



Control Centre



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1: Basic overview

Operate your Brother inkjet or laser multifunction device direct from your PC or Mac, without actually having to be next to it. That's right, you can control functions, such as faxing, copying and scanning from a simple software application called Control Centre.

Control Centre is completely free of charge and comes bundled with every Brother product. Not only that, but there is literally no effort required to get it up and running. This means that you can increase the flexibility and versatility you have within your home or workplace within minutes of opening your Brother product.

2: Control Centre at work

A busy publisher's assistant for a large magazine company spends a large proportion of their time doing research. This research involves reading through many top magazine titles, sending them to colleagues through email and fax, as well as directly to their own computer.

Thanks to Control Centre, the only hard part is deciding whether to scan the document through the ADF of flatbed scanner. The rest of the work can be done through Control Centre. This has enabled the publisher's assistant to distribute information more easily and efficiently.

3: Using Control Centre

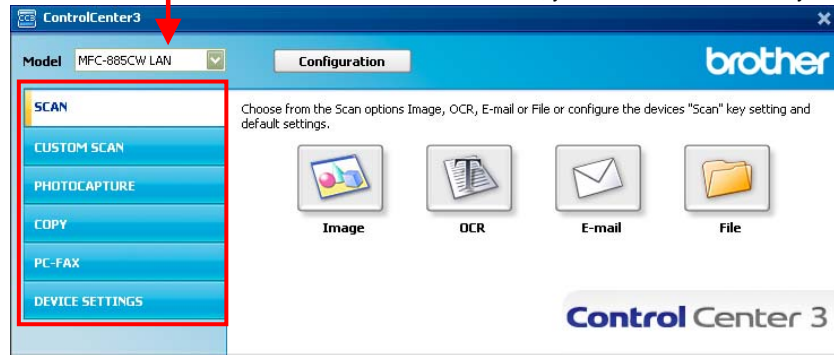
Please note that these instructions show you how to use Control Centre version 3 on a Windows XP PC. Other operating systems and versions of Control Centre will differ slightly.

Once you have installed Control Centre, a small icon with the words 'CC3' will appear within your systems task tray. To start using it, simply double-click this icon.



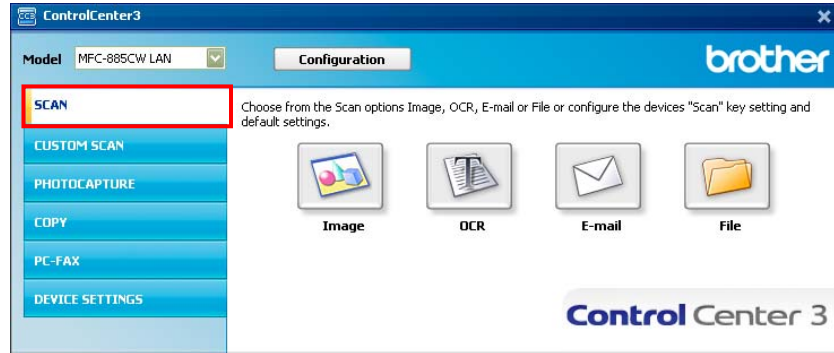
This will bring up Control Center's main window, where the functions and features available to your Brother multifunction device are listed. They can either be used straight away or configured to your requirements.

If you have more than one Brother multifunction device installed, you can select which one you want to use here



3.1: Scan

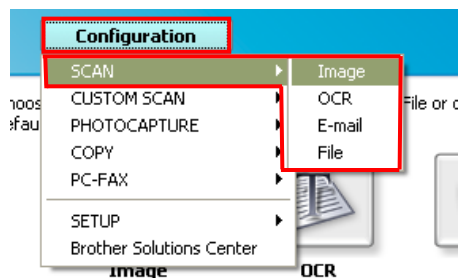
At the top of the feature list is scan. Here you can instruct your Brother multifunction device to scan your document or image, OCR, E-mail or direct to a file.



Scan you documents:

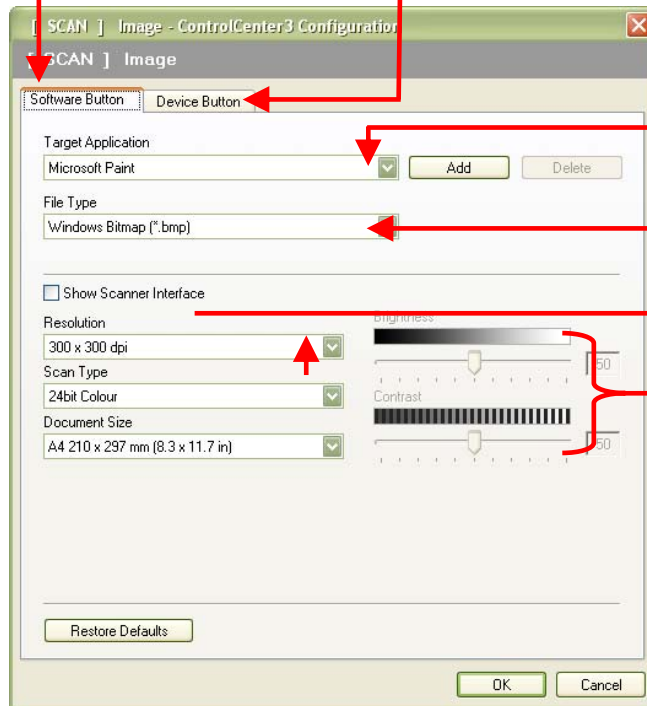
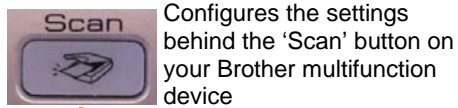
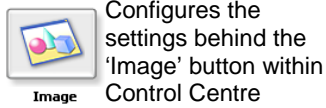
- To image – direct to you computer for saving, editing or printing
- To OCR (Optical Character Recognition) – this converts any words within your documents to text so that it can be edited within your favourite word processing software, like Microsoft Word.
- To E-mail – Sends your document to your default e-mail application as an attachment
- To File – Scans your document directly to a file for instant archive or later editing

If you need to change any of the settings, such as scan resolution, image size etc then simply click the 'Configuration' button roll your mouse over the word 'Scan' and select either, image, OCR, E-mail or File.



3.1.1: Scan to image settings

Scanning a document direct to image will open it into a specified application, like Windows® Paint or Paper Port. Here is how to configure it.



Select the application you want in your scanned image to open in. If your favourite application is not listed in the drop down menu, you can find it using the 'add' button which is next to the list.

