

# User's Guide



### **Brother Numbers**

#### **IMPORTANT**

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

#### Register your product online at

### www.brother.com/registration

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

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

Register your new product online at www.brother.com/html/registration

## **FAQs (Frequently Asked Questions)**

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

### support.brother.com

#### NOTE

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

## **For Customer Service**

## User's Guides and Where Do I Find Them?

Which manual?	What's in it?	Where is it?
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Product Safety Guide	Read this Guide first before you set up your machine. See this Guide for the operating system and connection type you are using.	Printed / In the box
User's Guide	Learn the Scan operations and security features, learn how to perform routine maintenance, and see troubleshooting tips.	PDF file / Brother Solutions Center <sup>1</sup>
Network User's Guide	This Guide provides useful information about Ethernet network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / Brother Solutions Center <sup>1</sup>
Web Connect Guide (ADS-2800W / ADS-3600W)	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images and uploading files directly from Internet services.	PDF file / Brother Solutions Center <sup>1</sup>
Mobile Print/Scan Guide for Brother iPrint&Scan (ADS-2800W / ADS-3600W)	This Guide shows how to use your Brother machine to scan to, and print from, your mobile device connected to a Wi-Fi network.	PDF file / Brother Solutions Center <sup>1</sup>
Brother Image Viewer Guide for Android™	This Guide provides useful information about using your Android™ mobile device to view and edit documents that were scanned by a Brother machine.	PDF file / Brother Solutions Center <sup>1</sup>
Brother ScanViewer Guide for iOS/OS X	This Guide provides useful information about using your iOS device or Macintosh computer to view and edit documents that were scanned by a Brother machine and saved to iCloud.	PDF file / Brother Solutions Center <sup>1</sup>

<sup>&</sup>lt;sup>1</sup> Visit Brother Solutions Center at <u>support.brother.com</u>

## **Getting Started**

Fe	eatures	Applications	What Can I Do?	Where Should I Go for More Information?
Scan to PC	Scan to Image	ControlCenter4 (Windows®)	Scan your document directly into a graphics application for	For scanning from the Control Panel of the machine:
		ControlCenter2 (Macintosh)	image editing.	■ Home Mode: Save Scanned Documents on Your Computer in Home Mode on page 151
		Advanced Mode: Save Scanned Documents on Your Computer in Advanced Mode on page 154		
			For scanning from ControlCenter4 (Windows®):	
				■ Home Mode: <i>Basic Scan</i> on page 80
				■ Advanced Mode: Basic Scan on page 87
			For scanning from ControlCenter2 (Macintosh):	
				Scan to Image on page 107
	Scan to OCR		Scan your document and convert it to text. This text can	For scanning from the Control Panel of the machine:
			be edited using your favourite word processing software.	■ Home Mode: Save Scanned Documents on Your Computer in Home Mode on page 151
				■ Advanced Mode: Save Scanned Documents on Your Computer in Advanced Mode on page 154
			For scanning from ControlCenter4 (Windows®):	
				■ Home Mode: <i>Basic Scan</i> on page 80
				Advanced Mode: Basic Scan on page 87
				For scanning from ControlCenter2 (Macintosh):
				Scan to OCR on page 108

Fe	eatures	Applications	What Can I Do?	Where Should I Go for More Information?
Scan to PC (continued)	Scan to email	ControlCenter4 (Windows®) ControlCenter2 (Macintosh) (continued)	Scan your document to your default email application so you can send the scanned job as an attachment.	For scanning from the Control Panel of the machine:  Home Mode: Save Scanned Documents on Your Computer in Home Mode on page 151  Advanced Mode: Save Scanned Documents on Your Computer in Advanced Mode on page 154  For scanning from ControlCenter4
				<ul> <li>(Windows<sup>®</sup>):</li> <li>■ Home Mode: Basic Scan on page 80</li> <li>■ Advanced Mode: Basic Scan on page 87</li> <li>For scanning from ControlCenter2</li> </ul>
				(Macintosh):
	Scan to File		Scan your document and save it to a folder on your hard disk in one of the file types shown in the file type list (for example: as a PDF file).	Scan to E-mail on page 109  For scanning from the Control Panel of the machine:  ■ Home Mode: Save Scanned Documents on Your Computer in Home Mode on page 151  ■ Advanced Mode: Save Scanned Documents on Your Computer in Advanced Mode on page 154  For scanning from ControlCenter4 (Windows®):  ■ Home Mode: Basic Scan on page 80  ■ Advanced Mode: Basic Scan on page 87  For scanning from ControlCenter2
				(Macintosh):  Scan to File on page 110

Fe	eatures	Applications	What Can I Do?	Where Should I Go for More Information?
Scan to PC (continued)	Scan Using the TWAIN/WIA Driver for Windows <sup>®</sup> Users	Applications supporting the TWAIN/WIA driver such as: Nuance™ PaperPort™ 14SE Windows® Fax and Scan Windows®	Use the Nuance™ PaperPort™ 14SE application included in the Brother MFL-Pro software suite, or other applications supporting TWAIN or WIA specifications, for scanning.	For scanning using the TWAIN/WIA driver:  Scan Using Nuance™ PaperPort™ 14SE or Other Windows® Applications on page 125
	Scan Using the TWAIN/ICA Driver for Macintosh Users	Photo Gallery  Applications supporting ICA driver, such as:  ABBYY FineReader Pro Applications supporting the TWAIN/ICA driver, such as:  Apple Image Capture	Use the applications supporting TWAIN specifications, for scanning.  After installing the Brother MFL-Pro software suite, you can also use the Apple Image Capture application for scanning.	For scanning using the TWAIN driver:  Scan Using TWAIN Applications (Macintosh) on page 143  For scanning using the ICA driver:  Scan Using Apple Image Capture (ICA Driver) on page 147
	WS Scan (Windows® users only) (ADS-2800W / ADS-3600W)	Windows <sup>®</sup> Fax and Scan Windows <sup>®</sup> Photo Gallery	Scan your document using the Web Services protocol. The Web Services protocol enables you to scan over a network using your machine and a computer running Windows Vista® (SP2 or later), Windows® 7, Windows® 8 or Windows® 8.1.	For installing drivers:  Install Drivers Used for Scanning via Web Services (Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1) in the Network User's Guide  For scanning from the Control Panel of the machine:  Scan Using Web Services (Windows Vista® SP2 or Later, Windows® 7, Windows® 8 and Windows® 8.1) on page 200

Fe	eatures	Applications	What Can I Do?	Where Should I Go for More Information?
Scan from the Control Panel of the	Scan to USB	_	Scan your document and save the scanned image on a USB flash drive.	Save Scanned Documents on a USB Flash Drive on page 158
Machine			(ADS-2800W / ADS-3600W)	
			You can configure the settings on the machine's control panel.	
	Scan to FTP		Scan your document directly to an FTP server on your local network, or on the Internet.	Scan Documents to an FTP Server on page 165
	Scan to SFTP		Scan your document directly to an SFTP server on your local network, or on the Internet.	Scan Documents to an SFTP Server on page 174
	Scan to SharePoint		Scan your document directly to a SharePoint server.	Scan Documents to SharePoint on page 192
	Scan to Apps		Convert the scanned data to a	Network User's Guide
	(ADS-2800W / ADS-3600W)		Excel.	
	Scan to Network (Windows® users only)		Scan your document directly to a shared folder on your local network, or on the Internet.	Scan Documents to a Shared Folder / Network Location (Windows®) on page 183
	Scan to Email Server	_	Scan your document and send it directly to an email address	Send Scanned Documents Directly to an Email Address
	(ADS-2800W / ADS-3600W)		from the machine. In addition, because this feature can assign an email address to the machine, you can use the machine to send documents over your local network or the Internet to computers.	(ADS-2800W / ADS-3600W) on page 202
	Scan to Web		Scan your document and	Web Connect Guide
	(ADS-2800W / ADS-3600W)		upload it directly to Web Services, such as Evernote, Dropbox, Box and OneDrive, without using a computer.	

Fe	eatures	Applications	What Can I Do?	Where Should I Go for More Information?
From Mobile Devices	Scan Documents (Brother iPrint&Scan)	Brother iPrint&Scan	Scan your document directly from your Android™ devices, iOS devices, and Windows® Phone without using a computer.	Mobile Print/Scan Guide for Brother iPrint&Scan
			You can download and install Brother iPrint&Scan from Google Play, the App Store, or the Windows <sup>®</sup> Phone Store.	
	View or Edit Scanned Data (iOS/OS X) (ADS-2800W / ADS-3600W)	Brother ScanViewer	Use your iOS device or Macintosh computer to view and edit images and documents that were scanned by a Brother machine and saved to iCloud.	Brother ScanViewer Guide for iOS/OS X
			You can download and install Brother ScanViewer from the App Store.	
	View or Edit Scanned Data (Android™) (ADS-2800W /	Brother Image Viewer	Use your Android™ mobile device to view and edit documents that were scanned by a Brother machine.	Brother Image Viewer Guide for Android™
	ADS-3600W)		You can download and install Brother Image Viewer from Google Play.	

## **You Can Use the Following Features**

## Manage the machine securely

Feature	Description	Where Should I Go for More Information?
Secure Function Lock 3.0 (ADS-2800W / ADS-3600W)	Allows users to choose which functions each user can use.	Secure Function Lock 3.0 on page 39
Active Directory Authentication (ADS-2800W / ADS-3600W)	Restricts the use of the Brother machine unless users provide the user ID and password.	Active Directory Authentication (ADS-2800W/ADS-3600W) on page 48
Setting Lock (ADS-2800W / ADS-3600W)	Allows you to prevent users who do not know the password from changing the machine's settings.	Setting Lock (ADS-2800W / ADS-3600W) on page 37
LDAP Authentication	Restricts the use of the Brother machine unless users enter the user name and password.	LDAP Authentication (ADS-2800W / ADS-3600W) on page 49

## **Streamlining Work**

Feature	Description	Where Should I Go for More Information?
Scan Using Near Field Communication (NFC) (ADS-3600W)	Allows you to scan using the settings you saved when you registered your NFC ID card to a Shortcut.	Adding ID Card Shortcuts (ADS-3600W only) on page 14
BRAdmin Light (Windows® only) BRAdmin Professional 3 (Windows® only)	Allows you to manage Brother machines connected to a network. Using a computer, you can search for Brother machines on the network, display device status information, and change network settings.	Launch the BRAdmin Utility on page 75
One touch scan (ADS-2800W / ADS-3600W)	Allows you to scan documents in your favourite settings with one button. To use this function, you must create a one touch setting in your shortcut and set the shortcut number on your Home screen.	Shortcut Settings (ADS-2800W / ADS-3600W) on page 10

## **Saving Space and Managing Your Data**

Feature	Description	See
Scan to FTP/SFTP	FTP/SFTP server without using a computer. This	
	feature makes it easy to share large data files that cannot be sent by email.	Scan Documents to an SFTP Server on page 174
Scan to SharePoint	Allows you to transmit scanned data directly to SharePoint without using a computer.	Scan Documents to SharePoint on page 192
Scan to Email server (ADS-2800W / ADS-3600W)	Allows you to scan documents and send them directly to an email address from the machine.	Send Scanned Documents Directly to an Email Address (ADS-2800W / ADS-3600W) on page 202
Scan to Web (ADS-2800W / ADS-3600W)	Allows you to scan your documents and upload them directly to Web Services.	Upload Scanned Documents to the Web (ADS-2800W / ADS-3600W) on page 209
Scan to Network	Allows you to scan your documents and upload them directly to Network.	Scan Using Scan to Network Profiles on page 190

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## 1

## **General Information**

## **Using the Guide**

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

## Symbols and Conventions Used in the Guide

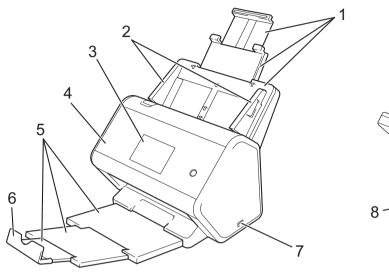
The following symbols and conventions are used throughout this guide.

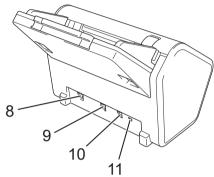
<b>A</b> CAUTION	<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
IMPORTANT	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
NOTE	Notes tell you how you should respond to a situation that may arise or give tips about other scanning features.
Bold	Bold typeface identifies keys on the machine control panel or computer screen.
Italics	Italicised typeface emphasises an important point or refers you to a related topic.
Courier New (ADS-2800W / ADS-3600W)	Text in Courier New font identifies messages on the machine's Touchscreen.

#### NOTE

- Unless otherwise specified, screens and illustrations in this guide show the ADS-3600W.
- Unless otherwise specified, the screens in this manual are from Windows® 7 and OS X 10.10.x. Screens on your computer may vary depending on your operating system.

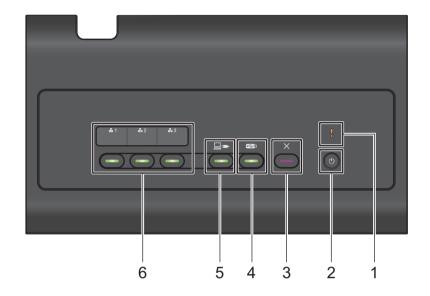
## **About This Machine**





- 1 Extendable Automatic Document Feeder (ADF)
- 2 Paper Guides
- 3 Control Panel (ADS-2800W / ADS-3600W)
- 4 Front Cover
- 5 Extendable Output Tray
- 6 Document Stopper
- 7 USB 2.0 Port
- 8 Ethernet Cable Port
- 9 Hi-Speed USB 2.0 Port (ADS-2400N / ADS-2800W) USB 3.0 SuperSpeed Port (ADS-3000N / ADS-3600W)
- 10 AC Adapter Connector
- 11 Security Slot

## Control Panel Overview (ADS-2400N / ADS-3000N)



#### 1 Error Indicator (with LED)

The Error Indicator indicates that the machine is in an error state. For more information, see *LED Indications (ADS-2400N / ADS-3000N)* on page 281.

#### 2 Power button (with LED)

You can turn the machine on and off.

Press (b) to turn the machine on.

Hold down (b) to turn the machine off.

#### 3 Stop button

Press the Stop button to:

- Stop document feed
- Cancel a job
- Wake the machine up
- Recover from an error
- Disconnect Remote Setup

#### 4 Scan to USB button (with LED)

Press the Scan USB button to:

- Scan to USB
- Wake the machine up

### 5 Scan to PC button (with LED)

Press the Scan to PC button (USB Connect) to:

- Scan to PC
- Wake the machine up

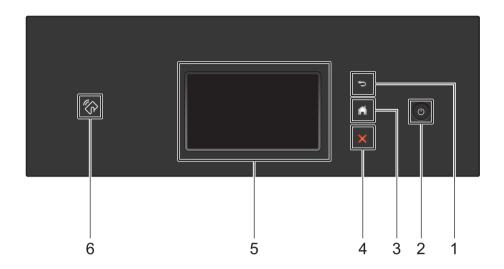






You can assign the Scan to FTP/SFTP, Scan to Network, Scan to Sharepoint, Scan to PC (Network Connect), or WS Scan function to these buttons. After configuring the settings, press the button to select your assigned function. These buttons are available only if the machine was set up using the wired network method with the installation DVD-ROM and a USB cable (see the *Quick Setup Guide*). For more information, see *Scan Documents to an FTP Server* on page 165, or *Scan Using Web Services (Windows Vista® SP2 or Later, Windows® 7, Windows® 8 and Windows® 8.1)* on page 200.

## Control Panel Overview (ADS-2800W / ADS-3600W)



### 1 (Back Button)

Press to go back to the previous screen or menu. The Back button does not light up when it is unavailable.

### 2 (Power On/Off)

Press to turn the machine on. Press and hold down to turn the machine off. The Touchscreen displays Shutting Down and stays on for a few seconds before going off.

### 3 (Home Button)

Press to return to the Home Screen and Ready Mode. The Home button does not light up when it is unavailable.

### 4 X (Stop Button)

Press to stop or cancel your current action and return to Ready Mode. The Stop button does not light up when it is unavailable.

#### 5 Touchscreen LCD

Access the menus and options by pressing the Touchscreen.

#### 6 NFC (Near Field Communication) Reader

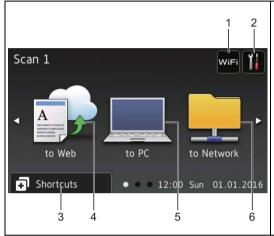
(ADS-3600W)

You can use card authentication by touching the IC card to the NFC Reader on the control panel. If your Android™ device supports the NFC standard, you can scan to your device by touching it to the NFC logo. You must download and install Brother iPrint&Scan to your Android™ device to use this feature. (See Scanning with Near Field Communication (NFC) on page 24.)

#### **Touchscreen LCD**

You can select one of four screens as the Home screen. When the Home screen is displayed, you can change the displayed screen by swiping left or right, or pressing ◀ or ▶.

The following screens display the machine's status when the machine is idle:



#### Scan 1 screen

The Scan 1 screen provides access to scan features, such as Scan to Web, Scan to PC, Scan to Network.



#### Scan 2 screen

The Scan 2 screen provides access to scan features, such as Scan to FTP/SFTP, Scan to E-mail Server, Scan to SharePoint.



#### Scan 3 screen

The Scan 3 screen provides access to scan features, such as WS Scan and Scan to USB, and additional features, such as Apps. The WS Scan screen appears if you have set up the WS Scan function.

#### NOTE

"Swiping" means sliding your finger across the Touchscreen to display the next page or item.

## 1 WiFi (WiFi Setup)

A four-level indicator on the Ready Mode screen displays the current wireless signal strength when using a wireless connection.



## 2 (Settings)

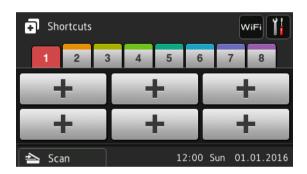
Press to access the main settings (for more information, see Settings screen on page 9).

## 3 Shortcuts (Shortcuts)

Press to set up Shortcuts.

You can quickly scan and connect to web services using the options set as Shortcuts.

#### **NOTE**



Eight Shortcut tabs are available. You can set up to six Shortcuts in each Shortcut tab. A total of 48 Shortcuts are available.

#### 4 to Web

Press to connect the Brother machine to an Internet service (for more information, see the *Web Connect Guide*).

#### 5 **to PC**

Press to access the Scan to PC function.

#### 6 to Network

Press to access the Scan to Network function.

#### 7 to FTP/SFTP

Press to access the Scan to FTP/SFTP function.

#### 8 to E-mail Server

Press to access the Scan to E-mail Server function.

#### 9 to SharePoint

Press to access the Scan to SharePoint function.

#### 10 Apps

Press to connect the Brother machine to the Brother Apps menu. (For more information, see the *Web Connect Guide*.)

#### 11 WS Scan

Press to access the WS Scan function.

This icon appears when you select WS scan. (For more information, see the Network User's Guide.)

#### 12 to USB

Press to access the Scan to USB function.

### 13 Warning icon (!)

The warning icon ! appears when there is an error or maintenance message; press Detail to view it, and then press to return to Ready Mode.

For more information, see Error and Maintenance Messages on page 258.

#### NOTE

This product adopts the font of ARPHIC TECHNOLOGY CO., LTD.

#### **Settings screen**

Press (Settings) to check and access all the machine's settings.

■ General Setup

Press to access the full Settings menu.

■ Shortcut Settings

Press to set Shortcuts.

For more information, see Shortcut Settings (ADS-2800W / ADS-3600W) on page 10.

■ Network

Press to access Network settings.

■ Machine Info.

Press to check the machine's information.

■ Initial Setup

Press to access the Date & Time, Scan offset correction, Reset and Local Language menus.

### **Basic Operations**

Press your finger on the Touchscreen to operate it. To display and access all the screen menus or options, swipe left, right, up, down, or press ◀▶ or ▲ ▼ to scroll through them.

#### **IMPORTANT**

DO NOT press the Touchscreen with a sharp object, such as a pen or stylus. It may damage the machine.

The following example shows how to change a machine setting. In this example, the Document Size setting in Scan to USB is changed to Auto.

- 1 Swipe left or right, or press ◀ or ▶ to display Scan 3.
- Press to USB.
- 3 Press Options.
- 4 Press ▲ or ▼ to display Document Size.
- 5 Press Document Size.
- 6 Press ▲ or ▼ to display Auto.
- 7 Press Auto.

#### NOTE

Press ち to go back to the previous screen or menu.

## Shortcut Settings (ADS-2800W / ADS-3600W)

You can add the scan and Web Connect settings you use most frequently as your Shortcuts. Later you can recall and apply these settings quickly. You can add up to 48 Shortcuts.

## **Adding Scan Shortcuts**

The following settings can be included in a scan Shortcut:

Setting	to PC	to USB	to E-mail Server	to FTP / SFTP	to Network	to SharePoint
PC Name	✓	-	-	-	-	-
2-sided Scan	✓	✓	✓	-	-	-
Scan Settings	✓	-	-	-	-	-
Scan Type	✓	<b>√</b>	✓	-	-	-
Resolution	✓	<b>√</b>	<b>√</b>	-	-	-
File Type	✓	<b>√</b>	<b>√</b>	-	-	-
Document Size	✓	<b>√</b>	<b>√</b>	-	-	-
File Name	-	1	<b>√</b>	-	-	-
File Name Style	-	1	<b>√</b>	-	-	-
File Size	-	1	<b>√</b>	-	-	-
Auto Deskew	✓	1	<b>√</b>	-	-	-
Skip Blank Page	<b>√</b>	1	<b>√</b>	-	-	-
Brightness	✓	<b>√</b>	<b>√</b>	-	-	-
Contrast	✓	<b>√</b>	<b>√</b>	-	-	-
Colour	-	<b>√</b>	<b>√</b>	-	-	-
Black and White/Grey	-	<b>√</b>	<b>√</b>	-	-	-
Skip blank page sensitivity	✓	✓	✓	-	-	-
Margin Settings	-	✓	✓	-	-	-
Profile name *1		-		✓	✓	✓

<sup>&</sup>lt;sup>\*1</sup> The Profile name setting contains many items. For more information, see the *Network User's Guide*.

- 1 Press 🗊 Shortcuts
- Press a tab from 1 to 8.
- 3 Press 🛖 where you want to add a Shortcut.
- 4 Swipe up or down, or press ▲ or ▼ to display the type of scan you want, and then press it.

- Do one of the following:
  - If you pressed to USB, read the information on the Touchscreen, and then press OK to confirm it. Go to step 3.
  - If you pressed to E-mail Server, read the information on the Touchscreen, and then press OK to confirm it. Go to step ⑥.
  - If you pressed to OCR, to File, to Image or to E-mail, read the information on the Touchscreen, and then press OK to confirm it. Go to step ?.
  - If you pressed to FTP/SFTP, to Network or to SharePoint read the information on the Touchscreen, and then press OK to confirm it.

Swipe up or down, or press ▲ or ▼ to display the Profile Name, and then press it.

Press OK to confirm the Profile Name you have selected. Go to step (8).

#### NOTE

To add a Shortcut for to FTP/SFTP, to Network or to SharePoint you create a Profile Name first.

- 6 Do one of the following:
  - To enter an email address manually, press Manual. Enter the email address you want using the keyboard on the machine's Touchscreen. (For help with entering text using the Touchscreen, see Entering Text (ADS-2800W / ADS-3600W) on page 280.)

Press OK.

■ To enter an email address from the Address Book, press Address Book. Swipe up or down, or press A or V to display the email address you want, and then press it.

Press OK.

After you confirm the email address you have entered, press OK. Go to step 8.

#### NOTE

Press Detail to view the list of addresses you have entered.

- 7 Do one of the following:
  - When the machine is connected to a computer using a USB connection:

Press OK to confirm that USB is selected as the PC Name. Go to step (8).

- When the machine is connected to a network:
  - Swipe up or down, or press ▲ or ▼ to display the PC Name, and then press it. Press OK to confirm the PC Name you have selected. Go to step ⑥.
- 8 Press Options.
- Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.
- Swipe up or down, or press ▲ or ▼ to display the available options for the setting, and then press the option you want.

Repeat steps **(9)** and **(10)** until you have selected all the settings for this Shortcut. Press OK.

- 11) Review the settings you have selected:
  - To make more changes, return to step ⑧.
  - To finish, press Save as Shortcut.
- Review your settings on the Touchscreen, and then press OK.
- Enter a name for the Shortcut using the keyboard on the machine's Touchscreen. (For help with entering text using the Touchscreen see Entering Text (ADS-2800W / ADS-3600W) on page 280.)
  Press OK.
- 14 Press OK to save your Shortcut.

### **Adding Web Connect Shortcuts**

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

- Box
- Google Drive<sup>™</sup>
- Evernote<sup>®</sup>
- Evernote Business
- Dropbox
- OneDrive
- OneNote

#### NOTE

- Web services may have been added or service names may have been changed by the provider since this
  document was published.
- To add a Web Connect Shortcut, you must have an account with the service you want to use (for more information, see the *Web Connect Guide*).
- 1 Press Shortcuts
- 2 Press a tab from 1 to 8.
- 3 Press where you have not added a Shortcut.
- 4 Press to Web.
- 5 If information about the Internet connection is displayed, read the information and confirm it by pressing OK.
- 6 Swipe left or right, or press ◀ or ▶ to display the available services, and then press the service you want.
- Press your account. If the account needs a PIN (Personal Identification Number), enter the PIN for the account using the keyboard on the machine's Touchscreen. Press OK.

8 Press the function you want.

#### NOTE

The functions that can be set may vary depending on the selected service.

- 9 Read and confirm the displayed list of functions you have selected, and then press OK.
- Enter a name for the Shortcut using the keyboard on the machine's Touchscreen. (For help with entering text using the Touchscreen see Entering Text (ADS-2800W / ADS-3600W) on page 280.)
  Press OK.
- Press OK to save your Shortcut.

### **Adding Apps Shortcuts**

The settings for these services can be included in an Apps Shortcut:

- NoteScan
- Outline&Scan

#### **NOTE**

Web services may have been added or service names may have been changed by the provider since this document was published.

- 1 Press 🗊 Shortcuts
- 2 Press a tab from 1 to 8.
- 3 Press 🖶 where you have not added a Shortcut.
- 4 Press Apps.
- 6 If information about the Internet connection appears, read the information and confirm it by pressing OK.
- 6 Swipe left or right, or press ◀ or ▶ to display the available apps, and then press the app you want.

#### NOTE

The available apps depend on the selected service.

- 7 Press your account.
  - If the account needs a PIN, enter the PIN for the account using the keyboard on the machine's Touchscreen.

Press OK.

- 8 Read and confirm the displayed list of apps you have selected, and then press OK.
- Enter a name for the Shortcut using the keyboard on the machine's Touchscreen. (For help with entering text using the Touchscreen see Entering Text (ADS-2800W / ADS-3600W) on page 280.)
  Press OK.
- 10 Press OK to save your Shortcut.

### Adding ID Card Shortcuts (ADS-3600W only)

- 1 Press 🗊 Shortcuts .
- Press a tab from 1 to 8 to display the Shortcut you want.
- 3 Press and hold the Shortcut button.
- 4 Press Register NFC.

#### NOTE

- You cannot use the same ID card for different Shortcuts.
- To use the ID card for another Shortcut, unregister the card first, and then register it with the new Shortcut.

### **Changing Shortcuts**

You can change the settings in a Shortcut.

#### NOTE

To change a Web Connect Shortcut, delete it first, and then add a new Shortcut.

(For more information, see *Deleting Shortcuts* on page 15 and *Adding Web Connect Shortcuts* on page 12.)

- 1 Press 🖪 Shortcuts
- Press a tab from 1 to 8 to display the Shortcut you want to change.
- 3 Press the Shortcut you want, and then press Options. The settings for the Shortcut that you have selected are displayed.
- 4 Change the settings for the Shortcut you have selected in step 3 (for more information, see *Shortcut Settings (ADS-2800W / ADS-3600W)* on page 10).
- **5** When finished, press OK, and then press Save as Shortcut.
- 6 Press OK to confirm.
- 7 Do one of the following:
  - To overwrite the Shortcut, press Yes.
  - To keep the existing Shortcut, press No to enter a new Shortcut name. Go to step 8.
- To create a new Shortcut, press and hold down to delete the current name, and then enter a new name using the keyboard on the machine's Touchscreen. (For help with entering text using the Touchscreen, see Entering Text (ADS-2800W / ADS-3600W) on page 280.)

  Press OK.
- 9 Press OK to confirm.

#### 1

## **Editing Shortcut Names**

You can edit a Shortcut name.

- 1 Press Shortcuts
- Press a tab from 1 to 8 to display the Shortcut you want.
- 3 Press and hold down the Shortcut button.
- 4 Press Rename.
- To edit the name, press and hold down to delete the current name, and then enter a new name using the keyboard on the machine's Touchscreen. (For help with entering text using the Touchscreen, see *Entering Text (ADS-2800W / ADS-3600W)* on page 280.)

  Press OK.

### **Deleting Shortcuts**

You can delete a Shortcut.

- 1 Press 🗊 Shortcuts
- 2 Press a tab from 1 to 8 to display the Shortcut you want.
- 3 Press and hold down the Shortcut button.
- 4 Press Delete to delete the Shortcut that you have selected in step 3.
- 5 Press Yes to confirm.

## **Recalling Shortcuts**

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

- 1 Press 🗊 Shortcuts
- Press a tab from 1 to 8 to display the Shortcut you want.
- 3 Press the Shortcut button.

## **Accessing Brother Utilities (Windows®)**

Brother Utilities is an application launcher that offers convenient access to all Brother applications installed on your computer.

- 1 Launch Brother Utilities for your operating system:
  - Windows<sup>®</sup> 7 / Windows Vista<sup>®</sup> / Windows<sup>®</sup> XP

    Click (Start) menu, select All Programs > Brother > (Brother Utilities).
  - Windows® 8

Tap or click (Brother Utilities) either on the Start screen or the desktop.

■ Windows® 8.1

Move your mouse to the lower left corner of the **Start** screen and click (if using a touch-based device, swipe up from the bottom of the **Start** screen to bring up the **Apps** screen). When the **Apps** screen appears, tap or click (**Brother Utilities**).

Select your machine.

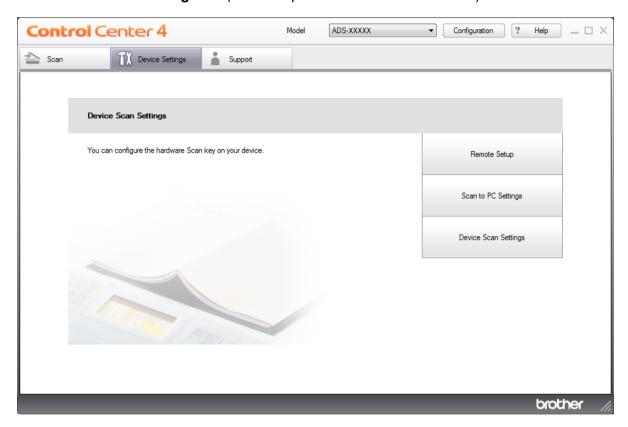


3 Select the operation you want to use.

## General Setup (ADS-2400N / ADS-3000N)

## **Set Date&Time**

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).

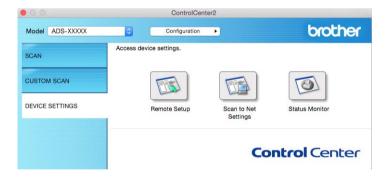


#### **NOTE**

If using Advanced Mode, click the [ (Settings) icon to access Device Settings.



- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.

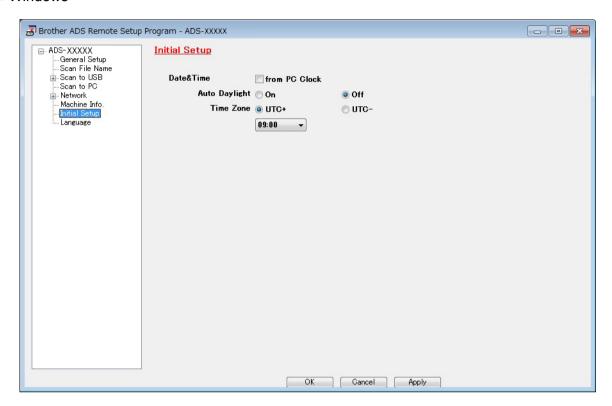


2 Click the **Remote Setup** button. The Remote Setup window appears.

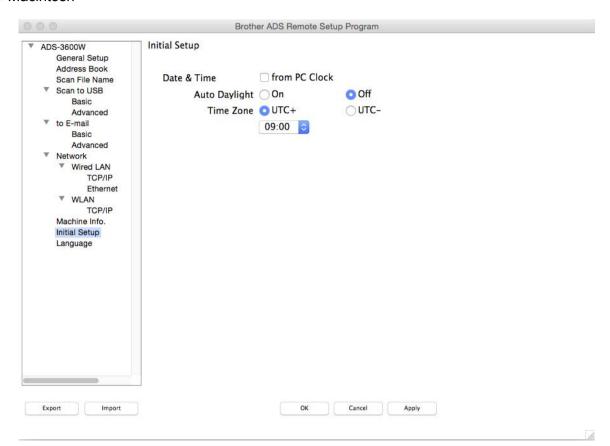
#### NOTE

For more information about **Remote Setup**, see *Set Up the Brother Machine from Your Computer* on page 233.

- 3 Select Initial Setup in the folder tree.
  - Windows®



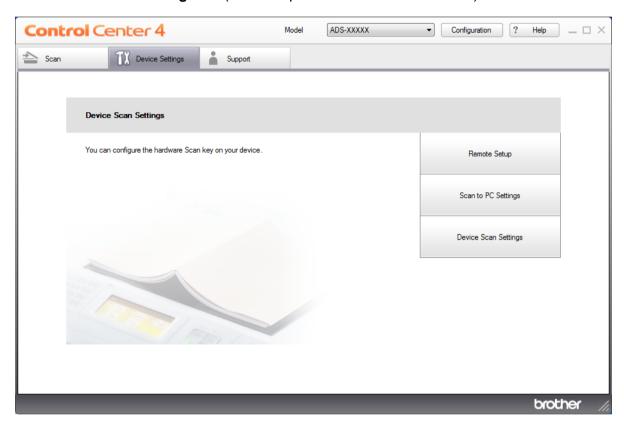
#### ■ Macintosh



- 4 Select Date&Time.
  - If you set **Auto Daylight** to **On**, the time will be adjusted forward one hour in Spring and adjusted backwards one hour in Autumn.
- 5 Click **OK**.

## **Set Sleep Time**

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



### **NOTE**

If using Advanced Mode, click the [ (Settings) icon to access Device Settings.



- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.

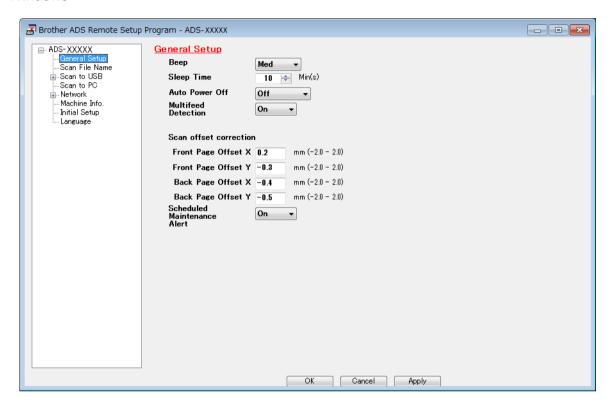


Click the Remote Setup button. The Remote Setup window appears.

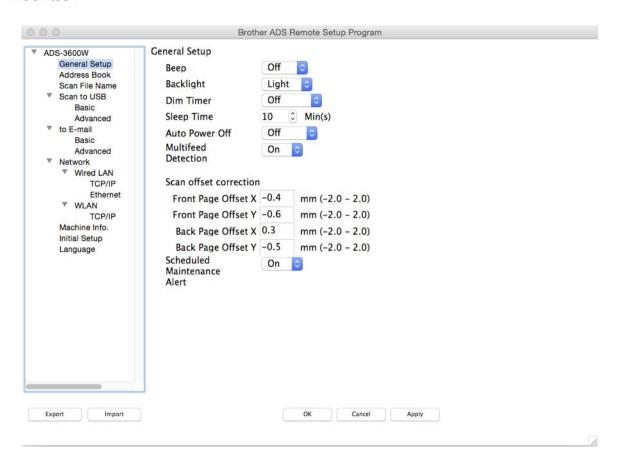
#### **NOTE**

For more information about **Remote Setup**, see *Set Up the Brother Machine from Your Computer* on page 233.

- 3 Select **General Setup** in the folder tree.
  - Windows®



#### ■ Macintosh



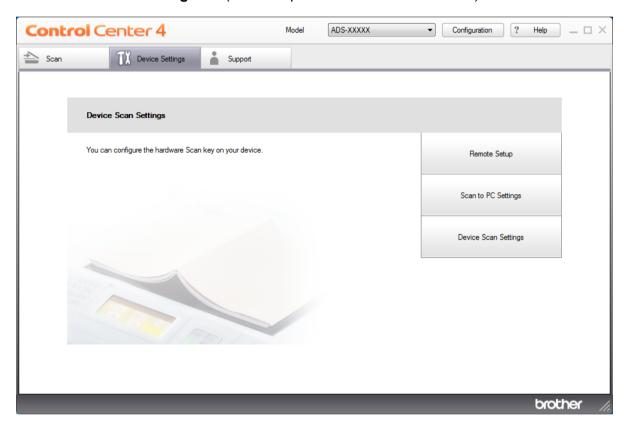
4 Select how long the machine must be idle before it goes into Sleep Time.

To exit Sleep Time, do one of the following:

- · Press any key.
- · Open the top cover.
- · Load your document.
- · Touch the Screen
- · Touch IC Card to the NFC reader
- 5 Click **OK**.

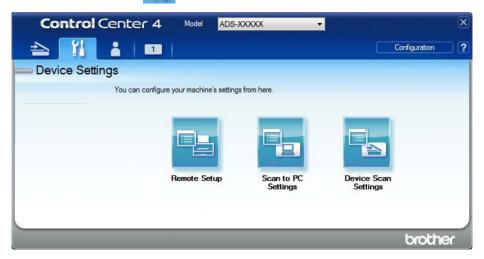
# **Select Your Language**

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



### **NOTE**

If using Advanced Mode, click the [ (Settings) icon to access Device Settings.

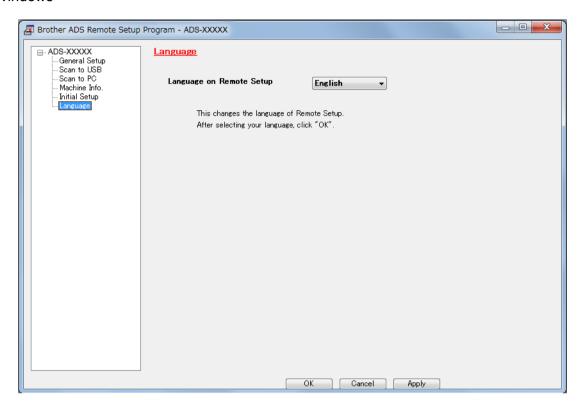


- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.

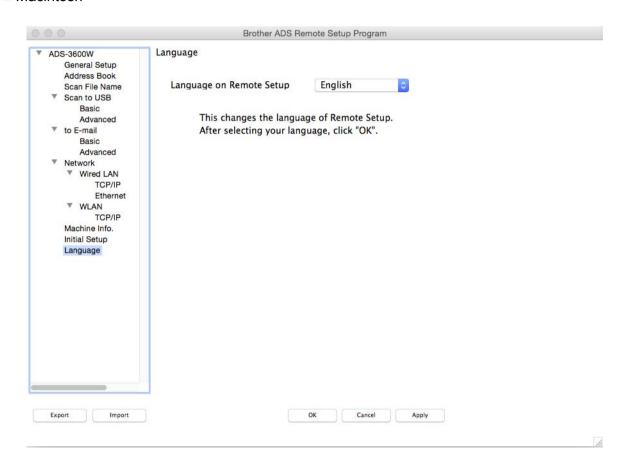


Click the Remote Setup button. The Remote Setup window appears.

- 3 Select Language in the folder tree.
  - Windows®



### ■ Macintosh



- 4 Select the language you want from the Language on Remote Setup drop-down list.
- 5 Click **OK**.

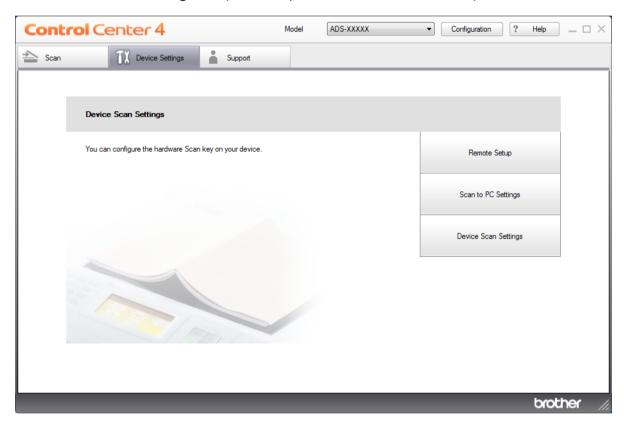
#### **NOTE**

You must close the Remote Setup window to save the new language setting.

### Assign the Scan Feature to the Network Device Key 1-3

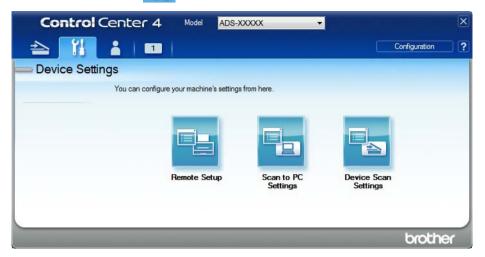
(ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



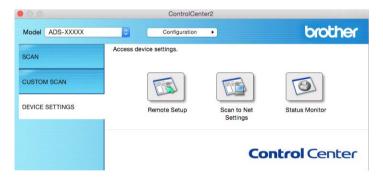
### **NOTE**

If using **Advanced Mode**, click the (Settings) icon to access **Device Settings**.



