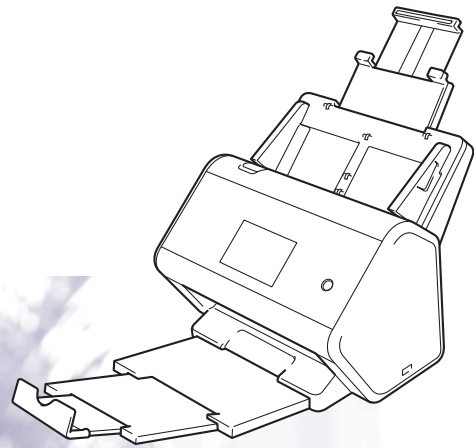


User's Guide

ADS-2400N
ADS-2800W
ADS-3000N
ADS-3600W



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. Otherwise, some of your machine's functions may not be available.
-

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 ¹
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 ¹
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 ¹
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 ¹
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 ¹

¹ Visit Brother Solutions Center at support.brother.com

Getting Started

Features		Applications	What Can I Do?	Where Should I Go for More Information?
Scan to PC	Scan to Image	ControlCenter4 (Windows®) Brother iPrint & Scan (Mac)	Scan your document directly into a graphics application for image editing.	<p>For scanning from the Control Panel of the machine:</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Save Scanned Documents on Your Computer in Home Mode</i> on page 130 ■ Advanced Mode: <i>Save Scanned Documents on Your Computer in Advanced Mode</i> on page 133 <p>For scanning from ControlCenter4 (Windows®):</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Basic Scan</i> on page 78 ■ Advanced Mode: <i>Basic Scan</i> on page 85
	Scan to OCR		Scan your document and convert it to text. This text can be edited using your favourite word processing software.	<p>For scanning from the Control Panel of the machine:</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Save Scanned Documents on Your Computer in Home Mode</i> on page 130 ■ Advanced Mode: <i>Save Scanned Documents on Your Computer in Advanced Mode</i> on page 133 <p>For scanning from ControlCenter4 (Windows®):</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Basic Scan</i> on page 78 ■ Advanced Mode: <i>Basic Scan</i> on page 85

Features		Applications	What Can I Do?	Where Should I Go for More Information?
Scan to PC (continued)	Scan to Email	ControlCenter4 (Windows®) Brother iPrint & Scan (Mac) (continued)	Scan your document to your default email application so you can send the scanned job as an attachment.	<p>For scanning from the Control Panel of the machine:</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Save Scanned Documents on Your Computer in Home Mode</i> on page 130 ■ Advanced Mode: <i>Save Scanned Documents on Your Computer in Advanced Mode</i> on page 133 <p>For scanning from ControlCenter4 (Windows®):</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Basic Scan</i> on page 78 ■ Advanced Mode: <i>Basic Scan</i> on page 85
	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).	<p>For scanning from the Control Panel of the machine:</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Save Scanned Documents on Your Computer in Home Mode</i> on page 130 ■ Advanced Mode: <i>Save Scanned Documents on Your Computer in Advanced Mode</i> on page 133 <p>For scanning from ControlCenter4 (Windows®):</p> <ul style="list-style-type: none"> ■ Home Mode: <i>Basic Scan</i> on page 78 ■ Advanced Mode: <i>Basic Scan</i> on page 85

Features		Applications	What Can I Do?	Where Should I Go for More Information?
Scan to PC (continued)	Scan Using the TWAIN/WIA Driver for Windows® Users	Applications supporting the TWAIN/WIA driver such as: Nuance™ PaperPort™ 14SE Windows® Fax and Scan Windows® Photo Gallery	Use the Nuance™ PaperPort™ 14SE application included in the scanner driver, or other applications supporting TWAIN or WIA specifications, for scanning.	For scanning using the TWAIN/WIA driver: <i>Scan Using Nuance™ PaperPort™ 14SE or Other Windows® Applications</i> on page 105
	Scan Using the TWAIN/ICA Driver for Macintosh Users	Applications supporting the 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 scanner driver, you can also use the Apple Image Capture application for scanning.	For scanning using the TWAIN driver: <i>Scan Using TWAIN Applications (Macintosh)</i> on page 122 For scanning using the ICA driver: <i>Scan Using Apple Image Capture (ICA Driver)</i> on page 126
	WS Scan (Windows® users only) (ADS-2800W / ADS-3600W)	Windows® Fax and Scan Windows® 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®, Windows® 7, Windows® 8, Windows® 8.1 or Windows® 10.	For installing drivers: <i>Install Drivers Used for Scanning via Web Services (Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1, Windows® 10)</i> in the <i>Network User's Guide</i> For scanning from the Control Panel of the machine: <i>Scan Using Web Services (Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10)</i> on page 177

Features		Applications	What Can I Do?	Where Should I Go for More Information?
Scan from the Control Panel of the Machine	Scan to USB	—	Scan your document and save the scanned image on a USB flash drive. (ADS-2800W / ADS-3600W) You can configure the settings on the machine's control panel.	<i>Save Scanned Documents on a USB Flash Drive</i> on page 137
	Scan to FTP		Scan your document directly to an FTP server on your local network, or on the Internet.	<i>Scan Documents to an FTP Server</i> on page 142
	Scan to SFTP		Scan your document directly to an SFTP server on your local network, or on the Internet.	<i>Scan Documents to an SFTP Server</i> on page 151
	Scan to SharePoint		Scan your document directly to a SharePoint server.	<i>Scan Documents to SharePoint</i> on page 169
	Scan to Apps (ADS-2800W / ADS-3600W)		Convert the scanned data to a Microsoft Office compatible document.	<i>Network User's Guide</i>
	Scan to Network (Windows® users only)		Scan your document directly to a shared folder on your local network, or on the Internet.	<i>Scan Documents to a Shared Folder / Network Location (Windows®)</i> on page 160
	Scan to Email Server (ADS-2800W / ADS-3600W)	—	Scan your document and send it directly to an email address 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.	<i>Send Scanned Documents Directly to an Email Address (ADS-2800W / ADS-3600W)</i> on page 179
	Scan to Web (ADS-2800W / ADS-3600W)		Scan your document and upload it directly to Web Services, such as Evernote, Dropbox, Box and OneDrive, without using a computer.	<i>Web Connect Guide</i>

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

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.	<i>Secure Function Lock 3.0 (ADS-2800W / ADS-3600W)</i> 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.	<i>Active Directory Authentication (ADS-2800W / ADS-3600W)</i> 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.	<i>Setting Lock (ADS-2800W / ADS-3600W)</i> on page 37
LDAP Authentication	Restricts the use of the Brother machine unless users enter the user name and password.	<i>LDAP Authentication (ADS-2800W / ADS-3600W)</i> 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.	<i>Adding ID Card Shortcuts (ADS-3600W only)</i> 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.	<i>Launch the BRAdmin Utility</i> on page 73
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.	<i>Shortcut Settings (ADS-2800W / ADS-3600W)</i> on page 10

Saving Space and Managing Your Data

Feature	Description	See
Scan to FTP/SFTP	Allows you to transmit scanned data directly to an FTP/SFTP server without using a computer. This feature makes it easy to share large data files that cannot be sent by email.	<i>Scan Documents to an FTP Server</i> on page 142 <i>Scan Documents to an SFTP Server</i> on page 151
Scan to SharePoint	Allows you to transmit scanned data directly to SharePoint without using a computer.	<i>Scan Documents to SharePoint</i> on page 169
Scan to Email server (ADS-2800W / ADS-3600W)	Allows you to scan documents and send them directly to an email address from the machine.	<i>Send Scanned Documents Directly to an Email Address (ADS-2800W / ADS-3600W)</i> on page 179
Scan to Web (ADS-2800W / ADS-3600W)	Allows you to scan your documents and upload them directly to Web Services.	<i>Upload Scanned Documents to the Web (ADS-2800W / ADS-3600W)</i> on page 185
Scan to Network	Allows you to scan your documents and upload them directly to a Network.	<i>Scan Using Scan to Network Profiles</i> on page 167

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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

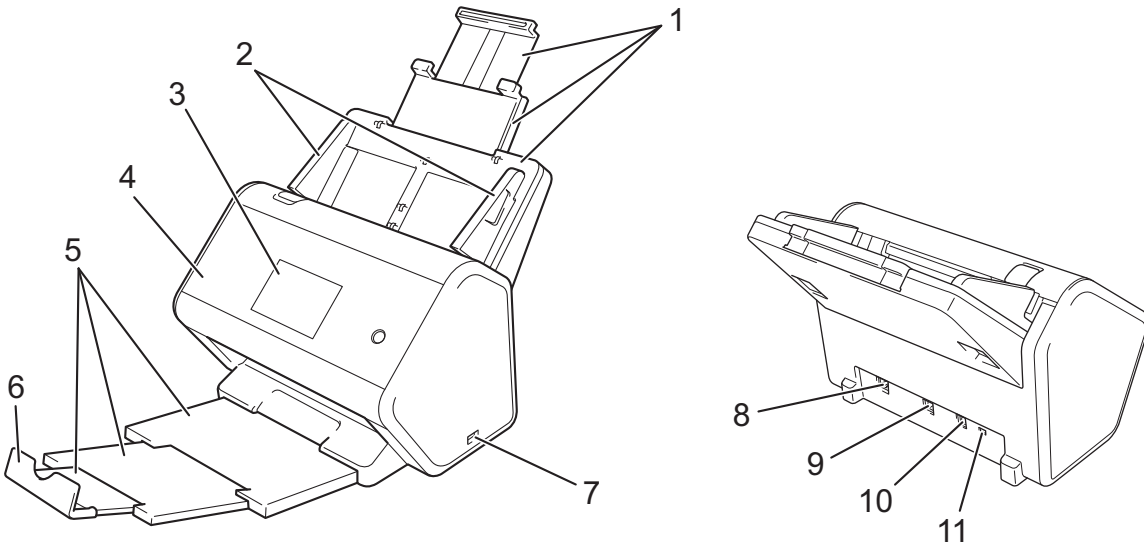
The following symbols and conventions are used throughout this guide.

 CAUTION	<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
IMPORTANT	<u>IMPORTANT</u> indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
NOTE	<u>Notes</u> 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.
<i>Italics</i>	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.
-

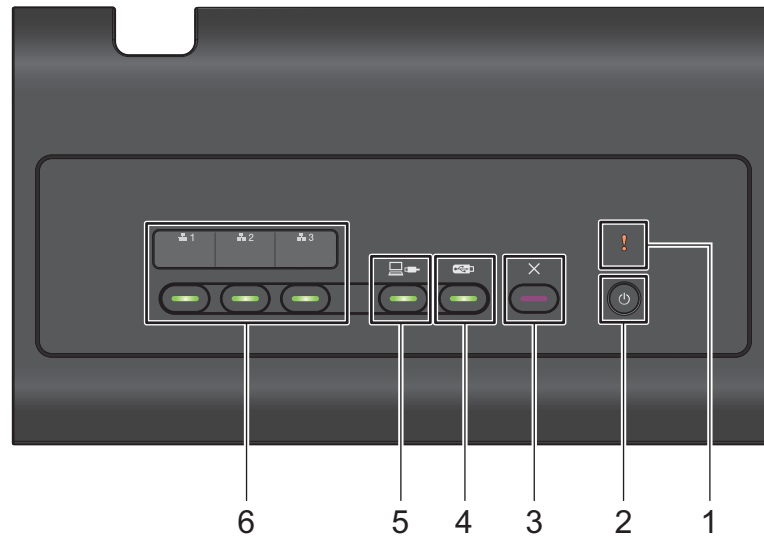
About This Machine



- 1 Extendable Automatic Document Feeder (ADF)**
- 2 Paper Guides**
- 3 Control Panel**
- 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





1 Error Indicator (with LED)

Blinks when the machine is in an error state. For more information, see *LED Indications (ADS-2400N / ADS-3000N)* on page 249.

2 Power button (with LED)

You can turn the machine on and off.

Press  to turn the machine on.

Press and hold  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 to 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

6   

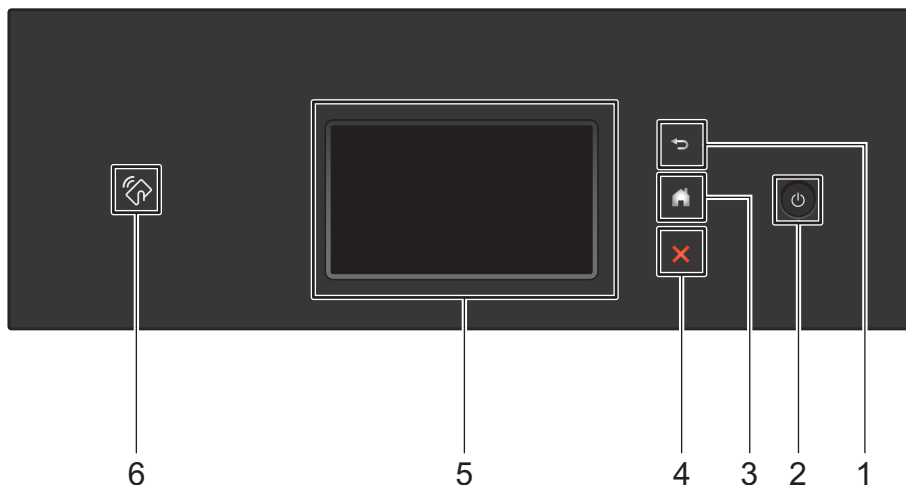
You can assign the Scan to FTP/SFTP, Scan to Network, Scan to Sharepoint, Scan to PC (Network Connect), or WS Scan functions to these buttons. After configuring the settings, press the button to select your assigned function.

These buttons are available only if the machine was set up using the wired network method with the installation disc and a USB cable (see the *Quick Setup Guide*).

For more information, see *Scan Documents to an FTP Server* on page 142, or *Scan Using Web Services (Windows Vista[®], Windows[®] 7, Windows[®] 8, Windows[®] 8.1 and Windows[®] 10)* on page 177.

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

1



1 (Back Button)

Press to go back to the previous screen or menu. The Back button lights up when it is available.

2 (Power On/Off)

Press  to turn the machine on. Press and hold  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 lights up when it is available.

4 (Stop Button)

Press to stop or cancel your current action and return to Ready Mode. The Stop button lights up when it is available.

5 Touchscreen LCD

Access the menus and options by pressing the Touchscreen.

6 NFC (Near Field Communication) Reader

(ADS-3600W)

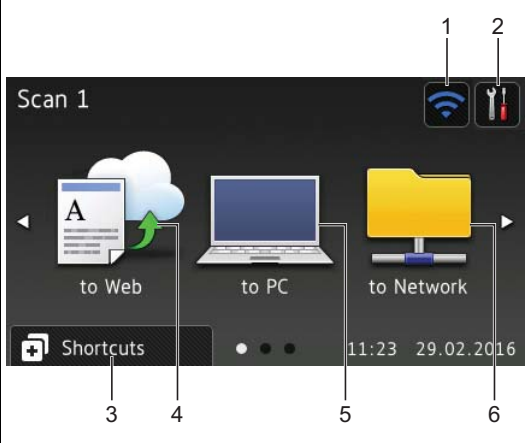


You can use card authentication by touching the IC card to the NFC Reader on the control panel.

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.

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:

 <p>The Scan 1 screen displays three main shortcuts: 'to Web' (document icon), 'to PC' (laptop icon), and 'to Network' (folder icon). At the top right, there are status icons for Wi-Fi (1) and a tool icon (2). At the bottom left is a 'Shortcuts' button (3), and at the bottom right is the time '11:23' and date '29.02.2016'. Navigation arrows are on the left and right sides. Dots at the bottom indicate the current screen is selected (4).</p>	<p>Scan 1 screen</p> <p>The Scan 1 screen provides access to scan features, such as Scan to Web, Scan to PC, Scan to Network.</p>
 <p>The Scan 2 screen displays three main shortcuts: 'to FTP/SFTP' (server rack icon), 'to E-mail Server' (envelope icon), and 'to SharePoint' (S icon). At the top right, there are status icons for Wi-Fi and a tool icon. At the bottom left is a 'Shortcuts' button, and at the bottom right is the time '11:23' and date '29.02.2016'. Navigation arrows are on the left and right sides. Dots at the bottom indicate the current screen is selected (7).</p>	<p>Scan 2 screen</p> <p>The Scan 2 screen provides access to scan features, such as Scan to FTP/SFTP, Scan to E-mail Server, Scan to SharePoint.</p>
 <p>The Scan 3 screen displays three main shortcuts: 'Apps' (cube icon), 'WS Scan' (laptop icon), and 'to USB' (USB drive icon). At the top right, there are status icons for Wi-Fi and a tool icon. At the bottom left is a 'Shortcuts' button, and at the bottom right is the time '12:06' and date '29.02.2016'. Navigation arrows are on the left and right sides. Dots at the bottom indicate the current screen is selected (10).</p>	<p>Scan 3 screen</p> <p>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.</p>

NOTE

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

1  **(WiFi Setup)**

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



2  **(All Settings)**

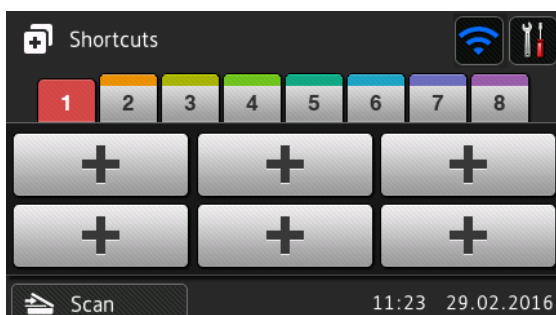
Press to access the main settings (for more information, see *Settings screen* on page 9).

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 have selected 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  to return to Ready Mode.

For more information, see *Error and Maintenance Messages* on page 225.

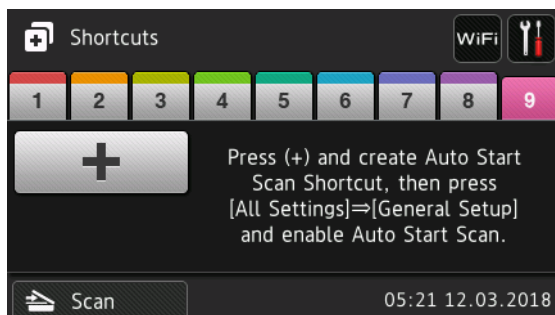
NOTE



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

Auto Start Scan

The Auto Start Scan feature allows you to start scanning automatically as soon as a document is placed in the ADF. To use Auto Start Scan, you must first create an Auto Start Scan Shortcut, and then enable the Auto Start Scan setting in General Setup:

- 1 Press **Shortcuts**.
- 2 Press the 9th Shortcut tab.




- 3 Press  to add the Auto Start Scan Shortcut.
- 4 Select the Shortcut function (for example, Scan to PC).
- 5 Press **Save as Shortcut**. When the LCD displays *These settings will be saved as a shortcut.*, press **OK**.
- 6 Enter the Shortcut Name. When the LCD displays *Make this a One Touch Shortcut?*, press **OK**.
- 7 Press  (All Settings) to access the Settings menu. Press **General Setup > Auto Start Scan Mode** and select **On**.

NOTE

Only one Auto Start Scan profile can be saved at a time.

1

Settings screen

Press  (**All 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`.
- 2 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  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	✓	-	-	-	-	-
Scan Settings	✓	-	-	-	-	-
2-sided Scan	✓	✓	✓	-	-	-
Scan Type	✓	✓	✓	-	-	-
Resolution	✓	✓	✓	-	-	-
File Type	✓	✓	✓	-	-	-
Document Size	✓	✓	✓	-	-	-
File Name	-	✓	✓	-	-	-
File Name Style	-	✓	✓	-	-	-
File Size	-	✓	✓	-	-	-
Auto Deskew	✓	✓	✓	-	-	-
Skip Blank Page	✓	✓	✓	-	-	-
Brightness	✓	✓	✓	-	-	-
Contrast	✓	✓	✓	-	-	-
Colour	-	✓	✓	-	-	-
Black and White/Grey	-	✓	✓	-	-	-
Skip blank page sensitivity	✓	✓	✓	-	-	-
Margin Settings	-	✓	✓	-	-	-
Document Separation	-	✓	✓	✓	✓	✓
Profile name ^{*1}	-	-	-	✓	✓	✓

^{*1} The Profile name setting contains many items. For more information, see the *Network User's Guide*.

- 1 Press  Shortcuts .
- 2 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.
- 5 Do one of the following:
 - If you pressed to USB, go to step 8.
 - If you pressed to E-mail Server, go to step 6.
 - If you pressed to OCR, to File, to Image or to E-mail, go to step 7.
 - If you pressed to FTP/SFTP, to Network or to SharePoint, swipe up or down, or press ▲ or ▼ to display the Profile Name, and then press it. Go to step 12.

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 248.)
Press OK.
 - To enter an email address from the Address Book, press Address Book. Swipe up or down, or press ▲ or ▼ 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 USB to confirm that USB is selected as the PC Name. Go to step 11.
 - When the machine is connected to a network:
Swipe up or down, or press ▲ or ▼ to display the PC Name, and then press it. Go to step 8.
- 8 Press Options.
- 9 Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.
- 10 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.

- 12 Review your settings on the Touchscreen, and then press **OK**.
- 13 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 248.)
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™
- Evernote®
- 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  .
- 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 appears, 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.
- 7 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**.
- 10 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 248.) Press **OK**.
- 11 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  .
- 2 Press a tab from 1 to 8.
- 3 Press  where you have not added a Shortcut.
- 4 Press **Apps**.
- 5 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**.
- 9 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 248.) Press **OK**.
- 10 Press **OK** to save your Shortcut.

Adding ID Card Shortcuts (ADS-3600W only)

1

- 1 Press  Shortcuts .
- 2 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

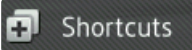

To change a Web Connect Shortcut, delete it first, and then add a new Shortcut.

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

- 1 Press  Shortcuts .
- 2 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 appear.
- 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.
- 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 248.) Press OK.
- 9 Press OK to confirm.


Editing Shortcut Names

You can edit a Shortcut name.

- 1 Press  .
- 2 Press a tab from 1 to 8 to display the Shortcut you want.
- 3 Press and hold the Shortcut button.
- 4 Press `Rename`.
- 5 To edit the name, press and hold  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 248.)
Press `OK`.

Deleting Shortcuts

You can delete a Shortcut.


- 1 Press  .
- 2 Press a tab from 1 to 8 to display the Shortcut you want.
- 3 Press and hold 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 appear on the Shortcut screen. To recall a Shortcut, simply press the Shortcut name.

- 1 Press  .
- 2 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® 7 / Windows Vista® / Windows® 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.

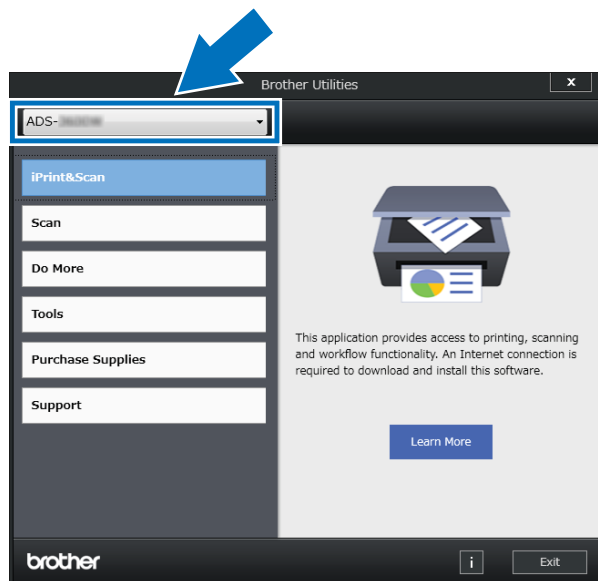
■ Windows® 8.1

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**).

■ Windows® 10

Click  (**Start**) menu, select **All apps > Brother >  (Brother Utilities)**.


2 Select your machine.

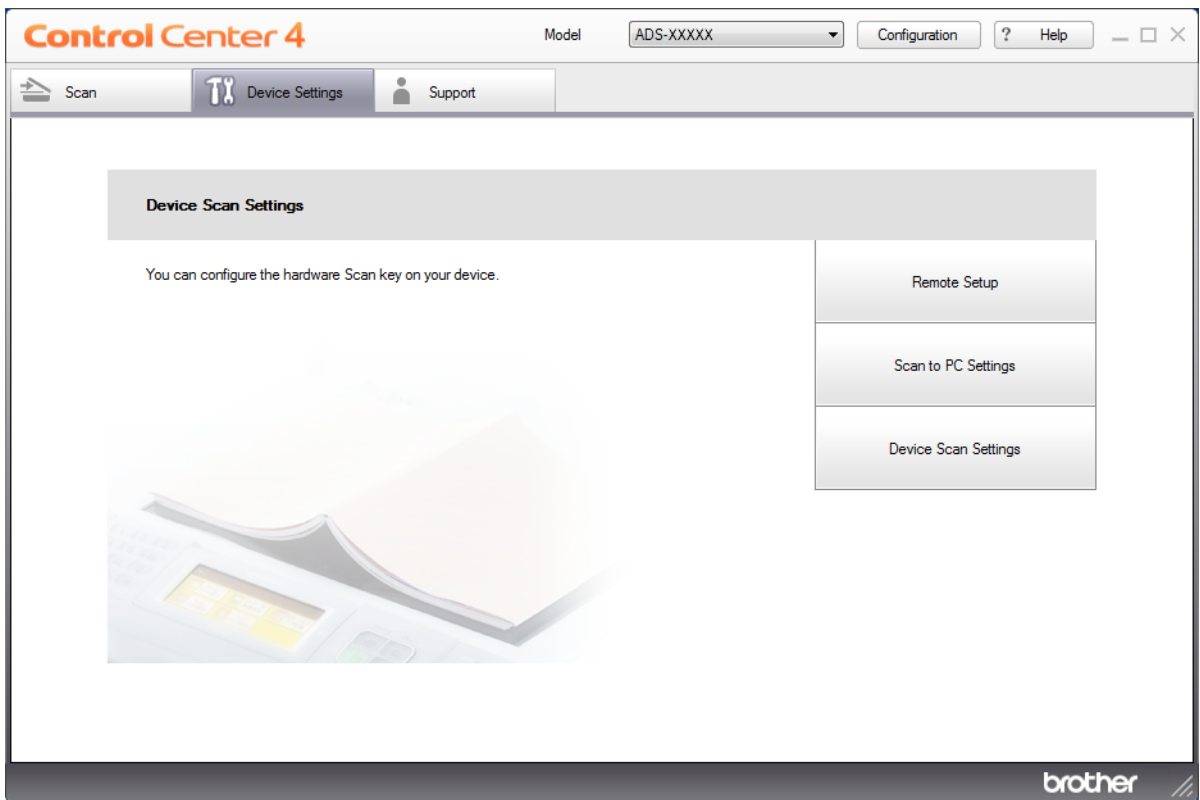


3 Select the operation you want to use.

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

Set Date&Time

- 1 Start the 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE

- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

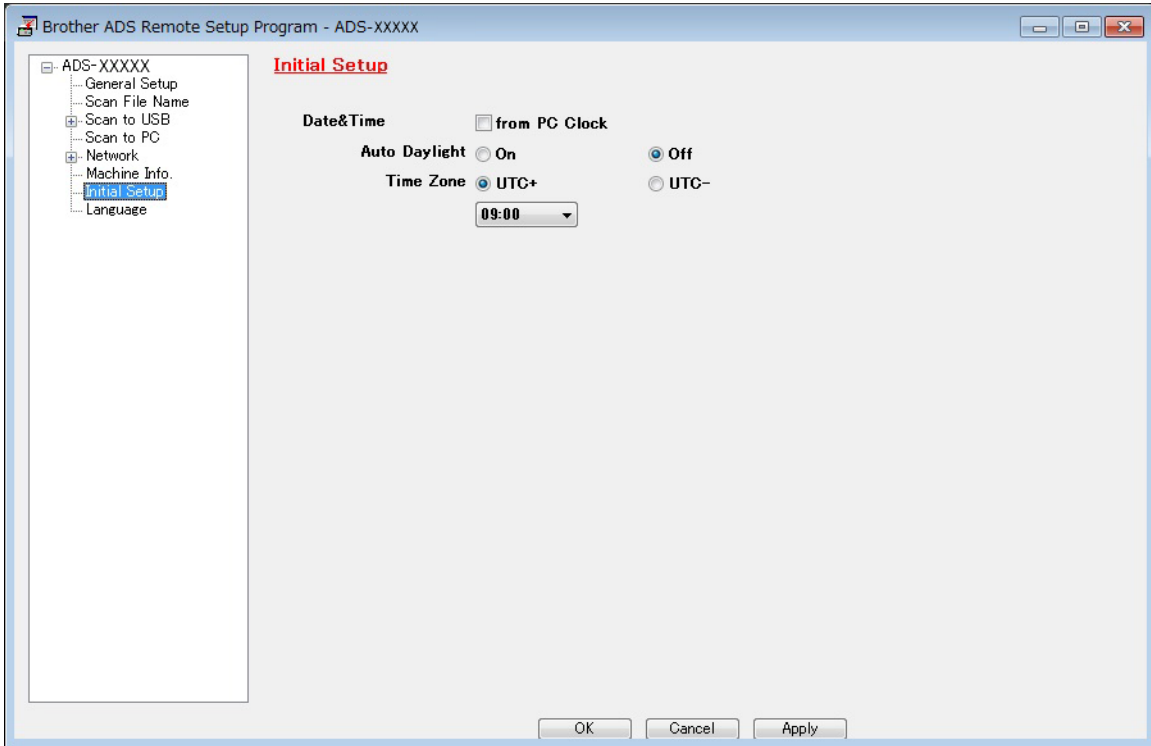
- 2 Click the **Remote Setup** button. The Remote Setup window appears.

NOTE

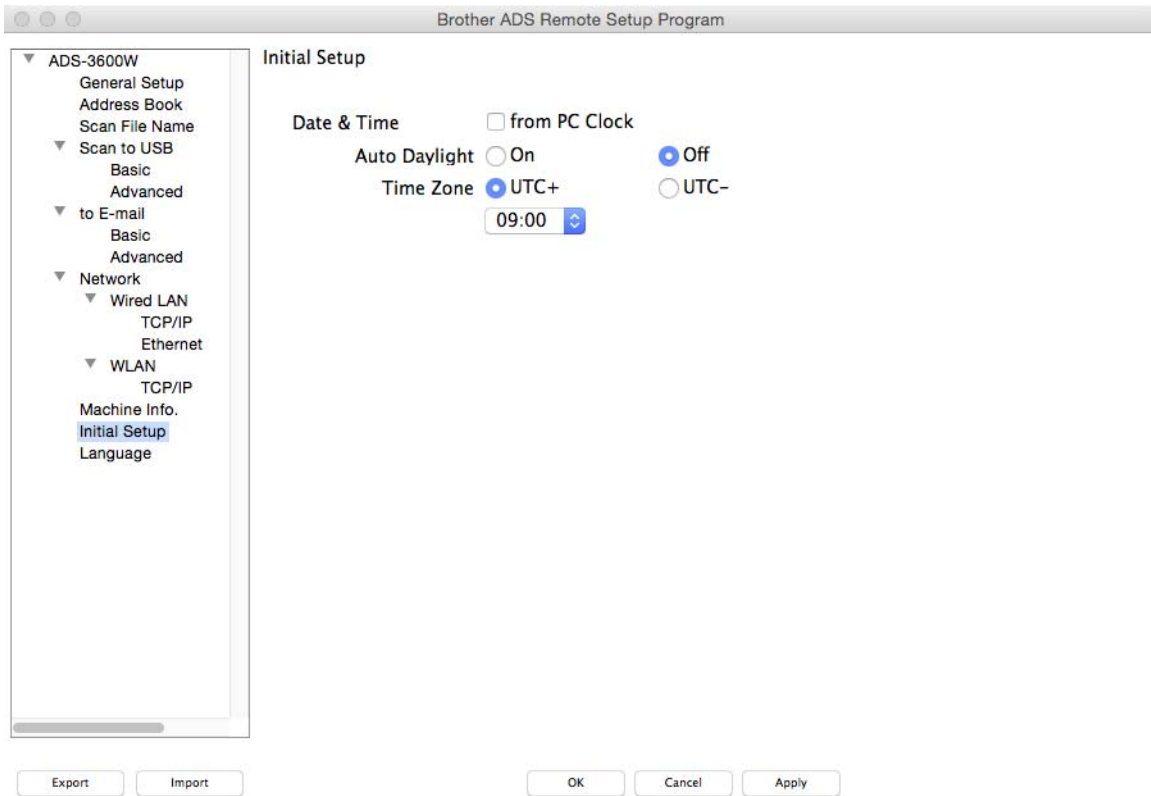
For more information about **Remote Setup**, see *Set Up the Brother Machine from Your Computer* on page 199.

3 Select **Initial Setup** in the navigation tree.

- Windows®



■ Macintosh




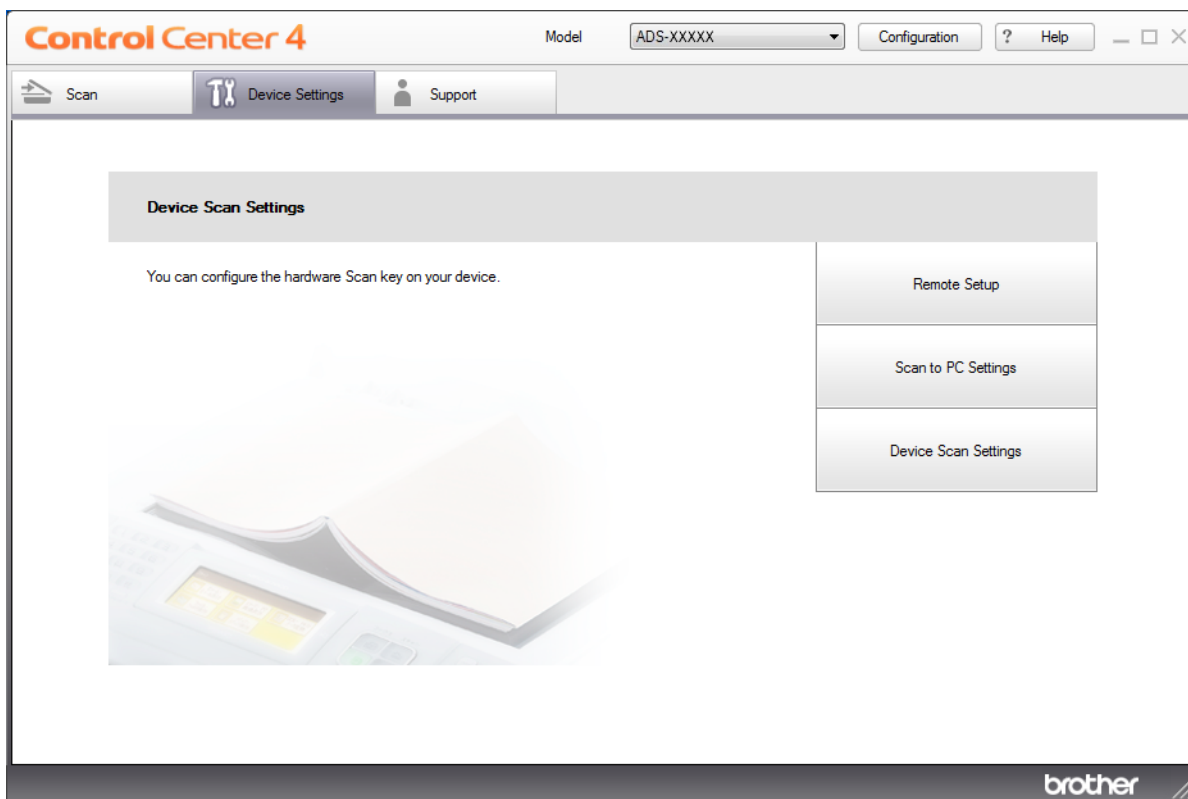
4 Select **Date&Time**.

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 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE

- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

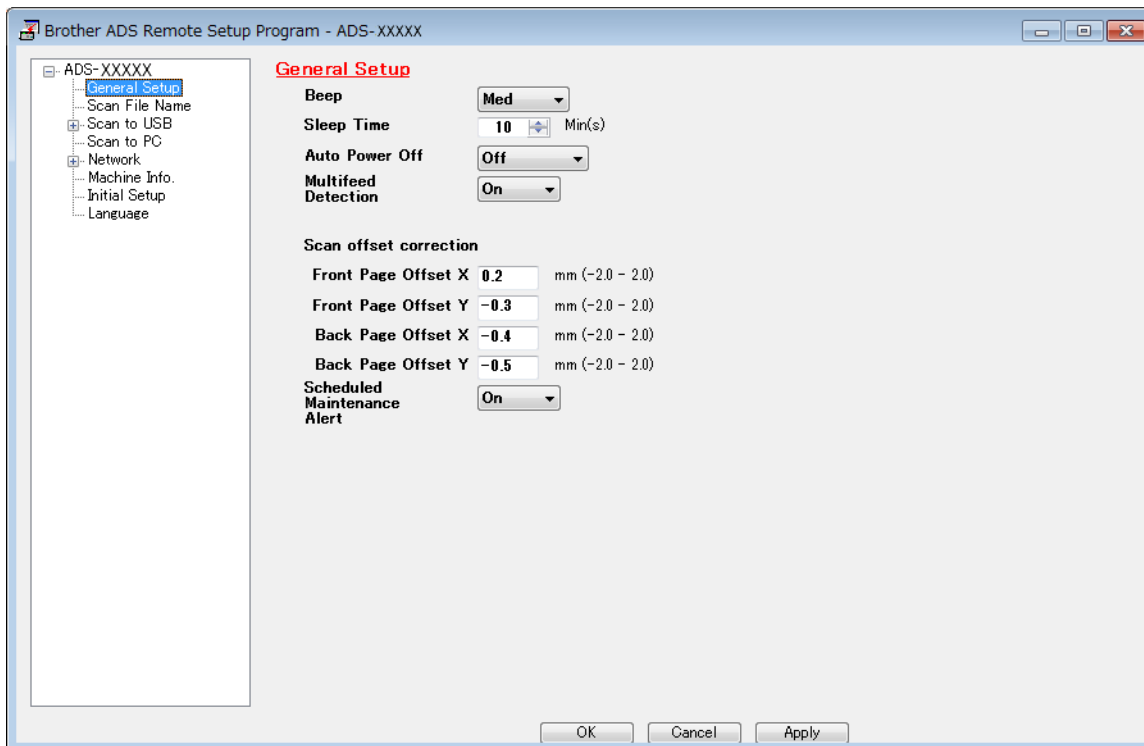
- 2 The Remote Setup window appears.

NOTE

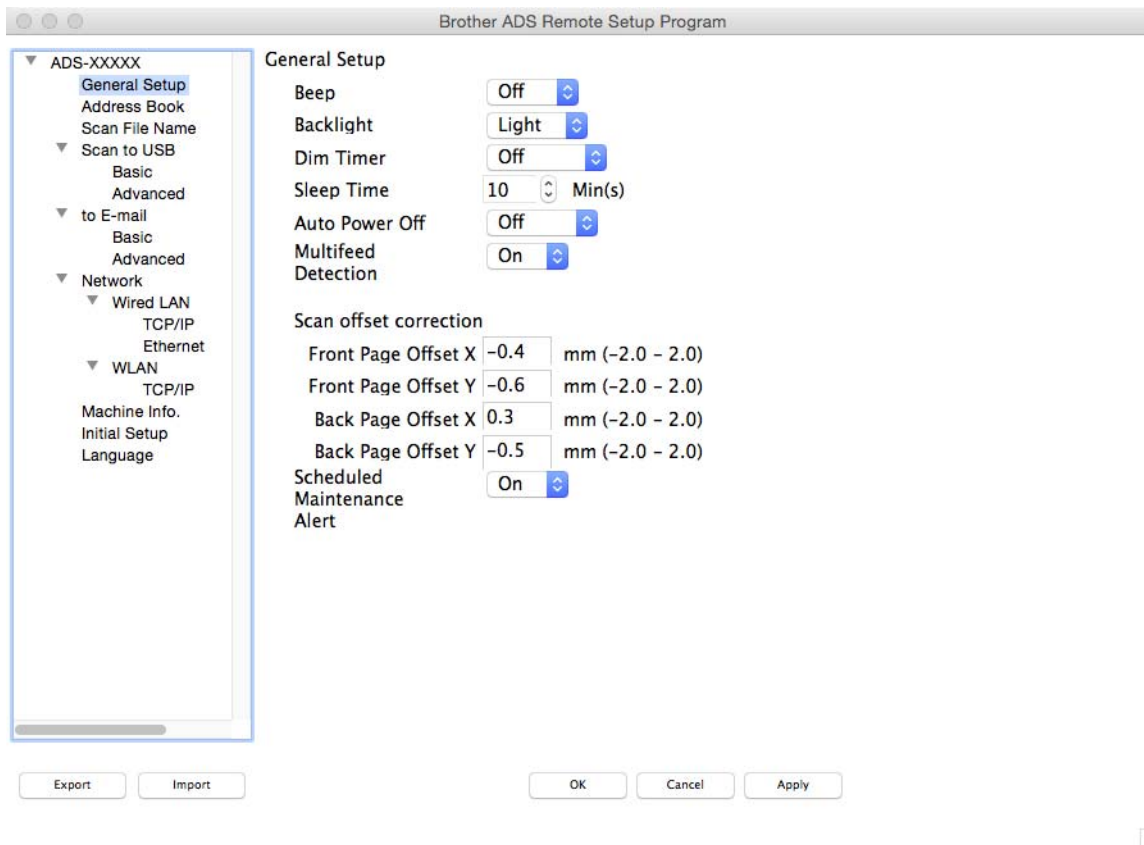
For more information about **Remote Setup**, see *Set Up the Brother Machine from Your Computer* on page 199.