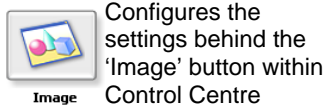
Select the type of file you want your scanned image to be associated with.

Enable advanced scanner properties prior to scanning with this checked

Scan image quality settings

3.1.2: Scan to OCR settings

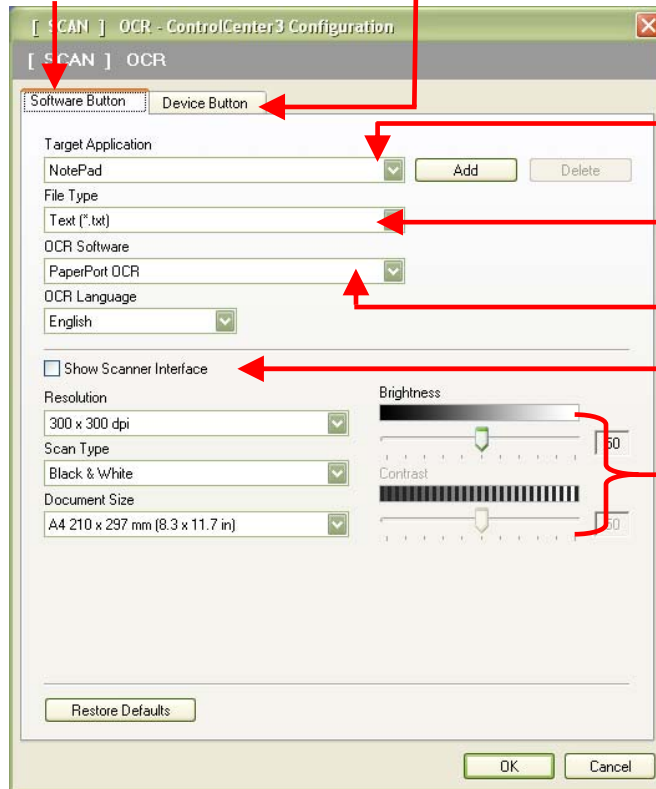
OCR (Optical Character Recognition) converts words from your scanned document into text so that it can be edited using your favourite word processing application. Below is an explanation for what the different commands mean within settings menu.



Configures the settings behind the 'Image' button within Control Centre



Configures the settings behind the 'Scan' button on your Brother multifunction device



Select the application you want in your scanned OCR document to open in. If your favourite application is not listed in the drop down menu, you can find it using the 'add' button which is next to the list.

Select the type of file you want your scanned OCR document to be associated with.

Select what type of OCR software you want Control Centre to use. The default is Paper Port.

Enable advanced scanner properties prior to scanning with this checked

Scan image size and quality settings



Did you know?

When you scan a document to OCR, your Brother multifunction device actually scans it to image first. From the image, the OCR software tries to differentiate between images and text. It then tries to recognise each of the words within the text and converts it into characters on screen which can be edited.

3.1.3: Scan to E-mail settings

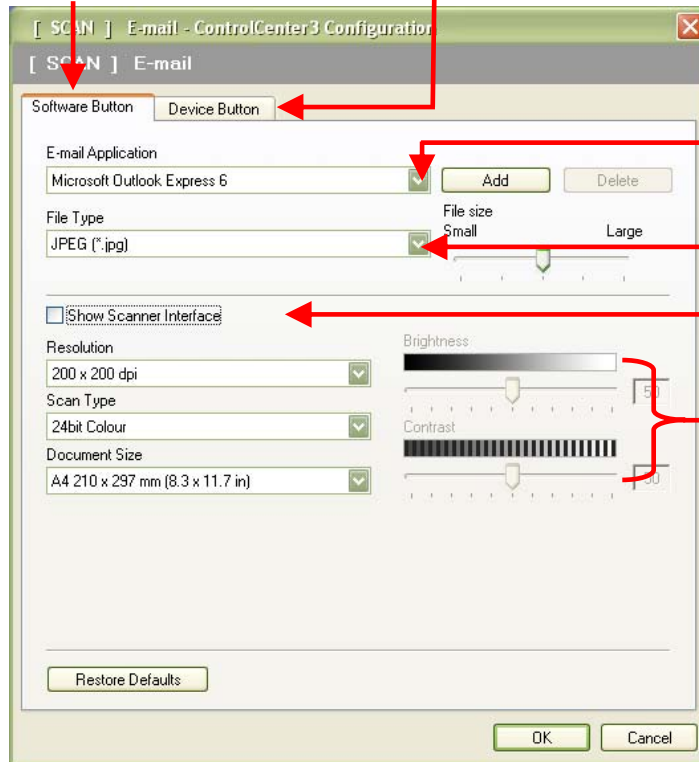
Scan to E-mail automatically attaches your scanned document to a new e-mail, saving you from having to scan it to your computer and manually attach it afterwards.



Configures the settings behind the 'Image' button within Control Centre



Configures the settings behind the 'Scan' button on your Brother multifunction device



Select the E-mail application you want your scanned document to open in. If your favourite application is not listed in the drop down menu, you can find it using the 'add' button which is next to the list.


Select the type of file you want your scanned image to be associated with.

Enable advanced scanner properties prior to scanning with this checked


Scan image size and quality settings

3.1.4: Scan to file settings

With this option, your scanned images are saved directly to a nominated file. They do not open in any application like scan to image does.