#### ■ Macintosh

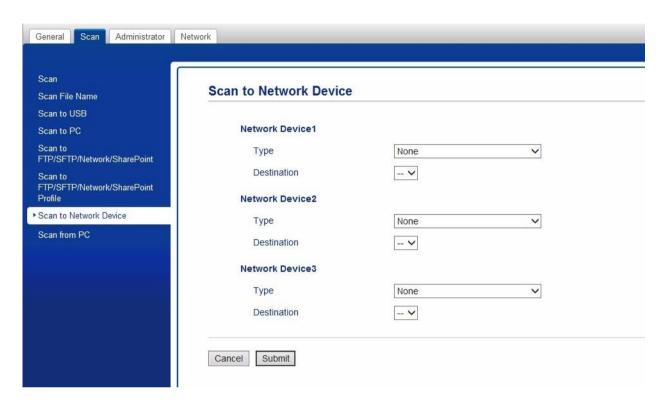
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



Click the Scan to Net Settings button. The Web Based Management window appears.

#### NOTE

The **Scan to Network Device** option appears only when you select LAN in the connection interface during installation.



3 Select the network device (1, 2 or 3) where you want to assign the Scan to FTP feature.

Your Machine's Control Panel Icon	Setting
<b>ය</b> 1	Network Device 1
<u></u> 4 2	Network Device 2
<b>基</b> 3	Network Device 3

- 4 Select Scan to Network, Scan to Sharepoint, Scan to FTP/SFTP, Scan to PC, WS Scan or None from the Type drop-down list for the device you have selected in 3.
- 5 Select a profile name from the **Destination** drop-down list for the device you have selected in **3**.
- 6 Click Submit.

### 1

# General Setup (ADS-2800W / ADS-3600W)

### Set the Backlight Brightness

You can adjust the brightness of the Touchscreen backlight. If you are having difficulty reading the Touchscreen, try changing the brightness setting.

- 1 Press (Settings).
- 2 Press General Setup.
- 3 Press LCD Settings.
- 4 Press Backlight.
- 5 Press Light, Med or Dark.
- 6 Press .

### Set the Dim Timer for the Backlight

You can set how long the Touchscreen backlight stays on after the Ready Screen appears.

- 1 Press (Settings).
- Press General Setup.
- 3 Press LCD Settings.
- 4 Press Dim Timer.
- 5 Press Off, 10Secs, 20Secs or 30Secs.
- 6 Press

### **Set the Home Screen**

Set the Ready screen to either Scan 1-3 or Shortcut 1-8. For examples of these screens, see *Touchscreen LCD* on page 6.

When the machine is idle, or if you press , the Touchscreen displays the screen you have set.

- 1 Press (Settings).
- 2 Press General Setup.
- 3 Press Screen Settings.
- 4 Press Home Screen.
- 5 Press Scan 1-3 or Shortcut 1-8.
- 6 Press .

### **Select Your Language**

- 1 Press (Settings).
- Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press Local Language.
- 5 Press ▲ or ▼ to display your language. Press your language.
- 6 Press

### **Memory Storage**

Your menu settings are stored permanently and, in the event of a power failure, only temporary settings will be lost. If you have selected <code>Set New Default</code> for your Scan to USB and Scan to E-mail Server preferred settings, those settings will not be lost. Also, during a power failure, the machine keeps the date and time settings for approximately 24 hours.

### **Beep Volume**

When the Beep setting is on, the machine beeps when you press a key or make a mistake.

You can choose from a range of beep volume levels (from Low to High), or choose Off.

- 1 Press (Settings).
- Press General Setup.
- Openion of the state of the
- 4 Press Beep.
- 5 Press Low, Med, High or Off.
- 6 Press

### **Automatic Daylight Saving Time**

You can set the machine to change the time automatically for daylight saving time. The time is adjusted forward one hour in Spring and adjusted backwards one hour in Autumn. Make sure you have set the correct date and time in the Date & Time settings.

The factory setting is Off. To change the Automatic Daylight Saving Time setting to On:

- 1 Press (Settings).
- Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press Date & Time.
- 5 Press Auto Daylight.
- 6 Press on (or off).
- 7 Press

### **Sleep Time**

You can enter how long the machine must remain idle (the maximum setting is 90 Mins and the default setting is 10 Mins) before it enters Sleep Time. The timer restarts if any operation is carried out on the machine.

- 1 Press (Settings).
- Press General Setup.
- 3 Press Ecology.
- 4 Press Sleep Time.
- 5 Enter the period of time the machine is idle before entering Sleep Time.
- 6 Press OK.
- 7 Press .

### **Auto Power Off**

The Auto Power Off feature can reduce power consumption. Set the period of time that the machine will be in Sleep Time before it automatically powers off. When this feature is set to Off, you must turn the machine off manually. To turn the machine on after the Auto Power Off feature has turned it off, press .

The timer will restart if you do one of the following:

- Press (b)
- Press any buttons.
- Open the ADF cover.
- 1 Press (Settings).
- Press General Setup.
- 3 Press Ecology.
- 4 Press Auto Power Off.
- 5 Select the period of time the machine is idle before entering Auto Power Off Mode.
- 6 Press

Auto Power Off will be activated when all of the below conditions are met:

- Network cable is not plugged in.
- Wireless LAN is disabled.
- Auto Power Off setting is not set Off.
- The machine has been in Sleep Time for more than the set period.

### **Multifeed Detection**

Multifeed occurs when the machine feeds multiple pages at the same time. When the Multifeed Detection feature is set to On, and your machine detects a multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.

#### NOTE

(Scan to USB only) (ADS-2400N / ADS-3000N)

If you have selected JPEG as the file type, your Brother machine saves all data scanned before the multifeed error occurred.

- 1 Press (Settings).
- Press General Setup.
- 3 Press ▲ or ▼ to display Multi-feed Detection.
- 4 Press Multi-feed Detection.
- 5 Press On (or Off).
- 6 Press

# Setting Lock (ADS-2800W / ADS-3600W)

Setting Lock lets you set a password to stop other users from accidentally changing your machine's settings. Write down your password carefully. If you forget it, you must reset the passwords stored in the machine or call your administrator or Brother customer service.

When Setting Lock is on, you cannot change the following settings without a password:

- General Setup
- Shortcut Settings
- Network
- Machine Info.
- Initial Setup
- Save as Shortcut in all scan-to actions
- Set New Default and Factory Reset in to USB
- Address Book, Set New Default and Factory Reset in to E-mail Server

### Set the Password

- 1 Press (Settings).
- 2 Press General Setup.
- 3 Press Setting Lock.
- 4 Enter a four-digit number for the password using numbers 0-9. Press OK.
- 6 Re-enter your password when the Touchscreen displays Verify:.

  Press OK.
- 6 Press

### **Change the Password**



- 2 Press General Setup.
- 3 Press Setting Lock.
- 4 Press Set Password.
- Enter your existing four-digit password. Press ○K.
- 6 Enter a new four-digit number as the password. Press OK.
- Re-enter your new password when the Touchscreen displays Verify:.

  Press OK.
- 8 Press 🔒

### **Turn Setting Lock On/Off**

If the Touchscreen displays Wrong Password, enter the correct password.

### **Turn Setting Lock On**

- 1 Press (Settings).
- Press General Setup.
- 3 Press Setting Lock.
- 4 Press Lock Off→On.
- Enter the registered four-digit password using the keyboard on the machine's Touchscreen, and then press OK.

### **Turn Setting Lock Off**

- 1 Press 3.
- Enter the registered four-digit administrator password using the keyboard on the machine's Touchscreen.
  Press OK.
- 3 Press .

## **Secure Function Lock 3.0**

Using the Secure Function Lock feature you can restrict public access to the following features of your Brother machine:

- Scan to PC
- Scan to FTP
- Scan to Network
- Scan to USB
- Scan to Web
- Scan to Email Server
- Scan to SharePoint
- Scan to WSS (Web Service Scan)
- Apps

This feature also prevents users from changing the default settings of the machine by limiting access to the machine's settings.

The administrator can set up restrictions for individual users along with a user password.

- Secure Function Lock can be set using Web Based Management or BRAdmin Professional 3 (Windows<sup>®</sup> only).
- Only administrators can set limitations and make changes for each user.
- (For ADS-3600W)
   Use card authentication to switch to a different user and access operations, such as Scan to PC, Scan to FTP, or Scan to Network.

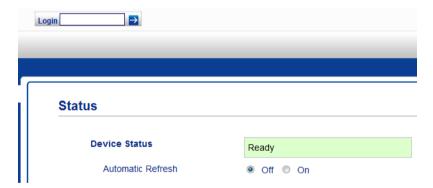
### Before you Begin to Use Secure Function Lock 3.0

You can configure the Secure Function Lock settings using a web browser. Before you begin, do the following:

- 1 Start your web browser.
- 2 In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2/
  You can use the machine's LCD to find its IP address.

#### NOTE

- You can find the machine's IP address in the Network Configuration List (see the Network User's Guide).
- If using a Domain Name System, or have enabled a NetBIOS name, enter another name such as "SharedScanner" instead of the IP address.
  - For example: http://SharedScanner/
     If you have enabled a NetBIOS name, you can also use the node name.
  - For example: http://brwxxxxxxxxxxx/
     You can find the NetBIOS name on the LCD, under Node Name.
- For Macintosh users, access the Web Based Management System by clicking the machine's icon on the **Status Monitor** screen. For more information, see *Monitor the Machine's Status from Your Computer (Macintosh)* on page 231.
- 3 Type an Administrator password in the **Login** box. (This is a password to log on to the machine's web page.) Click →.



#### **NOTE**

If using a web browser to configure the machine's settings for the first time, set a password (see the *Network User's Guide*).

# **Turning Secure Function Lock On/Off**

- 1 Click Administrator.
- 2 Click User Restriction Function.
- 3 Select Secure Function Lock or Off.
- 4 Click **Submit**.

### NOTE

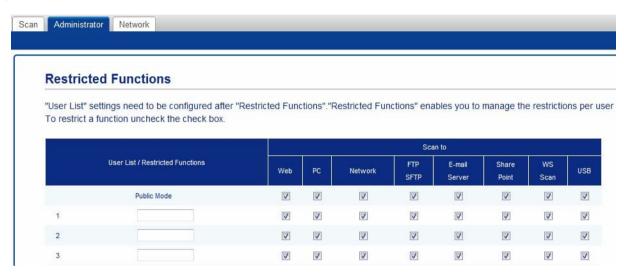
The Secure Function Lock icon is displayed at the top of the screen.



### **Configure Secure Function Lock 3.0 Using Web Based Management**

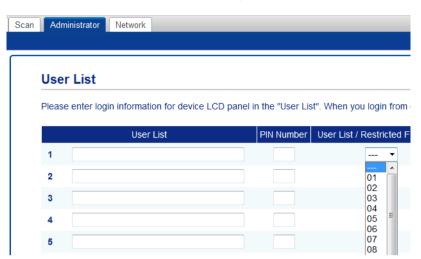
Set up groups with restrictions and users with a password and card ID <sup>1</sup>. You can set up to 100 restricted groups and 100 users using a web browser. To set up the web page, see *Before you Begin to Use Secure Function Lock 3.0* on page 40, and then follow these steps:

- 1 For ADS-3600W
- 1 Click Administrator.
- Click Restricted Functions xx-xx.
- 3 Type an alphanumeric Group name (up to 15 characters) in the User List / Restricted Functions field.



- 4 In the **Scan to** and **Apps**, clear the check box to restrict access to operations.
- 6 Click Submit.
- 6 Click User List xx-xx.
- 7 In the **User List** field, type the user name up to 20 characters.
- 8 In the **PIN Number** field, type a four-digit password.
- (For ADS-3600W) In the Card ID field, type the card number (up to 16 characters).
  - <sup>1</sup> You can use numbers from 0 to 9 and letters from A to F (not case-sensitive).

10 Select User List / Restricted Functions from the drop-down list for each user.



11 Click Submit.

### **Setting Up the Card Authentication for Users (For ADS-3600W)**

Before setting up the card authentication users, you must set up restricted operations and a user list using the web browser.

For more information, see Configure Secure Function Lock 3.0 Using Web Based Management on page 42.

- 1 Switch to the restricted user mode using the Touchscreen (for more information, see *Switching to the restricted user mode using the Touchscreen* on page 46).
- 2 Press xxxxx
- 3 Press Register Card.
- 4 Touch the card to the NFC Reader. The Touchscreen displays the card ID.
- 5 Press OK.

#### NOTE

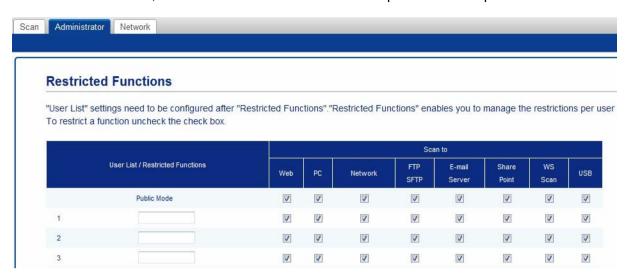
- To change the card ID, touch the new card to the NFC Reader in step 4.
- If the card is in a case or cover, the NFC Reader may not be able to detect it. Always remove the card from a case or cover when you touch the card to the NFC Reader.

### Setting Up and Changing the Public User Mode

The public user mode restricts the operations that are available for all users who do not have a password. To set up restrictions for public users, use Web Based Management or BRAdmin Professional 3 (Windows® only) (see the *Network User's Guide*).

- 1 Click Administrator.
- 2 Click Restricted Functions xx-xx.

3 In the **Public Mode** row, clear the check box to restrict the operation in the public user mode.



4 Click Submit.

### **Switching Users**

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

### Switching to the restricted user mode using the Touchscreen

1 Press Public or XXXXX .

(Where xxxxx is the user's name.)

- 2 Press Change User.
- 3 Swipe up or down, or press ▲ or ▼ to display your user name.
- Press your user name.
- 5 Enter your four-digit user password using the Touchscreen keyboard. Press OK.

#### NOTE

If the current ID is restricted for the operation you want, Access Denied appears on the Touchscreen.

### Switching to the restricted user mode using the NFC Reader (For ADS-3600W)

- 1 Press to return to the Ready screen.
- 2 Touch the card to the NFC Reader.
- 3 When you have successfully logged on, the Touchscreen displays Authorization Succeeded.

- You can log on by touching the card to the NFC Reader even if the machine is set to Public mode or another user is logged on.
- If the card is in a case or cover, the NFC Reader may not be able to detect it. Always remove the card from a case or cover when you touch the card to the NFC Reader.

### 1

### Switching to Public mode using the Touchscreen

1 Press xxxxx .

(Where xxxxx is the user's name.)

2 Press Go to Public.

- After a restricted user has finished using the machine, it returns to Public mode after one minute.
- If the operation you want is restricted for all users, Access Denied appears on the Touchscreen followed by the Change User screen. You cannot access the operation. Contact your administrator to check your Secure Function Lock Settings.

# **Active Directory Authentication (ADS-2800W / ADS-3600W)**

Active Directory Authentication restricts the use of the Brother machine. If Active Directory Authentication is enabled, the machine's control panel is locked. The machine's settings cannot be changed until the user enters the user ID and password.

Active Directory Authentication includes the following features:

- Obtain the user's email address from the LDAP server
- Obtain the user's home directly and set the storage directory for Scan to Network

You can change the Active Directory Authentication setting using Web Based Management or BRAdmin Professional 3 (Windows®).

For more information about Active Directory Authentication, see the Network User's Guide.

### **Turning Active Directory Authentication Lock On/Off**

- 1 Start your web browser.
- 2 In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2/ You can use the machine's LCD to find its IP address.
- 3 Click Administrator.
- 4 Click User Restriction Function.
- Select Active Directory Authentication or Off.
- 6 Click Submit.

- You must configure Active Directory Server Settings to enable Active Directory Authentication.
- Control Panel Lock is enabled only if Active Directory Server is configured correctly.

# LDAP Authentication (ADS-2800W / ADS-3600W)

LDAP Authentication restricts the use of your Brother machine. The machine's settings cannot be changed until the user enters the user ID and password.

For more information about LDAP Authentication, see the Network User's Guide.

### **Turning LDAP Authentication Lock On/Off**

- 1 Start your web browser.
- 2 In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2/
  You can use the machine's LCD to find its IP address.
- Click Administrator.
- 4 Click User Restriction Function.
- Select LDAP Authentication or Off.
- 6 Click Submit.

# Document Specifications

# **Acceptable Documents**

### **NOTE**

Do not load documents of varying page thickness or paper quality.

### **Standard Paper**

Length	51 mm to 297 mm						
Width	51 mm to 215.9 mm						
Weight *1	7 g/m <sup>2</sup> to 413 g/m <sup>2</sup>						
Thickness	0.05 mm to 0.26 mm To scan thinner docume	.05 mm to 0.26 mm o scan thinner documents, use the Carrier Sheet.					
Maximum Number of Pages	Up to 50 pages and les	to 50 pages and less than 5 mm					
Standard Paper Size	A4	210 mm × 297 mm					
	A5	148 mm × 210 mm					
	A6	105 mm × 148 mm					
	A7	74 mm × 105 mm					
	A8 52 mm × 74 mm						
	B5	182 mm × 257 mm					
	B6	128 mm × 182 mm					
	B7	91 mm × 128 mm 64 mm × 91 mm					
	B8						
	Legal	215.9 mm × 355.6 mm					
	Mexican Legal	215.9 mm × 339.9 mm					
	India Legal	215 mm × 345 mm					
	Letter	215.9 mm × 279.4 mm					

<sup>\*1</sup> For best performance we recommend using a carrier sheet for the weights between 27 g/m² and 39 g/m².

### **Thick Paper**

Length	51 mm to 297 mm
Width	51 mm to 215.9 mm
Weight	210 g/m <sup>2</sup> to 413 g/m <sup>2</sup>
Thickness	0.26 mm to 0.5 mm
Maximum Number of Pages	Less than 5 mm

### **Long Paper**

Length	297 mm to 355.6 mm
Width	51 mm to 215.9 mm
Weight	40 g/m <sup>2</sup> to 209 g/m <sup>2</sup>
Thickness	0.06 mm to 0.26 mm To scan thinner documents, use the Carrier Sheet.
Maximum Number of Pages	Up to 40 pages and less than 4 mm

#### NOTE -

- To scan a document between 355.6 mm to 5,000 mm, select **Long Paper** as **Scan Size** or **Document Size** in the settings dialog box.
- The maximum length will change depending on the resolution and file format when scanning.

#### **Plastic Card**

Size (ISO)	85.6 mm × 54.0 mm
Material	Plastic (PET)
Туре	Plastic cards, such as a driving licence or store card
Thickness	Up to 1.4 mm
Maximum Number of Pages	Up to 5 cards and less than 5.0 mm

### NOTE

A plastic card can be scanned and saved to your computer as an image file. Select the **Plastic Card Mode** check box in the settings dialog box.

#### **Carrier Sheet**

Thickness	A total thickness of no more than 0.6 mm (one 0.3 mm document plus the Carrier Sheet)
Maximum Number of Pages	1 page

### NOTE

A Carrier Sheet can be used when saving the scanned image to your computer. The Carrier Sheet cannot be used when scanning to a USB flash drive. Select the **Carrier Sheet Mode** check box in the settings dialog box.

#### 2

# **Unacceptable Documents**

The following types of documents may not be scanned successfully:

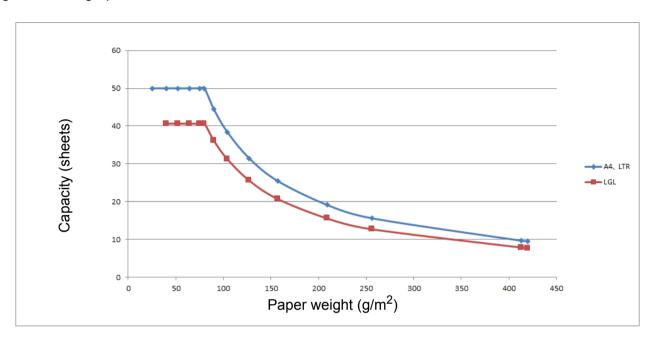
- Documents with a carbon sheet attached
- Documents written in pencil
- Documents of uneven thickness, such as envelopes
- Documents with large wrinkles or curls
- Documents that use tracing paper
- Documents that use coated paper
- Photographs (photographic paper)
- Documents printed on perforated paper
- Documents printed on unusually-shaped paper (not square or rectangle)
- Documents with photos, notes, or stickers affixed to them
- Documents that use carbonless paper
- Documents that use loose-leaf paper or any paper with holes in it
- Documents with paper clips or staples
- Documents with wet ink
- Fabrics, metallic sheets, or overhead projector sheets
- Glossy or mirrored media
- Documents that exceed recommended thicknesses

#### **IMPORTANT**

- Carbonless papers contain chemical substances that may harm the rollers (for example, the pick-up roller). If paper jams occur frequently, clean the reverse roller and pick-up roller. (See Clean the Scanner and Rollers on page 239.) The life of the reverse roller and pick-up roller may be reduced compared to scanning wood-containing paper.
- When scanning wood-containing papers, the life of the reverse roller and pick-up roller may be reduced compared to scanning wood-free paper.
- The reverse roller and pick-up roller may become damaged when a photo/sticky note on the document touches these parts during scanning.
- The surface of the document may be damaged when scanning glossy papers such as photographs.
- The damage caused by using any unacceptable documents with your Brother machine may not be covered under warranty.
- The light of the LED reflects brightly when scanning glossy paper.

# **Loading Capacity**

The number of sheets that can be loaded in the Paper Guides is determined by the paper size and paper weight. See the graph below.

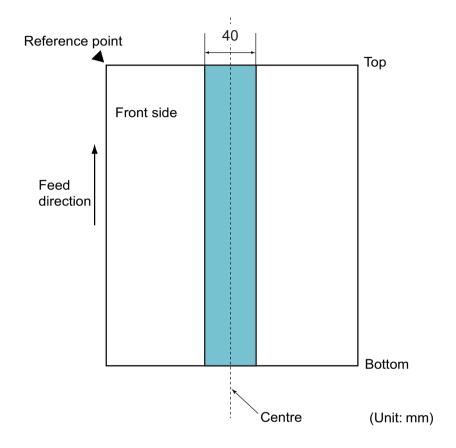


Capacity (Sheets) vs Paper Type

Unit	Paper Type	25	40	52	64	75	80	90	104	127	157	209	256	413
Capacity	A4, LTR	50	50	50	50	50	50	44	38	31	25	19	16	10
(Sheets)	LGL	-	41	41	41	41	41	36	31	26	21	16	13	8

### Area Not to be Perforated

An error may occur If your document has punched holes in the area shaded in light blue in the following figure:



### **NOTE**

The above condition applies when the document is set to the centre of the pick-up roller width.

### **Conditions for Multifeed Detection**

Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

Multifeed detection is performed by either checking the overlapping of documents, length of the documents, or the combination of both. The following conditions are required for an accurate detection.

### ■ Detection by overlapping

- Load documents of the same paper weight in the Paper Guides.
- Suitable paper weight: between 27 g/m<sup>2</sup> and 413 g/m<sup>2</sup>.
- Do not punch holes within 40 mm over the centre of the document.
- Do not attach other documents within 40 mm over the centre of the document.

#### NOTE

- The condition applies when the document is set to the centre of the pick-up roller width.
- When you use detection by overlapping, scanning thick documents, such as plastic cards, will be incorrectly detected as a multifeed.

To scan these documents successfully, disable the multifeed detection function.

### Scanning a Mixed Batch

The following conditions apply when scanning a mixed batch of documents with different paper weights/friction coefficients/sizes.

Make sure to test a few sheets first to check if the documents can be scanned.

#### ■ Paper direction

Align the direction of the paper fibre with the feed direction.

#### ■ Paper weight

Only paper weights between 40 g/m<sup>2</sup> and 418 g/m<sup>2</sup> can be used.

#### ■ Friction coefficient

We recommend using the same type of paper from the same manufacturer.

When papers of different manufacturers/brands are mixed, it affects the feeding performance as the difference in the friction coefficient increases.

We recommend using friction coefficients between 0.35 and 0.60 (reference value for paper friction coefficient).

#### Document position

Use paper sizes that fit the 39 mm width of the pick-up roller in the centre.

### ■ Paper size

When you scan a mixed batch with different sizes, not feeding the documents straight may cause problems, such as paper jams or part of the image to appear missing.

We recommend checking the documents thoroughly before scanning and also checking the image if the document was skewed.

#### **IMPORTANT**

When scanning a mixed batch with different sizes, documents are more likely to skew because the side guides do not contact every sheet.

#### ■ Documents that cannot be scanned in a mixed batch

The following types of documents cannot be mixed in the same batch:

- · Carbonless paper
- · Bond paper
- · Perforated documents
- · Thermal paper
- · Carbon-backed paper
- OHP film
- · Tracing paper
- Synthetic paper

#### **IMPORTANT**

The following types of documents may not be scanned successfully:

- · Bent or damaged documents
- Thin paper (less than 40 g/m<sup>2</sup>)

### **Carrier Sheet Recommendations**

- Documents with a carbon sheet attached
- Documents written in pencil
- Documents narrower than 51 mm wide
- Documents shorter than 70 mm long
- Pages thinner than 0.08 mm
- Documents of uneven thickness, such as envelopes
- Documents with large wrinkles or curls
- Bent or damaged documents
- Documents that use tracing paper
- Documents that use coated paper
- Photographs (photographic paper)
- Documents printed on perforated paper
- Documents printed on unusually-shaped paper (not square or rectangle)
- Documents with photos, notes, or stickers attached to them
- Documents that use carbonless paper
- Documents that use loose-leaf paper or any paper with holes in it

### **A** CAUTION

To avoid cutting yourself, do not slide or scrape your hand or fingers along the edge of the Carrier Sheet.

#### **IMPORTANT**

- To avoid warping the Carrier Sheet, do not place the Carrier Sheet in direct sunlight or in an area subject to high temperatures and high humidity.
- To avoid damaging the Carrier Sheet, do not bend or pull it. Do not use a damaged Carrier Sheet as it may produce incorrect scan results.

#### IMPORTANT

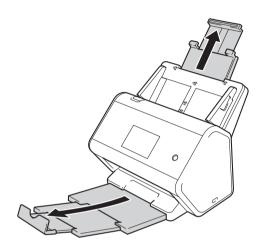
- To avoid document jams, do not load the Carrier Sheet upside down. For more information, refer to the instructions printed on the Carrier Sheet itself or see *Load Documents* on page 59.
- To avoid document jams, do not put several small documents into the Carrier Sheet at the same time. Insert only one document into the Carrier Sheet at a time.
- Do not write on the Carrier Sheet as the writing may be seen in scanned documents. If the Carrier Sheet becomes dirty, wipe it with a dry cloth.
- Do not leave documents in the Carrier Sheet for extended periods of time, as the printing on the documents may bleed through onto the Carrier Sheet.

The damage caused by using any unacceptable document with your Brother machine may not be covered under warranty.

# 3 Scan Preparation

# **Set Up Your Scanner**

Pull the Output Tray and the Extendable Automatic Document Feeder out of the machine. Carefully position the Output Tray. If the Output Tray is even slightly longer than the document size, the original order of pages may not be preserved when they are ejected from the scanner.



### **Load Documents**

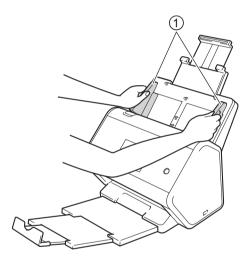
The Automatic Document Feeder (ADF) can hold up to 50 pages and feeds each sheet individually. Use 80 g/m<sup>2</sup> paper and always fan the pages before placing them in the ADF.

#### **IMPORTANT**

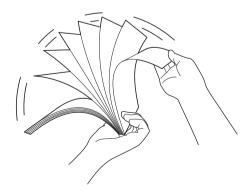
- · Make sure documents with ink or correction fluid are completely dry.
- · DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.
- DO NOT use cardboard or fabric.

#### **Standard-size Documents**

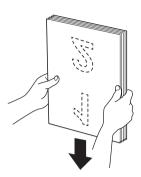
1 Adjust the Paper Guides 1 to fit the width of your document.



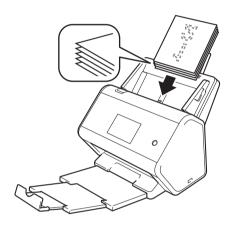
2 Fan the pages several times along both the long edge and the short edge.



3 Align the edges of the pages.

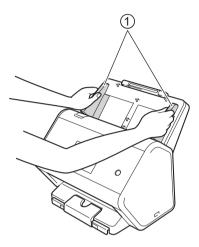


4 Place the pages, **face down**, **top edge first** in the ADF between the Guides until you feel they touch the inside of the machine. Feed thin pages slowly and carefully to keep the edge from being folded.

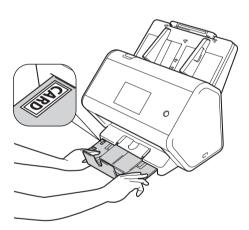


### **Business Cards**

1 Adjust the Paper Guides 1 to fit the width of your document.

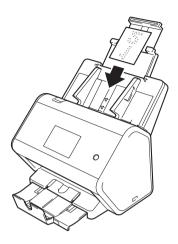


2 Please pull the output tray out until you see the engraved card mark.



3

Place your card, **face down** and **top edge first** in the ADF between the Guides until you feel it touch the inside of the machine.

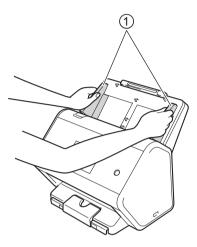


### **NOTE**

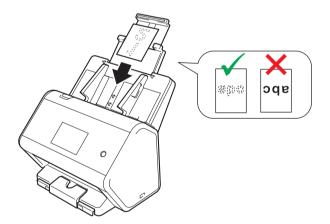
• You can load up to 25 business cards (total thickness less than 5 mm at a time).

#### **Plastic Cards**

1 Adjust the Paper Guides 1 to fit the width of your document.



2 Place your card, **face down** and **top edge first** in the ADF between the Guides until you feel it touch the inside of the machine.



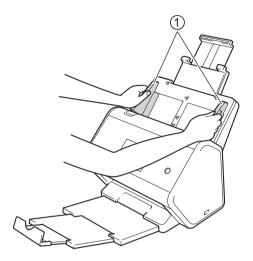
#### NOTE

- You can load up to five plastic cards (total thickness less than 5.0 mm) at a time.
- Certain types of plastic cards may be scratched when scanned.
- · Rigid cards may not be fed correctly.
- If the surface of the card is dirty with grease marks (for example, fingerprints) or similar, perform scanning after wiping the dirt off.
- Scanning plastic cards can be incorrectly detected as a multifeed.
   To scan these documents successfully, disable the multifeed detection function.

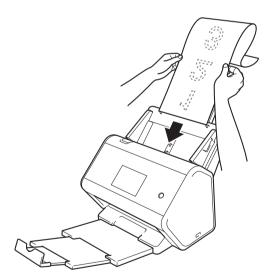
### **Documents Longer than Standard-size**

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

1 Adjust the Paper Guides 1 to fit the width of your document.



2 Place your document, **face down**, **top edge first** in the ADF between the Guides until you feel it touch the inside of the machine.



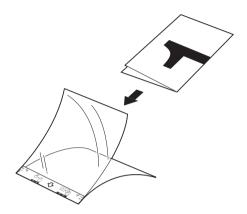
#### **NOTE**

- Load only one document at a time.
- Support the document with your hand if the document is longer than the extended ADF.

### **Documents Not Printed on Standard-size Paper**

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

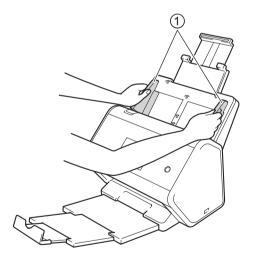
1 Fold your document in half and insert it into the Carrier Sheet.



### **NOTE**

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

2 Adjust the Paper Guides ① to fit the width of the Carrier Sheet.

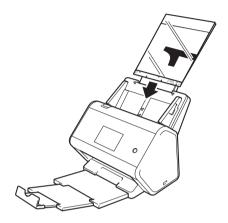




Place the Carrier Sheet in the ADF between the Guides until you feel it touch the inside of the machine.

#### **NOTE**

To reduce the white space in the centre of a scanned page, position the folded edge of the original document close to the edge of the Carrier Sheet.



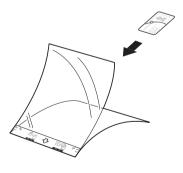
### **Documents with Facing Pages**

Follow the steps of Documents Not Printed on Standard-size Paper on page 65.

### Receipts, Clippings, Photos, and Other Documents

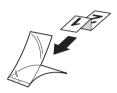
Make sure documents with ink or correction fluid are completely dry.

1 Insert the document into the Carrier Sheet.

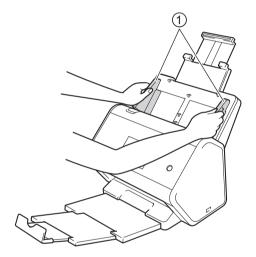


#### **NOTE**

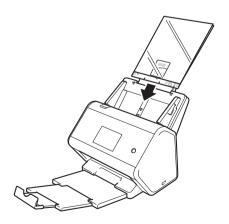
- Set the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.
- If the receipt is longer than the Carrier Sheet, you can fold the receipt in two places so that it overlaps when you insert it into the Carrier Sheet.



2 Adjust the Paper Guides 1 to fit the width of the Carrier Sheet.



3 Place the Carrier Sheet in the ADF between the Guides until you feel it touch the inside of the machine.



# 4

# Prepare Your Network for Scanning with Your Computer

# **Before Scanning**

Before scanning, confirm the following:

- Make sure you have installed the Brother software (MFL-Pro Suite) by following the steps in the *Quick* Setup Guide.
- If your Brother machine is connected via cable, make sure the interface cable is physically secure.

### **Before Network Scanning**

### Network Licence (Windows®)

This product includes a computer licence for up to two users.

This licence supports the installation of the MFL-Pro Suite software including Nuance™ PaperPort™ 14SE on up to two computers on the network.

### Configure Network Scanning for Windows®

If using a machine different from the one that was originally registered to your computer during the installation of the MFL-Pro Suite software, follow the steps below:

- 1 Do one of the following:
  - Windows<sup>®</sup> 7, Windows<sup>®</sup> 8 and Windows<sup>®</sup> 8.1

Click (Brother Utilities) on your desktop, and then click the drop-down list and select your model name (if not already selected). Click Scan in the left navigation bar, and then click Scanners and Cameras.

- Windows<sup>®</sup> XP, Windows Vista<sup>®</sup>
  - Click (Start) menu, select ControlPanel > click Scanners and Cameras.
- 2 Do one of the following:
  - Windows<sup>®</sup> XP

Right-click the Scanner Device icon and select **Properties**.

The Network Scanner Properties dialog box appears.

■ Windows Vista<sup>®</sup>, Windows<sup>®</sup> 7, Windows<sup>®</sup> 8 and Windows<sup>®</sup> 8.1 Click the **Properties** button.

#### **NOTE**

(Windows Vista®, Windows® 7, Windows® 8 and Windows® 8.1)

If the User Account Control screen appears, do the following:

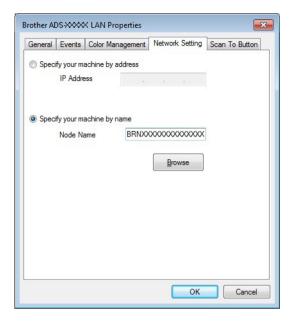
• For users who have administrator rights: Click Continue or Yes.



For users who do not have administrator rights: type the administrator password, and then click OK or Yes.



3 Click the **Network Setting** tab and select the appropriate connection method.

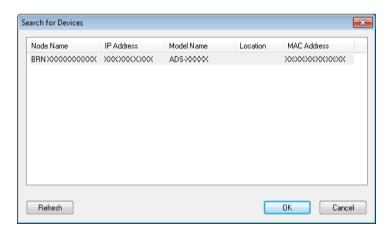


#### Specify your machine by address

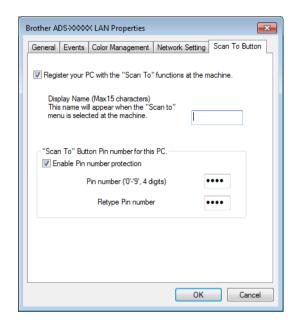
Type the IP address of the machine in IP Address, and then click Apply or OK.

#### Specify your machine by name

- 1 Type the machine node name in **Node Name**, or click **Browse** and select the machine you want to use.
- 2 Click OK.



4 Click the **Scan To Button** tab and type your computer name in the **Display Name** field. The machine's Touchscreen displays the name you enter. The default setting is your computer name. You can type any name you want.



(ADS-2800W / ADS-3600W)

To avoid receiving unwanted documents, type a four-digit PIN in the **Pin number** and **Retype Pin number** fields.

If you send scan data to a computer protected by a PIN, the machine's Touchscreen prompts you to enter the PIN before the document can be scanned and sent to the computer.

### **Configure Network Scanning for Macintosh**

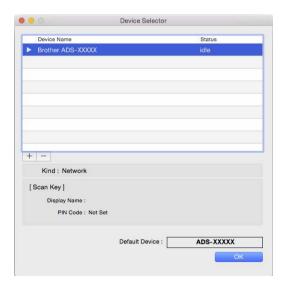
If you followed the network installation steps in the *Quick Setup Guide*, your Brother machine was added to your network automatically. Otherwise, add it to your network using ControlCenter2.

To use the machine as a network scanner, the machine must be configured with a TCP/IP address. You can set or change the address settings from the Control Panel.

1 Click the (ControlCenter2) icon in the Dock.
The ControlCenter2 window appears.

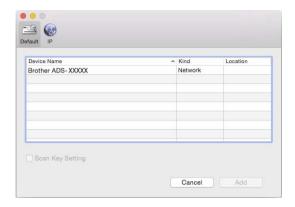


Select Other from the Model pop-up menu. The Device Selector window appears.



3 Click the + button. The setting window appears.

4 Select your machine from the list, and then click **Add**.



#### **NOTE**

You can also select your machine by specifying its IP address. Click **IP**, and then type in your machine's IP address.



5 Click Add.

#### NOTE

While specifying your machine's IP address, you can also configure **Scan Key Setting**. Select the **Scan Key Setting** check box to set the following options:

- To scan from the machine's Control Panel to your computer, type your computer's name in the Display Name field. For ADS-2800W / ADS-3600W, the name you typed will appear as a destination option on your machine's Touchscreen.
- (ADS-2800W / ADS-3600W)
   To avoid receiving unwanted scanned documents, select the Enable PIN code protection check box, type your PIN in the PIN code field, and retype it in the Verify field.



### Launch the BRAdmin Utility

If you have installed BRAdmin Light or BRAdmin Professional 3 <sup>1</sup>, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3 <sup>1</sup> utility.

The BRAdmin Light utility is designed for initial setup of Brother network-connected devices. It can also search for Brother products in a TCP/IP environment, view the status and configure basic network settings, such as the IP address. For information about installing BRAdmin Light from the supplied DVD-ROM, see the *Network User's Guide*.

If you require more advanced machine management, use the latest version of BRAdmin Professional 3 <sup>1</sup> utility that is available as a download from support.brother.com

- 1 Click the [40] (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
- 2 Click the **Device Settings** tab.
- 3 Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3 <sup>1</sup> utility dialog box appears.

#### NOTE

(Windows<sup>®</sup> only)

If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter4 will launch BRAdmin Professional 3.

Windows<sup>®</sup> only.

# 5 Before scanning

You can scan using the following methods:

- Using your computer
- Using your machine's Control Panel

The available settings vary depending on the method you select. See the table in *Appendix* on page 293 for the settings available for each method.

# Scan Using Your Computer

# Change the ControlCenter4 User Interface (Windows®)

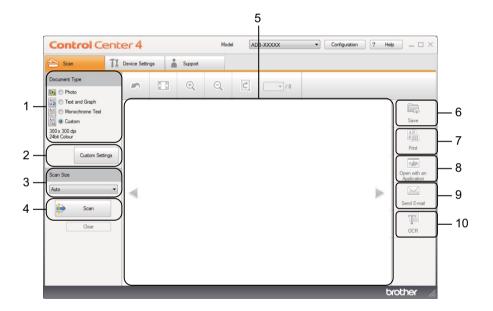
ControlCenter4 is a software utility that lets you quickly and easily access your frequently-used applications. Using ControlCenter4, you no longer have to manually launch specific applications.

ControlCenter4 also controls the settings for the (for ADS-2400N / ADS-3000N), or to PC button (for ADS-2800W / ADS-3600W) on your Brother machine. For more information about how to configure the settings on the machine, see *Change Scan to PC Settings (Windows®)* on page 210.

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

#### **■** Home Mode

Allows you to access your machine's main functions.



#### 1 Document Type option

Allows you to select a document type.

#### 2 Custom Settings button

Allows you to configure scan settings.

#### 3 Scan Size drop-down list

Allows you to select a scan size.

#### 4 Scan button

Starts scanning.

#### 5 Image viewer

Displays a scanned image.

#### 6 Save button

Saves a scanned image to a folder on your hard disk or uploads it to SharePoint as one of the file types shown in the file type list.

#### 7 Print button

Prints the scanned document on your printer.

#### 8 Open with an Application button

Scans an image directly to your graphics editor.

#### 9 Send E-mail button

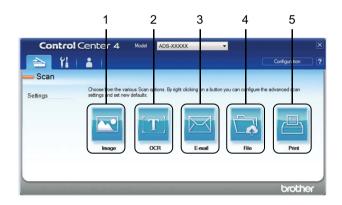
Scans a document to your default email application.

#### 10 OCR button

Scans a document and converts it to text.

#### ■ Advanced Mode

Gives you more control over the details of your machine's functions. You can adjust one-button scan-to actions to your scanning needs.



#### 1 Image button

Scans a document directly to any image viewer/editor application.