3 Select **General Setup** in the navigation tree.

- Windows®




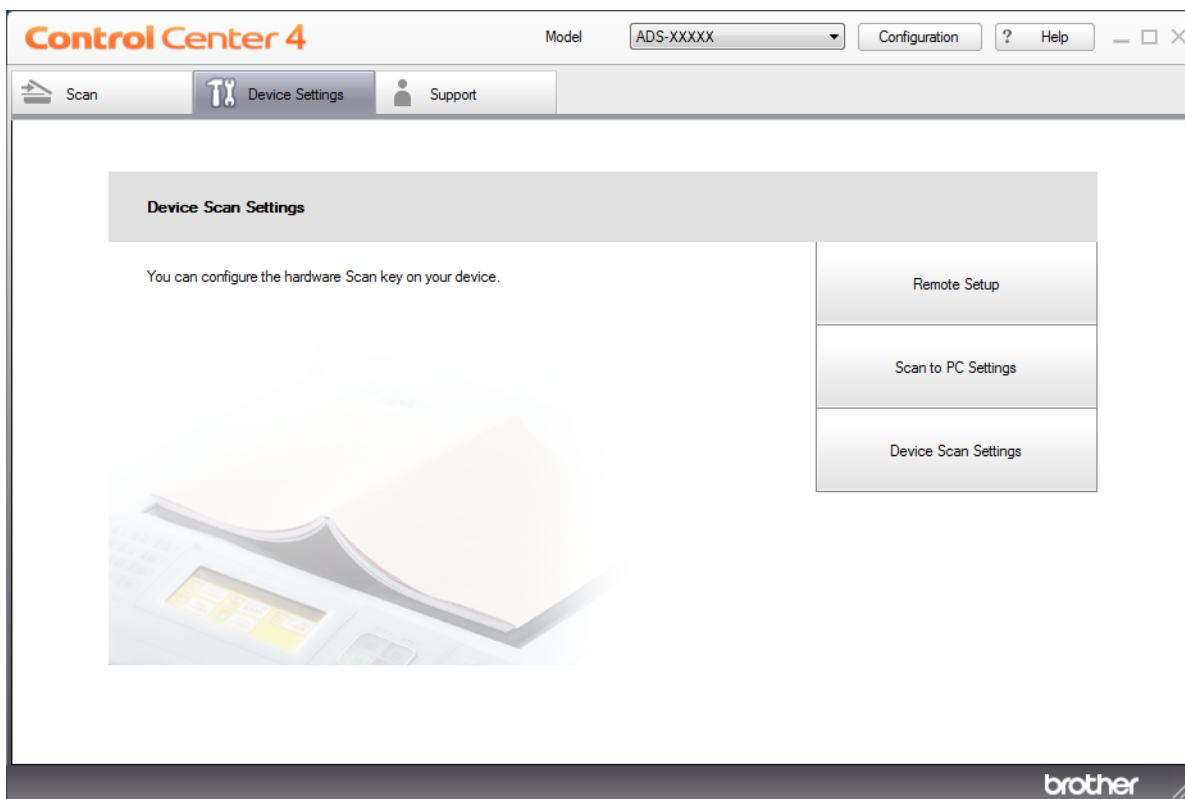
■ Macintosh



- 4 Select how long the machine must be idle before going to sleep. To wake the machine do one of the following:
 - Press any key.
 - Open the top cover.
 - Load your document.
 - Touch the Screen
 - Touch an IC Card to the NFC reader
- 5 Click **OK**.

Select Your Language

- 1 Start the 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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

1



■ Macintosh

- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

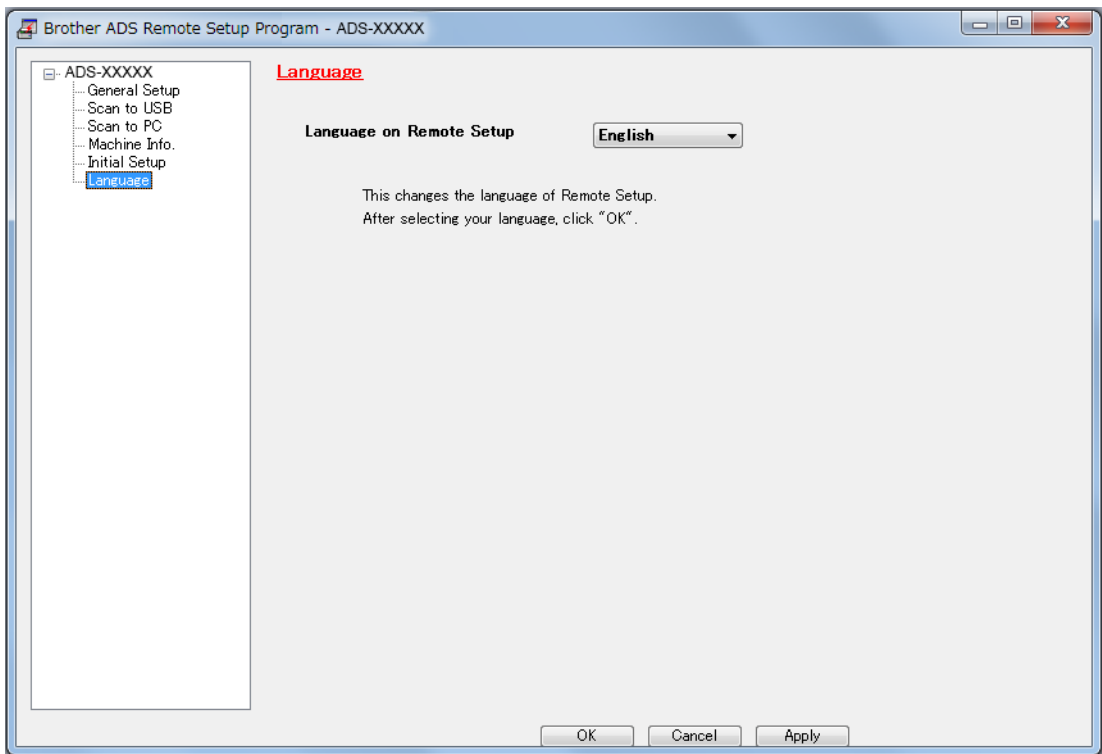
NOTE

- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

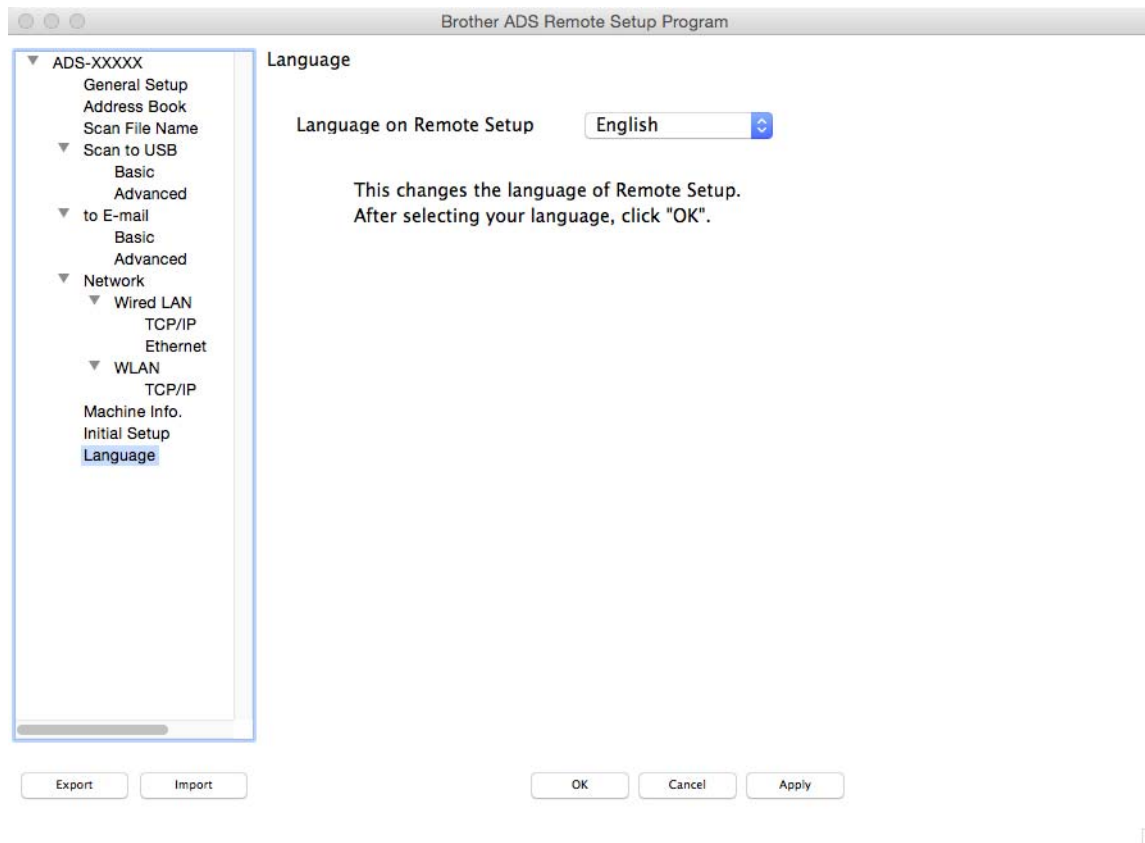
- 2 The Remote Setup window appears.

3 Select **Language** in the navigation tree.

- Windows®



■ Macintosh



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

5 Click **OK**.


NOTE

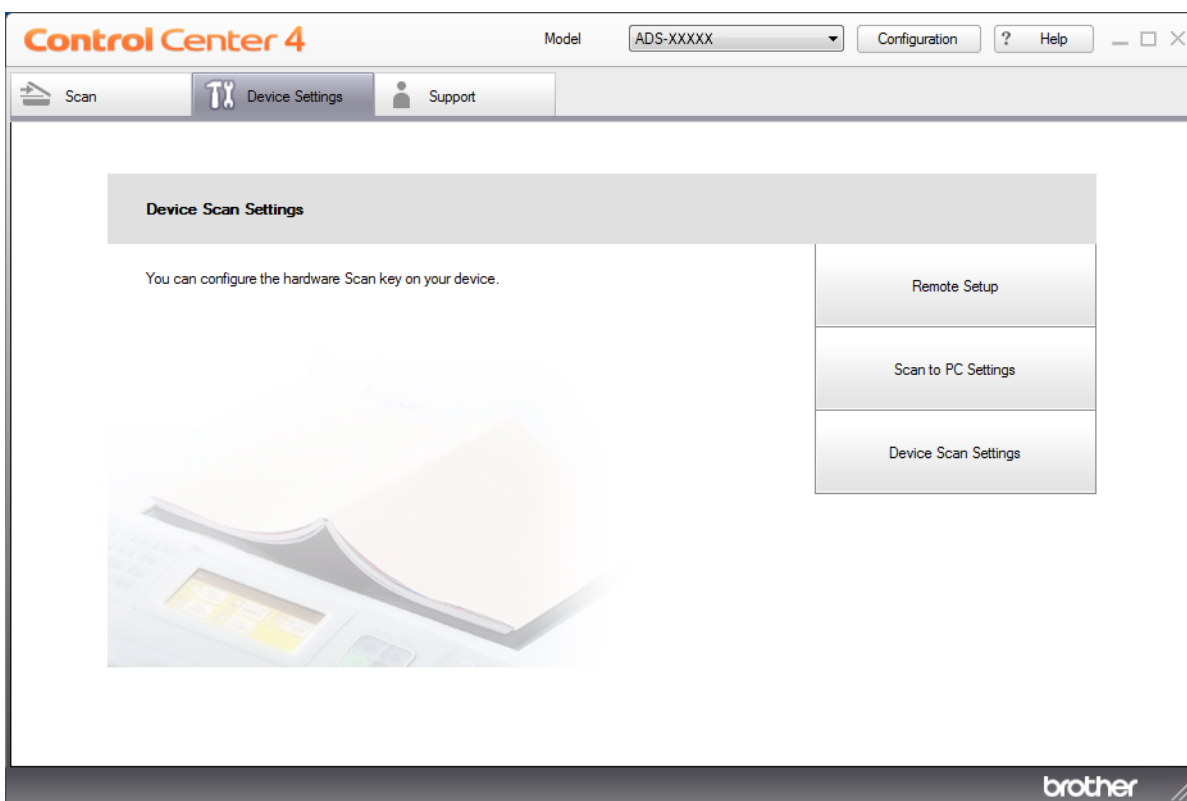
You must close the Remote Setup window to save the new language setting.

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

(ADS-2400N / ADS-3000N)

1

- 1 Start the 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**).
 - 3 Click the **Scan to Net Settings** button.



NOTE

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


1



■ Macintosh

- 1 Confirm that your Brother machine is connected to the same network as your computer or mobile device.
- 2 Start your web browser.
- 3 Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).
For example: http://192.168.1.2

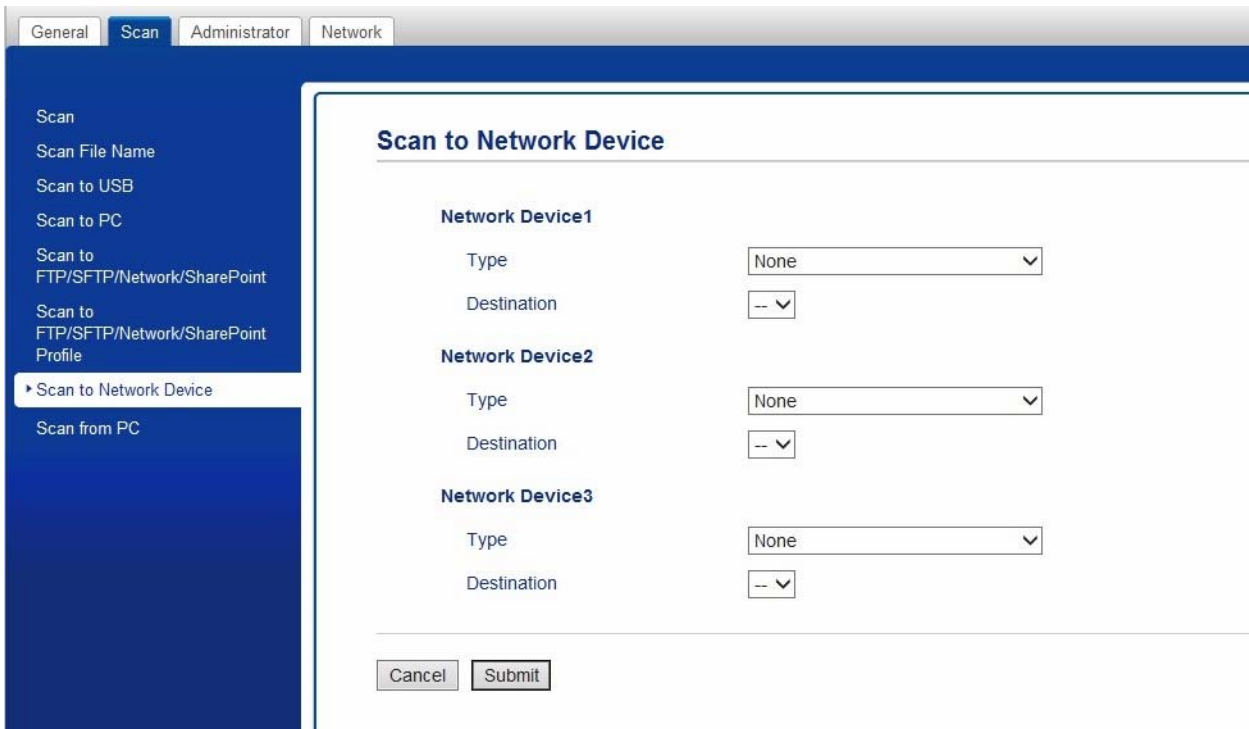
NOTE

- You can see your machine's IP address in the Network menu on the control panel of your machine.
- If you have set a login password for Web Based Management, type your password in the Login box, then click .




- The Web Based Management window appears.

NOTE

The **Scan to Network Device** option appears only if you have selected LAN in the connection interface during installation.



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



Your Machine's Control Panel Icon	Setting
 1	Network Device 1
 2	Network Device 2
 3	Network Device 3

- 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.
- Select a profile name from the **Destination** drop-down list for the device you have selected in 3.
- Click **Submit**.

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  (All 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  (All Settings).
- 2 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  (All 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  (**All Settings**).
- 2 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 *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 keeps the date and time settings for approximately 24 hours.

Beep Volume



When the Beep setting is *Low*, *Med* or *High*, 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  (**All Settings**).
- 2 Press General Setup.
- 3 Press Volume.
- 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  (**All Settings**).
- 2 Press `▲` or `▼` to display `Initial Setup`.
- 3 Press `Initial Setup`.
- 4 Press `Date & Time`.
- 5 Press `Auto Daylight`.
- 6 Press `On`.
- 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 Mode. The timer restarts if any operation is carried out on the machine.

- 1 Press  (**All Settings**).
- 2 Press `General Setup`.
- 3 Press `Ecology`.
- 4 Press `Sleep Time`.
- 5 Enter the period of time the machine is idle before entering Sleep Mode.
- 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 Mode 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 .
- Press any buttons.
- Open the ADF cover.
- 1 Press  (**All Settings**).
- 2 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 Mode 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  (**All Settings**).
- 2 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 contact 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  (All Settings).
- 2 Press General Setup.
- 3 Press Setting Lock.
- 4 Enter a four-digit number for the password using numbers 0-9.
Press OK.
- 5 Re-enter your password when the Touchscreen displays Verify:.
Press OK.
- 6 Press .


Change the Password

- 1 Press  (**All Settings**).
- 2 Press `General Setup`.
- 3 Press `Setting Lock`.
- 4 Press `Set Password`.
- 5 Enter your existing four-digit password.
Press `OK`.
- 6 Enter a new four-digit number as the password.
Press `OK`.
- 7 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  (**All Settings**).
- 2 Press `General Setup`.
- 3 Press `Setting Lock`.
- 4 Press `Lock Off⇒On`.
- 5 Enter the registered four-digit password using the keyboard on the machine's Touchscreen, and then press `OK`.

Turn Setting Lock Off

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

Secure Function Lock 3.0 (ADS-2800W / ADS-3600W)

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.

NOTE

- Secure Function Lock can be set using Web Based Management or BRAdmin Professional 3 (Windows® 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

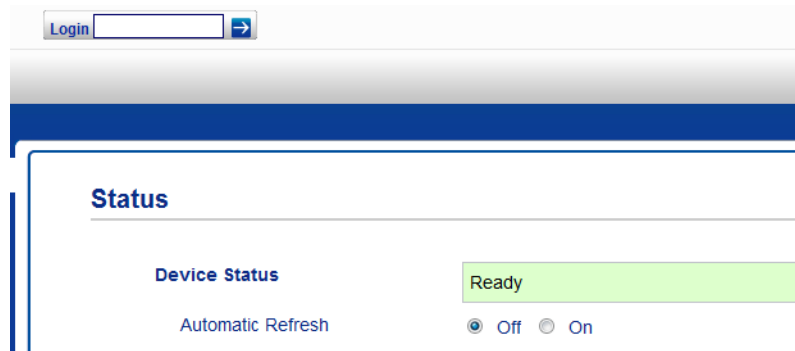
You can configure the Secure Function Lock settings using a web browser. Before you begin, do the following:

- 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://brwxxxxxxxxxxxxx/`
You can find the NetBIOS name on the LCD, under Node Name.

- 3 Type the Administrator password in the **Login** box. (This is a password to log on to the machine's web page.) Click .



NOTE

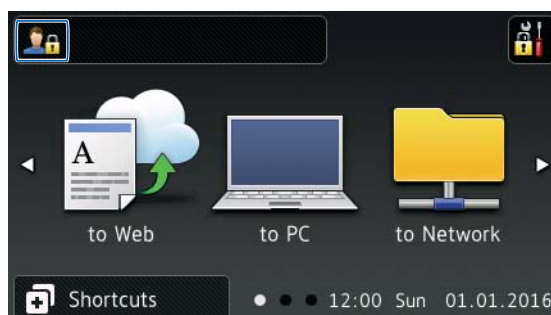
If using a web browser to configure the machine's settings for the first time, set a password (see the *Network User's Guide*).

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 appears 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 ¹. 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**.
- 2 Click **Restricted Functions xx-xx**.
- 3 Type an alphanumeric Group name (up to 15 characters) in the **User List / Restricted Functions** field.

User List / Restricted Functions	Scan to							
	Web	PC	Network	FTP SFTP	E-mail Server	Share Point	WS Scan	USB
Public Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 4 In the **Scan to** and **Apps**, clear the check box to restrict access to operations.
- 5 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.
- 9 (For ADS-3600W)
In the **Card ID** field, type the card number (up to 16 characters). ¹

¹ 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.

Scan Administrator Network

User List

Please enter login information for device LCD panel in the "User List". When you login from

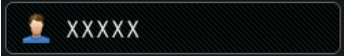
	User List	PIN Number	User List / Restricted F
1	<input type="text"/>	<input type="text"/>	---
2	<input type="text"/>	<input type="text"/>	01
3	<input type="text"/>	<input type="text"/>	02
4	<input type="text"/>	<input type="text"/>	03
5	<input type="text"/>	<input type="text"/>	04
			05
			06
			07
			08

- 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 .
- 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.

Scan Administrator Network

Restricted Functions

"User List" settings need to be configured after "Restricted Functions". "Restricted Functions" enables you to manage the restrictions per user. To restrict a function uncheck the check box.

User List / Restricted Functions	Scan to							
	Web	PC	Network	FTP SFTP	E-mail Server	Share Point	WS Scan	USB
Public Mode	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 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  or .


(Where xxxxx is the user's name.)

- 2 Press `Change User`.
- 3 Swipe up or down, or press ▲ or ▼ to display your user name.
- 4 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.

NOTE

- 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.
-

Switching to Public mode using the Touchscreen

- 1 Press .

(Where xxxxx is the user's name.)

- 2 Press `Go to Public`.

NOTE

- 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 allows you to:

- Obtain the user's email address from the LDAP server
- Obtain the user's home directory 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**.
- 5 Select **Active Directory Authentication** or **Off**.
- 6 Click **Submit**.

NOTE

- 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.
- 3 Click **Administrator**.
- 4 Click **User Restriction Function**.
- 5 Select **LDAP Authentication** or **Off**.
- 6 Click **Submit**.

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}	27 g/m ² to 413 g/m ²	
Thickness	0.05 mm to 0.26 mm To scan thinner documents, use the Carrier Sheet.	
Maximum Number of Pages	Up 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
	B8	64 mm × 91 mm
	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

^{*1} For best performance we recommend using a carrier sheet for documents 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 ² to 413 g/m ²
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 ² to 209 g/m ²
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 and 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)
Type	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

You can scan and save a plastic card 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.

Unacceptable Documents

The following types of documents may not be scanned successfully:

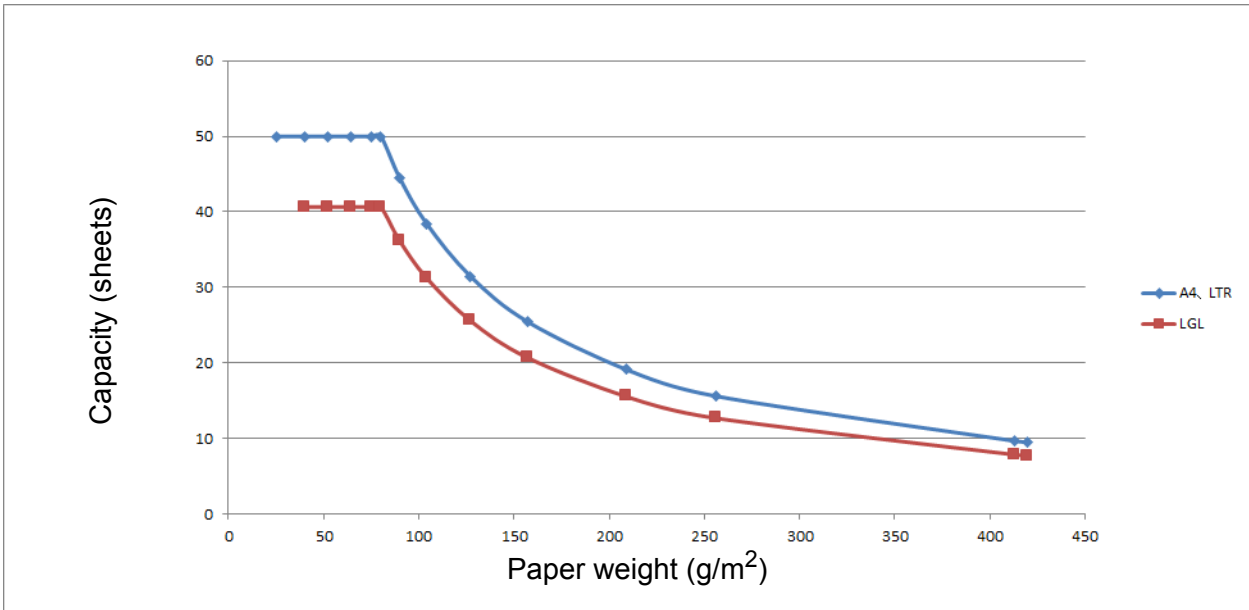
- Documents with a carbon sheet attached
- Documents written in pencil
- Documents of uneven thickness, such as envelopes
- Documents with large wrinkles or curls
- Documents that use tracing paper
- Documents that use coated paper
- Photographs (photographic paper)
- Documents printed on perforated paper
- Documents printed on unusually-shaped paper (not square or rectangular)
- 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 damage 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 205.) 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 or 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.
-

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.

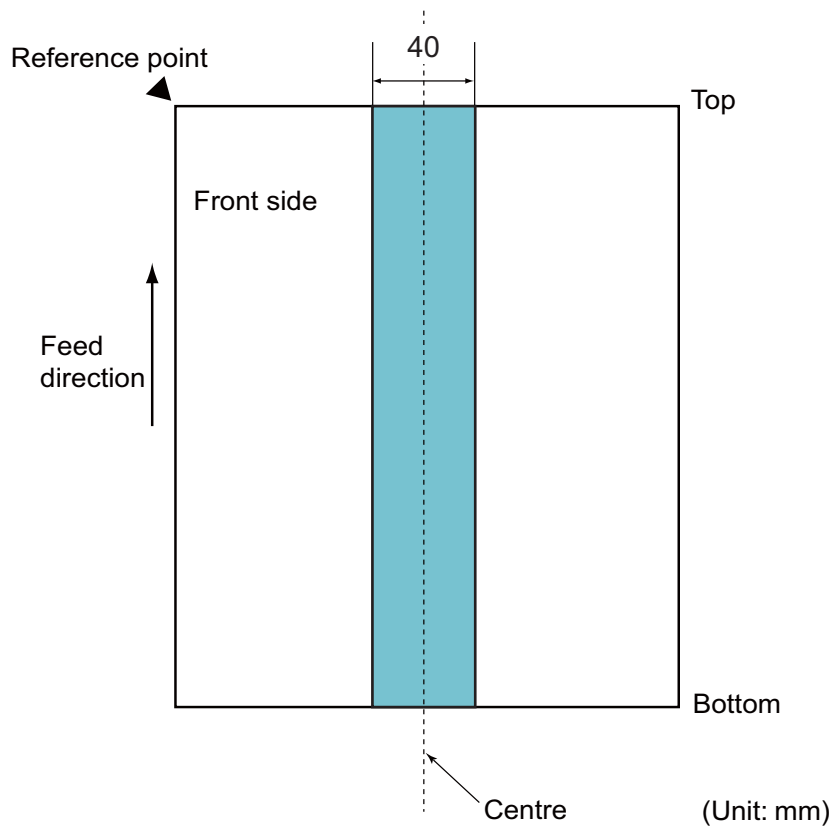


Capacity (Sheets) vs Paper Type

Unit	Paper Type	25	40	52	64	75	80	90	104	127	157	209	256	413
Capacity (Sheets)	A4, LTR	50	50	50	50	50	50	44	38	31	25	19	16	10
	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 in the centre of the pick-up roller.

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/m² and 413 g/m².
- 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 in the centre of the pick-up roller.
- 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 or 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/m² and 413 g/m² 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 paper 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/m²)
-

Carrier Sheet Recommendations

- Documents with a carbon sheet attached
- Documents written in pencil
- Documents narrower than 51 mm
- Documents shorter than 70 mm
- 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 rectangular)
- 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

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.

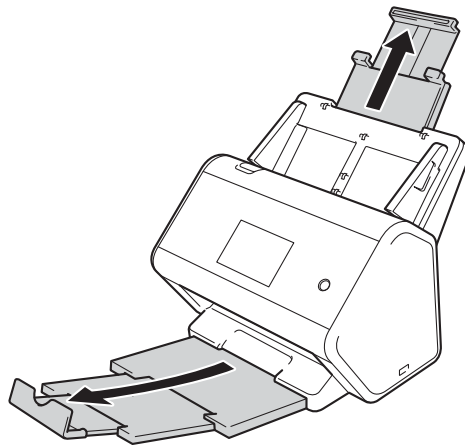
The damage caused by using any unacceptable document with your Brother machine may not be covered under warranty.

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

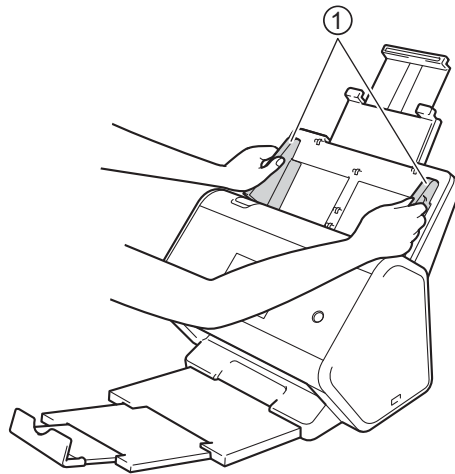
The Automatic Document Feeder (ADF) can hold up to 50 pages and feeds each sheet individually. Use 80 g/m² paper and always fan the pages before placing them in the ADF.

IMPORTANT

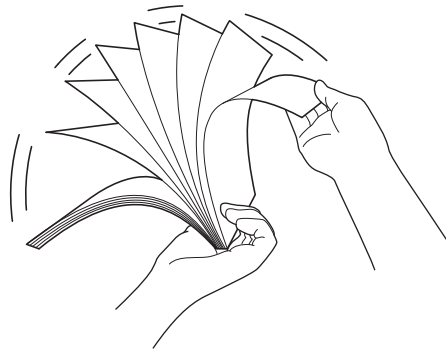
- Make sure documents with ink or correction fluid are completely dry.
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted or taped.
- DO NOT use cardboard or fabric.

Standard-size Documents

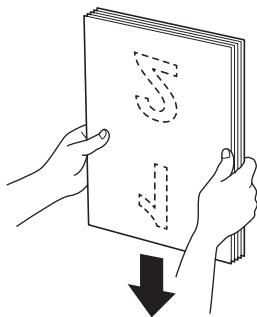
- 1 Adjust the Paper Guides ① to fit the width of your document.



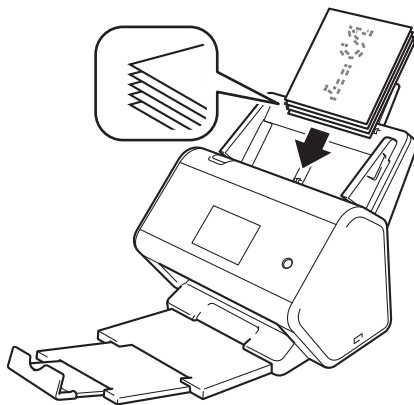
- 2 Fan the pages several times along both the long edge and the short edge.



- 3 Align the edges of the pages.

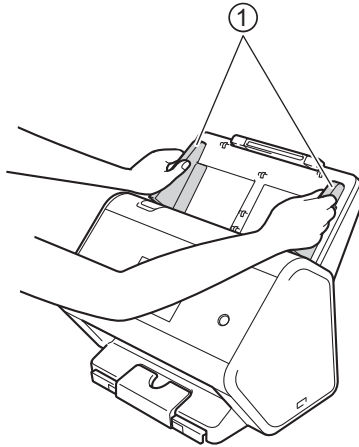


- 4 Place the pages, **face down, top edge first** in the ADF between the Guides until you feel they touch the inside of the machine. Feed thin pages slowly and carefully to keep the edge from being folded.

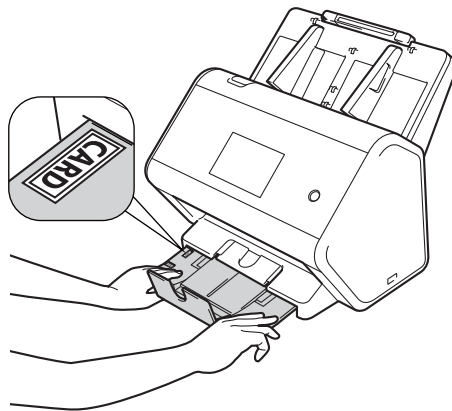


Business Cards

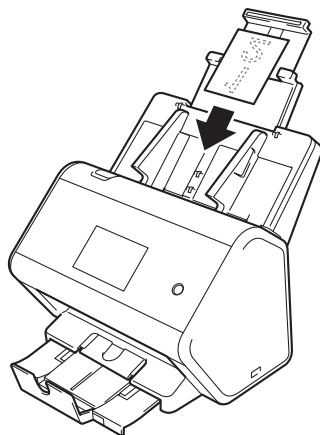
- 1 Adjust the Paper Guides ① to fit the width of your document.



- 2 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.

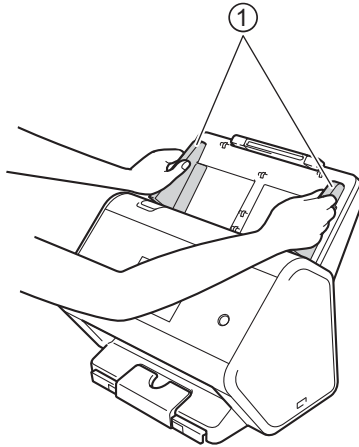


NOTE

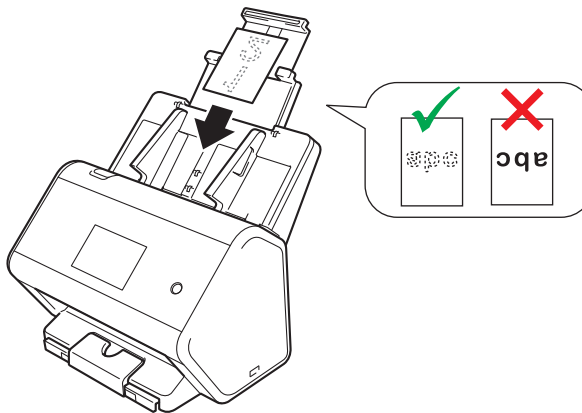
- You can load up to 25 business cards (total thickness less than 5 mm at a time).
-

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.



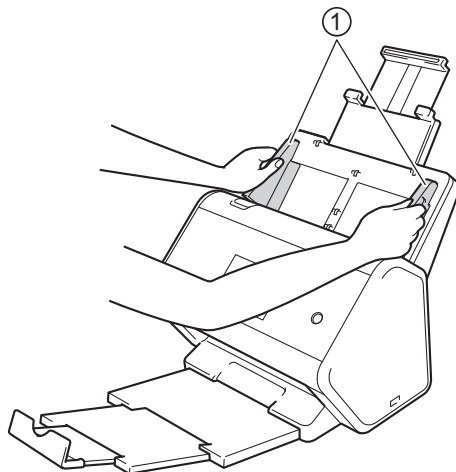
NOTE

- You can load up to five plastic cards (total thickness less than 5 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, wipe the dirt off before scanning.
 - Scanning plastic cards can be incorrectly detected as a multifeed. To scan these documents successfully, disable the multifeed detection function.
-

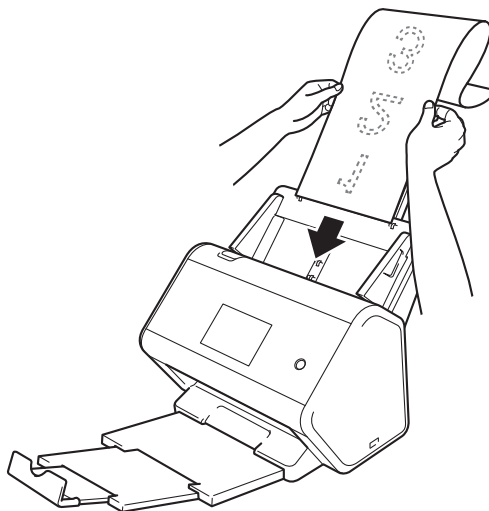
Documents Longer than Standard-size

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.



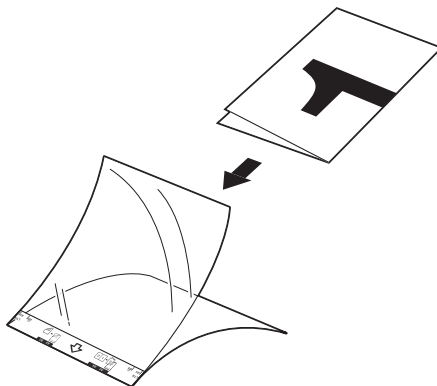
NOTE

- 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.

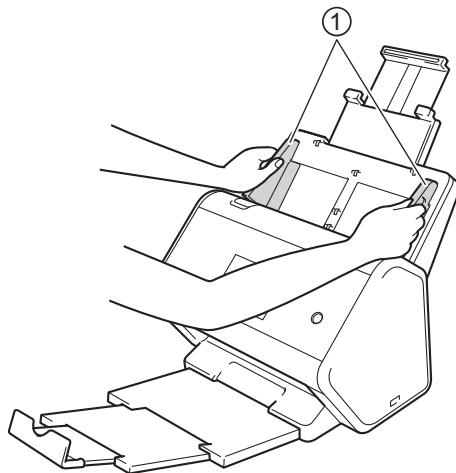
- 1 Fold your document in half and insert it into the Carrier Sheet.



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.

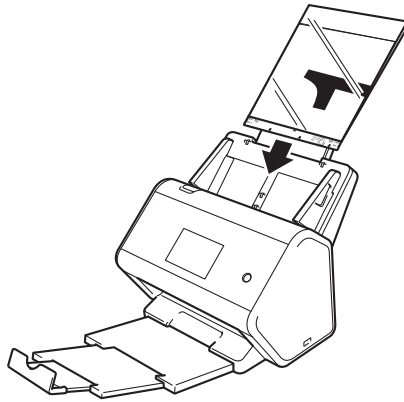
- 2 Adjust the Paper Guides ① to fit the width of the Carrier Sheet.



- 3 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.



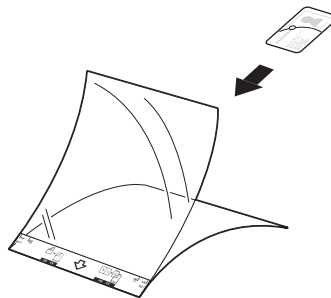
Documents with Facing Pages

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

Receipts, Clippings, Photos, and Other Documents

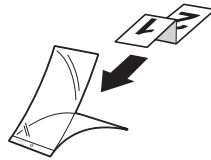
Make sure documents with ink or correction fluid are completely dry.

- 1 Insert the document into the Carrier Sheet.

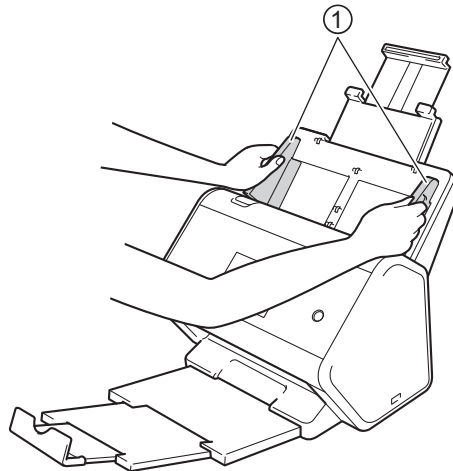


NOTE

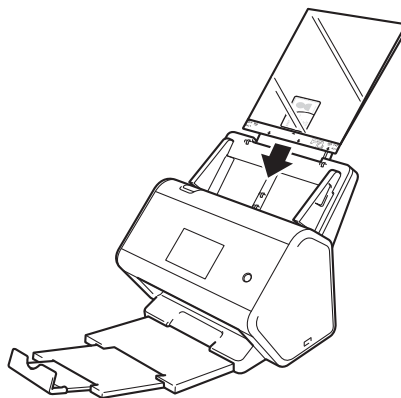
- Set the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet.
- If the receipt is longer than the Carrier Sheet, you can fold the receipt in two places so that it overlaps when you insert it into the Carrier Sheet.



- 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.



Before Scanning

Before scanning, confirm the following:

- Make sure you have installed the scanner driver by following the steps in the *Quick Setup Guide*.
- If your Brother machine is connected via a network 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 scanner driver 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 scanner driver, follow the steps below:

1 Do one of the following:

- Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10

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® XP, Windows Vista®

Click  (**Start**) menu, select **Control Panel** > click **Scanners and Cameras**.

2 Do one of the following:

- Windows® XP

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

The Network Scanner Properties dialog box appears.

- Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10

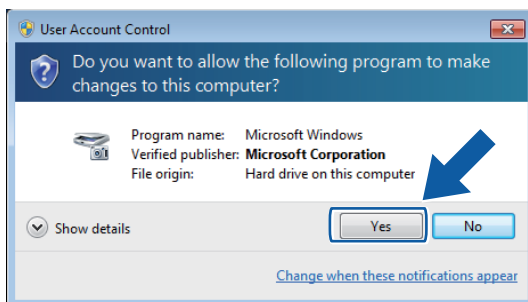
Click the **Properties** button.

NOTE

(Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10)

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

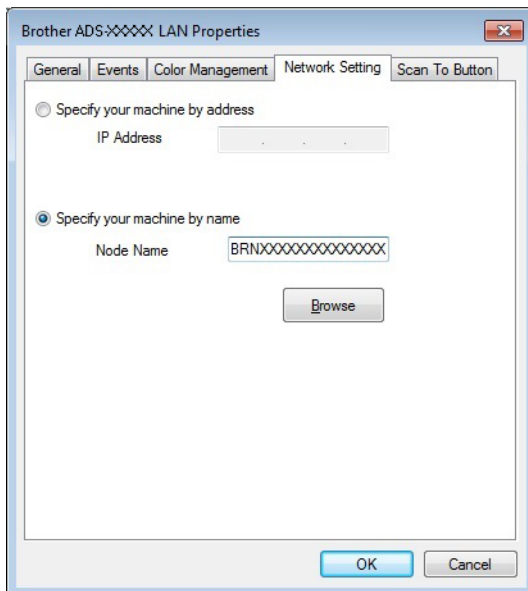
- For users who have administrator rights: Click **Continue** or **Yes**.



- 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.

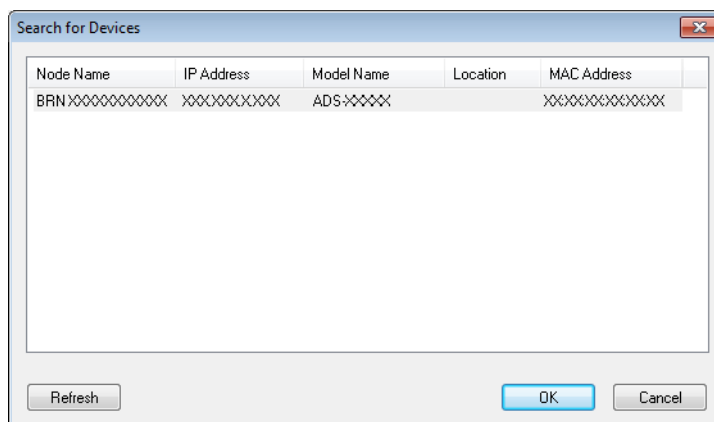


Specify your machine by address

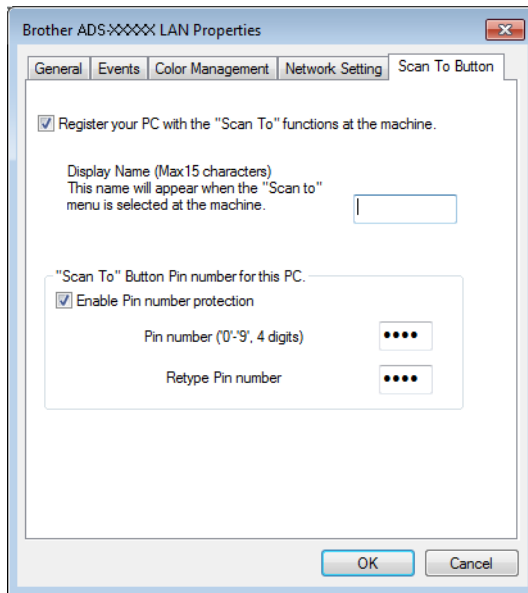
Type the IP address of the machine in **IP Address**, and then click **Apply** or **OK**.

