How to Scan

This tutorial will show you how to scan documents on the printer. (The process should be similar on multiple models of Brother printer.)

Start by opening the printer lid and placing your document face down on the screen. You want to make sure it is lined up with the guides on the left when you do this.

 These are the guides you line the paper up with.
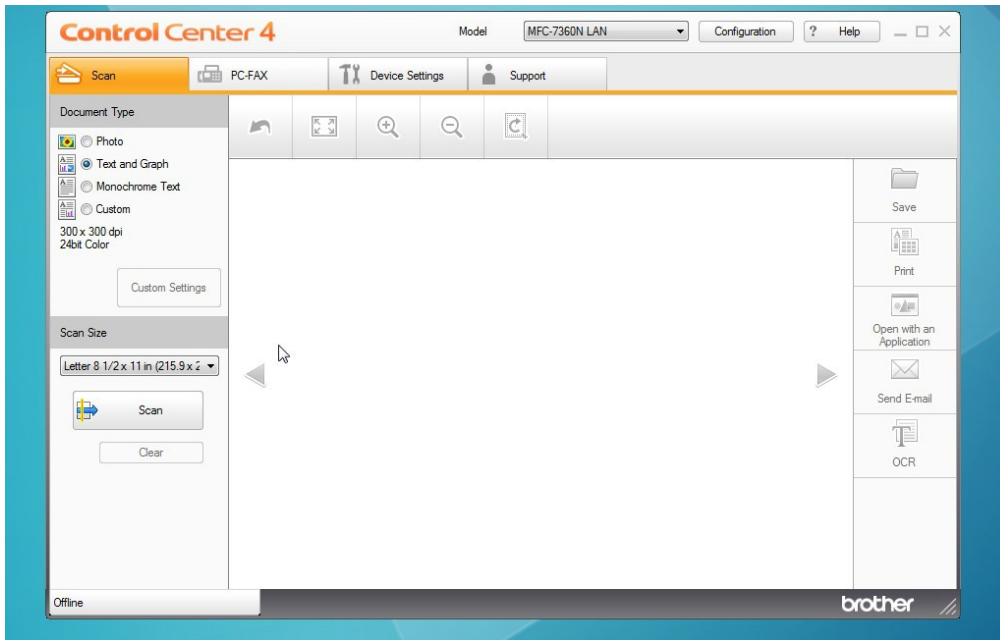
This is how your document should look.

Close the printer lid.

At the computer, double click on the 'Control Center 4' icon or find the listing in the start menu. This is

 what the icon looks like.

The program will open and you'll see this window:

Be sure the scan tab is highlighted.

The bar on the left has document settings. (If you need to change settings like resolution you would click on the 'configuration' button at the top of the window.)
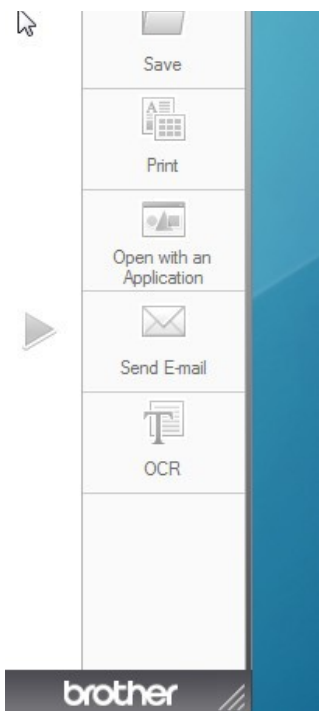
Choose the type of document you are going to scan. Monochrome text is good for things like bank statements.
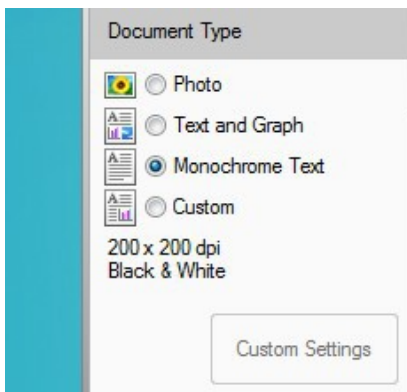
When everything is set, click the 'scan' button.
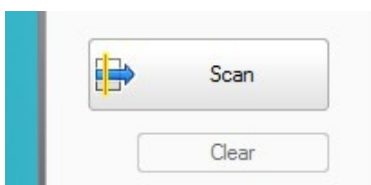
The document will scan and a preview will come up on the screen. If it looks good you can now choose one of the options from the menu on the right.

Most likely you will want to save the document.

Click the 'save' button and a box will come up asking you to choose a location to save the file. The default location is in a folder in the 'my pictures' folder. Choose a name for the file and click 'Okay'. Documents can be saved in a variety of formats including image formats like .jpg and document formats such as .pdf. (PDF is a good choice for documents you will be sending to someone. Scanned pictures would be an exception to this.)

If you are scanning a multipage document you will have to save each page separately. (Some printers allow pages to be added to a document. The Brother printer unfortunately doesn't have this feature that I can see.)

Don't forget to take your document out of the printer when you are done.