#### 2 OCR button

Scans a document and converts it to text.

#### 3 E-mail button

Scans a document to your default email application.

#### 4 File button

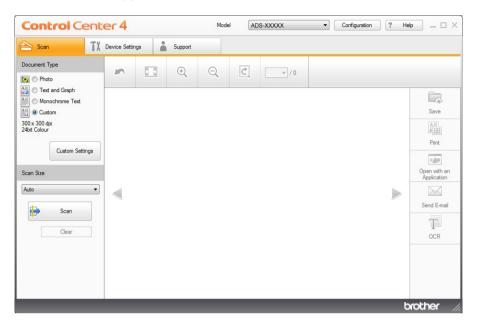
Saves a scanned image to a folder on your hard disk or uploads it to SharePoint as one of the file types shown in the file type list.

#### 5 Print button

Prints the scanned document on your printer.

To change the ControlCenter4 operation mode:

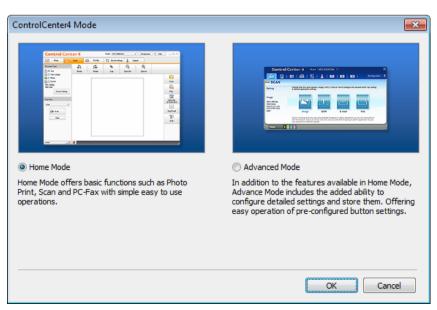
1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.



#### **NOTE**

If the consist icon is not displayed in the task tray, click (Brother Utilities) on your desktop, and then click the drop-down list and select your model name (if not already selected). Click Scan in the left navigation bar, and then click ControlCenter4.

- Click Configuration, and then select Mode Select.
- Select Home Mode or Advanced Mode, and then click OK.



# Scan Using ControlCenter4 in Home Mode (Windows®)

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

This section briefly introduces the **Scan** tab function. For more details of each function, click ? (**Help**).

#### **Basic Scan**

- 1 Select the **Document Type** and **Scan Size** for your document.
- 2 Click | (Scan).
- 3 Confirm and edit (if needed) the scanned image in the image viewer.
- 4 Click one of the following:
  - For 🥃 (Save)

Select your **Destination Folder** and other settings. Click **OK**.

The image is now saved in the folder you have selected.

■ For [ (Print)

Select your printer from the drop-down list, configure the printer settings, and then click **OK**.

The scanned document will be printed.

■ For **Open with an Application** 

Select the application from the drop-down list, and then click **OK**.

The image appears in the application you have selected.

#### NOTE

If you have installed the Evernote application on your computer, you can select Evernote from the drop-down list, and then click **OK** to upload the scanned data to Evernote directly.

■ For (Send E-mail)

Configure the attached file settings, and then click **OK**.

Your default email application displays the image and attaches it to a new email.

■ For 🏢 (OCR)

Configure the OCR settings, and then click OK.

The application you have selected opens the document containing the converted text data.

### **Scan Documents Using the Carrier Sheet**

1 Load your document into the Carrier Sheet, and then load the Carrier Sheet into your machine (see Receipts, Clippings, Photos, and Other Documents on page 66).

#### **NOTE**

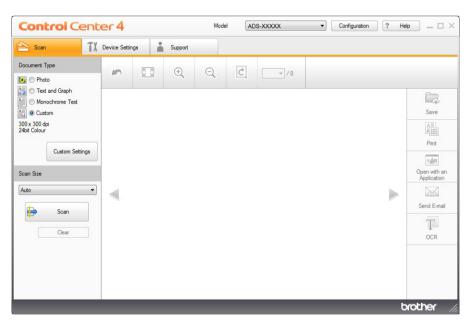
Load only one Carrier Sheet at a time.

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

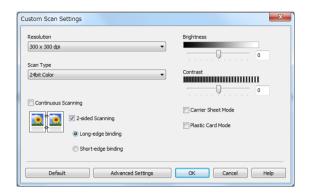
#### **NOTE**

If the consist icon is not displayed in the task tray, click (Brother Utilities) on your desktop, and then click the drop-down list and select your model name (if not already selected). Click Scan in the left navigation bar, and then click ControlCenter4.

3 Click the **Scan** tab.



4 Select **Custom** in the **Document Type** drop-down list, and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box appears.



- Select the Carrier Sheet Mode check box.
- 6 Select a scan size other than **Auto** from the **Scan Size** drop-down list.
- 7 Configure other settings as needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 100).
- 8 Click the (Scan) button. The machine starts scanning, and then the Scanning Completed dialog box appears and displays the number of scanned pages. The scanned image appears in the image viewer.

#### NOTE

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

- Oo one of the following:

  - Click the [ (Print) button to print the scanned data. See Basic Scan on page 80.
  - Click the (Open with an Application) button to open the scanned data in another application. See Basic Scan on page 80.
  - Click the (Send E-mail) button to attach the scanned data to an email. See Basic Scan on page 80.
  - Click the (OCR) button to scan to an editable text file. See *Basic Scan* on page 80.

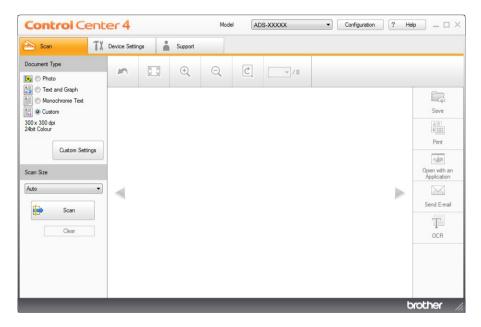
#### **Scan Plastic Cards**

1 Load a plastic card (see Business Cards on page 61).

#### NOTE

Load up to five plastic cards at a time.

- Click the (ControlCenter4) icon in the task tray, and then select Open from the menu. The ControlCenter4 window appears.
- 3 Click the **Scan** tab.



4 Select **Custom** in the **Document Type** drop-down list, and then click the **Custom Settings** button. The **Custom Scan Settings** dialog box appears.



- 5 Select the Plastic Card Mode check box.
- 6 Configure other settings as needed (see *Change Scan Settings (ControlCenter4) (Windows®)* on page 100).

7 Click the (Scan) button. The machine starts scanning, and then the Scanning Completed dialog box appears. The scanned image appears in the image viewer.

#### NOTE

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

- 8 Do one of the following:
  - Click the (Save) button to save the scanned data. See Basic Scan on page 80.
  - Click the [ (Print) button to print the scanned data. See Basic Scan on page 80.
  - Click the (Open with an Application) button to open the scanned data in another application. See *Basic Scan* on page 80.
  - Click the (Send E-mail) button to attach the scanned data to an email. See Basic Scan on page 80.
  - Click the (OCR) button to scan to an editable text file. See Basic Scan on page 80.

#### NOTE

Plastic Card Mode automatically uses these settings:

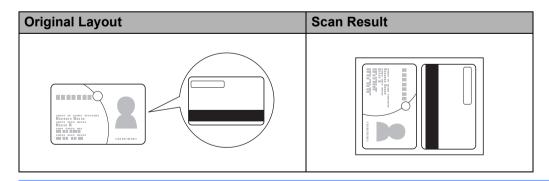
• Resolution: 600 x 600 dpi

• Document Size: 2 in 1 (Auto)

2-sided Scanning: On (Short-edge binding)

· Auto Deskew: On

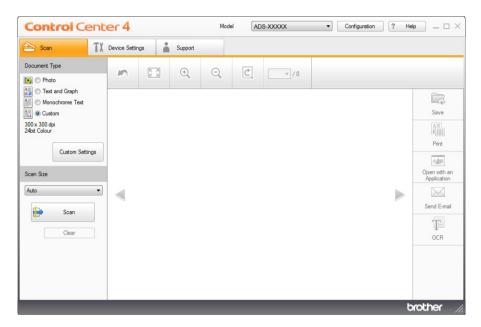
Multifeed Detection: OffAuto Image Rotation: Off



#### Scan Documents to SharePoint

Scan documents and save them to a SharePoint server using this feature. To use this feature, connect your Brother machine to a network that has access to the Internet through a wireless (ADS-2800W / ADS-3600W) or Ethernet connection.

- 1 Load your document (see Standard-size Documents on page 59).
- Click the (ControlCenter4) icon in the task tray, and then select Open from the menu. The ControlCenter4 window appears.
- 3 Click the **Scan** tab.



- Select the document type.
- 5 Change the size of your document, as needed.
- 6 Configure other settings as needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 100).
- 7 Click the (Scan) button. The machine starts scanning, and then the Scanning Completed dialog box appears and displays the number of scanned pages. The scanned image appears in the image viewer.

#### NOTE

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

8 Click 📮 (Save). The Save dialog box appears.

9 Click the **File Type** drop-down list, and then select the file type.

#### **NOTE**

To save the document as a password-protected PDF, select **Secure PDF** (\*.pdf) from the **File Type** drop-down list, click , and then type the password.

- 10 In the **File Name** field, type a prefix for your file name, if needed.
- In the **Scan Location** field, select the **SharePoint** radio button, and then type the server address where you want to save your scanned documents.
- Click the **Connection Test** button to confirm the server connection. The message **Connected** appears.

#### NOTE

If the security dialog box appears, type your user name and password.

Click **OK**. If a message dialog box regarding the Internet connection appears, read the information and click **OK**.

The scanned document is saved on the destination server.

# Scan Using ControlCenter4 in Advanced Mode (Windows®)

There are five scan options available in Advanced Mode: Image, OCR, E-mail, File and Print.

This section briefly introduces the **Scan** tab function. For more information about each function, click ? (**Help**).

#### **Basic Scan**

- 1 Click the **Scan** tab.
- 2 Click one of the following:
  - For (Image)

Select the application from the drop-down list and click Scan.

The image appears in the application you have selected.

■ For **(OCR)** 

Configure the OCR settings and click Scan.

The selected application opens the document containing the converted text data.

■ For (E-mail)

Configure the attached file settings and click **Scan**.

Your default email application displays the image and attaches it to a new email.

■ For 🙀 (File)

Select your Scan Location and other settings. Click Scan.

The image is saved in the folder you have selected.

■ For 🔤 (**Print**)

Select your printer from the drop-down list, configure the printer settings, and then click **Scan**.

The scanned document will be printed.

#### NOTE

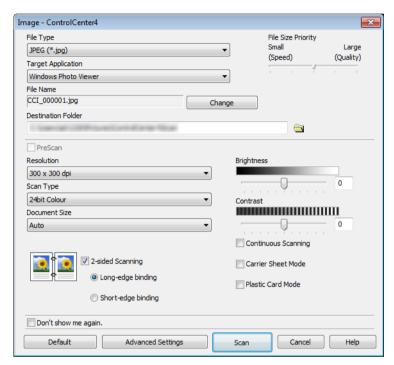
(For **Image** and **OCR**)

If you have installed the Evernote application on your computer, you can select Evernote from the drop-down list, and then click **OK** to upload the scanned data to Evernote directly.

### Scan to Image

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

- 1 Click the **Scan** tab.
- Click (Image).
  The Image dialog box appears.



- Configure the scan settings, if needed.
  - To scan a 2-sided document, select the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.
  - To change the application that you want to use, choose the appropriate application from the **Target**Application pop-up menu.
- 4 Click **Scan**.
  Your default application will start and display the image.

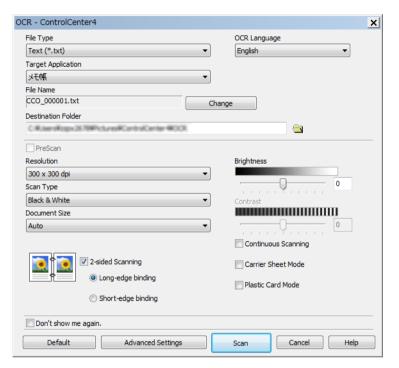
#### NOTE

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

#### Scan to OCR

The Scan to OCR feature lets you convert the graphic page image data into text that can be edited by any word processing application. You can change the default word processing application.

- 1 Click the **Scan** tab.
- 2 Click (OCR).
  The OCR dialog box appears.

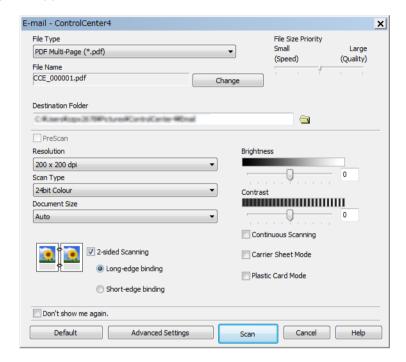


- 3 Configure the scan settings, if needed.
  - To scan a 2-sided document, select the 2-sided Scanning check box and choose Long-edge binding or Short-edge binding.
  - To change the word processing application that you want to use, choose the appropriate application from the **Target Application** pop-up menu.
- 4 Click Scan. Your default word processing application will start and display the converted text data.

#### Scan to E-mail

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

- 1 Click the **Scan** tab.
- Click (E-mail).
  The E-mail dialog box appears.



- 3 Configure the scan settings, if needed.
  - To scan a 2-sided document, select the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.
- 4 Click Scan. Your default email application will start and the image will be attached to a new email.

#### NOTE

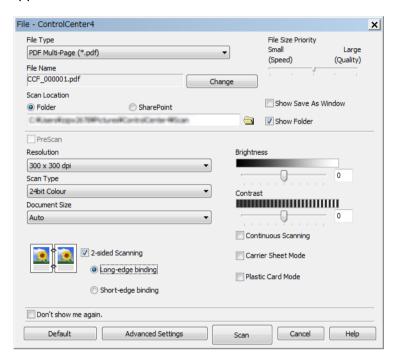
The Scan to E-mail feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to message.

#### Scan to File

The Scan to File feature lets you scan an image to a folder on your hard disk in a supported file format. This feature allows you to easily archive your paper documents.

- 1 Click the **Scan** tab.
- 2 Click (File).

The File dialog box appears.



- 3 Configure the scan settings, if needed.
  - To scan a 2-sided document, select the 2-sided Scanning check box and choose Long-edge binding or Short-edge binding.
  - To change the file name, enter the file name you want to use for the document (up to 100 characters) in the **File Name** box. The file name will be the file name you entered plus the current date and a sequential number.
  - Choose the file type for the saved image from the **File Type** pop-up menu. You can save the file to the default folder, or choose your preferred folder by clicking (**Browse**).
  - To show where the scanned image is saved when scanning is finished, select the **Show Folder** check box. If you want to specify the destination of the scanned image every time, select the **Show Save**As Window check box.
- 4 Click Scan.

The image will be saved in the folder you have chosen.

### **Change a Scan Button's Default Settings**

- 1 Right-click the button you want to configure and click **Button settings**. The settings dialog box appears.
- Configure other settings if needed.
- Click OK. The new settings are now saved as default settings.

### **Scan Using the Carrier Sheet**

1 Load your document into the Carrier Sheet and load the Carrier Sheet into your machine (see *Receipts, Clippings, Photos, and Other Documents* on page 66).

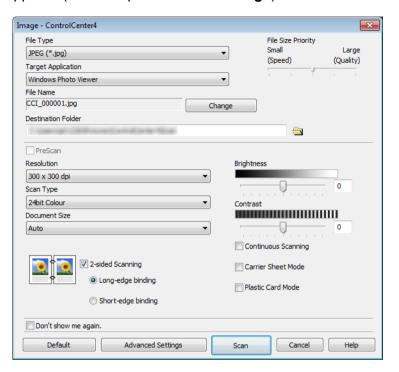
#### NOTE

Load only one Carrier Sheet at a time.

- Click the (ControlCenter4) icon in the task tray, and then select Open from the menu. The ControlCenter4 window appears.
- 3 Select the **Scan** tab.



4 Click the button you want to use ( (Image), (OCR), (E-mail), (File) or (Print)). The settings dialog box appears (the example below uses Image).



- 5 Select the Carrier Sheet Mode check box.
- 6 Select a document size other than **Auto** from the **Document Size** drop-down list.
- 7 Change other settings as needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 100).
- 8 Click the **Scan** button.
  The machine starts scanning.

#### **NOTE**

If you do not want to see the settings dialog box again, select the **Don't show me again.** check box.

#### **Scan Plastic Cards**

1 Load a plastic card (see Business Cards on page 61).

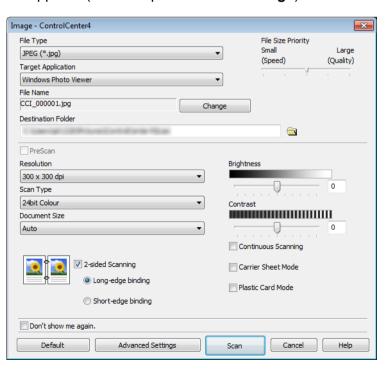
#### **NOTE**

Load up to five plastic cards at a time.

- Click the (ControlCenter4) icon in the task tray, and then select Open from the menu. The ControlCenter4 window appears.
- 3 Click the **Scan** tab.



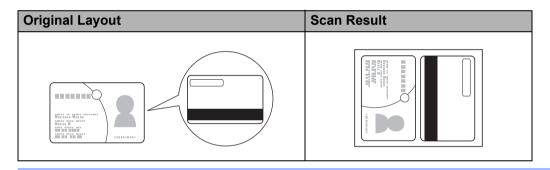
4 Click the button you want to use ( (Image), (OCR), (E-mail), (File), or (Print)). The settings dialog box appears (the example below uses Image).



- 5 Select the Plastic Card Mode check box.
- 6 Change other settings as needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 100).
- 7 Click the **Scan** button.
  The machine starts scanning.

#### **NOTE**

- If you do not want to see the settings dialog box again, select the **Don't show me again**. check box.
- Plastic Card Mode automatically uses these settings:
  - Resolution: 600 x 600 dpi
  - Document Size: 2 in 1 (Auto)
  - 2-sided Scanning: On (Short-edge binding)
  - · Auto Deskew: On
  - Auto Image Rotation: OffMultifeed Detection: Off



#### Scan Documents to SharePoint

Scan documents and save them to a SharePoint server using this feature. To use this feature, your Brother machine must be connected to a network that has access to the Internet through a wireless (ADS-2800W / ADS-3600W) or wired connection.

- 1 Load your document (see Standard-size Documents on page 59).
- Click the (ControlCenter4) icon in the task tray, and then select Open from the menu. The ControlCenter4 window appears.
- 3 Click the **Scan** tab.



4 Click (File). The settings dialog box appears.



- 5 In the **Scan Location** field, select the **SharePoint** radio button, and then type the server address where you want to save your scanned documents.
- 6 Change other settings as needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 100).
- 7 Click the **Connection Test** button to confirm the server connection. The **Connected** message appears.

#### NOTE

If the security dialog box appears, type your user name and password.

8 Click **Scan**. If a message dialog box regarding the Internet connection appears, read the information and click **OK**.

The scanned document is saved on the destination server.

# Create a Custom Tab (ControlCenter4 Advanced Mode) (Windows®)

You can create up to three tabs that include up to five buttons containing your preferred settings.

#### **Create a Custom Tab**

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



2 Click **Configuration**, and then select **Create custom tab**. You can also create a custom tab by right-clicking the tab area and selecting **Create custom tab**.



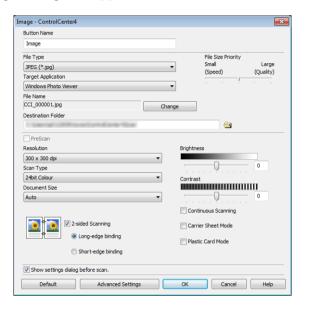
3 To change the name of a custom tab, right-click the custom tab and select **Rename custom tab**. Enter the new name. The name appears in the upper left corner of the custom tab.

#### NOTE

- You can also change the name of the custom tab by clicking **Configuration**, and then **Rename custom tab**.
- · You can make up to three custom tabs.

#### Create a Custom Button in a Custom Tab

- 1 Create a Custom tab. See Create a Custom Tab on page 98.
- 2 Right-click the new Custom tab, and select **Create custom button**. Select a button you want to create from the menu. The settings dialog box appears.



#### NOTE

- You can also copy a custom button by selecting Copy custom button from the menu that appears when
  you right-click the Custom tab.
- · You can make up to five custom buttons.
- 3 Type the button name and change the settings as needed. Click **OK**. (The setting options may vary depending on the type of button you create.)



#### **NOTE**

You can change or remove the tab, button, or settings you created. Click **Configuration** and continue as prompted.

# Change Scan Settings (ControlCenter4) (Windows®)

The following settings can be changed:

Setting	Description	Applica	ble Feat	ture		
		Image	OCR	E-mail	File	Print
File Type	NOTE  • To save the document as a password-protected PDF, select Secure PDF (*.pdf) from the File Type drop-down list, click the  (Set PDF Password) button, and enter the password (Image, E-mail and File only).  • Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text in the image data.  OCR Language in the OCR setting must be set to match the language in the searchable PDF.  • To save the document as a searchable PDF, select Searchable PDF (*.pdf) from the File Type drop-down list.  • To save the document as a searchable PDF, Nuance™ PaperPort™ 14SE must be installed on your computer.  • To save the document as a high compression PDF, select 300 x 300 dpi from the Resolution drop-down list, High Compression PDF (*.pdf) from the File Type drop-down list and True Grey or 24bit Colour from the Scan Type drop-down list.	Yes	Yes	Yes	Yes	-
Target Application	Select the destination application including Nuance™ PaperPort™ 14SE and Evernote from the drop-down list.	Yes	Yes	-	-	-
OCR Language	Select a language to match the scanned document's text.	-	Yes	-	-	-
Printer Name	Select the printer you want to use to print the scanned data.	-	-	-	-	Yes
File Name	Click the <b>Change</b> button for <b>Image</b> , <b>OCR</b> or <b>E-mail</b> . Enter a prefix for the file name if needed. The maximum number of characters is 100 characters.	Yes	Yes	Yes	Yes	-
Print Options	Click the <b>Print Options</b> button to configure the printer settings.	-	-	-	-	Yes
Show Save As Window	To specify the destination of the scanned image every time you scan, select the <b>Show Save As Window</b> check box.	-	-	-	Yes	-
Destination Folder	Click the folder icon to change the folder where you want to save your scanned document.	Yes	Yes	Yes	-	-

Setting	Description	Applicable Feature					
		Image	OCR	E-mail	File	Print	
Scan Location	Select one of the Scan Locations:     Folder     Click the folder icon and browse to the folder where you want to save your scanned document. Select Show Folder to automatically display the destination folder after scanning.     SharePoint     Write the URL address where you want to save your	-	-	-	Yes	-	
File Size Priority	scanned document. Click <b>Connection Test</b> to confirm the destination.  Adjust the file size by moving the slider to the right or left.	Yes	-	Yes	Yes	-	
Thomy	NOTE  File size can be adjusted depending on your selected File Type.						
PreScan	Select <b>PreScan</b> to preview your image and crop unwanted portions before scanning.	Yes	Yes	Yes	Yes	Yes	
Resolution	Select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions need more memory and transfer time, but produce finer scanned images.	Yes	Yes	Yes	Yes	Yes	
Scan Type	Select from several colour depth options for scanned images:	Yes	Yes	Yes	Yes	Yes	
	Auto						
	Automatically selects suitable colours for your document. <sup>1</sup>						
	Black & White						
	Use for text or line art images.						
	Grey (Error Diffusion)						
	Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)						
	True Grey						
	Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.						
	24bit Colour						
	Uses up to 16.8 million colours to scan the image. Although using <b>24bit Colour</b> creates an image with the most accurate colour reproduction, it requires the most memory and has the longest transfer time.						

<sup>&</sup>lt;sup>1</sup> Depending on the condition of the original document, this function may not work correctly.

Setting	Description	Applica	able Fea	ture		
		Image	OCR	E-mail	File	Print
Document Size	Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b> . <sup>1</sup> For faster scan speeds, select the exact size of your document from the <b>Document Size</b> drop-down list.	Yes	Yes	Yes	Yes	Yes
	<ul> <li>If you select a 1 to 2 document size, the scanned image is divided into two documents that are half the size of the setting. If you select 1 to 2(A4), the scanned image is divided into two A5-size documents.</li> </ul>					
	To use 1 to 2 scanning, clear the Auto Image Rotation check box in the Advanced Settings dialog box.					
	If you select a 2 in 1 document size, two scanned images are combined into one document.					
Brightness	Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the brightness level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.	Yes	Yes	Yes	Yes	Yes

<sup>&</sup>lt;sup>1</sup> Depending on the condition of the original document, this function may not work correctly.

Setting	Description	Applica	able Fea	ture		
		Image	OCR	E-mail	File	Print
Contrast	Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also enter a value in the box to set the <b>Contrast</b> .	Yes	Yes	Yes	Yes	Yes
	The Contrast setting is only available when setting Scan Type to Auto, Grey (Error Diffusion), True Grey or 24bit Colour.					
Continuous Scanning	Scan multiple pages. After the page has been scanned, you can either continue or finish scanning. Using this method, you can scan more pages than the ADF can hold.	Yes	Yes	Yes	Yes	Yes
2-sided Scanning	If you select this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> depending on the layout of your original to make sure the data file created appears correctly in the scanned document.	Yes	Yes	Yes	Yes	Yes
Carrier Sheet Mode	Scan the following document types using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list.	Yes	Yes	Yes	Yes	Yes
	■ Large-sized Documents (A3, B4 and Ledger)					
	Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages are combined into a single page. Select 2 in 1(A4) for an A3 document, 2 in 1(B5) for a B4 document or 2 in 1(Letter) for a Ledger document from the Document Size drop-down list.					
	■ Important documents (photos, contracts)					
	Thin paper (receipts)					
	■ Irregularly-shaped paper (clippings)					
	NOTE					
	<ul> <li>Load only one Carrier Sheet at a time.</li> <li>Load the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>					

Setting	Description	Applica	able Fea	ture		
		Image	OCR	E-mail	File	Print
Plastic Card Mode	Scan cards, such as driving licences or insurance cards, using these automatic settings:	Yes	Yes	Yes	Yes	Yes
	■ Resolution: 600 x 600 dpi					
	■ Document Size: 2 in 1 (Auto)					
	■ 2-sided Scanning: On (Short-edge binding)					
	■ Auto Deskew: On					
	■ Auto Image Rotation: Off					
	■ Multifeed Detection: Off					
	<ul> <li>NOTE</li> <li>To scan a plastic card with different settings, set Plastic Card Mode to Off and Resolution to 600 dpi.</li> <li>Load up to five plastic cards at a time.</li> </ul>					
Default	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes	Yes

You can configure more settings in the **Advanced Settings** dialog box. Click the **Advanced Settings** button.

Setting	Description	Applica	ıble Feat	ture		
		Image	OCR	E-mail	File	Print
Auto Deskew	Corrects the skew (less than 9 mm from the centre of the document to the edge) of the scanned data.   Ieft edge of the paper feed tray  Centre of the transport path  Centre of the paper feed tray  Centre of the document  Less than 9 mm	Yes	Yes	Yes	Yes	Yes
Auto Image Rotation	Changes the direction of the document based on the text orientation. <sup>1</sup>	Yes	Yes	Yes	Yes	Yes
Remove Bleed- through / Pattern / Remove Background Colour	Prevents bleedthrough and remove background colour of documents such as newspapers to make the scanned data more recognisable.   The sensitivity of the Remove Bleed-through / Pattern / Background Colour function can be adjusted with the slider. Moving the slider towards "High" will make the scanner more likely to Remove Bleed-through / Pattern / Remove Background Colour, while moving it towards "Low" will make the scanner less likely to Remove Bleed-through / Pattern / Remove Background Colour.	Yes	Yes	Yes	Yes	Yes
Skip Blank Page	Removes blank pages of the document from the scanning results. <sup>1</sup>	Yes	Yes	Yes	Yes	Yes
Multifeed Detection	Uses an ultrasonic sensor to detect when a multifeed has occurred. When your machine detects a multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes	Yes
Display Scanning Results	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes	Yes

<sup>&</sup>lt;sup>1</sup> Depending on the condition of the original document, this function may not work correctly.

# Scan Using ControlCenter2 (Macintosh)

ControlCenter2 is a software utility that lets you quickly access your frequently-used applications. Using ControlCenter2, you no longer must manually launch specific applications.

There are four scan options: Scan to Image, Scan to OCR, Scan to E-mail and Scan to File.

■ Image (Default: Apple Preview)

Lets you scan a page directly to any image viewer/editor application. You can select the destination application, such as Adobe<sup>®</sup> Photoshop<sup>®</sup> or any kind of image editing application on your computer.

■ OCR (Default: Apple TextEdit)

Lets you scan a page or document, automatically run the OCR application and put text (not a graphic image) into a word processing application. You can select the target word processing application, such as Microsoft<sup>®</sup> Word or any word processing application on your computer.

■ E-mail (Default: your default email software)

Lets you scan a page or document directly into an email application as a standard attachment. You can select the file type and resolution for the attachment.

**■** File

Lets you scan directly to a disk file. You can change the file type and destination folder, as needed.

ControlCenter2 gives you the ability to configure the to PC button on your machine and the ControlCenter2 software button for each scanning feature. To configure the to PC button on your machine select the **Device Button** tab in the configuration menu for each of the **SCAN** buttons. To configure the software button in ControlCenter2 select the **Software Button** tab in the configuration menu for each of the **SCAN** buttons.

To start ControlCenter2, click the kar (ControlCenter2) icon in the Dock.



If the a (ControlCenter2) icon does not appear in the Dock, in the Finder menu bar,

click **Go** > **Applications** > **Brother**, and then double-click the 📸 (ControlCenter2) icon.

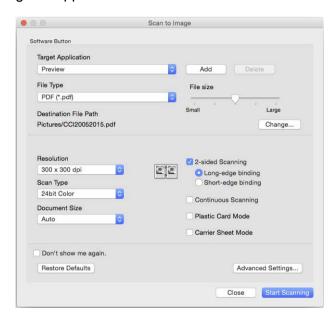
The ControlCenter2 starts.

### Scan to Image

The **Scan to Image** feature lets you scan an image directly to your graphics application for image editing. This example uses the Apple Preview application.

- 1 Click the **SCAN** tab.
- 2 Click (Image).

The **Scan to Image** dialog box appears.



- 3 Configure the scan settings, as needed.
  - To scan a 2-sided document, select the **2-sided Scanning** check box, and then select **Long-edge** binding or **Short-edge** binding.
  - To change the application you want to use, choose the appropriate application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**. To delete an application, click **Delete**.
- 4 Click **Start Scanning**.
  Your default application starts and displays the image.

#### NOTE

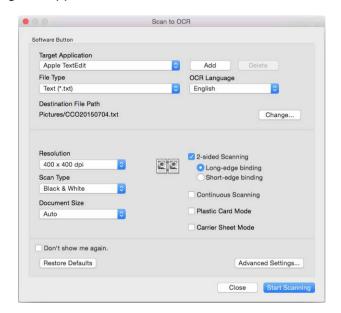
If you select **Secure PDF** (\*.pdf) from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** boxes, and then click **OK**. You can also select **Secure PDF** (\*.pdf) for **Scan to E-mail** and **Scan to File**.

#### Scan to OCR

The **Scan to OCR** feature lets you convert the graphic page image data into text that can be edited by any word processing application. You can change the default word processing application.

- 1 Click the **SCAN** tab.
- 2 Click (OCR).

The Scan to OCR dialog box appears.



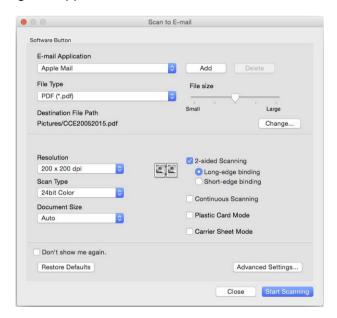
- 3 Configure the scan settings, as needed.
  - To scan a 2-sided document, select the **2-sided Scanning** check box, and then select **Long-edge binding** or **Short-edge binding**.
  - To change the word processing application you want to use, choose the appropriate application from the **Target Application** pop-up menu. You can add an application to the list by clicking **Add**. To delete an application, click **Delete**.
- 4 Click Start Scanning. Your default word processing application starts and displays the converted text data.

#### Scan to E-mail

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

- 1 Click the SCAN tab.
- 2 Click (E-mail).

The Scan to E-mail dialog box appears.



- 3 Configure the scan settings, as needed.
  - To scan a 2-sided document, select the **2-sided Scanning** check box, and then select **Long-edge** binding or **Short-edge** binding.
  - To change the email application you want to use, choose the appropriate application from the **E-mail**Application pop-up menu. You can add an application to the list by clicking **Add** <sup>1</sup>. To delete an application, click **Delete**.
    - When you first start ControlCenter2, a default list of compatible email applications appears in the pop-up menu. If you are having trouble using a custom application with ControlCenter2, select an application from the list.
- 4 Click Start Scanning. Your default email application starts and the image is attached to a new email.

#### NOTE

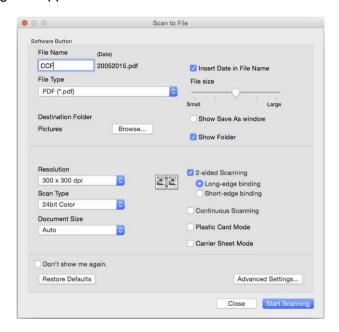
The Scan to E-mail feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to message.

#### Scan to File

The **Scan to File** feature lets you scan an image to a folder on your hard disk in a supported file format. This feature allows you to easily archive your paper documents.

- 1 Click the **SCAN** tab.
- 2 Click (File).

The Scan to File dialog box appears.



- 3 Configure the scan settings, as needed.
  - To scan a 2-sided document, select the **2-sided Scanning** check box, and then select **Long-edge binding** or **Short-edge binding**.
  - To change the file name, type the file name you want to use for the document (up to 100 characters) in the **File Name** box. The current date and a sequential number are added automatically.
  - Select the file type for your new image from the **File Type** pop-up menu. You can save the file to the default folder, or select your preferred folder by clicking **Browse**.
  - To show where the scanned image is saved when scanning is finished, select the **Show Folder** check box. To specify the destination of the scanned image every time, select the **Show Save As window** check box.
- 4 Click **Start Scanning**.

  The image is saved in the folder you have selected.

# **Change a Scan Button's Default Settings**

- 1 Press and hold down the **Control** key on your keyboard, and then click the ControlCenter2 scan button you want to change. When the menu appears, click **Software Button** or **Device Button**. The settings dialog box appears.
- 2 Change the settings for File Type, Scan Type, Document Size, Brightness, Contrast, 2-sided Scanning and Continuous Scanning as needed.
- 3 Click **OK**. The new settings are saved as the default settings.

## Scan Specific and Irregular-Sized Documents Using the Carrier Sheet

1 Load the Carrier Sheet (see Receipts, Clippings, Photos, and Other Documents on page 66).

#### NOTE

Load only one Carrier Sheet at a time.

Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.



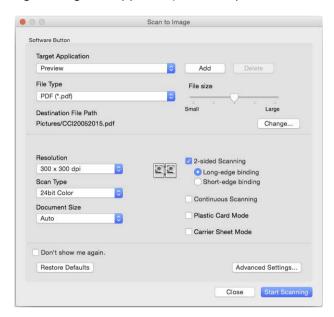
#### NOTE

If the (ControlCenter2) icon does not appear in the Dock, in the **Finder** menu bar,

click **Go** > **Applications** > **Brother**, and then double-click the 📸 (ControlCenter2) icon.

The 🚜 (ControlCenter2) icon appears in the Dock.

3 Click the **SCAN** tab, and then click the button for the scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box appears (the example below uses **Image**).



- 4 Select the Carrier Sheet Mode check box.
- 5 Select a document size other than **Auto** from the **Document Size** pop-up menu.
- 6 Change other settings as needed (see Change Scan Settings (ControlCenter2) (Macintosh) on page 119).
- 7 Click **Start Scanning**.
  Your default application starts and displays the image.

#### Scan Plastic Cards

1 Load a plastic card (see Business Cards on page 61).

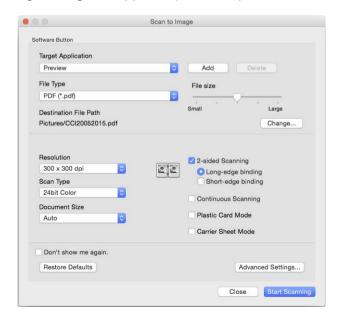
#### **NOTE**

Load up to five plastic cards at a time.

Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.



3 Click the **SCAN** tab, and then click the button for the scan-to action you want to change (**Image**, **OCR**, **E-mail**, or **File**). The settings dialog box appears (the example below uses **Image**).



- 4 Select the Plastic Card Mode check box.
- 5 Change other settings as needed (see Change Scan Settings (ControlCenter2) (Macintosh) on page 119).
- 6 Click **Start Scanning**.

  Your default application starts and displays the image.

#### **NOTE**

- If you do not want to see the setting dialog box again, select the **Don't show me again.** check box.
- Plastic Card Mode automatically uses these settings:

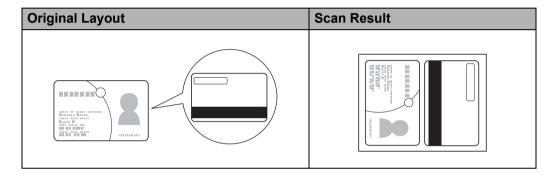
• Resolution: 600 x 600 dpi

• Document Size: 2 in 1 (Auto)

• 2-sided Scanning: On (Short-edge binding)

· Auto Deskew: On

Auto Image Rotation: OffMultifeed Detection: Off



# Set Up Your Favourite Scan Settings Using ControlCenter2 (Macintosh)

There are four buttons that you can configure to fit your scanning needs.

To customise a button, click the button while holding down the **Control** key, and the configuration window appears. There are four scan functions: **Scan to Image**, **Scan to OCR**, **Scan to E-mail** and **Scan to File**.

#### ■ Scan to Image

Lets you scan a page directly into any image viewer/editor software. You can select any image viewer/editor software on your computer as a destination.

#### ■ Scan to OCR

Converts scanned documents into editable text files. You can select the destination application for the editable text.

#### ■ Scan to E-mail

Attaches the scanned images to an email message. You can also select the file attachment type and create a quick send list of email addresses selected from your email address book.

#### Scan to File

Lets you save a scanned image to any folder on a local or network hard disk. You can also select the file type to be used.



### **User-defined Button**

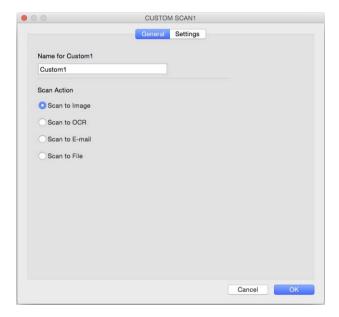
To customise a button, press and hold the **Control** key and click the button, and the configuration window appears. Follow these guidelines for button configuration.

#### Scan to Image/OCR/E-mail/File

#### ■ General tab

Enter a name in **Name for Custom** (up to 30 characters) to create the button name.

Select the type of scan from the **Scan Action** selections.



■ Settings tab (Scan to Image/OCR/E-mail)

Select the Target Application, File Type, Resolution, Scan Type, Document Size and 2-sided Scanning settings.

#### NOTE

The Scan to E-mail feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or picture, and then attach the file of the scanned data to an email message.



If you select **Secure PDF** (\*.pdf) from the **File Type** list, the **Set PDF Password** dialog box appears. Enter your password in the **Password** and **Re-type Password** box, and then click **OK**.

#### NOTE

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

#### ■ Settings tab (Scan to File)

Select the file format from the **File Type** pop-up menu. Save the file to the default folder or select your preferred folder by clicking the **Browse** button.

Select the Resolution, Scan Type, Document Size and 2-sided Scanning settings.

To specify the destination of the scanned image, select the **Show Save As window** check box.



# **Change Scan Settings (ControlCenter2) (Macintosh)**

The following settings can be changed:

Setting	Description	Applica	ble Featu	re	
		Image	OCR	E-mail	File
Target Application (for Image,	Select which application is used to open scanned data. Only applications installed on your computer (including ABBYY FineReader Pro and Evernote) can be selected.	Yes	Yes	Yes	-
OCR and File) or <b>E-mail</b>	■ Add button				
Application (for email)	Add an application to the pop-up menu. Enter the <b>Application Name</b> (up to 30 characters) and select your preferred application by clicking the <b>Browse</b> button. Also select the <b>File Type</b> from the pop-up menu.				
	■ Delete button				
	Delete an application that you have added. Select the <b>Application Name</b> and click the <b>Delete</b> button.				
File Type	Select the file type you want to use for the scanned data.	Yes	Yes	Yes	Yes
	NOTE —				
	To save the document as a password-protected PDF, select Secure PDF (*.pdf) for File Type, and then enter the password in the Set PDF Password dialog box (Image, E-mail and File only).				
	<ul> <li>Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text in the image data. OCR Language in the OCR setting must be set to match the language in the searchable PDF.</li> </ul>				
	To save the document as a searchable PDF, select     Searchable PDF (*.pdf) from the File Type     drop-down list.				
	To save the document as a high compression PDF, select 300 x 300 dpi from the Resolution pop-up menu, High Compression PDF (*.pdf) from the File Type pop-up menu and True Grey or 24bit Colour from the Scan Type pop-up menu.				
	<ul> <li>Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select Uncompressed or Compressed to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul>				

Setting	Description	Applica	ble Feat	ure	
		Image	OCR	E-mail	File
File size	Adjust the <b>File size</b> by moving the slider to the right or left. <b>NOTE</b>	Yes	-	Yes	Yes
	File size can be adjusted depending on your selected File Type.				
OCR Language	Select a language to match the scanned document's text.	-	Yes	-	-
File Name	Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes
Show Save As window	To specify the destination of the scanned image every time you scan, select the <b>Show Save As window</b> check box.	-	-	-	Yes
Destination File Path	Click the <b>Change</b> button, and then the <b>Browse</b> button to change the folder where you want to save your scanned document.	Yes	Yes	Yes	-
Destination Folder	Click <b>Browse</b> and browse to the folder where you want to save your scanned document. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes
Resolution	Select a scanning resolution from the <b>Resolution</b> pop-up menu. Higher resolutions need more memory and transfer time, but produce finer scanned images.	Yes	Yes	Yes	Yes
Scan Type	Select from a range of scan colour depths.	Yes	Yes	Yes	Yes
	Black & White				
	Use for text or line art images.				
	Grey (Error Diffusion)				
	Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)				
	True Grey				
	Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.				
	24bit Colour				
	Uses up to 16.8 million colours to scan the image. Although using <b>24bit Colour</b> creates an image with the most accurate colour reproduction, it requires the most memory and has the longest transfer time.				
	Auto				
	Uses suitable colours for your document automatically. 1				

<sup>&</sup>lt;sup>1</sup> Depending on the condition of the original document, this function may not work correctly.