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.



- 5 (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.

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.

(Brother iPrint&Scan)

- 1 In the **Finder** menu bar, click **Go > Applications**, and then double-click the Brother iPrint&Scan icon.
- 2 The Brother iPrint&Scan window appears.
- 3 Click the **Select your Machine** button, and then follow the on-screen instructions to reselect your network machine.

(TWAIN driver)


- 1 In the **Finder** menu bar, click **Go > Applications > Brother**, and then double-click the Device Selector icon.
- 2 The Device Selector window appears.
- 3 Reselect your network machine, make sure **Status** is **idle**, and then click **OK**.

Launch the BRAdmin Utility

If you have installed BRAdmin Light or BRAdmin Professional 3¹, the **BRAdmin** button lets you open the BRAdmin Light or BRAdmin Professional 3¹ 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 installation disc, see the *Network User's Guide*.

If you require more advanced machine management, use the latest version of BRAdmin Professional 3¹ utility that is available as a download from support.brother.com

- 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.
- 3 Click **BRAdmin**. The BRAdmin Light or BRAdmin Professional 3¹ utility dialog box appears.

NOTE

(Windows® only)

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

¹ Windows® 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 261 for the settings available for each method.

Change the ControlCenter4 User Interface (Windows®)

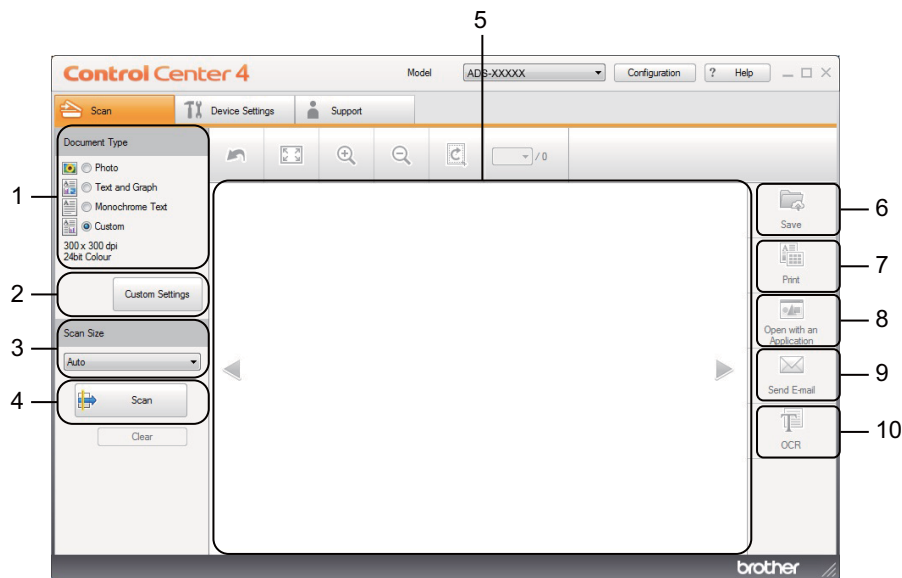
ControlCenter4 is a software utility that lets you quickly and easily access your frequently-used applications. Using ControlCenter4, you no longer have to manually launch specific applications.

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 186.

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

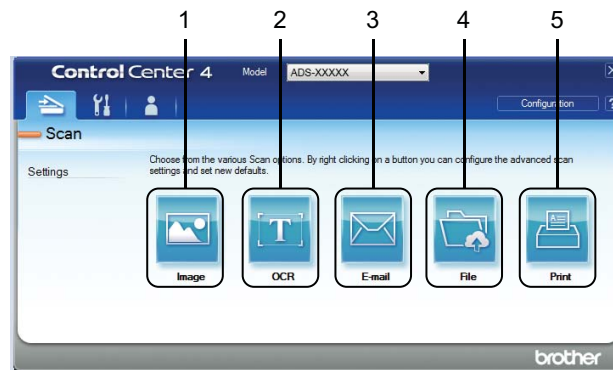
Scans a document to your default email application.

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

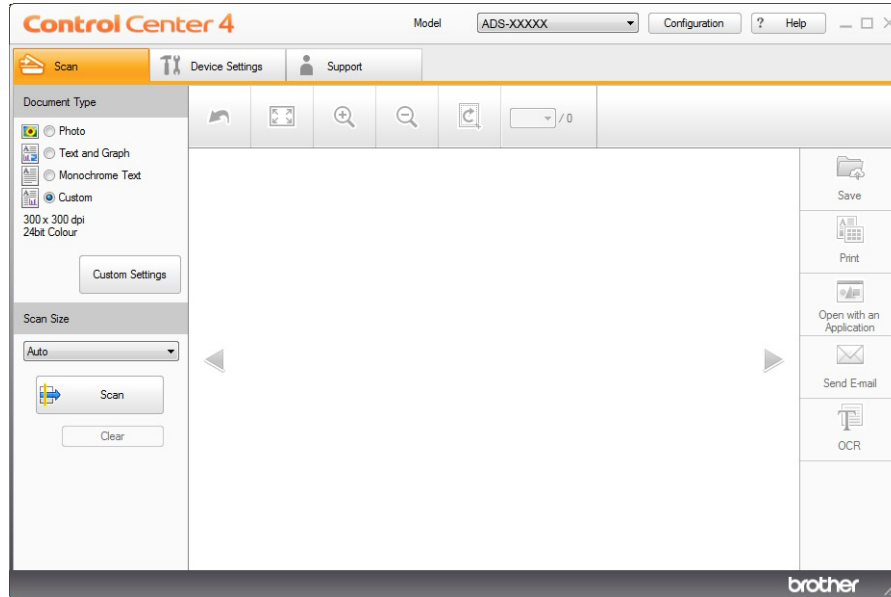
Saves a scanned image to a folder on your hard disk or uploads it to SharePoint as one of the file types shown in the file type list.

5 Print button



Prints the scanned document on your printer.

To change the ControlCenter4 operation mode:

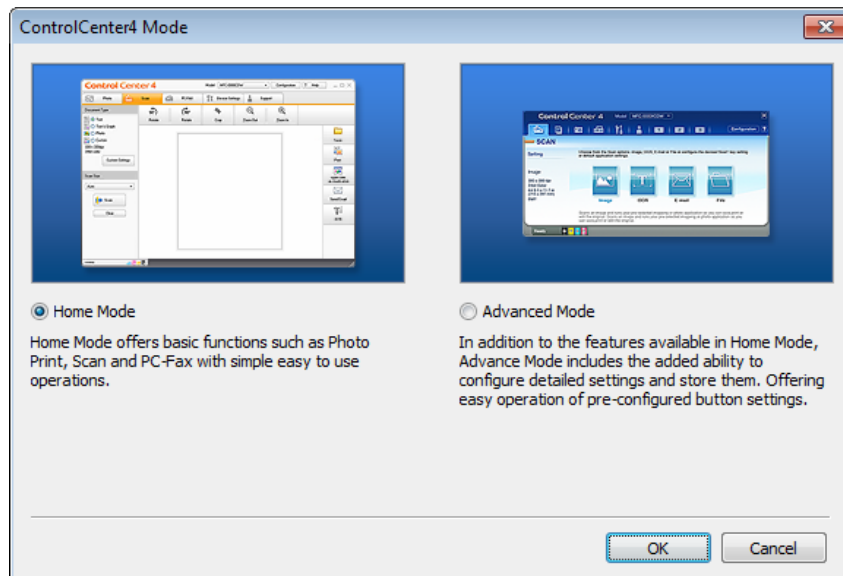
- 1 Click the  (ControlCenter4) icon in the task tray, and then select **Open** from the menu. The **ControlCenter4** window appears.



NOTE


If the  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 **Configuration**, and then select **Mode Select**.
- 3 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

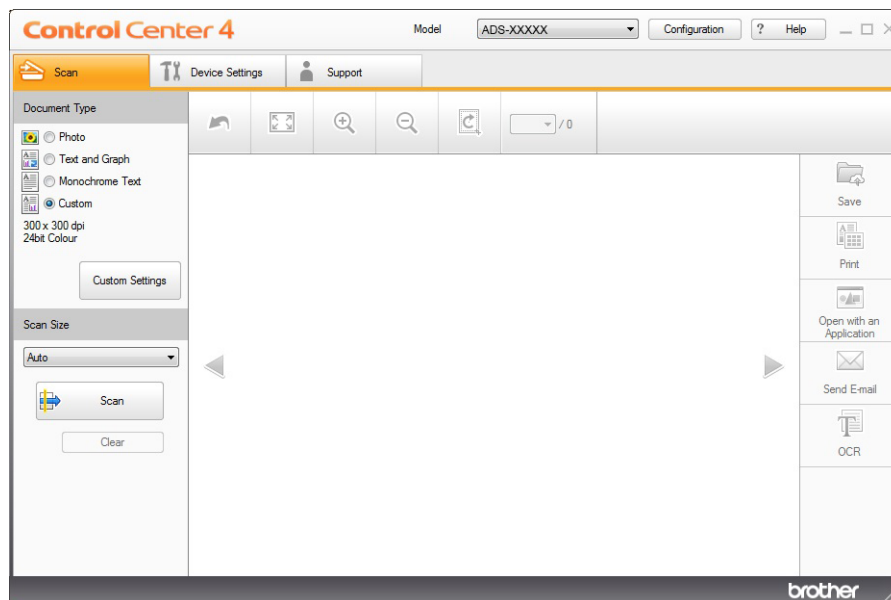
Load only one Carrier Sheet at a time.

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

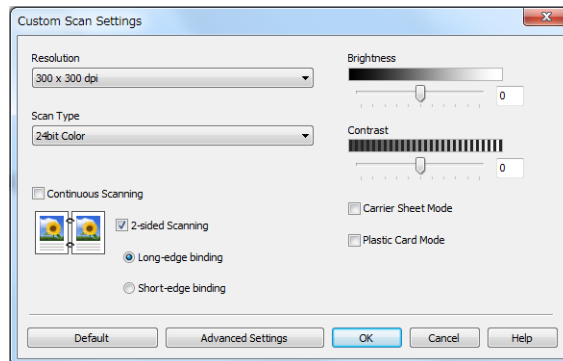
NOTE


If the  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.



- 5 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 98).
- 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**.


- 9 Do one of the following:
 - Click the  (**Save**) button to save the scanned data. See *Basic Scan* on page 78.
 - Click the  (**Print**) button to print the scanned data. See *Basic Scan* on page 78.
 - Click the  (**Open with an Application**) button to open the scanned data in another application. See *Basic Scan* on page 78.
 - Click the  (**Send E-mail**) button to attach the scanned data to an email. See *Basic Scan* on page 78.
 - Click the  (**OCR**) button to scan to an editable text file. See *Basic Scan* on page 78.

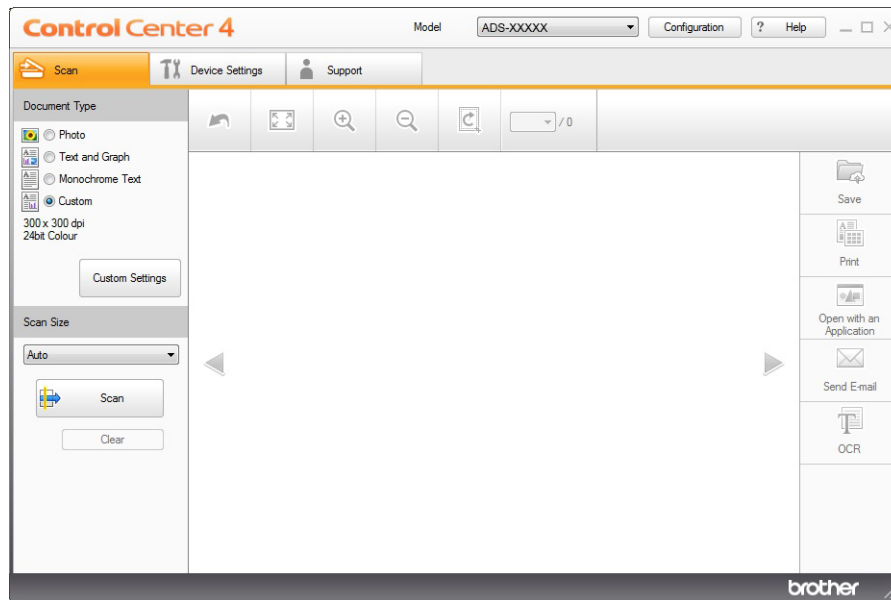
Scan Plastic Cards

- 1 Load a plastic card (see *Plastic Cards* on page 63).

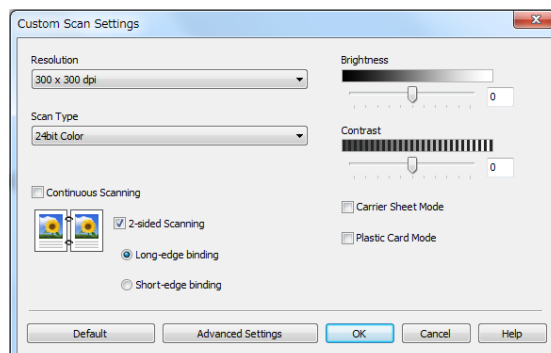
NOTE

Load up to five plastic cards at a time.


- 2 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 98).

- 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

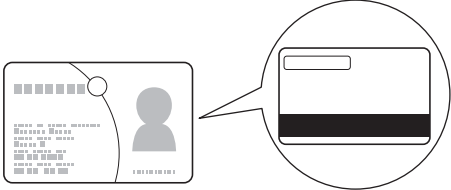
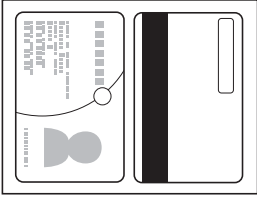
If the **Scanning Completed** dialog box does not appear and you want to display the number of scanned pages, select the **Display Scanning Results** check box in **Advanced Settings**.

- 8 Do one of the following:
 - Click the  (**Save**) button to save the scanned data. See *Basic Scan* on page 78.
 - Click the  (**Print**) button to print the scanned data. See *Basic Scan* on page 78.
 - Click the  (**Open with an Application**) button to open the scanned data in another application. See *Basic Scan* on page 78.
 - Click the  (**Send E-mail**) button to attach the scanned data to an email. See *Basic Scan* on page 78.
 - Click the  (**OCR**) button to scan to an editable text file. See *Basic Scan* on page 78.

NOTE


Plastic Card Mode automatically uses these settings:

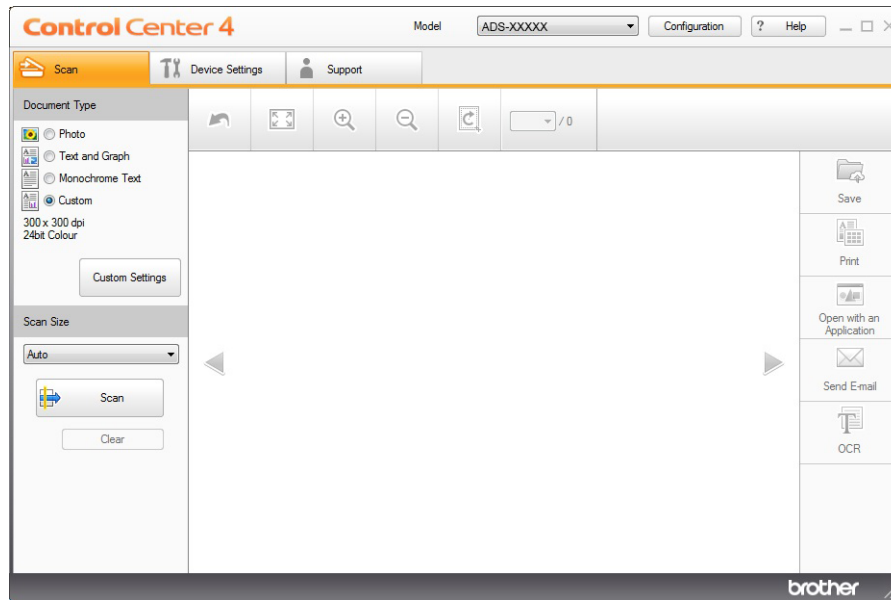
- **Resolution:** 600 x 600 dpi
- **Document Size:** 2 in 1 (Auto)
- **2-sided Scanning:** On (**Short-edge binding**)
- **Auto Deskew:** Off
- **Multifeed Detection:** Off
- **Auto Image Rotation:** Off


Original Layout	Scan Result
	

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).
- 2 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 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 98).
- 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.
- 11 In the **Scan Location** field, select the **SharePoint** radio button, and then type the server address where you want to save your scanned documents.
- 12 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.






- 13 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

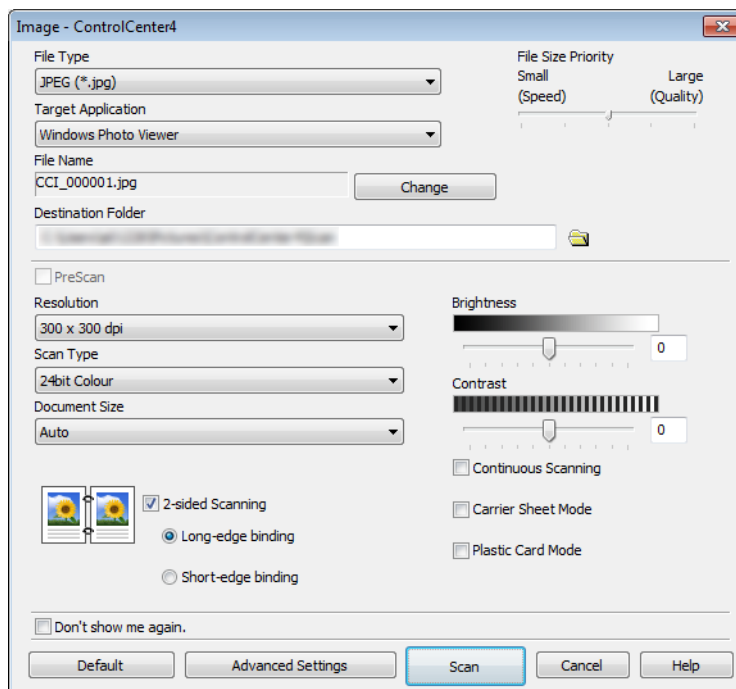
(For **Image** and **OCR**)

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.
- 2 Click  (**Image**).
The **Image** 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 application that you want to use, choose the appropriate application from the **Target Application** drop-down list.
- 4 Click **Scan**.
Your default application will start and display the image.

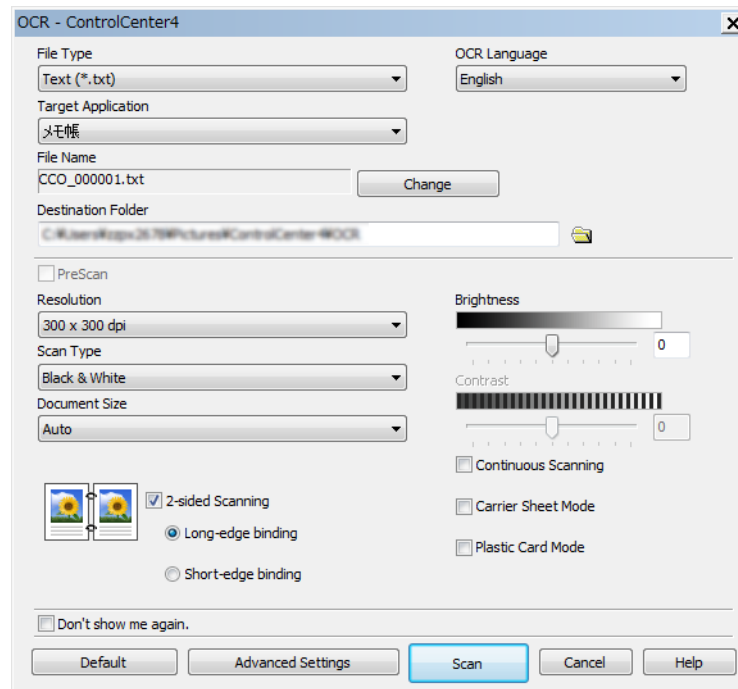
NOTE

If you have selected **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 scan and convert a document 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.

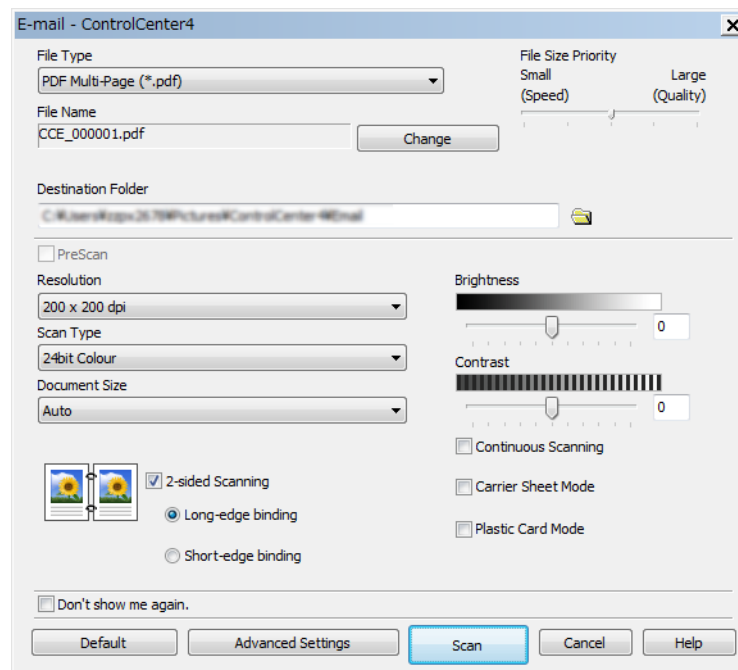


- 3 Configure the scan settings, if needed.
 - To scan a 2-sided document, select the **2-sided Scanning** check box and choose **Long-edge binding** or **Short-edge binding**.
 - To change the word processing application that you want to use, choose the appropriate application from the **Target Application** drop-down list.
- 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.
- 2 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.

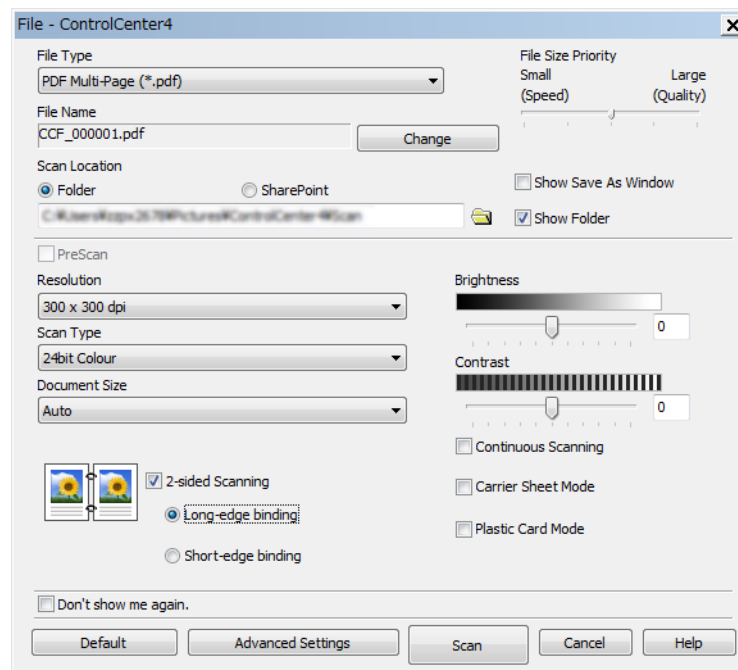
NOTE


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 a 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 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** drop-down list. 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 selected.

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.
- 2 Configure other settings as needed.
- 3 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).

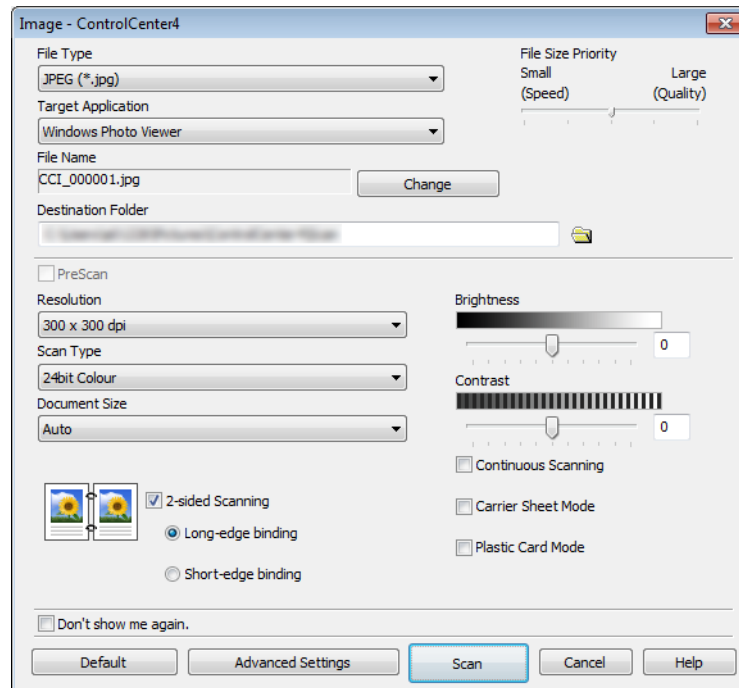
NOTE

Load only one Carrier Sheet at a time.

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



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



- Select the **Carrier Sheet Mode** check box.
- Select a document size other than **Auto** from the **Document Size** drop-down list.
- Change other settings as needed (see *Change Scan Settings (ControlCenter4) (Windows®)* on page 98).
- 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.

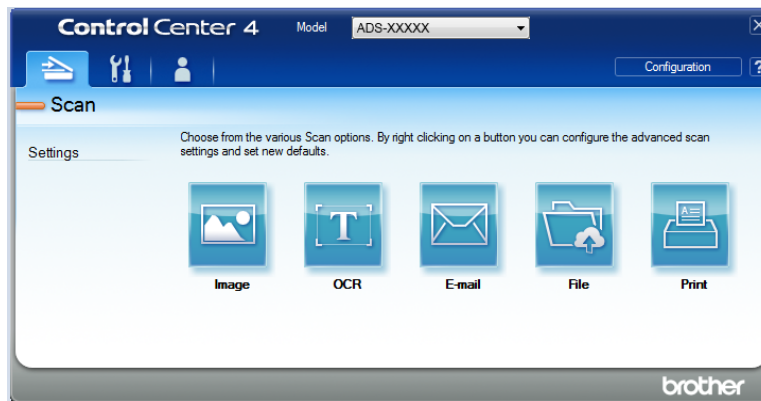
Scan Plastic Cards






- 1 Load a plastic card (see *Plastic Cards* on page 63).

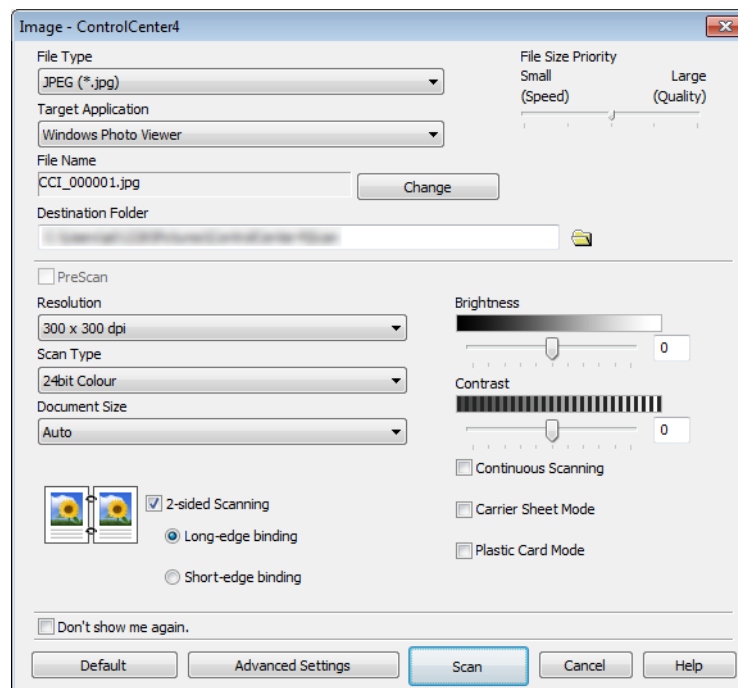
NOTE

Load up to five plastic cards at a time.

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



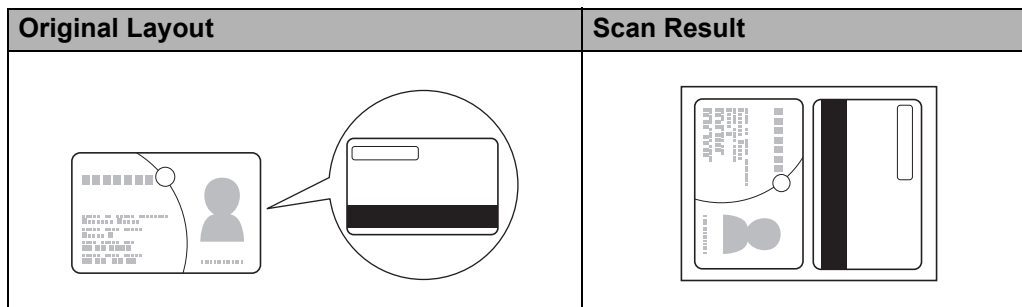
- 4 Click the button you want to use ( (Image),  (OCR),  (E-mail),  (File), or  (Print)). The settings dialog box appears (the example below uses **Image**).



- 5 Select the **Plastic Card Mode** check box.
- 6 Change other settings as needed (see *Change Scan Settings (ControlCenter4) (Windows®)* on page 98).
- 7 Click the **Scan** button.
The machine starts scanning.


NOTE

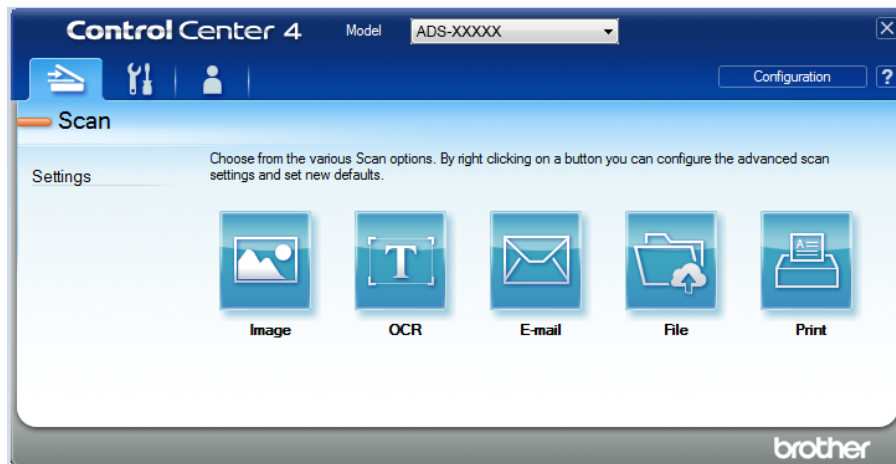
- If you do not want to see the settings dialog box again, select the **Don't show me again.** check box.
- **Plastic Card Mode** automatically uses these settings:
 - **Resolution: 600 x 600 dpi**
 - **Document Size: 2 in 1 (Auto)**
 - **2-sided Scanning: On (Short-edge binding)**
 - **Auto Deskew: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




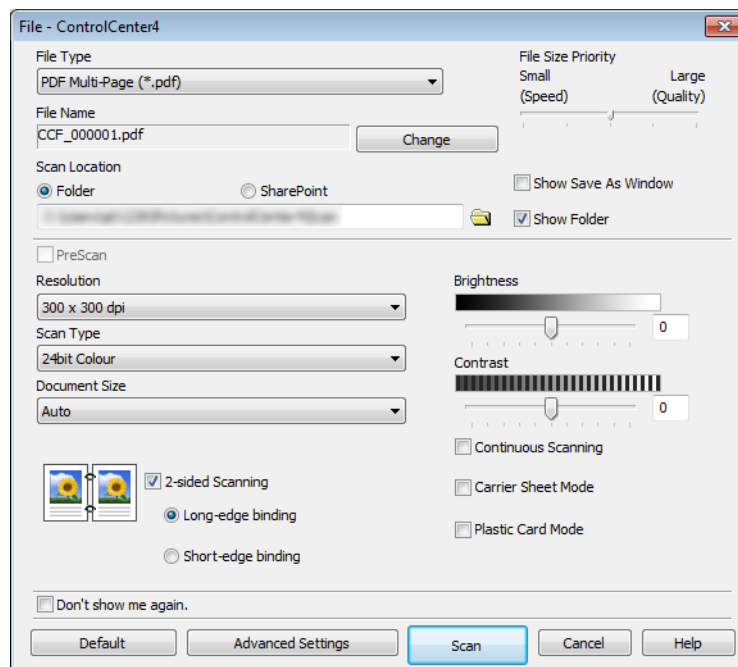
Scan Documents to SharePoint

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).
- 2 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 98).
- 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.

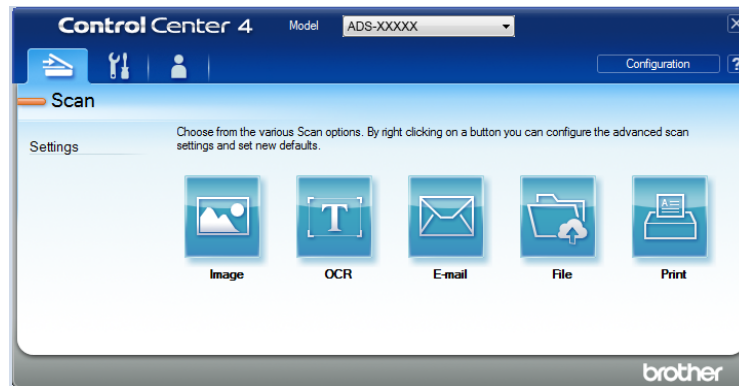
- 8 Click **Scan**. If a message dialog box regarding the Internet connection appears, read the information and click **OK**.
The scanned document is saved on the destination server.

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

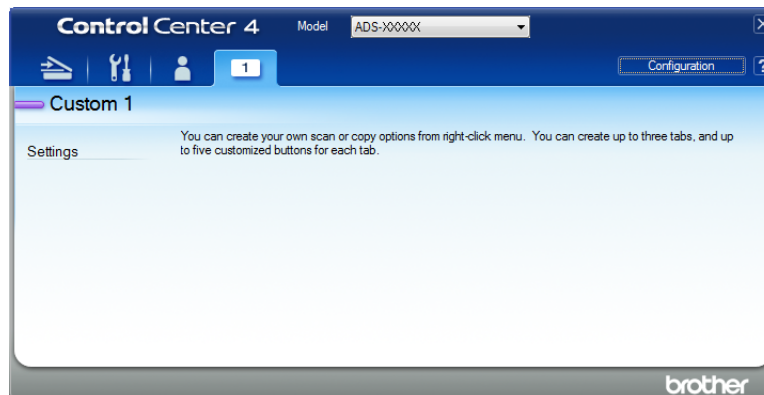
You can create up to three tabs that include up to five buttons containing your preferred settings.

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**.



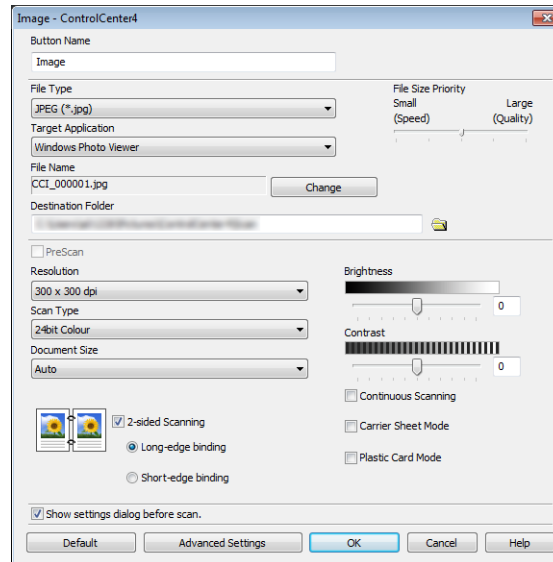
- 3 To change the name of a custom tab, right-click the custom tab and select **Rename custom tab**. Enter the new name. The name appears in the upper left corner of the custom tab.

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

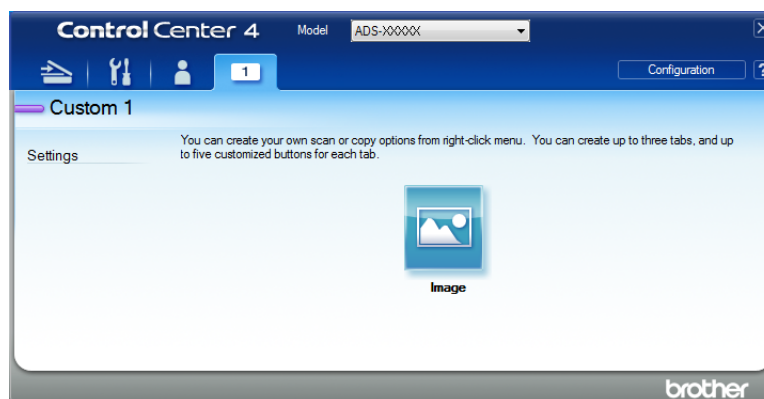
- 1 Create a Custom tab. See *Create a Custom Tab* on page 96.
- 2 Right-click the new Custom tab, and select **Create custom button**. Select a button you want to create from the menu. The settings dialog box appears.



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	Applicable Feature				
		Image	OCR	E-mail	File	Print
File Type	<p>Select the file type you want to use for the scanned data.</p> <p>NOTE</p> <ul style="list-style-type: none"> 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 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 Change button for Image , OCR or E-mail . 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 Print Options 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 Show Save As Window 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: <ul style="list-style-type: none"> • 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 scanned document. Click Connection Test to confirm the destination. 	-	-	-	Yes	-
File Size Priority	Adjust the file size by moving the slider to the right or left. NOTE File size can be adjusted depending on your selected File Type .	Yes	-	Yes	Yes	-
PreScan	Select PreScan to preview your image and crop unwanted portions before scanning.	Yes	Yes	Yes	Yes	Yes
Resolution	Select a scanning resolution from the Resolution 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: <p>Auto Automatically selects suitable colours for your document.¹</p> <p>Black & White Use for text or line art images.</p> <p>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.)</p> <p>True Grey Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.</p> <p>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.</p>	Yes	Yes	Yes	Yes	Yes

¹ Depending on the condition of the original document, this function may not work correctly.

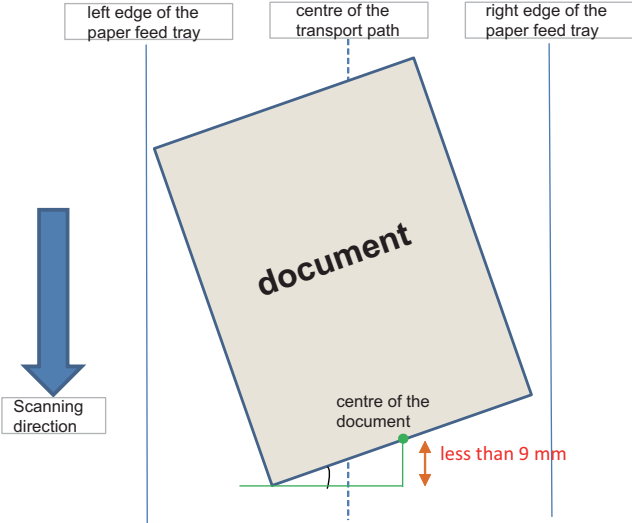
Setting	Description	Applicable Feature				
		Image	OCR	E-mail	File	Print
Document Size	<p>Document size is set to Auto by default. You can scan documents of any size without making any adjustments to Document Size.¹ For faster scan speeds, select the exact size of your document from the Document Size drop-down list.</p> <p>NOTE</p> <ul style="list-style-type: none"> 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. 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. 	Yes	Yes	Yes	Yes	Yes
Brightness	<p>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.</p>	Yes	Yes	Yes	Yes	Yes

¹ Depending on the condition of the original document, this function may not work correctly.

Setting	Description	Applicable Feature				
		Image	OCR	E-mail	File	Print
Contrast	<p>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.</p> <p>NOTE</p> <p>The Contrast setting is only available when setting Scan Type to Auto, Grey (Error Diffusion), True Grey or 24bit Colour.</p>	Yes	Yes	Yes	Yes	Yes
Continuous Scanning	Scan multiple pages. After the page has been scanned, you can either continue or finish scanning. By 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 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.	Yes	Yes	Yes	Yes	Yes
Carrier Sheet Mode	<p>Scan the following document types using the Carrier Sheet. For this mode, you can select any setting other than Auto from the Document Size drop-down list.</p> <ul style="list-style-type: none"> ■ Large-sized Documents (A3, B4 and Ledger) <p>Fold the document in half and insert it in the Carrier Sheet for 2-sided (duplex) scanning. Both the 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.</p> ■ Important documents (photos, contracts) ■ Thin paper (receipts) ■ Irregularly-shaped paper (clippings) <p>NOTE</p> <ul style="list-style-type: none"> • Load only one Carrier Sheet at a time. • Load the document in the centre of the Carrier Sheet and align the top of the document with the top of the Carrier Sheet. 	Yes	Yes	Yes	Yes	Yes

Setting	Description	Applicable Feature				
		Image	OCR	E-mail	File	Print
Plastic Card Mode	<p>Scan cards, such as driving licences or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> ■ Resolution: 600 x 600 dpi ■ Document Size: 2 in 1 (Auto) ■ 2-sided Scanning: On (Short-edge binding) ■ Auto Deskew: Off ■ Auto Image Rotation: Off ■ Multifeed Detection: Off <p>NOTE</p> <ul style="list-style-type: none"> • To scan a plastic card with different settings, set Plastic Card Mode to Off and Resolution to 600 dpi. • Load up to five plastic cards at a time. 	Yes	Yes	Yes	Yes	Yes
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	Applicable Feature				
		Image	OCR	E-mail	File	Print
Auto Deskew	<p>Corrects the skew (less than 9 mm from the centre of the document to the edge) of the scanned data. ¹</p> 	Yes	Yes	Yes	Yes	Yes
Auto Image Rotation	Changes the direction of the document based on the text orientation. ¹	Yes	Yes	Yes	Yes	Yes
Remove Bleed-through / Pattern / Remove Background Colour	<p>Prevents bleed-through and removes background colour of documents such as newspapers to make the scanned data more recognisable. ¹</p> <p>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-throughs, patterns or background colours, while moving it towards “Low” makes the scanner less likely to remove them.</p>	Yes	Yes	Yes	Yes	Yes
Skip Blank Page	Removes blank pages of the document from the scanning results. ¹	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

¹ Depending on the condition of the original document, this function may not work correctly.

