NOTE

You can also access the page directly in the following ways:

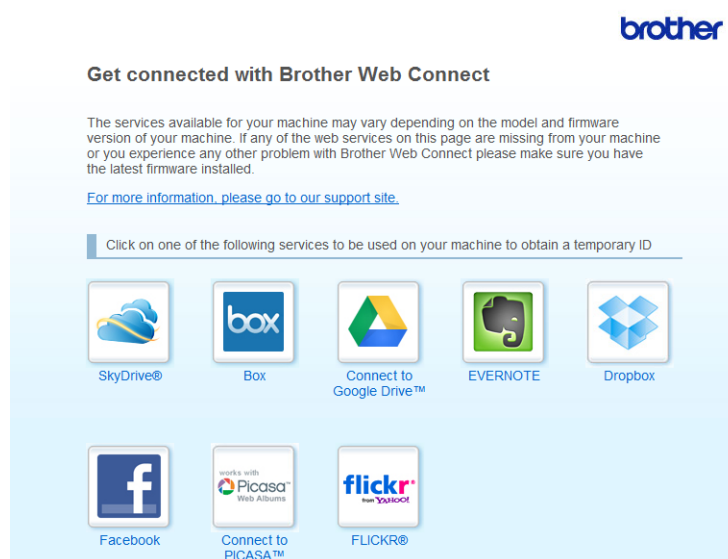- From the supplied installer CD-ROM

  1 Put the supplied installer CD-ROM into your CD-ROM drive. Double-click the **Brother Support** icon.

  2 Click the **Brother Web Connect** icon.

- From your web browser

  Type "https://moi.bwc.brother.com/portal/" into your web browser's address bar.

c Select the desired service.

d Follow the on-screen instructions and apply for access.
When finished, your temporary ID will be displayed. This temporary ID is needed when registering accounts to the machine, so make a note of the ID. The temporary ID is valid for 24 hours.
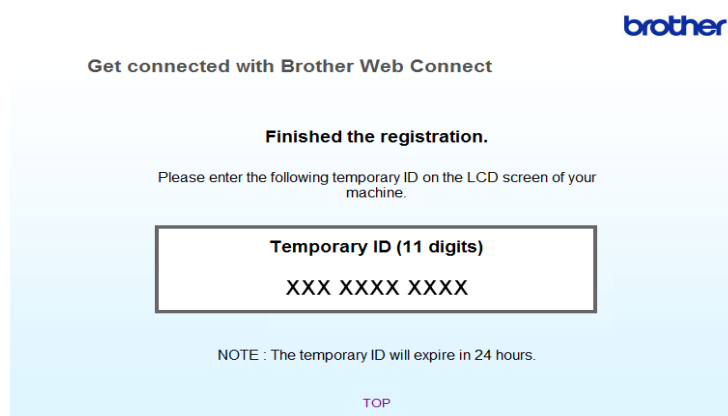
e Close the web browser.
Continue with the next procedure, *How to register and delete accounts on the machine* on page 9.

1

How to register and delete accounts on the machine

Enter the account information and configure the machine so that it can access the service:

Register an account

1 Before you register an account, confirm that the correct time and date are set on the machine's control panel. See the Quick Setup Guide included with your machine for instructions on setting the correct time and date.

2 Swipe left or right, or press ◀ or ▶ to display the `More` screen.

3 Press `Web`.
Information regarding the Internet connection is displayed on the Touchscreen. Read the information and press `OK`.

4 You will be asked if you want to display this information again in the future.
Press `Yes` or `No`.

NOTE

If there are announcements about new features, and so on, the latest information will be displayed. Read the information and press `OK`.

5 Choose the desired service.

6 If information regarding Brother Web Connect is displayed, press `OK`.

7 Press `Register/Delete Account`.

8 Press `Register Account`.

9 A message appears, prompting you to enter the temporary ID you received when you applied for Brother Web Connect access.
Press `OK`.

10 Enter the temporary ID.
Press `OK`.

NOTE

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

11 A message appears prompting you to enter a name for the account as you want it to be displayed on the Touchscreen.
Press `OK`.

1

⑫ Enter the name using the buttons on the Touchscreen.
Press OK.

⑬ Do one of the following:

■ To set a PIN for the account, press Yes. (A PIN prevents unauthorized access to the account.) Enter a four-digit number and press OK.