Setting	Description	Applica	ble Feati	ure	
		Image	OCR	E-mail	File
Document Size	Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b> . <sup>1</sup> For faster scan speeds, select the exact size of your document from the <b>Document Size</b> pop-up menu. <b>NOTE</b>	Yes	Yes	Yes	Yes
	<ul> <li>If you select a 1 to 2 document size, the scanned image is divided into two documents that are half the size of the setting. If you select 1 to 2(A4), the scanned image is divided into two A5-size documents.</li> </ul>				
	To use 1 to 2 scanning or 2 in 1 scanning, clear the Auto Image Rotation check box in the Advanced Settings dialog box.				
	If you select a 2 in 1 document size, two scanned images are combined into one document.				
	<ul> <li>You can select Long Paper when you configure the settings as the following:</li> </ul>				
	Auto Deskew: Off				
	2-sided Scanning: Off				
	Each Long Paper option can scan a large document up to following:				
	<b>Long Paper (Normal Width) 8 1/2 in. (215.9 mm)</b> : 8 1/2 × 34.0 in. (215.9 × 863.0 mm)				
	Long Paper (Narrow Width) 4 1/4 in. (107.9 mm): 4 1/4 × 34.0 in. (107.9 × 863.0 mm)				
2-sided Scanning	If you select this box, the machine scans both sides of the document. When using the automatic 2-sided (duplex) scan feature, you must select <b>Long-edge binding</b> or <b>Short-edge binding</b> , depending on the layout of your original, to make sure the data file created appears correctly in the scanned document. <b>NOTE</b>	Yes	Yes Yes	Yes	Yes
	The 2-sided (duplex) scanning feature is available with lengths up to Legal size.				
Restore Defaults	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes
Continuous Scanning	Scan multiple batches of documents and put them together into one data file. After the first batch of documents is scanned, click <b>Continue</b> for additional pages or <b>Finish</b> . This operation enables you to scan more sheets than the ADF can hold.	Yes	Yes	Yes	Yes

<sup>&</sup>lt;sup>1</sup> Depending on the condition of the original document, this function may not work correctly.

Setting	Description	Applica	ble Feat	ure	
		Image	OCR	E-mail	File
Carrier Sheet Mode	You can scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> pop-up menu.	Yes	Yes	Yes	Yes
	■ Large-sized Documents (A3, B4 and Ledger)				
	Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages are combined into a single page. Select 2 in 1(A4) for an A3 document, 2 in 1(B5) for a B4 document or 2 in 1(Letter) for a Ledger document from the Document Size pop-up menu.				
	■ Important documents (photos, contracts)				
	■ Thin paper (receipts)				
	■ Irregularly-shaped paper (clippings)				
	<ul> <li>NOTE</li> <li>Load only one Carrier Sheet at a time.</li> <li>Set the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>				
Plastic Card Mode	Scan cards, such as driving licences or insurance cards, using these automatic settings:	Yes	Yes	Yes	Yes
	■ Resolution: 600 x 600 dpi				
	■ Document Size: 2 in 1 (Auto)				
	■ 2-sided Scanning: On (Short-edge binding)				
	■ Auto Deskew: On				
	■ Auto Image Rotation: Off				
	■ Multifeed Detection: Off				
	<ul> <li>To scan a plastic card with different settings, set</li> <li>Plastic Card Mode to Off and Resolution to 600 dpi.</li> </ul>				
	Load up to five plastic cards at a time.				

You can configure more settings in the **Advanced Settings** dialog box. Click the **Advanced Settings** button.

Setting	Description	Applicable Feature					
		Image	OCR	E-mail	File		
Brightness	Adjust the setting (from 0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can set the brightness level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.	Yes	Yes	Yes	Yes		
Contrast	Adjust the setting (from 0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.	Yes	Yes	Yes	Yes		
	The Contrast setting is only available when setting Scan Type to Auto, Grey (Error Diffusion), True Grey or 24bit Colour.						
Colour Drop	Removes specific colours from your scan data. Select one of the following:	Yes	Yes	Yes	Yes		
	■ Chromatic colours						
	Use to remove all colours except Black.						
	■ Red						
	Use to remove the Red colour.						
	■ Green						
	Use to remove the Green colour.						
	■ Blue						
	Use to remove the Blue colour.						
	■ Custom						
	Select the colour you want to remove.						

Setting	Description	Applica	ble Featu	ire	
		Image	OCR	E-mail	File
Auto Deskew	Corrects the skew (less than 9 mm from the centre of the document to the edge) of the scanned data. <sup>1</sup>	Yes	Yes	Yes	Yes
Auto Image Rotation	Changes the direction of the document based on the text orientation. <sup>1</sup>	Yes	Yes	Yes	Yes
Bleed Through Prevention/ Remove Background Color	Prevents the bleed through phenomenon on a two-sided document, and if you enable the <b>Remove Background Colour</b> setting, this machine removes the base colour of documents such as newspapers to make the scanned data more recognisable. <sup>1</sup>	Yes	Yes	Yes	Yes
Skip Blank Page	Removes blank pages of the document from the scanning results. <sup>1</sup>	Yes	Yes	Yes	Yes
Multifeed Detection	Uses an ultrasonic sensor to detect when a multifeed has occurred. When your machine detects a multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
Display Scanning Results	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes

Depending on the condition of the original document, this function may not work correctly.

# Scan Using Nuance™ PaperPort™ 14SE or Other Windows® Applications

# Scan Using Nuance™ PaperPort™ 14SE

You can use the Nuance™ PaperPort™ 14SE application, which is included in the Brother MFL-Pro software suite, for scanning. Nuance™ PaperPort™ 14SE supports both TWAIN and WIA drivers; the TWAIN driver (recommended) is used in the example in this section. For an example using the WIA driver, see *Scan Using Windows® Photo Gallery or Windows® Fax and Scan* on page 141.

#### NOTE

- Nuance™ PaperPort™ 14SE supports Windows® XP (SP3 or later), Windows Vista® (SP2 or later), Windows® 7, Windows® 8 and Windows® 8.1.
- The WIA driver with Windows® XP (SP2 or later) does not support 2-sided (duplex) scanning.
- For more information about the application refer to the Nuance™ PaperPort™ 14SE help file, which you can access from the Nuance™ PaperPort™ 14SE **Help** menu.

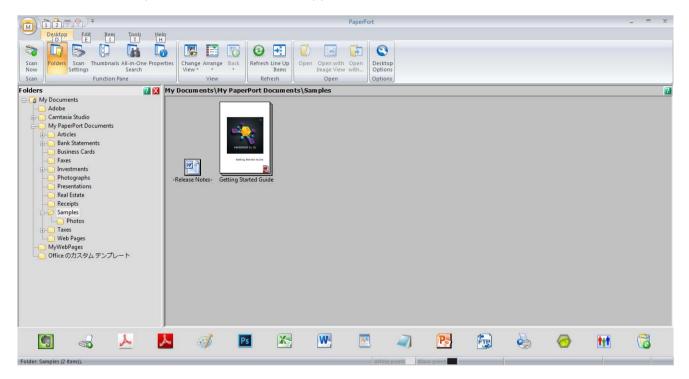
These instructions are for Nuance™ PaperPort™ 14SE, but are similar for other Windows® applications.

1 Load your document.

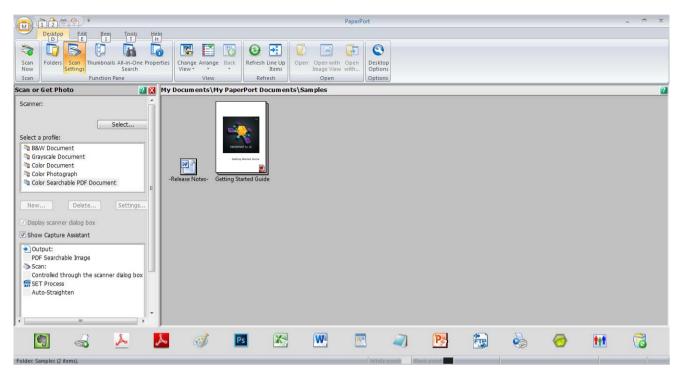
- Start Nuance™ PaperPort™ 14SE. Do one of the following:
  - Windows<sup>®</sup> XP, Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7
    - Click (Start) > All Programs > Nuance PaperPort 14 > PaperPort.
  - Windows<sup>®</sup> 8 and Windows<sup>®</sup> 8.1

Click (PaperPort).

The Nuance™ PaperPort™ 14SE window appears.



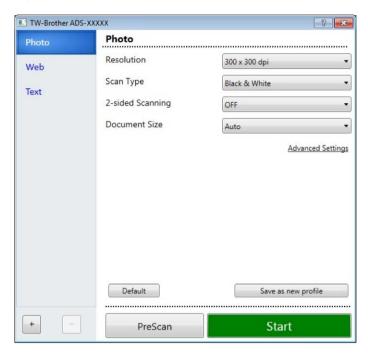
3 Click Scan Settings from the Desktop tab on the ribbon. The Scan or Get Photo panel appears on the left side of the window.



- Click the Select button.
- From the **Available Scanners** list, select **TWAIN: TW-Brother ADS-XXXXX** (where ADS-XXXXX is the model name of your machine). To use the WIA driver, select the Brother driver that has "WIA" as the prefix.

  Click **OK**.
- 6 Select the **Display scanner dialog box** check box in the **Scan or Get Photo** panel.

7 Click the **Scan** button.
The scanner setup dialog box appears.



- 8 Adjust the settings in the scanner setup dialog box as needed (Resolution, Scan Type, 2-sided Scanning, and Document Size).
  - For more information about *TWAIN Driver Settings*, see page 129.
  - For more information about WIA Driver Settings, see page 140.
- 9 From the **Document Size** drop-down list, select your document size.

#### NOTE

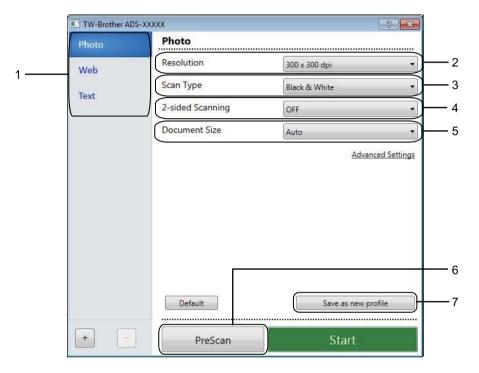
After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging the selection. This is also required when cropping an image for scanning.

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

### **TWAIN Driver Settings**

Click either the Basic screen or the **Advanced Settings** for TWAIN driver settings.

#### ■ Basic screen



## 1 Scan (Image Type)

Select Photo, Web, or Text.

You can add new items by clicking \_\_\_ . You cannot change the name of **Photo**, **Web** and **Text**, but you can change the name of added items.

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

#### 2 Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions need more memory and transfer time, but produce finer scanned images.

Resolution	
100 x 100 dpi	
150 x 150 dpi	
200 x 200 dpi	
300 x 300 dpi	
400 x 400 dpi	
600 x 600 dpi	
1,200 x 1,200 dpi	

#### 3 Scan Type

Select one of the following:

#### ■ Auto

Automatically detects whether the document uses colour and generates a scanned image of it. For documents that mix colour and black and white pages, colour pages will be scanned in Colour mode, while black and white pages will be scanned in Black & White mode.

#### ■ Black & White

Use for text or line art images.

# ■ Grey (Error Diffusion)

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

# **■** True Grey

Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.

# ■ 24bit Colour

Uses up to 16.8 million colours to scan the image. Although using **24bit Colour** creates an image with the most accurate colour reproduction, it requires the most memory and has the longest transfer time.

#### NOTE

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

# 4 2-sided Scanning

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

2-sided Scan Setting	Original Layout	Scan Result
Long-edge binding	2 3	
Short-edge binding	2 3 3	

#### 5 Document Size

Document size is set to **Auto** by default. For faster scan speeds, select the exact size of your document from the **Document Size** drop-down list. If you select **Custom**, the **Custom Document Size** dialog box, in which you can specify the document size, appears.

#### 6 PreScan

Click **PreScan** to preview your image and crop unwanted areas before scanning.

Cropping is available in these settings:

■ 2-sided scanning: Off

■ Auto Deskew: Off

■ Multifeed Detection: Off

■ Document Size: Off

# 7 Save as new profile

Click Save as new profile to save your frequently-used scan settings.

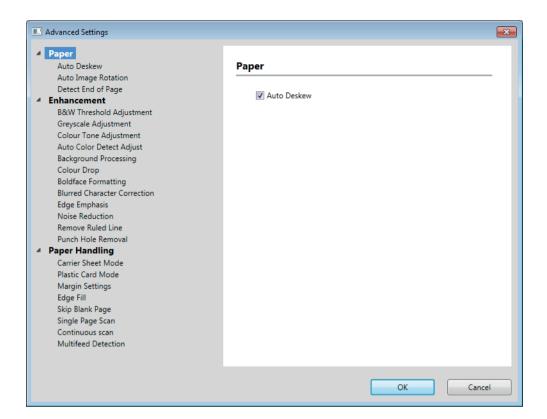
The following settings are saved as part of the profile:

- Settings configured in the Basic screen
- Settings configured in the Advanced Settings
- The scan boundaries as specified on the preview image

You can create up to 64 profiles.

Created profiles are added to the **Scan or Get Photo** panel. To edit a profile, click **Settings** on the **Scan or Get Photo** panel. To delete a profile, click **Delete**.

# ■ Advanced Settings



# **Paper**

#### 1 Auto Deskew

Corrects the skew of the scanned data.

#### NOTE

- If you enable Carrier Sheet Mode, you cannot enable Auto Deskew.
- This function does not apply to the Long Paper document size or the Carrier Sheet Mode.

#### 2 Auto Image Rotation

Changes the direction of the document based on the text orientation.

# NOTE

This function does not apply to the Long Paper.

# 3 Detect End of Page

Detects the end of page and automatically adjusts the size of a page when the length of the document is shorter than the **Document Size** selected.

#### NOTE

If you enable Carrier Sheet Mode, you cannot enable Detect End of Page.

#### **Enhancement**

# 1 B&W Threshold Setting

This setting allows you to adjust the image quality when scanning in **Black & White** mode.

Larger values will increase the amount of black in the scanned image, while smaller values will increase the amount of white.

# NOTE

This function is available when the **Black & White** scan type is selected.

# 2 Greyscale adjustment

This function adjusts the brightness and contrast to create grey images.

# ■ Brightness

Larger values lighten the image.

#### **■** Contrast

Larger values increase the contrast in the image. Excessively large values may result in a black and white image.

#### NOTE

This function is available when the Grey (Error Diffusion) scan type is selected.

# 3 Colour Tone Adjustment

Allows you to adjust the brightness, contrast, shadow, highlight, and gamma during grey and colour scanning.

The default setting is **Custom**.

#### ■ Auto

Scans the document using the optimal settings based on its content.

#### ■ Custom

Allows you to set the Brightness, Contrast, Shadow, Highlight and Gamma manually.



Original



Brightness: 25 Contrast: 25 Shadow: 122 Highlight: 240 Gamma: 5.0

#### NOTE

- Shadow cannot be set to a larger value than Highlight.
- This function is available when the Auto, True Grey, or 24bit Colour scan type is selected.
- This function does not apply to the Long Paper document size.

# 4 Auto Colour Detect Adjust

When scan type **Auto** is selected you can adjust the detection level of colour, B&W and greyscale.

#### ■ B&W/Grey - Colour

Increasing the slider value makes the machine more likely to determine that a given document is a colour document. Decreasing the value makes the machine more likely to determine that a given document is a black and white or greyscale document.

# ■ B&W - Grey

Increasing the slider value makes the machine more likely to determine that a given document is a greyscale document. Decreasing the value makes the machine more likely to determine that a given document is black and white.

#### 5 Background Processing

#### ■ Remove Bleed-through / Pattern

Enabling this function prevents the bleed through phenomenon on a two-sided document.

# ■ Remove Background Colour

If you enable the **Remove Background Colour** setting, the machine removes the base colour of documents such as newspapers to make the scanned data more recognisable.

#### ■ Level

Adjusts the strength of the **Remove Bleed-through / Pattern** and **Remove Background Colour** effects. This setting is available when the **Auto** scan type is selected.

# NOTE

This function is available when the Auto, True Grey, or 24bit Colour scan type is selected.

# 6 Colour Drop

Removes specific colours from your scan data.

Select one of the following:

#### **■** Chromatic colour

Use to remove all colours except Black.

#### ■ Red

Use to remove the Red colour.

#### **■** Green

Use to remove the Green colour.

#### ■ Blue

Use to remove the Blue colour.

#### **■** Custom

Select the colour you want to remove.

# 7 Boldface Formatting/Blurred Character Correction/Edge Emphasis

# **■** Boldface Formatting

This feature allows you to enlarge and thicken black areas of documents, making thin text thicker. It has the effect of thickening not only text, but all dots and lines. If both **Boldface Formatting** and **Blurred Character Correction** are enabled, only the **Boldface Formatting** function is performed.



#### NOTE

This function is available when the **Black & White** scan type is selected.

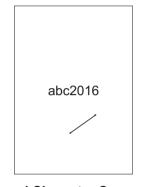
#### ■ Blurred Character Correction

When there is faint or broken text in the scanned image, this feature allows the machine to combine the letters so that they are more readily detectable as text, combining not only text, but also black dots and lines. If both **Boldface Formatting** and **Blurred Character Correction** are enabled, only the **Boldface Formatting** function is performed.

#### NOTE

This function is available when the **Black & White** scan type is selected.





Normal

**Blurred Character Correction** 

# ■ Edge Emphasis

This feature allows you to make blurred images and document or magazine text appear more clearly for improved readability. You can use the slider to adjust the strength of the **Edge Emphasis** effect.

#### NOTE

- This function is available when the Auto, True Grey, or 24bit Colour scan type is selected.
- This function does not apply for the Long Paper document size.

#### 8 Noise Reduction

This feature allows you to remove small dots or specks called "noise", from the background of scanned images. Removing unwanted specks helps to reduce compressed file size.

#### NOTE

- This function is available when the Black & White scan type is selected.
- This function does not apply to the **Long Paper** document size.

#### 9 Remove Ruled Line

This feature allows you to remove lines in the document. You can select the type of line direction to remove (**Vertical**, **Horizontal**, **Vertical and Horizontal**). Angled lines are detected as lines and removed if they are less than 9 mm from the centre of the document to the edge of the horizontal or vertical plane.

#### ■ Minimum Line Length

Lines longer than or equal to the specified length are removed.

#### **■ Maximum Clearance**

If lines are broken, for example due to fading of the image, the lines that are broken for an interval less than or equal to the specified broken line distance will be detected and removed.

# NOTE

- This function is available when the **Black & White** scan type is selected.
- This function does not apply to the **Long Paper** document size.







When there is a Horizontal line

Horizontal line is not gone







When there is a vertical line shorter than 2 cm

The vertical line is not gone







When there is a break below 5 mm between vertical lines longer than 2 cm

The vertical line is gone







When there is a 5 mm or more break between vertical line longer than 2 cm and shorter than 2 cm

The vertical line shorter than 2 cm is not gone

#### 10 Punch Hole Removal

This feature removes the punch hole markings by filling hole marks with white or the surrounding colour.

#### ■ White

Fill punch holes with white.

#### ■ Surrounding colour

Fill punch holes with the surrounding the colour.

# **Paper Handling**

#### 1 Carrier Sheet Mode

Use the Carrier Sheet to scan the following document types:

- Important documents (photos, contracts)
- Thin paper (receipts)
- Irregularly-shaped paper (clippings)

# NOTE

- For this mode, you can select any settings other than Auto and Long Paper document size.
- If you enable Multifeed Detection or Plastic Card Mode, you cannot enable Carrier Sheet Mode, Auto Deskew or Detect End of Page.

#### 2 Plastic Card Mode

Scan cards, such as driving licenses or insurance cards, using these automatic settings:

- Resolution: 600 x 600 dpi■ Document Size: 2 in 1 (Auto)
- 2-sided Scanning: On (Short-edge binding)
- Auto Deskew: On
- Detect End of Page: Off
   Auto Image Rotation: Off
   Multifeed Detection: Off
   Carrier Sheet Mode: Off

#### 3 Margin Settings

This feature allows you to add or remove a specific margin (from -3 mm to 3 mm) at the edge of the image.

#### 4 Edge Fill

Select **White** or **Black** and set a value to add a white or black edge around the border of your scanned image.

# 5 Skip Blank Page

Removes blank pages of the document from the scanning results.

The sensitivity of the **Skip Blank Page** function can be adjusted with the slider. Moving the slider towards **High** makes the machine more likely to skip pages, while moving it towards **Low** makes the machine less likely to skip pages. If you enable the **Show Results** setting, the computer displays how many blank pages have been skipped once the scan is complete.

If the **Skip Blank Page** function is triggered for all document pages, no scanned image is displayed. Instead, the computer displays a warning message indicating that all document pages are blank.

#### 6 Continuous Scan

This feature allows you to scan additional documents using the same settings once a scan has been completed. It is useful when you are scanning more documents than the ADF can hold or when you are scanning several documents at once.

#### 7 Multifeed Detection

When your machine detects a multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.

#### NOTE

- Disable this setting when scanning thick paper. Otherwise it is more likely for the machine to detect a multifeed.
- If you enable Carrier Sheet Mode or Plastic Card Mode, you cannot enable Multifeed Detection.

#### 8 Single Paper Scan

One sheet scan feeds one page at a time from the ADF, regardless of the number of pages in the ADF.

# **WIA Driver Settings**



# 1 Paper source

You can select **Document Feeder** only.

# 2 Picture Type (Image Type)

Select Colour picture, Greyscale picture, Black and white picture or text, or Custom Settings. To change advanced settings, click Adjust the quality of the scanned picture.

#### ■ Resolution

Select a scanning resolution from the **Resolution** text box. Higher resolutions need more memory and transfer time, but produce finer scanned images.

#### Brightness

Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the brightness level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.

#### ■ Contrast

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

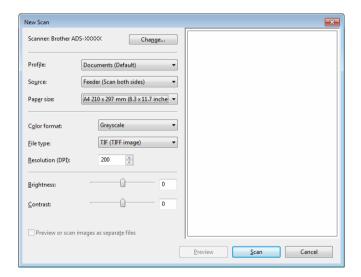
# Scan Using Windows® Photo Gallery or Windows® Fax and Scan

You can use the Windows<sup>®</sup> Photo Gallery or Windows<sup>®</sup> Fax and Scan applications for scanning. These applications use the WIA scanner driver. The steps below will guide you through the scanning operations. You may need to download Windows<sup>®</sup> Photo Gallery or Windows<sup>®</sup> Fax and Scan.

- 1 Load your document.
- 2 Open your software application to scan the document. Do one of the following:
  - Windows® Photo Gallery
    - 1 Click File, then Import from Camera or Scanner.
    - 2 Select the scanner you want to use.
    - 3 Click the **Import** button. The settings dialog box appears.
  - Windows<sup>®</sup> Fax and Scan

Click File > New > Scan.

The settings dialog box appears.



#### **Profile**

Profiles can be used to save settings, such as Page Size, Source, Format, and others.

3 Adjust the settings in the settings dialog box as needed.

#### NOTE

To save your settings, select Add Profile in the Profile drop-down list.

4 Click the Scan button. The machine starts scanning.

# **Use ABBYY FineReader**

You can use the ABBYY FineReader application for scanning. It converts the scanned data into an editable format, such as  $Microsoft^{\otimes}$  Word,  $Microsoft^{\otimes}$  Excel,  $Adobe^{\otimes}$  PDF, html and EPUB.

See the ABBYY FineReader Help menu for more information about using ABBYY FineReader.

# 6

# Scan Using TWAIN Applications (Macintosh)

The bundled applications cannot change TWAIN settings. However, you can use other applications such as Presto! PageManager and Adobe Photoshop to configure TWAIN settings. The below instructions are for Presto! PageManager, but are similar for other Macintosh applications.

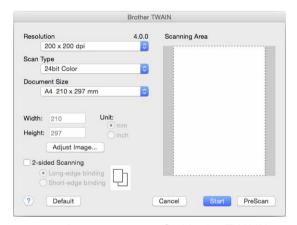
# Scan Using TWAIN Applications (for example, Presto! PageManager)

1 Start Presto! PageManager by double-clicking the Presto! PageManager icon on your computer screen.

# **NOTE**

The first time you use the Brother TWAIN driver, set it as the default driver:

- 1 Click File > Select Source.
- 2 Select Brother TWAIN.
- Click File > Acquire Image Data. The scanner setup dialog box appears.



(The Brother TWAIN screen supports languages specified in the TWAIN-compliant application you use.)

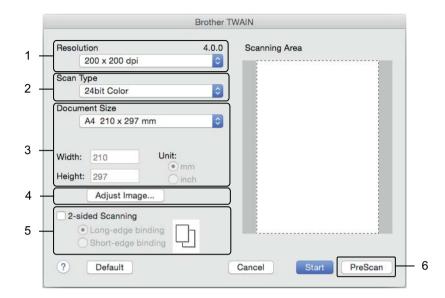
- 3 Adjust the settings in the scanner setup dialog box if needed.
- 4 From the **Document Size** pop-up menu, select your document size.

#### NOTE

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

6 Click the Start button. The machine starts scanning.

# **TWAIN Driver Settings**



(The Brother TWAIN screen supports languages specified in the TWAIN-compliant application you use.)

#### 1 Resolution

Select a scanning resolution from the **Resolution** pop-up menu. Higher resolutions need more memory and transfer time, but produce finer scanned images.

#### 2 Scan Type

Select one of the following:

#### ■ Black & White

Use for text or line art images.

#### ■ Grey (Error Diffusion)

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

#### ■ True Grey

Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.

#### ■ 24bit Colour

Uses up to 16.8 million colours to scan the image. Although using **24bit Colour** creates an image with the most accurate colour reproduction, it requires the most memory and has the longest transfer time.

#### 3 Document Size

Document size is set to **Letter** by default. If you select **Custom**, you can specify the document size.

#### 4 Adjust Image

Click the **Adjust Image** button for adjusting the image.

# ■ Brightness

Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the brightness level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.

#### ■ Contrast

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

# NOTE

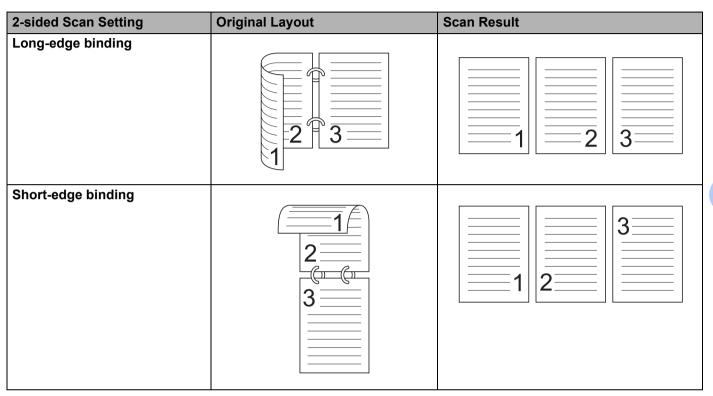
The Contrast setting is available only when setting Scan Type to Grey (Error Diffusion), True Grey or 24bit Colour.

#### ■ Reduce Noise

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

# 5 2-sided Scanning

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



# 6 PreScan

Click **PreScan** to preview your image and crop unwanted areas before scanning.

Cropping is available when 2-sided scanning setting is Off.

# **Scan Using Apple Image Capture (ICA Driver)**

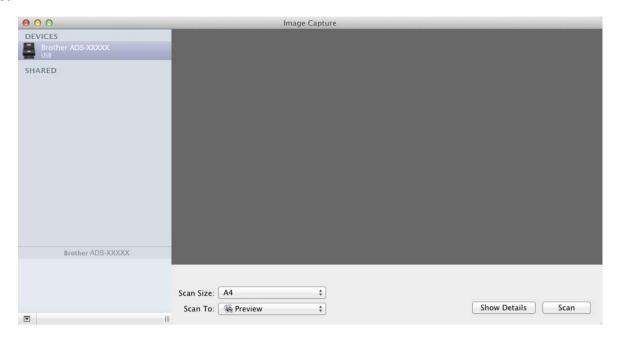
You can scan a document using the ICA driver. If you installed the Full Driver & Software Package from the Brother Solutions Center (<u>support.brother.com</u>), the ICA driver has been already installed on your computer. You can also scan directly using the **Image Capture** application.

# **Scan Using Apple Image Capture**

1 Launch the **Image Capture** application.

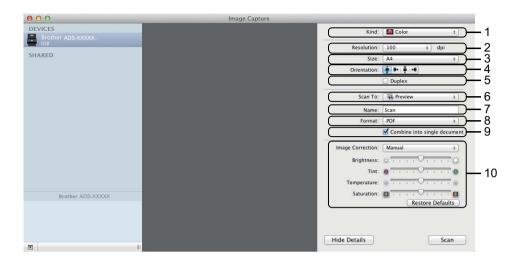


Select your machine from the **DEVICES** list on the left side of the window. Machines connected via wireless (ADS-2800W / ADS-3600W) or Ethernet LAN, appear in the **SHARED** list.



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

# **ICA Driver Settings**



To adjust image capture settings, click **Show Details**. Note that the item name and assignable value may vary depending on the machine.

#### 1 Kind

Allows you to select from Colour, Black & White or Text.

#### 2 Resolution

Specifies the document resolution you want.

# 3 Scan Size or Size

Specifies the paper size of the document.

#### 4 Orientation

Specifies the orientation of the document.

# 5 Duplex

Allows you to select the **Duplex** check box to perform 2-sided (duplex) scanning.

# 6 Scan To

Specifies the destination folder or destination application.

#### 7 Name

Allows you to enter the prefix text used for the name of the scanned image.

#### 8 Format

Specifies the file format of the scanned data.

# 9 Combine into single document

Allows you to scan a document as one item and save it as one file when selecting PDF or TIFF for the file format.

# 10 Image Correction

Depending on the **Kind** option selected, it allows you to configure the following settings:

Kind	Configurable Settings
Colour	Brightness, Tint, Temperature, Saturation
Black & White	Brightness, Contrast
Text	Threshold

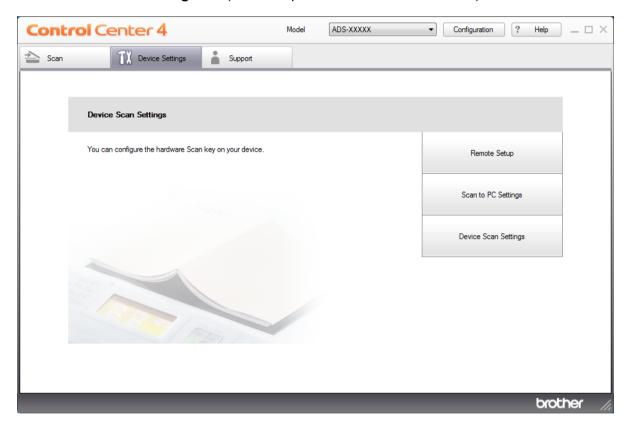
# 7

# **Scan Using the Control Panel**

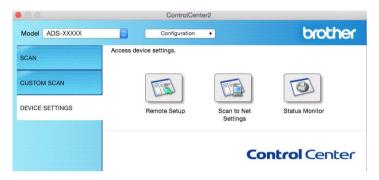
# Save Scanned Documents on Your Computer in Home Mode

(ADS-2400N / ADS-3000N)

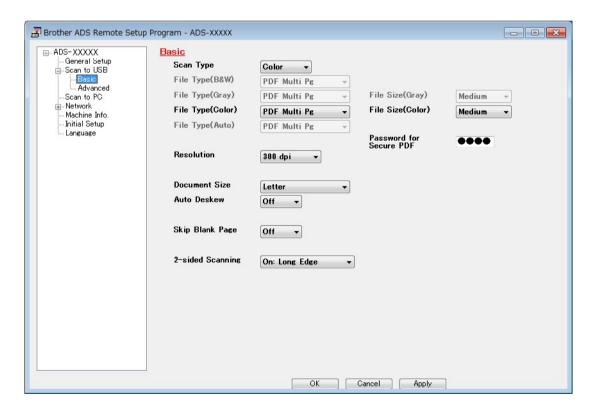
- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



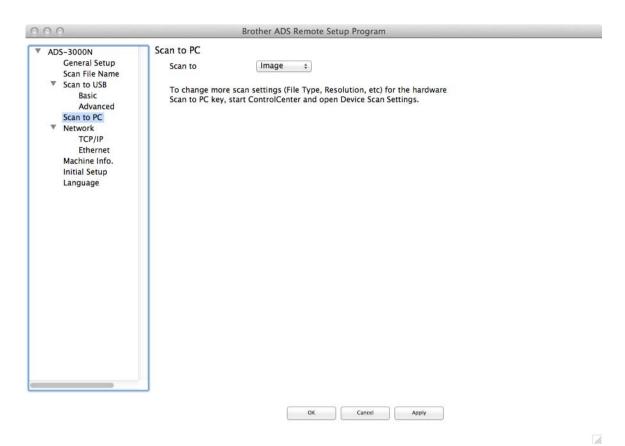
- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



- 2 Click the **Remote Setup** button. The Remote Setup window appears.
  - Windows®



#### ■ Macintosh



- 3 Select a scan-to action you want to assign (Image, OCR, E-mail, or File) from the drop-down menu.
- 4 Click **OK** to close the Remote Setup window.
- 5 Change other settings as needed (see *Change Scan to PC Settings (Windows®)* on page 210 or *Change Scan to PC Settings (Macintosh)* on page 218).
- 6 Load your document.
- 7 Press Scan to PC. The machine scans the document.

# **Save Scanned Documents on Your Computer in Advanced Mode**

(ADS-2400N / ADS-3000N)

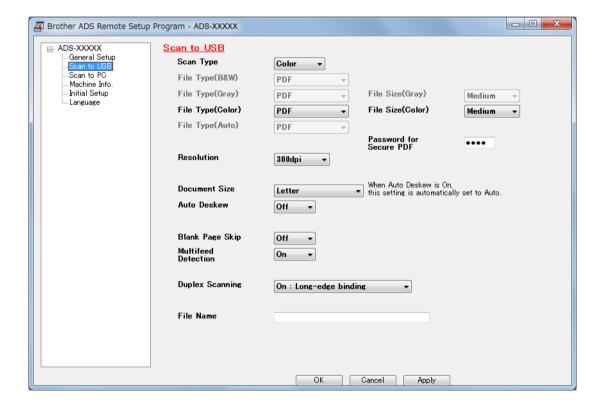
- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the tab (the example below uses Advanced Mode).



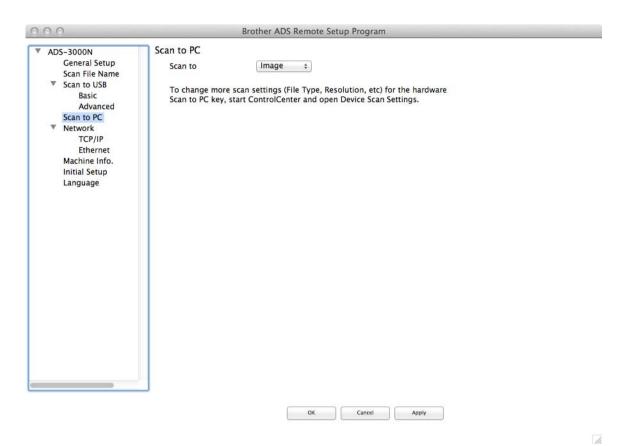
- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



- 2 Click the **Remote Setup** button. The Remote Setup window appears.
  - Windows®



#### ■ Macintosh



- 3 Select a scan-to action you want to assign (Image, OCR, E-mail, or File) from the drop-down menu.
- 4 Click **OK** to close the Remote Setup window.
- Change other settings as needed (see Change Scan to PC Settings (Windows®) on page 210 or Change Scan to PC Settings (Macintosh) on page 218).
- 6 Load your document.
- Press **Scan to PC**. The machine scans the document.

(ADS-2800W / ADS-3600W)

- 1 Load your document.
- Swipe left or right, or press 

  or 

  to display Scan 1.
- 3 Press to PC.
- 4 Swipe left or right to display the scan-to action you want to perform (to OCR, to File, to Image or to E-mail).
- 5 Press the scan-to action you want to perform, and then press OK.

- 6 Press Options.
- 7 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 225.)
  - 2-sided Scan
  - Scan Settings
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - Auto Deskew
  - Skip Blank Page
  - Advanced Settings
- 8 Press OK.
- If multiple computers are connected to the machine, press ▲ or ▼ to display the destination computer you want to save on.
  Press the destination computer.
- Press Start.
  The machine starts scanning.

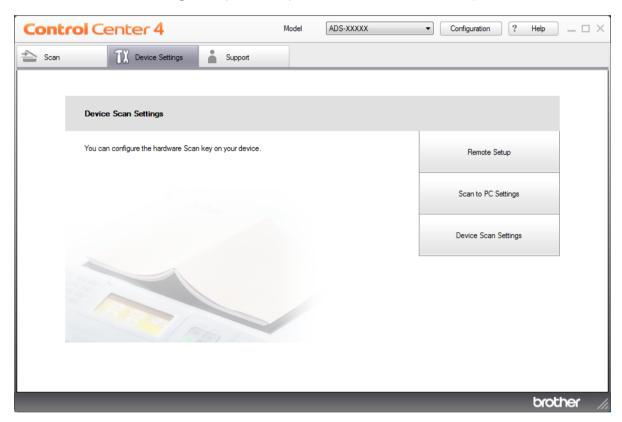
# NOTE

- You can configure the scan-to settings from your computer. See *Change Scan to PC Settings (Windows®)* on page 210 or *Change Scan to PC Settings (Macintosh)* on page 218.
- To save the settings as a shortcut, press Save as Shortcut. For more information, see Adding Scan Shortcuts on page 10.

# Save Scanned Documents on a USB Flash Drive

(ADS-2400N / ADS-3000N / ADS-2800W / ADS-3600W)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



# **NOTE**

If using Advanced Mode, click the (Settings) icon to access Device Settings.



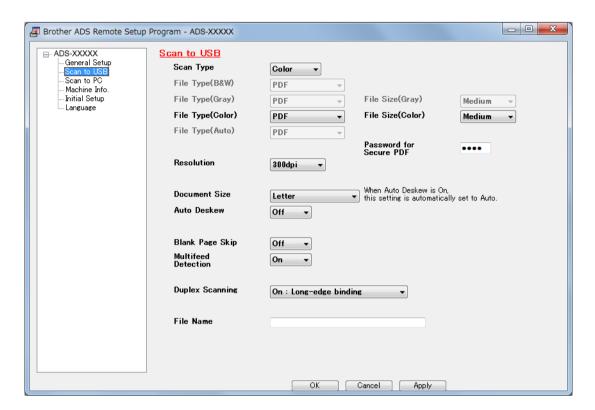
# ■ Macintosh

- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.

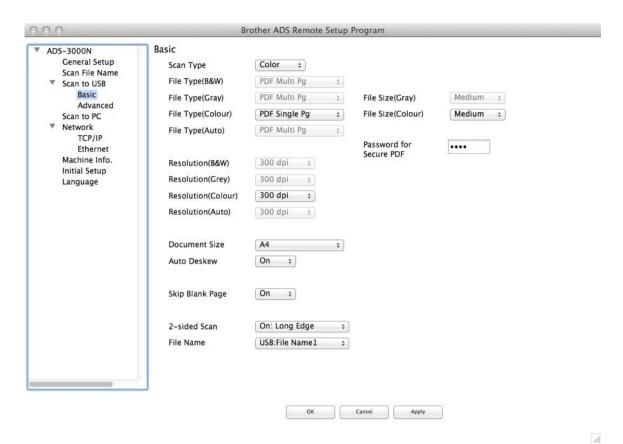


2 Click the **Remote Setup** button. The Remote Setup window appears.

- 3 Select **Scan to USB** in the folder tree, and then configure scan settings as needed.
  - Windows®



#### ■ Macintosh



- 4 Click **Apply** and then **OK**.
- 5 Insert a USB flash drive into the machine.
- 6 Load your document.
- Press Scan to USB on the control panel. The machine starts scanning.

# **NOTE**

The file name consists of the current date and a two-digit sequential number.

# (ADS-2800W / ADS-3600W)

- 1 Insert a USB flash drive into your machine.
- 2 Load your document.
- Swipe left or right, or press ◀ or ▶ to display Scan 3.
- 4 Press to USB.

- 6 Press Options.
- 6 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 225.)
  - 2-sided Scan
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - File Name
  - File Size
  - Auto Deskew
  - Skip Blank Page
  - Advanced Settings

#### NOTE

- To select Long Paper (up to 500cm 196.85in) for Document Size, use the following settings: Scan Type: Colour or Black & White
- To save your new settings as default settings, press Set New Default.
- To restore factory settings, press Factory Reset.
- 7 Press OK.
- 8 Press Start.
  The machine starts scanning, and then the scanned data is saved on the USB flash drive.

#### NOTE

To save the settings as a shortcut, press Save as Shortcut. For more information, see Adding Scan Shortcuts on page 10.

# **IMPORTANT**

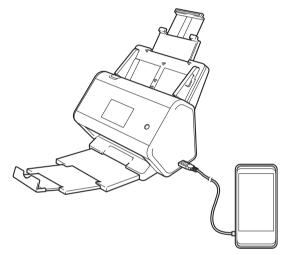
DO NOT remove the USB flash drive while the machine is scanning to the USB flash drive to avoid damaging the drive or the data stored on it.