Scan Using Brother iPrint&Scan (Mac)

NOTE

- Use Brother iPrint&Scan for Mac to print and scan from your computer.
 - Download and install Brother iPrint&Scan from the App Store.
-

- 1 In the **Finder** menu bar, click **Go > Applications**, and then double-click the iPrint&Scan icon. The Brother iPrint&Scan screen appears.
- 2 If your Brother machine is not selected, click the **Select your Machine** button, and then follow the on-screen instructions to select your Brother machine.
- 3 Click the **Scan** icon, and then follow the on-screen instructions to scan your documents.

Change Scan Button Settings from Brother iPrint&Scan (Mac)

- 1 In the **Finder** menu bar, click **Go > Applications**, and then double-click iPrint&Scan icon. The Brother iPrint&Scan screen appears.
- 2 If your Brother machine is not selected, click the **Select your Machine** button, and then follow the on-screen instructions to select your Brother machine
- 3 Click the **Machine Scan Settings** button, and then follow the on-screen instructions to change the scan settings.

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 scanner driver, 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 120.

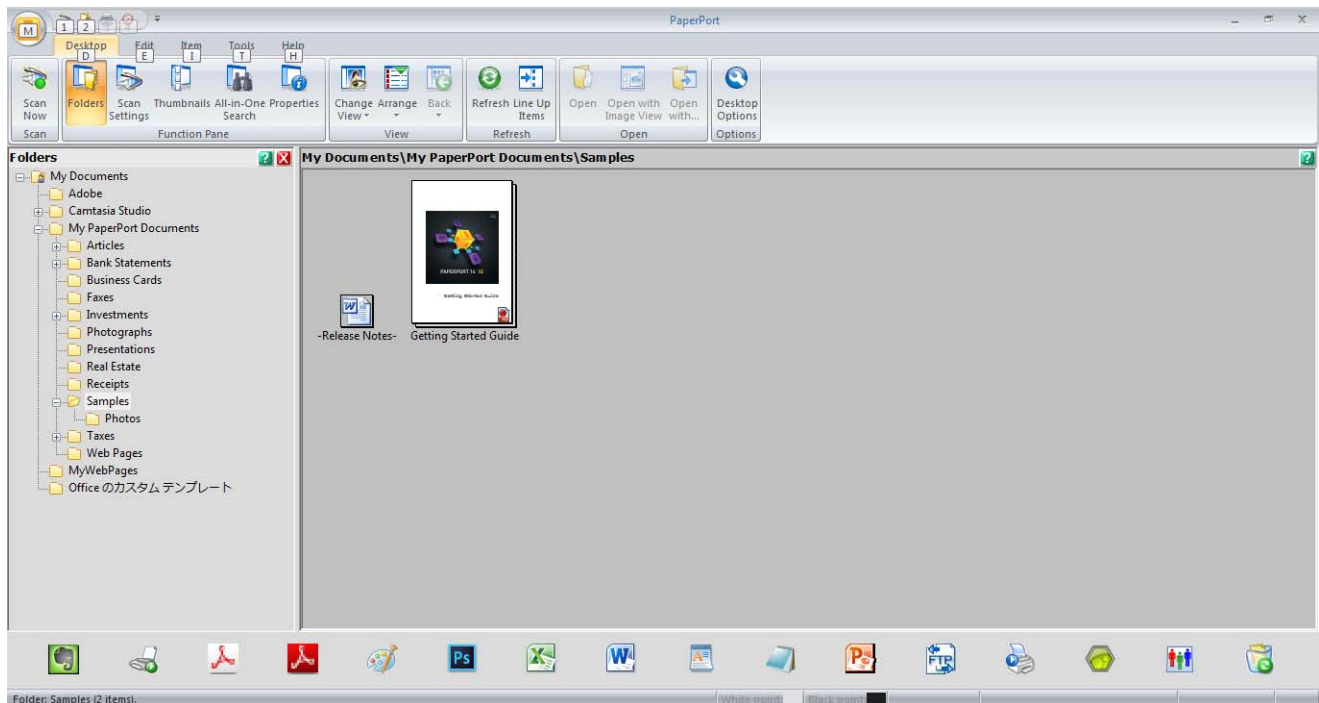
NOTE

- Nuance™ PaperPort™ 14SE supports Windows® XP 32 bit (SP3), Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10.
- 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.

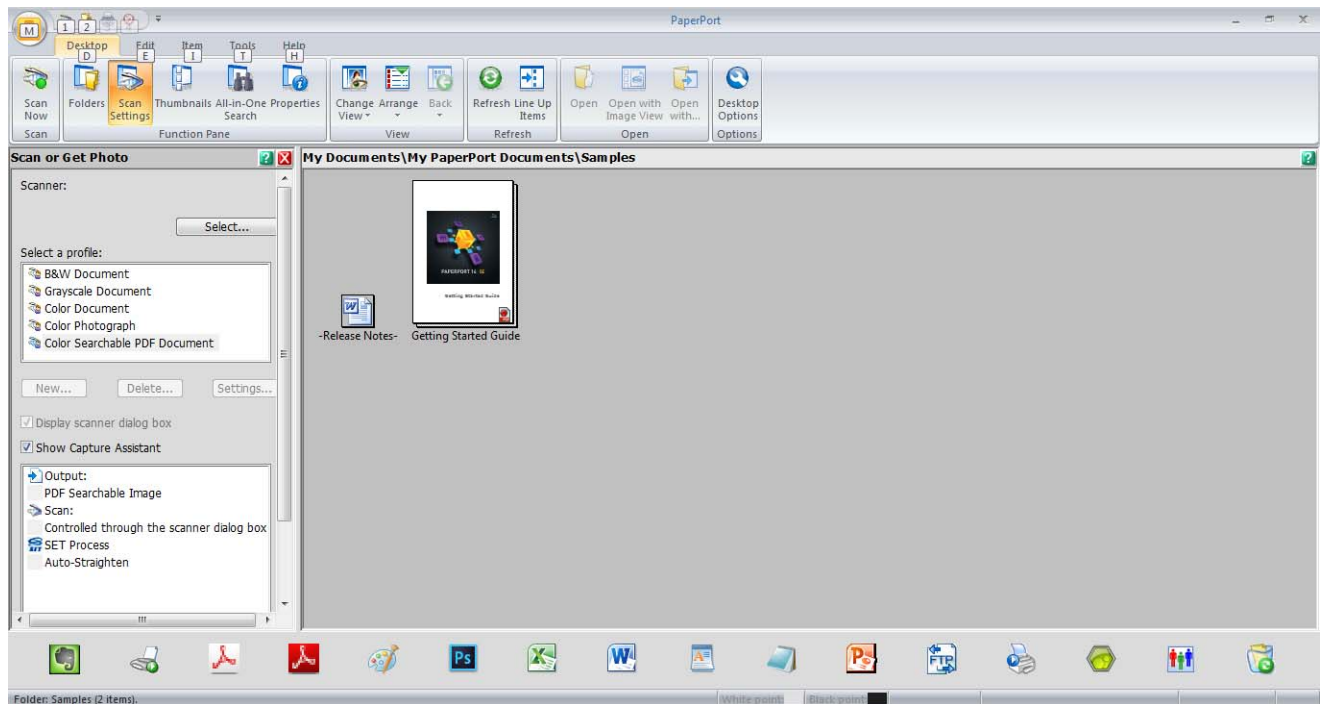
These instructions are for Nuance™ PaperPort™ 14SE, but are similar for other Windows® applications.

- 1 Load your document.
- 2 Start Nuance™ PaperPort™ 14SE. Do one of the following:
 - Windows® XP, Windows Vista® and Windows® 7
Click  (**Start**) > **All Programs** > **Nuance PaperPort 14** > **PaperPort**.
 - Windows® 8, Windows® 8.1 and Windows® 10
Click  (**PaperPort**).

The Nuance™ PaperPort™ 14SE window appears.

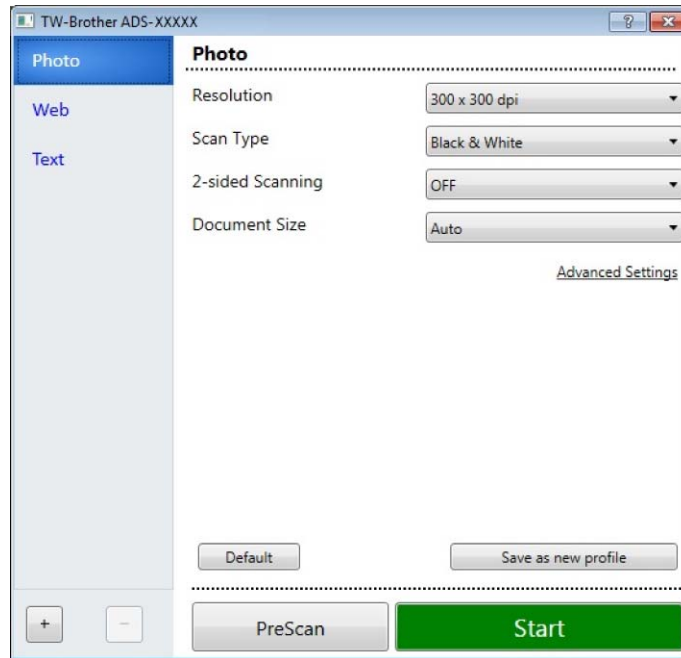


- 3 Click **Scan Settings** from the **Desktop** tab on the ribbon. The **Scan or Get Photo** panel appears on the left side of the window.



- 4 Click the **Select** button.
- 5 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 108.
 - For more information about *WIA Driver Settings*, see page 120.
- 9 From the **Document Size** drop-down list, select your document size.

NOTE

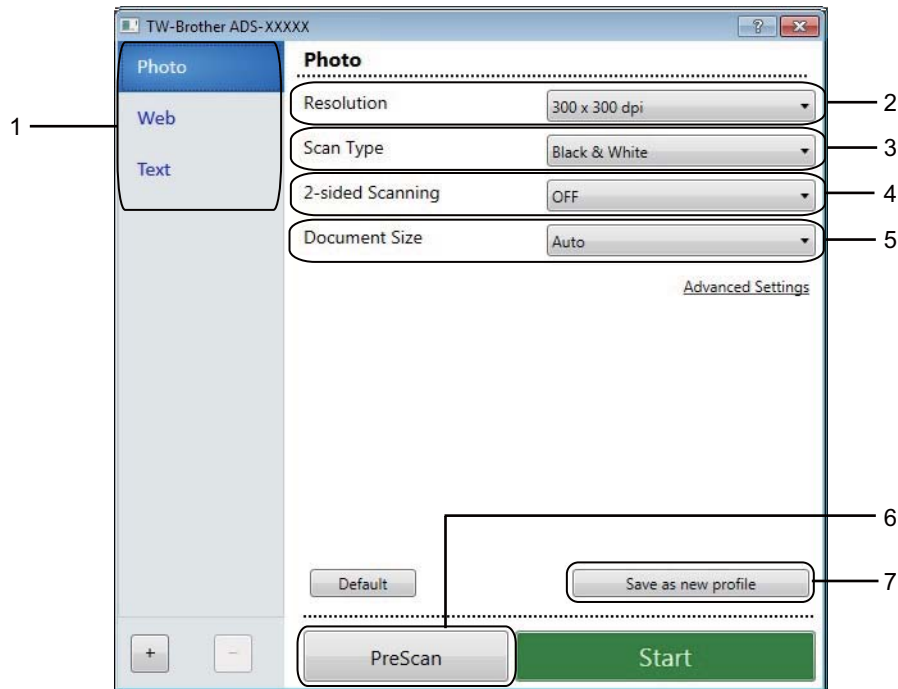
After you have selected a document size, you can adjust the scanning area further by clicking the left mouse button and dragging the selection. This is also required when cropping an image for scanning.

- 10 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

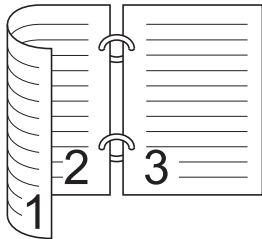
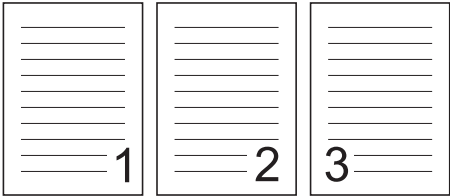
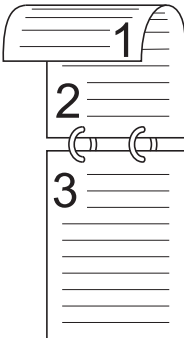
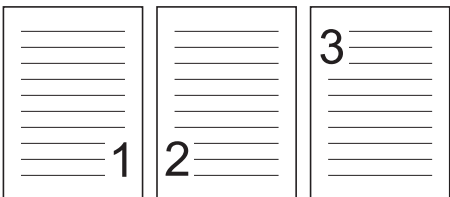
Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.

■ 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.

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		
Short-edge binding		

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
- Auto Image Rotation: Off
- Detect End of Page: Off
- Document Size: a scan size other than **Auto** and **Long Paper**

7 Save as new profile

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

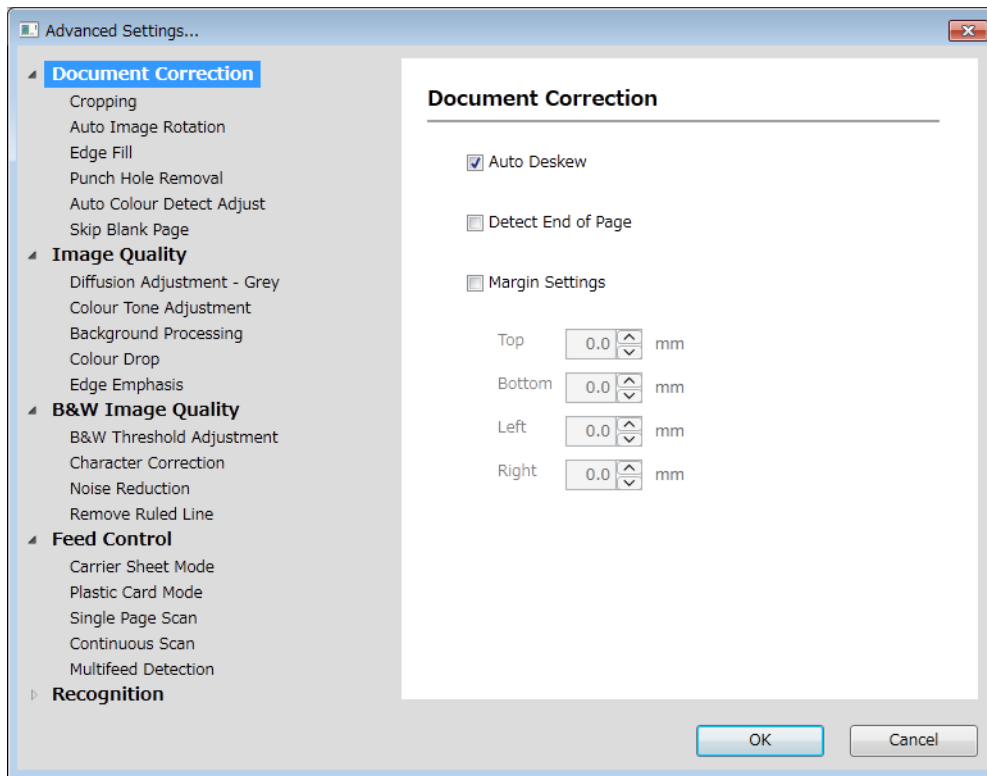
The following settings are saved as part of the profile:

- 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



Document Correction

1 Cropping

■ 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**.

■ 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**.

■ 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.

2 Rotate Image

Changes the direction of the document based on the text orientation when **Auto** is selected.

3 Edge Fill

You can select **Auto** or **Custom**. When **Custom** is selected, select **White** or **Black** and set a value to add a white or black edge around the border of your scanned image.

4 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 colour.

5 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.

6 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 when 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.

NOTE

This function does not apply to the **Long Paper** document size.

Image Quality

1 Diffusion Adjustment – Grey

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.

2 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.

3 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.

4 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.

5 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.
-

B&W Image Quality

1 B&W Threshold Adjustment

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

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

NOTE

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

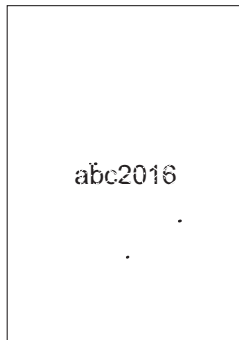
2 Character Correction

■ Blurred Character Correction

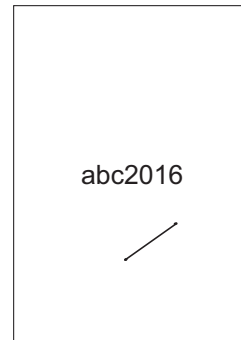
When there is faint or broken text in the scanned image, this feature allows the machine to correct the letters so that they are more readily detectable as text, correcting not only text, but also black dots and lines. If both **Boldface Formatting** and **Blurred Character Correction** are enabled,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

NOTE

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



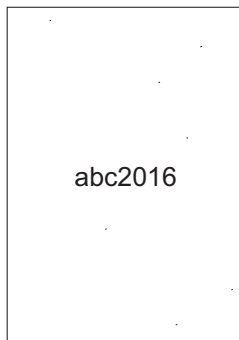
Normal



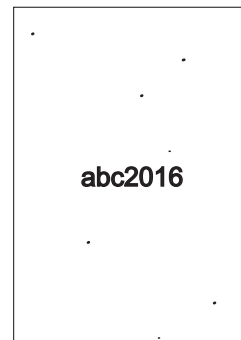
Blurred Character Correction

■ 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.



Normal



Boldface Formatting

NOTE

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

3 B&W Inversion

Create a black and white inverted version of the scanned image using this function.

NOTE

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

4 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.

5 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

The 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 a vertical line longer than 2 cm and shorter than 2 cm

The vertical line shorter than 2 cm is not gone

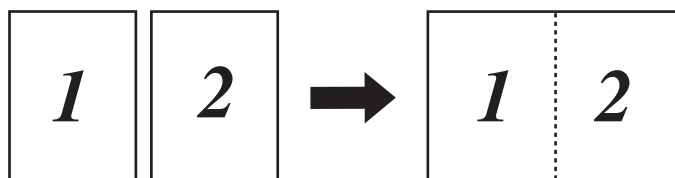
Feed Control

1 Layout

Scan a two-page document combined into one page, or scan a one-page document divided into two pages. Choose one of the following options:

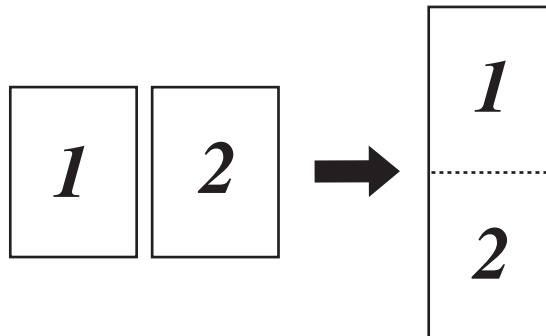
■ **2in1: Long edge**

Combine a two-page document into a single page using landscape orientation.



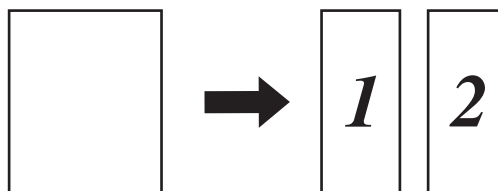
■ **2in1: Short edge**

Combine a two-page document into a single page using portrait orientation.



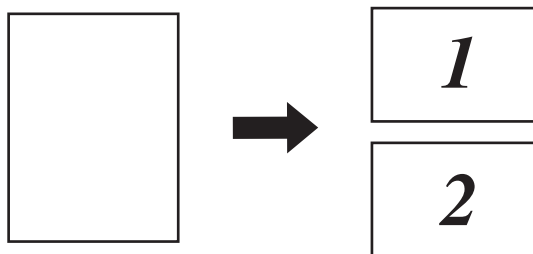
■ **1 to 2: Long edge**

Divide a one-page document into two pages using portrait orientation.



■ **1 to 2: Short edge**

Divide a one-page document into two pages using landscape orientation.



2 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 sizes.
- If you enable **Multifeed Detection** or **Plastic Card Mode**, you cannot enable **Carrier Sheet Mode**, **Auto Deskew** or **Detect End of Page**.

3 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: Off**
- **Detect End of Page: Off**
- **Auto Image Rotation: Off**
- **Multifeed Detection: Off**
- **Carrier Sheet Mode: Off**

4 Single Page Scan

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

5 Continuous Scan

This feature allows you to scan additional documents using the same settings when 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.

6 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**.
-

Additional Functions

Barcode Detection

The machine reads the barcode printed on the scanned image. Specify the barcode type and detection area.

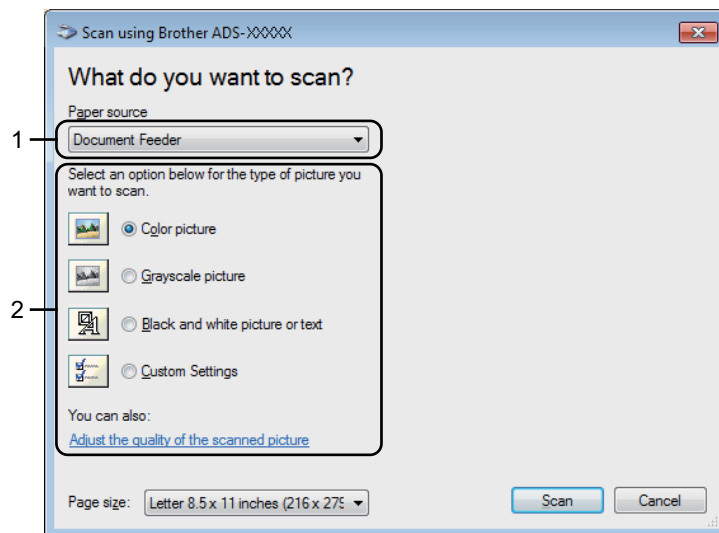
JPEG Compression

Changes the quality of the JPEG file to be saved.

NOTE

This function is available in Disk File mode only.

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® Photo Gallery or Windows® 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® Photo Gallery or Windows® Fax and Scan.

- 1 Load your document.

2 Open your software application to scan the document. Do one of the following:

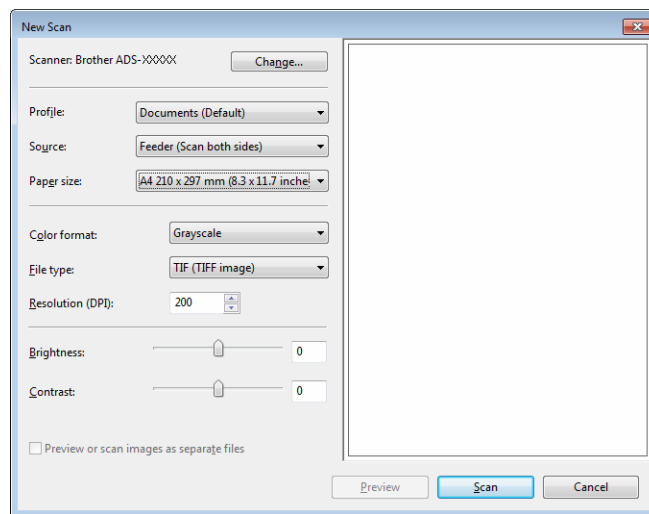
■ Windows® Photo Gallery

- 1 Click **File**, and 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® 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® Word, Microsoft® Excel, Adobe® PDF, HTML and EPUB.

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

Scan Using TWAIN Applications (Macintosh)

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

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

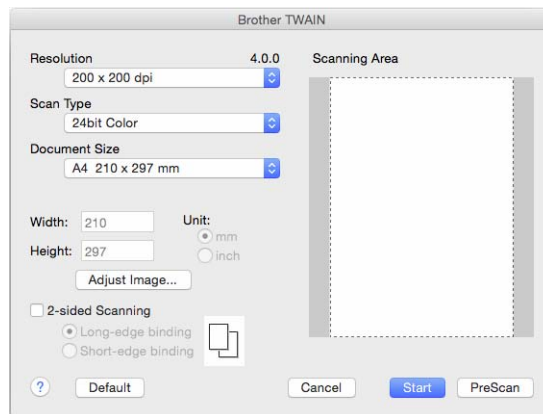
- 1 Start Presto! PageManager by double-clicking the Presto! PageManager icon on your computer screen.

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 2**.

- 2 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.)

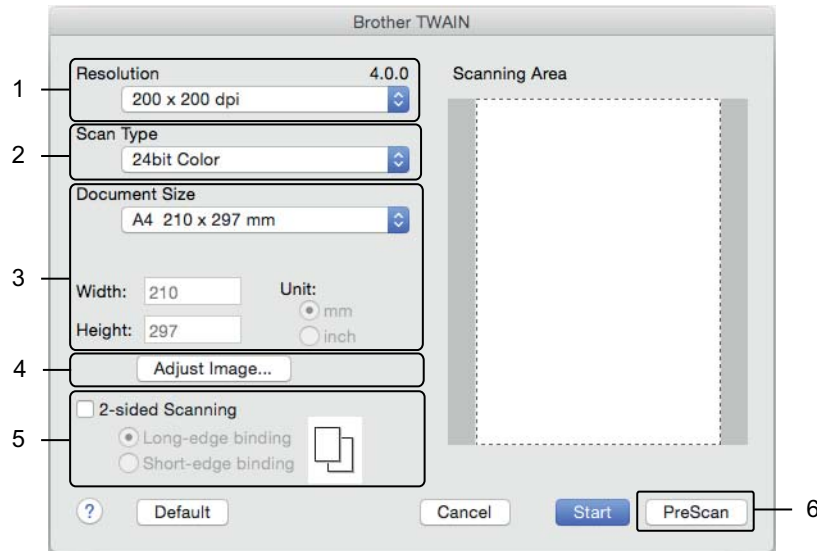
- 3 Adjust the settings in the scanner setup dialog box if needed.
- 4 From the **Document Size** pop-up menu, select your document size.

NOTE

After you have selected 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.

- 5 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

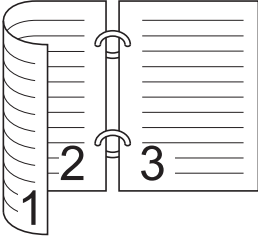
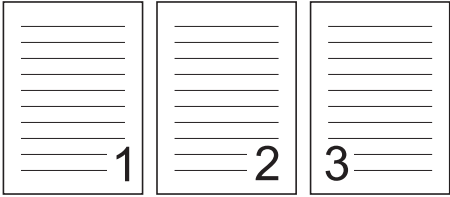
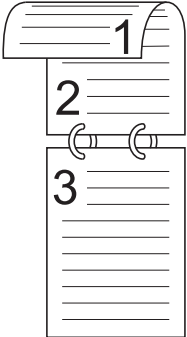

The **Contrast** setting is available only when setting **Scan Type** to **Grey (Error Diffusion)**, **True Grey** or **24bit Colour**.

■ 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.

2-sided Scan Setting	Original Layout	Scan Result
<p>Long-edge binding</p>		
<p>Short-edge binding</p>		

6

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)

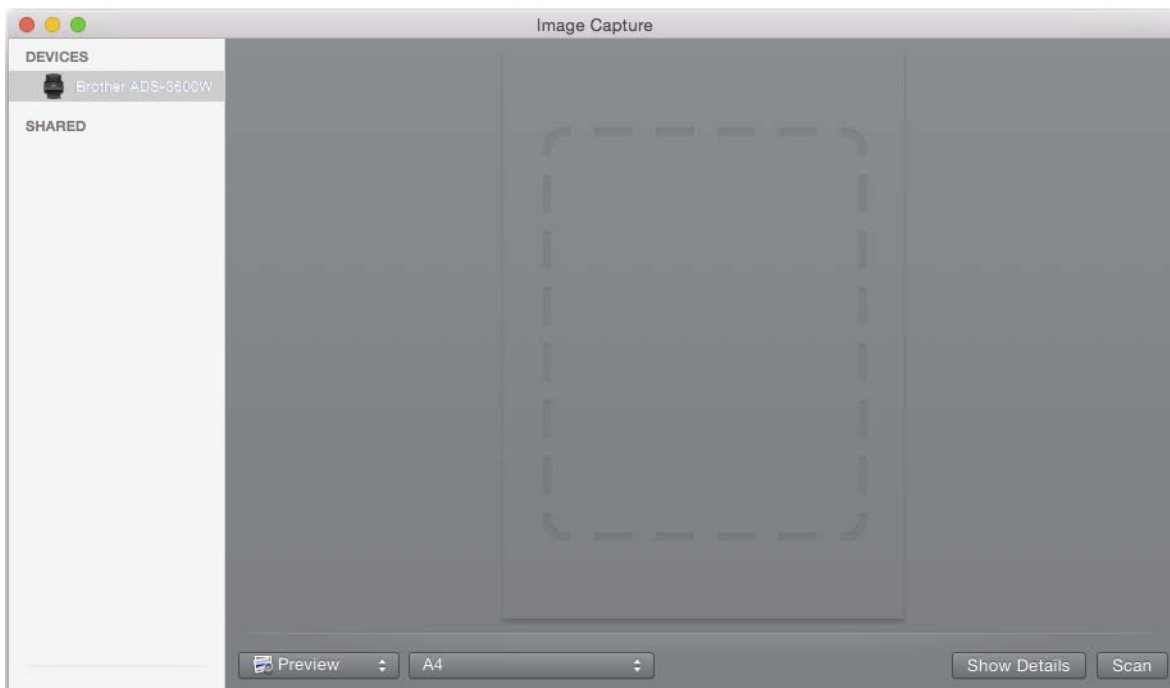
You can scan a document using the ICA driver. Install the ICA driver from the Brother Solutions Center (support.brother.com). You can also scan directly using the **Image Capture** application.

Scan Using Apple Image Capture

- 1 Launch the **Image Capture** application.

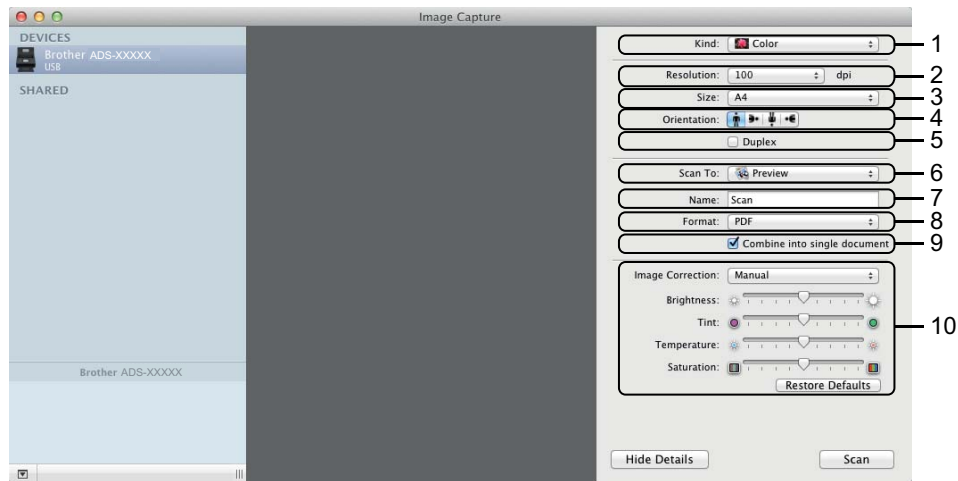


- 2 Select your machine from the **DEVICES** list on the left side of the window. Machines connected via wireless (ADS-2800W / ADS-3600W) or Ethernet LAN, appear in the **SHARED** list.



- 3 Load your document.
- 4 Select a size of your document.
- 5 Select the destination folder or destination application.
- 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

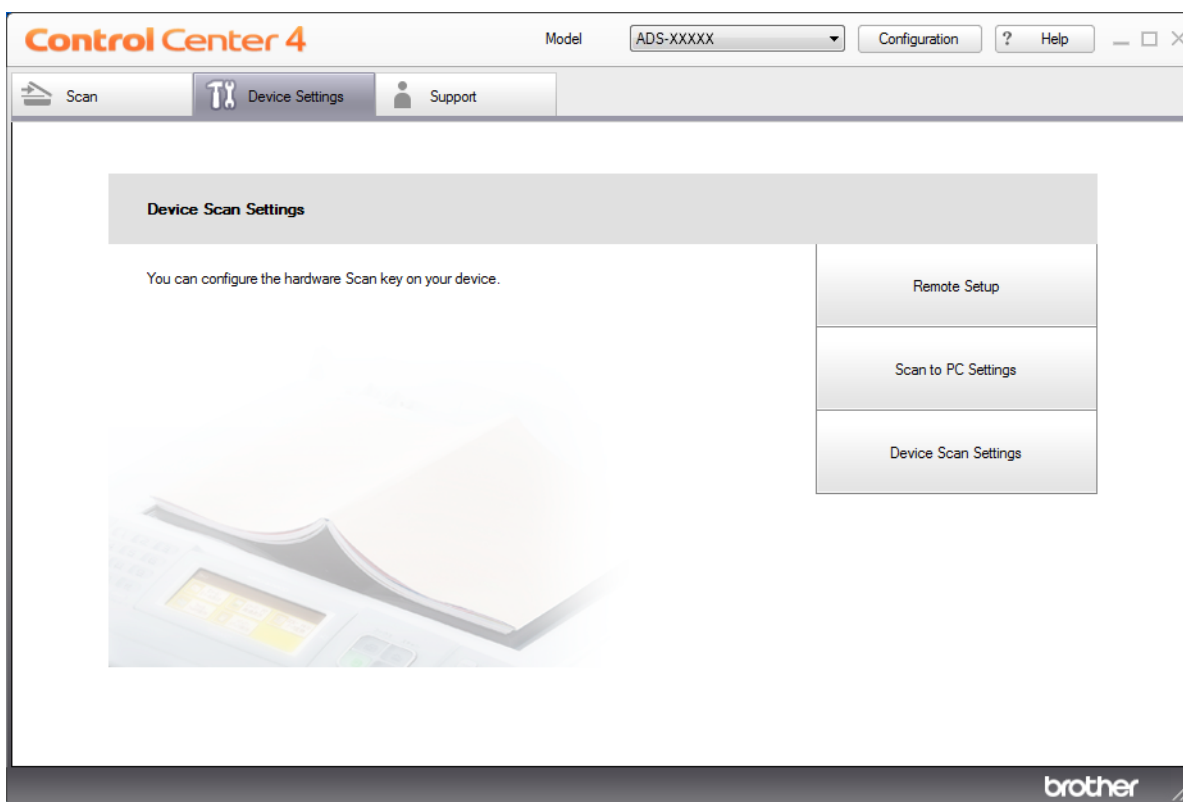
Depending on the **Kind** option selected, it allows you to configure the following settings:

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

Save Scanned Documents on Your Computer in Home Mode

(ADS-2400N / ADS-3000N)

- 1 Start the 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**).
 - 3 Click the **Remote Setup** button.



■ Macintosh

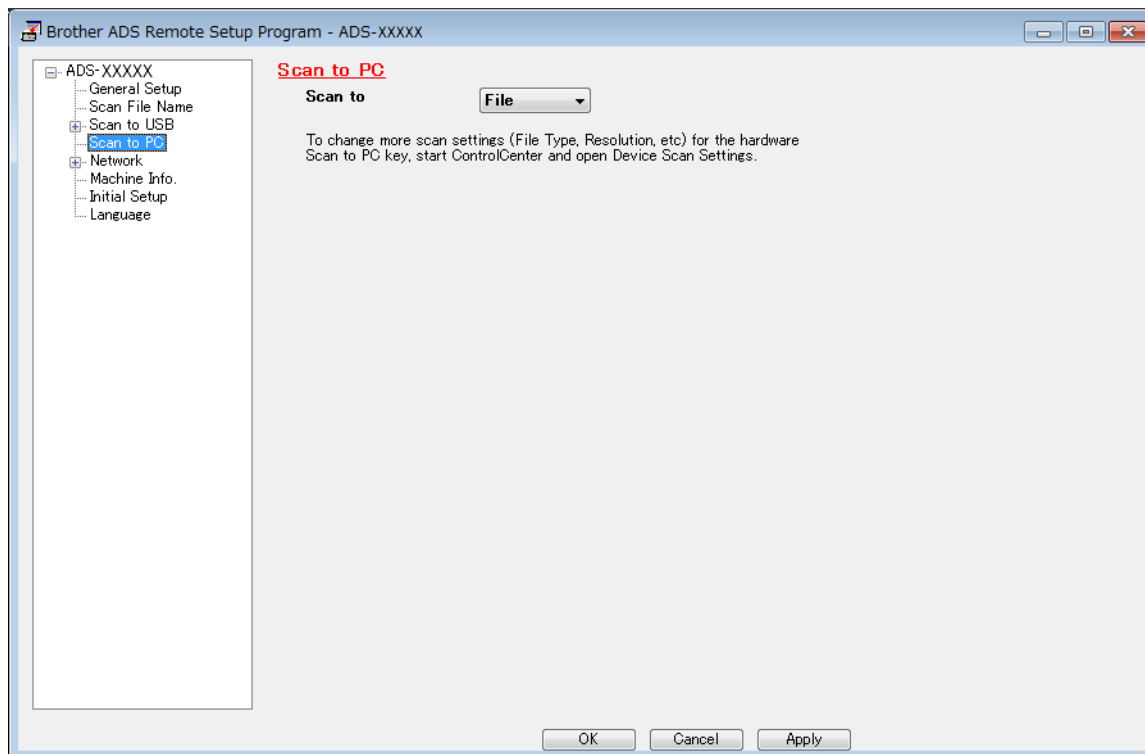
- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE

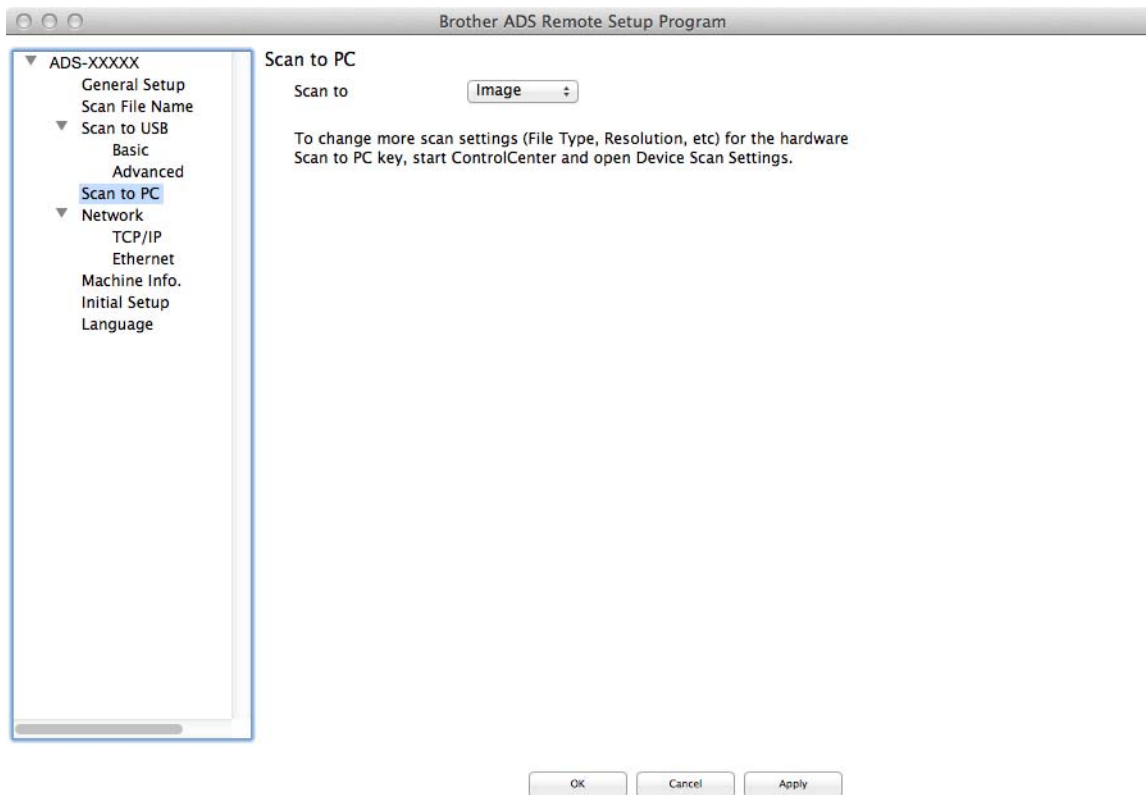
- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

- 2 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 pop-up 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 186).
- 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 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**).
 - 3 Click the **Remote Setup** button.



