



## Scan to e-mail

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## Contents

1: Basic overview.....	1
2: Benefits .....	2
3: How to scan to e-mail from your computer .....	2
4: How to scan to e-mail direct from your DCP / MFC device.....	3
5: How to configure the scan settings.....	5

### 1: Basic overview

Simplify the entire process of scanning your documents to e-mail with this easy to use feature from Brother. It enables you to scan a document from your Brother MFC / DCP directly to your favourite e-mail application, like Microsoft® Outlook, as an attachment. You can scan to e-mail in one of two ways; through your computer or from your DCP or MFP's control panel.

This white paper talks about the benefits of scanning to e-mail along with a brief overview for how to actually do it and configure it.

## 2: Benefits

- It is faster than scanning a document to your computer then attaching it as an email
- It is easy to use
- It saves time, allowing you to get on with other important tasks

## 3: How to scan to e-mail from your computer

Please note that you must have Brother's Control Centre installed on your computer in order to use this feature. It can be found on your product driver CD and can be downloaded from [Brother Solutions Centre](#).

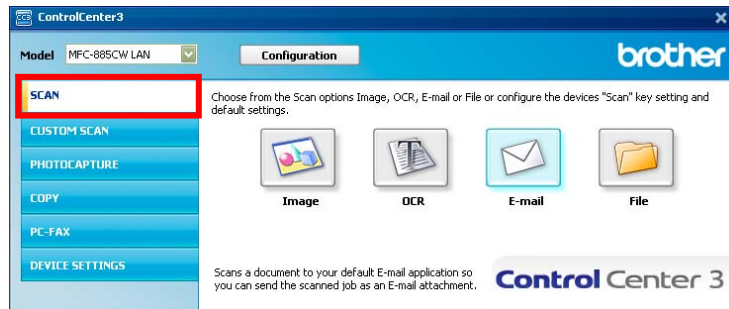
Please also note that this document explains how to use scan to e-mail using Control Centre 3. Other versions of Control Centre may differ slightly.

**Step 1:** Double-click the Control Centre 3 icon from the task tray.

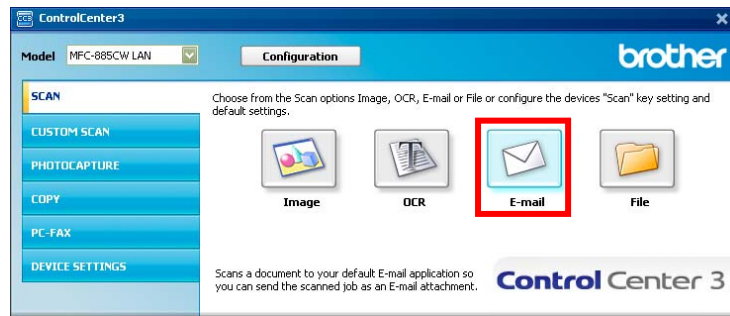


If this icon is not visible, click on Start → Programs → Brother → [The name of your Brother Device] → Control Centre 3.

**Step 2:** Click the 'Scan' button.



**Step 2:** Click the 'E-mail' button.



*The default e-mail application is Microsoft® Outlook Express. To change this, please refer to chapter 5 'How to configure the scan settings'.*

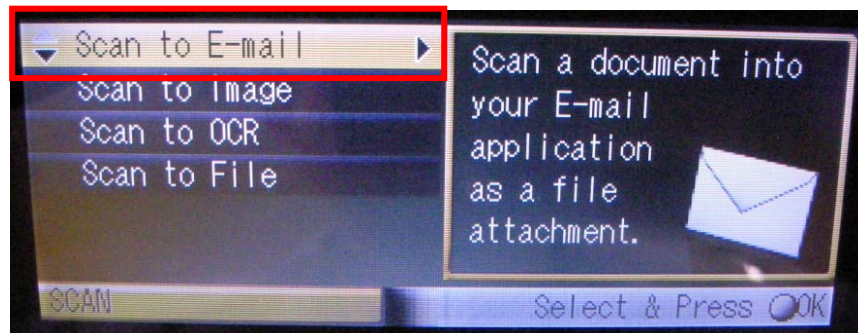
#### **4: How to scan to e-mail direct from your DCP / MFC device**

Please note that these instructions show you how to scan to e-mail from a MFC-885CW. Other models may differ slightly.

**Step 1:** Press the 'Scan' button from your DCP / MFC device.



**Step 2:** Navigate to 'Scan to E-mail' then press the 'OK' button.



**Step 3:** If your Brother DCP / MFC device is connected locally via a USB cable you can ignore this and go directly to the next step. If it is connected through a network, you will need to specify the node name or IP address of your computer.