# **Save Scanned Documents on Mobile Devices**

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

# **NOTE**

- This feature can be used with mobile devices that use the USB mass storage standard.
- The machine does not support charging any USB devices.
- Brother Image Viewer for Android<sup>™</sup>, which is available for download from Google Play (Android<sup>™</sup> Market), allows users to view or edit the scanned data. For more information, download the Brother Image Viewer for Android<sup>™</sup>.
- 1 Connect the machine to a mobile device with a USB cable supplied with your mobile device.



#### NOTE

The mobile device must be turned on before connecting to the machine.

- 2 Load your document.
  - If using ADS-2400N / ADS-3000N, go to 3.
  - $\blacksquare$  If using ADS-2800W / ADS-3600W, go to 4.
- (ADS-2400N / ADS-3000N)

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

- 4 (ADS-2800W / ADS-3600W)
  - 1. Swipe left or right, or press ◀ or ▶ to display Scan 3.
  - 2. Press to USB.
  - 3. Press Options.
  - 4. Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 225.)
  - 2-sided Scan
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - File Name
  - File Name Style
  - File Size
  - Auto Deskew
  - Skip Blank Page
  - Advanced Settings
- 5 Press ok.

#### NOTE

- To save your new settings as default settings, press Set New Default.
- To restore factory settings, press Factory Reset.
- If you insert a USB after the machine turns on, the screen will automatically appear Options screen.
- 6 Press Start.

The machine starts scanning and saves the scanned data on the mobile device.

# **NOTE**

To save the settings as a shortcut, press Save as Shortcut. For more information, see Adding Scan Shortcuts on page 10.

# Scan Documents to an FTP Server

When you select Scan to FTP, you can scan a black and white or Colour document directly to an FTP server on your local network, or on the Internet.

The details required to use Scan to FTP can be entered using Web Based Management to set up and store the details in an FTP Profile.

#### NOTE

- Scan to FTP is available when FTP profiles are configured using Web Based Management.
- We recommend Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 8/10/11 for Windows<sup>®</sup> and Safari 8.0 for Macintosh. Also make sure your web browser has both Javascript and cookies enabled. If using a different web browser, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

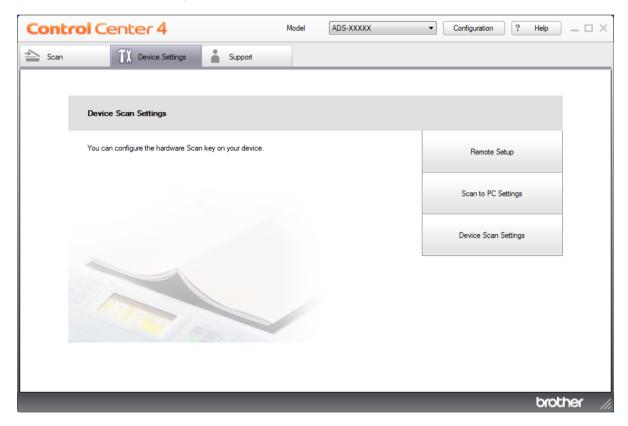
## **Start Web Based Management**

#### NOTE

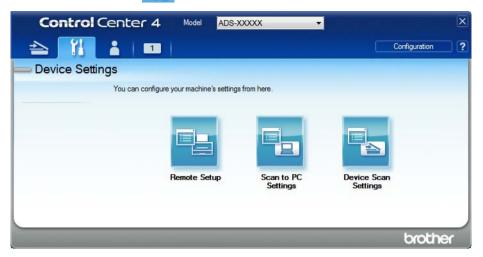
To use Web Based Management you must set up the machine using the wireless (ADS-2800W / ADS-3600W) network method with the installation DVD-ROM (see the *Quick Setup Guide*).

### (ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).

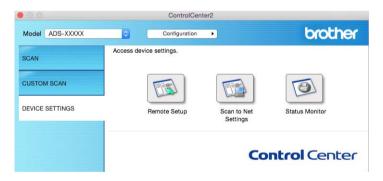


If using Advanced Mode, click the [1] (Settings) icon to access Device Settings.



#### ■ Macintosh

- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Scan to Net Settings** button. The Web Based Management window will appear.

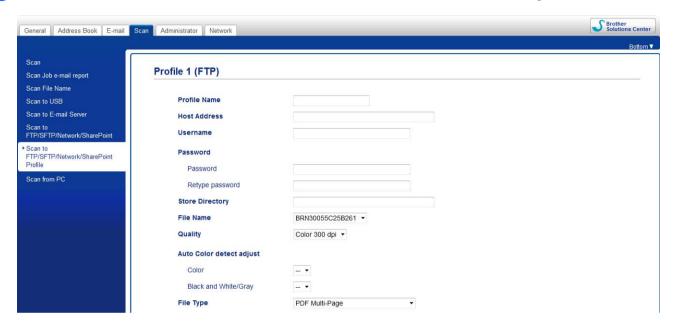
(ADS-2800W / ADS-3600W)

Start your web browser.

In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2. You can use the machine's LCD to find its IP address. No password is required by default. If you have previously set a password, type it, and then press  $\Rightarrow$ .

## **Configure the FTP Default Settings**

- Click the Scan tab.
- 2 Click the Scan to FTP/SFTP/Network/SharePoint menu in the left navigation bar.
- 3 Select the FTP option, and then click Submit.
- Click the Scan to FTP/SFTP/Network/SharePoint Profile menu in the left navigation bar.



- 5 Select the profile you want to set up or change.
- 6 In the **Profile Name** field, type a name for this server profile (up to 15 alphanumeric characters). This name is displayed in the **Destination** field when you click **Scan to Network Device** in the left navigation bar (ADS-2400N / ADS-3000N) or on the Touchscreen of the machine (ADS-2800W / ADS-3600W).
- In the **Host Address** field, type the Host Address (for example: "ftp.example.com"; up to 64 characters) or the IP address (for example: "192.23.56.189"), and type the path (up to 60 characters) to the folder on the FTP server where you want to send your scanned data. Do not type a slash mark at the beginning of the path.
- 8 In the **Username** field, type the user name (up to 32 characters) that has permission to write data to the FTP server.
- 9 In the **Password** field, type the password (up to 32 characters) associated with the user name you entered in the **Username** field. Type the password again in the **Retype Password** field.
- In the **Store Directory** field, enter the destination folder where your document will be stored on the FTP server (up to 60 characters).

- Click the **File Name** drop-down list, and then select a file name prefix from the three preset names provided, or from fourteen user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the scanner counter and the file extension (for example: "Estimate\_098765.pdf").
- 2 Select the Colour or Black and White/Grey options to adjust the detection level.
- Choose the quality, file type, document size, file size, brightness, contrast and 2-sided scan options you want to use for the scanned data. The following settings can be changed:

Setting	Options	Description
Setting Quality	Colour 100 dpi Colour 150 dpi Colour 200 dpi Colour 300 dpi Colour 600 dpi Colour Auto Grey 100 dpi Grey 150 dpi Grey 200 dpi Grey 300 dpi Grey 600 dpi Grey Auto B&W 100 dpi B&W 150 dpi B&W 200 dpi B&W 200 dpi B&W 300 dpi B&W 300 dpi B&W Auto Auto 100 dpi Auto 150 dpi	■ You can select a scanning quality from the Quality drop-down list. Higher qualities need more memory and transfer time, but produce finer scanned images.  ■ If you select User Select, you must select the setting from the control panel of the machine.
	_	
	Auto 200 dpi Auto 300 dpi Auto 600 dpi	
	Auto User Select	

Setting	Options	Description
File Type	PDF Single-Page	■ You can select the file type you want to use for the scanned data.
	PDF Multi-Page JPEG	■ If you select <b>Secure PDF</b> , the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning.
	PDF/A Single-Page PDF/A Multi-Page Secure PDF	■ If you select <b>Signed PDF</b> , you must install a certificate to your machine using Web Based Management. Select <b>Signed PDF</b> from <b>Administrator</b> in Web Based Management. See the <i>Network User's Guide</i> .
	Single-Page Secure PDF Multi-Page	PDF/A is a PDF file format intended for long-term archiving. This format contains all the information necessary to reproduce the document after long-term storage.
	Signed PDF Single-Page	Signed PDF helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.
	Signed PDF Multi-Page	You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS if you select Colour or Grey in Quality.
	High Compression PDF Single-Page	■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF if you select B&W in Quality.
	High Compression	■ You can select PDF, Secure PDF or Signed PDF if you select Auto
	PDF Multi-Page	in Quality.  If you select User Select, you must select the setting from the control panel of the machine.
	XPS TIFF Single-Page TIFF Multi-Page User Select	panel of the machine.  ■ If you select <b>High Compression PDF</b> , you can select only <b>Colour 300dpi/Grey 300dpi</b> .
Document Size	Auto A4 Letter	■ If you select <b>Auto</b> , you can scan documents of any size without making any adjustments to <b>Document Size</b> . For faster scan speeds, you can select the exact size of your document from the <b>Document Size</b> drop-down list.
	Legal	■ If you select <b>600 dpi</b> for <b>Quality</b> , you cannot select <b>Auto</b> .
	B5 A5 B6	■ When Auto Deskew is set to Off, you can select A4, Letter, Legal, B5, A5, B6, A6, Business Card or Long Paper (when Auto XXX dpi is not selected as the Quality).
	A6	■ You can select <b>Long Paper</b> if you configure the settings as follows:
	Business Card	Quality: other than Auto
	Long Paper	• Auto Deskew: Off
File Size	Small	Skip Blank Page: Off      Nov and adjust the file size for the accuracy data.
File Size	Small Medium	<ul> <li>You can adjust the file size for the scanned data.</li> <li>If you select Colour or Grey in Quality, select the file size for the scanned data from the drop-down list.</li> </ul>
	Large User Select	If you select <b>User Select</b> , you must select the setting from the control panel of the machine.

Setting	Options	Description
2-sided Scan Off Long edge When using 2-sided scanning, select Long layout of the data file's pages matches your	Off	When using 2-sided scanning, select <b>Long edge</b> or <b>Short edge</b> so the
	layout of the data file's pages matches your original.	
	Short edge	
Brightness	-50	Adjust the setting (-50 to 50) to get the best image. The default value of
	-40	0 represents an average and is usually suitable for most images. If the scanned image is too light, set a lower Brightness level and scan the
	-30	document again.
	-20	If the image is too dark, set a higher Brightness level and scan the
	-10	document again.
	0	
	+10	
	+20	
	+30	
	+40	
	+50	
Contrast	-50	Adjust the setting (-50 to 50) to get the best image. The default value of
	-40	0 represents an average and is usually suitable for most images.  An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.
	-30	
	-20	a accreace in come in gray areas:
	-10	
	0	
	+10	
	+20	
	+30	
	+40	
	+50	

- In the **Margin Settings**, enter a value between -3 and 3 to add or remove a specific margin at the edge of the image.
- 15 Set **Auto Deskew** 1 to **Auto** if you want to correct the skew (less than 9 mm from the centre of the document to the edge) of the scanned data.
- 16 To remove blank pages of the document from the scanned data, set **Skip Blank Page** 1 to **On**.
- 17 Select a value between -5 and 5 from the drop-down list to adjust the Skip Blank Page sensitivity.
- 18 To continue scanning, set Continuous Scan to On.
- 19 Set the **Passive Mode** option to **Off** or **On** depending on your FTP server and network firewall configuration. The default setting is **On**. In most cases this setting does not need to be changed.

- Change the **Port Number** setting used to access the FTP server. The default for this setting is port 21. In most cases this setting does not need to be changed.
- 21 Click Submit.
- Depending on the condition of the original document, this function may not work correctly.

Using the following characters: ?, /, \, ", :, <, >, | or \* may cause a sending error.

## **Scan Using FTP Server Profiles**

#### NOTE

- If you have set up the machine using the USB interface method, you must set up the machine using the wireless (ADS-2800W / ADS-3600W) network method with the installation DVD-ROM (see the *Quick Setup Guide*) to use the Scan to FTP feature.
- Before starting Scan to FTP, you must configure the Scan to FTP profile (see Scan Documents to an FTP Server on page 165).

#### (ADS-2400N / ADS-3000N)

- 1 Load your document.
- Press the 1, 2 or 3 button to which you have assigned the Scan to FTP feature. The machine starts scanning.

  To assign the scan feature to the Network Device key, see Assign the Scan Feature to the Network Device Key 1-3 on page 29.

#### (ADS-2800W / ADS-3600W)

- 1 Load your document.
- Press ◀ or ▶ to display to FTP/SFTP.
- 3 Press to FTP/SFTP.
- Press ▲ or ▼ to choose one of the FTP server profiles listed. Do one of the following:
  - If the Scan to FTP profile is complete, go to 3.
  - If the Scan to FTP profile is not complete, go to **⑤**.
- 5 Press Options.

- 6 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see on page 225.)
  - 2-sided Scan
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - File Name
  - File Name Style
  - File Size
  - Auto Deskew
  - Skip Blank Page
  - User Name
  - Advanced Settings

To save the profile as a shortcut, press Save as Shortcut.

- 7 Press OK.
- 8 Press Start.

The Touchscreen displays Connecting. If the connection to the FTP server is successful, the machine starts scanning.

## Scan Documents to an SFTP Server

When you select Scan to SFTP, you can scan a black and white or colour document directly to an SFTP server on your local network, or on the Internet.

The details required to use Scan to SFTP can be entered using Web Based Management to set up and store the details in an SFTP Profile.

#### NOTE

- Scan to SFTP is available when SFTP profiles are configured using Web Based Management.
- We recommend Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 8/10/11 for Windows<sup>®</sup> and Safari 8.0 for Macintosh. Also make sure your web browser has both Javascript and cookies enabled. If using a different web browser, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

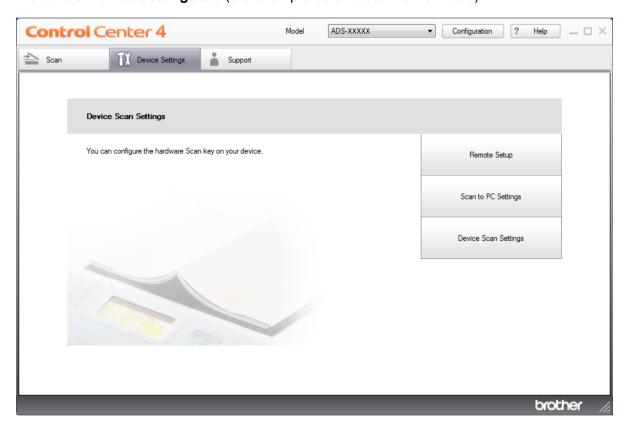
## **Start Web Based Management**

#### NOTE

If you have set up the machine using the USB interface method, you must set up the machine using the wireless network method with the installation DVD-ROM (see the *Quick Setup Guide*) to use Web Based Management.

### (ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



If using Advanced Mode, click the (Settings) icon to access Device Settings.



- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Scan to Net Settings** button. The Web Based Management window appears.

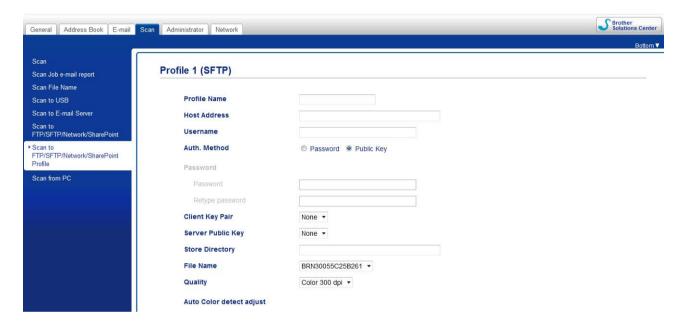
(ADS-2800W / ADS-3600W)

Start your web browser.

In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2. You can use the machine's LCD to find its IP address. No password is required by default. If you have previously set a password, type it, and then press  $\Rightarrow$ .

## **Configure the SFTP Default Settings**

- 1 Click the Scan tab.
- Click the Scan to FTP/SFTP/Network/SharePoint menu in the left navigation bar.
- Select the SFTP option, and then click Submit.
- Click the Scan to FTP/SFTP/Network/SharePoint Profile menu in the left navigation bar.



- 5 Select the profile you want to set up or change.
- 6 In the **Profile Name** field, type a name for this server profile (up to 15 alphanumeric characters). This name is displayed in **Destination** in **Scan to Network Device** from the **Scan** tab (ADS-2400N / ADS-3000N) or on the Touchscreen of the machine (ADS-2800W / ADS-3600W).
- In the **Host Address** field, type the Host Address (for example: "sftp.example.com"; up to 64 characters) or the IP address (for example: "192.23.56.189"), and type the path (up to 60 characters) to the folder on the FTP server where you want to send your scanned data. Do not type a slash mark at the beginning of the path.
- 8 In the **Username** field, type the user name (up to 32 characters) that has permission to write data to the SFTP server.
- 9 In the Auth. Method field, select Password or Public Key.
- Do one of the following:
  - If you select **Password**, type the password (up to 32 characters) associated with the user name you typed in the **Username** field. Type the password again in the **Retype Password** field.
  - If you select **Public Key**, select the authentication type from the **Client Key Pair** dropdown list.

- Select the authentication type from the **Server Public Key** drop-down list.
- 12 In the **Store Directory** field, enter the destination folder where your document will be stored on the FTP server (up to 60 characters).
- Click the **File Name** drop-down list, and then select a file name prefix from the three preset names provided, or from fourteen user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the scanner counter and the file extension (for example: "Estimate 098765.pdf").
- Choose the quality, file type, document size, file size, 2-sided scan, brightness and contrast options you want to use for the scanned data. The following settings can be changed.

Setting Options	Description
Colour 100 dpi Colour 200 dpi Colour 300 dpi Colour 600 dpi Colour Auto Grey 100 dpi Grey 150 dpi Grey 200 dpi Grey 300 dpi Grey 600 dpi Grey Auto B&W 100 dpi B&W 150 dpi B&W 200 dpi B&W 300 dpi B&W 300 dpi B&W Auto Auto 100 dpi Auto 150 dpi Auto 200 dpi Auto 300 dpi Auto 600 dpi Auto User Select	<ul> <li>You can select a scanning quality from the Quality drop-down list. Higher qualities need more memory and transfer time, but produce finer scanned images.</li> <li>If you select User Select, you must select the setting from your machine's control panel.</li> </ul>

Setting	Options	Description
File Type	PDF Single-Page	■ You can select the file type you want to use for the scanned data.
	PDF Multi-Page JPEG	■ If you select <b>Secure PDF</b> , the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning.
	PDF/A Single-Page PDF/A Multi-Page Secure PDF	■ If you select <b>Signed PDF</b> , you must install a certificate to your machine using Web Based Management. Select <b>Signed PDF</b> from <b>Administrator</b> in Web Based Management. See the <i>Network User's Guide</i> .
	Single-Page Secure PDF Multi-Page	■ PDF/A is a PDF file format intended for long-term archiving. This format contains all the information necessary to reproduce the document after long-term storage.
	Signed PDF Single-Page	Signed PDF helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.
	Signed PDF Multi-Page	You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS if you select Colour or Grey in Quality.
	High Compression PDF Single-Page	■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF if you select B&W in Quality.
	High Compression PDF Multi-Page	You can select PDF, Secure PDF or Signed PDF if you select Auto in Quality.
	XPS TIFF Single-Page	■ If you select <b>User Select</b> , you must select the setting from the control panel of the machine.
	TIFF Multi-Page	■ If you select <b>High Compression PDF</b> , you can select only <b>Colour 300dpi</b> or <b>Grey 300dpi</b> .
	User Select	
Document Size	Auto A4 Letter	If you select Auto, you can scan documents of any size without making any adjustments to Document Size. For faster scan speeds, you can select the exact size of your document from the Document Size drop-down list.
	Legal	■ If you select <b>600 dpi</b> for <b>Quality</b> , you cannot select <b>Auto</b> .
	B5 A5 B6	■ When Auto Deskew is set to Off, you can select A4, Letter, Legal, B5, A5, B6, A6, Business Card or Long Paper (when Auto XXX dpi is not selected as the Quality).
	A6	<ul><li>You can select Long Paper if you configure the settings as follows:</li><li>Quality: other than Auto</li></ul>
	<b>Business Card</b>	Auto Deskew: Off
	Long Paper	Skip Blank Page: Off
	User Select	Colour Type: Auto
File Size	Small	You can adjust the file size for the scanned data.
	Medium Large	■ If you select <b>Colour</b> or <b>Grey</b> in <b>Quality</b> , select the file size for the scanned data from the drop-down list.
	User Select	■ If you select <b>User Select</b> , you must select the setting from the control panel of the machine.

Setting	Options	Description
2-sided Scan	Off Long edge Short edge	To scan both sides of the document, select <b>Long edge</b> or <b>Short edge</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.
Brightness	-50 -40 -30	Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. If the scanned image is too light, set a lower Brightness level and scan the document again.
	-20 -10 0	If the image is too dark, set a higher Brightness level and scan the document again.
	+10 +20 +30	
	+40 +50	
Contrast	-50 -40 -30 -20 -10	Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images.  An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.
	+10 +20 +30 +40 +50	

- 5 Select the Colour or Black and White/Grey to adjust the detection level.
- 16 In the **Margin Settings**, enter a value between -3 and 3 to add or remove a specific margin at the edge of the image.
- 17 Set **Auto Deskew** 1 to **Auto** if you want to correct the skew (less than 9 mm from the centre of the document to the edge) of the scanned data.
- 18 If you want to remove blank pages of the document from the scanned data, set **Skip Blank Page** 1 to **On**.
- 19 Select a value between -5 and 5 from the drop-down list to adjust the **Skip Blank Page sensitivity**.
- 20 To continue scanning, set Continuous Scan to On.

- Change the **Port Number** setting used to access the FTP server. The default for this setting is port 21. In most cases this setting does not need to be changed.
- 22 Click Submit.
- Depending on the condition of the original document, this function may not work correctly.

Using the following characters: ?, /, \, ", :, <, >, | or \* may cause a sending error.

## Scan Using SFTP Server Profiles

#### NOTE

- If you have set up the machine using the USB interface method, you must set up the machine using the wireless network method with the installation DVD-ROM (see the *Quick Setup Guide*) to use the Scan to SFTP feature.
- Before starting Scan to SFTP, you must configure the Scan to SFTP profile (see Scan Documents to an SFTP Server on page 174).

#### (ADS-2400N / ADS-3000N)

- 1 Load your document.
- Press the 1, 12 or 13 button to which you have assigned the Scan to SFTP feature. The machine starts scanning.

To assign the scan feature to the Network Device key, see Assign the Scan Feature to the Network Device Key 1-3 on page 29.

#### (ADS-2800W / ADS-3600W)

- 1 Load your document.
- 3 Press to FTP/SFTP.
- Press ▲ or ▼ to select one of the SFTP server profiles listed. Do one of the following:
  - If the Scan to SFTP profile is complete, go to <a>®</a>.
  - If the Scan to SFTP profile is not complete, go to 6.
- 5 Press Options.

- 6 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 225.)
  - 2-sided Scan
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - File Name
  - File Name Style
  - File Size
  - Auto Deskew
  - Skip Blank Page
  - User Name
  - Advanced Settings

To save the profile as a shortcut, press Save as Shortcut.

7 Press Start.

The Touchscreen displays Connecting. If the connection to the SFTP server is successful, the machine starts scanning.

## Scan Documents to a Shared Folder / Network Location (Windows®)

When you select Scan to Network, you can scan documents directly to a shared folder located on your local network or the Internet.

The details required to use Scan to Network can be entered using Web Based Management to set up and store the details in a Scan to Network profile. The Scan to Network profile stores user information and configuration settings for use on a network, or the Internet.

#### NOTE

- Scan to Network is available when Scan to Network profiles are configured using Web Based Management.
- You must configure the SNTP protocol (network time server), or set the date, time, and time zone correctly for authentication. For more information, see the *Network User's Guide*.
- We recommend Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 8/10/11. Also make sure your web browser has both Javascript and cookies enabled. If using a different web browser, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

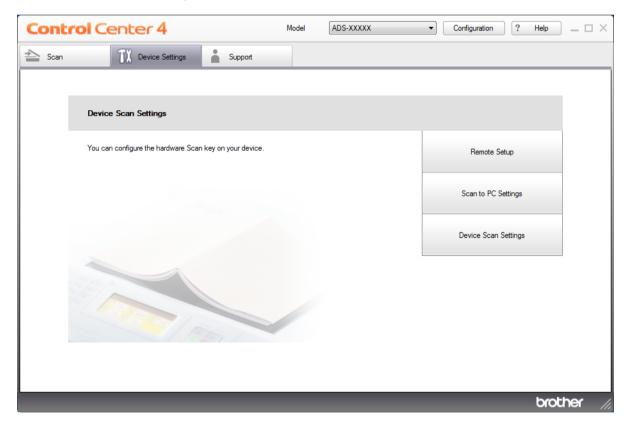
## **Start Web Based Management**

#### NOTE

To use Web Based Management you must set up the machine using the wireless (ADS-2800W / ADS-3600W) network method with the installation DVD-ROM (see the *Quick Setup Guide*).

### (ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



If using Advanced Mode, click the [ (Settings) icon to access Device Settings.



- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Scan to Net Settings** button. The Web Based Management window appears.

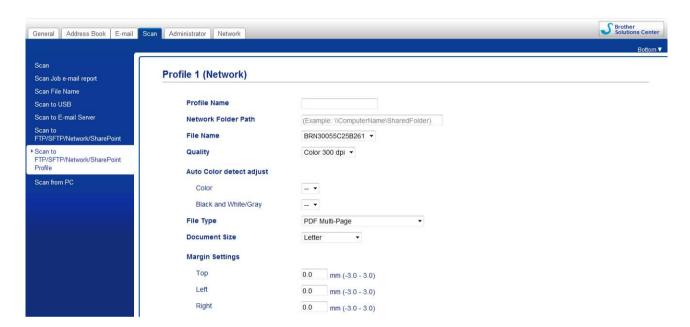
(ADS-2800W / ADS-3600W)

Start your web browser.

In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2. You can use the machine's LCD to find its IP address. If you have previously set a password, type it, and then press  $\Rightarrow$ .

## **Configure the Scan to Network Default Settings**

- Click the Scan tab.
- 2 Click the Scan to FTP/SFTP/Network/SharePoint, menu in the left navigation bar.
- Select the Network option, and then click Submit.
- Click the Scan to FTP/SFTP/Network/SharePoint Profile menu in the left navigation bar.



- 5 Select the profile you want to set up or change.
- 6 In the **Profile Name** field, type a name for this server profile (up to 15 alphanumeric characters). This name is displayed in **Destination** in **Scan to Network Device** from the **Scan** tab (ADS-2400N / ADS-3000N) or on the Touchscreen of the machine (ADS-2800W / ADS-3600W).
- 7 The **Network Folder Path** is the destination address (for example \\ComputerName\SharedFolder) (up to 255 characters).
- 8 Click the **File Name** drop-down list, and then select a file name prefix from the three preset names provided, or from fourteen user-defined names. The file name used for the scanned document will be the file name prefix you select, followed by the last six digits of the scanner counter and the file extension (for example: "Estimate\_098765.pdf").
- In the Margin Settings, enter a value between -3 and 3 to add or remove a specific margin at the edge of the image.
- 10 Choose the quality, file type, document size, file size, 2-sided scan, brightness and contrast settings to use for the scanned data. The following settings can be changed:

Setting	Options	Description
File Type	PDF Single-Page	■ You can select the file type you want to use for the scanned data.
	PDF Multi-Page	■ If you select <b>Secure PDF</b> , the machine will ask you to enter a 4 digit
	JPEG	password using numbers 0-9 before it starts scanning.
	PDF/A Single-Page	If you select Signed PDF, you must install a certificate to your machine using Web Based Management. Select Signed PDF from
	PDF/A Multi-Page	Administrator in Web Based Management. See the Network User's
	Secure PDF Single-Page	Guide.  ■ PDE/A is a PDE file format intended for long term archiving. This
	Secure PDF Multi-Page	■ PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.
	Signed PDF Single-Page	Signed PDF helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.
	Signed PDF Multi-Page	■ You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS when you select Colour or Grey in Quality.
	High Compression PDF Single-Page	■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF when you select B&W in Quality.
	High Compression PDF Multi-Page	You can select PDF, Secure PDF or Signed PDF when you select Auto in Quality.
	XPS	■ If you select <b>User Select</b> , you must select the setting from the control
	TIFF Single-Page	panel of the machine.
	TIFF Multi-Page	If you select High Compression PDF, you can select only Colour 300dpi or Grey 300dpi.
	User Select	
Document Size	Auto	If you select Auto, you can scan documents of any size without making any adjustments to Document Size. For faster scan speeds,
	A4 Letter	you can select the exact size of your document from the <b>Document Size</b> drop-down list.
	Legal	■ If you select <b>600 dpi</b> for <b>Quality</b> , you cannot select <b>Auto</b> .
	B5	■ When Auto Deskew is set to Off, you can select A4, Letter, Legal,
	A5	B5, A5, B6, A6, Business Card or Long Paper (when Auto XXX dpi is not selected as the Quality).
	B6	■ You can select <b>Long Paper</b> when you configure the settings as
	A6	follows:
	Business Card	Quality: other than Auto
	Long Paper	Auto Deskew: Off
	User Select	Skip Blank Page: Off
		Colour Type: Auto
File Size	Small	You can adjust the file size for the scanned data.
	Medium Large	If you select Colour or Grey in Quality, select the file size for the scanned data from the drop-down list.
	User Select	■ If you select <b>User Select</b> , you must select the setting from the control panel of the machine.

Setting	Options	Description
2-sided Scan	Off Long edge Short edge	To scan both sides of the document, select <b>Long edge</b> or <b>Short edge</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.
Brightness	-50 -40 -30	Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. If the scanned image is too light, set a lower Brightness level and scan the document again.
	-20 -10 0 +10 +20 +30 +40	If the image is too dark, set a higher Brightness level and scan the document again.
Contrast	-50 -40 -30 -20 -10 0 +10 +20 +30 +40 +50	Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images.  An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.

- 11 Select the Colour or Black and White/Grey to adjust the detection level.
- Set **Auto Deskew** <sup>1</sup> to **Auto** if you want to correct the skew (less than 9 mm from the centre of the document to the edge) of the scanned data.
- 13 To remove blank pages of the document from the scanned data, set **Skip Blank Page** 1 to **Auto**.
- Select a value between -5 and 5 from the drop-down list to adjust the **Skip Blank Page sensitivity**.
- 15 To continue scanning, set Continuous Scan to On.
- To protect the profile, choose **On** from **Use PIN for Authentication** and enter a 4-digit PIN number in **PIN Code**.

- Select the authentication method. You can choose **Auto**, **Kerberos** or **NTLMv2**. If you choose **Auto**, the authentication method will be detected automatically.
- B Enter the **Username** that has been registered with the CIFS server for the machine (up to 96 characters).
- 19 Enter the **Password** for access to the CIFS server (up to 32 characters).
- 20 Click Submit.
- Select Date&Time from the General tab.
- 22 Enter the date and time used on the CIFS server.
- Select the time zone from the drop-down list.
- 24 Click Submit.

## Scan Using Scan to Network Profiles

(ADS-2400N / ADS-3000N)

- 1 Load your document.
- 2 Press the 1, 2 or 3 button to which you have assigned the Network Scan feature. The machine starts scanning.

(ADS-2800W / ADS-3600W)

- 1 Load your document.
- Swipe left or right, or press ◀ or ▶ to display Scan 1.
- 3 Press to Network.
- Press ▲ or ▼ to choose one of Network server profiles listed.

If the Touchscreen prompts you to enter a PIN, enter the four-digit PIN number for the profile on the Touchscreen.

Press OK.

Do one of the following:

- If the Scan to Network profile is complete, go to ⑧.
- If the Scan to Network profile is not complete, go to **⑤**.
- 5 Press Options.

Depending on the condition of the original document, this function may not work correctly.

- 6 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 225.)
  - 2-sided Scan
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - File Name
  - File Name Style
  - File Size
  - Auto Deskew
  - Skip Blank Page
  - User Name
  - Advanced Settings

- If you select Secure PDF for File Type, the machine asks you to enter a four-digit password using numbers 0-9 before it starts scanning.
- If you select Signed PDF for File Type, you must install a certificate to your machine, and then configure the certificate using Web Based Management.
- To save the settings as a shortcut, press Save as Shortcut.
- 7 Press OK.
- 8 Press Start.

The Touchscreen displays Connecting. If the connection to the Network is successful, the machine starts scanning.

## **Scan Documents to SharePoint**

When you select Scan to SharePoint, you can scan a black and white or colour document directly to a SharePoint server.

The details required to use Scan to SharePoint can be entered using Web Based Management to set up and store the details in an SharePoint Profile.

#### NOTE

- Scan to SharePoint is available when SharePoint profiles are configured using Web Based Management.
- We recommend Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 8/10/11 for Windows<sup>®</sup> and Safari 8.0 for Macintosh. Also make sure your web browser has both Javascript and cookies enabled. If using a different web browser, make sure it is compatible with HTTP 1.0 and HTTP 1.1.

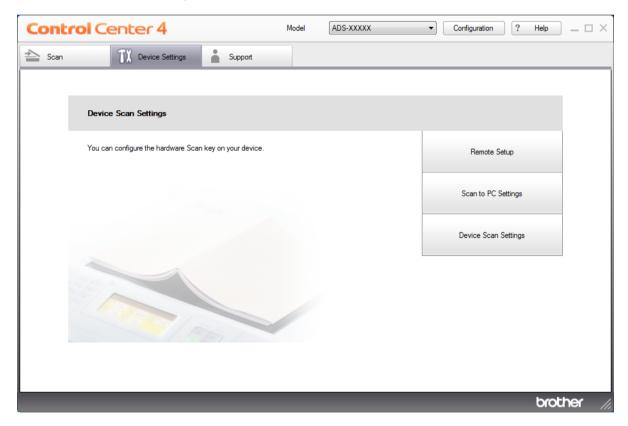
## **Start Web Based Management**

#### NOTE

To use Web Based Management you must set up the machine using the wireless network method with the installation DVD-ROM (see the *Quick Setup Guide*).

### (ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).

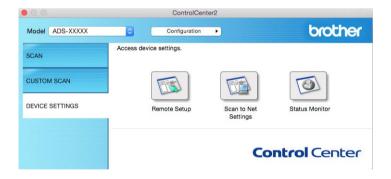


If using Advanced Mode, click the (Settings) icon to access Device Settings.



#### ■ Macintosh

- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Scan to Net Settings** button. The Web Based Management window appears.

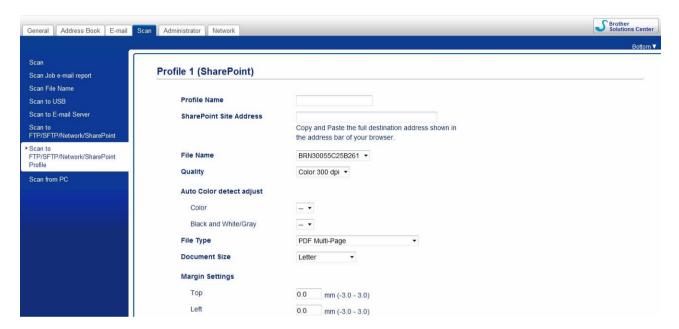
(ADS-2800W / ADS-3600W)

Start your web browser.

In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2. You can use the machine's LCD to find its IP address. If you have previously set a password, type it, and then press .

## Set up a Scan to SharePoint Profile

- Click the Scan tab.
- 2 Click the Scan to FTP/SFTP/Network/SharePoint menu in the left navigation bar.
- Select the Share Point option, and then click Submit.
- 4 Click the Scan to FTP/SFTP/Network/SharePoint Profile menu in the left navigation bar.



- 5 Select the profile you want to set up or change.
- 6 In the **Profile Name** field, type a name for this server profile (up to 15 alphanumeric characters). This name is displayed in **Destination** in **Scan to Network Device** from the **Scan** tab (ADS-2400N / ADS-3000N) or on the Touchscreen of the machine (ADS-2800W / ADS-3600W).
- In the **SharePoint Site Address** field, copy and paste the full destination address (for example: "ftp.example.com"; up to 64 characters) or the IP address (for example: "192.23.56.189").
- 8 Click the **File Name** drop-down list, and then select a file name prefix from the three preset names provided, or from fourteen user-defined names. The file name used for the scanned document will be the file name prefix you selected, followed by the last six digits of the ADF scanner counter and the file extension (for example: "Estimate\_098765.pdf").
- Select the Colour or Black and White/Grey to adjust the detection level.

10 Choose the quality, file type, document size and 2-sided scan you want to use for the scanned data. The following settings can be changed:

Setting	Options	Description
Quality	Colour 100 dpi Colour 150 dpi Colour 200 dpi Colour 300 dpi Colour 600 dpi Colour Auto Grey 100 dpi Grey 150 dpi Grey 200 dpi Grey 300 dpi Grey 600 dpi Grey Auto B&W 100 dpi B&W 150 dpi B&W 200 dpi B&W 200 dpi B&W 300 dpi B&W 300 dpi Auto 100 dpi Auto 150 dpi Auto 200 dpi Auto 300 dpi Auto 600 dpi Auto	<ul> <li>You can select a scanning quality from the Quality drop-down list. Higher qualities need more memory and transfer time, but produce finer scanned images.</li> <li>If you select User Select, you must select the setting from the control panel of the machine.</li> </ul>

Setting	Options	Description
File Type	PDF Single-Page	■ You can select the file type you want to use for the scanned data.
	PDF Multi-Page JPEG	■ If you select <b>Secure PDF</b> , the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning.
	PDF/A Single-Page PDF/A Multi-Page Secure PDF	■ If you select <b>Signed PDF</b> , you must install a certificate to your machine using Web Based Management. Select <b>Signed PDF</b> from <b>Administrator</b> in Web Based Management. See the <i>Network User's Guide</i> .
	Single-Page Secure PDF Multi-Page	■ PDF/A is a PDF file format intended for long-term archiving. This format contains all the information necessary to reproduce the document after long-term storage.
	Signed PDF Single-Page	Signed PDF helps prevent data tampering and the impersonation of an author by including a digital certificate within the document.
	Signed PDF Multi-Page	You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS if you select Colour or Grey in Quality.
	High Compression PDF Single-Page	■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF if you select B&W in Quality.
	High Compression PDF Multi-Page	You can select PDF, Secure PDF or Signed PDF if you select Auto in Quality.
	XPS TIFF Single-Page	■ If you select <b>User Select</b> , you must select the setting from the control panel of the machine.
	TIFF Multi-Page	■ If you select <b>High Compression PDF</b> , you can select only <b>Colour 300dpi</b> or <b>Grey 300dpi</b> .
	User Select	
Document Size	Auto A4 Letter	If you select Auto, you can scan documents of any size without making any adjustments to Document Size. For faster scan speeds, you can select the exact size of your document from the Document Size drop-down list.
	Legal	■ If you select <b>600 dpi</b> for <b>Quality</b> , you cannot select <b>Auto</b> .
	B5 A5 B6	■ When Auto Deskew is set to Off, you can select A4, Letter, Legal, B5, A5, B6, A6, Business Card or Long Paper (when Auto XXX dpi is not selected as the Quality).
	A6	<ul><li>You can select Long Paper if you configure the settings as follows:</li><li>Quality: other than Auto</li></ul>
	<b>Business Card</b>	Auto Deskew: Off
	Long Paper	Skip Blank Page: Off
	User Select	Colour Type: Auto
File Size	Small	You can adjust the file size for the scanned data.
	Medium Large	■ If you select <b>Colour</b> or <b>Grey</b> in <b>Quality</b> , select the file size for the scanned data from the drop-down list.
	User Select	■ If you select <b>User Select</b> , you must select the setting from the control panel of the machine.

Setting	Options	Description
2-sided Scan	Off Long edge Short edge	To scan both sides of the document, select <b>Long edge</b> or <b>Short edge</b> depending on the layout of your original to make sure that the data file created appears correctly in the scanned document.
Brightness	-50 -40 -30	Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. If the scanned image is too light, set a lower brightness level and scan the document again.
	-20 -10 0	If the image is too dark, set a higher brightness level and scan the document again.
	+10 +20 +30	
	+40 +50	
Contrast	-50 -40 -30 -20 -10 0 +10	Adjust the setting (-50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images.  An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.
	+20 +30 +40 +50	

- In the **Margin Settings**, enter a value between -3 and 3 to add or remove a specific margin at the edge of the image.
- Set **Auto Deskew** <sup>1</sup> to **Auto** if you want to correct the skew (less than 9 mm from the centre of the document to the edge) of the scanned data.
- 1 To remove blank pages of the document from the scanned data, set **Skip Blank Page** to **On**.
- Select the a value between -5 and 5 from the drop-down list to adjust the Skip Blank Page sensitivity.
- 15 To continue scanning, set Continuous Scan to On.
- 16 To PIN-protect this profile, in the Use PIN for Authentication field, select On.
- 17 If you selected On for Use PIN for Authentication field. In the PIN Code field, type a four-digit PIN.

- To set your authentication method, select Auto, Kerberos, NTLMv2, or Basic from the Auth. Method menu. If you choose **Auto**, the authentication method will be detected automatically.
- 19 In the **Username** field, type the user name (up to 96 characters) that has permission to write data to the folder specified in the Sharepoint Site Address field. If the user name is part of a domain, enter the user name in one of the following styles: user@domain

domain\user

- In the **Password** field, type the password (up to 32 characters) associated with the user name you entered in the **Username** field. Type the password again in the **Retype Password** field.
- 21 To set the Kerberos Server Address manually, in the **Kerberos Server Address** field, type the Kerberos Server Address (for example: kerberos.example.com; up to 64 characters).
- Click Submit.

#### NOTE

Using the following characters: ?, /, \, ", :, <, >, | or \* may cause a sending error.

Depending on the condition of the original document, this function may not work correctly.