■ Macintosh

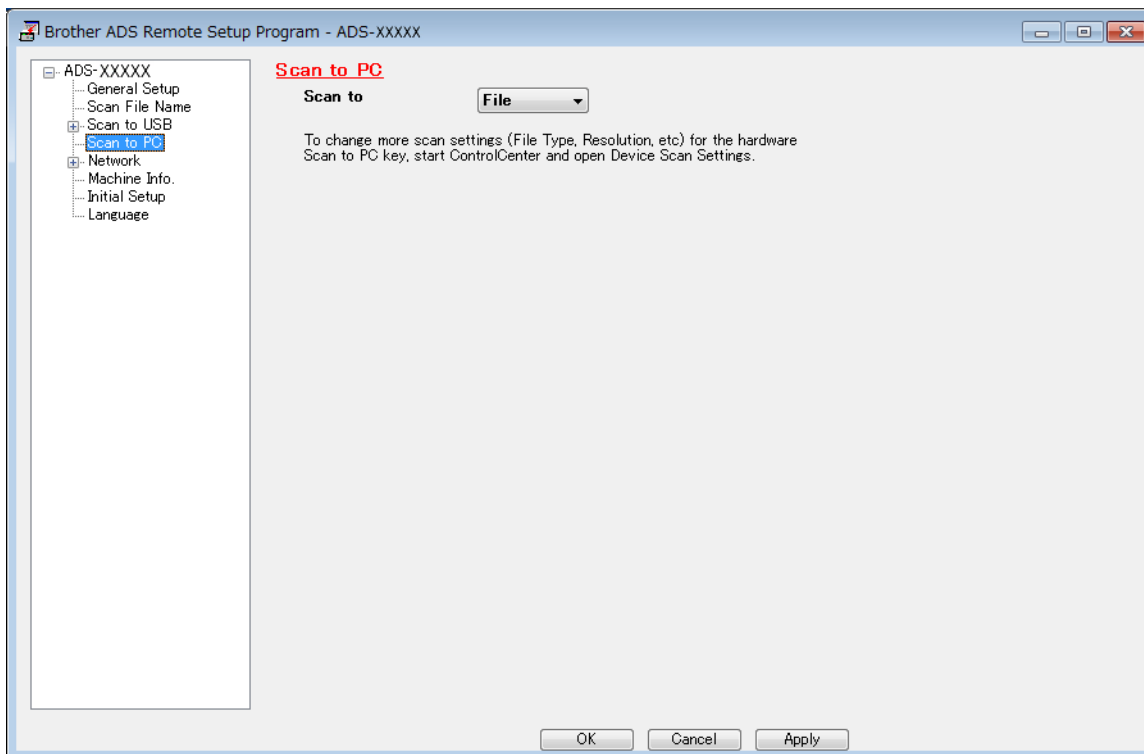
- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE

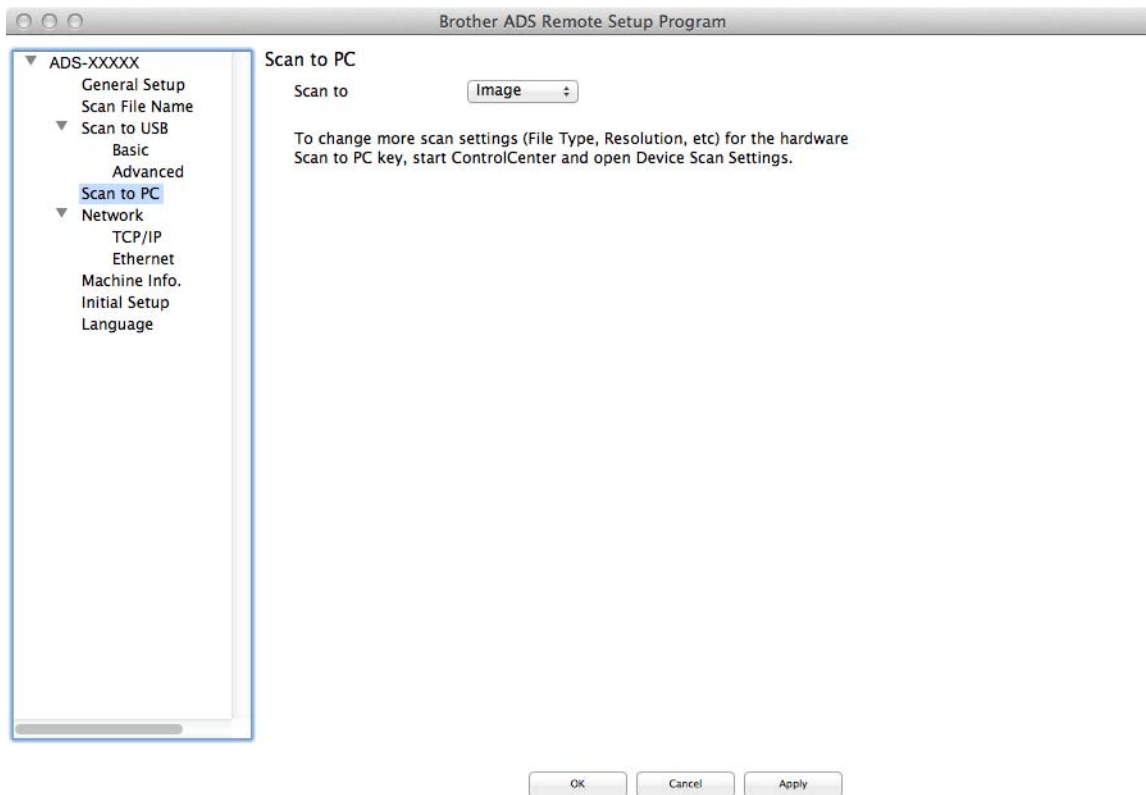
- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

- 2 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 pop-up 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 186).
- 6 Load your document.
- 7 Press **Scan to PC**. The machine scans the document.

(ADS-2800W / ADS-3600W)


- 1 Load your document.
- 2 Swipe left or right.
- 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.

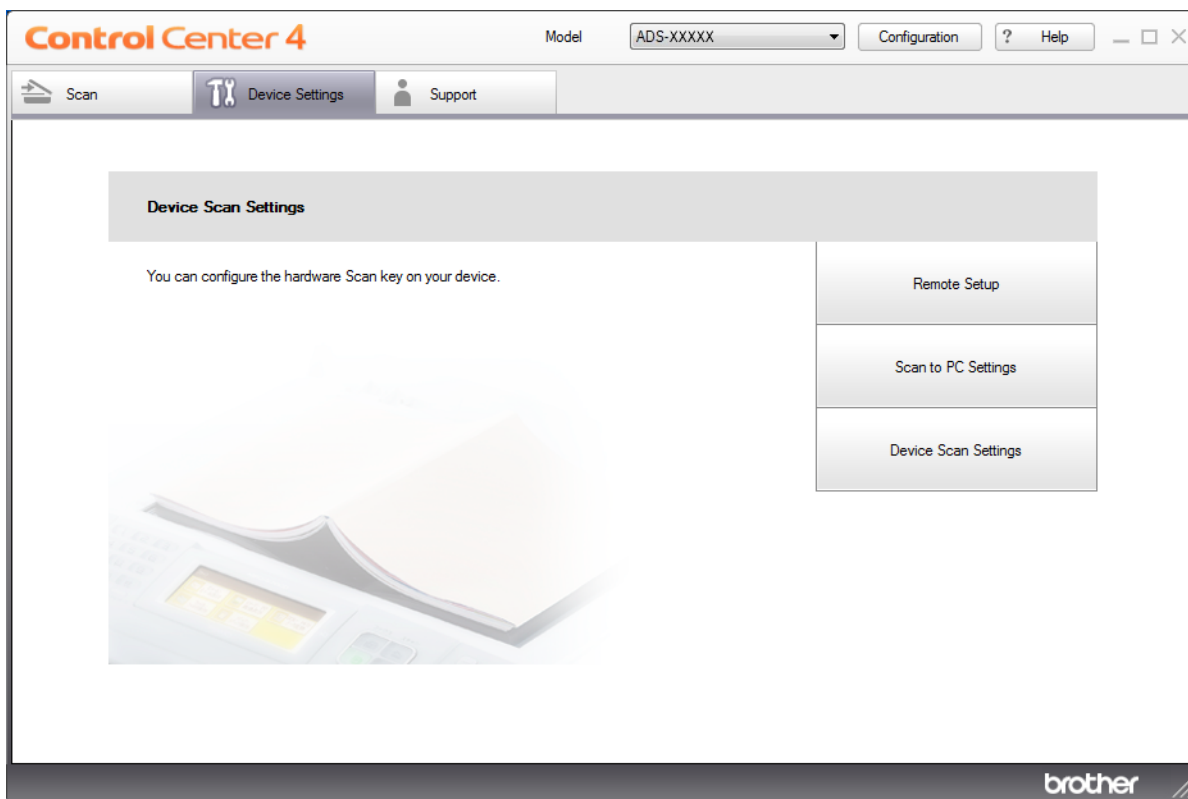
- 6 If multiple computers are connected to the machine, press ▲ or ▼ to display the destination computer you want to save on.
Press the destination computer.
- 7 Press **Options**.
- 8 Configure the following settings as needed: (To configure other settings, press **Advanced Settings**. For more information, see page 194.)
 - **Scan Settings**
 - **2-sided Scan**
 - **Scan Type**
 - **Resolution**
 - **File Type**
 - **Document Size**
 - **Auto Deskew**
 - **Skip Blank Page**
 - **Advanced Settings**
- 9 Press **OK**.
- 10 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 186.
 - 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

- 1 Start the 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

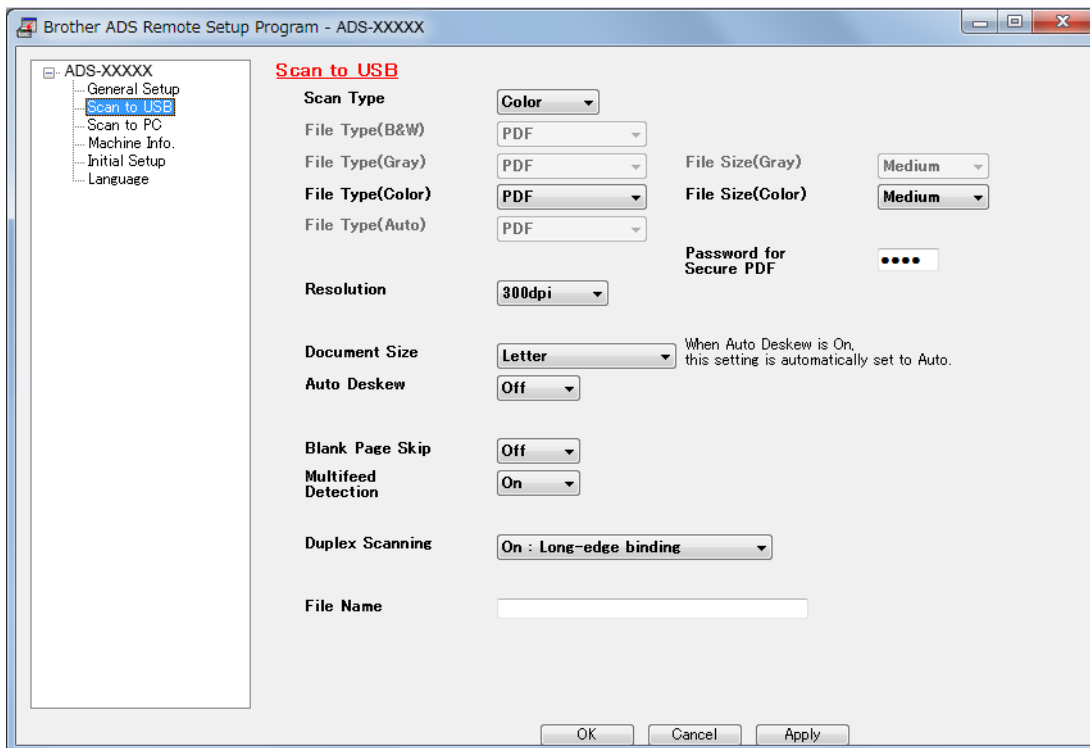
NOTE

- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

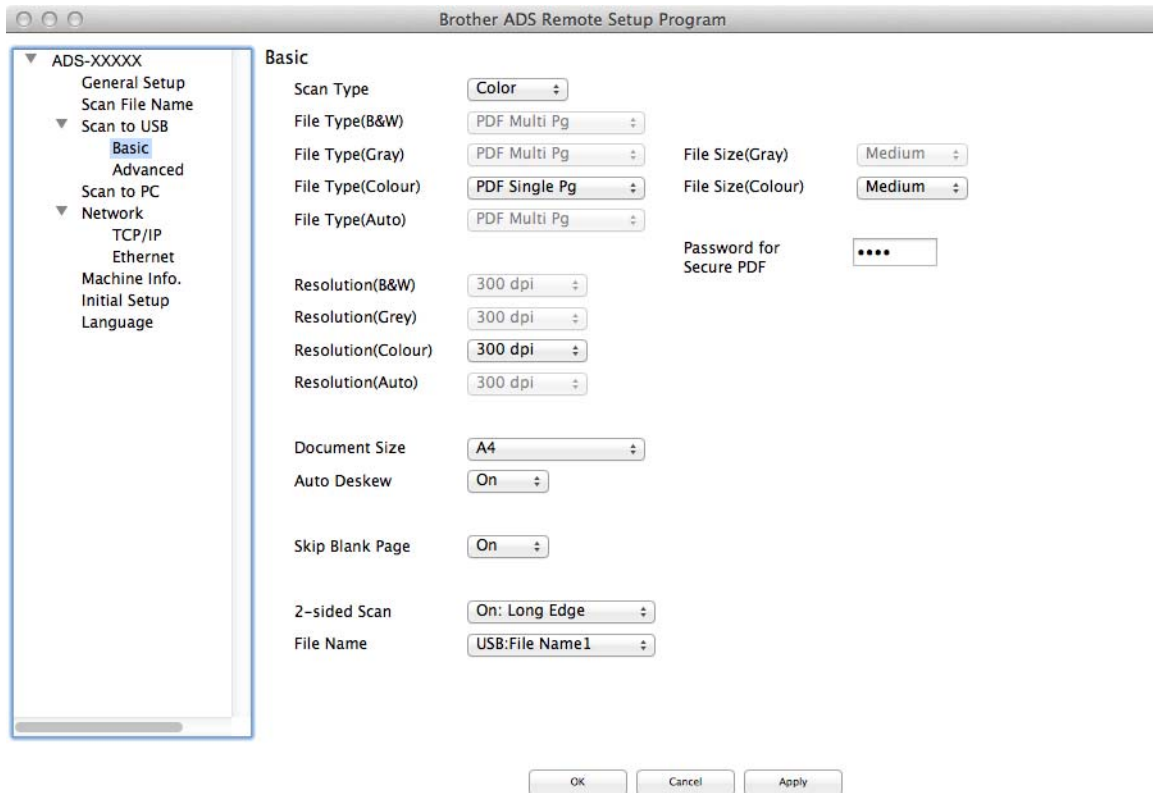
- 2 The Remote Setup window appears.

3 Select **Scan to USB** in the navigation 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.
- 7 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.
- 3 Swipe left or right.
- 4 Press to USB.

- 5 Press **Options**.
- 6 Configure the following settings as needed: (To configure other settings, press **Advanced Settings**. For more information, see page 194.)
 - 2-sided Scan
 - Scan Type
 - Resolution
 - File Type
 - Document Size
 - File Name
 - File Name Style
 - File Size
 - Auto Deskew
 - Skip Blank Page
 - Document Separation
 - Advanced Settings

NOTE

- To select Long Paper 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.

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® Internet Explorer® 8/10/11 for Windows® 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.
-

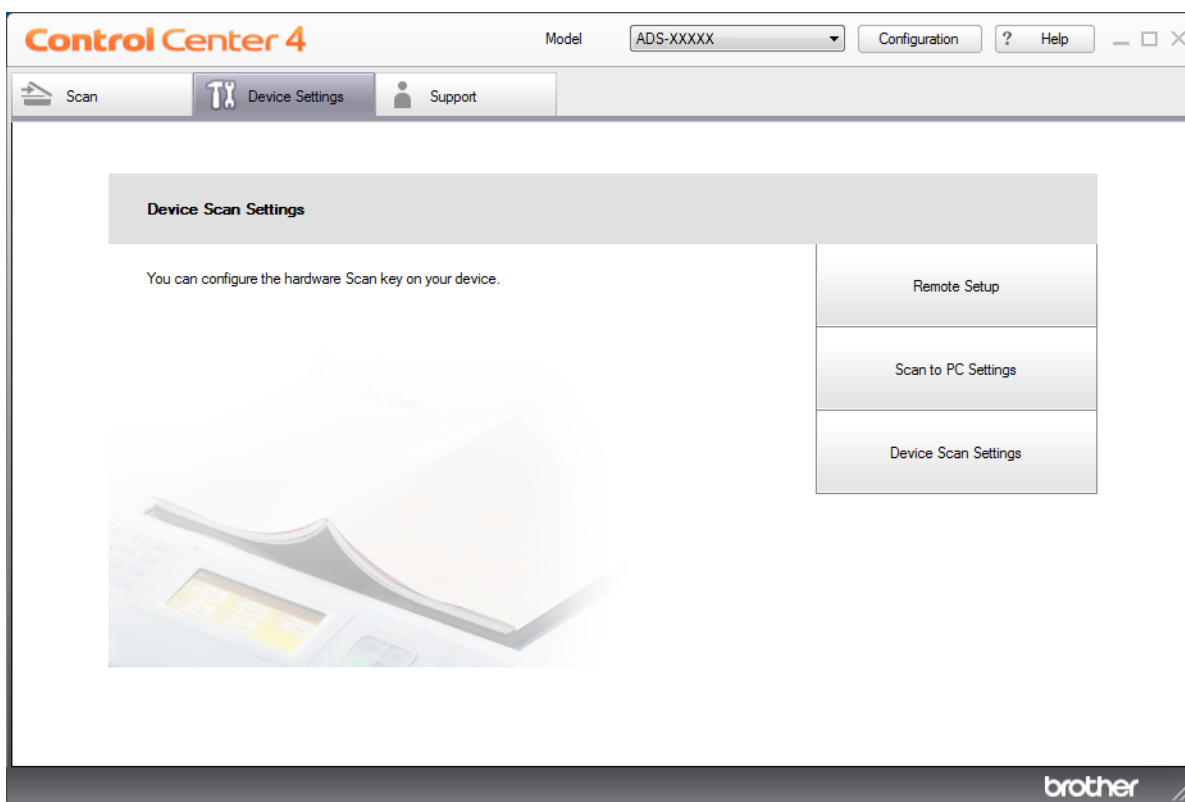
Start Web Based Management

NOTE

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

(ADS-2400N / ADS-3000N)

- 1 Start the 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**).
 - 3 Click the **Scan to Net Settings** button.



NOTE


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



■ Macintosh

- 1 Confirm that your Brother machine is connected to the same network as your computer or mobile device.
- 2 Start your web browser.
- 3 Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).
For example: http://192.168.1.2


NOTE

- You can see your machine's IP address in the Network menu on the control panel of your machine.
- If you have set a login password for Web Based Management, type your password in the Login box, then click .

- 2 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 .

Configure the FTP Default Settings

- 1 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**.
- 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 appears 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).
- 7 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.
- 10 In the **Store Directory** field, enter the destination folder where your document will be stored on the FTP server (up to 60 characters).

- 11 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 have selected, followed by the last six digits of the scanner counter and the file extension (for example: "Estimate_098765.pdf").
- 12 Select the Colour or Black and White/Grey options to adjust the detection level.
- 13 Select 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
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 300 dpi B&W 600 dpi B&W Auto Auto 100 dpi Auto 150 dpi Auto 200 dpi Auto 300 dpi Auto 600 dpi Auto User Select	<ul style="list-style-type: none"> ■ 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.

Setting	Options	Description
File Type	PDF Single-Page PDF Multi-Page JPEG PDF/A Single-Page PDF/A Multi-Page Secure PDF Single-Page Secure PDF Multi-Page Signed PDF Single-Page Signed PDF Multi-Page High Compression PDF Single-Page High Compression PDF Multi-Page XPS TIFF Single-Page TIFF Multi-Page User Select	<ul style="list-style-type: none"> ■ You can select the file type you want to use for the scanned data. ■ If you select Secure PDF, the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning. ■ If you select Signed PDF, you must install a certificate to your machine using Web Based Management. Select Signed PDF from Administrator in Web Based Management. See the <i>Network User's Guide</i>. ■ 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 helps prevent data tampering and the impersonation of an author by including a digital certificate within the document. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS if you select Colour or Grey in Quality. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF if you select B&W in Quality. ■ You can select PDF, Secure PDF or Signed PDF if you select Auto in Quality. ■ If you select User Select, you must select the setting from the control panel of the machine. ■ If you select High Compression PDF, you can select only Colour 300dpi/Grey 300dpi.
Document Size	Auto A4 Letter Legal B5 A5 B6 A6 Business Card Long Paper	<ul style="list-style-type: none"> ■ 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. ■ If you select 600 dpi for Quality, you cannot select Auto. ■ 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). ■ You can select Long Paper if you configure the settings as follows: <ul style="list-style-type: none"> • Quality: other than Auto • Auto Deskew: Off • Skip Blank Page: Off
File Size	Small Medium Large User Select	<ul style="list-style-type: none"> ■ You can adjust the file size for the scanned data. ■ If you select Colour or Grey in Quality, select the file size for the scanned data from the drop-down list. ■ If you select User Select, you must select the setting from the control panel of the machine.

Setting	Options	Description
2-sided Scan	Off Long edge Short edge	When using 2-sided scanning, select Long edge or Short edge so the layout of the data file's pages matches your original.
Brightness	-50 -40 -30 -20 -10 0 +10 +20 +30 +40 +50	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. 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	-50 -40 -30 -20 -10 0 +10 +20 +30 +40 +50	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. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.

- 14 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 Select **Number of Documents** or **Number of Pages** in **Document Separation** settings to split a scanned file.
- 19 To continue scanning, set **Continuous Scan** to **On**.
- 20 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.
- 21 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**.

¹ Depending on the condition of the original document, this function may not work correctly.

NOTE




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 disc (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 142).

(ADS-2400N / ADS-3000N)

- 1 Load your document.
- 2 Press the ,  or  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.
- 2 Press ◀ or ▶ to display to FTP/SFTP.

- 3 Press `to` FTP/SFTP.
- 4 Press `▲` or `▼` to select 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 194.)
 - 2-sided Scan
 - Scan Type
 - Resolution
 - File Type
 - Document Size
 - File Name
 - File Name Style
 - File Size
 - Auto Deskew
 - Skip Blank Page
 - User Name
 - Document Separation
 - Advanced Settings
- 7 Press `OK`.
- 8 Press `Start`.
The Touchscreen displays `Connecting`. If the connection to the FTP server is successful, the machine starts scanning.

NOTE

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

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® Internet Explorer® 8/10/11 for Windows® 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.
-

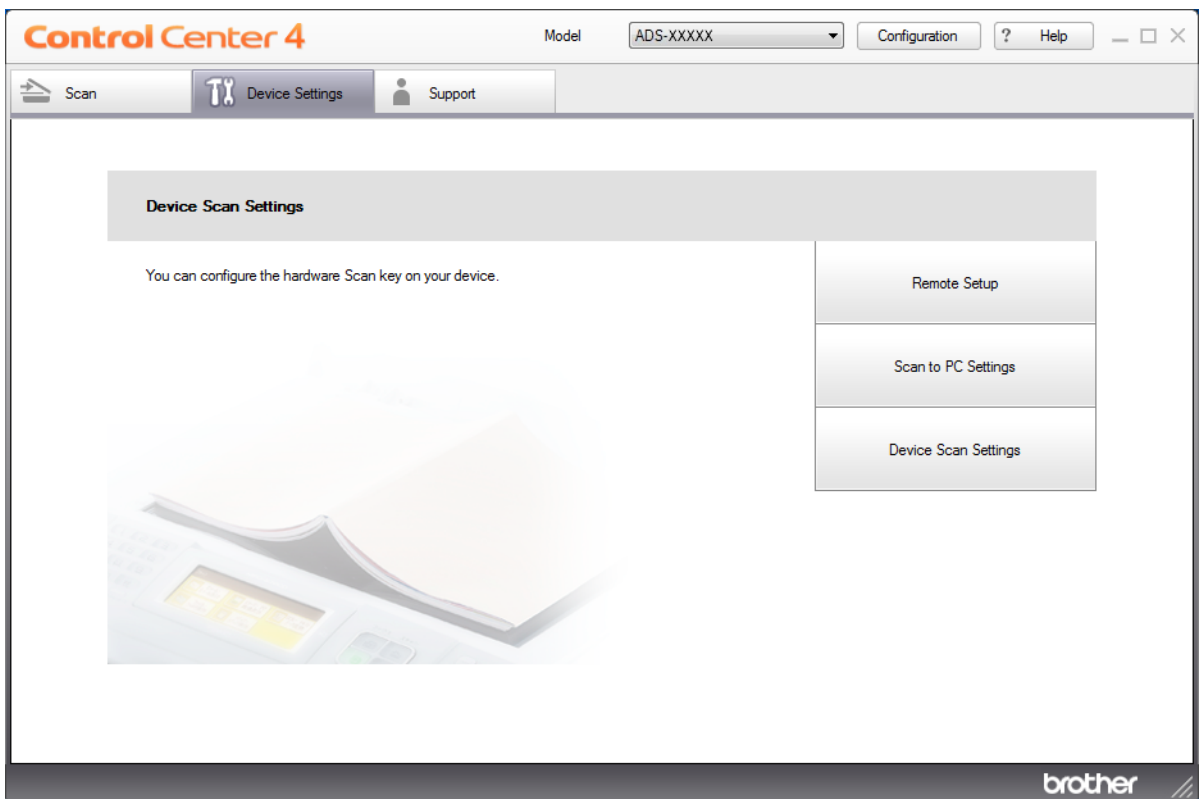
Start Web Based Management

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 disc (see the *Quick Setup Guide*) to use Web Based Management.

(ADS-2400N / ADS-3000N)

- 1 Start the 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**).
 - 3 Click the **Scan to Net Settings** button.



NOTE


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



■ Macintosh

- 1 Confirm that your Brother machine is connected to the same network as your computer or mobile device.
- 2 Start your web browser.
- 3 Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).
For example: http://192.168.1.2


NOTE

- You can see your machine's IP address in the Network menu on the control panel of your machine.
- If you have set a login password for Web Based Management, type your password in the Login box, then click .

- 2 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 .

Configure the SFTP Default Settings

- 1 Click the **Scan** tab.
- 2 Click the **Scan to FTP/SFTP/Network/SharePoint** menu in the left navigation bar.
- 3 Select the **SFTP** 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 appears 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 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 SFTP 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**.
- 10 Do one of the following:
 - If you have selected **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 have selected **Public Key**, select the authentication type from the **Client Key Pair** drop-down list.

- 11 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 SFTP server (up to 60 characters).
- 13 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 have selected, followed by the last six digits of the scanner counter and the file extension (for example: "Estimate_098765.pdf").
- 14 Select 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
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 300 dpi B&W 600 dpi B&W Auto Auto 100 dpi Auto 150 dpi Auto 200 dpi Auto 300 dpi Auto 600 dpi Auto User Select	<ul style="list-style-type: none"> ■ 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 your machine's control panel.

Setting	Options	Description
File Type	PDF Single-Page PDF Multi-Page JPEG PDF/A Single-Page PDF/A Multi-Page Secure PDF Single-Page Secure PDF Multi-Page Signed PDF Single-Page Signed PDF Multi-Page High Compression PDF Single-Page High Compression PDF Multi-Page XPS TIFF Single-Page TIFF Multi-Page User Select	<ul style="list-style-type: none"> ■ You can select the file type you want to use for the scanned data. ■ If you select Secure PDF, the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning. ■ If you select Signed PDF, you must install a certificate to your machine using Web Based Management. Select Signed PDF from Administrator in Web Based Management. See the <i>Network User's Guide</i>. ■ 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 helps prevent data tampering and the impersonation of an author by including a digital certificate within the document. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS if you select Colour or Grey in Quality. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF if you select B&W in Quality. ■ You can select PDF, Secure PDF or Signed PDF if you select Auto in Quality. ■ If you select User Select, you must select the setting from the control panel of the machine. ■ If you select High Compression PDF, you can select only Colour 300dpi or Grey 300dpi.
Document Size	Auto A4 Letter Legal B5 A5 B6 A6 Business Card Long Paper User Select	<ul style="list-style-type: none"> ■ 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. ■ If you select 600 dpi for Quality, you cannot select Auto. ■ 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). ■ You can select Long Paper if you configure the settings as follows: <ul style="list-style-type: none"> • Quality: other than Auto • Auto Deskew: Off • Skip Blank Page: Off
File Size	Small Medium Large User Select	<ul style="list-style-type: none"> ■ You can adjust the file size for the scanned data. ■ If you select Colour or Grey in Quality, select the file size for the scanned data from the drop-down list. ■ If you select User Select, 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 Long edge or Short edge 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 -20 -10 0 +10 +20 +30 +40 +50	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. 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	-50 -40 -30 -20 -10 0 +10 +20 +30 +40 +50	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. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.

- 15 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 Select **Number of Documents** or **Number of Pages** in **Document Separation** settings to split a scanned file.
- 21 To continue scanning, set **Continuous Scan** to **On**.
- 22 Change the **Port Number** setting used to access the SFTP server. The default for this setting is port 21. In most cases this setting does not need to be changed.
- 23 Click **Submit**.

¹ Depending on the condition of the original document, this function may not work correctly.

NOTE

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




7

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 disc (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 151).

(ADS-2400N / ADS-3000N)

- 1 Load your document.
- 2 Press the ,  or  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.
- 2 Press ◀ or ▶ to display to FTP/SFTP.
- 3 Press to FTP/SFTP.

- 4 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 7.
 - If the Scan to SFTP 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 page 194.)
 - 2-sided Scan
 - Scan Type
 - Resolution
 - File Type
 - Document Size
 - File Name
 - File Name Style
 - File Size
 - Auto Deskew
 - Skip Blank Page
 - User Name
 - Document Separation
 - Advanced Settings
- 7 Press Start.
The Touchscreen displays **Connecting**. If the connection to the SFTP server is successful, the machine starts scanning.

NOTE

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

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[®] Internet Explorer[®] 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.
-

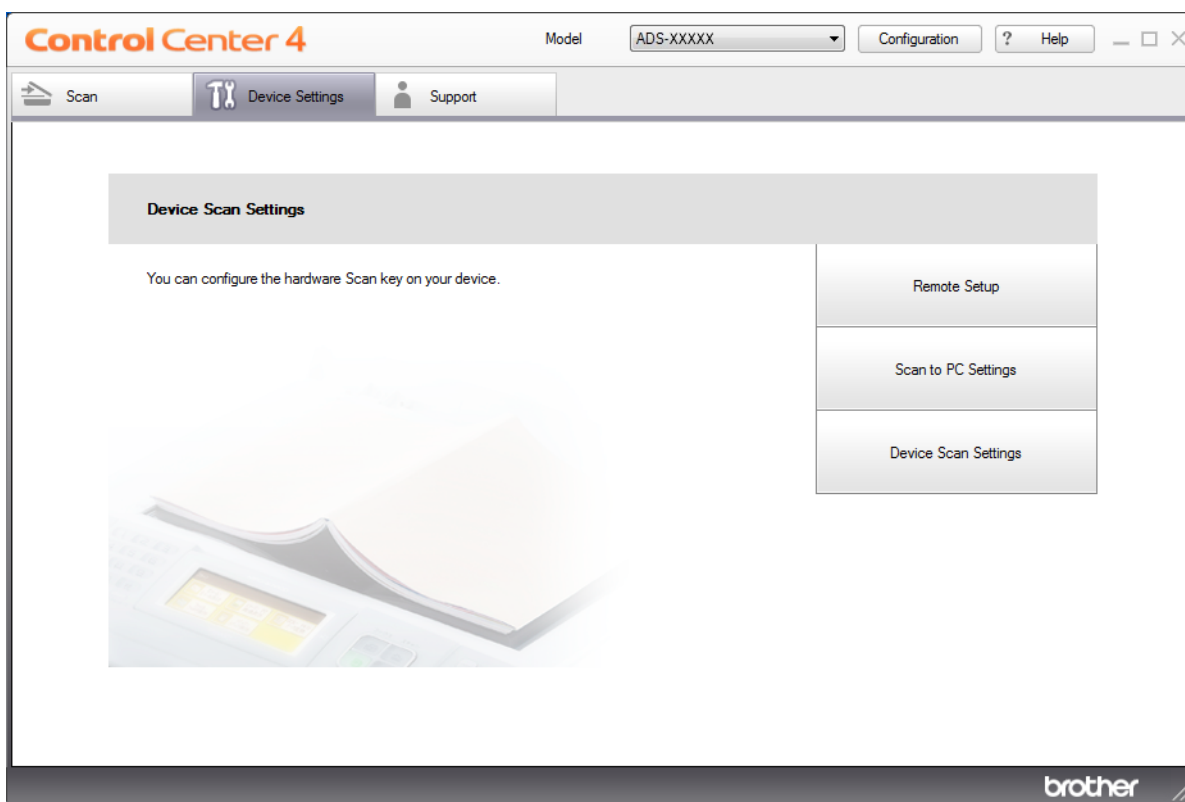
Start Web Based Management

NOTE

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

(ADS-2400N / ADS-3000N)

- 1 Start the 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**).
 - 3 Click the **Scan to Net Settings** button.



NOTE


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



■ Macintosh

- 1 Confirm that your Brother machine is connected to the same network as your computer or mobile device.
- 2 Start your web browser.
- 3 Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).
For example: http://192.168.1.2


NOTE

- You can see your machine's IP address in the Network menu on the control panel of your machine.
- If you have set a login password for Web Based Management, type your password in the Login box, then click .

- 2 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 .

Configure the Scan to Network Default Settings

- 1 Click the **Scan** tab.
- 2 Click the **Scan to FTP/SFTP/Network/SharePoint**, menu in the left navigation bar.
- 3 Select the **Network** 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 appears 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 have selected, followed by the last six digits of the scanner counter and the file extension (for example: "Estimate_098765.pdf").
- 9 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 Select 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
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 300 dpi B&W 600 dpi B&W Auto Auto 100 dpi Auto 150 dpi Auto 200 dpi Auto 300 dpi Auto 600 dpi Auto User Select	<ul style="list-style-type: none"> ■ You can select a scanning quality from the Quality drop-down list. Higher qualities take 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.

Setting	Options	Description
File Type	PDF Single-Page PDF Multi-Page JPEG PDF/A Single-Page PDF/A Multi-Page Secure PDF Single-Page Secure PDF Multi-Page Signed PDF Single-Page Signed PDF Multi-Page High Compression PDF Single-Page High Compression PDF Multi-Page XPS TIFF Single-Page TIFF Multi-Page User Select	<ul style="list-style-type: none"> ■ You can select the file type you want to use for the scanned data. ■ If you select Secure PDF, the machine will ask you to enter a 4 digit password using numbers 0-9 before it starts scanning. ■ If you select Signed PDF, you must install a certificate to your machine using Web Based Management. Select Signed PDF from Administrator in Web Based Management. See the <i>Network User's Guide</i>. ■ 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 helps prevent data tampering and the impersonation of an author by including a digital certificate within the document. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS when you select Colour or Grey in Quality. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF when you select B&W in Quality. ■ You can select PDF, Secure PDF or Signed PDF when you select Auto in Quality. ■ If you select User Select, you must select the setting from the control panel of the machine. ■ If you select High Compression PDF, you can select only Colour 300dpi or Grey 300dpi.
Document Size	Auto A4 Letter Legal B5 A5 B6 A6 Business Card Long Paper User Select	<ul style="list-style-type: none"> ■ 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. ■ If you select 600 dpi for Quality, you cannot select Auto. ■ 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). ■ You can select Long Paper when you configure the settings as follows: <ul style="list-style-type: none"> • Quality: other than Auto • Auto Deskew: Off • Skip Blank Page: Off
File Size	Small Medium Large User Select	<ul style="list-style-type: none"> ■ You can adjust the file size for the scanned data. ■ If you select Colour or Grey in Quality, select the file size for the scanned data from the drop-down list. ■ If you select User Select, 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 Long edge or Short edge 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 -20 -10 0 +10 +20 +30 +40 +50	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. 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	-50 -40 -30 -20 -10 0 +10 +20 +30 +40 +50	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. 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.

- 12 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.
- 13 To remove blank pages of the document from the scanned data, set **Skip Blank Page**¹ to **On**.
- 14 Select a value between -5 and 5 from the drop-down list to adjust the **Skip Blank Page sensitivity**.
- 15 Select **Number of Documents** or **Number of Pages** in **Document Separation** settings to split a scanned file.
- 16 To continue scanning, set **Continuous Scan** to **On**.
- 17 To protect the profile, select **On** from **Use PIN for Authentication** and enter a 4-digit PIN number in **PIN Code**.
- 18 Select the authentication method. You can choose **Auto**, **Kerberos** or **NTLMv2**. If you select **Auto**, the authentication method will be detected automatically.
- 19 Enter the **Username** that has been registered with the CIFS server for the machine (up to 96 characters).
- 20 Enter the **Password** for access to the CIFS server (up to 32 characters).
- 21 Click **Submit**.
- 22 Select **Date&Time** from the **General** tab.
- 23 Enter the date and time used on the CIFS server.
- 24 Select the time zone from the drop-down list.
- 25 Click **Submit**.

¹ Depending on the condition of the original document, this function may not work correctly.

Scan Using Scan to Network Profiles

(ADS-2400N / ADS-3000N)

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

(ADS-2800W / ADS-3600W)

- 1 Load your document.
- 2 Swipe left or right.
- 3 Press to **Network**.

- 4 Press ▲ or ▼ to select 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.

- 6 Configure the following settings as needed: (To configure other settings, press Advanced Settings. For more information, see page 194.)

- 2-sided Scan
- Scan Type
- Resolution
- File Type
- Document Size
- File Name
- File Name Style
- File Size
- Auto Deskew
- Skip Blank Page
- User Name
- Document Separation
- Advanced Settings

NOTE

- If you select Secure PDF Single-Page or Secure PDF Multi-Page 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 Single-Page or Signed PDF Multi-Page 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® Internet Explorer® 8/10/11 for Windows® 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.
-

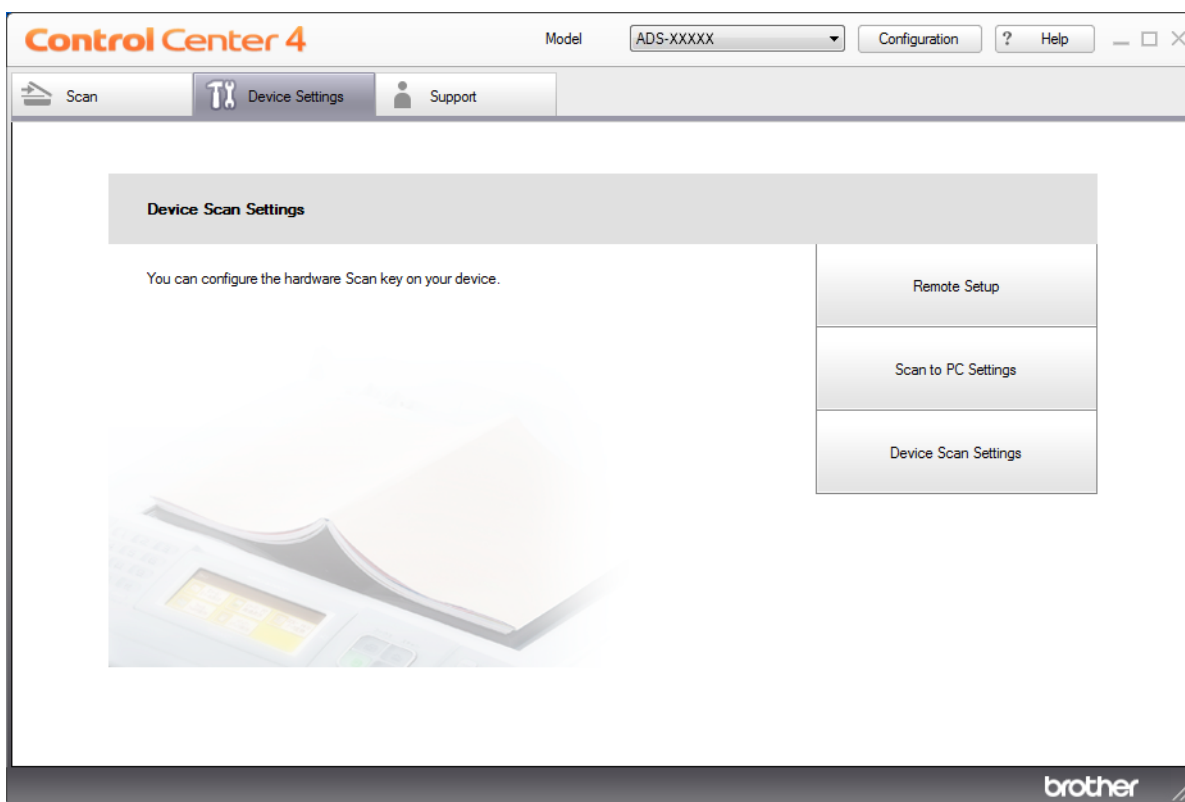
Start Web Based Management

NOTE

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

(ADS-2400N / ADS-3000N)

- 1 Start the 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**).
 - 3 Click the **Scan to Net Settings** button.



NOTE


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



■ Macintosh

- 1 Confirm that your Brother machine is connected to the same network as your computer or mobile device.
- 2 Start your web browser.
- 3 Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).
For example: http://192.168.1.2


NOTE

- You can see your machine's IP address in the Network menu on the control panel of your machine.
- If you have set a login password for Web Based Management, type your password in the Login box, then click .

- 2 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

- 1 Click the **Scan** tab.
- 2 Click the **Scan to FTP/SFTP/Network/SharePoint** menu in the left navigation bar.
- 3 Select the **SharePoint** 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 appears 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 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 have selected, followed by the last six digits of the ADF scanner counter and the file extension (for example: “Estimate_098765.pdf”).
- 9 Select the Colour or Black and White/Grey to adjust the detection level.

- 10 Select 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 300 dpi B&W 600 dpi B&W Auto Auto 100 dpi Auto 150 dpi Auto 200 dpi Auto 300 dpi Auto 600 dpi Auto User Select	<ul style="list-style-type: none"> ■ 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.

Setting	Options	Description
File Type	PDF Single-Page PDF Multi-Page JPEG PDF/A Single-Page PDF/A Multi-Page Secure PDF Single-Page Secure PDF Multi-Page Signed PDF Single-Page Signed PDF Multi-Page High Compression PDF Single-Page High Compression PDF Multi-Page XPS TIFF Single-Page TIFF Multi-Page User Select	<ul style="list-style-type: none"> ■ You can select the file type you want to use for the scanned data. ■ If you select Secure PDF, the machine will ask you to enter a four-digit password using numbers 0-9 before it starts scanning. ■ If you select Signed PDF, you must install a certificate to your machine using Web Based Management. Select Signed PDF from Administrator in Web Based Management. See the <i>Network User's Guide</i>. ■ 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 helps prevent data tampering and the impersonation of an author by including a digital certificate within the document. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF, JPEG or XPS if you select Colour or Grey in Quality. ■ You can select PDF, Secure PDF, PDF/A, Signed PDF or TIFF if you select B&W in Quality. ■ You can select PDF, Secure PDF or Signed PDF if you select Auto in Quality. ■ If you select User Select, you must select the setting from the control panel of the machine. ■ If you select High Compression PDF, you can select only Colour 300dpi or Grey 300dpi.
Document Size	Auto A4 Letter Legal B5 A5 B6 A6 Business Card Long Paper User Select	<ul style="list-style-type: none"> ■ 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. ■ If you select 600 dpi for Quality, you cannot select Auto. ■ 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). ■ You can select Long Paper if you configure the settings as follows: <ul style="list-style-type: none"> • Quality: other than Auto • Auto Deskew: Off • Skip Blank Page: Off
File Size	Small Medium Large User Select	<ul style="list-style-type: none"> ■ You can adjust the file size for the scanned data. ■ If you select Colour or Grey in Quality, select the file size for the scanned data from the drop-down list. ■ If you select User Select, 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 Long edge or Short edge 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 -20 -10 0 +10 +20 +30 +40 +50	<p>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. If the scanned image is too light, set a lower brightness level and scan the document again.</p> <p>If the image is too dark, set a higher brightness level and scan the document again.</p>
Contrast	-50 -40 -30 -20 -10 0 +10 +20 +30 +40 +50	<p>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.</p> <p>An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas.</p>

- 11 In the **Margin Settings**, enter a value between -3 and 3 to add or remove a specific margin at the edge of the image.