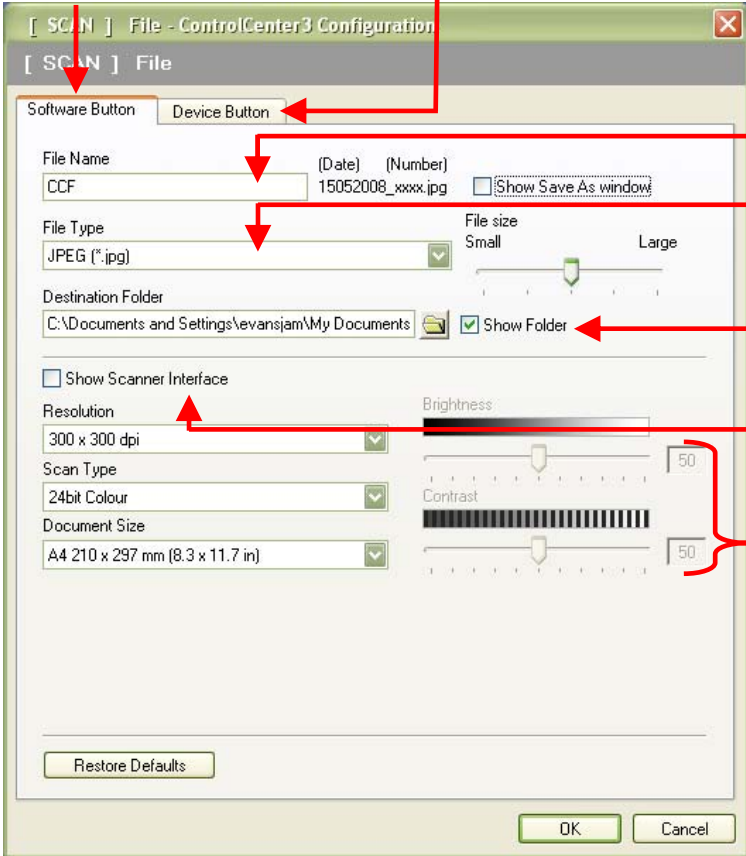
Image



Scan

Configures the settings behind the 'Image' button within Control Centre

Configures the settings behind the 'Scan' button on your Brother multifunction device



Specify the file name you want to give you scanned documents. This file name will automatically contain the date together with a sequence number. If you want to be asked for the filename each time you scan an image, enable the 'Show Save as Window' box.

Select the type of file you want your scanned image to be associated with.

Select the location on your computer where you want your scanned image to go. If you want to select the destination each time you scan you document, enable the 'Show Folder' box.

Enable advanced scanner properties prior to scanning with this checked

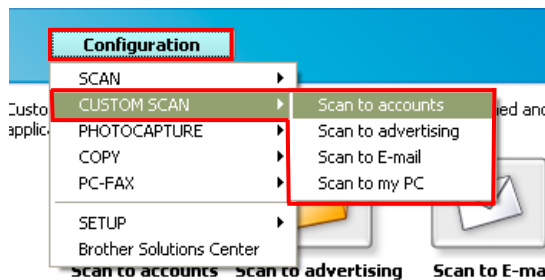
Scan image size and quality settings

3.1.5: Custom scan

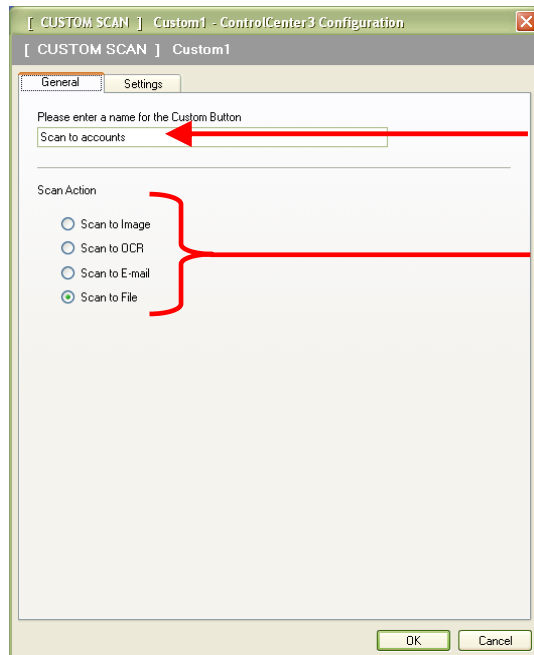
Adapt Control Centre to suit your own requirements through this fully customisable interface. Custom scan enables you to nominate a button for any of the 4 scan features (scan to image, OCR, E-mail of file) and configure.



To configure these custom scan profiles, click the 'Configuration' button, hover your mouse pointer over 'Custom Scan' and select which profile you want to change.



From here you can select how you want your custom scan button to behave.

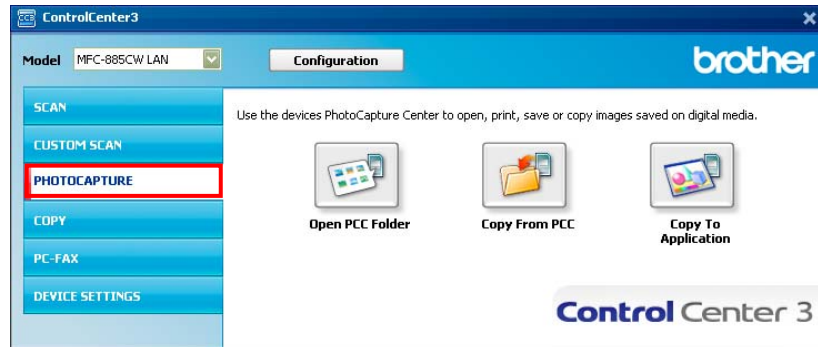


Give your profile a name (it will be written underneath the icon within the custom scan menu)

Specify what type of scan you require

3.1.6: Photo Capture

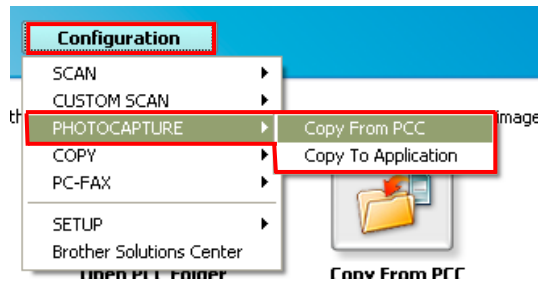
Should your Brother multifunction device have media card support then Control Centre is able to interact with them. Simply select the 'Photo Capture' button from the left hand menu.



Scan you documents:

- Open PCC folder – opens a folder on your computer and displays the contents of your media card
- Copy from PCC – Copies the contents of your media card to a specified location on your computer
- Copy to application – Copies the contents of your media card to your computer and opens everything within Paper Port.

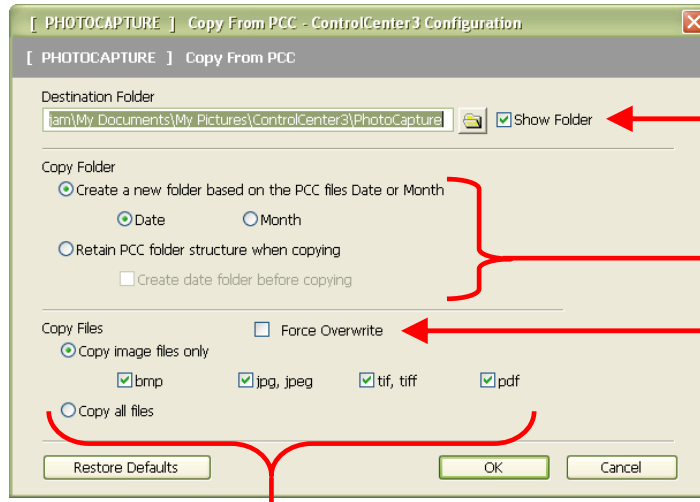
To configure the photo capture settings, click the 'Configuration' button, hover your mouse pointer over 'Photocapture' and select which settings you want to change.