# Scan Using Web Services (Windows Vista $^{\hbox{\scriptsize le B}}$ SP2 or Later, Windows $^{\hbox{\scriptsize le B}}$ 7, Windows $^{\hbox{\scriptsize le B}}$ 8 and Windows $^{\hbox{\scriptsize le B}}$ 8.1)

If you have installed the driver for scanning via Web Services, the menu that allows you to use Web Services for scanning is displayed in **Destination** field when you click **Scan to Network Device** in the left navigation bar (ADS-2400N / ADS-3000N) or on the Touchscreen of the machine (ADS-2800W / ADS-3600W). For information about installing Web Services, see *Install Drivers Used for Scanning via Web Services* (Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1) in the Network User's Guide.

#### NOTE

- If the Touchscreen or LED indications show "Out of Memory", decrease the **Paper size** setting or the **Resolution** setting. For more information, see *Configuring Settings for Scanning* on page 201.
- Certain characters in the messages displayed on the Touchscreen may be replaced with spaces if the language settings of your OS and your Brother machine are different.

#### (ADS-2400N / ADS-3000N)

If using ADS-2400N or ADS-3000N, you need to assign WS Scan to one of the three Network Device Keys. For more information, see *Assign the Scan Feature to the Network Device Key 1-3* on page 29.

- 1 Load your document.
- Press the 1, 12 or 13 button to which you have assigned the Web Service Scan feature.

  The machine starts scanning.

(ADS-2800W / ADS-3600W)

- 1 Load your document.
- Swipe left or right, or press ◀ or ▶ to display Scan 3.
- 3 Press WS Scan and then OK.
- 4 Press the type of scan you want to perform.
- 5 Press ▲ or ▼ to display the destination computer where you want to send the scan. Press the destination computer.
- 6 Press Start.
  The machine starts scanning.

## **Configuring Settings for Scanning**

If the Touchscreen or LED indications show "Out of Memory", decrease the **Paper size** setting or the **Resolution** setting.

- 1 Open the device settings for your operating system:
  - Windows Vista<sup>®</sup>
    - (Start) > Control Panel > Hardware and Sound > Scanners and Cameras.
  - Windows® 7
    - (Start) > Control Panel > Hardware and Sound > Devices and Printers.
  - Windows<sup>®</sup> 8 and Windows<sup>®</sup> 8.1

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

- Click your machine, and then click the Scan profiles button. The Scan profiles dialog box appears.
- Select the scan profile you want to use. Make sure the scanner selected in Scanner is a Brother machine that supports Web Services for scanning.
  Click Set as Default.
- 4 Click Edit. The Edit Default Profile dialog box appears.
- 5 Select the Source, Paper size, Colour format, File type, Resolution, Brightness and Contrast settings.
- 6 Click Save Profile. The settings will be applied when scanning using the Web Services protocol.

#### NOTE

If you are asked to select a software application to scan, select Windows<sup>®</sup> Fax and Scan or Windows<sup>®</sup> Photo Gallery from the list.

# Send Scanned Documents Directly to an Email Address (ADS-2800W / ADS-3600W)

- 1 Load your document.
- 2 Swipe left or right, or press ◀ or ▶ to display Scan 2.
- 3 Press to E-mail Server.
- 4 Select the email address you want to send the document to by doing one of the following:
  - To select an email address from the Address Book, see Select an Email Address from the Address Book on page 203.
  - To enter an email address manually, see *Enter an Email Address Manually* on page 204.

#### NOTE

You can select up to 300 email addresses from the Address Book and enter up to 50 email addresses manually. The scanned data will be sent to all of the addresses at the same time.

- 5 Press OK, and then do one of the following:
  - To use default settings, go to ⑨.
  - To change default settings, go to ⑥.
- 6 Press Options.
- 7 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 225.)
  - 2-sided Scan
  - Scan Type
  - Resolution
  - File Type
  - Document Size
  - File Name
  - File Name Style
  - File Size
  - Auto Deskew
  - Skip Blank Page
  - Advanced Settings

#### **NOTE**

- To save your new settings as default settings, press Set New Default.
- To restore factory settings, press Factory Reset.

- 8 Press OK.
- 9 Press Start.
  The machine starts scanning, and then sends the scanned document to the email address directly.

#### **NOTE**

To save the settings as a shortcut, press Save as Shortcut. For more information, see Shortcut Settings (ADS-2800W / ADS-3600W) on page 10.

#### Select an Email Address from the Address Book

- 1 Swipe left or right, or press 4 or ▶ to display Scan 2.
- Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Q. The software keyboard appears on the Touchscreen.

#### NOTE

- The LDAP protocol allows you to search for email addresses on your server. For information on how to configure the LDAP protocol, see *Changing LDAP Configuration* in the *Network User's Guide*.
- The LDAP search results appear on the Touchscreen with before the local address book search result.
- 5 Enter the initial characters for your search, and then press OK. The machine starts searching the Address Book, and then the search results appear.
- 6 Swipe left or right, or press ▲ or ▼ until you find the name you are looking for.
- 7 Press the name from the result.
- 8 Press Apply.

#### NOTE

- To register an email address in the Address Book, see Set Up the Address Book (ADS-2800W / ADS-3600W) on page 205.
- You can select up to 300 email addresses from the Address Book and enter up to 50 email addresses manually. The scanned data is sent to all of the addresses at the same time.

#### **Enter an Email Address Manually**

- 1 Swipe left or right, or press 4 or ▶ to display Scan 2.
- 2 Press to E-mail Server.
- 3 Press Manual. The software keyboard appears on the Touchscreen.
- 4 Enter an email address, and then press OK.
- 5 Press OK.

#### NOTE

You can enter up to 50 email addresses manually. The scanned data is sent to all of the addresses at the same time.

### Set Up the Address Book (ADS-2800W / ADS-3600W)

The Address Book feature lets you select an email address to send the scanned data directly. You can configure the Address Book from the control panel of the machine.

#### NOTE

You can also configure the Address Book with Remote Setup or Web Based Management.

#### Register an Email Address

You can register up to 300 email addresses and enter a name for each address.

- 1 Swipe left or right, or press 4 or ▶ to display Scan 2.
- 2 Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Edit.
- 5 Press Add New Address.
- 6 Press Name.
- 7 Enter a name, and then press OK.
- 8 Press Address.
- 9 Enter an email address, and then press OK.
- 10 Press OK.

#### **Change an Email Address**

- 1 Swipe left or right, or press 4 or ▶ to display Scan 2.
- 2 Press to E-mail Server.
- Open in the second of the s
- 4 Press Edit.
- 6 Press Change.
- 6 Press ▲ or ▼ until you find the email address you want to change.
- Press the email address. If the email address is used in one or more shortcuts, the shortcut address also changes.
- 8 Press OK.

- Oo one of the following:
  - To change the name, go to step **①**.
  - To change the email address, go to step **②**.
- 10 Press Name. The software keyboard appears on the Touchscreen.
- Enter a new name, and then press OK. Go to step (4).
- Press Address. The software keyboard appears on the Touchscreen.
- 13 Enter a new email address, and then press OK.
- 14 Press OK.

#### NOTE

The Touchscreen displays a list of shortcuts using the email address you changed. The shortcut settings change automatically.

#### **Delete an Email Address**

- 1 Swipe left or right, or press ◀ or ▶ to display Scan 2.
- 2 Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Edit.
- 6 Press Delete.
- 6 Press ▲ or ▼ until you find the email address you want to delete.
- 7 Press the email address. Press OK.
- 8 Press Yes.

#### NOTE

To delete an email address used in a shortcut, delete the shortcut first (see *Deleting Shortcuts* on page 15).

#### Set Up a Group

You can register up to 20 groups. Each group can have up to 299 email addresses.

#### NOTE

Before setting up a group, you need to register more than one email address.

- 1 Swipe left or right, or press ◀ or ▶ to display Scan 2.
- Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Edit.
- 5 Press Setup Groups.
- 6 Press Name.
- 7 Enter a group name, and then press OK.
- 8 Press Add/Delete.
- 9 Press ▲ or ▼ until you find the email address you want to add to the group.
- Press the email address, and then press OK.
- 11 Press OK.

#### **Change a Group**

You can rename a group, add an email address to the group, and delete an email address from the group.

- 1 Swipe left or right, or press ◀ or ▶ to display Scan 2.
- Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Edit.
- 5 Press Change.
- 6 Press ▲ or ▼ until you find the group you want to change.
- Press the group name.
- 8 Do one of the following:
  - To rename the group, go to step ②.
  - To add an email address to the group, go to step •
  - To delete an email address from the group, go to step ••.

- 9 Press Name. The software keyboard appears on the Touchscreen.
- 10 Enter a new group name. Go to step 🚯.
- 11 Press Add/Delete.
- Press ▲ or ▼ until you find the email address you want to add or delete.
- 13 Press the email address.
- 14 Press OK.

#### **Delete a Group**

- 1 Swipe left or right, or press ◀ or ▶ to display Scan 2.
- 2 Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Edit.
- 5 Press Delete.
- 6 Press ▲ or ▼ until you find the group name you want to delete.
- 7 Press the group name, and then press OK.
- 8 Press Yes.

Scan Using the Control Panel

# Upload Scanned Documents to the Web (ADS-2800W / ADS-3600W)

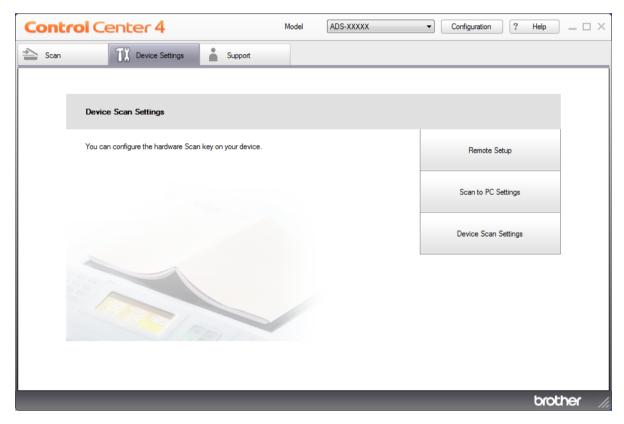
Scan to Web lets you scan a document and upload it directly to Web Services. See the Web Connect Guide.

## Change Scan to PC Settings (Windows®)

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

#### NOTE

- The screens in this guide are from Windows® 7. Screens on your computer may vary depending on your operating system.
- If the consist icon is not displayed in the task tray, click (Brother Utilities) on your desktop, and then click the drop-down list and select your model name (if not already selected). Click Scan in the left navigation bar, and then click ControlCenter4.
- 2 Click the **Device Settings** tab (the example below uses **Home Mode**).

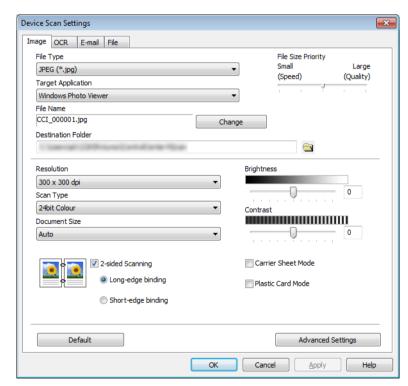


#### **NOTE**

If using Advanced Mode, click the (Settings) icon to access Device Settings.



3 Click the **Device Scan Settings** button. The **Device Scan Settings** dialog box appears. The following settings can be changed:



- 4 Click the tab for the scan-to action you want to change (Image, OCR, E-mail, or File).
- 6 Change the settings.

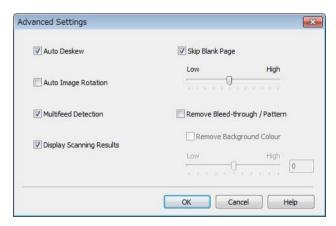
Setting	Description	Applicable Feature					
		Image	OCR	E-mail	File		
File Type	NOTE  • To save the document as a password-protected PDF, select Secure PDF (*.pdf) from the File Type drop-down list, click the [] (Set PDF Password) button, and enter the password.	Yes	Yes	Yes	Yes		
	Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. OCR Language in the OCR setting must be set to match the language in the searchable PDF.						
	<ul> <li>To save the document as a searchable PDF, select Searchable PDF (*.pdf) from the File Type drop-down list.</li> </ul>						
	<ul> <li>Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select <b>Uncompressed</b> or <b>Compressed</b> to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul>						
Target Application	Select the destination application from the drop-down list.	Yes	Yes	-	-		
OCR Language	Select a language to match the scanned document's text.	-	Yes	-	-		
File Name	Click the <b>Change</b> button for <b>Image</b> , <b>OCR</b> or <b>E-mail</b> . Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes		
	Click Insert Date in File Name if needed.						
Destination File Path	Click the <b>Change</b> button, and then the folder icon to change the folder where you want to save your scanned document.	Yes	Yes	Yes	-		
Destination Folder	Click the folder icon and browse to the folder where you want to save your scanned document. Check  Show Folder to automatically display the destination folder after scanning.	-	-	-	Yes		
File Size Priority	Adjust the File Size Priority by moving the slider to the right or left.  NOTE  File Size Priority can be adjusted depending on your selected File Type.	Yes	-	Yes	Yes		
Resolution	Select a scanning resolution from the <b>Resolution</b> drop-down list. Higher resolutions need more memory and transfer time, but produce finer scanned images.	Yes	Yes	Yes	Yes		

Setting	Description	Applica	able Feat	ture	
		Image	OCR	E-mail	File
Scan Type	Select from a range of scan colour depths.	Yes	Yes	Yes	Yes
	Black & White				
	Use for text or line art images.				
	Grey (Error Diffusion)				
	Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)				
	True Grey				
	Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.				
	24bit Colour				
	Uses up to 16.8 million colours to scan the image. Although using <b>24bit Colour</b> creates an image with the most accurate colour reproduction, it requires the most memory and has the longest transfer time.				
	Auto				
	Uses suitable colours for your document automatically.				
Document Size	Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b> . For faster scan speeds, select the exact size of your document from the <b>Document Size</b> drop-down list.	Yes	Yes Yes	Yes	Yes
	NOTE				
	<ul> <li>If you select a 1 to 2 document size, the scanned image is divided into two documents that are half the size of the setting. If you select 1 to 2(A4), the scanned image is divided into two A5-size documents.</li> </ul>				
	<ul> <li>To use 1 to 2 scanning, clear the         Auto Image Rotation check box in the         Advanced Settings dialog box.     </li> </ul>				
	If you select a 2 in 1 document size, two scanned images will be combined into one document.				
Brightness	Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can set the brightness level by dragging the slider to the right or left to lighten or darken the image. You can also enter a value in the box to set the level. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.	Yes	Yes	Yes	Yes

Setting	Description	Applicable Feature				
		Image	OCR	E-mail	File	
Contrast	Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also enter a value in the box to set the Contrast.	Yes	Yes	Yes	Yes	
	The Contrast setting is only available if setting Scan Type to Auto, Grey (Error Diffusion), True Grey or 24bit Colour.					
Default	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes	
Carrier Sheet Mode	Scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> drop-down list.	Yes	Yes	Yes	Yes	
	■ Large-sized Documents (A3, B4 and Ledger)					
	Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages are combined into a single page. Select 2 in 1(A4) for an A3 document, 2 in 1(B5) for a B4 document or 2 in 1(Letter) for a Ledger document from the <b>Document Size</b> drop-down list.					
	■ Important documents (photos, contracts)					
	■ Thin paper (receipts)					
	■ Irregularly-shaped paper (clippings)					
	NOTE					
	Load only one Carrier Sheet at a time.					
	<ul> <li>Set the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.</li> </ul>					
		1				

Setting	Description	Applicable Feature					
		Image	OCR	E-mail	File		
Plastic Card Mode	Scan cards, such as driving licences or insurance cards, using these automatic settings:	Yes	Yes	Yes	Yes		
	■ Resolution: 600 x 600 dpi						
	■ Document Size: 2 in 1 (Auto)						
	■ 2-sided Scanning: On (Short-edge binding)						
	■ Auto Deskew: On						
	■ Multifeed Detection: Off						
	■ Auto Image Rotation: Off						
	<ul> <li>NOTE</li> <li>To scan a plastic card with different settings, set Plastic Card Mode off, Resolution to 600 dpi, and Multifeed Detection to Off.</li> <li>Load up to five plastic cards at a time.</li> </ul>						

6 Click the Advanced Settings button. The Advanced Settings dialog box appears.



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

Setting	Description		Applicable Feature					
		Image	OCR	E-mail	File	Print		
Auto Deskew	Corrects the skew (less than 9 mm from the centre of the document to the edge) of the scanned data.    left edge of the paper feed tray	Yes	Yes	Yes	Yes	Yes		
Auto Image Rotation	Changes the direction of the document based on the text orientation. <sup>1</sup>	Yes	Yes	Yes	Yes	Yes		
Remove Bleed- through / Pattern / Remove Background Colour	Prevents bleedthrough and remove background colour of documents such as newspapers to make the scanned data more recognisable.   The sensitivity of the Remove Bleed-through / Pattern / Background Colour function can be adjusted with the slider. Moving the slider towards "High" will make the scanner more likely to Remove Bleed-through / Pattern / Remove Background Colour, while moving it towards "Low" will make the scanner less likely to Remove Bleed-through / Pattern / Remove Background Colour.	Yes	Yes	Yes	Yes	Yes		
Skip Blank Page	Removes blank pages of the document from the scanning results. <sup>1</sup>	Yes	Yes	Yes	Yes	Yes		
Multifeed Detection	Uses an ultrasonic sensor to detect when a multifeed has occurred. When your machine detects a multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes	Yes		
Display Scanning Results	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes	Yes		

<sup>&</sup>lt;sup>1</sup> Depending on the condition of the original document, this function may not work correctly.

- 8 Click **OK** to close the **Advanced Settings** dialog box.
- 9 Click **OK** to close the **Device Scan Settings** dialog box.

## **Change Scan to PC Settings (Macintosh)**

1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.



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



4 Change the settings.
The following settings can be changed:

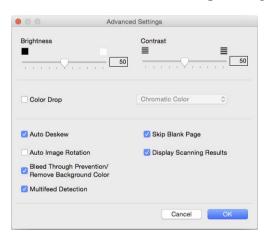
Setting	Description	Applica	ble Feat	ure	
		Image	OCR	E-mail	File
Target Application	Select which application is used to open scanned data. Only applications installed on your computer can be selected.	Yes	Yes	Yes	-
	■ Add button				
	Add an application to the pop-up menu. Enter the <b>Application Name</b> (up to 30 characters) and select your preferred application by clicking the <b>Browse</b> button. Also select the <b>File Type</b> from the pop-up menu.				
	■ Delete button				
	Delete an application that you have added. Select the <b>Application Name</b> and click the <b>Delete</b> button.				
File Type	Select the file type you want to use for the scanned data.	Yes	Yes	Yes	Yes
	• To save the document as a password-protected PDF, select Secure PDF (*.pdf) for File Type, and then enter the password in the Set PDF Password dialog				
	<ul> <li>Searchable PDF is a file format that includes the text data layer over a scanned image. This layer allows you to search the text on the image data. OCR Language in the OCR setting must be set to match the language in the searchable PDF.</li> </ul>				
	To save the document as a searchable PDF, select     Searchable PDF (*.pdf) from the File Type     drop-down list.				
	<ul> <li>Several file types such as TIFF, TIFF Multi-Page, PDF, Secure PDF and JPEG support file size compression. Select Uncompressed or Compressed to adjust the file size for TIFF or TIFF Multi-Page. For PDF, Secure PDF and JPEG, use the slider to adjust the file size (not available for Scan to OCR).</li> </ul>				
Scan Location	Select <b>Folder</b> and browse to the folder you would like to save your scanned document to. Select the <b>SharePoint</b> and <b>Connection Test</b> to verify your site you would like to save your scanned document to.	-	-	-	Yes

Setting	Description	Applicable Feature				
		Image	OCR	E-mail	File	
File Size	Adjust the <b>File Size</b> by moving the slider to the right or left.	Yes	-	Yes	Yes	
	File Size can be adjusted depending on your selected File Type.					
OCR Software	Shows the application to extract the editable text data from the document.	-	Yes	-	-	
OCR Language	Select a language to match the scanned document's text.	-	Yes	-	-	
File Name	Click the <b>Change</b> button for <b>Image</b> , <b>OCR</b> or <b>E-mail</b> . Enter a prefix for the file name if needed.	Yes	Yes	Yes	Yes	
Destination File Path	Click the <b>Change</b> button, and then the <b>Browse</b> button to change the folder where you want to save your scanned document.	Yes	Yes	Yes	-	
Destination Folder	Click <b>Browse</b> and go to the folder where you want to save your scanned document. Check <b>Show Folder</b> to automatically display the destination folder after scanning.	-	-	-	Yes	
Resolution	Select a scanning resolution from the <b>Resolution</b> pop-up menu. Higher resolutions need more memory and transfer time, but produce finer scanned images.	Yes	Yes	Yes	Yes	
Scan Type	Select from a range of scan colour depths.	Yes	Yes	Yes	Yes	
	Black & White					
	Use for text or line art images.					
	Grey (Error Diffusion)					
	Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)					
	True Grey					
	Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.					
	24bit Colour					
	Uses up to 16.8 million colours to scan the image. Although using <b>24bit Colour</b> creates an image with the most accurate colour reproduction, it requires the most memory and has the longest transfer time.					
	Auto					
	Uses suitable colours for your document automatically.					

Setting	Description	Applica	ıble Feat	ure		
		Image	OCR	E-mail	File	
Document Size	Document size is set to <b>Auto</b> by default. You can scan documents of any size without making any adjustments to <b>Document Size</b> . For faster scan speeds, select the exact size of your document from the <b>Document Size</b> pop-up menu.	Yes	Yes Yes	Yes	Yes	
	NOTE —					
	<ul> <li>If you select a 1 to 2 document size, the scanned image is divided into two documents that are half the size of the setting. For example, if you select 1 to 2(A4), the scanned image is divided into two A5-size documents.</li> </ul>					
	<ul> <li>To use 1 to 2 scanning, clear the Auto Image Rotation check box in the Advanced Settings dialog box.</li> </ul>					
	If you select a 2 in 1 document size, two scanned images will be combined into one document.					
Restore Defaults	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes	
Carrier Sheet Mode	Scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than <b>Auto</b> from the <b>Document Size</b> pop-up menu.	Yes	Yes	Yes	Yes	
	■ Large-sized Documents (A3, B4 and Ledger)					
	Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning, then both front and back pages are combined into a single page. Select 2 in 1(A4) for an A3 document, 2 in 1(B5) for a B4 document or 2 in 1(Letter) for a Ledger document from the <b>Document Size</b> pop-up menu.					
	■ Important documents (photos, contracts)					
	■ Thin paper (receipts)					
	■ Irregularly-shaped paper (clippings)					
	NOTE					
	Load only one Carrier Sheet at a time.					
	Set the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.					

Setting	Description	Applicable Feature					
		Image	OCR	E-mail	File		
Plastic Card Mode	Scan cards, such as driving licences or insurance cards, using these automatic settings:	Yes	Yes	Yes	Yes		
	■ Resolution: 600 x 600 dpi						
	■ Document Size: 2 in 1 (Auto)						
	■ Auto Deskew: On						
	■ 2-sided Scanning: On (Short-edge binding)						
	■ Multifeed Detection: Off						
	■ Auto Image Rotation: Off						
	NOTE						
	<ul> <li>To scan a plastic card with different settings, set Plastic Card Mode off, Resolution to 600 dpi, and Multifeed Detection to Off.</li> </ul>						
	Load up to five plastic cards at a time.						

6 Click the Advanced Settings button. The Advanced Settings dialog box appears.



6 Change the settings.
The following settings can be changed:

Setting	Description	Applicable Feature				
		Image	OCR	E-mail	File	
Brightness	Adjust the setting (from 0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can set the brightness level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.	Yes	Yes	Yes	Yes	
Contrast	Adjust the setting (from 0 to 100) to get the best image. The default value of 50 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.  NOTE  The Contrast setting is only available if setting Scan Type to Auto, Grey (Error Diffusion), True Grey or 24bit Colour.	Yes	Yes	Yes	Yes	
Colour Drop	Removes specific colours from your scan data. Select one of the following:  Chromatic colours  Use to remove all colours except Black.  Red  Use to remove the Red colour.  Green  Use to remove the Green colour.  Blue  Use to remove the Blue colour.  Custom  Select the colour you want to remove.	Yes	Yes	Yes	Yes	
Auto Deskew	Corrects the skew of the scanned data (less than 9 mm from the centre of the document to the edge).	Yes	Yes	Yes	Yes	
Auto Image Rotation	Changes the direction of the document based on the text orientation.	Yes	Yes	Yes	Yes	
Bleed Through Prevention/ Remove Background Color	Prevents bleedthrough on a two-sided document, and also allows you to remove the base colour of documents such as newspapers to make the scanned data more recognisable.	Yes	Yes	Yes	Yes	

Scan Using the Control Panel

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
Skip Blank Page	Removes blank pages of the document from the scanning results.	Yes	Yes	Yes	Yes
Multifeed Detection	Uses an ultrasonic sensor to detect when a multifeed has occurred. When your machine detects a multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.	Yes	Yes	Yes	Yes
Display Scanning Results	Shows the numbers of total pages saved and blank pages skipped on your computer screen.	Yes	Yes	Yes	Yes

- 7 Click **OK**.
- 8 Click **OK** to close the setting dialog box.

# Scan Options Using the Touchscreen (ADS-2800W / ADS-3600W)

#### **Skip Blank Page Function**

If you set this feature to On, it removes blank pages of the document from the scanning results.

Use the slider to adjust the sensitivity of the Skip Blank Page feature. Moving the slider towards "High" makes the scanner more likely to skip pages, while moving it towards "Low" makes the scanner less likely to skip pages.

- 1 Swipe left or right to display the scan-to action you want to perform (to PC, to Network, to FTP/SFTP, to E-mail Server, to SharePoint, or to USB).
- Press Options.
- 3 Press Skip Blank Page.
- 4 Press on (or off).

#### **Adjust the Scanning Position**

You can adjust the position at which documents are scanned if the output position of images shifts or if images are squeezed together or stretched out vertically.

- 1 Swipe left or right to display the scan-to action you want to do (to PC, to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- 2 Press Options.
- 3 Press Advanced Settings.
- 4 Press Margin Settings.
- 5 Select a value between -3 and 3.

#### Scan Specify Area

**Cropping** allows you to capture a portion of the document being scanned.

- 1 Press (Settings).
- Press Initial Setup.
- 3 Press Scan offset correction.
- 4 Select Front Page Offset or Back Page Offset.

#### **Adjust Brightness**

You can adjust the brightness of the scanned document. Adjust the setting (from -50 to 50) to get the best image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level, and then scan the document again.

- 1 Swipe left or right to display the scan-to action you want to perform (to PC, to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- 2 Select the scan-to action you want to perform.
- 3 Press Options.
- 4 Press Advanced Settings.
- 5 Press Brightness.
- 6 Select a value from -50 to 50.

#### Adjust Contrast

For most documents the default setting of 0 gives the best results. 0 automatically selects the appropriate contrast for your document. If your document is very light or very dark, changing the contrast may improve the quality of the fax. If the scanned image is too light, set a lower contrast level and scan the document again. If the image is too dark, set a higher contrast level and scan the document again.

- 1 Swipe left or right to display the scan-to action you want to perform (to PC, to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- 2 Select the scan-to action you want to perform.
- 3 Press Options.
- 4 Press Advanced Settings.
- 5 Press Contrast.
- 6 Select a value from -50 to 50.

#### Automatically Detect Whether a Document Uses Colour

Automatically detects whether the document uses colour and generates a scanned image of the document. For documents that mix colour and black and white pages, colour pages are scanned in the Colour mode, and black and white pages are scanned in the Black & White mode.

- 1 Swipe left or right to display the scan-to action you want to perform (to PC, to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- Select the scan-to action you want to perform.
- Options.

- 4 Press Scan Type.
- 5 Select Colour, Grey, Black & White or Auto.

#### **Colour Tone Adjustment**

Allows you to adjust the brightness, contrast, shadow, highlight, and gamma during grey and colour scanning.

- 1 Swipe left or right to display the scan-to action you want to perform (to PC, to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- 2 Select the scan-to action you want to perform.
- 3 Press Options.
- 4 Press Advanced Settings.
- 5 Press Colour Tone Adjustment.
- 6 Adjust the Brightness, Contrast, Shadow, Highlight and Gamma.

#### **Auto Colour Detect Adjust**

When the scan type is set to Auto, you can adjust the detection level of colour, B&W and greyscale.

- 1 Swipe left or right to display the scan-to action you want to perform (to PC, to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- 2 Select the scan-to action you want to perform.
- 3 Press Options.
- 4 Press Advanced Settings.
- 5 Press Auto Colour Detect Adjust.
- 6 Adjust the colour detection level.

# 8

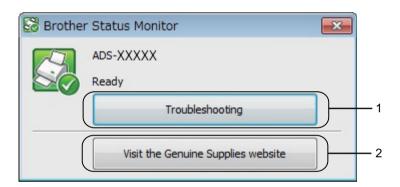
# Managing the Machine from Your Computer

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

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

Do one of the following:

- Double-click the (Status Monitor) icon in the task tray.
- Click (Brother Utilities) on your desktop, and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**. The Brother Status Monitor screen appears.



#### 1 Troubleshooting

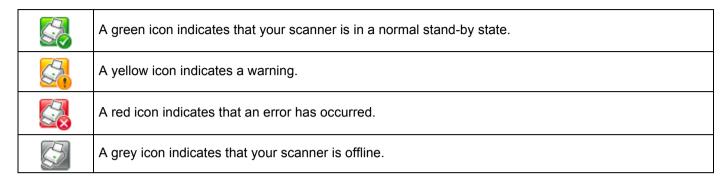
Click to access the Status Monitor troubleshooting web page.

2 Visit the Genuine Supplies website

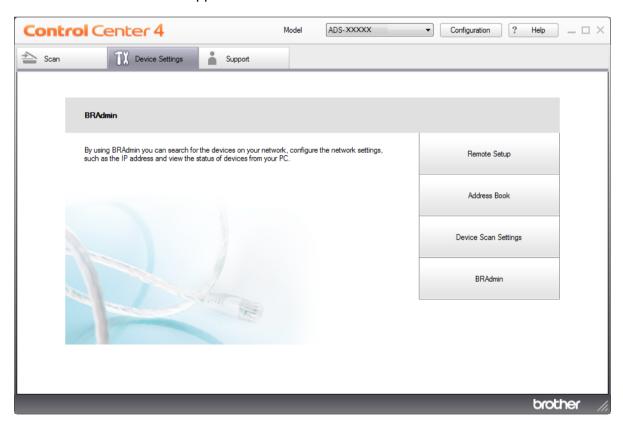
Click to access the Brother genuine supplies web page.

#### **Status Monitor Indicators**

The Brother Status Monitor icon changes colour based on your machine's status.



1 Click the (ControlCenter4) icon in the Dock. The ControlCenter4 window appears.



2 Click **Configuration**, and then select **Preferences**. The **ControlCenter4 Preferences** window appears.



- 3 Select (or clear) the Start ControlCenter on computer startup check box.
- 4 Click **OK**.

# Monitor the Machine's Status from Your Computer (Macintosh)

The Status Monitor utility is a configurable software tool for monitoring the status of a device, allowing you to get immediate notification of error messages.

- 1 Click the (ControlCenter2) icon in the Dock.
  The ControlCenter2 window appears.
- Click the DEVICE SETTINGS tab.



3 Click the **Status Monitor** button.

The Status Monitor window appears and displays the status of your Brother machine.



#### 1 Troubleshooting

Click to access the troubleshooting web page by clicking the **Troubleshooting** button.

#### 2 Visit the Genuine Supplies website

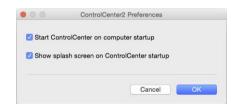
Click to access the Brother genuine supplies web page by clicking the **Visit the Genuine Supplies** website button.

#### Turn the AutoLoad Feature On/Off (ControlCenter2)

1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.



Click Configuration, and then select Preferences. The ControlCenter2 Preferences window appears.



- 3 Select (or clear) the **Start ControlCenter on computer startup** check box.
- 4 Click **OK**.

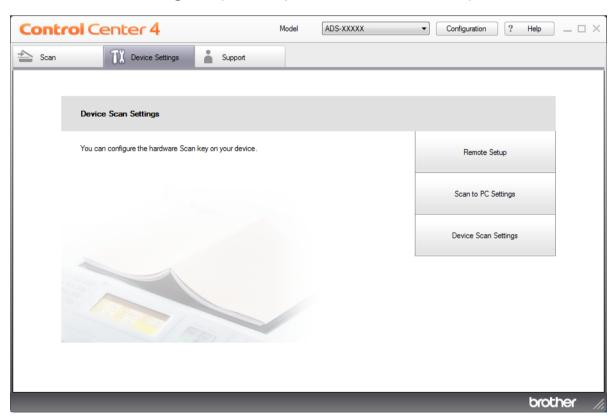
#### 8

#### **Set Up the Brother Machine from Your Computer**

Use the Remote Setup application to configure your machine's settings directly from your computer and upload them directly to the machine. The Remote Setup application automatically downloads the settings from your machine to your computer and displays them on the screen.

#### NOTE

- If an error dialog box appears, Remote Setup cannot start. Correct the error, and then try to start Remote Setup again.
- Windows®
  - If your computer is protected by a firewall, and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port number 137 and 161.
  - If you are using Windows<sup>®</sup> Firewall and you installed MFL-Pro Suite from the DVD-ROM, the necessary Firewall settings have already been made.
- 1 Start the ControlCenter application.
  - Windows®
  - Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the Device Settings tab (the example below uses Home Mode).



#### **NOTE**

If using **Advanced Mode**, click the (Settings) icon to access **Device Settings**.



- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window appears.

#### NOTE

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

- Windows®
  - Click **(Brother Utilities)** on your desktop, and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Remote Setup**.
- Macintosh
   In the Finder menu bar, click Go > Applications > Brother, and then double-click the Remote Setup icon.

3 Select a menu in the folder tree and configure the settings as needed (the example below uses **General Setup** in Windows<sup>®</sup>).

#### ■ OK

Click to start uploading data to the machine and exit the Remote Setup application. If an error message appears, re-enter the correct data, and then click **OK**.

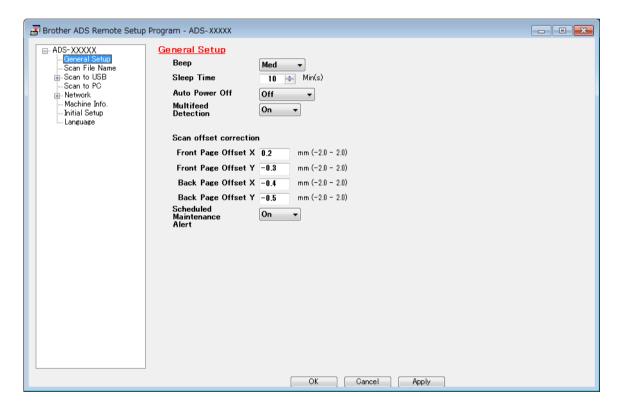
#### ■ Cancel

Click to exit the Remote Setup application without uploading data to the machine.

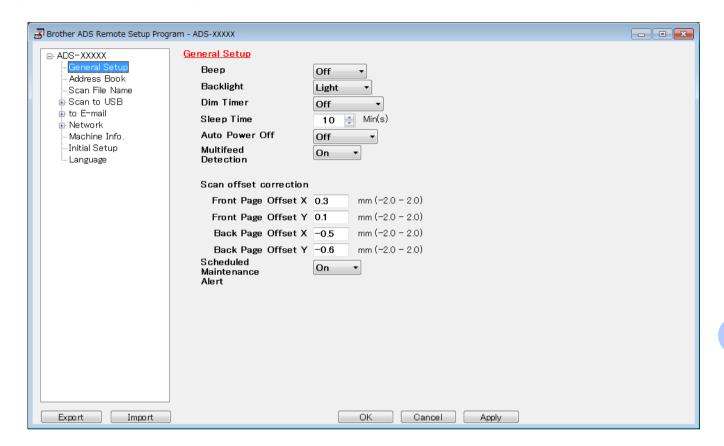
#### ■ Apply

Click to upload data to the machine without exiting the Remote Setup application.

(ADS-2400N / ADS-3000N)



#### (ADS-2800W / ADS-3600W)



#### **NOTE**

- Click the **Export** button to save all settings for your machine.
- Windows<sup>®</sup>

If your computer is protected by a firewall, and is unable to use **Remote Setup**, you may need to configure the firewall settings to allow communication through port number 137.

If you are using Windows<sup>®</sup> Firewall and you installed MFL-Pro Suite from the DVD-ROM, the necessary Firewall settings have already been made.

Macintosh

If you must change the machine that was registered to your computer during installation of the Full Driver & Software Package (see the *Quick Setup Guide*), or if the network environment has changed, you must specify the new machine. Open the **Device Selector** and choose the new machine. (For network users only.) (See *Configure Network Scanning for Macintosh* on page 73.)

For more advanced machine management, use the latest version of BRAdmin Light utility that is available as a download from <u>support.brother.com</u>. See the BRAdmin Light Help menu for more information about using BRAdmin Light.

## 9

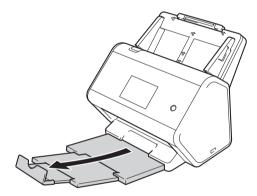
## **Routine Maintenance**

#### Clean the Outside of the Machine

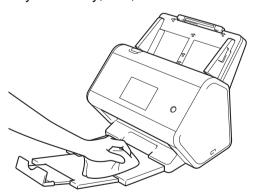
1 Wipe the Control Panel with a dry, soft, lint-free cloth to remove dust.



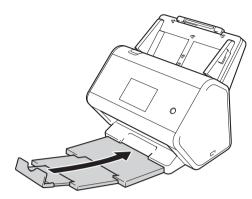
2 Unfold the Output Tray and Document stopper.



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



4 Firmly insert the Output Tray into the machine.

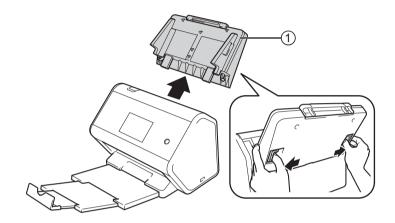


#### 9

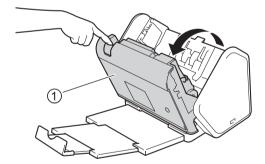
## **Clean the Scanner and Rollers**

A spot of dirt or correction fluid on the glass strip may cause poor-quality scans. If a vertical line appears in the scanned data or if parts of the document are missing, you must clean the inside of the scanner.

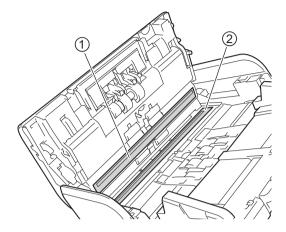
- 1 Unplug the machine from the AC electrical socket.
- 2 Remove the Extendable ADF while releasing the levers on the back side.



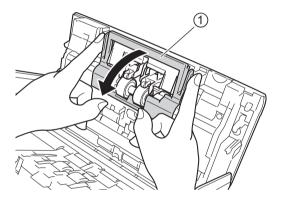
3 Open the front cover ①.



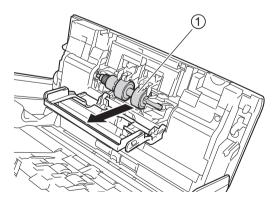
4 From the back of the machine, in the ADF unit clean the glass strips ① ② with a soft, lint-free cloth moistened with water.



6 Pinch both sides of the reverse roller cover ① and pull the cover down.

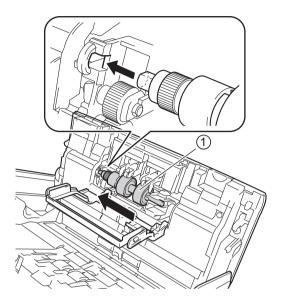


6 To remove the reverse roller, grab its shaft and pull it toward you and out to the right.

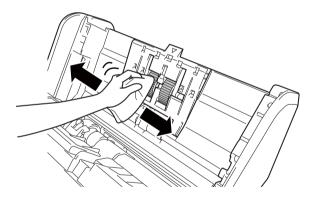


7 Clean the reverse roller with a soft, lint-free cloth slightly moistened with water.

8 Slide the reverse roller 1 to the left edge to place the reverse roller back into the machine.



- Olose the reverse roller cover.
- 10 Clean the pick-up roller from side to side with a soft lint-free cloth slightly moistened with water.



11 Close the front cover and attach the Extendable ADF.

#### 0

#### **NOTE**

(ADS-2800W / ADS-3600W)

If you continue to use the machine without cleanning, problems like document jam, multifeed detection and misfeed detection can easily occur. When Scheduled Maintenance alert is displayed, you must clean the machine promptly.

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







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

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

## **Replace Supplies**

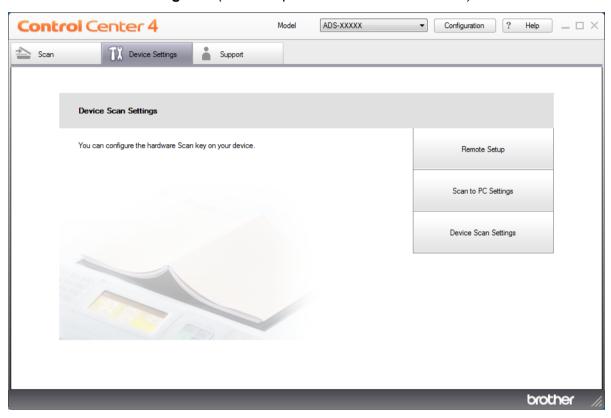
The Status Monitor alerts you when the machine detects that supplies are near the end of their life.

## Part Names, Numbers, and Life Cycles

No.	Part Name	Part No.	Standard Replacement Cycle
1	Pick-up Roller	PUR-A2001	200,000 sheets
2	Reverse Roller	RVR-A2001	200,000 sheets
3	Carrier Sheet	CS-A3001	500 times

## Check Supplies Replacement Cycle (ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray and select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



#### **NOTE**

If using Advanced Mode, click the [ (Settings) icon to access Device Settings.