- 12 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.
- 13 To remove blank pages of the document from the scanned data, set **Skip Blank Page**¹ to **On**.
- 14 Select the a value between -5 and 5 from the drop-down list to adjust the **Skip Blank Page sensitivity**.
- 15 Select **Number of Documents** or **Number of Pages** in **Document Separation** settings to split a scanned file.
- 16 To continue scanning, set **Continuous Scan** to **On**.
- 17 To PIN-protect this profile, in the **Use PIN for Authentication** field, select **On**.
- 18 If you have selected **On** for **Use PIN for Authentication** field. In the **PIN Code** field, type a four-digit PIN.
- 19 To set your authentication method, select **Auto**, **Kerberos**, **NTLMv2**, or **Basic** from the **Auth. Method** menu. If you have selected **Auto**, the authentication method will be detected automatically.
- 20 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
- 21 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.
- 22 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).
- 23 Click **Submit**.

¹ Depending on the condition of the original document, this function may not work correctly.

NOTE

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

Scan Using Web Services (Windows Vista[®], Windows[®] 7, Windows[®] 8, Windows[®] 8.1 and Windows[®] 10)

If you have installed the driver for scanning via Web Services, the menu that allows you to use Web Services for scanning appears 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, Windows[®] 10)* 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 178.
- 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.
- 2 Press the ,  or  button to which you have assigned the Web Service Scan feature.
The machine starts scanning.

(ADS-2800W / ADS-3600W)

- 1 Load your document.
- 2 Swipe left or right.
- 3 Press WS Scan.
- 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®
 (Start) > Control Panel > Hardware and Sound > Scanners and Cameras.
 - Windows® 7
 (Start) > Control Panel > Hardware and Sound > Devices and Printers.
 - Windows® 8 and Windows® 8.1
Move your mouse to the lower left 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**.
 - Windows® 10
Right click  (Start) > Control Panel > Hardware and Sound > View devices and printers.
- 2 Click your machine, and then click the **Scan profiles** button.
The **Scan profiles** dialog box appears.
- 3 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® Fax and Scan or Windows® 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.
- 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 180.
 - To enter an email address manually, see *Enter an Email Address Manually* on page 180.
 - To send scanned data to your email address, press **to My E-mail**. When your email address on the LCD, press **Next**.

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.
- If you have registered your email address with your user ID and activated **Send to My E-mail** feature using Web Based Management, the **to My E-mail** button appears when you log on to the machine using Secure Function Lock, Active Directory Authentication or LDAP Authentication. If this option is not available, update your machine's firmware. Go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com

- 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 194.)
 - 2-sided Scan
 - Scan Type
 - Resolution
 - File Type
 - Document Size
 - File Name
 - File Name Style
 - File Size
 - Auto Deskew
 - Skip Blank Page
 - Document Separation
 - 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 Press `Address Book`.

2 Press . The 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.

3 Enter the initial characters for your search, and then press `OK`. The machine starts searching the Address Book, and then the search results appear.

4 Swipe left or right, or press `▲` or `▼` until you find the name you are looking for.

5 Press the name from the result.

6 Press `Apply`.

NOTE

- To register an email address in the Address Book, see *Set Up the Address Book (ADS-2800W / ADS-3600W)* on page 181.
- 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 Press `Manual`. The keyboard appears on the Touchscreen.

2 Enter an email address, and then 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 ◀ 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 ◀ or ▶ to display Scan 2.
- 2 Press to E-mail Server.
- 3 Press Address Book.
- 4 Press Edit.
- 5 Press Change.
- 6 Press ▲ or ▼ until you find the email address you want to change.
- 7 Press the email address. If the email address is used in one or more shortcuts, the shortcut address also changes.

- 8 Do one of the following:
 - To change the name, go to step 9.
 - To change the email address, go to step 11.
- 9 Press **Name**. The keyboard appears on the Touchscreen.
- 10 Enter a new name, and then press **OK**.
- 11 Press **Address**. The keyboard appears on the Touchscreen.
- 12 Enter a new email address, and then press **OK**.
- 13 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**.
- 5 Press **Delete**.
- 6 Press ▲ or ▼ until you find the email address you want to delete.
- 7 Press the email address.
Press **OK**.

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`.
- 2 Press `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.
- 10 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`.
- 2 Press `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.
- 7 Press the group name.
- 8 Do one of the following:
 - To rename the group, go to step 9.
 - To add an email address to the group, go to step 10.
 - To delete an email address from the group, go to step 11.

- 9 Press **Name**. The keyboard appears on the Touchscreen.
- 10 Enter a new group name. Press **OK**.
- 11 Press **Add/Delete**.
- 12 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**.



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*.

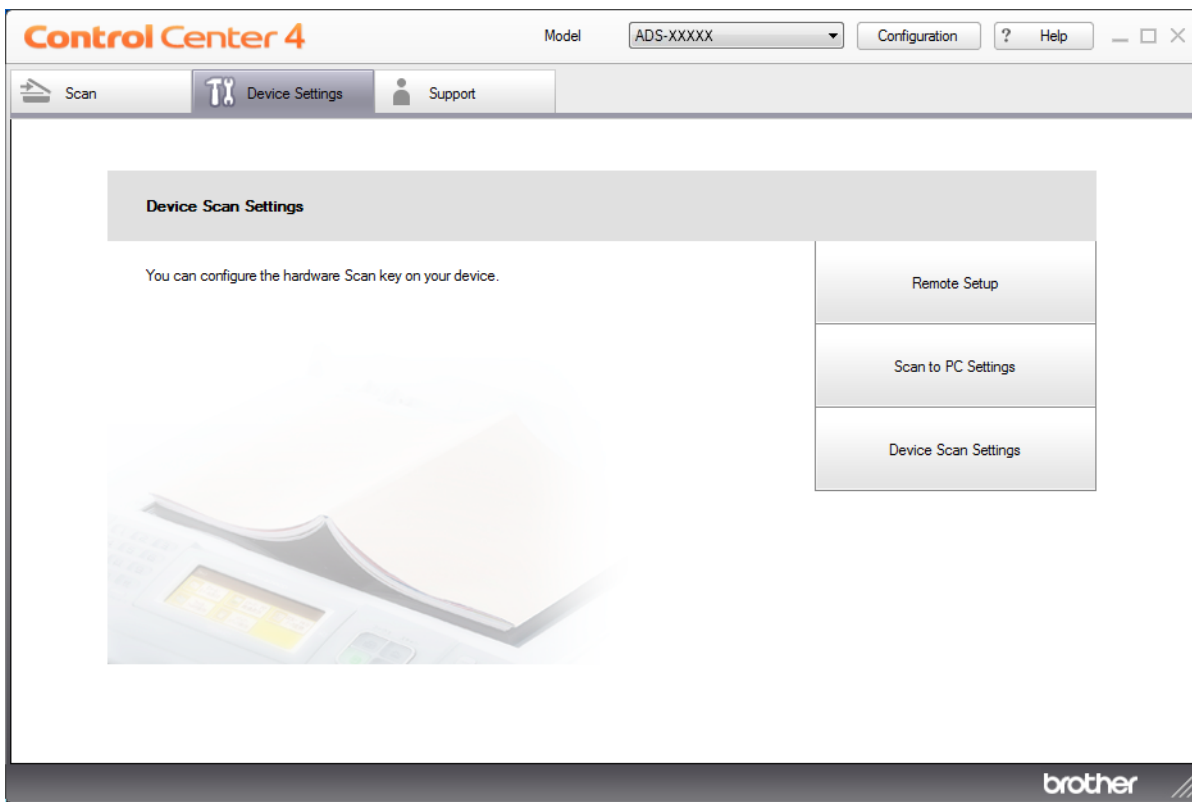
Change Scan to PC Settings (Windows®)

- 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  icon does not appear 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**).

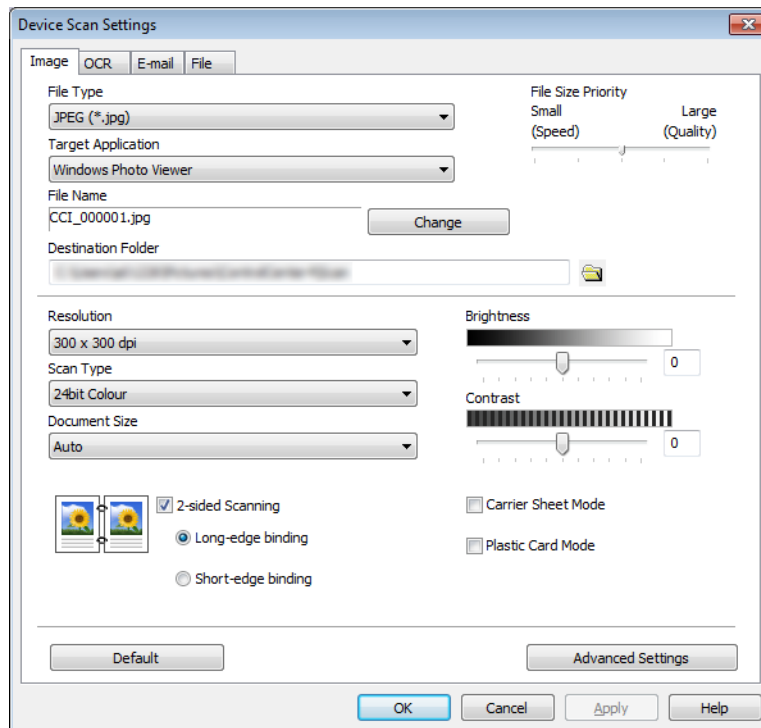


NOTE


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**).
- 5 Change the settings.

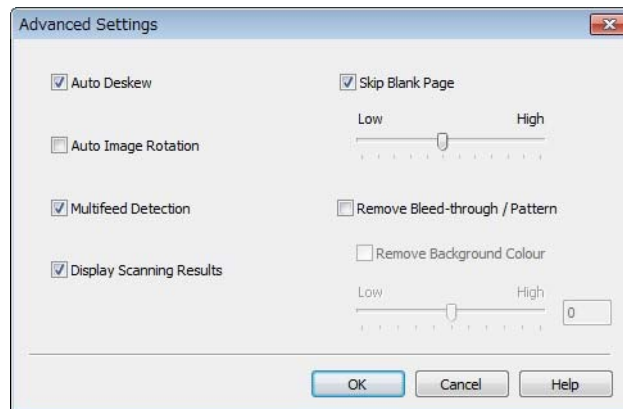
Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
File Type	<p>Select the file type you want to use for the scanned data.</p> <p>NOTE</p> <ul style="list-style-type: none"> To save the document as a password-protected PDF, select Secure PDF (*.pdf) from the File Type drop-down list, click the  (Set PDF Password) button, and enter the password. 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. To save the document as a searchable PDF, select Searchable PDF (*.pdf) from the File Type drop-down list. 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). 	Yes	Yes	Yes	Yes
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	<p>Click the Change button for Image, OCR or E-mail. Enter a prefix for the file name if needed.</p> <p>Click Insert Date in File Name if needed.</p>	Yes	Yes	Yes	Yes
Destination File Path	Click the Change 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	<p>Adjust the File Size Priority by moving the slider to the right or left.</p> <p>NOTE</p> <p>File Size Priority can be adjusted depending on your selected File Type.</p>	Yes	-	Yes	Yes
Resolution	Select a scanning resolution from the Resolution drop-down list. Higher resolutions need more memory and transfer time, but produce finer scanned images.	Yes	Yes	Yes	Yes

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
Scan Type	<p>Select from a range of scan colour depths.</p> <p>Black & White Use for text or line art images.</p> <p>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.)</p> <p>True Grey Use for photographic images or graphics. This mode is more exact because it uses up to 256 shades of grey.</p> <p>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.</p> <p>Auto Uses suitable colours for your document automatically.</p>	Yes	Yes	Yes	Yes
Document Size	<p>Document size is set to Auto by default. You can scan documents of any size without making any adjustments to Document Size. For faster scan speeds, select the exact size of your document from the Document Size drop-down list.</p> <p>NOTE</p> <ul style="list-style-type: none"> • 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. • 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 will be combined into one document. 	Yes	Yes	Yes	Yes
Brightness	<p>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.</p>	Yes	Yes	Yes	Yes

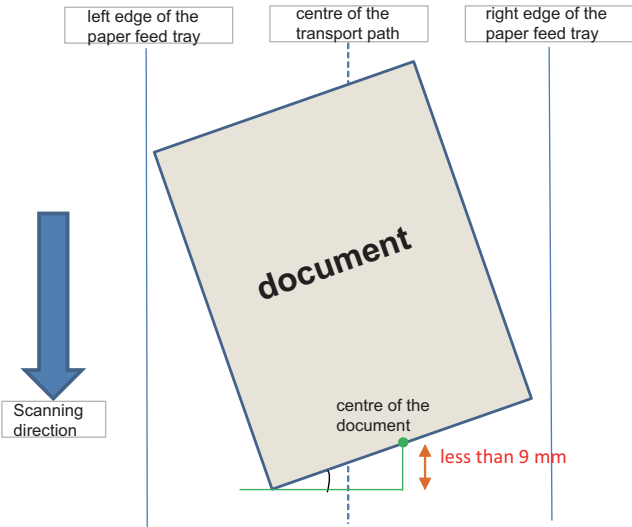
Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
Contrast	<p>Adjust the setting (from -50 to 50) to get the best image. The default value of 0 represents an average and is usually suitable for most images. You can increase or decrease the contrast level by moving the slider to the right 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.</p> <p>NOTE</p> <p>The Contrast setting is available only when setting Scan Type to Auto, Grey (Error Diffusion), True Grey or 24bit Colour.</p>	Yes	Yes	Yes	Yes
Default	Restore all settings to their factory default values.	Yes	Yes	Yes	Yes
Carrier Sheet Mode	<p>Scan the following documents using the Carrier Sheet. For this mode, you can select any setting other than Auto from the Document Size drop-down list.</p> <ul style="list-style-type: none"> ■ Large-sized Documents (A3, B4 and Ledger) <p>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.</p> ■ Important documents (photos, contracts) ■ Thin paper (receipts) ■ Irregularly-shaped paper (clippings) <p>NOTE</p> <ul style="list-style-type: none"> • 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. 	Yes	Yes	Yes	Yes

Setting	Description	Applicable Feature			
		Image	OCR	E-mail	File
Plastic Card Mode	<p>Scan cards, such as driving licences or insurance cards, using these automatic settings:</p> <ul style="list-style-type: none"> ■ Resolution: 600 x 600 dpi ■ Document Size: 2 in 1 (Auto) ■ 2-sided Scanning: On (Short-edge binding) ■ Auto Deskew: Off ■ Multifeed Detection: Off ■ Auto Image Rotation: Off <p>NOTE</p> <ul style="list-style-type: none"> • To scan a plastic card with different settings, set Plastic Card Mode off, Resolution to 600 dpi, and Multifeed Detection to Off. • Load up to five plastic cards at a time. 	Yes	Yes	Yes	Yes

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	<p>Corrects the skew (less than 9 mm from the centre of the document to the edge) of the scanned data. ¹</p> 	Yes	Yes	Yes	Yes	Yes
Auto Image Rotation	Changes the direction of the document based on the text orientation. ¹	Yes	Yes	Yes	Yes	Yes
Remove Bleed-through / Pattern / Remove Background Colour	<p>Prevents bleed-through and removes background colour of documents such as newspapers to make the scanned data more recognisable. ¹</p> <p>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-throughs, patterns or background colours, while moving it towards “Low” makes the scanner less likely to remove them.</p>	Yes	Yes	Yes	Yes	Yes
Skip Blank Page	Removes blank pages of the document from the scanning results. ¹	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

¹ Depending on the condition of the original document, this function may not work correctly.

Scan Using the Control Panel

- 8 Click **OK** to close the **Advanced Settings** dialog box.
- 9 Click **OK** to close the **Device Scan Settings** dialog box.

Scan Options Using the Touchscreen (ADS-2800W / ADS-3600W)

Skip Blank Page Function

If you set this feature to On, your machine 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).
- 2 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 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.
- 6 Press **OK**.

Split and Save a Scanned File



When multiple documents have been scanned, you can split and save documents page-by-page by using this function. You can also set the number of pages to split a document by.

- 1 On the machine's LCD, swipe left or right to display the scan-to action you want (to Network, to FTP/SFTP, to Email Server, to SharePoint, or to USB).
- 2 Press **Options**.
- 3 Press **Document Separation**.
- 4 Press **Document Separation again**.
- 5 Press **Number of Documents or Number of Pages**.

- 6 Press `Number of Documents` or `Number of Pages` again.
- 7 Enter the number of documents or pages to split.
- 8 Press `OK`.

Scan Specify Area

Cropping allows you to capture a portion of the document being scanned.

- 1 Press  (**All Settings**).
- 2 Press `Initial Setup`.
- 3 Press `Scan offset correction`.
- 4 Select `Front Page Offset` or `Back Page Offset`.
- 5 Adjust the area and press `OK`.
- 6 Press .

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).
- 2 Select the scan-to action you want to perform.
- 3 Press `Options`.
- 4 Press `Scan Type`.
- 5 Select `Auto`.

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 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.

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

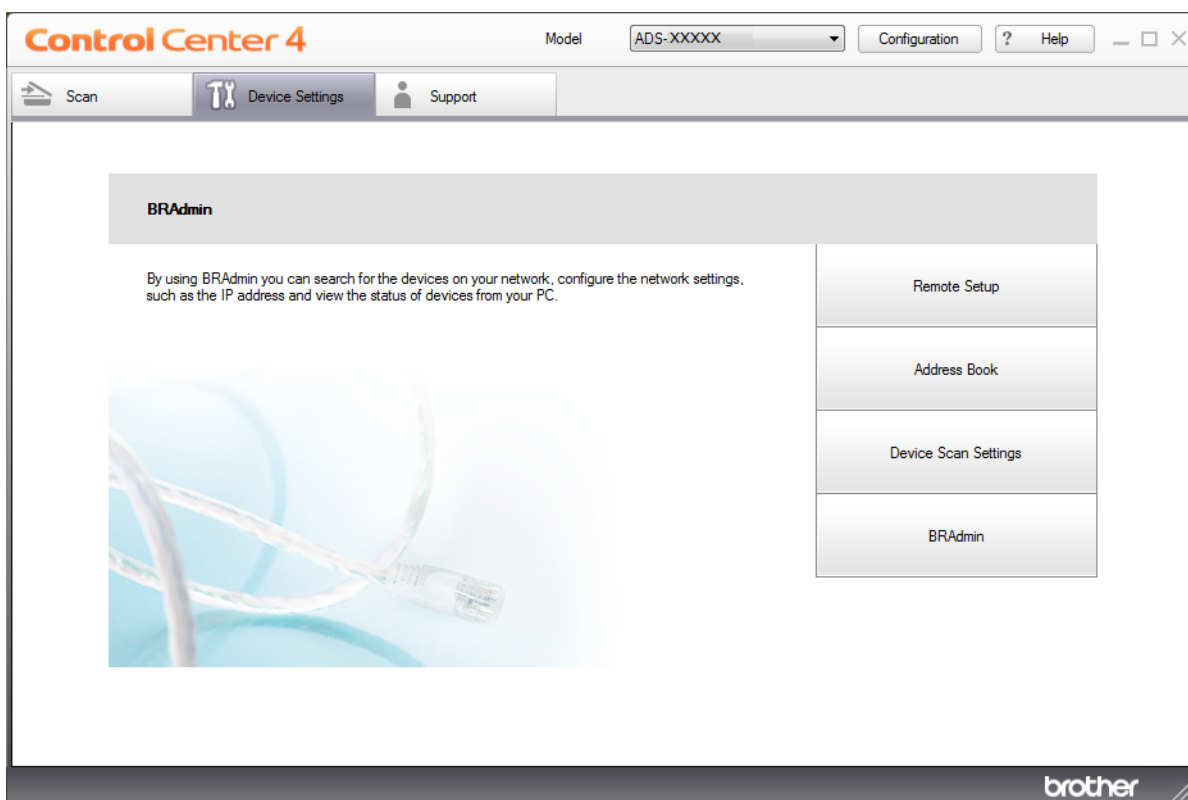
Click to access the Brother genuine supplies web page.

Status Monitor Indicators

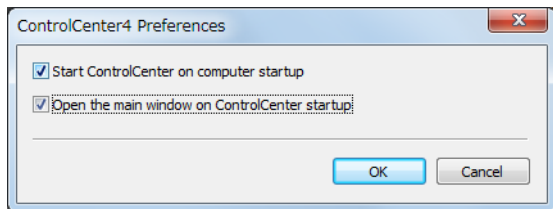
The **Brother Status Monitor** icon changes colour based on your machine's status.

	A green icon indicates that your scanner is in a normal stand-by state.
	A yellow icon indicates a warning.
	A red icon indicates that an error has occurred.
	A grey icon indicates that your scanner is offline.

- 1 Click the  (ControlCenter4) icon in the task tray. 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**.

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.

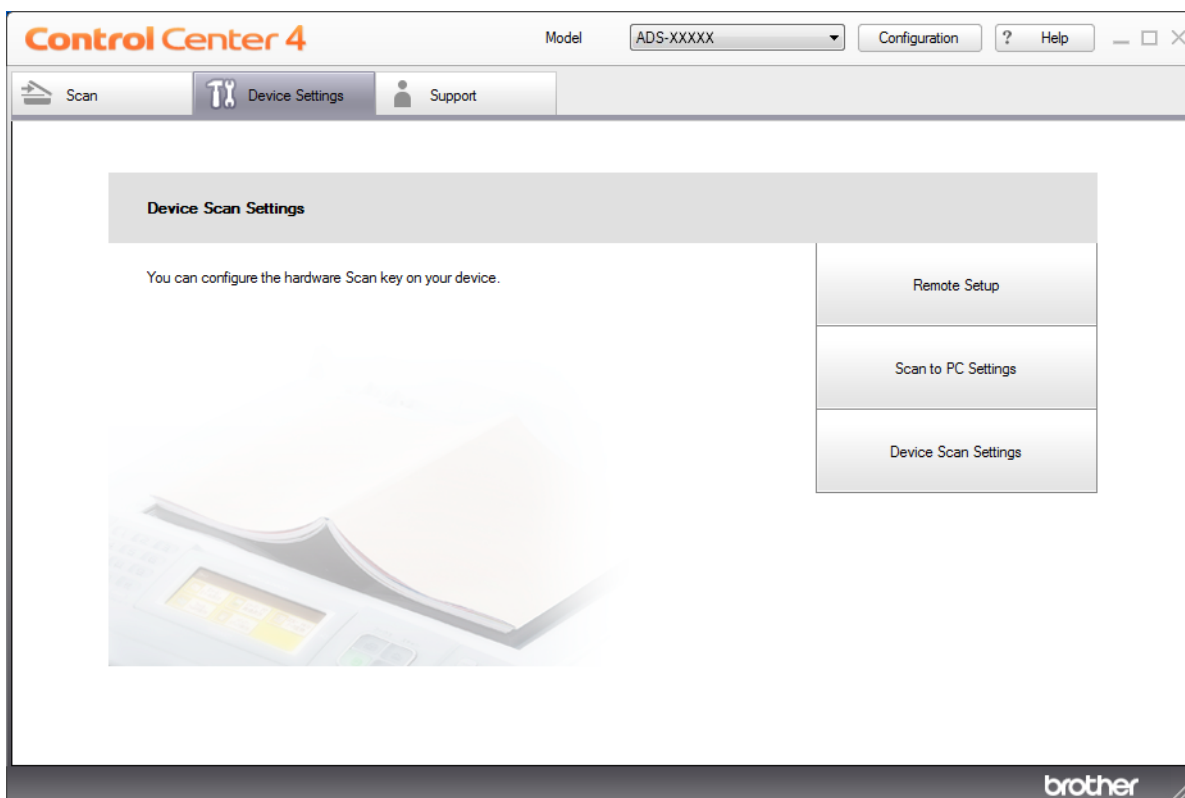
(Windows® only)

- 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® Firewall and you installed the scanner driver from the installation disc, the necessary Firewall settings have already been made.

1 Start the 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**).
- 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE


- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

- 2 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 navigation tree and configure the settings as needed (the example below uses **General Setup** in Windows®).

■ **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**.

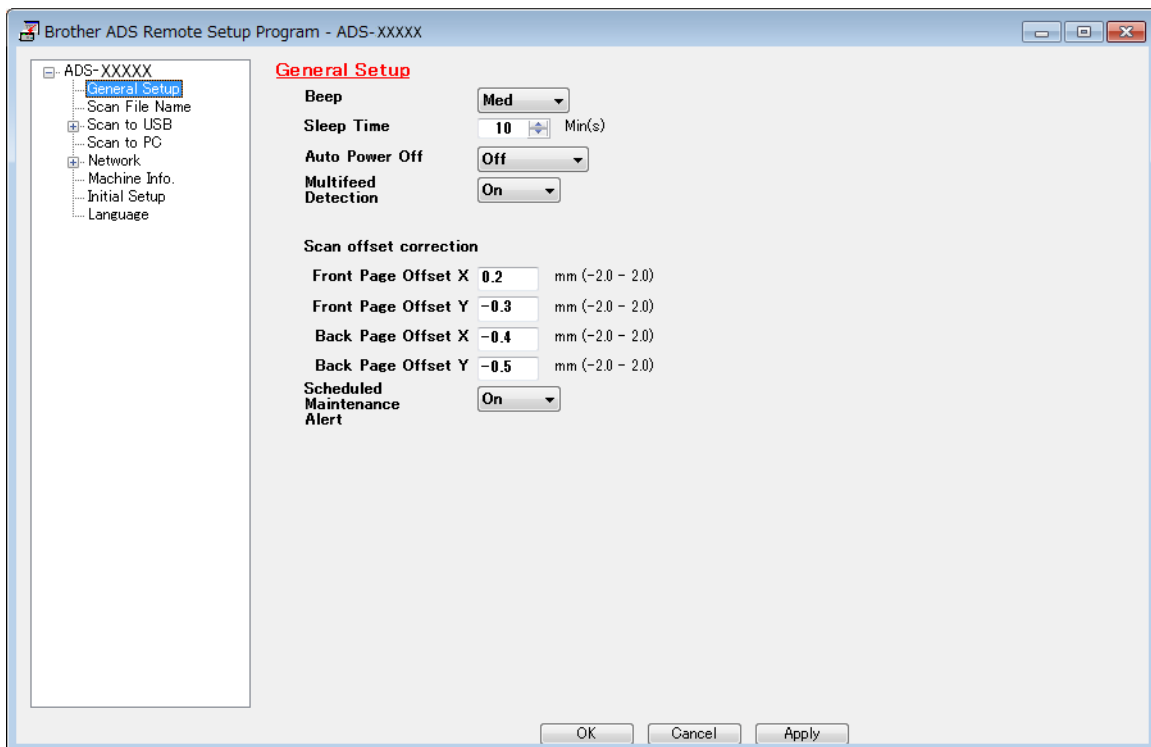
■ **Cancel**

Click to exit the Remote Setup application without uploading data to the machine.

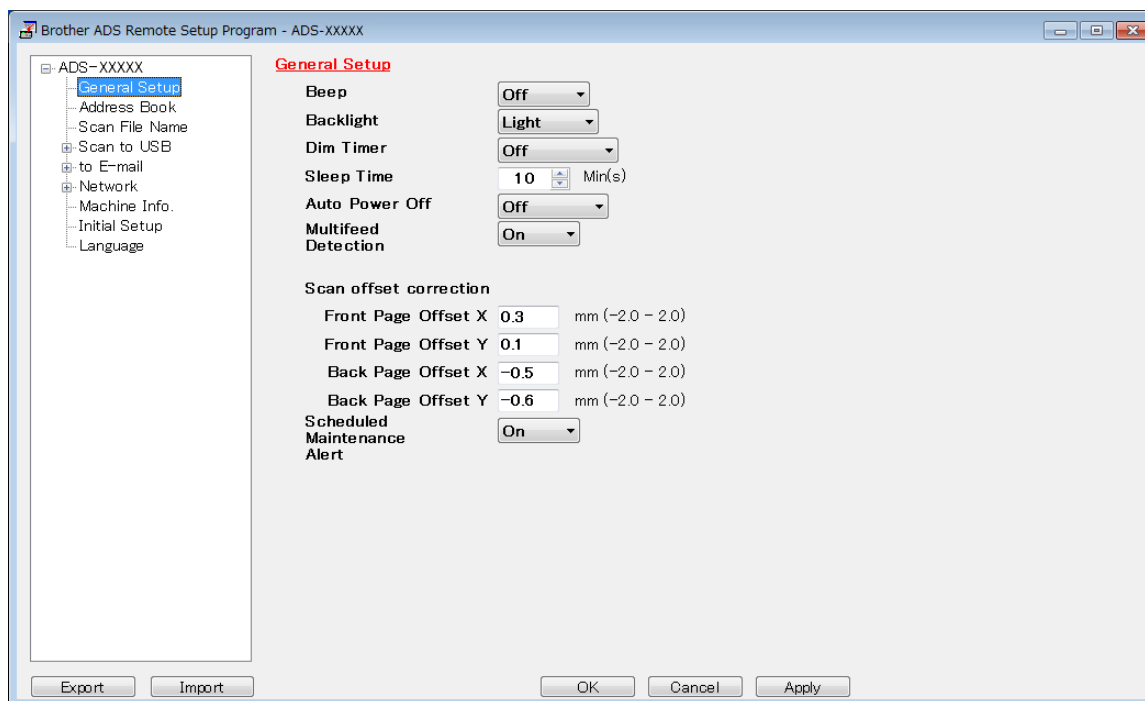
■ **Apply**

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®

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® Firewall and you installed the scanner driver from the installation disc, 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 select the new machine. (For network users only.) (See *Configure Network Scanning for Macintosh* on page 72.)

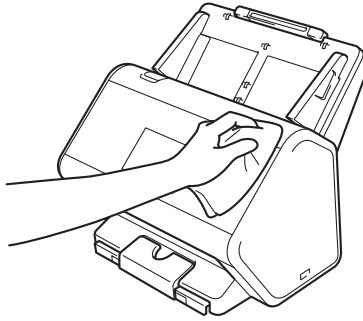
For more advanced machine management, use the latest version of BRAdmin Light utility that is available as a download from support.brother.com. See the BRAdmin Light Help menu for more information about using BRAdmin Light.

9

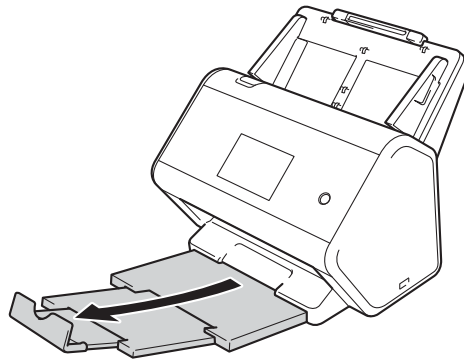
Routine Maintenance

Clean the Outside of the Machine

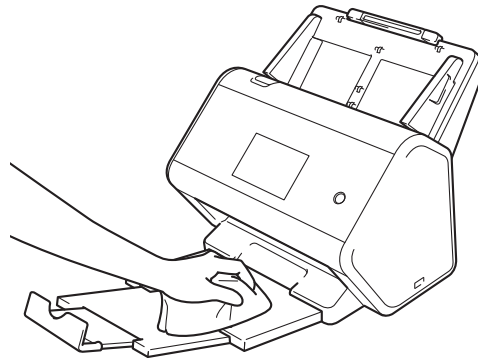
- 1 Wipe the Control Panel with a dry, soft, lint-free cloth to remove dust.



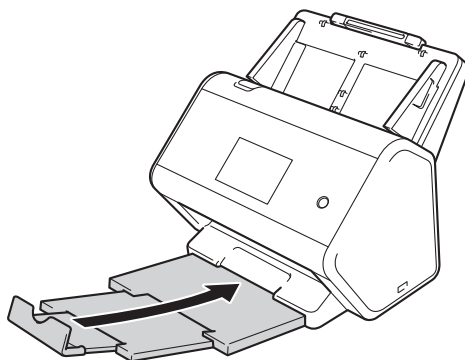
- 2 Unfold the Output Tray and Document stopper.



- 3 Wipe the inside of the Output Tray with a dry, soft, lint-free cloth to remove dust.



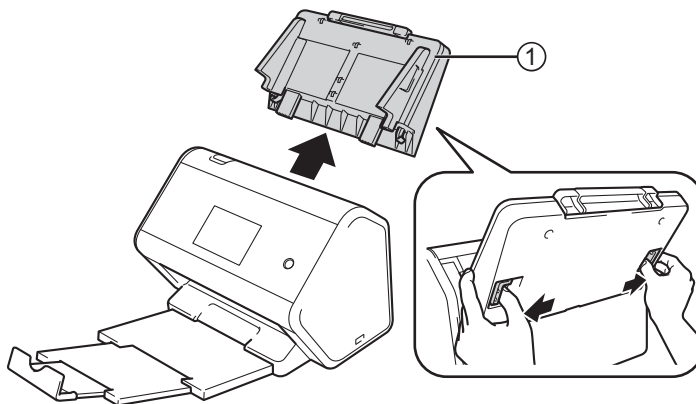
- 4 Firmly insert the Output Tray into the machine.



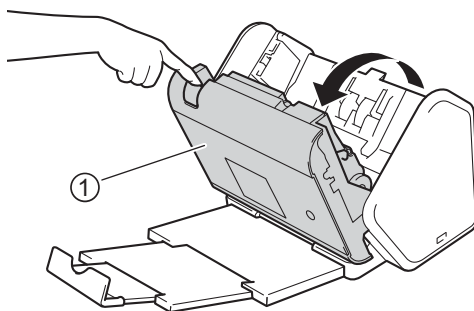
Clean the Scanner and Rollers

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.

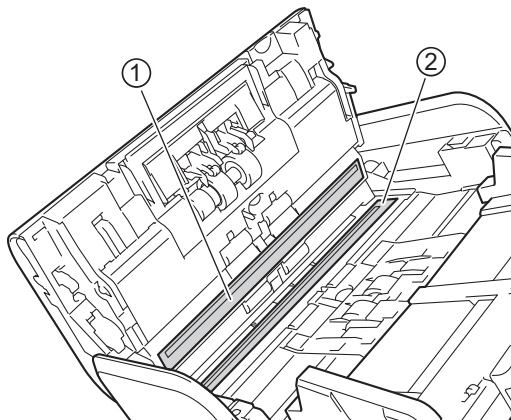
- 1 Unplug the machine from the AC electrical socket.
- 2 Remove the Extendable ADF while releasing the levers on the back side.



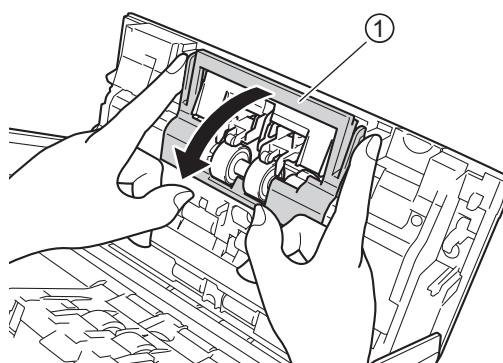
- 3 Open the front cover ①.



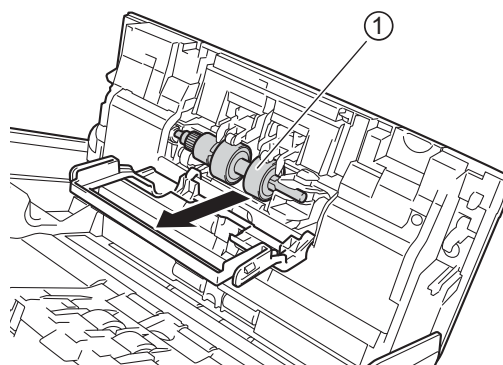
- 4 At the back of the machine, in the ADF unit clean the glass strips ① ② with a soft lint-free cloth.



- 5 Pinch both sides of the reverse roller cover ① and pull the cover down.

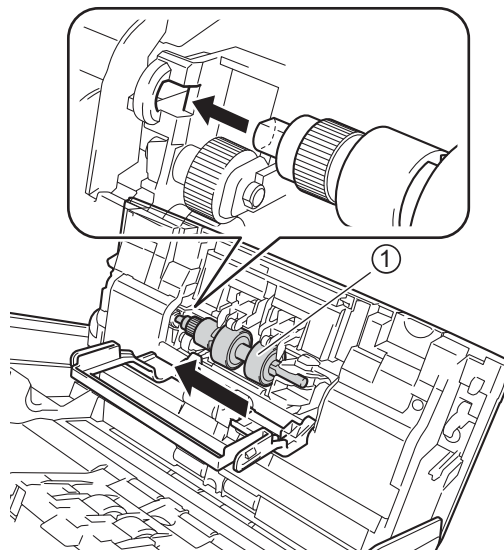


- 6 Slide the reverse roller to the right, and pull it towards you.

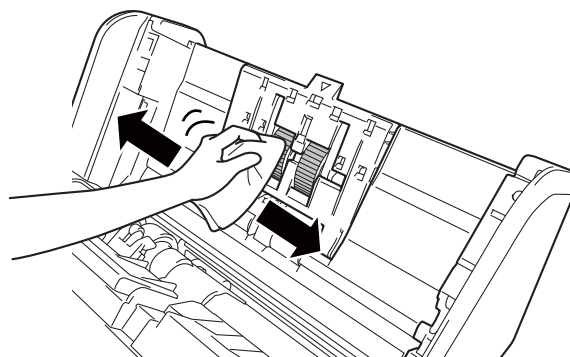


- 7 Clean the reverse roller with a soft, lint-free cloth slightly moistened with water.

- Slide the reverse roller ① to the left edge to place the reverse roller back into the machine.



- Close the reverse roller cover.
- Clean the pick-up roller from side to side with a soft, lint-free cloth slightly moistened with water.



- Close the front cover and attach the Extendable ADF.

NOTE

(ADS-2800W / ADS-3600W)

If you continue to use the machine without cleaning, problems like document jams, multifeeds and misfeeds can easily occur. When `Scheduled Maintenance alert` appears, you must clean the machine promptly.

You can clean the glass strips with a lint-free cloth. 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.

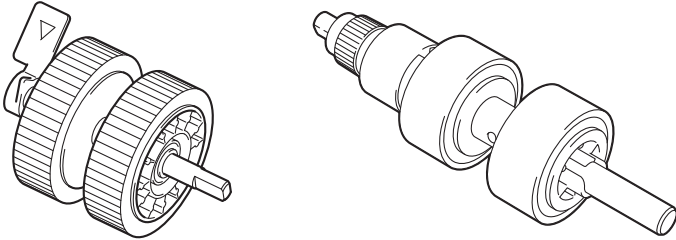
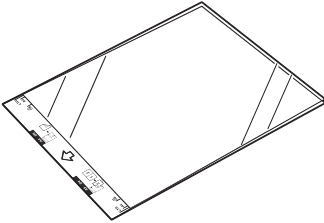


When there is a spot of dirt or correction fluid on the glass strip the scanned sample shows a vertical line.


After the glass strip is cleaned the vertical line is gone.

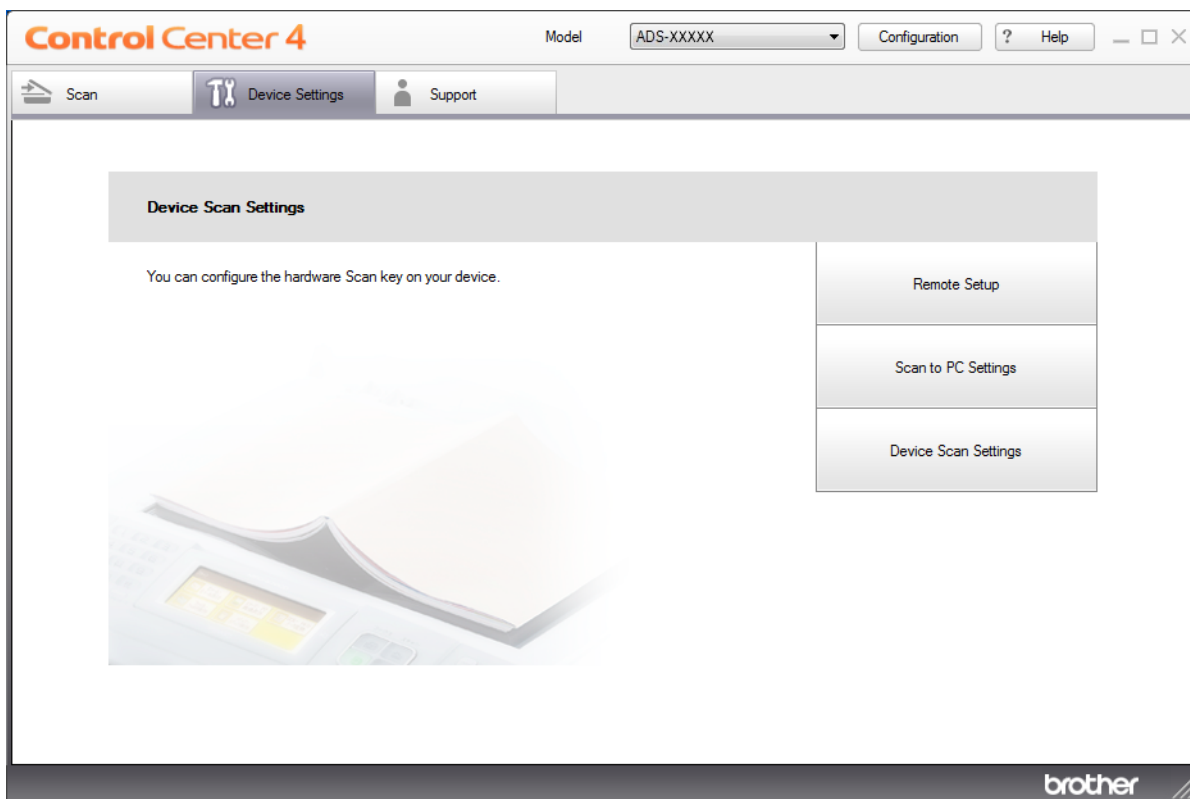
Replace Supplies

Part Names, Numbers, and Life Cycles

No.	Part Name	Part No.	Standard Replacement Cycle
1	Roller kit 	PRK-A2001	200,000 sheets
2	Carrier Sheet 	CS-A3001	500 times

Check Supplies Replacement Cycle (ADS-2400N / ADS-3000N)

- 1 Start the 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

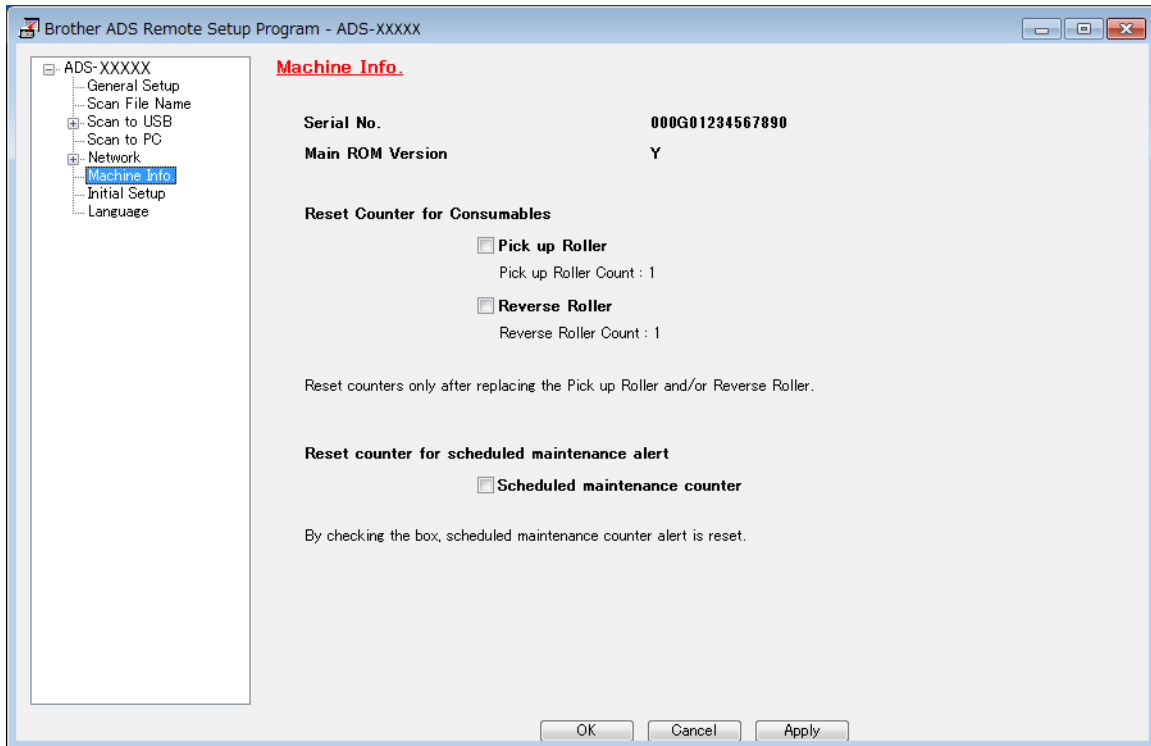
- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE

- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.