Did you know?
PCC stands for Photo Capture Centre

3.1.7: Copy from PCC settings

This option gives to the ability to select where and how you want your files to be copied



Specify where you want the contents of your media cards to go. Alternatively, tick the 'Show Folder' box so that you are asked for the destination every time you copy.

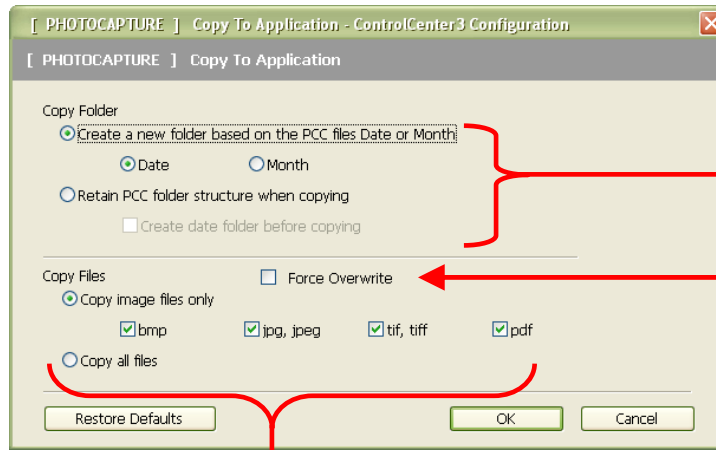
Decide on the naming structure you want your copied files to take

Tick this box if you want control centre to automatically overwrite existing files without asking you

If you only want certain files types to be copied over, simply select them from here. This is a great way of filtering away unwanted files.

3.1.8: Copy to application settings

This option is useful if you need to preview or edit the files held on your media cards on your computer. Control Centre will copy these files over and open them with Paper Port.



Decide on the naming structure you want your copied files to take

Tick this box if you want control centre to automatically overwrite existing files without asking you

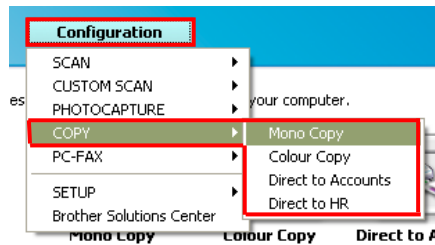
If you only want certain files types to be copied over, simply select them from here. This is a great way of filtering away unwanted files.

3.2: Copy

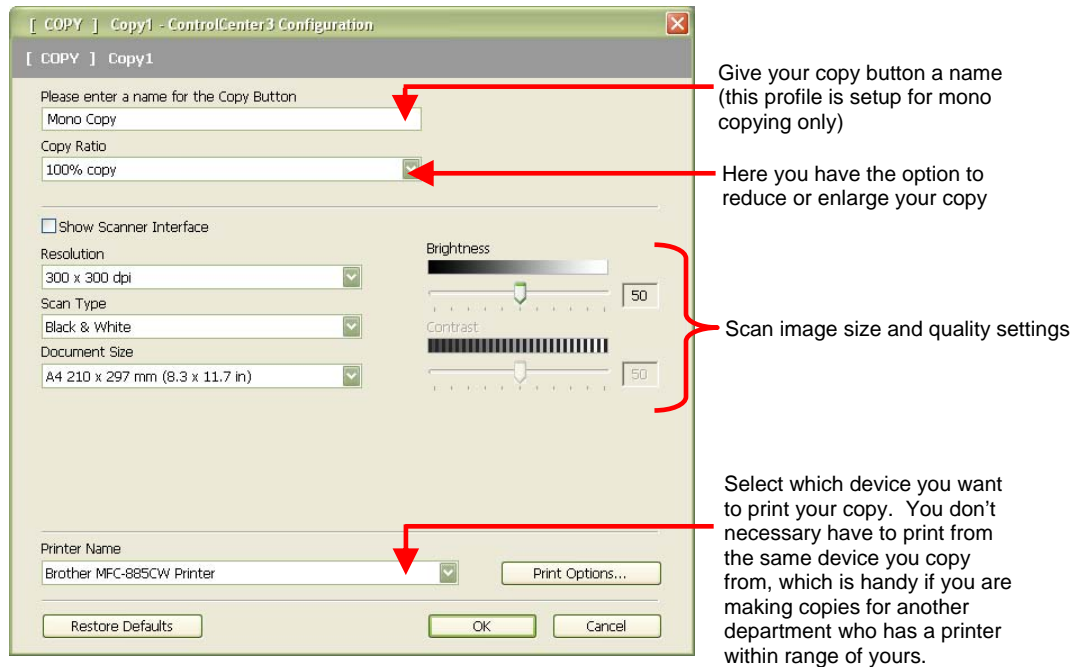
Control Center even makes copying easier with its easy to use and configure copy options menu. There are 4 fully customisable copy buttons available. For example, you could nominate one button for colour copying and another for just mono.



To start customising your copy buttons, simply click the 'Configuration' button, hover your mouse pointer of the word 'Copy' and select which button you want to configure.



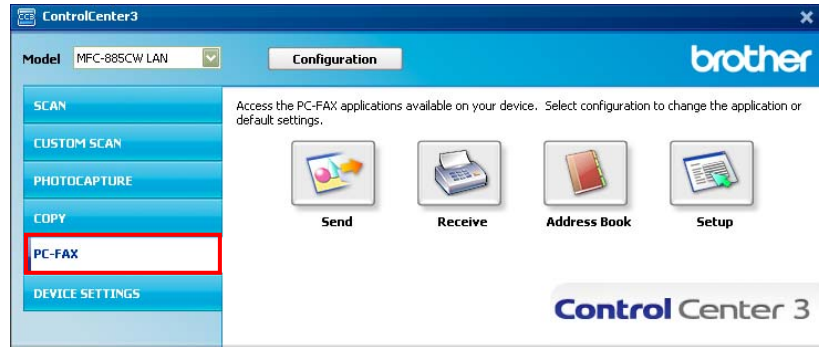
From here you can choose how you want your copy button to behave.