■ If you do not want to set a PIN, press No.

⑭ You will be asked if you want to register the account information you entered.

■ Press Yes to register.

■ Press No to enter the information again. Go back to step ⑩.

⑮ Account registration is complete.
Press OK.

⑯ Press 🏠.

NOTE

Up to 10 accounts can be registered on the machine.

Delete an account

1 Swipe left or right, or press ◀ or ▶ to display the `More` screen.

2 Press `Web`.
If information regarding the Internet connection is displayed on the Touchscreen, read the information and press `OK`.

3 You will be asked if you want to display this information again in the future.
Press `Yes` or `No`.

NOTE

If there are announcements about new features, and so on, the latest information will be displayed. Read the information and press `OK`.

4 Choose the desired service.

5 Press `Register/Delete Account`.

6 Press `Delete Account`.

7 Press the accounts that you want to delete. The selected accounts will be indicated by check marks.

8 Press `OK`.

9 You will be asked to confirm your selections.
Press `Yes` to delete.

10 Account deletion is complete.
Press `OK`.

11 Press 🏠.

2 Download

Downloading and printing images

Images that have been uploaded to the service can be downloaded directly to the machine and printed. Images that other users have uploaded for sharing can also be downloaded, as long as you have viewing privileges for those images.

Certain services allow guest users to view images that are public. When accessing as a guest user, you can view images for which the owner has made public (that is, there are no viewing restrictions).

For information about services and supported features, see *Accessible services* on page 1.

NOTE

(For Hong Kong, Taiwan and Korea)

Brother Web Connect supports only file names written in English. Files named in the local language will not be downloaded.

a Swipe left or right, or press ◀ or ▶ to display the More screen.

b Press Web.
If information regarding the Internet connection is displayed on the Touchscreen, read the information and press OK.

c You will be asked if you want to display this information again in the future.
Press Yes or No.

NOTE

If there are announcements about new features, and so on, the latest information will be displayed. Read the information and press OK.

d Choose the desired service.

e Do one of the following:

∎ To log on to the service with your account, swipe up or down, or press ▲ or ▼ to display your account name, and press it. Go to step f.

∎ To access the service as a guest user, swipe down or press ▼ to display Use Service as a Guest User, and press it. When the information regarding access as a guest user is displayed, press OK. Go to step i.

f If the PIN entry screen is displayed, enter the four-digit PIN and press OK.

g Press Download to Print.

2

8 Do one of the following:

(For PICASA WEB ALBUMS™, FLICKR® and FACEBOOK)

■ To download your own images from the service, press `Your Album`. Go to step **10**.

■ To download other user's images from the service, press `Other User's Album`. Go to step **9**.

(For GOOGLE DRIVE™, DROPBOX, EVERNOTE®, SKYDRIVE® and BOX)

■ Go to step **10**.

NOTE

In order to download other user's images, you must have access privileges to view the corresponding albums or images.

9 Using the buttons on the Touchscreen, type the account name of the user whose images you want to download. Press `OK`.

NOTE

Depending on the service, you may have to select the account name from a list of other users that is displayed.

10 Swipe up or down, or press ▲ or ▼ to display the desired album [1], and press it.
Some services do not require images to be saved in albums. For images not saved in albums, select `Show Unsorted Photos` to select images. Other user's images cannot be downloaded if they are not saved in an album.

    1   An album is a collection of images. However, the actual term may differ depending on the service you use.
           When using EVERNOTE®, you must select the notebook, and then select the note.

11 Press the thumbnail of the desired image.
Confirm the image on the Touchscreen and press `OK`.
Repeat this step until you have chosen all the images that you want to print (you can select up to 10 images).

12 After you have chosen all of the desired images, press `OK`.

13 The print settings screen will be displayed. Do one of the following:

■ To change print settings, see *How to change print settings* on page 14. After changing the print settings, go to step **14**.

■ If you do not want to change print settings, press `OK`.