- 2 The Remote Setup window appears.

- 3 Select **Machine Info.** in the navigation 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 Click **OK**.

Check Supplies Replacement Cycle (ADS-2800W / ADS-3600W)

- 1 On the scanner's Touchscreen press  (All Settings).
- 2 Press Machine Info.
- 3 Press Usage Counter. The Touchscreen displays Reverse Roller Count and Pick up roller Count.

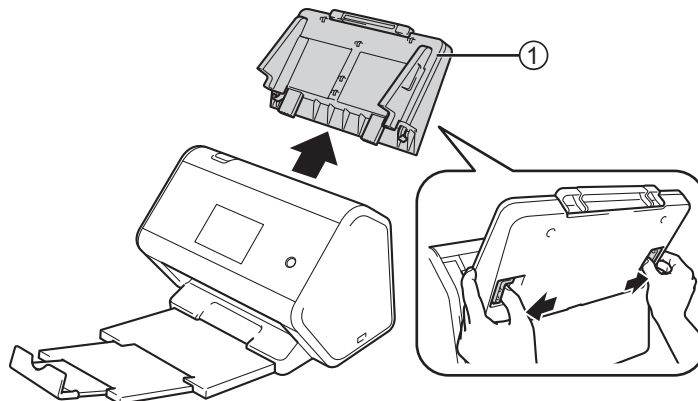
NOTE

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.

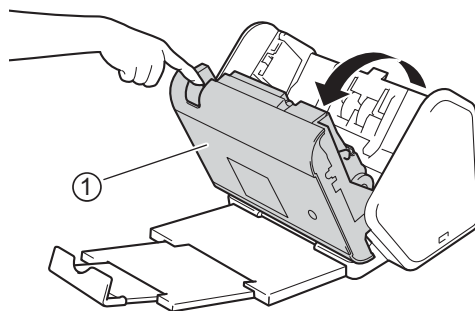
Replace the Pick-up Roller

Your machine is equipped with a scan counter that automatically counts how many times the machine has scanned. After approximately 200,000 scans, you may have to replace the pick-up roller.

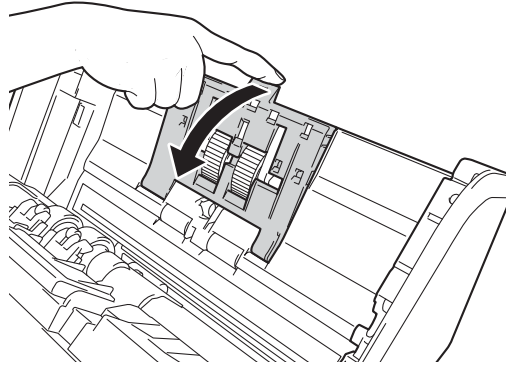
- 1 Remove the Extendable ADF while releasing the levers on the back side.



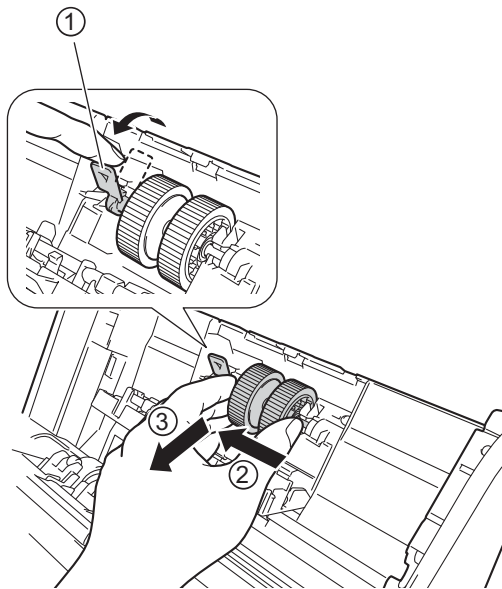
- 2 Open the front cover ①.



- 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 towards you and slide the pick-up roller out to the left.



NOTE

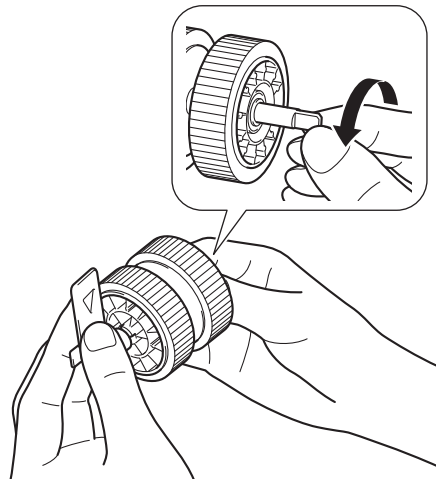
Be careful not to break the green hook. If it does not pull down easily, gently use a little more force.

NOTE

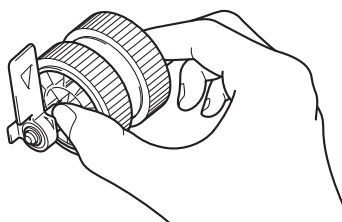
If you have problems with removing the green hook, pull it with more force. Be careful not to break the hook by rotating it too forcibly.

For hard operation of the green hook in step 4, turn by the additional of a little force.

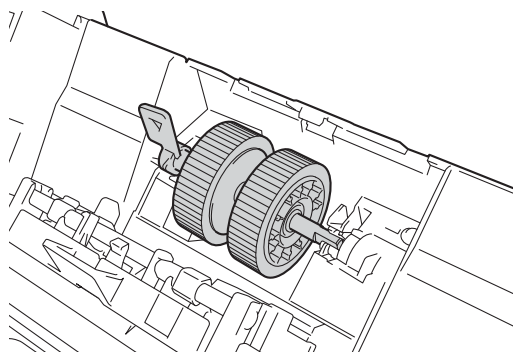
- 5 Take the new pick-up roller and rotate the centre pin towards you.



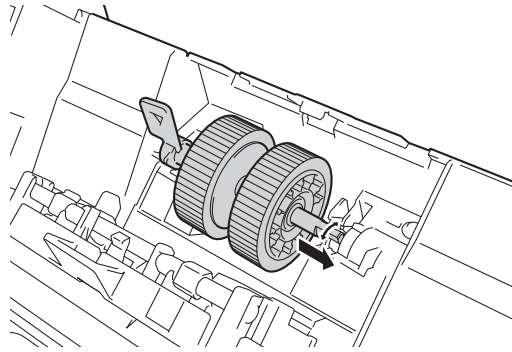
- 6 While holding the new pick-up roller as shown in the illustration, make sure the green lever remains upright.



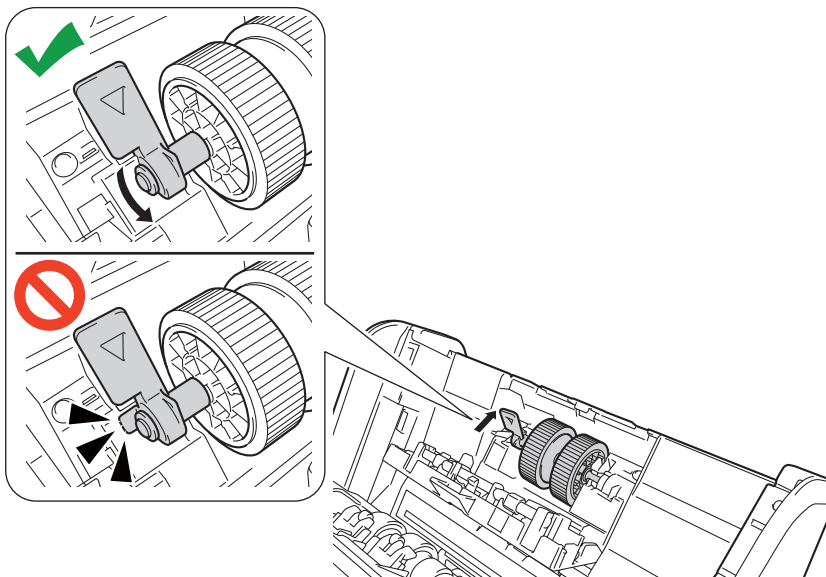
- 7 Insert the new pick-up roller into the machine as shown in the illustration.



- 8 Rotate the lever back and forth to find a spot where you can slide the pick-up roller into the slot.



- 9 Rotate the green lever until the pick-up roller locks into place.



- 10 Close the pick-up roller cover.
- 11 Close the front cover and attach the Extendable ADF.
- 12 Reset the pick-up roller's counter (see *Reset the Usage Counters* on page 219).

NOTE

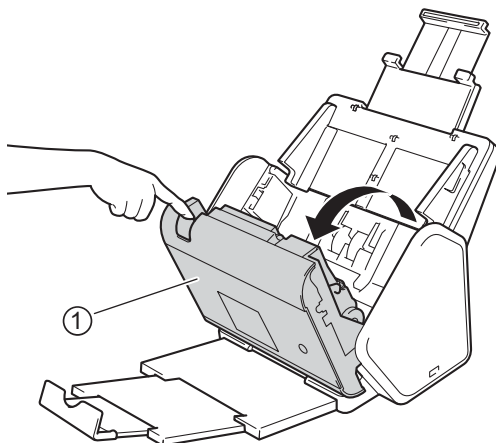
Confirm the following:

- The Roller Count value is 0.
- The Touchscreen or LED indications do not display a replace pick-up roller message.

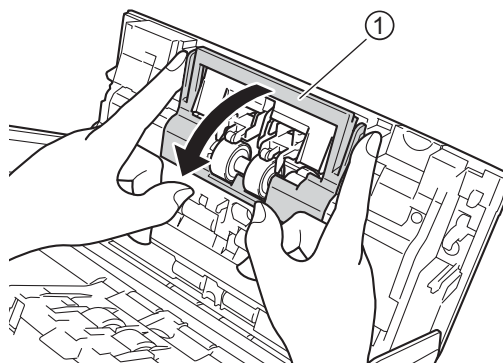
Replace the Reverse Roller

Your machine is equipped with a scan counter that automatically counts how many times the machine has scanned. After approximately 200,000 scans, you may have to replace the reverse roller.

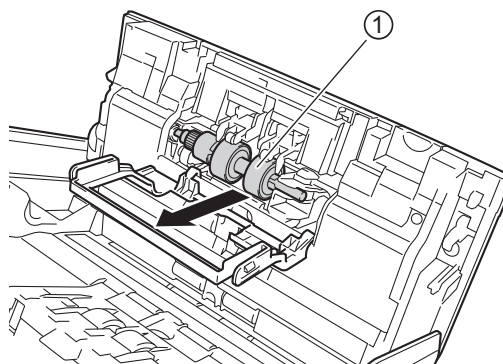
- 1 Open the front cover ①.



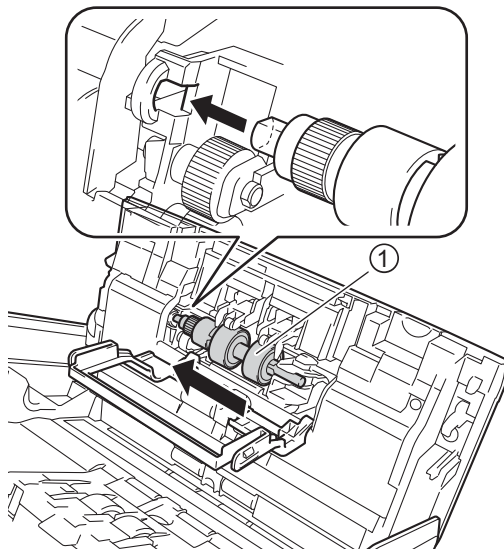
- 2 At the back of the machine, pinch both sides of the reverse roller cover ①, and then pull the cover down.



- 3 Slide the reverse roller to the right, and pull it towards you.



- 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.
- 7 Reset the reverse roller counter (see *Reset the Usage Counters* on page 219).

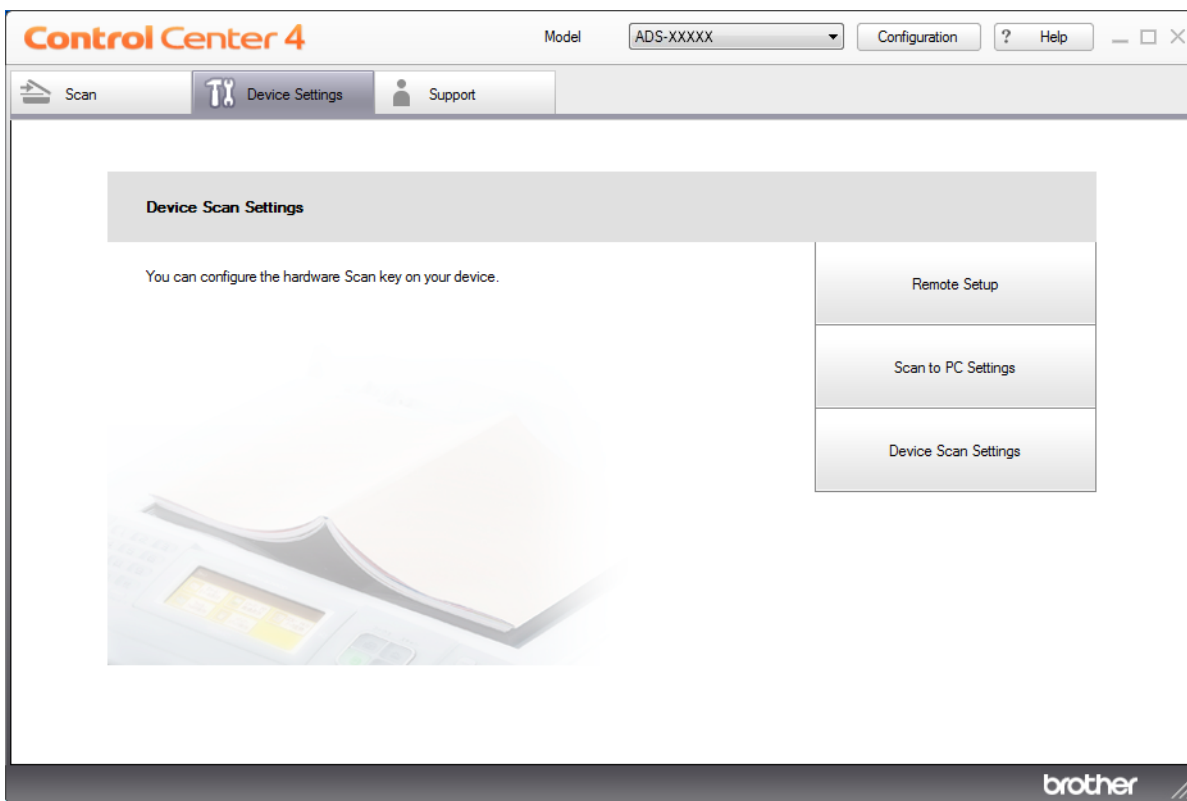
NOTE

Make sure you have checked the following:

- The reverse roller count value is 0 (see *Check Supplies Replacement Cycle (ADS-2400N / ADS-3000N)* on page 210).
- The Touchscreen or LED indications do not display either a Replace Roller or Replace Parts message.

Reset the Usage Counters

- 1 Start the 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

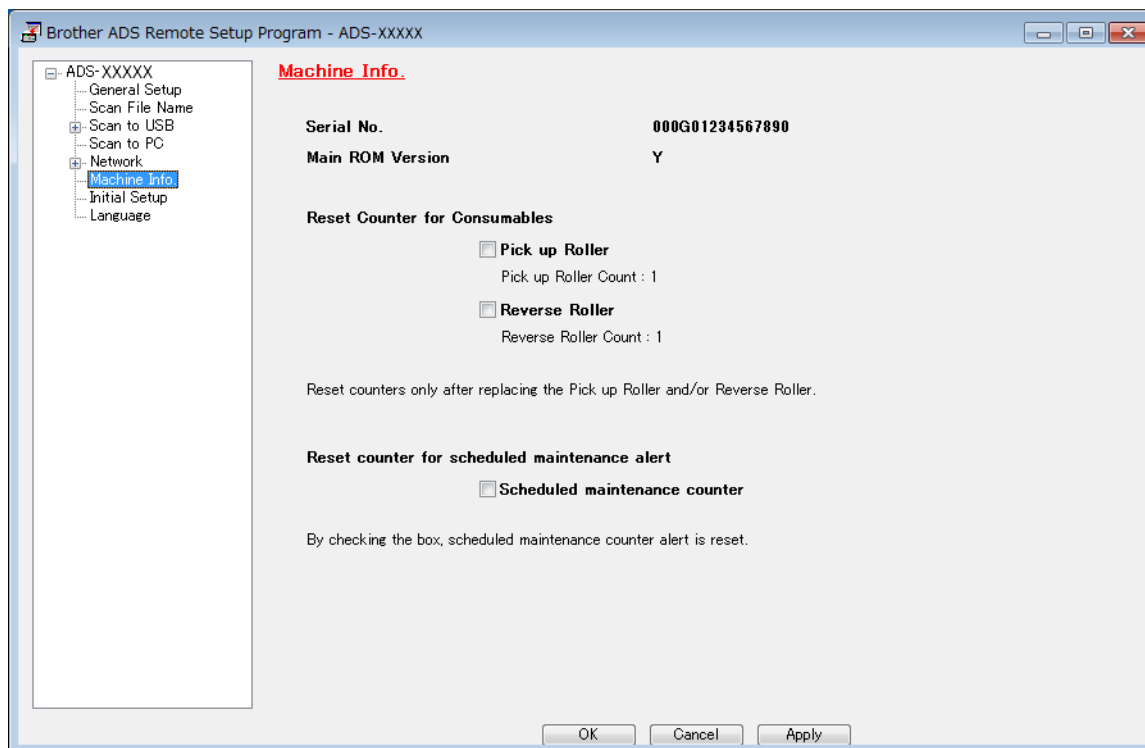
- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE

- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

- 2 The Remote Setup window appears.



- 3 Select **Machine Info.** in the navigation tree, and then select the **Scheduled maintenance counter** option.



- 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.

- 4 Click **Apply**.
- 5 Click **OK**.

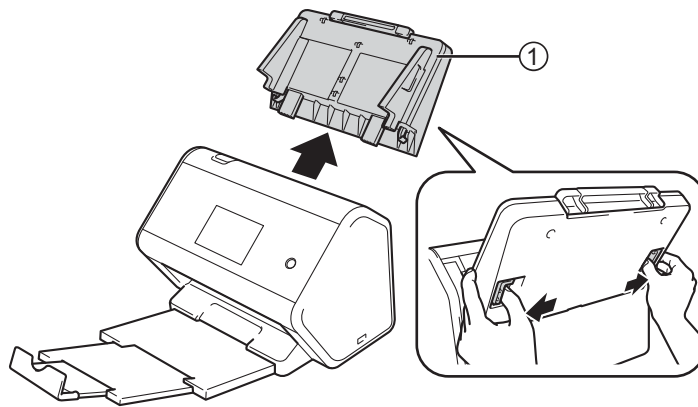
Reset the Usage Counters (ADS-2800W / ADS-3600W)

- 1 On your scanner's Touchscreen press  (All Settings).
- 2 Press Machine Info.
- 3 Press Usage Counter.
- 4 Do one of the following:
 - To reset the reverse roller counter, press Reverse roller Count.
 - To reset the pick-up roller counter, press Pick up roller Count.
- 5 When the Touchscreen displays a confirmation message, press Yes.
- 6 Press .

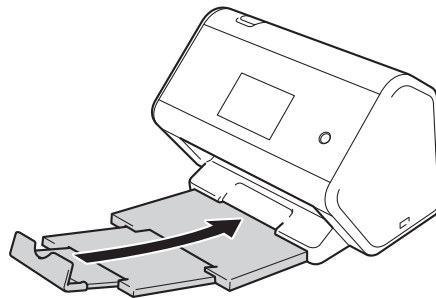
Packing and Shipping the Machine

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.

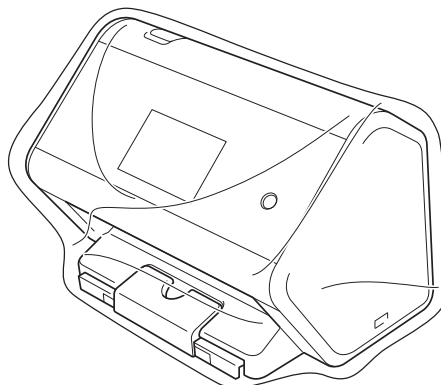
- 1 Firmly collapse the Extendable ADF.
- 2 Remove the Extendable ADF ① while releasing the levers on the back side.



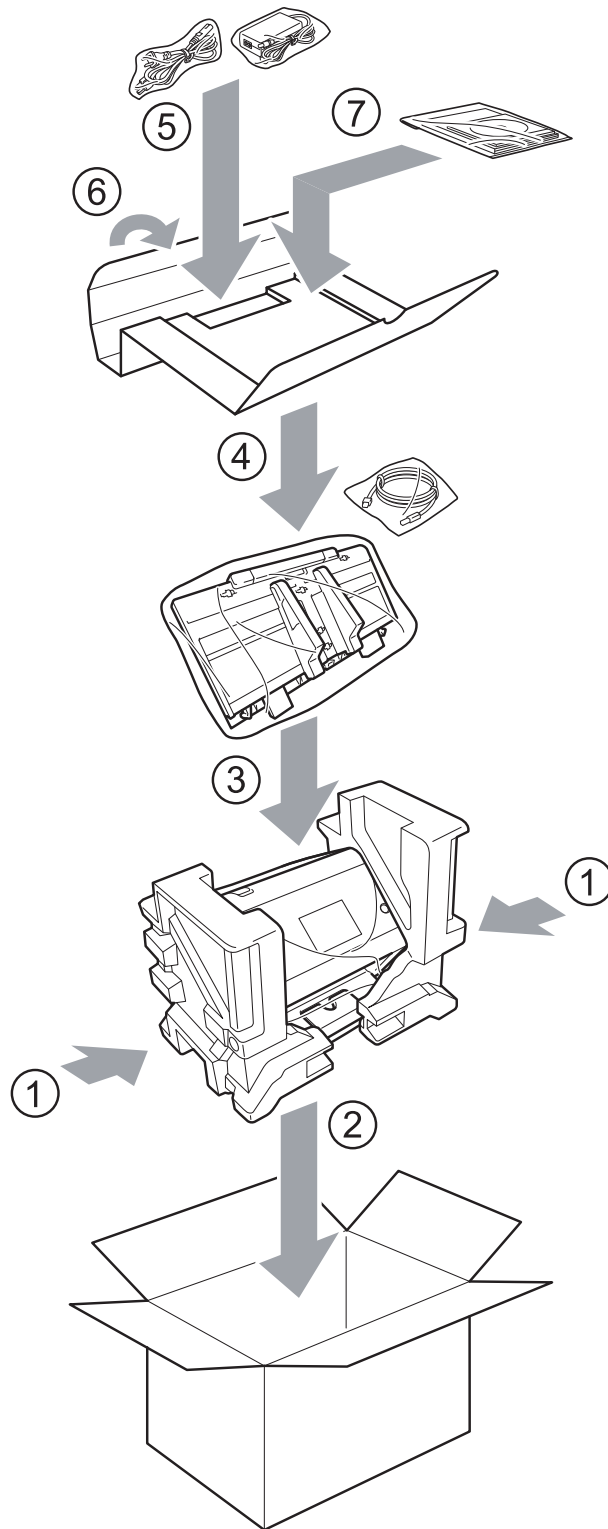
- 3 Firmly push the Output Tray into the machine.



- 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.

Overview

This chapter explains how to resolve typical problems you may encounter when using your Brother machine. Go to your model's **Manuals** page on the Brother Solutions Center at support.brother.com to download the other manuals.

Identifying The Problem

Make sure you have checked the following:

- The AC power cord 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 249.

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.	<p>To clear the error, do one of the following:</p> <ul style="list-style-type: none"> ■ 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. <p>To avoid the error, do one of the following:</p> <ul style="list-style-type: none"> ■ Reduce the numbers of your documents. ■ Reduce the 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 <i>Replace the Pick-up Roller</i> on page 213.
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 <i>Replace the Reverse Roller</i> on page 217.
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 <i>Replace the Pick-up Roller</i> on page 213 and <i>Replace the Reverse Roller</i> on page 217.
Unable to Scan XX (XX is an error code.)	A machine error has occurred.	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 on, make a note of the error message and report it to your Brother dealer or Brother customer service.
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	<ul style="list-style-type: none"> ■ The Paper Guides are not set to the correct document size. ■ The settings are not suitable for your document. ■ Paper dust has accumulated on the surface of the pick-up roller or reverse roller. 	<p>Clear the document jam (see <i>Document Jam</i> on page 229), and then do the following:</p> <ul style="list-style-type: none"> ■ 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 you are not feeding the document straight, use Continuous Scanning. ■ Confirm the settings. See <i>Important in Document Jam</i> on page 229. ■ Clean the pick-up roller and reverse roller. See <i>Clean the Scanner and Rollers</i> on page 205.
Multifeed detection	Multiple pages were fed at the same time.	Clear the multifeed. See <i>Document Jam</i> on page 229.
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 Storage	The inserted USB flash drive is full.	<p>Press any button (ADS-2400N / ADS-3000N) or Close (ADS-2800W / ADS-3600W), and then do one of the following:</p> <ul style="list-style-type: none"> ■ 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 while it was being accessed.	Press any button (ADS-2400N / ADS-3000N) or Close (ADS-2800W / ADS-3600W).
USB Write-protected	The inserted USB flash drive is write-protected.	<p>Remove the write-protected USB flash drive, press any button (ADS-2400N / ADS-3000N) or Close (ADS-2800W / ADS-3600W), and then do one of the following:</p> <ul style="list-style-type: none"> ■ Turn the USB flash drive's write-protection off, and then try again. ■ 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.	<p>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.</p>

Error message	Cause	Action
File Name Cannot Be Used	The maximum sequential number 99 sequential number for the file name has been reached.	Press any button (see <i>File Name Cannot Be Used (Scan to USB)</i> on page 253) (ADS-2400N / ADS-3000N) or  (ADS-2800W / ADS-3600W), and then do one of the following: <ul style="list-style-type: none"> ■ Delete unused files from the USB flash drive and then try again. ■ Change the file name. See <i>Save Scanned Documents on a USB Flash Drive</i> on page 137.
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 <i>Scan Documents to an FTP Server</i> on page 142, <i>Scan Documents to an SFTP Server</i> on page 151 or <i>Scan Documents to a Shared Folder / Network Location (Windows®)</i> on page 160.
No Certificate	The certificate does not exist, or is corrupted.	Configure the settings under Signed PDF in the Administrator tab in Web Based Management. See <i>Scan Documents to an FTP Server</i> on page 142 or <i>Scan Documents to a Shared Folder / Network Location (Windows®)</i> on page 160.
Address Book Full	The Address Book is full.	Delete unnecessary email addresses and then try again.
Registration Failed	(Email Address) The email address is too long.	You can enter an email address that contains up to 64 characters.
	(Shortcut) The maximum number of email addresses in a shortcut has been reached.	Delete unnecessary email addresses and then try again.
Shortcuts Full	The maximum number of shortcuts has been reached.	Delete unnecessary shortcuts and then try again.
Cannot Delete	The email address is registered in a shortcut.	You cannot delete an email address used 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 <i>Secure Function Lock 3.0 (ADS-2800W / ADS-3600W)</i> on page 39.
Scheduled Maintenance alert	Periodic maintenance is required. (Every 5,000 pages)	Clean the pick-up roller and reverse roller and clear the counter. See <i>Clean the Scanner and Rollers</i> on page 205.

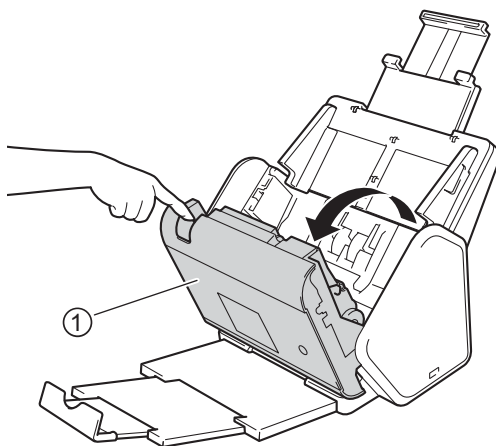
Document Jam

Documents can jam in the ADF if:

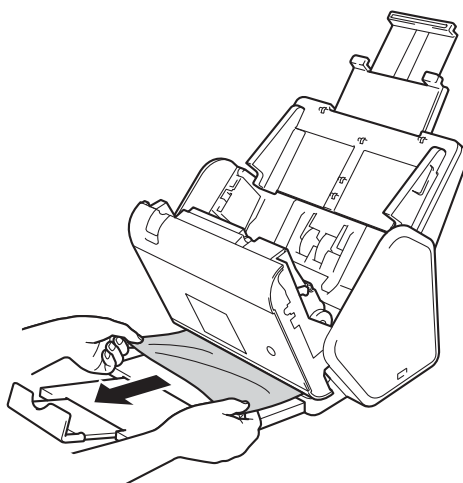
- the documents are not inserted or fed correctly
- the documents are too long
- multiple pages are fed at the same time (multifeed)

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 Reverse Roller* on page 217 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 205.
 - 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 jams when using long paper, you must select **Long Paper** for **Scan Size** or **Document Size**.

■ When you scan from your computer

- *Change Scan Settings (ControlCenter4) (Windows®)* on page 98
- *Change Scan Button Settings from Brother iPrint&Scan (Mac)* on page 104

■ 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
<p>TWAIN or WIA errors appear when starting to scan. (Windows®)</p>	<p>The TWAIN or WIA driver has not been selected as the primary source in your scanning application.</p>	<p>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 Scan Settings, and then Select to select the Brother TWAIN/WIA driver.</p>
<p>TWAIN errors appear when starting to scan. (Macintosh)</p>	<p>The TWAIN driver has not been selected as the primary source in your scanning application.</p>	<p>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.</p>
<p>OCR does not work.</p>	<p>The scanner resolution is too low.</p>	<p>Increase the scanner resolution.</p>
<p>Vertical lines are seen in the scanned image.</p>	<p>Paper dust has accumulated on the surface of the glass strips.</p>	<p>Clean the glass strips inside the machine. See <i>Clean the Scanner and Rollers</i> on page 205.</p>
<p>The scanned image is missing.</p>	<ul style="list-style-type: none"> ■ The Paper Guides are not adjusted to fit the width of the document. ■ The Auto Deskew feature was set to On when the document was scanned. ■ The settings are not suitable for your document. For example, a Letter/A4 size document was fed when Executive/A5 was selected as document size. 	<ul style="list-style-type: none"> ■ 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. ■ Set Auto Deskew to Off. ■ Make sure the document size settings are suitable for your document. <p>Configure the margin settings and adjust the scanning position. For more information, see <i>Split and Save a Scanned File</i> on page 194.</p>

Difficulty	Cause	Suggestions
The scanned image is skewed.	<ul style="list-style-type: none"> ■ The Paper Guides are not adjusted to fit the width of the document. ■ The Auto Deskew feature was set to Off when the document was scanned. ■ The Long Paper setting is selected. 	<ul style="list-style-type: none"> ■ 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. ■ Set Auto Deskew to On. ■ Select a setting 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 style="list-style-type: none"> ■ Paper dust has accumulated on the surface of the pick-up roller or reverse roller. ■ Too many documents are loaded in the ADF at a time. ■ There are foreign objects in the ADF. ■ Your document is too thin or too thick. ■ Remote Setup is in progress. ■ Paper ejection has paused. ■ The reverse roller cover is not closed correctly. 	<ul style="list-style-type: none"> ■ Clean the reverse roller and pick-up roller. To clean the reverse roller, see <i>Replace the Reverse Roller</i> on page 217 to learn 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 <i>Clean the Scanner and Rollers</i> on page 205. ■ Make sure the maximum number of pages is suitable for your document. See <i>Acceptable Documents</i> on page 50. ■ Remove any foreign objects or ripped paper from the ADF. ■ Make sure your document is acceptable for the machine. See <i>Acceptable Documents</i> on page 50. ■ Cancel Remote Setup. ■ Remove any paper from the ADF. ■ Securely cover the reverse roller cover until the hooks fit into the front cover.
The document is jammed.	<ul style="list-style-type: none"> ■ Paper dust has accumulated on the surface of the pick-up roller or reverse roller. ■ There are foreign objects in the ADF. ■ Your document is not acceptable for the machine. 	<ul style="list-style-type: none"> ■ Clean the reverse roller and pick-up roller. To clean the reverse roller, see <i>Replace the Reverse Roller</i> on page 217 to learn 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 <i>Clean the Scanner and Rollers</i> on page 205. ■ Remove any foreign objects or ripped paper from the ADF. ■ Make sure your document is acceptable for the machine. See <i>Acceptable Documents</i> on page 50.

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 style="list-style-type: none"> ■ Paper dust has accumulated on the surface of the pick-up roller or reverse roller. ■ Paper dust has accumulated on the surface of the glass strips inside the machine. ■ The resolution is too low. 	<ul style="list-style-type: none"> ■ Clean the reverse roller and pick-up roller. To clean the reverse roller, see <i>Replace the Reverse Roller</i> on page 217 to learn 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 <i>Clean the Scanner and Rollers</i> on page 205. ■ Clean the glass strips inside the machine. See <i>Clean the Scanner and Rollers</i> on page 205. ■ Increase the scanner resolution.
The machine pauses for about three seconds between each page when scanning.	<p>If you scan continuously, the internal temperature of the machine may increase, causing the machine to enter the motor save mode.</p> <p>NOTE</p> <p>The length of the pause may vary depending on the scanning conditions.</p>	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 scanned data are dark.	The settings are not appropriate for the type of document being scanned.	<p>Do one of the following:</p> <ul style="list-style-type: none"> ■ 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.	<ul style="list-style-type: none"> ■ 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 <i>Standard-size Documents</i> 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 <i>Secure Function Lock 3.0 (ADS-2800W / ADS-3600W)</i> 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
The edge of your document does not scan correctly, or the scan is stretched when scanning a thick document.	A thick document hits the output tray.	Scan your document without using the output tray.
Auto Start Scan does not start. (ADS-2800W/ ADS-3600W)	The settings for Auto Start Scan (the 9th Shortcut tab) are incorrect.	Confirm the settings for Auto Start Scan (the 9th Shortcut tab). See <i>Auto Start Scan</i> on page 8

Software Difficulties

Difficulty	Cause	Suggestions
Cannot install software.	—	(Windows® only) Run the scanner driver on the installation disc to repair and reinstall the software.
Cannot start ControlCenter4 (Windows®).	—	If the  icon does not appear 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 configure the settings to scan from the Control Panel of the machine. (ADS-2400N / ADS-3000N)	—	Use Remote Setup. See <i>Set Up the Brother Machine from Your Computer</i> on page 199.



Difficulty	Cause	Suggestions
Cannot save the settings in Remote Setup or Web Based Management.	<ul style="list-style-type: none"> ■ The machine is processing. ■ The machine is being configured from the machine's Control Panel. 	<ul style="list-style-type: none"> ■ Wait until the machine finishes processing and then try again. ■ Stop configuring the machine from the Control Panel.
Cannot start Remote Setup.	<ul style="list-style-type: none"> ■ The machine is turned off. ■ The machine is not connected to your computer. ■ An error has occurred. ■ The machine is scanning. ■ The machine is being configured from the machine's Control Panel. 	<ul style="list-style-type: none"> ■ Turn the machine on and then try again. ■ Connect the machine to your computer and then try again. ■ Clear all errors, and then try again. ■ Wait until scanning has finished and try again. ■ Stop configuring the machine from the Control Panel.

Network Difficulties

Difficulty	Suggestions
Cannot scan over the network.	<p>Make sure your machine is powered on, online and in Ready Mode. Check the current network settings.</p> <p>See <i>Troubleshooting</i> in the <i>Network User's Guide</i>.</p>
The network scanning feature does not work.	<ul style="list-style-type: none"> ■ Windows® You must 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: Select UDP Refer to the instruction manual supplied with your third-party Security/Firewall Software or contact the software manufacturer. ■ Macintosh (Brother iPrint&Scan) In the Finder menu bar, click Go > Applications, and then double-click the Brother iPrint&Scan icon. The Brother iPrint&Scan window appears. Click the Select your Machine button, and then follow the on-screen instructions to reselect your network machine. (TWAIN driver) In the Finder menu bar, click Go > Applications > Brother > TWAIN Driver Utility, and then double-click the Device Selector icon. The Device Selector window appears. Reselect your network machine, make sure Status is idle, and then click OK.


Difficulty	Suggestions
The Brother software cannot be installed.	<ul style="list-style-type: none"> ■ Windows® 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 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. (ADS-2800W / ADS-3600W)	Check the wireless network settings. See <i>Troubleshooting</i> in the <i>Network User's Guide</i> .
Reset the network settings.	See <i>Reset the Machine (ADS-2400N / ADS-3000N)</i> on page 241. See <i>Reset the Machine (ADS-2800W / ADS-3600W)</i> on page 242.
How to check the machine's IP address. (ADS-2400N / ADS-3000N)	(ADS-2400N / ADS-3000N) <ol style="list-style-type: none"> 1. Start the ControlCenter application. 2. Click the Device Settings tab. 3. Click the Scan to Net Settings button. The Web Based Management window appears. 4. Select Network tab. 5. Click Wired.
Cannot recognise the NFC card.	Set NFC to On.

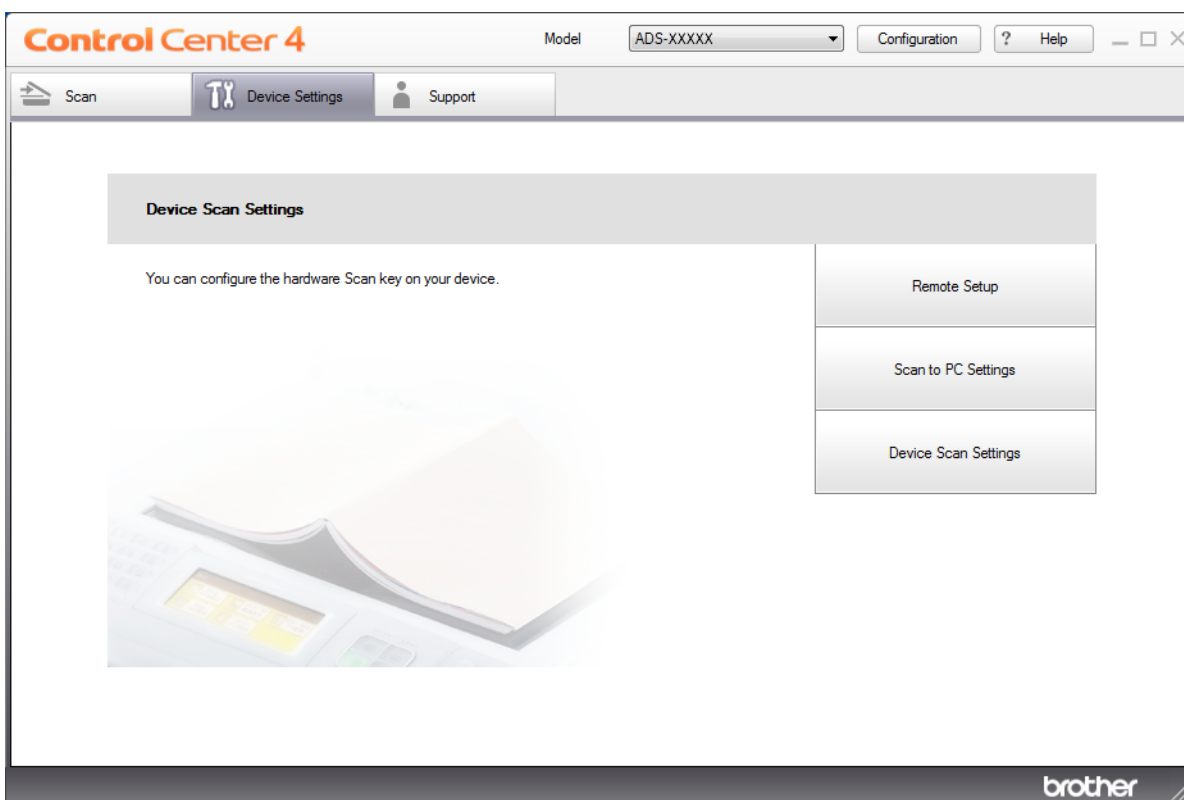
Other Difficulties

Difficulty	Cause	Suggestions
The machine is in Sleep Mode (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: <ul style="list-style-type: none"> ■ Press . ■ Press . ■ Scan using your computer. ■ Open the top cover. ■ Load your document. ■ Touch the screen. ■ Touch an IC Card to the NFC reader.
The machine is not turned on.	The machine was plugged in without waiting for 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 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**).
 - 3 Click the **Remote Setup** button.