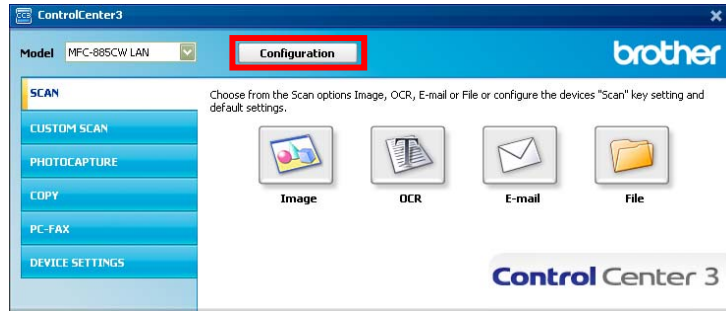


**Step 4:** Press either the 'Colour Start' or 'Mono Start' button to scan your document to e-mail.

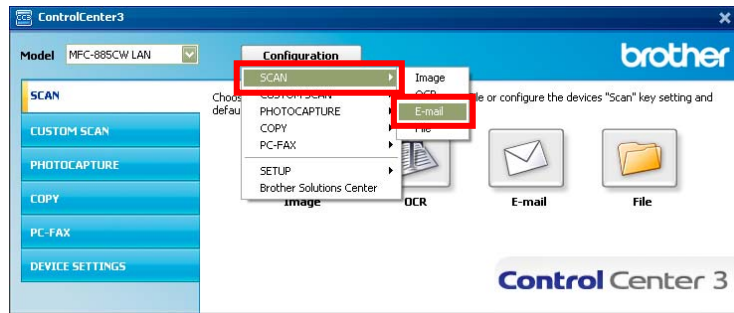


## 5: How to configure the scan settings

**Step 1:** From Control Centre, click the 'Configuration' button.

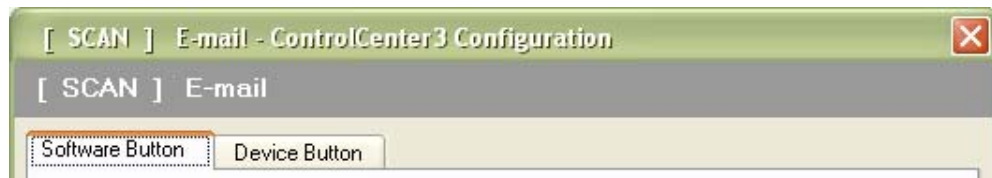


**Step 2:** From the drop-down menu, navigate to the word 'Scan' then click 'E-mail'.

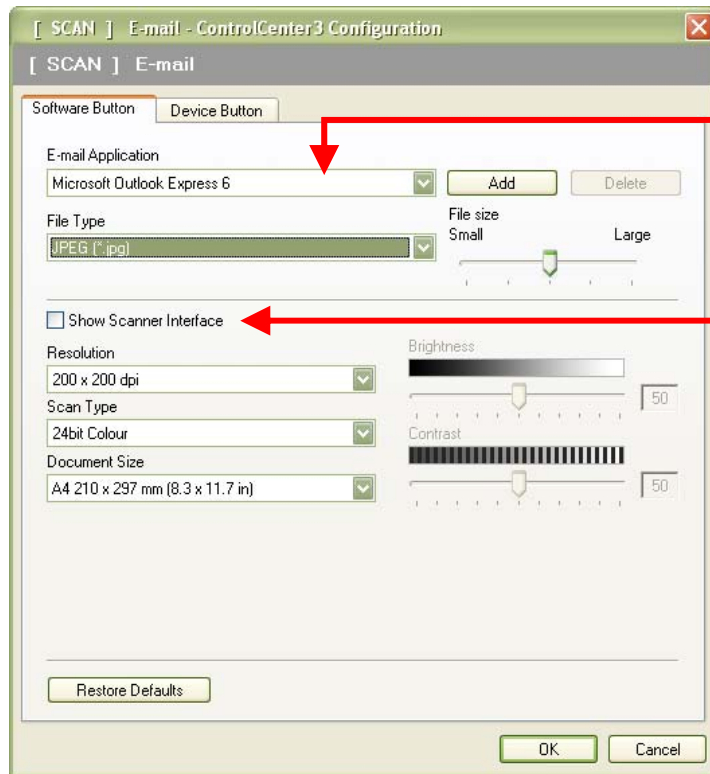


From here you have two options:

- The 'Software Button' tab - changes made here will affect what happens when you scan to e-mail from Control Centre
- The 'Device Button' tab – changes made here will affect what happens when you press the 'Scan' button direct from your Brother DCP / MFC device.



**Step 3:** Make your selection along with the appropriate configurations.



To change the e-mail application, click on the drop down menu. If it does not appear in here then click on the 'Add' button to manually search for it.

With this checked a window will appear when you click the 'E-mail' button within Control Centre. This gives you some advanced options, which include the ability to select portions of the document for scanning rather than scanning the whole of it.

(Only available when scanning to e-mail through Control Centre)