14 Press `OK` to print.
The machine starts downloading and printing the image(s).

15 Press ⌂.

How to change print settings

The print settings screen is displayed after you have selected the images that you want to print:

Print Quality

1. Press `Print Quality`.

2. Press `Normal`.

3. If you do not want to change any other settings, press `OK`.

Paper Size

1. Press `Paper Size`.

2. Choose `A4`, `Letter`, `Legal`, or `Folio`.

3. If you do not want to change any other settings, press `OK`.

Paper Type

1. Press `Paper Type`.

2. Choose `Thin`, `Plain Paper`, or `Recycled Paper`.

3. If you do not want to change any other settings, press `OK`.

Output Color

1. Press `Output Color`.

2. Choose `Auto`, `B&W`, or `Color`.

3. If you do not want to change any other settings, press `OK`.

2-sided

1. Press `2-sided`.

2. Choose `Off`, `LongEdge`, or `ShortEdge`.

3. If you do not want to change any other settings, press `OK`.

3 Upload

Scanning and uploading documents

Scanned photos and images can be uploaded directly to a service without using a computer.

For details about services and supported features, see *Accessible services* on page 1.

NOTE

If you are a restricted user for Web Connect with the Secure Function Lock feature, you cannot upload the scanned data. For more details on Secure Function Lock: see Advanced User's Guide and Network User's Guide.

①　Load your document.

②　Swipe left or right, or press ◀ or ▶ to display the `More` screen.

③　Press `Web`.
If information regarding the Internet connection is displayed on the Touchscreen, read the information and press `OK`.

④　You will be asked if you want to display this information again in the future.
Press `Yes` or `No`.

NOTE

If there are announcements about new features, and so on, the latest information will be displayed. Read the information and press `OK`.

⑤　Choose the desired service.

⑥　Swipe up or down, or press ▲ or ▼ to display your account name, and press it.

⑦　If the PIN entry screen is displayed, enter the four-digit PIN and press `OK`.

⑧　If the screen that prompts you to select either upload or download is displayed, press `Upload from Scanner`.

⑨　If the screen that prompts you to specify the file format of the image to be uploaded is displayed, select the desired file format.

NOTE

When scanning and uploading JPEG files, black and white scanning is not available, and each page is uploaded as a separate file.

10 The scan settings screen will be displayed. Do one of the following:

- To change scan settings, see *Scan settings* on page 17. After changing the scan settings, go to step **11**.

- If you do not want to change any settings, press OK.

11 Press OK.
If you placed the document in the automatic document feed (ADF), the machine scans the document and starts uploading.
If you are using the scanner glass, go to step **12**.

12 When Next page? appears, do one of the following:

- If there are no more pages to scan, press No.

    The machine starts uploading the image.

- To scan more pages, press Yes and go to step **13**.

13 Place the next page on the scanner glass.
Press OK.
The machine starts scanning the page. (Repeat steps **12** and **13** for each additional page.)

14 Press 🏠.

NOTE

- Uploaded images are saved in an album named "**From_BrotherDevice**".

- For information regarding restrictions, such as the size or number of images that can be uploaded, refer to the respective service's website.

Scan settings

The scan settings screen is displayed before you scan the documents that you want to upload.

Scan Type

1 Press Scan Type.

2 Choose Color, Gray, or B&W.

3 If you do not want to change any other settings, press OK.

NOTE

When scanning and uploading JPEG files, black and white scanning is not available, and each page is uploaded as a separate file.

Resolution

1 Press Resolution.

2 Choose 100 dpi, 200 dpi, 300 dpi, or 600 dpi.

3 If you do not want to change additional settings, press OK.

Glass Scan Size

1 Press Glass Scan Size.

2 Choose A4 or Letter.

3 If you do not want to change any other settings, press OK.

NOTE

• Glass Scan Size is available when using the Scanner Glass.

• Depending on your country, you may not be able to choose Letter.

File Size

1 Press File Size.

2 Choose Small, Medium, or Large.

3 If you do not want to change additional settings, press OK.

2-sided Scan (for MFC-9340CDW)

1 Press 2-sided Scan.

2 Choose LongEdge, ShortEdge, or Off.

3 If you do not want to change any other settings, press OK.

NOTE

2-sided Scan is available only when you scan from the ADF. The default setting of 2-sided Scan is "Off".

3

4 Shortcut Settings

Adding Web Connect Shortcuts

The settings for the following services can be included in a Web Connect Shortcut:

■ PICASA WEB ALBUMS™

■ GOOGLE DRIVE™

■ FLICKR®

■ FACEBOOK

■ EVERNOTE®

■ DROPBOX

■ SKYDRIVE®

■ BOX

❶ If the displayed screen is either Home or More, swipe left or right, or press ◀ or ▶ to display a Shortcut screen.