NOTE

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



■ Macintosh

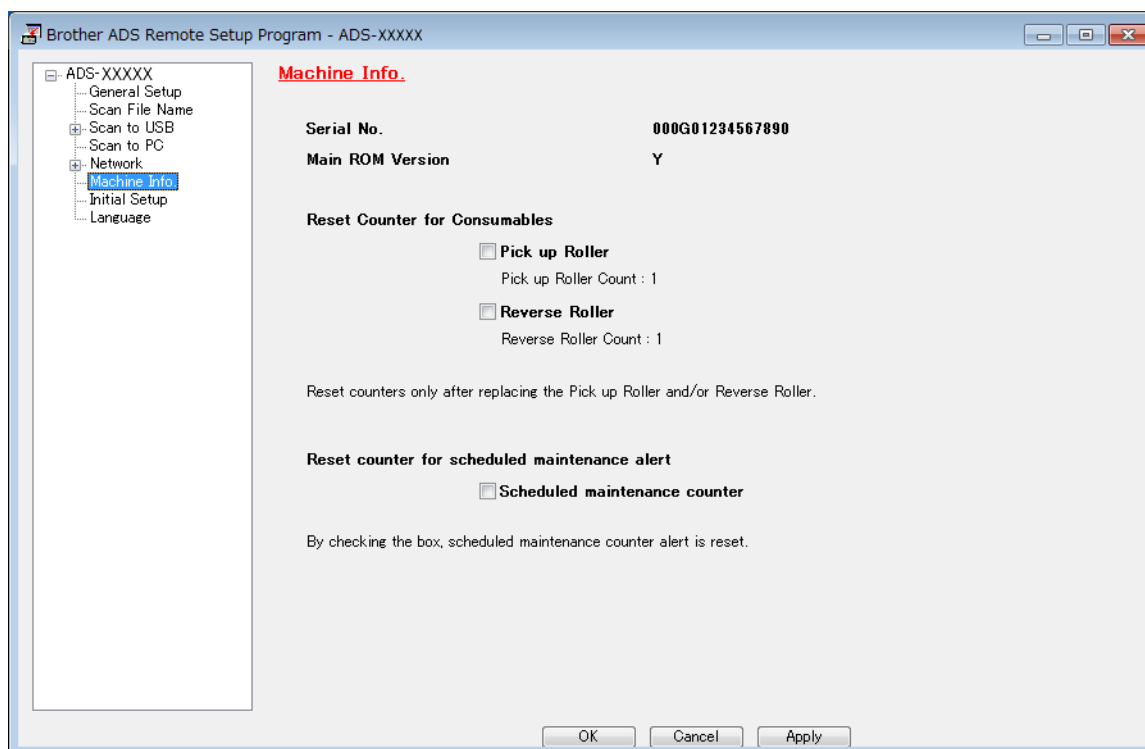
- 1 In the **Finder** menu bar, click **Go > Applications > Brother**.
- 2 Double-click the Remote Setup icon.

NOTE


- To use Remote Setup, go to your model's **Downloads** page on the Brother Solutions Center at support.brother.com and download Remote Setup from **Utilities**.
- Remote Setup for Mac supports USB connections only.
- Remote Setup for Mac supports macOS 10.13 or earlier.

- 2 The Remote Setup window appears.


- 3 Select **Machine Info.** in the navigation 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  (**All 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  (**All Settings**).
- 2 Press Network.
- 3 Press WLAN.
- 4 Press ▲ or ▼ to display WLAN Enable.
- 5 Press WLAN Enable.
- 6 Press On (or Off).

LAN Enable/Disable

ADS-2800W/ADS-3600W


- 1 Press .
- 2 Press Network.
- 3 Press Wired LAN.
- 4 Press ▲ or ▼ to display Wired Enable.
- 5 Press Wired Enable.
- 6 Press On (or Off).

ADS-2400N/ADS-3000N





- 1 Open the front cover.
- 2 Press and hold  and  for about five seconds until the machine beeps.
To disable LAN: press and hold  and  for about five seconds until the machine beeps.

USB Enable/Disable

ADS-2800W/ADS-3600W

- 1 Press .
- 2 Press Initial Setup.
- 3 Press USB/PC Port.
- 4 Press On (or Off).
- 5 Press OK for two seconds to reboot the machine.

ADS-2400N/ADS-3000N

- 1 Open the front cover.
- 2 Press and hold  and  for about five seconds until the machine beeps.
To disable USB: press and hold  and  for about five seconds until the machine beeps.
- 3 The machine reboots.

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.

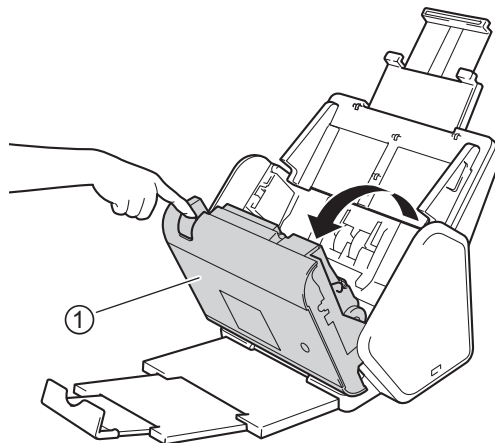
We recommend performing this procedure before transferring, or disposing of, the machine.

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 IPsec.
- 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.

- 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  (All Settings).
- 2 Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup, and then Reset.
- 4 Press the type of reset you want.
- 5 Press OK for two seconds to restart the machine.

General

NOTE

This chapter provides a summary of the machine's specifications. For additional specifications, visit support.brother.com

Model		ADS-2400N ⁵	ADS-3000N ⁵	ADS-2800N ⁵	ADS-3600N ⁶
Memory Capacity	Standard	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 ¹	
Approx. Power Consumption²	Scanning³	27 W	30 W	27 W	30 W
	Ready⁴	2.5 W	3.6 W	3.3 W	4.4 W
	Sleep	1.3 W	2.2 W	1.4 W	2.3 W
	Power Down	0.12 W			

¹ Measured diagonally.

² Measured when the machine is connected to your computer.

³ When 2-sided (duplex) scanning.

⁴ The USB port, wired LAN port and NFC (only for applicable model) are activated. The USB port is connected.

⁵ Measured when the machine's USB, wired LAN connection are activated and USB Flash Drive is connected.

⁶ Measured when the machine's USB, wired LAN and NFC (only for applicable model) connection are activated and USB Flash Drive is connected.

Model		ADS-2400N	ADS-3000N	ADS-2800W	ADS-3600W
Dimensions		<p>The technical drawings show the following dimensions:</p> <ul style="list-style-type: none"> Front View (Top): Height is 250 mm, width is 306 mm. Side View (Top): Depth is 182 mm, total width is 258 mm. Front View (Bottom): Total height including top assembly is 356 mm, height to the top of the main body is 199 mm, and width is 306 mm. Side View (Bottom): Total width including the extended arm is 665 mm, with segments of 313 mm and 352 mm. 			
Approx. Weights		4.45 kg (ADS-2400N / ADS-3000N)		4.55 kg (ADS-2800W / ADS-3600W)	
Temperature	Operating	Between 5°C and 35°C			
	Storage	Between 0°C and 40°C			

A

Model		ADS-2400N	ADS-3000N	ADS-2800W	ADS-3600W
Humidity		Operating	Between 20% and 80%		
		Storage	Between 10% and 90%		
ADF (Automatic Document Feeder)		Up to 50 pages (Paper: 80 g/m ² Legal size, or less than 5 mm)			
Document Size	Multiple Paper	Width	Between 51 mm and 215.9 mm		
		Length	Between 51 mm and 355.6 mm		
	Single Paper	Width	Between 51 mm and 215.9 mm		
		Length	Between 51 mm and 5000 mm		

Scanner

Colour/Black		Yes / Yes
TWAIN Compliant	Windows [®]	Windows [®] XP 32 bit (SP3) / Windows Vista [®] / Windows Server [®] 2003 R2 32 bit (SP2) / Windows Server [®] 2008 / Windows Server [®] 2008 R2 / Windows Server [®] 2012 / Windows Server [®] 2012 R2 / Windows [®] 7 / Windows [®] 8 / Windows [®] 8.1 / Windows [®] 10
	Macintosh	OS X 10.8.5, 10.9.x, 10.10.x, 10.11.x ¹
WIA Compliant	Windows [®]	Windows [®] XP 32 bit (SP3) / Windows Vista [®] / Windows [®] 7 / Windows [®] 8 / Windows [®] 8.1 / Windows [®] 10
ICA Compliant	Macintosh	OS X 10.8.5, 10.9.x, 10.10.x, 10.11.x ¹
ISIS™ Compliant	Windows [®]	Windows Vista [®] / Windows [®] 7 / Windows [®] 8 / Windows [®] 8.1 / Windows [®] 10
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

¹ For the latest driver updates for the version of macOS you are using, visit support.brother.com

Direct Scan Feature (Scan to USB)

Compatible Media	USB flash drive 1 ¹
Interface	Interface USB 2.0 Hi Speed

¹ USB Mass Storage standard up to 64 GB
Supported formats: FAT12/FAT16/FAT32/exFAT

Interfaces

USB	(ADS-2400N / ADS-2800W) Hi-Speed USB 2.0 ^{1, 3} Use a USB 2.0 cable (Type A/B) that is no more than 2 metres long. (ADS-3000N / ADS-3600W) USB 3.0 SuperSpeed Port ^{1, 2}
LAN ⁴	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)

¹ 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.

² 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.

³ Third-party USB ports are not supported.

⁴ See *Network* on page 246.
See *Supported Protocols and Security Features* in the *Network User's Guide*.

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 ¹ 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 WLAN Assistant

¹ If you require more advanced scanner management, use the latest Brother BRAdmin Professional utility version available as a download from support.brother.com

Computer Requirements

SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS													
Computer Platform and Operating System Version		Supported Computer Software Functions	Computer Interface	Minimum Processor Speed	Minimum RAM	Recommended RAM	Hard Disk Space to Install						
							For Drivers	For Applications					
Windows® Operating System	Windows® XP 32 bit (SP3) ¹	Scanning	USB 10/100/ 1000Base-TX (Ethernet) Wireless ⁴ 802.11b/g/n	Intel® Pentium® II or equivalent	128 MB	256 MB	150 MB	1 GB					
	Windows Vista® ¹								Intel® Pentium® 4 or equivalent 64 bit (Intel® 64 or AMD64) supported CPU	512 MB	1 GB	500 MB	1 GB
	Windows Server® 2003 R2 32 bit (SP2) ^{2, 3}								1 GB (32 bit) 2 GB (64 bit)	1 GB (32 bit) 2 GB (64 bit)	650 MB	1 GB	
	Windows Server® 2008 ²												
	Windows Server® 2008 R2 ²												
	Windows Server® 2012 ²												
	Windows Server® 2012 R2 ²												
	Windows® 7 ¹												
	Windows® 8 ¹												
	Windows® 8.1 ¹												
Windows® 10 ¹													
Macintosh Operating System	OS X 10.8.5 OS X 10.9.x OS X 10.10.x OS X 10.11.x	Scanning	USB ⁵ 10/100/ 1000Base-TX (Ethernet) Wireless ⁴ 802.11b/g/n	Intel® Processor	2 GB	2 GB	80 MB	1 GB					
<p>Conditions:</p> <p>¹ Nuance™ PaperPort™ 14SE supports Windows® XP 32 bit (SP3), Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1 and Windows® 10.</p> <p>² • The Desktop Experience Pack is needed. • This operating system does not support the supplied applications.</p> <p>³ Server OS supports Scanner Driver Only.</p> <p>⁴ ADS-2800W and ADS-3600W.</p> <p>⁵ Third-party USB ports are not supported.</p> <p>For the latest driver updates, visit support.brother.com All trademarks, brand and product names are the property of their respective companies.</p>													



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 .



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.

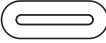


Making Corrections

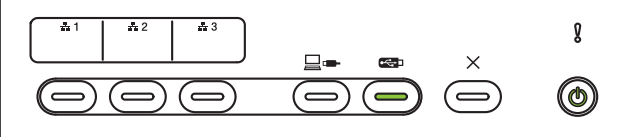
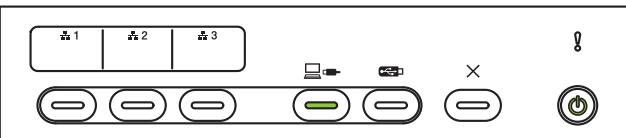
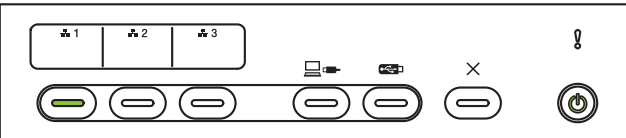
If you entered an incorrect character and want to change it, press  to move the cursor to highlight the incorrect character, and then press . Enter the correct character. You can also insert letters by moving the cursor and entering a character.

Press  for each character you want to erase, or press and hold  to erase all the characters.

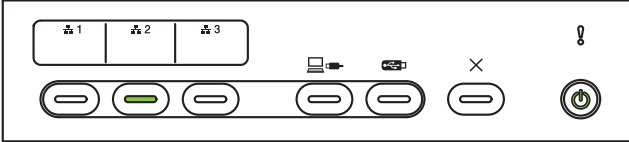
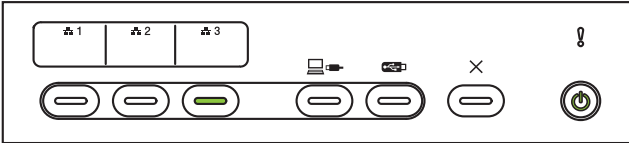
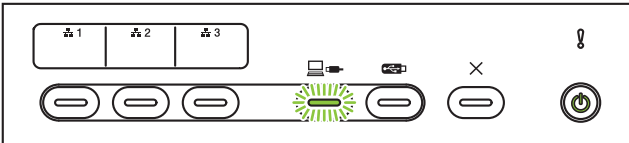
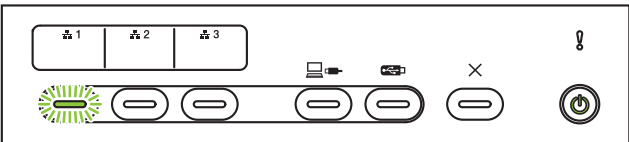
LED Indications (ADS-2400N / ADS-3000N)

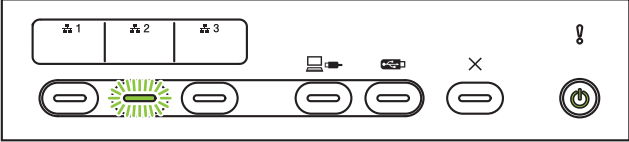
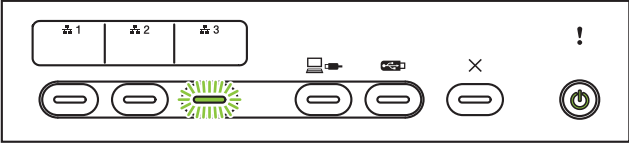
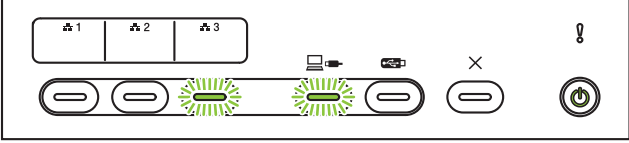
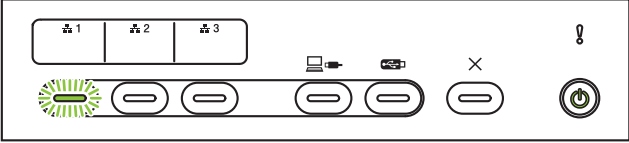
The LED indications shown in the table below are used in the illustrations in this chapter.

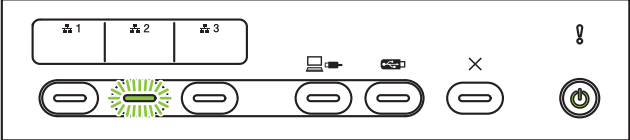
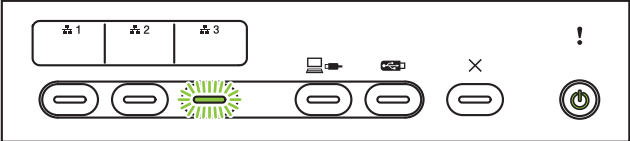
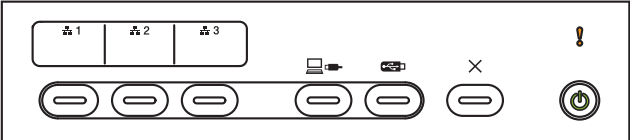
! or 	The LED is off.
! or 	The LED is on.
or 	The LED is blinking.

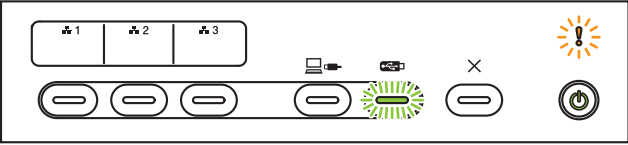
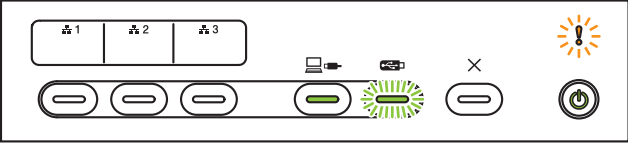
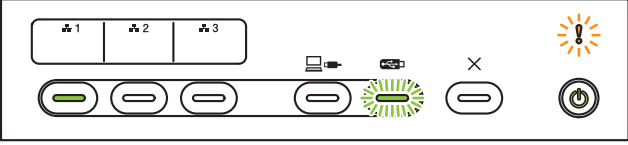
LEDs	Machine Status
	<p>Ready (USB connected)</p> <p>The machine is ready to scan and connected to a USB device.</p>
	<p>Ready (Computer connected)</p> <p>The machine is ready to scan and connected to your computer.</p>
	<p>Ready (Network Device 1)</p> <p>The machine is ready to scan and connected to Network Device 1.</p>

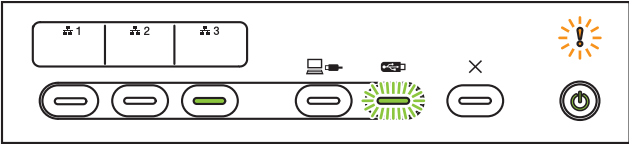
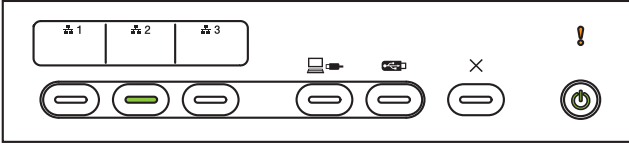
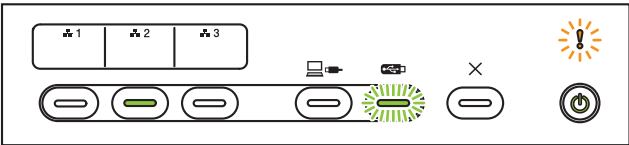
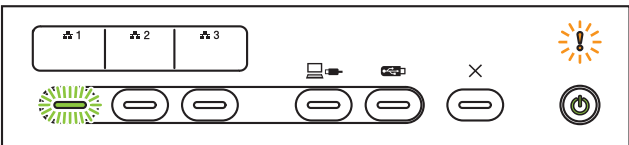
B

LEDs	Machine Status
	<p>Ready (Network Device 2)</p> <p>The machine is ready to scan and connected to Network Device 2.</p>
	<p>Ready (Network Device 3)</p> <p>The machine is ready to scan and connected to Network Device 3.</p>
	<p>Connecting (Scan to PC)</p> <p>The machine is connecting to scan to a computer.</p>
	<p>Connecting (Scan to Network Device 1)</p> <p>The machine is connecting to scan to Network Device 1.</p>

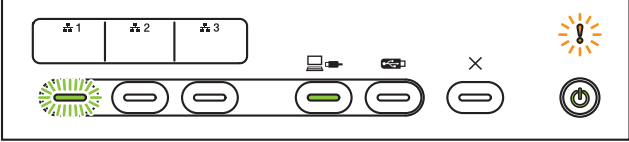
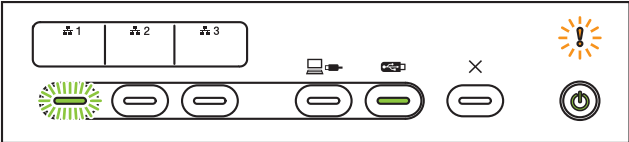
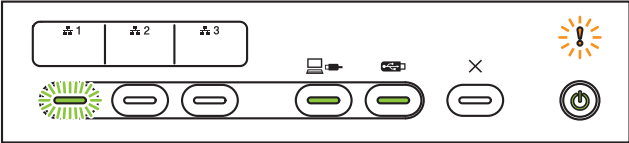
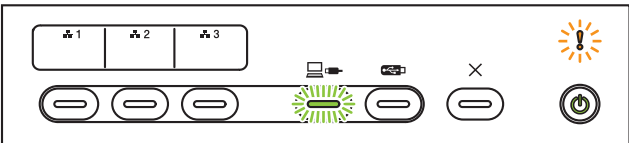
LEDs	Machine Status
	<p>Connecting (Scan to Network Device 2) The machine is connecting to scan to Network Device 2.</p>
	<p>Connecting (Scan to Network Device 3) The machine is connecting to scan to Network Device 3.</p>
	<p>Scanning (Scan from PC) The machine is scanning from a computer.</p>
	<p>Sending (Scan to Network Device 1) The machine is scanning to the device that you assigned to Network Device 1.</p>

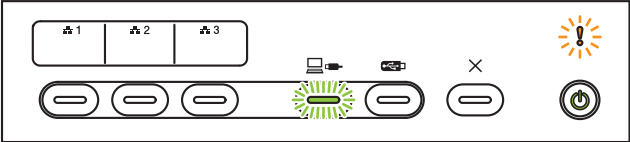
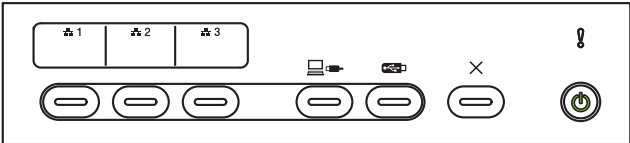
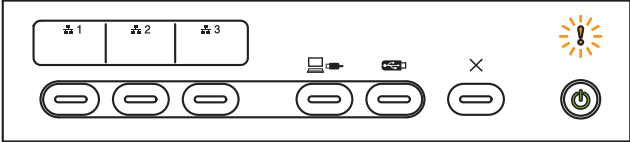
LEDs	Machine Status
	<p>Sending (Scan to Network Device 2)</p> <p>The machine is scanning to the device that you assigned to Network Device 2.</p>
	<p>Sending (Scan to Network Device 3)</p> <p>The machine is scanning to the device that you assigned to Network Device 3.</p>
	<p>All Pages Were Skipped</p> <p>All scanned pages were skipped as blank pages. Press any button, and then do one of the following:</p> <ul style="list-style-type: none"> ■ Place your document, face down, top edge first in the ADF. ■ Set Blank Page Skip to Off by doing one of the following: <ul style="list-style-type: none"> • See <i>Change Scan Settings (ControlCenter4) (Windows®)</i> on page 98. • See <i>Scan Using Brother iPrint&Scan (Mac)</i> on page 104. • See <i>Change Scan to PC Settings (Windows®)</i> on page 186. • See <i>Scan Options Using the Touchscreen (ADS-2800W / ADS-3600W)</i> on page 194.

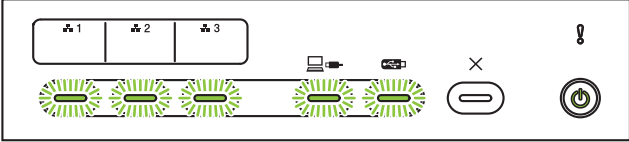
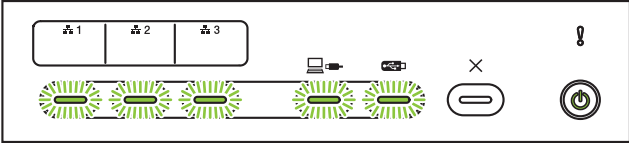
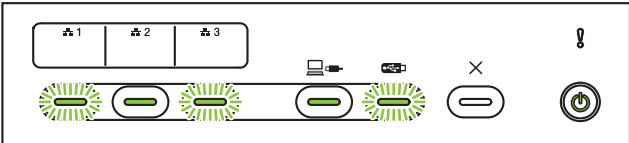
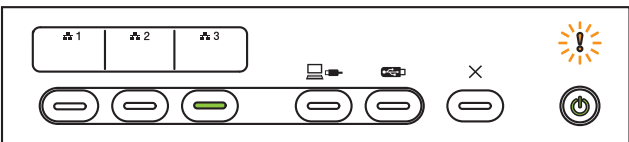
LEDs	Machine Status
 <p>The diagram shows a control panel with three document trays (1, 2, 3) and a power button. The USB indicator LED is lit green, and the error LED (light bulb icon) is lit orange.</p>	<p>Out of Memory (Scan to USB)</p> <p>The machine memory is full and the machine cannot scan the entire document.</p> <p>To clear the error, do one of the following:</p> <ul style="list-style-type: none"> ■ Press any button. ■ Turn the machine off and on by unplugging the machine from the AC electrical socket, and then plugging the machine in again. <p>To prevent the error, do one of the following:</p> <ul style="list-style-type: none"> ■ Reduce the number of your documents. ■ Decrease the resolution setting or file size.
 <p>The diagram shows a control panel with three document trays (1, 2, 3) and a power button. The USB indicator LED is lit green, and the error LED (light bulb icon) is lit orange.</p>	<p>Too Many Files on USB (Scan to USB)</p> <p>Your machine cannot save to a USB flash drive if the drive contains too many files. Remove the USB flash drive, press any key, and then do one of the following:</p> <ul style="list-style-type: none"> ■ Delete unused files or folders from the root folder of the USB flash drive, and then try again. ■ Use a USB flash drive that contains fewer than 999 files.
 <p>The diagram shows a control panel with three document trays (1, 2, 3) and a power button. The USB indicator LED is lit green, and the error LED (light bulb icon) is lit orange.</p>	<p>File Name Cannot Be Used (Scan to USB)</p> <p>The maximum sequential number for the file name has been reached. Press any button, and then do one of the following:</p> <ul style="list-style-type: none"> ■ Delete unused files from the USB flash drive, and then try again. ■ Change the file name by doing one of the following: <ul style="list-style-type: none"> • See <i>Change Scan Settings (ControlCenter4) (Windows®)</i> on page 98. • See <i>Scan Using Brother iPrint&Scan (Mac)</i> on page 104. • See <i>Change Scan to PC Settings (Windows®)</i> on page 186. • See <i>Save Scanned Documents on a USB Flash Drive</i> on page 137.

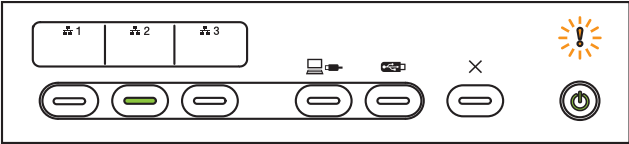
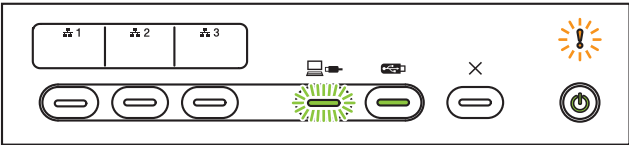
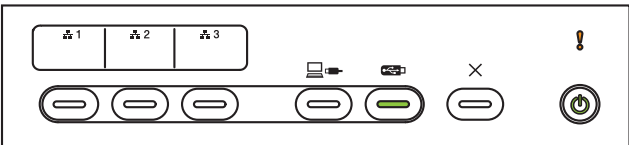
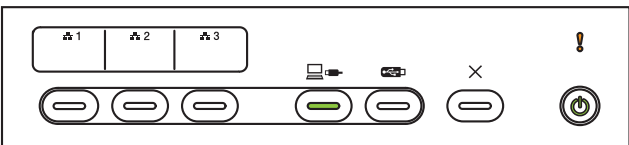
LEDs	Machine Status
 <p>The diagram shows a control panel with three status LEDs labeled 1, 2, and 3. LED 3 is illuminated green. To the right of the LEDs are icons for a printer, a USB drive, a crossed-out USB drive, and a power button. An orange warning icon (exclamation mark in a triangle) is located in the top right corner of the panel area.</p>	<p>Write Protect Media is write protected. To clear the error, press Stop.</p>
 <p>The diagram shows a control panel with three status LEDs labeled 1, 2, and 3. LED 2 is illuminated green. To the right of the LEDs are icons for a printer, a USB drive, a crossed-out USB drive, and a power button. An orange warning icon (exclamation mark in a triangle) is located in the top right corner of the panel area.</p>	<p>Scheduled Maintenance Alert Scheduled maintenance alert counter is up to max. Please clean the rollers in the machine and reset the counter.</p>
 <p>The diagram shows a control panel with three status LEDs labeled 1, 2, and 3. LED 2 is illuminated green. To the right of the LEDs are icons for a printer, a USB drive, a crossed-out USB drive, and a power button. An orange warning icon (exclamation mark in a triangle) is located in the top right corner of the panel area.</p>	<p>Access Error Media has been pulled out. To clear the error, press Stop.</p>
 <p>The diagram shows a control panel with three status LEDs labeled 1, 2, and 3. LED 1 is illuminated green. To the right of the LEDs are icons for a printer, a USB drive, a crossed-out USB drive, and a power button. An orange warning icon (exclamation mark in a triangle) is located in the top right corner of the panel area.</p>	<p>Authenticate Error (Scan to FTP) The FTP user name and password you have entered are incorrect or not configured correctly. Confirm that the user name and password are configured or entered correctly, and then try again.</p>

B

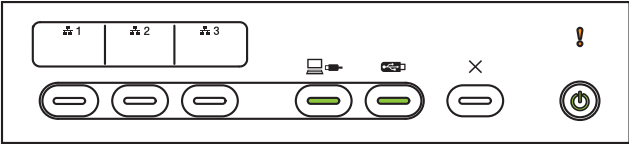
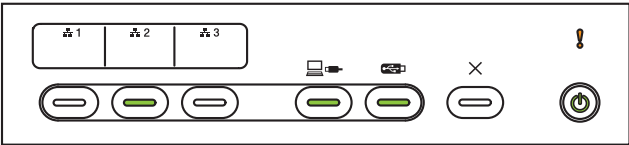
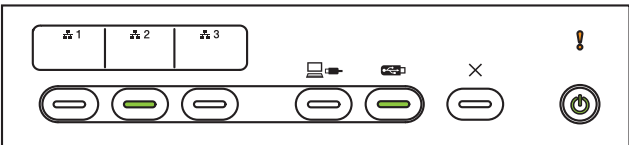
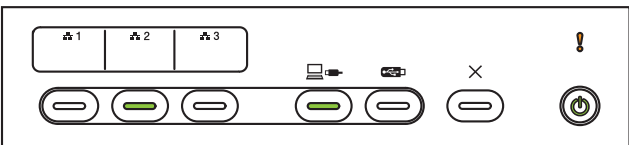
LEDs	Machine Status
	<p>Server Time Out (Scan to FTP)</p> <p>Check the following and then try again:</p> <ul style="list-style-type: none"> ■ The network settings are correct. ■ Your wireless access point/router is turned on. ■ The remote FTP server is turned on. ■ The name (or IP address) of the FTP remote server is correct.
	<p>Sending Error (Scan to FTP)</p> <p>Check the following and then try again:</p> <ul style="list-style-type: none"> ■ You have writing permission for the destination folder. ■ The hard disk containing the destination folder is not full. (If the hard disk is full, free some disk space, and then try again.)
	<p>Out of Memory (Scan to FTP)</p> <p>The machine memory is full and the machine cannot scan the entire document. To clear the error, do one of the following:</p> <ul style="list-style-type: none"> ■ Press any button. ■ Turn the machine off and then on by unplugging the machine from the AC electrical socket and then plugging the machine in again. <p>To prevent the error, do one of the following:</p> <ul style="list-style-type: none"> ■ Reduce the numbers of your documents. ■ Decrease the resolution setting or file size.
	<p>Out of Memory (Scan to PC)</p> <p>Check the following and then try again:</p> <ul style="list-style-type: none"> ■ You have write permissions for the destination folder. ■ The hard disk containing the destination folder is not full. (If the hard disk is full, free some disk space, and then try again.)

LEDs	Machine Status
	<p>Out of Memory (WS Scan)</p> <p>Check the following and then try again:</p> <ul style="list-style-type: none"> ■ You have write permissions for the destination folder. ■ The hard disk containing the destination folder is not full. (If the hard disk is full, free some disk space, and then try again.)
	<p>Sleep Mode</p> <p>The machine is in Sleep Mode.</p> <p>Do one of the following to wake up the machine:</p> <ul style="list-style-type: none"> ■ Press the Power key. ■ Open the ADF cover. ■ Load your document. ■ Touch the screen. ■ Touch an IC Card to the NFC reader (ADS-3600W only). <p>The machine enters Ready mode.</p>
	<p>Document Jam</p> <p>Clear the document jam (see <i>Document Jam</i> on page 229), and then do the following:</p> <ul style="list-style-type: none"> ■ Select Long Paper (Auto) from the Scan Size or Document Size drop-down list when scanning a long document. <p>To change the settings, do one of the following:</p> <ul style="list-style-type: none"> ■ See <i>Change Scan Settings (ControlCenter4) (Windows®)</i> on page 98. ■ See <i>Change Scan Button Settings from Brother iPrint&Scan (Mac)</i> on page 104. ■ See <i>Change Scan to PC Settings (Windows®)</i> on page 186.

LEDs	Machine Status
	<p>Ejecting Paper</p> <p>The machine is ejecting paper.</p>
	<p>Stop Ejecting</p> <p>To pause ejecting the document or plastic cards, press Stop. To resume ejecting, press Stop again.</p>
	<p>Remote Setup</p> <p>Remote Setup is in process. To cancel Remote Setup, click the Cancel button in the Remote Setup window on your computer.</p>
	<p>Scan Exceeded a Specific Area</p> <p>The machine has scanned more than five metres of a document with the Long Paper setting. To clear the error, press Stop.</p>

LEDs	Machine Status
 <p>The diagram shows a control panel with three paper tray indicators (1, 2, 3) at the top. Below them are two USB ports, a power button, and a stop button. The second LED from the left is illuminated green, and a yellow warning icon is lit.</p>	<p>Multifeed Detection Error A multifeed has occurred. To clear the error, press Stop.</p>
 <p>The diagram shows the same control panel. The fourth LED from the left is illuminated green with a green radiating pattern, and a yellow warning icon is lit.</p>	<p>ADF Cover Open ADF cover is open.</p>
 <p>The diagram shows the same control panel. The fifth LED from the left is illuminated green, and a yellow warning icon is lit.</p>	<p>Pick-up Roller Alert The pick-up roller counter has reached its limit. To clear the error, do the following:</p> <ul style="list-style-type: none"> ■ Reset the pick-up roller counter.
 <p>The diagram shows the same control panel. The sixth LED from the left is illuminated green, and a yellow warning icon is lit.</p>	<p>Reverse Roller Alert The reverse roller has been used over 200,000 times. To clear the error, do the following:</p> <ul style="list-style-type: none"> ■ Reset the reverse roller counter.

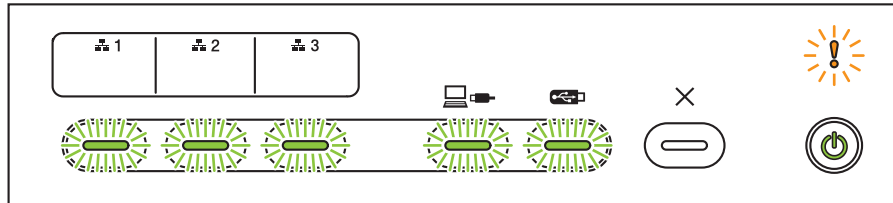
B

LEDs	Machine Status
	<p>Pick-up Roller & Reverse Roller Alert</p> <p>The pick-up roller and reverse roller have been used over the limit. Replace the supplies, and then to clear the error, do one of the following:</p> <ul style="list-style-type: none"> ■ Reset the pick-up roller counter. ■ Reset the reverse roller counter.
	<p>Pick-up Roller Alert, Reverse Roller Alert, and Scheduled Maintenance Alert</p> <p>The pick-up roller and reverse roller have been used over the limit and periodic cleaning counter exceeds the limit. Replace the supplies, and then to clear the error, do the following:</p> <ul style="list-style-type: none"> ■ Reset the pick-up roller counter. ■ Reset the reverse roller counter. ■ Reset the periodic cleaning counter.
	<p>Pick-up Roller Alert and Scheduled Maintenance Alert</p> <p>The pick-up roller has been used over the limit and periodic cleaning counter exceeds the limit. Replace the supplies, and then to clear the error, do the following:</p> <ul style="list-style-type: none"> ■ Reset the pick-up roller counter. ■ Reset the periodic cleaning counter.
	<p>Reverse Roller Alert and Scheduled Maintenance Alert</p> <p>The reverse roller has been used over the limit and periodic cleaning counter exceeds the limit. Replace the supplies, and then to clear the error, do the following:</p> <ul style="list-style-type: none"> ■ Reset the reverse roller counter. ■ Reset the periodic cleaning counter.

B

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							
A9: Detected a special scanning error							

Make a note of the error code and report it to your Brother dealer or Brother customer service.

Scan Settings

When using your machine and a computer to scan:

Category	Setting	Option	Configurable Settings in TWAIN	Configurable Settings in CC4
Basic Settings	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	✓	✓
		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 / Secure PDF Multi-Page / High Compression PDF Single-Page / High Compression PDF Multi-Page / Searchable PDF Single-Page / Searchable PDF Multi-Page	-	✓
		Signed PDF Single-Page / Signed PDF Multi-Page	-	-
		Windows Bitmap (.bmp) / Portable Network Graphics (.png) / XPS	-	✓
	Document Size	Auto / A4 / Letter / Legal / JIS B5 / A5 / JIS B6 / A6 / Business Card / Long Paper (Auto)	✓	✓
		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 TWAIN	Configurable Settings in CC4	
Image Processing	Auto Deskew	On / Off	✓	✓	
	Remove Background Colour	Bleed-through / Remove Background Colour	✓	✓	
	Colour Tone Adjustment	Auto		✓	-
		Custom	Brightness	✓	✓
			Contrast	✓	✓
			Shadow	✓	-
			Highlight	✓	-
			Gamma	✓	-
	Greyscale Adjustment	Brightness / Contrast	✓	-	
	Auto Colour Detect Adjust	Auto Colour Detect Adjust	✓	-	
	Skip Blank Page	Skip Blank Page	✓	✓	
	Margin Setting for Cropping	Top: between -3.0 mm and 3.0 mm Left: between -3.0 mm and 3.0 mm Right: between -3.0 mm and 3.0 mm Bottom: between -3.0 mm and 3.0 mm	✓	-	
	Punch Hole Removal	Paint colour White / Background colour	✓	-	
	Edge Emphasis	On (Low, Middle, High) / Off	✓	-	
	Boldface Formatting	On (Low, Middle, High) / Off	✓	-	
	Blurred Character Correction	On / Off	✓	-	
	B&W Inversion	On / Off	✓	-	
	Noise Reduction	On (Low, Middle, High) / Off	✓	-	
	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	✓	✓	
	Layout	None / 2in1: Long Edge / 2in1: Short Edge / 1to2: Long Edge / 1to2: Short Edge	✓	-	
	Carrier Sheet Mode	On / Off	✓	✓	
	Plastic Card Mode	On / Off	✓	✓	
Detail Settings	Continuous Scan	On / Off	✓	✓	
	Single Page Scan	On / Off	✓	-	

When using your machine's control panel and a computer to scan:

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)
Basic Settings	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	✓	✓	✓
		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	✓	-	-
		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	-	-	-
	Document Size	Auto / A4 / Letter / Legal / JIS B5 / A5 / JIS B6 / A6 / Business Card / Long Paper (Auto)	✓	✓	✓
		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 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)	
Image Processing	Auto Deskew	On / Off	✓	✓	✓	
	Remove Background Colour	Bleed-through / Remove Background Colour	✓	-	-	
	Colour Tone Adjustment	Custom	Auto	-	-	-
			Brightness	✓	✓	✓
			Contrast	✓	✓	✓
			Shadow	-	-	-
			Highlight	-	-	-
		Gamma	-	-	-	
	Greyscale Adjustment	Brightness / Contrast	-	-	-	
	Auto Colour Detect Adjust	Auto Colour Detect Adjust	-	-	-	
	Skip Blank Page	Skip Blank Page	✓	✓	✓	
	Document Separation	Off / Number of Documents / Number of Pages	-	✓	✓	
	Margin Setting for Cropping	Top: between -3.0 mm and 3.0 mm Left: between -3.0 mm and 3.0 mm Right: between -3.0 mm and 3.0 mm Bottom: between -3.0 mm and 3.0 mm	-	-	-	
	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	-	-	-		
Special Mode	Multifeed Detection	On / Off	✓	-	-	
	Carrier Sheet Mode	On / Off	✓	-	-	
	Plastic Card Mode	On / Off	✓	-	-	
Detail Settings	Continuous Scan	On / Off	✓	✓	✓	
	Detect End of Page	On / Off	-	-	-	

When using only your machine's control panel to scan:

Category	Setting	Option	Configurable Settings in Control Panel (ADS-2800W / ADS-3600W)	Saving Settings to a shortcut (ADS-2800W / ADS-3600W)
Basic Settings	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	✓	✓
		400 dpi	-	-
		1200 dpi	-	-
		Auto	✓	✓
	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 / Secure PDF Multi-Page / High Compression PDF Single-Page / High Compression PDF Multi-Page / Searchable PDF Single-Page / Searchable PDF Multi-Page	✓	✓
		Signed PDF Single-Page / Signed PDF Multi-Page	✓	✓
		Windows Bitmap (.bmp) / Portable Network Graphics (.png) / XPS	-	-
	Document Size	Auto / A4 / Letter / Legal / JIS B5 / A5 / JIS B6 / A6 / Business Card / Long Paper (Auto)	✓	✓
		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)	
Image Processing	Auto Deskew	On / Off	✓	✓	
	Remove Background Colour	Bleed-through / Remove Background Colour	-	-	
	Colour Tone Adjustment	Auto		-	-
		Custom	Brightness	✓	✓
			Contrast	✓	✓
	Greyscale Adjustment	Brightness / Contrast	-	-	
	Auto Colour Detect Adjust	Auto Colour Detect Adjust	✓	✓	
	Skip Blank Page	Skip Blank Page	✓	✓	
	Document Separation	Off / Number of Documents / Number of Pages	✓	✓	
	Margin Setting for Cropping	Top: between -3.0 mm and 3.0 mm Left: between -3.0 mm and 3.0 mm Right: between -3.0 mm and 3.0 mm Bottom: between -3.0 mm and 3.0 mm	✓	✓	
	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	-	-		
Special Mode	Multifeed Detection	On / Off	-	-	
	Carrier Sheet Mode	On / Off	-	-	
	Plastic Card Mode	On / Off	-	-	
Detail Settings	Continuous Scan	On / Off	✓	✓	
	Detect End of Page	On / Off	-	-	

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