3.3: PC-Fax

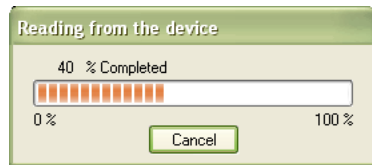
Where supported, your Brother multifunction device will forward incoming faxes to your PC rather than printing them out. At the same time, Control Centre is able to help you to send a fax (receive only on Mac).

This is great for maximising the efficiency of your office whilst reducing your printing costs.



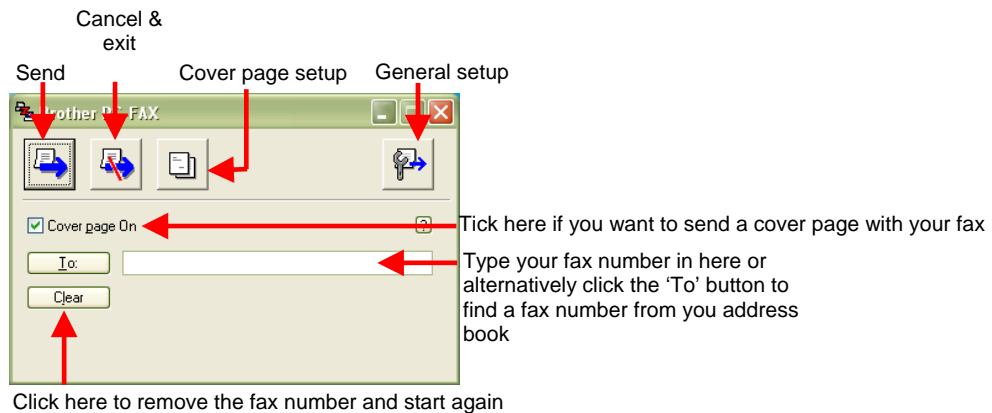
3.3.1: PC-Fax Send

Sending a fax is very easy, simply prepare your document for sending and click the 'Send' button within Control Centre. After a few moments, a status bar will pop up.

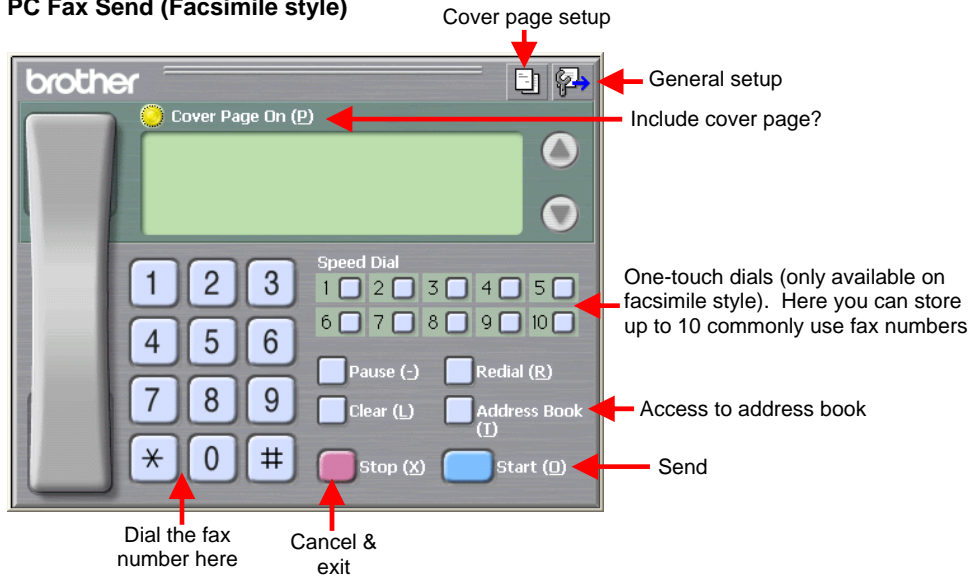


Control Centre will then ask you for the destination fax number and if you would like to send a cover page as well.

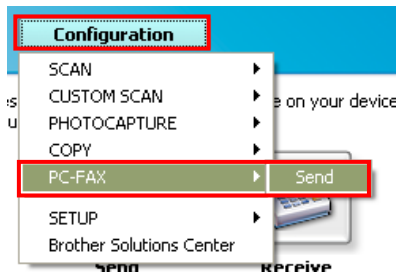
PC Fax Send (Classic style)



PC Fax Send (Facsimile style)

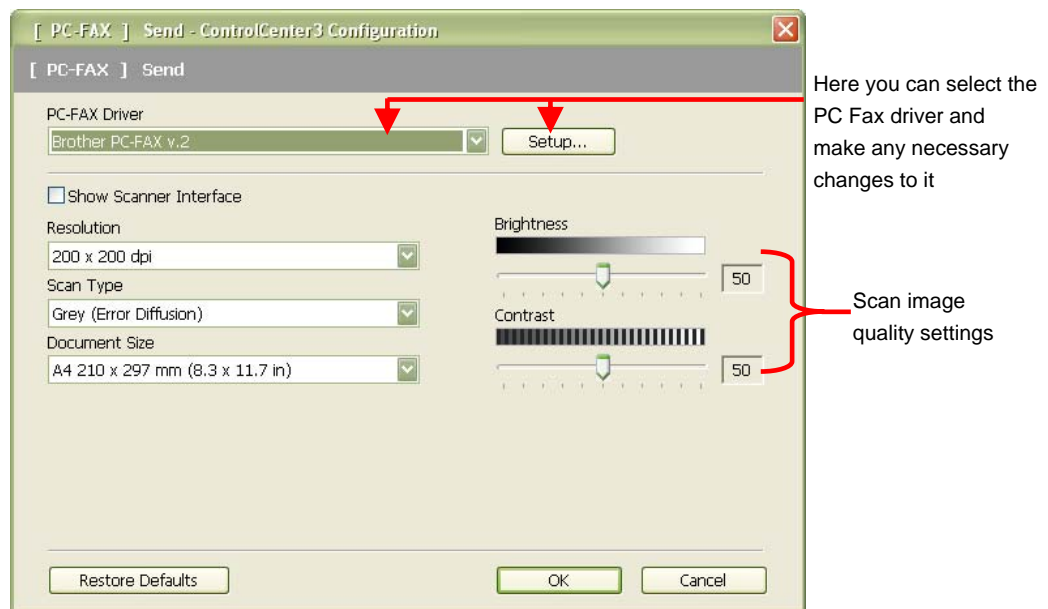


To configure the software which drives the PC fax application and the format which the fax is sent, simply click the 'Configuration' button, move your mouse pointer over the words 'PC-Fax' and click 'Send'.



