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You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER ADS-1100W. You'll find the answers to all your questions on the BROTHER ADS-1100W in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER ADS-1100W
User guide BROTHER ADS-1100W
Operating instructions BROTHER ADS-1100W
Instructions for use BROTHER ADS-1100W
Instruction manual BROTHER ADS-1100W

brother.

User's Guide

ADS-1100W
ADS-1600W



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Manual abstract:

@@This Guide provides useful information about wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips. 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. 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 1 PDF file / Brother Solutions Center 1 Network User's Guide Web Connect Guide (ADS-1600W only) PDF file / Brother Solutions Center 1 Mobile Print/Scan Guide for Brother iPrint&Scan PDF file / Brother Solutions Center 1 Brother Image Viewer Guide for This Guide provides useful information about using PDF file / Brother Android™ your Android™ mobile device to view and edit Solutions Center 1 documents that were scanned by a Brother machine. 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 1 Visit us at <http://solutions.brother.com/> Getting Started Features Scan to PC Scan to Image Applications ControlCenter4 (Windows ®) ControlCenter2 (Macintosh) What Can I Do? Lets you scan your document directly into a graphics application for image editing. Where Should I Go for More Information? For scanning from the Control Panel of the machine: Save Scanned Documents on Your Computer on page 125 For scanning from ControlCenter4 (Windows ®): □ Home Mode: Basic Scan on page 52 □ Advanced Mode: Basic Scan on page 57 For scanning from ControlCenter2 (Macintosh): Image (example: Apple Preview) on page 70 Scan to OCR Lets you scan your document and convert it to text.

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Lets you scan your document directly to an FTP server on your local network, or on the internet. Lets you scan your document directly to a shared folder on a CIFS server on your local network, or on the internet. Where Should I Go for More Information? Save Scanned Documents on a USB Flash Memory Drive on page 134 Scan to FTP Scan Documents Directly to an FTP Server on page 113 Scan to Network (Windows ® users only) (ADS-1600W only) Scan to — E-mail Server (ADS-1600W only) Scan Documents Directly to a CIFS Server (Windows ®) (ADS-1600W only) on page 121 Lets you scan your document Send Scanned Documents and send it directly to an E-mail Directly to an Email Address address from the machine. In (ADS-1600W only) on page 137 addition, because this feature can assign an E-mail address to the machine, you can use the machine to send documents over your local network or the internet to computers or other Internet Fax machines. Lets you scan your document and upload it directly to Web Services, such as Facebook, Picasa, Flickr, Google Docs, Evernote, Dropbox, Box.

net and SkyDrive, without using a computer. Lets you scan your document that contains specific areas outlined using a red pen. The outlined areas can be processed as images in various ways. Web Connect Guide Scan to Web (ADS-1600W only) Outline and Scan (ADS-1600W only) Web Connect Guide vi Features From Mobile Devices Scan Documents (Brother iPrint&Scan) Applications Brother iPrint&Scan What Can I Do? Where Should I Go for More Information? Lets you scan your document Mobile Print/Scan Guide for directly from your Android™ Brother iPrint&Scan devices, iOS devices, and Windows ® Phone without using a computer. You can download and install Brother iPrint&Scan from the Google Play, App Store, or Windows ® Phone Store. View or Edit Scanned Data (iOS/OS X) Brother ScanViewer Lets you to use your iOS device Brother ScanViewer Guide for or Macintosh computer to view iOS/OS X and edit images and documents that were scanned by a Brother machine and saved to iCloud. You can download and install Brother ScanViewer from the App Store. View or Edit Scanned Data (Android™) Brother Image Viewer Lets you to use your Android™ mobile device to view and edit documents that were scanned by a Brother machine. You can download and install Brother Image Viewer from the Google Play. Brother Image Viewer Guide for Android™ Scan Plastic Cards Using the Card Slot Lets you scan your plastic cards using the Card Slot on the back of the machine. Scan to Image, Scan to OCR, Scan to E-mail, Scan to File, Scan to FTP and Scan from mobile devices using Brother iPrint&Scan are available when scanning a plastic card using the Card Slot. For scanning from the Control Panel of the machine: Scan Plastic Cards on page 139 For scanning from ControlCenter4 (Windows ®): □ Home Mode: Scan Plastic Cards on page 53 □ Advanced Mode: Scan Plastic Cards on page 58 For scanning from ControlCenter2 (Macintosh): Scan Plastic Cards on page 75 vii Table of Contents 1 General Information 1 Using the Documentation

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make the most of your machine. 1 Symbols and Conventions Used in the Documentation The following symbols and conventions are used throughout the documentation. 1 CAUTION IMPORTANT NOTE Bold Italics Courier New (ADS-1600W only) CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries. IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features. Bold typeface identifies keys on the machine control panel or computer screen. Italicized typeface emphasizes an important point or refers you to a related topic. Text in Courier New font identifies messages on the LCD of the machine. NOTE • Unless otherwise specified, screens and illustrations in this guide show the ADS-1600W.