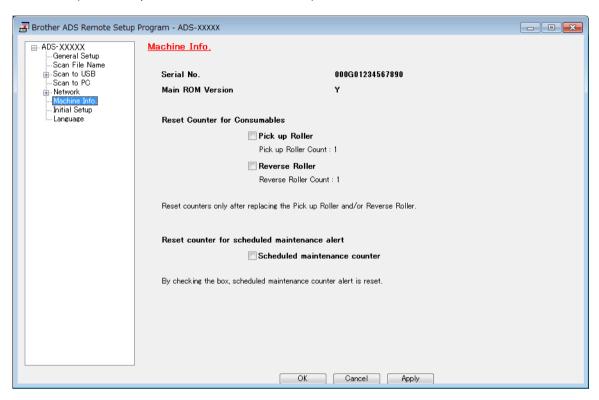


- Macintosh
- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



Click the Remote Setup button. The Remote Setup window appears.

3 Select Machine Info. in the folder tree. The window displays the Pick up Roller Count and Reverse Roller Count (the example below uses Windows®).



- 1 Start your web browser.
- 2 In your browser's address bar, type your machine's IP address (or your print server name). For example: http://192.168.1.2. You can use the machine's LCD to find its IP address.
- 3 Click General.
- 4 Click Maintenance Information.
- 5 Check the Replace Count.
- 6 Click Submit.

## Check Supplies Replacement Cycle (ADS-2800W / ADS-3600W)

- 1 On the scanner's Touchscreen press | (Settings).
- Press ▲ or ▼ to display Machine Info.
- 3 Press Machine Info.
- 4 Press Usage Counter. The Touchscreen displays Reverse Roller Count and Pick up roller Count.

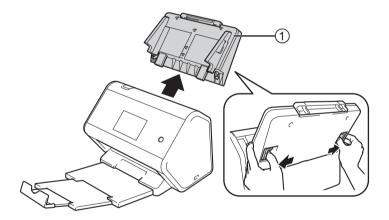
#### NOTE

If the Touchscreen notifications warn you to replace the reverse roller or the pick-up roller, order the necessary parts, and then replace the used parts with the new ones.

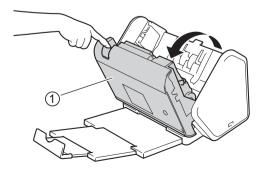
#### Replace the Pick-up Roller

Your machine is equipped with a scan counter that automatically counts how many times the machine has scanned. When the machine scans 200,000 times, the Status Monitor displays a message to remind you to replace the pick-up roller.

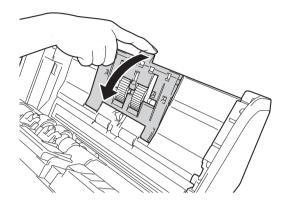
1 Remove the Extendable ADF while releasing the levers on the back side.



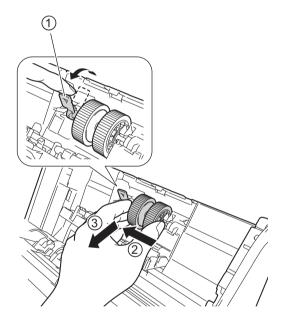
Open the front cover ①.



3 From the front of the machine, firmly pull open the tab of the pick-up roller cover.



4 Pull down the green lever 1 toward you and slide the pick-up roller out to the left.



#### NOTE

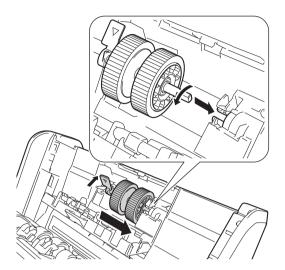
Be careful not to break the green hook. If it does not pull down easily, gently use a little more force.

#### **NOTE**

If you have problems with removing the green hook, pull it with more force. Be careful not to break the hook by rotating it too forcibly.

- For hard operation of the green hook in step 4, turn by the additional of a little force.
- The green hook in step 4 does not rotate towards you. Be careful not to break with rotating it forcibly.

5 Slide the new slotted pick-up roller into the opening on the right and rotate the green lever until it locks into place.



- 6 Close the pick-up roller cover.
- 7 Close the front cover and attach the Extendable ADF.
- 8 Reset the pick-up roller's counter (see Reset the Usage Counters on page 252).

#### NOTE

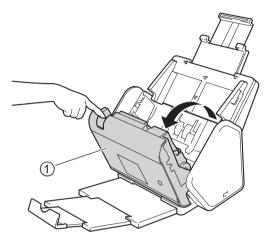
Confirm the following:

- The error message on the Status Monitor has been cleared.
- The Touchscreen or LED indications does not indicate replace pick-up roller.

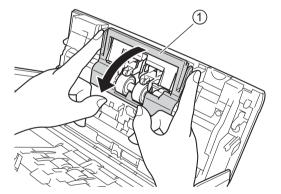
## Replace the Reverse Roller

Your machine is equipped with a scan counter that automatically counts how many times the machine has scanned. When the machine scans 200,000 times, the Status Monitor displays a message to remind you to replace the reverse roller.

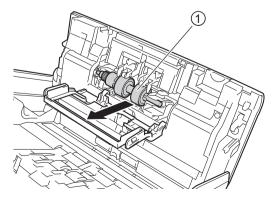
1 Open the front cover 1.



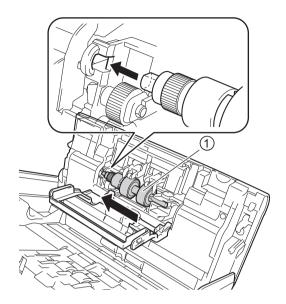
2 From the back of the machine, pinch both sides of the reverse roller cover ①, and then pull the cover down.



3 To remove the reverse roller, grab its shaft and pull it toward you and out to the right.



4 Slide the new reverse roller 1 into the opening on the left and place it into the machine.



- 5 Close the reverse roller cover.
- 6 Close the front cover.
- Reset the reverse roller counter (see Reset the Usage Counters on page 252).

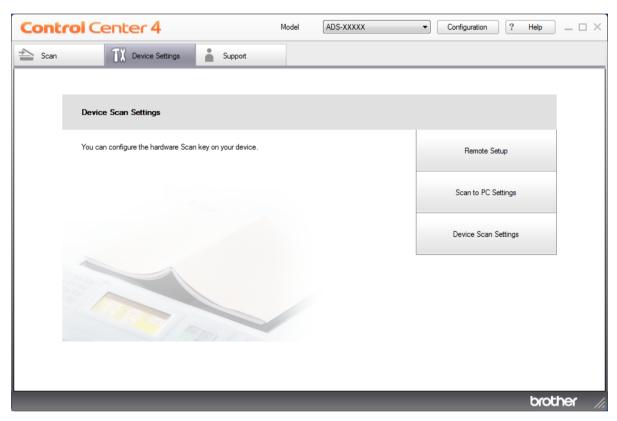
#### **NOTE**

Make sure you have checked the following:

- The value of reverse roller count is 0 (see *Check Supplies Replacement Cycle (ADS-2400N / ADS-3000N)* on page 244).
- The error message on the Status Monitor has been cleared.
- The Touchscreen or LED indications does not indicate Replace Roller and Replace Parts.

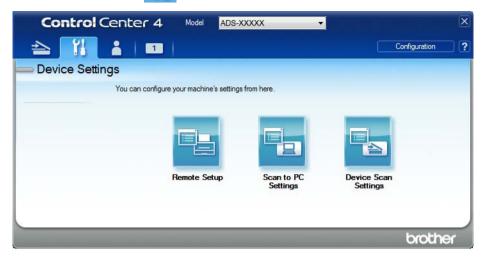
## **Reset the Usage Counters**

- 1 Start ControlCenter.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



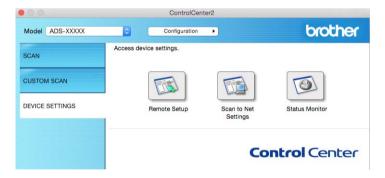
#### **NOTE**

If using Advanced Mode, click the [1] (Settings) icon to access Device Settings.



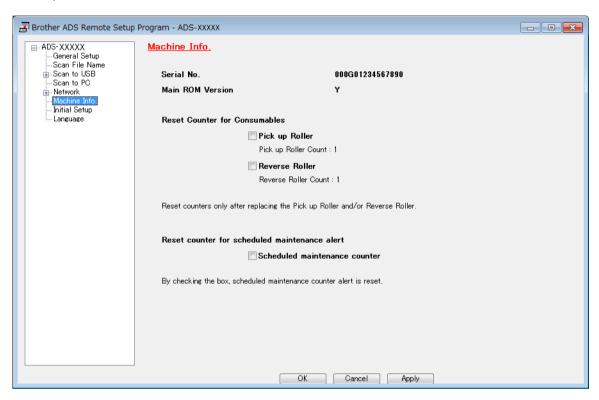
#### ■ Macintosh

- 1 Click the (ControlCenter2) icon in the Dock.
  The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window appears.

3 Select **Machine Info**. in the folder tree, and then configure settings as needed (the example below uses Windows<sup>®</sup>).



- 4 Do one of the following:
  - To reset the reverse roller counter, select the **Reverse Roller** check box.
  - To reset the pick-up roller counter, select the **Pick up Roller** check box.
- 6 Click Apply.
- 6 Click **OK**.

#### 9

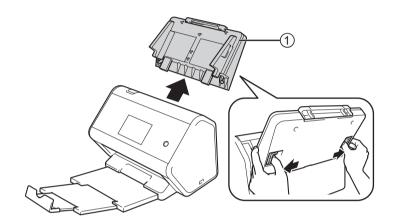
## Reset the Usage Counters (ADS-2800W / ADS-3600W)

- 1 On your scanner's Touchscreen press (Settings).
- Press ▲ or ▼ to display Machine Info.
- Openion of the state of the
- 4 Press Usage Counter.
- 5 Do one of the following:
  - To reset the reverse roller counter, press Reverse Roller.
  - To reset the pick-up roller counter, press Pick up roller Count.
- 6 When the Touchscreen displays a confirmation message, press Yes.
- 7 Press

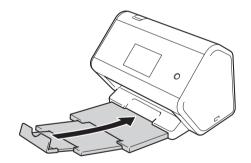
## **Packing and Shipping the Machine**

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

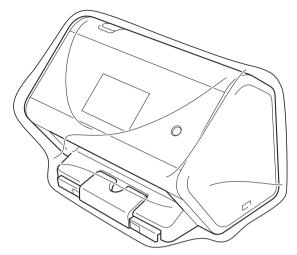
- 1 Firmly collapse the Extendable ADF.
- 2 Remove the Extendable ADF ① while releasing the levers on the back side.



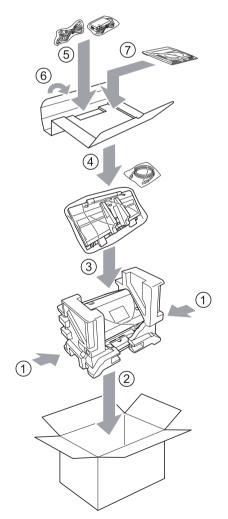
3 Firmly push the Output Tray into the machine.



4 Wrap the machine in the original bag.



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



6 Close the carton and tape it shut.

# 10

## Troubleshooting

### **Overview**

This chapter explains how to resolve typical network problems you may encounter when using your Brother machine.

Go to your model's **Manuals** page on the Brother Solutions Center at <u>support.brother.com</u> to download the other manuals.

## **Identifying The Problem**

#### Make sure you have checked the following:

- The AC power code is connected correctly and the machine is turned on.
- All of the protective parts have been removed.
- The front cover, reverse roller cover and pick-up roller cover are completely closed.
- The interface cable is securely connected to the machine and the computer.
- The correct driver for the machine has been installed.
- The computer is connected to the correct port on the machine.

## **Error and Maintenance Messages**

(For ADS-2800W / ADS-3600W)

As with any sophisticated office product, errors may occur and supplies must be replaced. If this happens, your machine identifies the error or required routine maintenance and displays the appropriate message. The most common error and maintenance messages are shown in the table.

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

Visit support.brother.com

#### NOTE

(For ADS-2400N and ADS-3000N)

See also LED Indications (ADS-2400N / ADS-3000N) on page 281.

If the Touchscreen displays errors and your Android<sup>™</sup> device supports the NFC feature, touch your device to the NFC logo on the right side of the control panel to access the Brother Solutions Center and browse the latest FAQs from your device. (Your mobile telephone provider's message and data rates may apply to your use of this function.)

Make sure your machine's NFC setting and your Android™ device are set to On.

Error message	Cause	Action
Check Connection	The machine is not connected to your computer.	Connect the machine to your computer, and then try again.
Out of Memory	The machine's memory is full.	To clear the error, do one of the following:
		■ Press any button (ADS-2400N / ADS-3000N) or
		(ADS-2800W / ADS-3600W).
		■ Turn the machine off and then on by unplugging the machine from the AC electrical socket, and then plugging the machine in again.
		To avoid the error, do one of the following:
		■ Reduce the numbers of your documents.
		■ Reduce resolution setting or file size.
This machine is not connected to your PC	The machine is not connected to your computer.	Connect the machine to your computer, and then try again.
Replace Pick up roller	The pick-up roller has been used over 200,000 times.	Replace the pick-up roller with a new one. Scanning errors may occur if you do not replace the part. See Replace the Pick-up Roller on page 247.
Replace Reverse roller	The reverse roller has been used over 200,000 times.	Replace the reverse roller with a new one. Scanning errors may occur if you do not replace the part. See Replace the Reverse Roller on page 250.
Replace pick up and reverse roller	Both the reverse roller and the pick-up roller have been used over 200,000 times.	Replace the reverse roller and the pick-up roller with new ones. Scanning errors may occur if you do not replace the parts. See Replace the Pick-up Roller on page 247 and Replace the Reverse Roller on page 250.
Unable to Scan XX	A machine error has occurred.	Turn the machine off and then on, and then try to
(xx is an error code.)		scan again. If the error is not cleared after turning the machine off and on, make a note of the error message and report it to your Brother dealer or Brother customer service (see <i>For Customer Service</i> on page ii).
Scan error due to length, reduce length	The scanned documents have exceeded the maximum allowed length.	To scan documents longer than the maximum allowed length, decrease the resolution of the documents.

Error message	Cause	Action
Document Jam/ Too Long	■ The Paper Guides are not set to the correct document size.	Clear the document jam (see <i>Document Jam</i> on page 262), and then do the following:
	The settings are not suitable for your document.	Adjust the Paper Guides to fit the width of the document. If Scan Size is set to Auto and you are
	Paper dust has accumulated on the surface of the pick-up roller or reverse roller.	scanning a document that contains multiple page sizes, insert narrow pages straight and as close to the centre of the machine as possible. If you are not feeding the document straight, use Continuous Scanning.
		Confirm the settings. See <i>Important</i> in <i>Document Jam</i> on page 262.
		■ Clean the pick-up roller and reverse roller. See Clean the Scanner and Rollers on page 239.
Multifeed detection	Multiple pages were fed at the same time.	Clear the multifeed. See <i>Document Jam</i> on page 262.
Unusable Device	An unusable device is inserted in the USB port.	Disconnect the device. Turn the machine off and then on by unplugging the machine from the AC electrical socket, and then plugging the machine in again.
Unusable USB Device	An unsupported USB device is inserted in the USB port.	Remove the unsupported USB device, such as a mouse or mobile device that does not support USB flash drive mode, from the USB port.
USB Hub Not Supported	A hub or USB flash drive with a hub is inserted in the USB port.	Remove the unsupported device, such as a USB hub or USB flash drive with a hub, from the USB port.
Insufficient USB	The inserted USB flash drive is full.	Press any button (ADS-2400N / ADS-3000N) or
Storage		(ADS-2800W / ADS-3600W), and then do one of the following:
		Delete unused files or folders from the USB flash drive, and then try again.
		■ Use a USB flash drive that has available space.
USB Access Error	The USB flash drive was removed	Press any button (ADS-2400N / ADS-3000N) or
	while it was being accessed.	(ADS-2800W / ADS-3600W).
USB Write-protected	The inserted USB flash drive is write-protected.	Remove the write-protected USB flash drive, press any button (ADS-2400N / ADS-3000N) or
		(ADS-2800W / ADS-3600W), and then do
		<ul> <li>Turn the USB flash drive's write-protection off, and then try again.</li> </ul>
Man Man Dile	Vour machine cannot save to a LICE	Use a USB flash drive that is not write-protected.
Too Many Files on USB	Your machine cannot save to a USB flash drive if it contains too many files.	Remove the USB flash drive, press any button
	, , , , , , , , , , , , , , , , , , , ,	(ADS-2400N / ADS-3000N) or (ADS-2800W / ADS-3600W). Delete unused files or folders from the root folder of the USB flash drive, and then try again.

sequential number for the file name has been reached.    Scan to USB) on page 285) (ADS-2400N / ADS-3600W), and then do one of the following:   Delete unnecessary email addresses and then try again.	Error message	Cause	Action
Ald-s-3600W) and then do one of the following:  Delete unused files from the USB flash drive and then try again.  Change the file name. See Save Scanned Documents on a USB Flash Drive on page 158.  No Profile set  No Scan to FTP/SFTP profile or Scan to Network profile is registered.  No Network profile is registered.  No Scan to FTP/SFTP profile or Scan to Network profile before using Scan to FTP or Scan to Network profile before using Scan to FTP or Scan to Network Profile before using Scan to FTP Server on page 165, Scan Documents to an SFTP Server on page 165, Scan Documents to an SFTP Server on page 183.  No Certificate  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  The Address Book is full.  Address Book Full  The Address Book is full.  Registration Failed  (Email Address) The email address is too long.  (Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The email address is registered in a shortcut.  Cannot Delete The email address is registered in a shortcut. Delete the shortcut first, and then try again.  Access Denied  Periodic maintenance is required.  Periodic maintenance is required.  Clean the pick-up roller and reverse roller and clear the counter.	File Name Cannot Be Used	sequential number for the file name	
■ Delete unused files from the USB flash drive and then try again. ■ Change the file name. See Save Scanned Documents on a USB Flash Drive on page 158.  No Profile set  No Scan to FTP/SFTP profile or Scan to Network profile is registered.  Configure the Scan to FTP/SFTP profile or the Scan to Network profile before using Scan to FTP or Scan to Network. See Scan Documents to an STFP Server on page 165, Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  No Certificate  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  Configure the settings under Signed PDF in the Administrator tab in Web Based Management. See Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  Address Book Full  The Address Book is full.  Registration Failed  (Email Address) The email address is too long.  (Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied  Secure Function Lock is on.  Call your administrator to check your Secure Function Lock 3.0 on page 39.  Scheduled Maintenance alert  Delete unnecessary erroller and reverse roller and clear the counter.		has been reached.	ADS-3000N) or (ADS-2800W / ADS-3600W),
then try again.  □ Change the file name. See Save Scanned Documents on a USB Flash Drive on page 158.  No Profile set No Scan to FTP/SFTP profile or Scan to Network profile is registered.  No Scan to FTP/SFTP profile or Scan to Network profile before using Scan to FTP or Scan to Network Profile before using Scan to FTP or Scan to Network See Scan Documents to an FTP Server on page 174 or Scan Documents to an SFTP Server on page 174 or Scan Documents to an SFTP Server on page 174 or Scan Documents to an SFTP Server on page 183.  No Certificate  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  Configure the settings under Signed PDF in the Administrator tab in Web Based Management. See Scan Documents to a Shared Folder / Network Location (Windows®) on page 185 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 185.  Address Book Full  The Address Book is full.  Delete unnecessary email addresses and then try again.  (Shortcut)  The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full  The maximum number of shortcuts has been reached.  Cannot Delete  The email address is registered in a shortcut.  Access Denied  Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled  Maintenance alert			
No Scan to FTP/SFTP profile or Scan to Network profile is registered.  No Scan to FTP/SFTP profile or Scan to Network profile is registered.  No Scan to FTP/SFTP profile or Scan to Network profile before using Scan to FTP or Scan to Network. See Scan Documents to an FTP Server on page 165, Scan Documents to an SFTP Server on page 174 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  No Certificate  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  The Address Book is full.  Delete unnecessary email addresses and then try again.  The Address Book is full.  Delete unnecessary email addresses that contains up to 64 characters.  (Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full  The email address is registered in a shortcut.  Delete unnecessary email address used in a shortcut.  Delete unnecessary email addresses and then try again.  Shortcuts Full  The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut. Delete the shortcut first, and then try again.  Access Denied  Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.			
to Network profile is registered.  to Network profile before using Scan to FTP or Scan to Network. See Scan Documents to an FTP Server on page 165, Scan Documents to an SFTP Server on page 174 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  No Certificate  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  The certificate does not exist, or is corrupted.  See Scan Documents to an FTP Server on page 165 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 163 or Scan Documents to an FTP Server on page 165 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  Address Book Full  The Address Book is full.  Registration Failed  (Email Address) The email address is too long.  (Shortcut) The maximum number of email addresses and then try again.  Shortcuts Full The maximum number of shortcuts has been reached.  Shortcuts Full The email address is registered in a shortcut.  Cannot Delete The email address is registered in a shortcut. Delete the shortcut first, and then try again.  Access Denied Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled Maintenance alert  The Portwork Location (Windows®) on page 174 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  Delete unnecessary email addresses and then try again.  Periodic maintenance is required.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.			
Administrator tab in Web Based Management. See Scan Documents to an FTP Server on page 165 or Scan Documents to a Shared Folder / Network Location (Windows®) on page 183.  Address Book Full The Address Book is full.  Registration Failed (Email Address) The email address is too long.  (Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied Secure Function Lock is on.  Scheduled Maintenance alert  Address Book is full.  Delete unnecessary email address that contains up to 64 characters.  Delete unnecessary email addresses and then try again.  Delete unnecessary shortcuts and then try again.  You cannot delete an email address used in a shortcut. Delete the shortcut first, and then try again.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.	No Profile set	•	to Network profile before using Scan to FTP or Scan to Network. See Scan Documents to an FTP Server on page 165, Scan Documents to an SFTP Server on page 174 or Scan Documents to a Shared Folder / Network Location (Windows®)
Registration Failed (Email Address) The email address is too long. (Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied Secure Function Lock is on.  Scheduled Maintenance alert  (Email Address) You can enter an email address that contains up to 64 characters.  Delete unnecessary email addresses and then try again.  Delete unnecessary shortcuts and then try again.  You cannot delete an email address used in a shortcut. Delete the shortcut first, and then try again.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.	No Certificate		Administrator tab in Web Based Management. See Scan Documents to an FTP Server on page 165 or Scan Documents to a Shared Folder / Network Location (Windows®)
The email address is too long.  (Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Cannot Delete The email address is registered in a shortcut.  Cannot Delete Cannot Delete The email address is registered in a shortcut.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.	Address Book Full	The Address Book is full.	
(Shortcut) The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings. See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.	Registration Failed	(Email Address)	·
The maximum number of email addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled Maintenance alert Periodic maintenance is required.  Capain.  again.  Delete unnecessary shortcuts and then try again.  You cannot delete an email address used in a shortcut. Delete the shortcut first, and then try again.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.		The email address is too long.	64 characters.
addresses in a shortcut has been reached.  Shortcuts Full The maximum number of shortcuts has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled Maintenance alert Clean the pick-up roller and reverse roller and clear the counter.		,	
has been reached.  Cannot Delete The email address is registered in a shortcut.  Access Denied Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled Maintenance alert  Periodic maintenance is required.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.		addresses in a shortcut has been	again.
shortcut. Delete the shortcut first, and then try again.  Access Denied  Secure Function Lock is on.  Call your administrator to check your Secure Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled  Maintenance alert  Periodic maintenance is required.  Clean the pick-up roller and reverse roller and clear the counter.	Shortcuts Full		Delete unnecessary shortcuts and then try again.
Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Scheduled Maintenance alert  Function Lock settings.  See Secure Function Lock 3.0 on page 39.  Clean the pick-up roller and reverse roller and clear the counter.	Cannot Delete	_	
Scheduled Maintenance alert  Periodic maintenance is required.  Clean the pick-up roller and reverse roller and clear the counter.	Access Denied	Secure Function Lock is on.	
Maintenance alert the counter.			See Secure Function Lock 3.0 on page 39.
See Clean the Scanner and Rollers on page 239.	Scheduled Maintenance alert	Periodic maintenance is required.	· · · · · · · · · · · · · · · · · · ·
			See Clean the Scanner and Rollers on page 239.

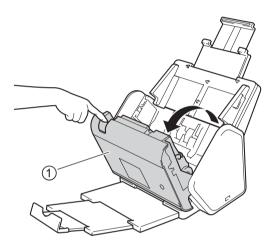
#### **Document Jam**

Documents can jam in the ADF if:

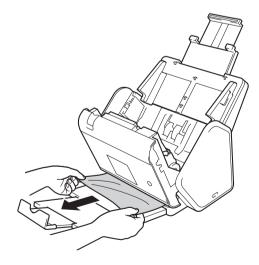
- the documents are not inserted or fed correctly
- the documents are too long
- multiple pages are fed at the same time (multifeed)

Follow the steps below to clear a document jam:

- 1 Take out any paper that is not jammed from the ADF.
- 2 Open the front cover by pinching the cover release lever ①.



3 Pull the jammed document out of the machine.



#### **NOTE**

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

- 4 Close the front cover.
- 5 Press any button (ADS-2400N / ADS-3000N) or (ADS-2800W / ADS-3600W).

#### NOTE

When clearing the multifeed, you must confirm that the data scanned so far has been saved, and then start scanning again at the next page or the beginning of the document.

#### **IMPORTANT**

- To avoid damage to the jammed document, DO NOT pull the document out before opening the front cover.
- Take out any paper from the ADF before closing the front cover.
- To avoid future document jams, do the following:
  - Close the front cover completely by pushing it gently in the centre.
  - Configure the settings for your document correctly.
  - Clean the reverse roller and pick-up roller. To clean the reverse roller, see Replace the Pick-up Roller
    on page 247 for instructions on how to pull the reverse roller out from the machine. Clean the rubber
    side of the reverse roller with a soft, lint-free cloth moistened with water, and then put the reverse roller
    back into the machine. To clean the pick-up roller, see Clean the Scanner and Rollers on page 239.
  - Stagger the pages, and then load your document. See Load Documents on page 59.
  - Make sure your document is acceptable for the machine. See Acceptable Documents on page 50.
  - Load your document correctly. See Load Documents on page 59.
  - Load no more than 50 pages at a time.
  - To avoid a long paper jam, you must select Long Paper for Scan Size or Document Size.
- When you scan from your computer
  - Change Scan Settings (ControlCenter4) (Windows®) on page 100
  - Change Scan Settings (ControlCenter2) (Macintosh) on page 119
- When you scan from the machine (ADS-2800W / ADS-3600W)

Confirm the following settings on the Touchscreen:

#### (Scan to USB/FTP/Network/Email Server)

- Scan Type: Colour Or Black and White
- Skip Blank Page: Off

## **Operational and Software Difficulties**

#### **IMPORTANT**

For technical help, you must contact Brother customer support.

If you think there is a problem with your machine, check the table below and follow the troubleshooting tips.

You can resolve most problems yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips, visit support.brother.com

Using non-Brother supplies may affect the scan quality, hardware performance, and machine reliability.

#### **Scanning Difficulties**

Difficulty	Cause	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	The TWAIN or WIA driver has not been selected as the primary source in your scanning application.	Make sure the Brother TWAIN or WIA driver is selected as the primary source in your scanning application. For example, in Nuance™ PaperPort™ 14SE, click <b>Scan Settings</b> , and then <b>Select</b> to select the Brother TWAIN/WIA driver.
TWAIN errors appear when starting to scan. (Macintosh)	The TWAIN driver has not been selected as the primary source in your scanning application.	Make sure the Brother TWAIN driver is selected as the primary source in your application. You can also scan documents using the ICA Scanner Driver.
OCR does not work.	The scanner resolution is too low.	Increase the scanner resolution.
Vertical lines are seen in the scanned image.	Paper dust has accumulated on the surface of the glass strips.	Clean the glass strips inside the machine. See Clean the Scanner and Rollers on page 239.
The scanned image is missing.	<ul> <li>The Paper Guides are not adjusted to fit the width of the document.</li> <li>The Auto Deskew feature was set to On when the document was scanned.</li> <li>The settings are not suitable for your document. For example, a Letter/A4 size document was fed when</li> </ul>	<ul> <li>Adjust the Paper Guides to fit the width of the document. When Scan Size is set to Auto and you are scanning a document that contains multiple page sizes, insert narrow pages straight and as close to the centre of the machine as possible. If the document does not stay straight while feeding, use Continuous Scanning.</li> <li>Set Auto Deskew to Off.</li> </ul>
	Executive/A5 was selected as document size.	Make sure the document size settings are suitable for your document.
		Configure the margin settings and adjust the scanning position. For more information, see <i>Adjust the Scanning Position</i> on page 225.

Difficulty	Cause	Suggestions
The scanned image is skewed.	<ul> <li>The Paper Guides are not adjusted to fit the width of the document.</li> <li>The Auto Deskew feature was set to Off when the document was scanned.</li> <li>The Long Paper setting is selected.</li> </ul>	<ul> <li>Adjust the Paper Guides to fit the width of the document. If Scan Size is set to Auto and you are scanning a document that contains multiple page sizes, insert narrow pages straight and as close to the centre of the machine as possible. If the document does not stay straight while feeding, use Continuous Scanning.</li> <li>Set Auto Deskew to On.</li> </ul>
		Set other than Long paper.
Scanning is too slow.	The resolution is not suitable for your document.	Decrease the scanner resolution. Set scan size to a setting other than Auto.
The document was not fed.	<ul> <li>Paper dust has accumulated on the surface of the pick-up roller or reverse roller.</li> <li>Too many documents are loaded in the ADF at a time.</li> <li>There are foreign objects in the ADF.</li> <li>Your document is too thin or too thick.</li> <li>Remote Setup is in progress.</li> <li>Paper ejection has paused.</li> <li>The reverse roller cover is not closed correctly.</li> </ul>	<ul> <li>Clean the reverse roller and pick-up roller. To clean the reverse roller, see Replace the Pick-up Roller on page 247 to refer how to pull the reverse roller out from the machine, clean the rubber side of the reverse roller with a soft, lint-free cloth moistened with water, and then attach the reverse roller in the machine. To clean the pick-up roller, see Clean the Scanner and Rollers on page 239.</li> <li>Make sure the maximum number of pages is suitable for your document. See Acceptable Documents on page 50.</li> <li>Remove any foreign objects or ripped paper from the ADF.</li> <li>Make sure your document is acceptable for the machine. See Acceptable Documents on page 50.</li> <li>Cancel Remote Setup.</li> <li>Remove any paper from the ADF.</li> <li>Securely close the reverse roller. Cover until the hooks fit into the front cover.</li> </ul>
The document is jammed.	<ul> <li>Paper dust has accumulated on the surface of the pick-up roller or reverse roller.</li> <li>There are foreign objects in the ADF.</li> <li>Your document is not acceptable for the machine.</li> </ul>	<ul> <li>Clean the reverse roller and pick-up roller.         To clean the reverse roller, see Replace the Pick-up Roller on page 247 to refer how to pull the reverse roller out from the machine, clean the rubber side of the reverse roller with a soft, lint-free cloth moistened with water, and then install the reverse roller in the machine. To clean the pick-up roller, see Clean the Scanner and Rollers on page 239.</li> <li>Remove any foreign objects or ripped paper from the ADF.</li> <li>Make sure your document is acceptable for the machine. See Acceptable Documents on page 50.</li> </ul>

Difficulty	Cause	Suggestions
The order of the output document pages changes.	The Output Tray has been positioned so that it does not match the size of the document.	Carefully position the Output Tray so that it matches the size of the document.
The scan quality is poor.	<ul> <li>Paper dust has accumulated on the surface of the pick-up roller or reverse roller.</li> <li>Paper dust has accumulated on the surface of the glass strips inside the machine.</li> <li>The resolution is too low.</li> </ul>	<ul> <li>Clean the reverse roller and pick-up roller. To clean the reverse roller, see Replace the Pick-up Roller on page 247 to refer how to pull the reverse roller out from the machine, clean the rubber side of the reverse roller with a soft, lint-free cloth moistened with water, and then install the reverse roller in the machine. To clean the pick-up roller, see Clean the Scanner and Rollers on page 239.</li> <li>Clean the glass strips inside the machine. See</li> </ul>
		Clean the Scanner and Rollers on page 239.  ■ Increase the scanner resolution.
The machine pauses for about three seconds between each page when scanning.	If you scan continuously, the internal temperature of the machine may increase, causing the machine to enter the motor save mode.  NOTE  The length of the pause may vary depending on the scanning conditions.	This is normal and you may continue to scan.
Bleed through is seen in the scan data.	The settings are not appropriate for the type of document being scanned.	Select the Remove Bleed-through / Pattern / Remove Background Colour check box.
Colours in the	The settings are not appropriate for the	Do one of the following:
scanned data are dark.	type of document being scanned.	Select the Remove Bleed-through / Pattern / Remove Background Colour check box, and then scan from your computer.
		Increase brightness, and then scan from your computer.
		Increase contrast, and then scan from your computer.
		Change Scan Type to Grey or Colour, and then scan from your computer.
A page that is not a blank page is skipped.	■ The document is too light. ■ Skip Blank Page is set to On.	Set Skip Blank Page to Off. Alternatively, use a lower Skip Blank Page sensitivity setting.
Cannot scan a long document.	Long Paper is not selected for the document size.	Select Long Paper for the document size. If you cannot select Long Paper, when scanning from the machine's Control Panel, set Skip Blank Page to off and set Scan Type to an option other than Auto. Then, you can select Long Paper for the document size.

Difficulty	Cause	Suggestions
A multifeed occurs.	The document is not loaded correctly.	Load your document correctly (see Standard-size Documents on page 59), and then try again.
Cannot scan.	Secure Function Lock is on.	Call your administrator to check your Secure Function Lock settings.
		See Secure Function Lock 3.0 on page 39
Cannot scan thick cards successfully.	Either the card placement or scan settings may be incorrect.	Set your card sideways. Scan using the following settings:
		Plastic card mode: Off
		Resolution: 600 dpi
		Document Size: Auto
		Multifeed detection: Off
Rear end scan result expires when you scan a thick document or scanned image will be stretched.	A thick document hits the output tray.	Scan your document without using the output tray.

### **Software Difficulties**

Difficulty	Cause	Suggestions
Cannot install	_	(Windows <sup>®</sup> users only)
software.		Run the <b>Repair MFL-Pro Suite</b> program on the DVD-ROM to repair and reinstall the software.
Cannot start ControlCenter4 (Windows <sup>®</sup> ).		If the icon is not displayed in the task tray,  click (Brother Utilities) on your desktop, and then click the drop-down list and select your model name (if not already selected). Click Scan in the left navigation bar, and then click ControlCenter4.
Cannot start ControlCenter2 (Macintosh).	You have not logged on the computer as the administrator.	Restart the computer and log on as the administrator.
Cannot start ControlCenter2 (Macintosh).		To start ControlCenter2, click the (ControlCenter2) icon in the Dock.  If the (ControlCenter2) icon is not displayed in the Dock, in the Finder menu bar, click Go > Applications > Brother, and then double-click the (ControlCenter2) icon.  The (ControlCenter2) icon appears in the Dock.

Difficulty	Cause	Suggestions
Cannot configure the settings to scan from the Control Panel of the machine.	_	Use Remote Setup. See Set Up the Brother Machine from Your Computer on page 233.
(ADS-2400N / ADS-3000N)		
Cannot save the	■ The machine is processing.	■ Wait until the machine finishes processing and
settings in Remote	■ The machine is being configured	then try again.
Setup or Web Based Management.	from the machine's Control Panel.	Stop configuring the machine from the Control Panel.
Cannot start Remote	■ The machine is turned off.	■ Turn the machine on and then try again.
Setup.	The machine is not connected to your computer.	Connect the machine to your computer and then try again.
	■ An error has occurred.	■ Clear all errors, and then try again.
	■ The machine is scanning.	■ Wait until scanning has finished and try again.
	The machine is being configured from the machine's Control Panel.	Stop configuring the machine from the Control Panel.

## **Network Difficulties**

Difficulty	Suggestions
Cannot scan over the network.	Make sure your machine is powered on, online and in Ready Mode. Check the current network settings.
	See Troubleshooting in the Network User's Guide.
The network scanning feature does	Windows® users
not work.	It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, use the information below:
	Name: Enter any description, for example Brother NetScan
	Port number: Enter 54925
	Protocol: UDP is selected
	Refer to the instruction manual supplied with your third-party Security/Firewall Software or contact the software manufacturer.
	Macintosh users
	Re-select your machine in the <b>Device Selector</b> application from the model list in ControlCenter2.

Difficulty	Suggestions	
The Brother software cannot be	(Windows® users)	
installed.	If the Security Software warning appears on the computer screen during the installation, change the Security Software settings to permit the Brother product setup program or other program to run.	
	(Macintosh users)	
	If using a firewall function of anti-spyware or antivirus security software, temporarily disable it, and then install the Brother software.	
Cannot connect to wireless network.	Check the wireless network settings.	
(ADS-2800W / ADS-3600W)	See Troubleshooting in the Network User's Guide.	
Reset the network settings.	See Reset the Machine (ADS-2400N / ADS-3000N) on page 273.	
	See Reset the Machine (ADS-2800W / ADS-3600W) on page 274.	
How to check the machine's	(ADS-2400N / ADS-3000N)	
IP address. (ADS-2400N / ADS-3000N)	Start the ControlCenter application.	
ADO 300014)	2. Click the <b>Device Settings</b> tab.	
	Click the <b>Scan to Net Settings</b> button. The Web Based Management window appears.	
	5. Select <b>Network</b> tab.	
	6. Click Wired.	
Cannot recognise the NFC card.	Set NFC to On.	

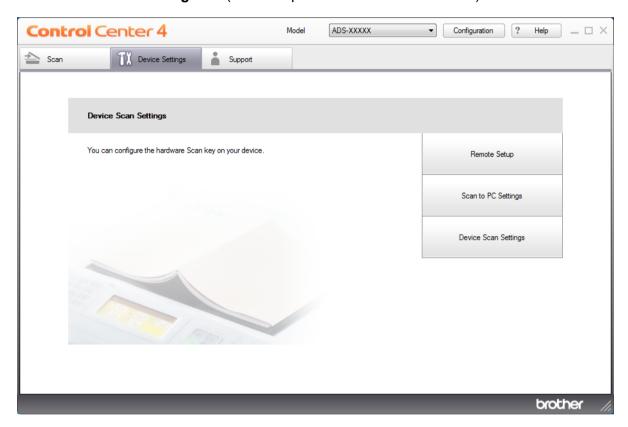
## **Other Difficulties**

Difficulty	Cause	Suggestions
The machine is in Sleep Time (power save mode). (ADS-2800W / ADS-3600W)	The machine is idle and the period of time specified by the Sleep Time setting has elapsed.	Do one of the following:
		■ Press .
		■ Press .
		■ Scan using your computer.
		■ Open the top cover.
		■ Load your document.
		■ Touch the screen.
		■ Touch IC Card to the NFC reader.
The machine is not turned on.	The machine was plugged in within the 60 seconds after pulling out the plug.	Turn the machine off, wait 60 seconds, and then turn the machine on.
The machine is in Offline Mode.	The machine is not connected to the computer.	Connect the machine to the computer, and then turn the machine on.

## **Machine Information**

## Check the Serial Number (ADS-2400N / ADS-3000N)

- 1 Start the ControlCenter application.
  - Windows®
  - 1 Click the (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.
  - 2 Click the **Device Settings** tab (the example below uses **Home Mode**).



#### **NOTE**

If using **Advanced Mode**, click the (Settings) icon to access **Device Settings**.



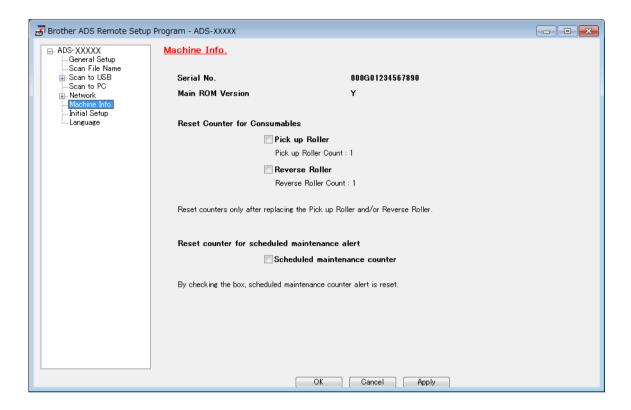
#### ■ Macintosh

- 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window appears.
- 2 Click the **DEVICE SETTINGS** tab.



2 Click the **Remote Setup** button. The Remote Setup window appears.

3 Select Machine Info. in the folder tree. The Serial No. appears (the example below uses Windows®).



### Check the Serial Number (ADS-2800W / ADS-3600W)

- 1 On your machine's Touchscreen press (Settings).
- 2 Press Machine Info.
- 3 Press Serial No. The Touchscreen displays the machine's serial number.

## WLAN Enable/Disable (ADS-2800W / ADS-3600W)

- 1 Press (Settings).
- 2 Press Network.
- 3 Press WLAN.
- Press ▲ or ▼ to display WLAN Enable.
- 5 Press WLAN Enable.
- 6 Press On (or Off).

#### **Reset Functions**

The following reset functions are available:

■ Network

You can restore the network settings, such as the password and IP address information, to factory settings.

Address Book (ADS-2800W / ADS-3600W)

You can reset the Address Book setting.

■ All Settings

You can restore all settings to factory settings.

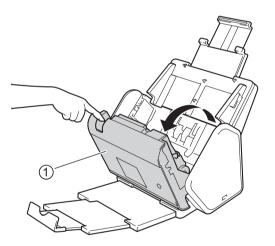
We recommend performing this procedure before transferring, or disposing of, the machine.

#### **NOTE**

Unplug the interface cable before you select Network or All Settings.