Tick here if you want to send a cover page with your fax
 Type your fax number in here or alternatively click the 'To' button to find a fax number from you address book

A sub window will open allowing you to make these changes

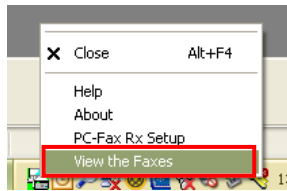


3.3.2: PC-Fax Receive

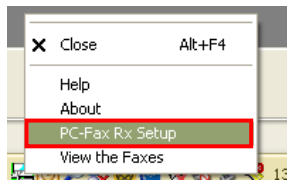
Clicking on the 'Receive' button enables your computer to listen out for incoming faxes. You will know that this is happening because the image on the receive button will change along with the appearance of a new icon in your systems task tray. Please note that you must have your Brother multifunction device setup for fax forwarding. To do this, please refer to your owners' manual.



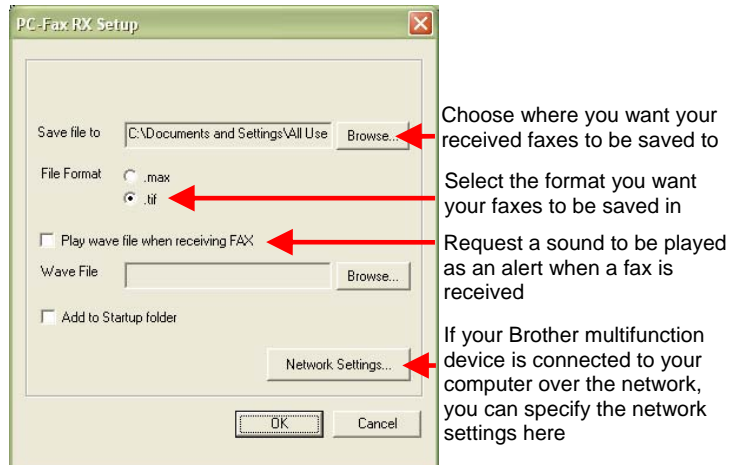
To view received faxes, you can either click the 'View Received' button within Control Centre or right-click the green icon within your systems task tray, left clicking 'View the Faxes'. Your faxes will be viewed inside Paper Port.



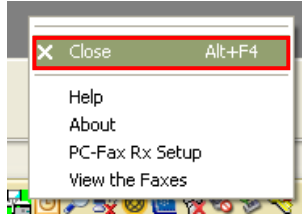
To change how your faxes are received, right-click the green fax receive icon from your systems task tray and left-click 'PC-Fax Rx Setup'



Here you can configure where you want your faxes to be stored along with the file format you want them to be saved in. You can also make your computer play an alert tone every time you receive a fax.



To turn PC fax off, simply right-click the green fax receive icon from your systems task tray and left-click 'Close'

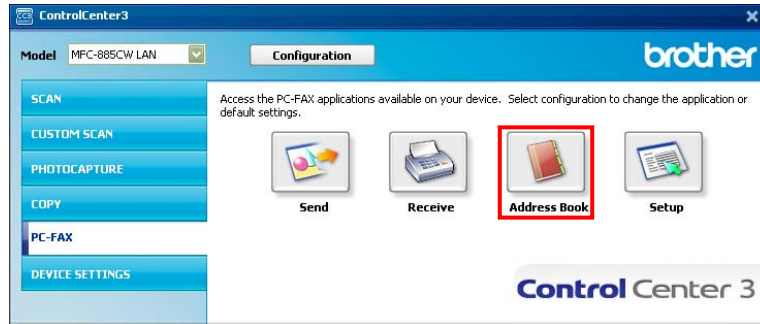


The green icon will disappear and the 'View Received' button will change back to 'Receive'.

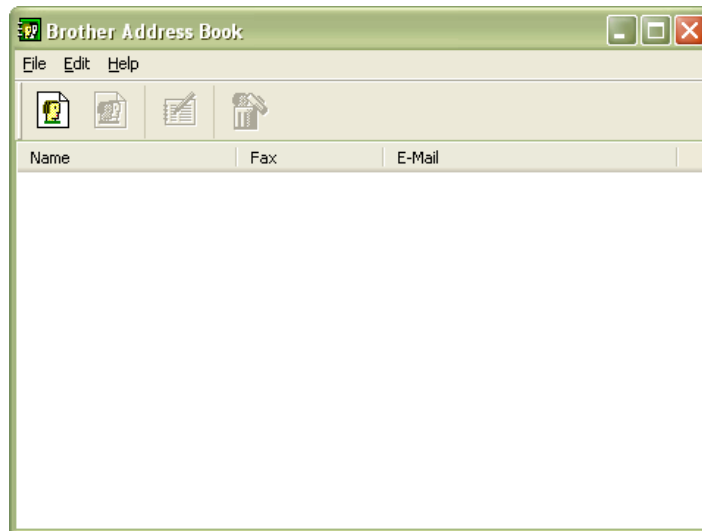


3.3.3: PC-Fax Address Book

Save time from repetitively dialing your commonly used fax numbers by saving them in Control Centre's address book. To do this, click the 'Address Book' button.



The address book main menu will appear.



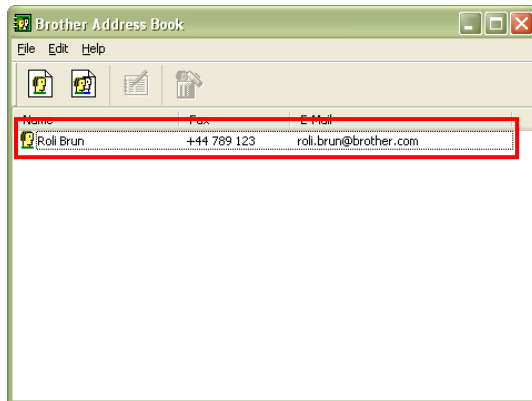
You can store two types of information; single contacts or a distribution group. To store a single contact, simply click on the 'Create New Address' icon.



From here, enter the details of your contact. Once completed, press the 'OK' button.