• Unless otherwise specified, the screens in this manual are from Windows ® 7 and Mac OS X v10.7.x. Screens on your computer may vary depending on your operating system. 1 General Information About This Machine 1 2 3 4 4 15 1 1 5 6 7 1 2 3 4 5 6 7 8 9 Document Support Arms Top Cover Automatic Document Feeder (ADF) Document Guides Front Cover Control Panel Power Key Cover Release Lever Card Slot Guide 8 9 10 11 12 13 14 10 Card Slot 11 USB Direct Interface 12 AOSS/WPS Button (ADS-1100W only) 13 USB Connector 14 AC Adapter Connector 15 Security Slot 2 General Information Control Panel Overview (ADS-1100W) 1 2 1 1 3 5 4 1 WiFi When WLAN is enabled, the WiFi light lights up. 2 Error Indicator The Error Indicator will light up when an error has occurred. 3 Stop Button Press to stop or cancel. The Stop button does not light up when it is unavailable. 4 Start Button Press to start. You need to select a scan type by pressing one of the Scan buttons before pressing the Start button.

The Start button does not light up when it is unavailable. NOTE If you configure the Scan Priority settings (see Scan Priority (ADS-1100W only) on page 207) and the Scan buttons are available, they will blink automatically. 5 Scan Buttons Press to select a scan type. The Scan buttons will light up when they are available. Press to select the Scan to PC (USB Connect) function. NOTE is only available when the machine was set up using the USB interface method (see the Quick Setup Guide). 3 General Information You can assign the Scan to FTP, Scan to PC (Network Connect) or WS Scan function to the keys. Press to select your assigned function after configuring the settings. 1 NOTE and are only available when the machine was set up using the wireless network method with the installation DVD-ROM and a USB cable (see the Quick Setup Guide). Press to select the Scan to USB function.

4 General Information Control Panel Overview (ADS-1600W) 1 1 1 4 3 2 1 Touchscreen LCD (Liquid Crystal Display) You can access the menus and options by pressing them on the Touchscreen. 2 Back Button Press to go back to the previous menu level. The Back key does not light up when it is unavailable. 3 Home Button Lets you return to Ready mode. The Home key does not light up when it is unavailable.

4 Stop Button Press to stop or cancel. The Stop key does not light up when it is unavailable. 5 General Information Touchscreen LCD (Liquid Crystal Display) Clock Mode (When the Top Cover is closed only) In this mode, you can see the date and time. The LCD shows the current machine status when the machine is idle. 1 1 1 1 Date and Time Lets you see the date and time.

2 When WLAN is enabled, a four level indicator shows the current wireless signal strength. 0 3 Max Lets you access the plastic card scan settings. The information icon appears on the Touchscreen when there is an error or maintenance message. For details, see Error and Maintenance Messages on page 186. Scan Mode (When the Top Cover is open only) In this mode, Scan to FTP, Scan to Network, Scan to PC, Scan to USB, Scan to E-mail Server and Scan to Web are available. 1 6 General Information The LCD shows the current machine status when the machine is idle. 1 1 to FTP Lets you access the Scan to FTP function. 2 to Network Lets you access the Scan to Network function. 3 to PC Lets you access the Scan to PC function. 4 to USB Lets you access the Scan to USB function.

5 to E-mail Server Lets you access the Scan to E-mail Server function. 6 to Web Lets you access the Scan to Web function. 7 When WLAN is enabled, a four level indicator shows the current wireless signal strength. 0 Max 8 Shortcuts Lets you set up Shortcut menus. Also you can quickly scan using the options that you have set as shortcuts. 7 General Information 9 (Settings) Lets you access the main settings. 1 The information icon appears on the Touchscreen when there is an error or maintenance message. For details, see Error and Maintenance Messages on page 186. NOTE This product adopts the font of ARPHIC TECHNOLOGY CO., LTD.

Basic Operations To operate the screen, use your finger to press the (Settings) or option button directly on the screen. 1 To display and access all the screen menus or options in a setting, press a or b to scroll through them. IMPORTANT DO NOT press the screen with a sharp object, such as a pen or stylus. It may damage the machine. The following steps show how to change a setting in the machine.

In this example, the Document Size setting in Scan to PC is changed to Auto. 1 2 3 4 5 6 7 8 9 0 A B Press d or c to display to PC. Press to PC. Press d or c to display to File. Press to File.

Press Options. Press a or b to display Set with Touch Panel. Press Set with Touch Panel. Press On. Press a or b to display Document Size. Press Document Size. Press a or b to display Auto. Press Auto. NOTE Press to go back to the previous level. 8 General Information Change the Keyboard Setting You can choose the type of keyboard for the Touchscreen.



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1 1 2 3 Press (Settings), General Setup and then Keyboard Settings. Press QWERTY or ABC. Press . Set the Backlight Brightness You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting. 1 1 2 3 Press (Settings), General Setup, LCD Settings and then Backlight. Press Light, Med or Dark. Press . Set the Dim Timer for the Backlight You can set how long the LCD backlight stays on after the Ready screen is shown. 1 1 2 3 Press (Settings), General Setup, LCD Settings and then Dim Timer.

Press Off, 10Secs, 20Secs or 30Secs. Press . 9 General Information Memory Storage Your menu settings are stored permanently and, in the event of a power failure, will not be lost, although temporary settings will be lost. (ADS-1600W only) If you have chosen Set New Default 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 will retain the date and time for approximately 24 hours.

1 1 Beep Volume When the beep setting is on, the machine will beep when you press a key or make a mistake. You can choose a range of beep volume levels from Low to High, or choose Off. (ADS-1100W) 1 1 Start the ControlCenter application. @@The ControlCenter4 window will appear. Click the Device Settings tab (the example below uses Home Mode).

10 General Information □ Macintosh 1 2 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window will appear. Click the DEVICE SETTINGS tab. 1 2 3 Click the Remote Setup button. The Remote Setup window will appear. Select General Setup in the folder tree (the example below uses Windows ®). 4 5 Select Low, Med, High or Off from the Beep drop-down list. Click Apply and then OK. 11 General Information (ADS-1600W) 1 2 3 Press (Settings), General Setup and then Beep. 1 Press Low, Med, High or Off.