❷ Press ➕ where you haven't added a Shortcut.

❸ Press Web.

❹ If Information regarding the Internet connection is displayed, read the information and confirm it by pressing OK.

❺ Swipe left or right, or press ◀ or ▶ to display the available services, and then press the desired service.

❻ Press your account.
If the account needs a PIN, enter the PIN for the account using the Touchscreen.
Press OK.

❼ Select the function you want to use.

NOTE
The functions that can be set vary depending on the chosen service.

❽ Read and confirm the displayed list of functions you have chosen, and then press OK.

❾ Press OK to save your Shortcut.

NOTE
The Shortcut name will be assigned automatically. To change the Shortcut names, see *How to edit Shortcut Names* on page 20.

How to change Shortcuts

Web Connect Shortcuts cannot be changed. Instead, delete the Shortcut (see *How to delete Shortcuts* on page 20) and create a new Shortcut (see *Adding Web Connect Shortcuts* on page 19).

How to edit Shortcut Names

1 Press and hold the Shortcut until the dialog box appears:

NOTE

You can also press ![icon], then `All Settings`, and then press `Shortcut Settings`.

2 Press `Edit Shortcut Name`.

3 To edit the name, hold down ![icon] to delete the current name, and then enter a new name using the Touchscreen.
Press `OK`.

How to delete Shortcuts

1 Press and hold the Shortcut until the dialog box appears:

NOTE

You can also press ![icon], then `All Settings`, and then press `Shortcut Settings`.

2 Press `Delete` to delete the Shortcut that you chose in step **1**.
Press `Yes` to confirm.

How to recall Shortcuts

The Shortcut settings are displayed on the Shortcut screen. To recall a Shortcut, press the Shortcut name.

4

A Troubleshooting

Error messages

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

You can correct most errors yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/.

Error Message	Cause	Action
`Network connection failed. Verify that the network connection is good.`	The machine is not connected to a network.	■ Verify that the network connection is good. ■ If the `Web` button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.
`Connection failed to server. Check network settings.`	Network or server settings are incorrect. There is a problem with the network or server.	■ Confirm that network settings are correct, or wait and try again later. ■ If the `Web` button was pressed soon after the machine was turned on, the network connection may not have been established yet. Wait and try again.
`Connection failed to server. Wrong Date&Time.`	Date and time settings are incorrect.	Set the date and time correctly. Note that if the machine's power cord is disconnected, the date and time setting may be incorrect.
`Authentication is invalid. Reissue temporary ID, and register account again.`	The authentication information saved in the machine that is needed to access the service has expired or is invalid.	Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine (see *How to apply for Brother Web Connect access* on page 7 and *How to register and delete accounts on the machine* on page 9).
`Failed to upload. Unsupported file or corrupt data. Confirm data of file.`	There is a problem with the file you are trying to upload, such as one of the following: ■ The file exceeds the service's limit on number of pixels, file size, etc. ■ The file type is not supported. ■ The file is corrupted.	The file cannot be used.

Error Message	Cause	Action
Service temporarily unavailable. Try again later.	There is a problem with the service and it cannot be used now.	Wait and try again. Try accessing the service from a computer to confirm whether it is available or not.
Incorrect PIN code. Enter PIN correctly.	The PIN registered to the machine is incorrect. The PIN is the four-digit number that was entered when registering the account to the machine.	Enter the correct PIN.
Incorrect or expired ID. Or this temporary ID is already used. Enter correctly or reissue temporary ID. Temporary ID is valid for 24 hours after it is issued.	The temporary ID that was entered is incorrect.	Enter the correct temporary ID.
	The temporary ID that was entered has expired. A temporary ID is valid for 24 hours.	Apply for Brother Web Connect access again and receive a new temporary ID, and then use the new ID to register the account to the machine (see *How to apply for Brother Web Connect access* on page 7 and *How to register and delete accounts on the machine* on page 9).
Display name has already been registered. Enter another display name.	The name entered as the display name has already been registered.	Enter a different display name.
Max Qty of accounts reached. Try again after deleting unnecessary accounts.	The maximum number of accounts (10) have already been registered.	Try again after deleting unnecessary accounts.
Account is invalid. Please register account and shortcut again after deleting this shortcut.	The shortcut cannot be used because the account was deleted after the shortcut was registered.	Delete the shortcut, and then register the account and shortcut again.

A