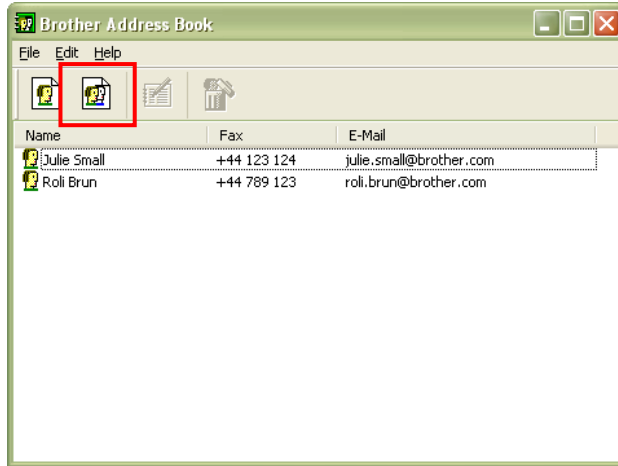
Name:	<input type="text" value="Roli Brun"/>	Title:	<input type="text" value="Mr"/>
Company:	<input type="text" value="Brother"/>		
Department:	<input type="text" value="Sales"/>	Job Title:	<input type="text" value="Sales Assistant"/>
Street Address:	<input type="text"/>		
City:	<input type="text"/>	State/Province:	<input type="text"/>
Zip Code/Post Code:	<input type="text"/>	Country/Region:	<input type="text"/>
Business Phone:	<input type="text" value="+44 123 456"/>	Home Phone:	<input type="text"/>
Fax:	<input type="text" value="+44 789 123"/>	Mobile Phone:	<input type="text"/>
E-Mail:	<input type="text" value="roli.brun@brother.com"/>		

Your new contact will appear in the main window



To add more contacts simply repeat the process again.

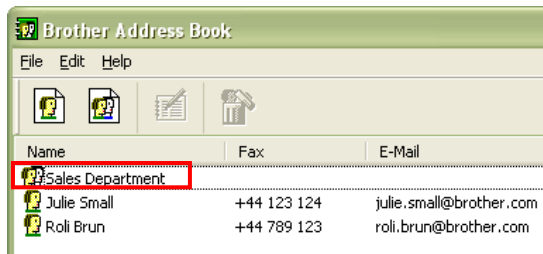
To setup a distribution group, click in the 'Create New Group' icon. Please note that you will need to have two more people entered into your fax address book.



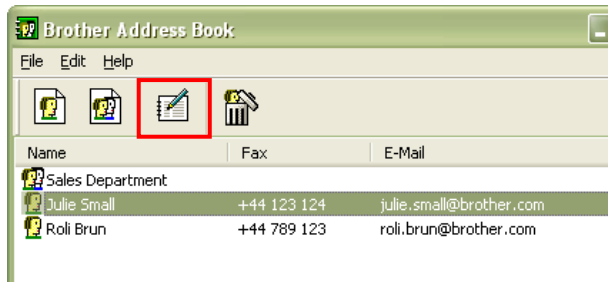
Give your distribution group a name and start adding the single users to it. Once completed, press the 'OK' button.



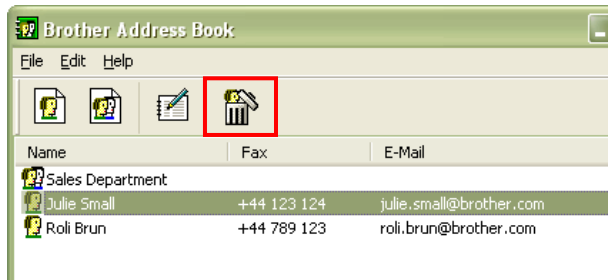
Your new distribution group will appear within the main window



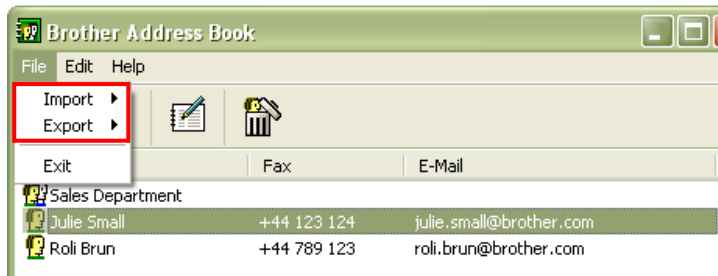
To edit your contacts, simply click the 'Edit' button or double-click the contact.



To delete a contact, simply double-click or press the 'Delete' button.



Brother's address book also allows you to import and export addresses as a text file or VCard.



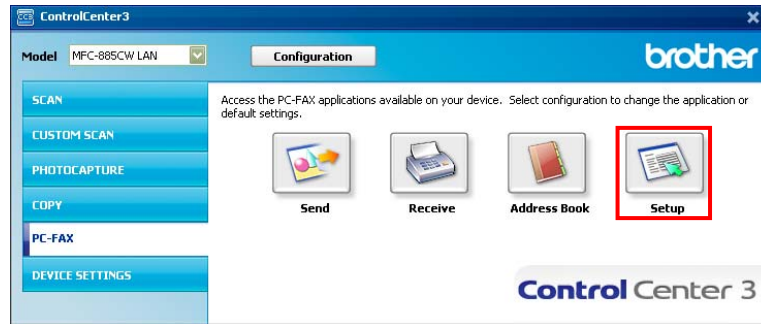
Did you know?

VCards are electronic, or virtual, business cards. Like a business card, they store information about you which can be given to other people. However, since they are electronic they can store a lot more detailed information which cannot fit onto a physical business card. VCards are compatible with a wide range of popular applications, like Microsoft Outlook.

3.3.4: PC-Fax Setup

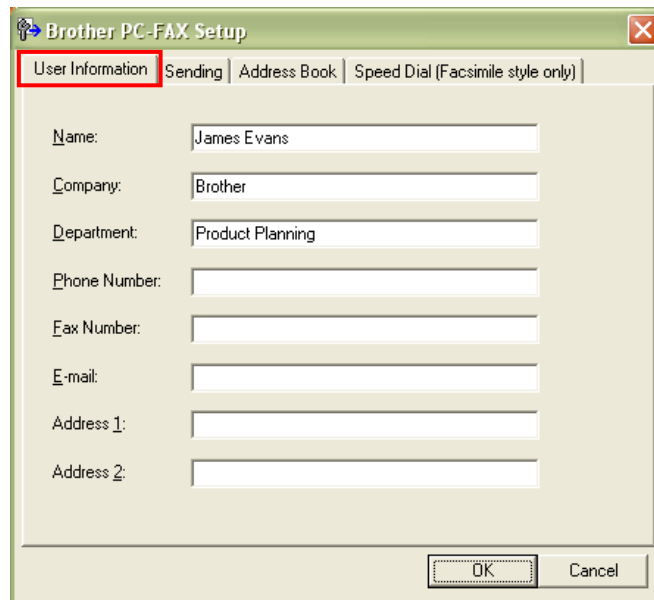
PC-Fax setup enables you to make further tweaks to the performance and characteristics of sending and receiving faxes through your computer.