Press . 12 General Information Select Your Language (if needed) (ADS-1100W) 1 1 1 Start the ControlCenter application. @@The ControlCenter4 window will appear. Click the Device Settings tab (the example below uses Home Mode). 13 General Information □ Macintosh 1 2 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window will appear. Click the DEVICE SETTINGS tab. 1 2 3 Click the Remote Setup button. The Remote Setup window will appear. Select Language in the folder tree (the example below uses Windows ®).

4 5 Select your language from the Language on Remote Setup drop-down list. Click Apply and then OK. 14 General Information (ADS-1600W) 1 2 3 4 5 Press (Settings). 1 Press a or b to display Initial Setup. Press Initial Setup.

Press Local Language. Press a or b to display your language. Press your language. Press . 15 General Information Set the Date and Time (ADS-1600W only) The machine displays the date and time.

1 1 1 2 3 4 5 6 7 8 9 Press (Settings). Press a or b to display Initial Setup. Press Initial Setup, Date & Time and then Date. Enter the last two digits of the year on the Touchscreen, and then press OK. Enter the two digits for the month on the Touchscreen, and then press OK. Enter the two digits for the day on the Touchscreen, and then press OK. Press Time. Enter the time on the Touchscreen. Press OK, and then press . Automatic Daylight Saving Time You can set the machine to change the time automatically for Daylight Saving Time.

The Time will be adjusted forward one hour in the Spring and adjusted backward one hour in the Autumn. The factory setting is Off, therefore, you will have to change the Automatic Daylight Saving Time setting to On as follows. (ADS-1100W) 1 1 Start the ControlCenter application. □ Windows ® 1 Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. 16 General Information 2 Click the Device Settings tab (the example below uses Home Mode). 1 □ Macintosh 1 2 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window will appear. Click the DEVICE SETTINGS tab. 2 Click the Remote Setup button.

The Remote Setup window will appear. 17 General Information 3 Select Initial Setup in the folder tree (the example below uses Windows ®). 1 4 5 Select Off (or On) from the Auto Daylight options. Click Apply and then OK. (ADS-1600W) NOTE Make sure you have set the correct date and time in the Date & Time setting.

1 2 3 4 5 Press (Settings). Press a or b to display Initial Setup. Press Initial Setup, Date & Time and then Auto Daylight. Press Off (or On). Press . 18 General Information Set the Time Zone You can set the time zone (not summer time but standard time) on the machine for your location. (ADS-1100W) 1 1 1 Start the ControlCenter application. @@The ControlCenter4 window will appear. Click the Device Settings tab (the example below uses Home Mode). 19 General Information □ Macintosh 1 2 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window will appear. Click the DEVICE SETTINGS tab. 1 2 3 Click the Remote Setup button. The Remote Setup window will appear. Select Initial Setup in the folder tree (the example below uses Windows ®).

4 5 Select your time zone from the Time Zone options. Click Apply and then OK. 20 General Information (ADS-1600W) 1 2 3 4 5 Press (Settings). 1 Press a or b to display Initial Setup. Press Initial Setup, Date & Time and then Time Zone. Enter your time zone. Press OK. Press . 21 General Information Sleep Mode 1 You can enter how long the machine must be idle (the maximum setting is 60 minutes and the default setting is 10 minutes) before it enters Sleep Mode. The timer will restart if any operation is carried out on the machine.

1 NOTE If a plastic card is inserted into the Card Slot, the machine does not enter Sleep mode. (ADS-1100W) 1 Start the ControlCenter application. @@The ControlCenter4 window will appear. Click the Device Settings tab (the example below uses Home Mode). 22 General Information □ Macintosh 1 2 Click the (ControlCenter2) icon in the Dock.

The ControlCenter2 window will appear. Click the DEVICE SETTINGS tab. 1 2 3 Click the Remote Setup button. The Remote Setup window will appear. Select General Setup in the folder tree (the example below uses Windows ®).

4 5 Select 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins from the Sleep Mode drop-down list. Click Apply and then OK. 23 General Information (ADS-1600W) 1 2 3 4 5 Press (Settings) and then General Setup. 1 Press a or b to display Sleep Mode. Press Sleep Mode. Press 1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins. Press . 24 General Information Auto Power Off You can enter how long the machine is in Sleep mode (the maximum setting is 8 hours and the default setting is 4 hours) before it turns the power off automatically. (ADS-1100W) 1 1 1 Start the ControlCenter application. @@The ControlCenter4 window will appear.

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



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25 General Information Macintosh 1 2 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window will appear. Click the DEVICE SETTINGS tab. 1 2 3 Click the Remote Setup button. The Remote Setup window will appear. Select General Setup in the folder tree (the example below uses Windows ®). 4 5 Select 1hour, 2hours, 4hours, 8hours or Off from the Auto Power Off drop-down list. Click Apply and then OK. 26 General Information (ADS-1600W) 1 2 3 4 5 Press (Settings) and then General Setup.

1 Press a or b to display Auto Power Off. Press Auto Power Off. Press 1hour, 2hours, 4hours, 8hours or Off. Press . 27 General Information Acceptable Document NOTE Do not load documents that contain multiple page thicknesses, paper qualities, etc.