### Reset the Machine (ADS-2400N / ADS-3000N)

1 Open the front cover ①.



- 2 Do one of the following:
  - Press for about five seconds until the machine beeps to reset the network.
  - Press for about five seconds until the machine beeps to reset the IP Sec.
  - Press 🚣 3 for about five seconds until the machine beeps to reset the periodic cleaning counter.
  - Press 🚜 2 for about five seconds until the machine beeps to reset the pick-up roller counter.

#### Troubleshooting

- Press ♣1 for about five seconds until the machine beeps to reset the reverse roller counter.
- Press ♣ 2 ♣ 3 for about five seconds until the machine beeps to reset the pick-up roller counter and reverse roller counter.

## Reset the Machine (ADS-2800W / ADS-3600W)

- 1 Press (Settings).
- Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup, and then Reset.
- Press the type of reset you want.
- 6 Press Yes to confirm.
- 6 Press Yes for two seconds to restart the machine.



# **Specifications**

# General

#### **NOTE**

This chapter provides a summary of the machine's specifications. For additional specifications, visit www.brother.com

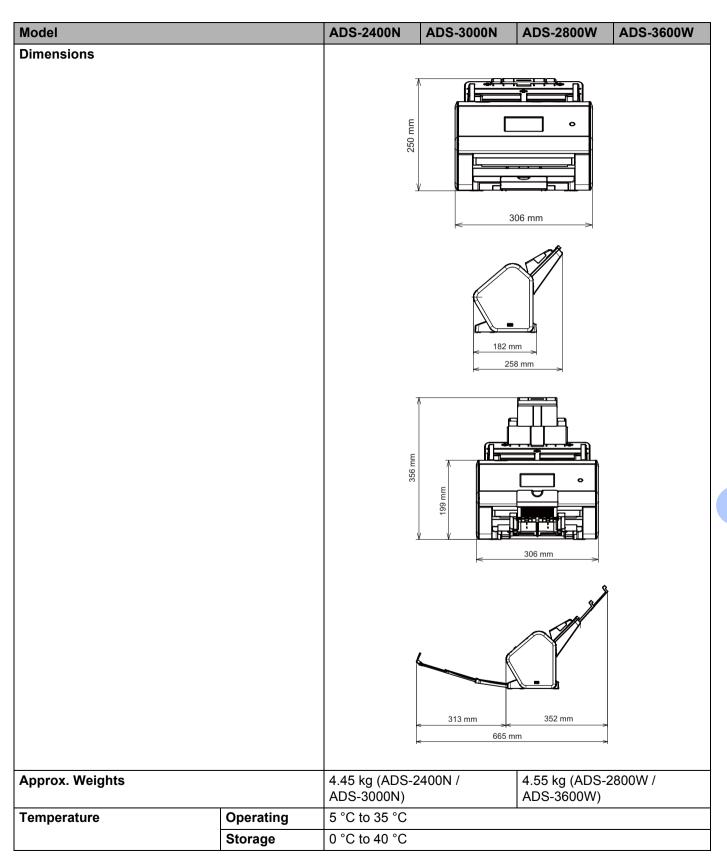
Model		ADS-2400N	ADS-3000N	ADS-2800W	ADS-3600W		
Memory Capacity	Standard	256 MB	256 MB		512 MB		
Power Source	AC: 220 - 240 V, 50/60 Hz						
Touchscreen LCD (Liquid Crystal Display)		-		Touchscreen 93.4 mm TFT Colour LCD <sup>1</sup>			
Approx. Power Consumption <sup>2</sup>	Scanning <sup>3</sup>	27 W	30 W	27 W	30 W		
	Ready <sup>4</sup>	3.0 W	4.1 W	3.7 W	4.9 W		
	Sleep	1.9 W	2.9 W	1.9 W	2.9 W		
	Power Down	0.12 W	•	•	•		

Measured diagonally.

Measured when the machine is connected to your computer.

<sup>&</sup>lt;sup>3</sup> When 2-sided (duplex) scanning.

When all network ports activated and connected.



Model			ADS-2400N	ADS-3000N	ADS-2800W	ADS-3600W				
Humidity Ope		Operating	20 to 80%	20 to 80%						
		Storage	10 to 90%	10 to 90%						
ADF (Automatic Document Feeder)			Up to 50 pages (Paper: 80 g/m² Legal size, or less than 5 mm)							
Document	Multiple Paper	Width	51 to 215.9 mm							
Size		Length	51 to 355.6 mr	n						
	Single Paper	Width	51 to 215.9 mm							
		Length	51 to 5000 mm	1						

# **Scanner**

Colour/Black		Yes / Yes			
TWAIN Compliant	Windows <sup>®</sup>	Windows $^{\&}$ XP Home (SP2 or later) / Windows $^{\&}$ XP Professional (SP2 or later, x32 only) / Windows Vista $^{\&}$ / Windows Server $^{\&}$ 2003 (only 32 bit) / Windows Server $^{\&}$ 2008 / Windows Server $^{\&}$ 2012 R2 / Windows $^{\&}$ 7 / Windows $^{\&}$ 8 / Windows $^{\&}$ 8.1			
	Macintosh	OS X 10.8.5, 10.9.x, 10.10.x <sup>1</sup>			
WIA Compliant Windows®		Windows <sup>®</sup> XP / Windows Vista <sup>®</sup> / Windows <sup>®</sup> 7 / Windows <sup>®</sup> 8 / Windows <sup>®</sup> 8.1			
ICA Compliant Macintosh		OS X 10.8.5, 10.9.x, 10.10.x <sup>1</sup>			
ISIS™ Compliant Windows®		Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1			
Colour Depth	Input	30 bit colour Processing			
	Output	24 bit colour Processing			
Resolution	Interpolated	Up to 1,200 dpi × 1,200 dpi			
	Optical	Up to 600 dpi × 600 dpi			
Scanning Width	•	215 mm			
Greyscale		256 levels			
Max. Speed		For detailed specifications, visit www.brother.com			

<sup>&</sup>lt;sup>1</sup> For the latest driver updates for the OS X you are using, visit <u>support.brother.com</u>

# **Direct Scan Feature (Scan to USB)**

Compatible Media	USB flash drive 1 <sup>1</sup>
Interface	Interface USB 2.0 Hi Speed

USB Mass Storage standard up to 64 GB Support format: FAT12/FAT16/FAT32/exFAT

## **Interfaces**

USB	(ADS-2400N / ADS-2800W) Hi-Speed USB 2.0 <sup>1, 3</sup> Use a USB 2.0 cable (Type A/B) that is no more than 2 meters long. (ADS-3000N / ADS-3600W) USB 3.0 SuperSpeed Port <sup>1, 2</sup>
LAN <sup>4</sup>	Use an Ethernet UTP cable category 6 or later.
Wireless LAN (ADS-2800W / ADS-3600W)	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode) IEEE 802.11g/n (WiFi Direct)

<sup>1</sup> Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.0/1.1 interface.

# **Network**

#### NOTE

For more information about the Network specifications, see the Network User's Guide.

LAN	You can connect your machine to a network for Network Scanning and Remote Setup.  Also included is Brother BRAdmin Light <sup>1</sup> Network Management software.				
Wireless Network Security (ADS-2800W / ADS-3600W)	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES), Enterprise WPA/WPA-PSK (AES), EAP, EAP RAST, PEAP, EAP TTLS, EAP TLS				
Setup Support Utility (ADS-2800W / ADS-3600W)	WPS	Yes			

If you require more advanced scanner management, use the latest Brother BRAdmin Professional utility version available as a download from support.brother.com

Your machine has a USB 3.0 SuperSpeed interface. The machine can also be connected to a computer that has a USB 2.0/USB 1.1/USB 1.0 interface.

<sup>&</sup>lt;sup>3</sup> Third-party USB ports are not supported.

See Network on page 278.
See Supported Protocols and Security Features in the Network User's Guide.

# **Computer Requirements**

	SU	PPORTED	OPERATING S	SYSTEMS AND SO	OFTWARE	FUNCTIONS		
Computer Platform and						Recommended	Hard Disk Space to Install	
	System Version	Software Functions	1 6 interface	Processor Speed	RAM	RAM	For Drivers	For Applications
Windows <sup>®</sup> Operating System	Windows <sup>®</sup> XP Home (SP2 or later) <sup>1</sup> Windows <sup>®</sup> XP Professional (SP2 or later, x32 only) <sup>1</sup>	Scanning	USB 10/100/ 1000Base-TX (Ethernet) Wireless <sup>4</sup> 802.11b/g/n	Intel <sup>®</sup> Pentium <sup>®</sup> II or equivalent	128 MB	256 MB	150 MB	1 GB
	Windows Vista <sup>® 1</sup>		Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or	512 MB	1 GB	500 MB	1 GB	
	Windows Server® 2003 (only 32 bit) <sup>2</sup> , <sup>3</sup> Windows Server® 2008 <sup>2</sup> Windows Server® 2008 R2 <sup>2</sup> Windows Server® 2012 <sup>2</sup> Windows Server® 2012 R2 <sup>2</sup> Windows® 7 <sup>1</sup> Windows® 8 <sup>1</sup> Windows® 8.1 <sup>1</sup>			AMD64) supported CPU	1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	1 GB
Macintosh Operating System	OS X 10.8.5 OS X 10.9.x OS X 10.10.x	Scanning	USB <sup>5</sup> 10/100/ 1000Base-TX (Ethernet) Wireless <sup>4</sup> 802.11b/g/n	Intel <sup>®</sup> Processor	2 GB	2 GB	80 MB	1 GB

#### Conditions:

- Nuance™ PaperPort™ 14SE supports Windows® XP Home (SP3 or later), Windows® XP Professional (SP3 or later, x32 only), Windows Vista® (SP2 or later), Windows® 7, Windows® 8 and Windows® 8.1.
- The Desktop Experience Pack is needed.
  - · None of our supplied applications work on these operating systems.
- Server OS supports Scanner Driver Only.
- ADS-2800W and ADS-3600W.
- Third-party USB ports are not supported.

All trademarks, brand and product names are the property of their

# **B** Appendix

# Entering Text (ADS-2800W / ADS-3600W)

When you need to enter text into the machine, the keyboard appears on the Touchscreen.



#### NOTE

- To change between lower-case or upper-case, press
- To toggle between keyboard layouts (letters, numbers, or symbols), press 🛕 1 @

### **Inserting Spaces**

To enter a space, press Space. Or, move the cursor forward by pressing ▶.

#### NOTE

The characters that are available may differ depending on your country.

## **Making Corrections**

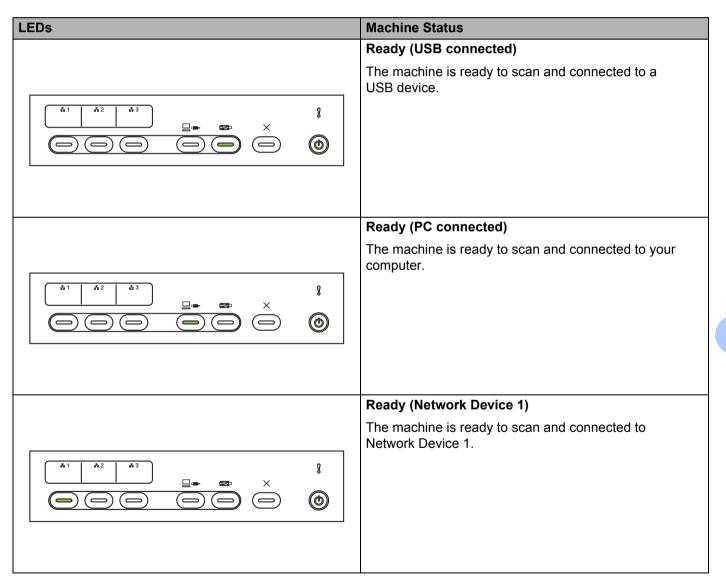
If you entered an incorrect character and want to change it, press ◀ to move the cursor to highlight the incorrect character, and then press ☑. Enter the correct character. You can also insert letters by moving the cursor and entering a character.

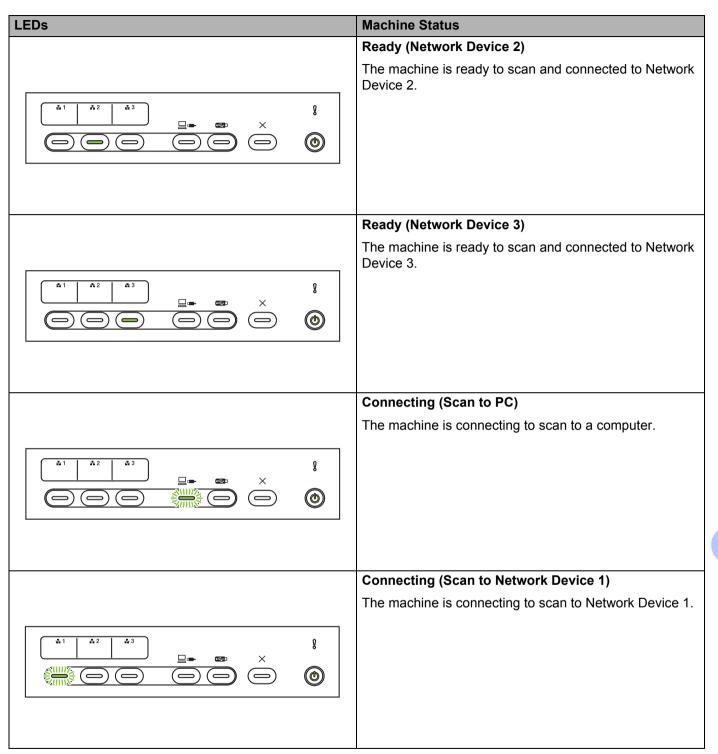
Press 🖸 for each character you want to erase, or press and hold 🖸 to erase all the characters.

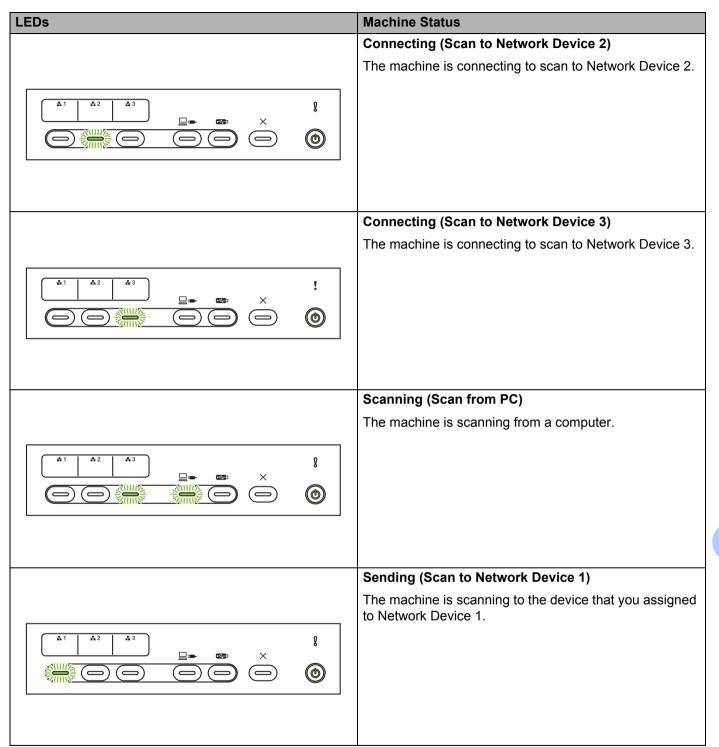
# LED Indications (ADS-2400N / ADS-3000N)

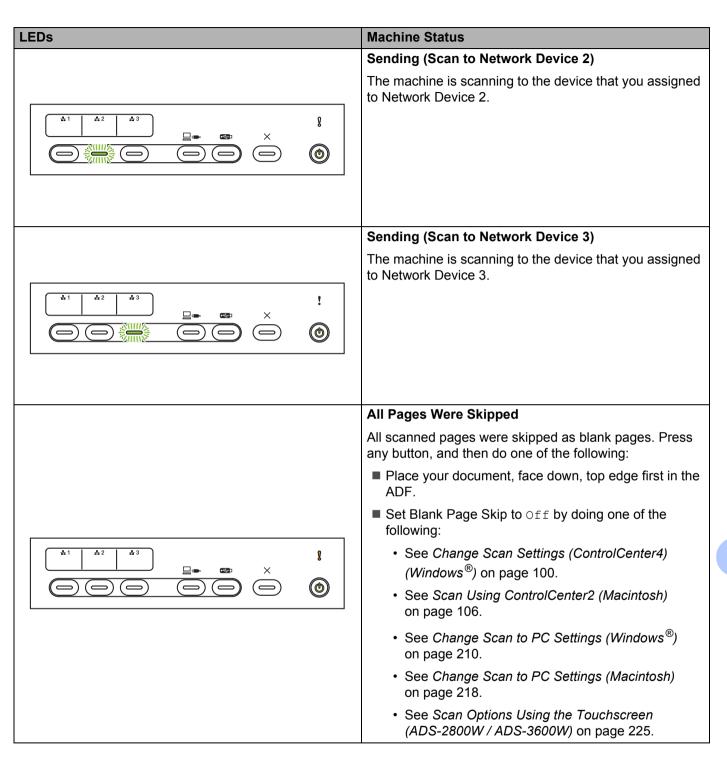
The LED indications shown in the table below are used in the illustrations in this chapter.

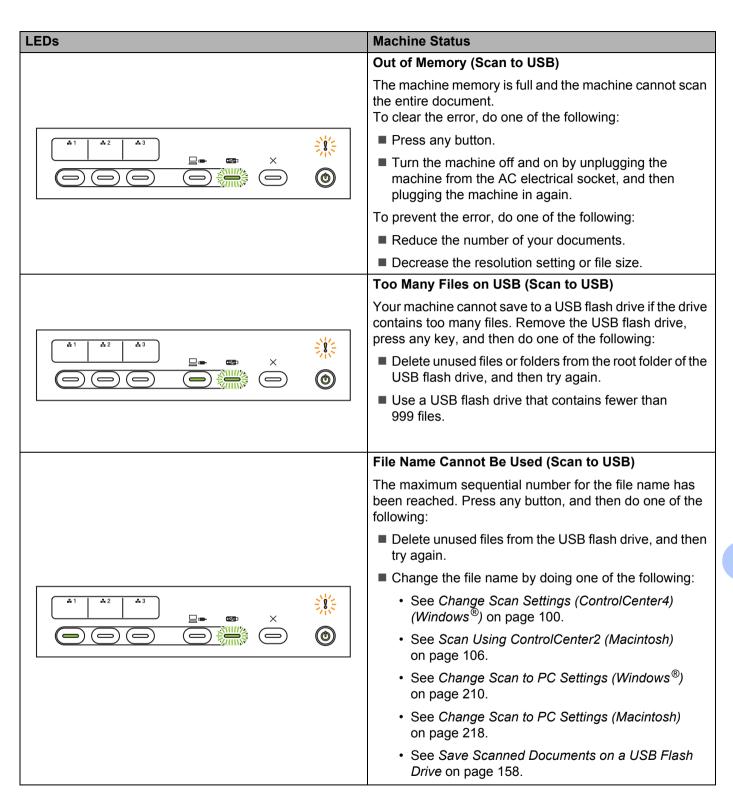
§ or	The LED is off.
! or	The LED is on.
or ×1-1-1-1-1×	The LED is blinking.

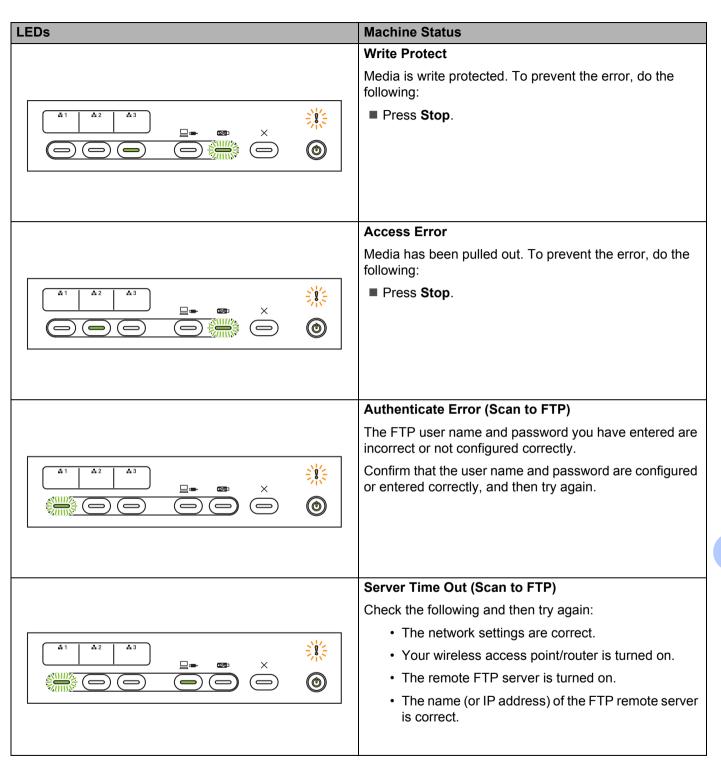


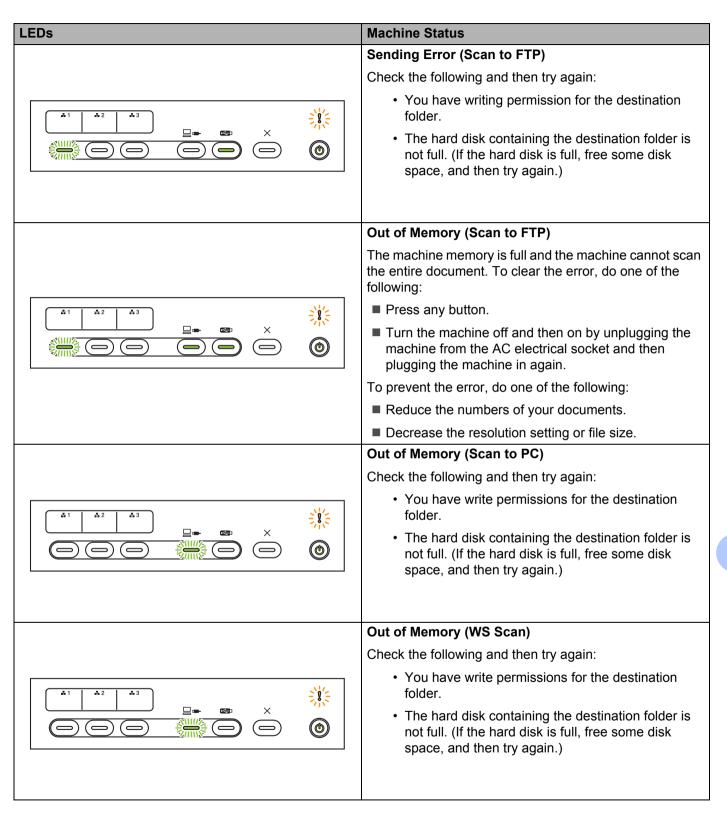


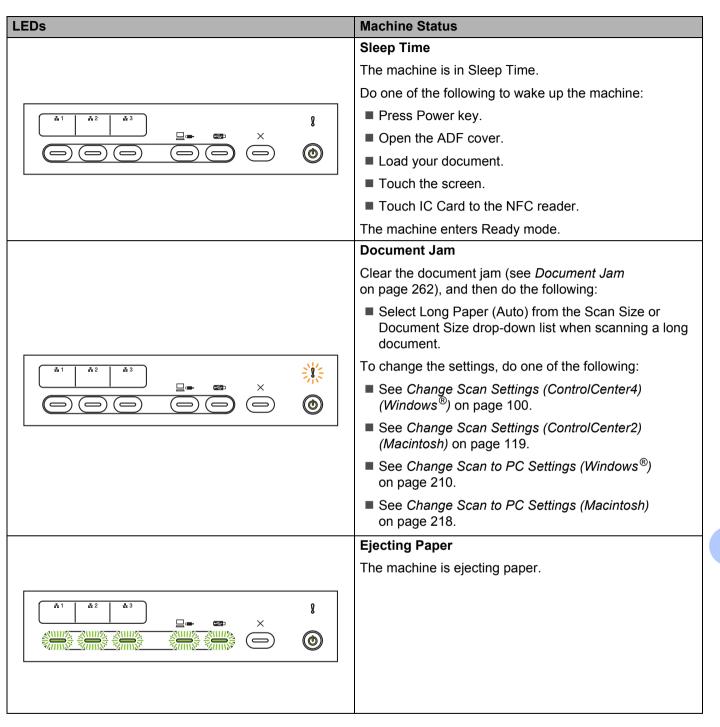


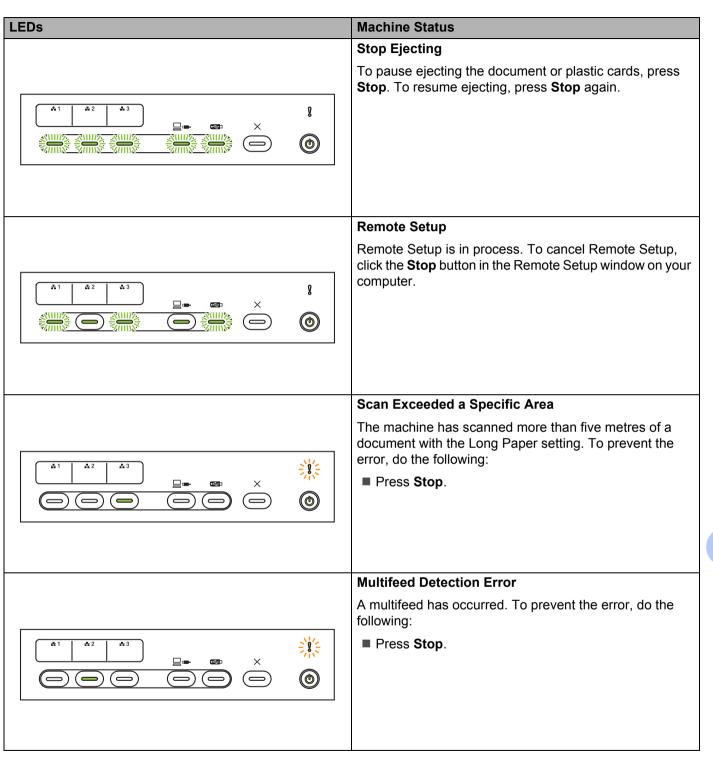


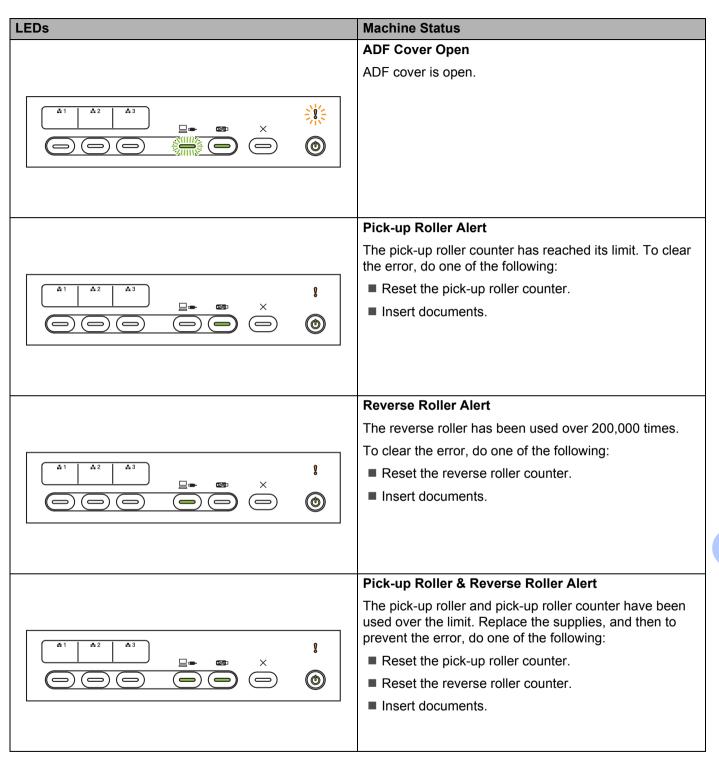


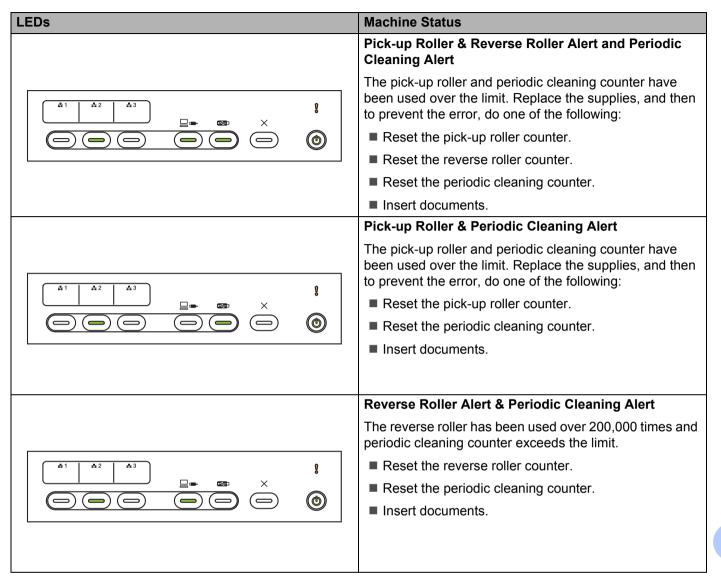






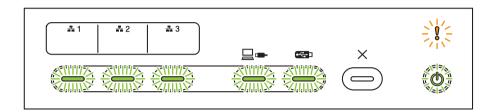






#### **Service Call Indications**

If an error cannot be cleared by the user, the machine indicates that a service call is needed by lighting up all the LEDs.



If you see the service call indication shown above, turn the machine off and then on, and then try to scan again.

If the error is not cleared after turning the machine off and then on, press **Stop**. The LEDs light up as shown in the table below to indicate the error type:

Error Code	Network Device 1	Network Device 2	Network Device 3	Scan to PC	Scan to USB	Error Indicator	Power Indicator
A7: Not a ROM of matching colour Parameter to CIS Maker				× - - - ×			<b>©</b>
A8: Matching failure of colour parameter				× - - - ×			<b>©</b>
Ex: Unregistered wireless MAC address	×1-1-1-1×					2)1/2	<b>©</b>
Ex: Unregistered wired MAC address	×1-1-1-1×					-\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	<b>©</b>
A9: Detected a special scanning error					×1-1-1-1×	2\1/2 2\1/1\2	<b>©</b>
E9: NFC module initialization failure	×1-1-1-1×					~\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	•
FE: ROM1 data acquisition error					×1-1-1-1×		<b>©</b>

# **Scan Settings**

When connecting the machine to computers and this machine, and scanning using a computer.

Category	Setting	Option	Configurable settings in TWAIN	Configurable settings in CC4
	2-sided Scan	Off / Long Edge / Short Edge	✓	✓
	0	Auto / Black and White / True Grey / 24bit Colour	<b>√</b>	✓
	Scan Type	Grey (Error Diffusion)	<b>√</b>	✓
		100 dpi / 150 dpi	<b>√</b>	✓
	Decelution	200 dpi / 300 dpi / 600 dpi	<b>√</b>	✓
	Resolution	400 dpi	<b>√</b>	✓
		1200 dpi	<b>√</b>	<b>√</b>
	File Type	PDF Single-Page / PDF Multi-Page / JPEG / TIFF Single-Page / TIFF Multi-Page	-	✓
Basic Settings		PDF/A Single-Page / PDF/A Multi-Page / Secure PDF Single-Page / Secure PDF Multi-Page / High Compression PDF Single-Page / High Compression PDF Multi-Page / Searchable PDF Single-Page / Searchable PDF Multi-Page	-	<b>√</b>
		Signed PDF Single-Page / Signed PDF Multi-Page	-	-
		Windows Bitmap (.bmp) / Portable Network Graphics (.png) / XPS	-	<b>✓</b>
		Auto / A4 / Letter / Legal / JIS B5 / A5 / JIS B6 / A6 / Business Card / Long Paper (Auto)	✓	✓
	Document Size	Executive / Index Card / Photo / Photo L / Photo 2L / Post Card 1 / Post Card 2 (Double)/ Folio	✓	✓
		1 to 2(A3) / 1 to 2(Ledger) / 1 to 2(B4) / 1 to 2(A4) / 2 in 1(A4) / 2 in 1(B5)	-	✓
		Custom	<b>√</b>	-
	File Size (Compression rate adjustment)	-	-	✓

Category	Setting	Option		Configurable settings in TWAIN	Configurable settings in CC4
	Auto Deskew	On / Off		1	✓
	Remove Background Colour	Bleed Through	/ Remove Background Colour	✓	✓
		Auto		✓	-
		Custom	Brightness	✓	✓
	Colour Tono Adjustment		Contrast	✓	✓
	Colour Tone Adjustment		Shadow	1	-
			Highlight	<b>√</b>	-
			Gamma	1	-
	Greyscale Adjustment	Brightness / Co	entrast	<b>√</b>	-
	Auto Colour Detect Adjust	Auto Colour De	tect Adjust	1	-
Image Processing	Skip Blank Page	Skip Blank Pag	е	<b>√</b>	<b>√</b>
illiage i locessing	Margin Setting for Cropping	Top: -3.0 mm to Left: -3.0 mm to Right: -3.0 mm Bottom: -3.0 mr	o 3.0 mm to 3.0 mm	✓	-
	Punch Hole Removal	Paint colour Wh	nite / Background colour	<b>√</b>	-
	Edge Emphasis	On (Low, Middle	e, High) / Off	<b>√</b>	-
	Boldface Formatting	On (Low, Middle	e, High) / Off	<b>√</b>	-
	Blurred Character Correction	On / Off		✓	-
	Noise Reduction	On (Low, Middle	e, High) / Off	✓	-
	Remove Ruled Line	Vertical / Horizo	ontal / Vertical and Horizontal	✓	-
	Edge Fill	White / Black		✓	-
	Colour Drop	Chromatic Colo	our / Red / Green / Blue / Custom	✓	-
	Multifeed Detection	On / Off		✓	✓
Special Mode	Carrier Sheet Mode	On / Off		✓	✓
	Plastic Card Mode	On / Off		<b>√</b>	<b>√</b>
Datall Calling	Continuous Scan	On / Off		✓	<b>√</b>
Detail Settings	Single Page Scan	On / Off		✓	-

When connecting the machine to computers and this machine, and scan using control panel

Category	Setting	Option	Configurable settings from CC4 (ADS-2400N / ADS-3000N / ADS-2800W / ADS-3600W)	Configurable settings in Control Panel (ADS-2800W / ADS-3600W)	Saving settings to a shortcut (ADS-2800W / ADS-3600W)
	2-sided Scan	Off / Long Edge / Short Edge	✓	✓	✓
	Scan Type	Auto / Black and White / True Grey / 24bit Colour	✓	✓	✓
		Grey (Error Diffusion)	✓	-	-
		100 dpi	✓	-	-
	Resolution	150 dpi / 200 dpi / 300 dpi / 600 dpi	✓	✓	✓
	Resolution	400 dpi	✓	-	-
		1200 dpi	✓	-	-
	File Type	PDF Single-Page / PDF Multi-Page / JPEG / TIFF Single-Page / TIFF Multi-Page	✓	✓	✓
		PDF/A Single-Page / PDF/A Multi-Page / Secure PDF Single-Page / High Compression PDF Single-Page / High Compression PDF Multi-Page / Searchable PDF Single-Page / Searchable PDF Multi-Page	✓	-	-
Basic Settings		Signed PDF Single-Page / Signed PDF Multi-Page	-	-	-
		Windows Bitmap (.bmp) / Portable Network Graphics (.png) / Microsoft Office Word (*.docx) / Microsoft Office PowerPoint (*.pptx) / XPS	✓	-	-
		Secure PDF Multi-Page / Signed PDF Single-Page	-	-	-
		Auto / A4 / Letter / Legal / JIS B5 / A5 / JIS B6 / A6 / Business Card / Long Paper (Auto)	✓	✓	✓
	Document Size	A3 / Ledger / JIS B4 / Executive / Index Card / Photo / Photo L / Photo 2L / Post Card 1 / Post Card 2 (Double) / Folio	✓	-	-
		1 to 2(A3) / 1 to 2(Ledger) / 1 to 2(B4) / 1 to 2(A4) / 2 in 1(A4) / 2 in 1(Letter) / 2 in 1(A5) / 2 in 1(B5)	<b>✓</b>	-	-
		Custom	-	-	-
	File Size (Compression rate adjustment)	-	✓	-	-

Category	Setting		Option	Configurable settings from CC4 (ADS-2400N / ADS-3000N / ADS-2800W / ADS-3600W)	Configurable settings in Control Panel (ADS-2800W / ADS-3600W)	Saving settings to a shortcut (ADS-2800W / ADS-3600W)
	Auto Deskew	On / Off		<b>✓</b>	<b>✓</b>	✓
	Remove Background Colour	Bleed Through / Remove Background Colour		✓	-	-
	Colour Tone Adjustment	Auto		-	-	-
		Custom	Brightness	✓	✓	✓
			Contrast	<b>√</b>	<b>√</b>	<b>√</b>
			Shadow	<b>√</b>	-	-
			Highlight	1	-	-
			Gamma	<i></i>	-	-
	Greyscale Adjustment	Brightness / Co	ontrast	-	-	-
Image	Auto Colour Detect Adjust	Auto Colour Detect Adjust		-	-	-
	Skip Blank Page	Skip Blank Page		<b>√</b>	<b>√</b>	<b>√</b>
	Margin Setting for Cropping	Top: -3.0 mm to 3.0 mm Left: -3.0 mm to 3.0 mm Right: -3.0 mm to 3.0 mm Bottom: -3.0 mm to 3.0 mm		-	-	-
	Punch Hole Removal	Paint colour W	hite / Background colour	-	-	-
	Edge Enhancement		-	-	-	-
	Boldface Formatting		-	-	-	-
	Blurred Character Correction	On / Off		-	-	-
	Noise Reduction		-	-	-	-
	Remove Ruled Line	Vertical / Horizontal / Vertical and Horizontal		-	-	-
	Edge Fill	White / Black		-	-	-
	Colour Drop	Chromatic Colour / Red / Green / Blue / Custom		-	-	-
Special Mode	Multifeed Detection	On / Off		✓	-	-
	Carrier Sheet Mode	On / Off		<b>√</b>	-	-
	Plastic Card Mode	On / Off		✓	-	-
Detail	Continuous Scan	On / Off		✓	✓	✓
Settings	Detect End of Page	On / Off		-	-	-

When **not** connecting the machine to computers and this machine, and scanning using the control panel

Category	Setting	Option	Configurable settings in Control Panel (ADS-2800W/ ADS-3600W)	Saving settings to a shortcut (ADS-2800W/ ADS-3600W)
	2-sided Scan	Off / Long Edge / Short Edge	✓	✓
	Scan Type	Auto / Black and White / True Grey / 24bit Colour	✓	✓
		Grey (Error Diffusion)	-	-
	Resolution	100 dpi	-	-
		150 dpi / 200 dpi / 300 dpi / 600 dpi	<b>√</b>	✓
		400 dpi	-	-
		1200 dpi	-	-
		Auto	<b>√</b>	✓
	File Type	PDF Single-Page / PDF Multi-Page / JPEG / TIFF Single-Page / TIFF Multi-Page	✓	✓
Basic Settings		PDF/A Single-Page / PDF/A Multi-Page / Secure PDF Single-Page / Secure PDF Multi-Page / High Compression PDF Single-Page / High Compression PDF Multi-Page / Searchable PDF Single-Page / Searchable PDF Multi-Page	✓	<b>√</b>
		Signed PDF Single-Page / Signed PDF Multi-Page	✓	✓
		Windows Bitmap (.bmp) / Portable Network Graphics (.png) / XPS	-	-
		Auto / A4 / Letter / Legal / JIS B5 / A5 / JIS B6 / A6 / Business Card / Long Paper (Auto)	✓	✓
	Document Size	A3 / Ledger / JIS B4 / Executive / Index Card / Photo / Photo L / Photo 2L / Post Card 1 / Post Card 2 (Double)/ Folio	-	-
		1 to 2(A3) / 1 to 2(Ledger) / 1 to 2(B4) / 1 to 2(A4) / 2 in 1(A4) / 2 in 1(Letter) / 2 in 1(A5) / 2 in 1(B5)	-	-
		Custom	-	-
	File Size (Compression Rate Adjustment)	-	✓	✓

Category	Setting		Option	Configurable settings in Control Panel (ADS-2800W/ ADS-3600W)	Saving settings to a shortcut (ADS-2800W/ ADS-3600W)
	Auto Deskew	On / Off		<b>✓</b>	<b>✓</b>
	Remove Background Colour	Bleed Through / Remove Background Colour		-	-
		Auto		-	-
	Colour Tone Adjustment	Custom	Brightness	<b>√</b>	<b>√</b>
			Contrast	<b>√</b>	<b>√</b>
	Greyscale Adjustment	Brightness / Contrast		-	-
	Auto Colour Detect Adjust	Auto Colour Detect Adjust		<b>√</b>	<b>√</b>
	Skip Blank Page	Skip Blank Page		<b>√</b>	<b>√</b>
Image Processing	Margin Setting for Cropping	Top: -3.0 mm to 3.0 mm Left: -3.0 mm to 3.0 mm Right: -3.0 mm to 3.0 mm Bottom: -3.0 mm to 3.0 mm		<b>✓</b>	<b>√</b>
	Punch Hole Removal	Paint colour White / Background colour		-	-
	Edge Enhancement	-		-	-
	Boldface Formatting	-		-	-
	Blurred Character Correction	On / Off		-	-
	Noise Reduction	-		-	-
	Remove Ruled Line	Vertical / Horizontal / Vertical and Horizontal		-	-
	Edge Fill	White / Black		-	-
	Colour Drop	Chromatic Colour / Red / Green / Blue / Custom		-	-
	Multifeed Detection	On / Off		-	-
Special Mode	Carrier Sheet Mode	On / Off		-	-
	Plastic Card Mode	On / Off		-	-
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