To access this setup, simply click on the 'Setup' icon.

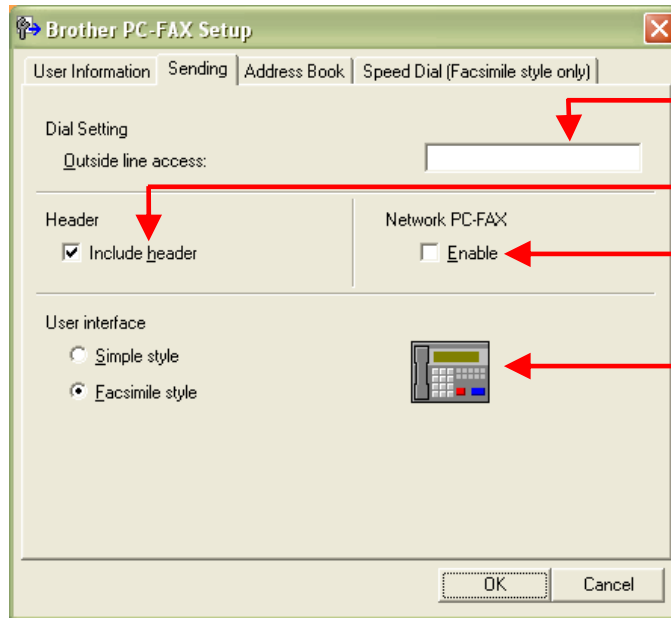


The address book main menu will appear which has 4 tabs.

1st tab: User information (this information can be used as part of the fax coversheet).



2nd tab: Send options



Enter a number to access an outside line here. This is sometimes required by local PBX telephone systems (for example, dialing 9 to get an outside line in your office).

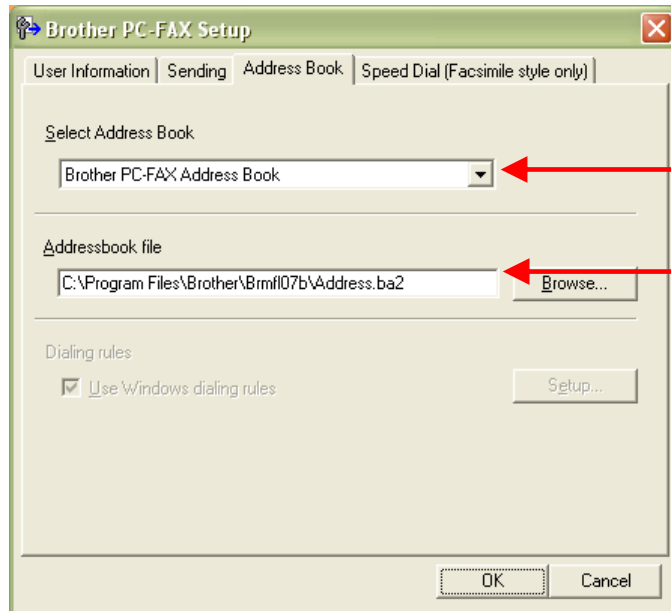
To add header information to the top of the fax pages, check Include header.

If your Brother multifunction device is connected to network, click here to enable network access

Fax style user interface

3rd tab: Fax address book options

Choose whether to use an existing address book, such as one provided by an exchange server, or start a new one. To do this, simply select it from the 'Select Address Book' drop-down menu.



Select which type of address book you want to use

Location of Brother address book file

4th Tab: Speed Dial (only available on the facsimile style fax send user interface)
You can register a member or group on each of the ten Speed Dial buttons.

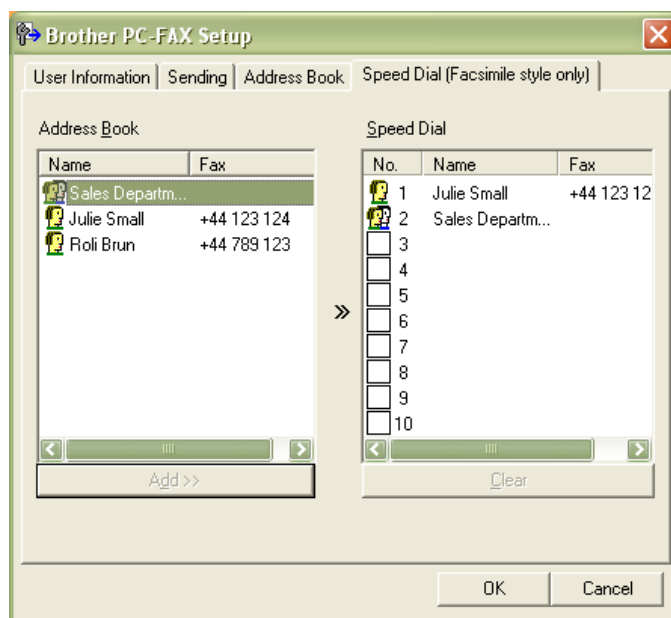


Registering an address in a Speed Dial button

1. Click the Speed Dial button you want to program.
2. Click the member or group you want to store on the Speed Dial button.
3. Click Add >>.

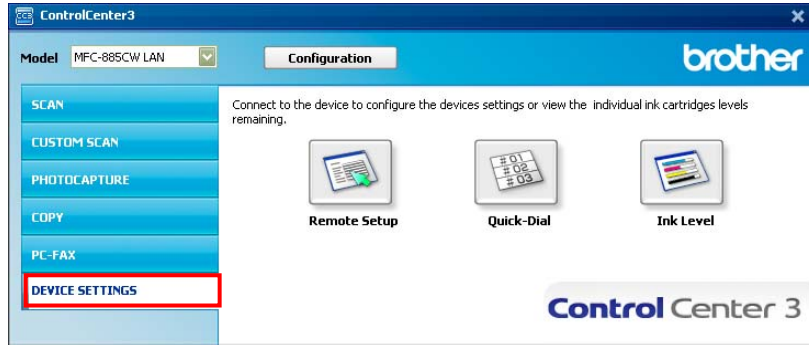
Clearing a Speed Dial button

1. Click the Speed Dial button you want to clear.
2. Click Clear.



3.4: Device Settings

Control Centre allows you to configure other functions within your Brother device from you PC or Mac. This is great for users who are not in the same location as their Brother device or are simply more adept at using a PC.



Scan you documents:

- Remote Setup folder – Allows you to configure your brother multifunction device without having to be next to it
- Quick Dial – On machines that support fax, this option enables you to configure the quick fax dials from your PC
- Ink Level – Lets you see how much ink you have left