1 1 Acceptable Document Standard Paper Length Width Weight Thickness Maximum Number of Documents Standard Paper Size 70 mm to 297 mm 51 mm to 215.9 mm 52 g/m2 to 110 g/m2 0.08 mm to 0.12 mm Total thickness of no more than 2 mm, no more than 20 sheets A4 A5 A6 B5 B6 Letter Thick Paper1 Length Width Weight Thickness Maximum Number of Documents Thick Paper2 Length Width Material Thickness Maximum Number of Documents 210 × 297 mm 148 × 210 mm 105 × 148 mm 182 × 257 mm 128 × 182 mm 215.9 × 279.

4 mm 1 70 mm to 147 mm 51 mm to 110 mm 110 g/m2 to 200 g/m2 0.12 mm to 0.2 mm Total thickness of no more than 2 mm and no more than 10 sheets 70 mm to 95 mm 51 mm to 55 mm Plastic (PET), Paper 0.2 mm to 0.4 mm 1 sheet 28 General Information Long Paper Length Width Weight Thickness Maximum Number of Documents 297 mm to 863 mm 51 mm to 215.9 mm 52 g/m2 to 110 g/m2 0.08 mm to 0.12 mm 1 sheet 1 NOTE To scan a document between 297 mm to 863 mm, select Long Paper as Scan Size or Document Size in the setting dialog box. Plastic Card Standard Size (ISO) Length Width Material Type Thickness Maximum Number of Documents 85.6 × 54.

0 × 0.76 mm 70 mm to 95 mm 51 mm to 55 mm Plastic (PET) Plastic card such as driver's license or insurance card Base: 0.4 mm to 0.76 mm Embossed: up to 1.4 mm 1 sheet NOTE A plastic card can be scanned when saving the scanned image to your computer. Check the Plastic Card Mode check box in the setting dialog box. Receipt Carrier Sheet Length Width Weight Thickness Up to 270 mm Up to 110 mm Up to 110 g/m2 Total thickness of the Receipt Carrier Sheet and receipt of no more than 0.35 mm (excluding overlapping portions of a Z-shaped receipt) 1 sheet Fold a receipt into a Z-shape if it is longer than the Receipt Carrier Sheet. Maximum Number of Documents NOTE A Receipt Carrier Sheet can be used when saving the scanned image to your computer and cannot be used when scanning to USB flash memory drive. 29 General Information Unacceptable Documents Documents with a carbon sheet attached on the back Documents written in pencil Documents of uneven thickness, such as envelopes Documents with large wrinkles or curls Bent or damaged documents Documents that use tracing paper Documents that use coated paper Photographs (photographic paper) Documents printed on perforated paper Documents printed on unusually-shaped paper (not square or rectangle) Documents with photos, notes, or stickers affixed to them Documents that use carbonless paper Documents that use loose-leaf paper or any paper with holes in it Documents with paper clips or staples Documents with wet ink Fabrics, metallic sheets, Over Head Projector sheets Glossy or mirrored media Documents that exceed recommended media thicknesses 1 1 Receipt Carrier Sheet Information Use the Receipt Carrier Sheet for a receipt only.

Use the BR-Receipts application when using the Receipt Carrier Sheet (see Scan Receipts Using BR-Receipts (Windows ®) on page 89 or Scan Receipts Using BR-Receipts (Macintosh) on page 101). You can fold the receipt into a Z-shape and then insert it into the Receipt Carrier Sheet if the receipt is longer than the Receipt Carrier Sheet (see Loading a Receipt on page 37). To avoid document jams, do not load the Receipt Carrier Sheet upside down. Refer to the instructions printed on the Receipt Carrier Sheet itself for more information or see Loading Documents on page 32. To avoid document jams, do not put several small documents into the Receipt Carrier Sheet at the same time.

Insert only one document into the Receipt Carrier Sheet at a time. Do not write on the Receipt Carrier Sheet, as the writing may be seen in a scanned receipt. If the Receipt Carrier Sheet becomes dirty, wipe it with a dry cloth. Do not leave any receipt in the Receipt Carrier Sheet for extended periods of time, as the printing on the receipt may bleed-through onto the Receipt Carrier Sheet. 1 30 General Information Unacceptable Receipt Receipts with paper clips or staples Receipts with wet ink 1 1 CAUTION To avoid cutting yourself, do not slide or scrape your hand or fingers along the edge of the Receipt Carrier Sheet.

IMPORTANT • To avoid warping, do not place the Receipt Carrier Sheet in direct sunlight or in an area subject to high temperatures and high humidity. Do not store the Receipt Carrier Sheet horizontally with a large object placed on top of it. • To avoid damaging the Receipt Carrier Sheet, do not bend or pull it. If the Receipt Carrier Sheet becomes damaged, it may not be acceptable for scanning, and should not be used. 31 General Information Loading Documents The document feeder can hold up to 20 pages and feeds each sheet individually. Use 20 lb (80 g/m2) paper and always fan the pages before placing them in the document feeder. 1 1 IMPORTANT • DO NOT pull on the document while it is feeding. • DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped. • DO NOT use cardboard or fabric. Set Up the Machine 1 1 Open the Top Cover (1) and push the flap of the Top Cover (2) firmly back until it clicks.

2 1 2 Lift the Document Support Arms (1). 1 32 General Information Loading Standard Size Documents Make sure documents with ink or correction fluid are completely dry. 1 1 1 2 Set up the machine (see Set Up the Machine on page 32). Adjust the Document Guides (1) to fit the width of your document. 1 3 Fan the pages several times along both the long edge and the short edge. 4 Align the edges of the pages. 33 General Information 5 Position the pages so that the leading edges are aligned at a slight angle in the feed direction. 1 6 Place your document, face down, top edge first in the document feeder between the Guides until you feel it touch the inside of the machine gently. 7 Make sure that the side edges of the document are parallel to the grooves in the Top Cover, and then adjust the Guides to fit the width of the document again. 34 General Information Loading Business Cards Make sure documents with ink or correction fluid are completely dry.

1 1 1 2 Set up the machine (see Set Up the Machine on page 32).



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Adjust the Document Guides (1) to fit the width of your document. 1 3 Place your document, face down and short side first in the document feeder between the Guides until you feel it touch the inside of the machine. NOTE Do not insert a business card into the Card Slot located at the back of the machine. 35
General Information Loading Documents Longer than A4 Size Make sure documents with ink or correction fluid are completely dry.

1 1 1 2 Set up the machine (see Set Up the Machine on page 32). Adjust the Document Guides (1) to fit the width of your document. 1 3 Place your document, face down, top edge first in the document feeder between the Guides until you feel it touch the inside of the machine. NOTE • Load only one document at a time. • Support the document with your hand if the document is longer than the Top Cover.

36 General Information Loading a Receipt Make sure documents with ink or correction fluid are completely dry. 1 1 1 2 Set up the machine (see Set Up the Machine on page 32). Insert the document into the Receipt Carrier Sheet. NOTE Set the document in the center of the Receipt Carrier Sheet and align the top of the document with the top of the Receipt Carrier Sheet. 3 Adjust the Document Guides (1) to fit the width of the Receipt Carrier Sheet. 1 37 General Information 4 Place the Receipt Carrier Sheet in the document feeder between the Guides until you feel it touch the inside of the machine. 1 NOTE • You can fold the receipt into a Z-shape and then insert it into the Receipt Carrier Sheet if the receipt is longer than the Receipt Carrier Sheet. • When the Receipt Carrier Sheet is scanned, the 30 mm glued portion at the leading edge of the sheet will be automatically deleted only when using BR-Receipts (see Scan Receipts Using BR-Receipts (Windows ®) on page 89 or Scan Receipts Using BR-Receipts (Macintosh) on page 101). 38 General Information Loading a Plastic Card 1 1 2 1 Close the Top Cover if it is open. Adjust the Card Slot Guide (1) located at the back of the machine to fit the width of the plastic card.

1 3 Insert the plastic card into the Card Slot (1). The card will be fed into the machine. 1 NOTE • If the plastic card is embossed, insert the plastic card, the embossed side down, into the Card Slot. • If the plastic card is not fed into the machine, pull the plastic card out from the machine and then load it on the ADF (see Loading Business Cards on page 35). 39 2 Before Scanning 2 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. Make sure that the interface cable is physically secure. 2 2 40 Before Scanning Before Network Scanning Network License (Windows ®) This product includes a computer license for up to 2 users. This license supports the installation of the MFL-Pro Suite software including Nuance™ PaperPort™ 12SE on up to 2 computers on the network. If you want to use more than 2 computers with Nuance™ PaperPort™ 12SE installed, please buy the Brother NL-5 pack which is a multiple computer license agreement pack for up to 5 additional users. To buy the NL-5 pack, contact your Brother dealer.

2 2 2 Configure Network Scanning for Windows ® If you have replaced your machine, and therefore it is different from the one originally registered to your computer during the installation of MFL-Pro Suite software, follow the steps below. 2 1 (Windows ® XP) Click the Start button, Control Panel, Printers and Other Hardware, then Scanners and Cameras (or Control Panel, Scanners and Cameras). (Windows Vista ®) Click the (Windows 7) Click the button, All Programs, Brother, ADS-XXXXX (where XXXXX is your model name), Scanner Settings, then Scanners and Cameras. (Windows ® 8) Click (Brother Utilities), 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.

® button, Control Panel, Hardware and Sound, then Scanners and Cameras. 2 Do one of the following: Windows ® XP Right-click the Scanner Device icon and choose Properties. The Network Scanner Properties dialog box appears. Windows Vista ®, Windows ® 7 and Windows ® 8 Click the Properties button. 41 Before Scanning NOTE (Windows Vista ®, Windows ® 7 and Windows ® 8) If the User Account Control screen appears, do the following: • For users who have administrator rights: Click Continue or Yes.

2 • For users who do not have administrator rights: Enter the administrator password and click OK or Yes. 42 Before Scanning 3 Click the Network Setting tab and choose the appropriate connection method. 2 Specify your machine by address Enter the IP address of the machine in IP Address, and then click Apply or OK. Specify your machine by name 2 1 2 Enter the machine node name in Node Name, or click Browse and choose the machine you want to use. Click OK. 43 Before Scanning 4 Click the Scan To Button tab and enter your computer name in the Display Name field. The Destination drop-down list in Scan to Network Device from the Scan tab in Web Based Management (ADS-1100W only) (see Save Scanned Documents on Your Computer on page 125) or on the LCD of the machine (ADS-1600W only) displays the name you enter. The default setting is your computer name. You can enter any name that you like. 2 5 If you want to avoid receiving unwanted documents, enter a 4-digit PIN number in the Pin number and Retype Pin number field.

(ADS-1600W only) To send data to a computer protected by a PIN number, the LCD prompts you to enter the PIN number before the document can be scanned and sent to the computer. Configure Network Scanning for Macintosh If you want to scan from the machine on a network, you must choose the networked machine in the Device Selector application from the Model drop-down list in the main screen of ControlCenter2. If you have already installed the MFL-Pro Suite software following the network installation steps in the Quick Setup Guide, this selection should already be made. 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. 2 44 Before Scanning 1 Click the (ControlCenter2) icon in the Dock. The ControlCenter2 window will appear. 2 2 Select Other from the Model drop-down list. The Device Selector window will appear. 3 Click the + button.

The setting window will appear. 45 Before Scanning 4 Select your machine from the list and then click Add. 2 NOTE You can also select your machine by entering the IP address. Click IP and then specify your machine by IP address. To change the IP address of an existing machine on the network, enter the new IP address.

5 Click Add. 46 Before Scanning NOTE Click the check box for Scan Key Setting and then configure the following: • For Scan to PC (Network Connect) (ADS-1100W only) or scanning from the Control Panel of the machine (ADS-1600W only), click the check box for Register your computer with the "Scan To" functions at the device.



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Then enter the name you want to be displayed in the Destination drop-down list in Scan to Network Device from the Scan tab in Web Based Management (ADS-1100W only) (see Save Scanned Documents on Your Computer on page 125) or on the LCD of the machine (ADS-1600W only). You can use up to 15 characters. • You can avoid receiving unwanted documents by setting a 4-digit PIN number.

Enter your PIN code in the PIN code and Verify field. (ADS-1600W only) To send data to a computer protected by a PIN code, the LCD prompts you to enter the PIN code before the document can be scanned and sent to the machines. 2 Launch the BRAdmin Utility (Windows ®) If you have installed BRAdmin Light or BRAdmin Professional 3, the BRAdmin button lets you open the BRAdmin Light or BRAdmin Professional 3 utility. The BRAdmin Light utility is designed for initial setup of the 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 utility that is available as a download from <http://solutions.brother.com/> 2 1 2 3 Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear.

Select the Device Settings tab. Click BRAdmin. The BRAdmin Light or BRAdmin Professional 3 utility dialog box will appear. NOTE If you have installed both BRAdmin Light and BRAdmin Professional, ControlCenter4 will launch BRAdmin Professional 3. 47 3 Scan from Your Computer 3 Change the User Interface of ControlCenter4 (Windows ®) ControlCenter4 is a software utility that lets you quickly and easily access your most often used applications. Using ControlCenter4 eliminates the need to manually launch specific applications. ControlCenter4 also controls the settings for network connection only for ADS-1100W), , (when used for the Scan to PC function with 3 3 (for ADS-1100W), or to PC button (for ADS-1600W) on , (when used for your Brother machine. For information about how to configure the settings for the Scan to PC function with network connection only for ADS-1100W), (for ADS-1100W), or to PC button (for ADS-1600W) on the machine, see Change Scan to PC Settings (Windows ®) on page 140. ControlCenter4 has two operation modes: Home Mode and Advanced Mode. You can change the mode at any time.

Home Mode Lets you access your machine's main functions easily. You can intuitively use the functions without any settings. 5 1 6 7 8 9 10 2 3 4 1 Document Type Lets you select a document type. 2 Custom Settings Lets you configure scan settings. 3 Scan Size Lets you select a scan size. 48 Scan from Your Computer 4 Scan Lets you start scanning. 5 Image viewer Displays a scanned image. 6 Save Lets you save a scanned image to a folder on your hard drive in one of the file types shown in the file type list. 7 Print Lets you print the scanned document out using by your printer. 8 Open with an Application Lets you scan an image directly into your graphics application for image editing. 9 Send E-mail Lets you scan a document to your default E-mail application. 10 OCR Lets you scan a document and convert it to text. Advanced Mode Gives you more control over the details of your machine's functions. You can also customize one-button scan actions to meet your scanning needs. 1 2 3 4 5 3 1 Image Lets you scan a document directly into any graphic viewer/editor application. 2 OCR Lets you scan a document and convert it to text. 3 E-mail Lets you scan a document to your default E-mail application. 4 File Lets you save a scanned image to a folder on your hard drive in one of the file types shown in the file type list. 5 Print Lets you print the scanned document out using by your printer. 49 Scan from Your Computer To change the operation mode, perform the following steps.

1 Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. 3 NOTE If the icon is not displayed in the task tray, do one of the following: • (Windows ® XP, Windows Vista ® and Windows ® 7 users) Click (Start), All Programs, Brother, ADS-XXXXX (where XXXXX is your model name) and then ControlCenter4. • (Windows ® 8 users) Click (Brother Utilities), 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 Configuration and then select Mode Select. 50 Scan from Your Computer 3 Select Home Mode or Advanced Mode in the mode dialog box. 3 51 Scan from Your Computer 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).

3 Basic Scan 3 3 1 2 3 4 5 Configure the settings in the PC Scan setting area. Click (Scan). Confirm and edit (if necessary) the scanned image in the image viewer. Click (Save), (Print), (Open with an Application), (Send E-mail) or (OCR). Do one of the following: For (Save) Select your Destination Folder and other settings.

Click OK. The image will be saved in your chosen folder. For (Print) Select your Printer Name and configure the printer settings. Then click OK. The scanned document will be printed out.

For (Open with an Application) Select the application from the drop-down list and then click OK. The image will appear in the application you have chosen. NOTE If you have installed the Evernote application in your computer, you can select Evernote from the drop-down 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 E-mail application will open and the image will be attached to a new E-mail. For (OCR) Configure the OCR settings and then click OK. The application you have chosen will open with the converted text data. 52 Scan from Your Computer Scan Plastic Cards 3 1 Load a plastic card (see Loading a Plastic Card on page 39). NOTE Load only one plastic card at a time. 2 3 3 Click the (ControlCenter4) icon in the task tray and then select Open from the menu.

The ControlCenter4 window will appear. Select the Scan tab. 4 Select Custom in the Document Type option and then click the Custom Settings button. The Custom Scan Settings dialog box will appear. 53 Scan from Your Computer 5 6 7 8 Check the Plastic Card Mode check box. Configure other settings if needed (see Change Scan Settings (ControlCenter4) (Windows ®) on page 64). Click OK. Click the (Scan) button. The machine starts scanning, and then the Scanning Completed dialog box will appear and display the number of scanned pages.



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The scanned image appears in the image viewer.

3 NOTE If the Scanning Completed dialog box does not appear and you want to display the number of scanned pages, check the Display Scanning Results check box. 9 Do one of the following: Click the Click the (Save) button to save the scanned data. See Basic Scan on page 52. (Print) button to print the scanned data out. See Basic Scan on page 52.

Click the (Open with an Application) button to open the scanned data in another application. See Basic Scan on page 52. Click the on page 52. Click the (Send E-mail) button to attach the scanned data to an E-mail. See Basic Scan (OCR) button to scan to an editable text file.

See Basic Scan on page 52. NOTE Plastic Card Mode automatically uses these settings: Resolution: 600 x 600 dpi Scan Size: 2 in 1 (Auto) 2-sided Scanning: On (Short-edge binding) Auto Deskew: On Auto Image Rotation: Off Original Layout Scan Result 54 Scan from Your Computer Scan to an Office File Your machine can convert scanned data to a Microsoft® Word file or a Microsoft® PowerPoint® file. In order to use this feature, your Brother machine must be connected to a network that has access to the Internet through a wireless connection. 3 1 2 3 Load your document (see Loading Standard Size Documents on page 33). Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. Select the Scan tab. 3 4 5 6 7 Select the document type. Change the size of your document, if needed. Configure other settings if needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 64).

Click the (Scan) button. The machine starts scanning, and then the Scanning Completed dialog box will appear and display the number of scanned pages. The scanned image appears in the image viewer. NOTE If the Scanning Completed dialog box does not appear and you want to display the number of scanned pages, check the Display Scanning Results check box. 8 9 0 Click (Save) or (Send E-mail). The setting dialog box will appear. Click the File Type drop-down list, and then select the Microsoft Office Word(*.docx) or Microsoft Office PowerPoint (*.pptx) option. Click OK.

If a message dialog box regarding the Internet connection appears, read the information and click OK. 55 Scan from Your Computer Scan Business Cards 3 1 2 3 Load your document (see Loading Business Cards on page 35). Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. Select the Scan tab.

3 4 5 6 7 Select the document type. Select Business Card from the Scan Size drop-down list. Configure other settings if needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 64). Click the (Scan) button. The machine starts scanning, and then the Scanning Completed dialog box will appear and display the number of scanned pages.

The scanned image appears in the image viewer. NOTE If the Scanning Completed dialog box does not appear and you want to display the number of scanned pages, check the Display Scanning Results check box. 8 9 0 Click (Open with an Application). The Open with an Application dialog box will appear. Select BizCard MFC Application from the Target Application drop-down list and then click OK. The scanned data will be opened in the BizCard 6 application. Edit and save the scanned data using BizCard 6. 56 Scan from Your Computer Scan Using ControlCenter4 in Advanced Mode (Windows®) There are five scan options: Image, OCR, E-mail, File and Print. This section briefly introduces the Scan tab function. For more details of each function, click (Help).

3 Basic Scan 3 3 1 2 3 Select the Scan tab. Click (Image), appears. (OCR), (E-mail), (File) or (Print). The Scan Settings dialog box Do one of the following: For (Image) Select the application from the drop-down list and click Scan. The image will appear in the application you have chosen. NOTE If you have installed the Evernote application on your computer, you can select Evernote from the drop-down and then click OK to upload the scanned data to Evernote directly. For (OCR) Configure the OCR settings and click Scan. The application you have chosen will open with the converted text data. For (E-mail) Configure the attached file settings and click Scan. Your default E-mail application will open and the image will be attached to a new E-mail. For (File) Select your Destination Folder and other settings. Click Scan. The image will be saved in your chosen folder. For (Print) Select your Printer Name and configure other settings. Then click Scan.

The scanned document will be printed out. Change the Default Settings of Each Button You can change the default settings of the buttons. (Image), (OCR), (E-mail), (File) and (Print) 3 1 Right-click the button that you want to configure and click Button settings. The settings dialog box will appear. 57 Scan from Your Computer 2 3 Choose the settings for File Type, Resolution, Scan Type, Document Size, Brightness, Contrast, Continuous Scanning and 2-sided Scanning as needed.

Click OK. The new settings will be used as the default settings. Scan Plastic Cards 3 1 3 Load a plastic card (see Loading a Plastic Card on page 39). NOTE Load only one plastic card at a time. 2 3 Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. Select the Scan tab. 4 Click the button you want to use ((Image), (OCR), (E-mail), setting dialog box will appear (the example below uses Image). (File) or (Print)). The 58 Scan from Your Computer 5 6 7 Check the Plastic Card Mode check box.

Change other settings if needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 64). Click the Scan button. The machine starts scanning. NOTE • Check the Don't show me again. check box not to show the setting dialog box again. • 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: Off Original Layout Scan Result 3 Scan to an Office File Your machine can convert scanned data to a Microsoft® Word file or a Microsoft® PowerPoint® file. In order to use this feature, your Brother machine must be connected to a network that has access to the Internet through a wireless connection. 3 1 2 Load your document (see Loading Standard Size Documents on page 33). Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear.

59 Scan from Your Computer 3 Select the Scan tab. 3 4 Click (E-mail) or (File). The setting dialog box will appear (the example below uses E-mail). 5 6 7 Click the File Type drop-down list, and then select the Microsoft Office Word(*.docx) or Microsoft Office PowerPoint (*.pptx) option. Change other settings if needed (see Change Scan Settings (ControlCenter4) (Windows®) on page 64).



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Click Scan. If a message dialog box regarding the Internet connection appears, read the information and click OK. Scan Business Cards 3 1 2 Load your document (see Loading Business Cards on page 35).

Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. 60 Scan from Your Computer 3 Select the Scan tab. 3 4 Click (Image). The setting dialog box will appear. 5 6 7 8 Select BizCard MFC Application from the Target Application drop-down list. Change other settings if needed (see Change Scan Settings (ControlCenter4) (Windows ®) on page 64). Click Scan. The scanned data will be opened in the BizCard 6 application. Edit and save the scanned data using BizCard 6.

61 Scan from Your Computer Create a Custom Tab (ControlCenter4 Advanced Mode) (Windows ®) You can create up to three customized tabs that include up to five customized buttons with your preferred settings. 3 Create a Custom Tab 3 3 1 Click the (ControlCenter4) icon in the task tray and then select Open from the menu. The ControlCenter4 window will appear. 2 Click Configuration and then select Create custom tab. You can also create a custom tab by right-clicking the tab area and selecting Create custom tab. A custom tab will be created. 3 If you want to change the name of the custom tab, right-click the custom tab and select Rename custom tab. NOTE You can also change the name of a custom tab by clicking Configuration and then Rename custom tab. 62 Scan from Your Computer Create a Custom Button in Custom Tab 3 1 2 Create a Custom tab. Right-click the area inside the tab and select Create custom button. Select a button you want to create from the menu. The settings dialog box will appear. 3 NOTE You can also copy a custom button by selecting Copy custom button from the right-click context menu. 3 Enter the button name and change the settings if needed. Click the OK button.

(The setting options vary depending on the button you created.) NOTE You can change or remove the tab, button or settings you created. Click Configuration and continue as prompted. 63 Scan from Your Computer Change Scan Settings (ControlCenter4) (Windows ®) The following settings can be changed. Setting File Type Description Select the file type you want to use for the scanned data.

Applicable Feature Image Yes OCR Yes E-mail Yes File Yes Print - 3 3 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 on the image data. The OCR language setting must be set to match the language you want to make the searchable PDF for. • To save the document as a searchable PDF, select Searchable PDF (*.pdf) from the File Type drop-down list. • To save the document as a searchable PDF, Nuance™ PaperPort™ 12SE must be installed on your computer. • 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.

Target Application OCR Language Printer Name File Name Print Options Show Save As Window Select the destination application including Nuance™ PaperPort™ 12SE, Presto! BizCard 6, BR-Receipts and Evernote from the drop-down list. Set to match the language of the scanned document's text. Yes Yes - Yes Yes - Yes - Yes Yes Yes Yes - Select the Printer Name you want to use to print scans. Click the Change button for Image, OCR or E-mail. Enter a prefix for the file name if needed. Yes Click the Print Options button to configure the settings of the selected printer. If you want to specify the destination of the scanned image every time you scan, check the Show Save As Window check box. - 64 Scan from Your Computer Setting Destination File Path Destination Folder Description Click the Change button and then the folder icon to change the folder you would like to save your scanned document to. Click the folder icon and browse to the folder you would like to save your scanned document to. Check Show Folder to automatically display the destination folder after scanning.

You can adjust the File size by moving the slider to the right or left. Applicable Feature Image Yes OCR Yes E-mail Yes File Print - - - - Yes - 3 File size Yes - Yes Yes - NOTE File size can be adjusted depending on your selected File Type. Resolution You can select a scanning resolution from the Resolution drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image. Lets you select several colour depth options for scanned images.

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 due to using 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. Auto Automatically selects suitable colours for your document. 1 1 Yes Yes Yes Yes Yes Scan Type Yes Yes Yes Yes Yes Depending upon the condition of the original document, this function may not work properly. 65 Scan from Your Computer Setting Document Size Description Document size is set to Auto by default. You can scan documents of any size without making any adjustments to Document Size. Applicable Feature Image Yes OCR Yes E-mail Yes File Yes Print Yes 3 NOTE • If you select a 1 to 2 document size, the scanned image will be divided into two documents that are half the size of the setting. If you select 1 to 2 (A4), the scanned image will be divided into two A4 documents.

• To do 1 to 2 scanning, uncheck the Auto Image Rotation check box in the Advanced Settings dialog box. • If you select a 2 in 1 document size, two scanned images will be combined into one document. • You can select Long Paper when you configure the settings as following: • Auto Deskew: Off • 2-sided Scanning: Off • Each Long Paper option can scan a large document up to following: Long Paper (Normal Width) 215.9 mm (8 1/2 in): 215.9 × 863.0 mm Long Paper (Narrow Width) 107.9 mm (4 1/4 in): 107.9 × 863.0 mm Brightness Adjust the setting (-50 to 50) to get the best image. The Yes 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.



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