

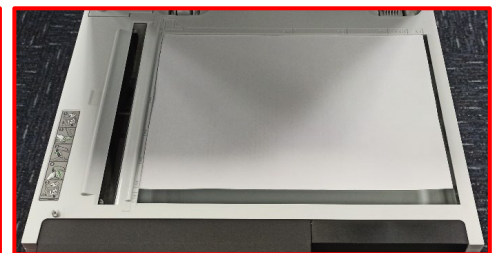
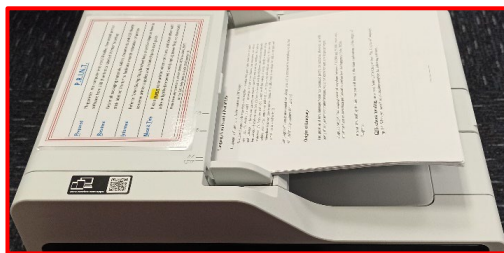
Printer - Scanning to Computers and Mobile Devices

The SOTA Brother printers can duplex (double-sided) colour scan to computers, laptops, mobile devices such as tablets and phones, and USB sticks. Students can even log into multiple OAC Google accounts on the printer itself and scan directly to their OAC Google Drive to quickly return work. This help sheet will show you how to use these features.

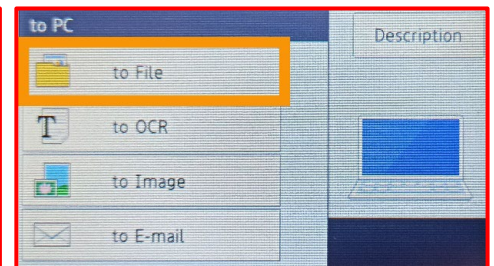
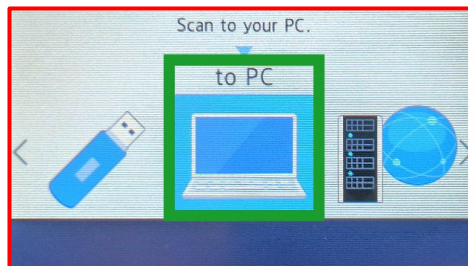
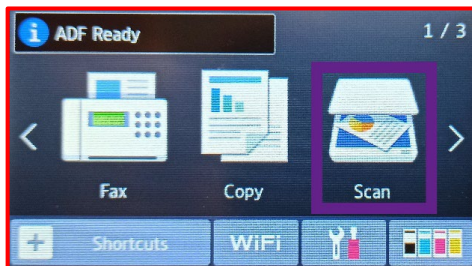
For an in-depth guide on returning work, please see the help sheet titled **Google Drive - Returning Completed Work (SOTA)**.

Option 1 - Scan to Computer via WiFi

1. Turn on your Brother printer and ensure it is connected to your home network via **ethernet cable** or wireless
 - a. *If you are unsure, see **Part 8 - Alternative wireless setup** of the **Quick Setup Guide** included with your printer*
2. Plug one end of the supplied USB cable into the **back of the printer** and the other end into your computer
3. Insert stack of pages into document feed or lift upper panel and place single page in **top left corner** of scan bed



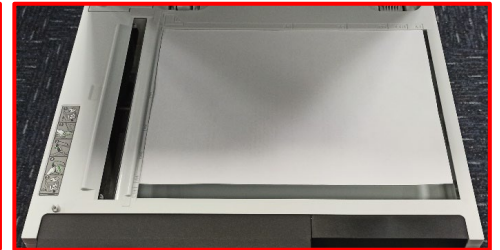
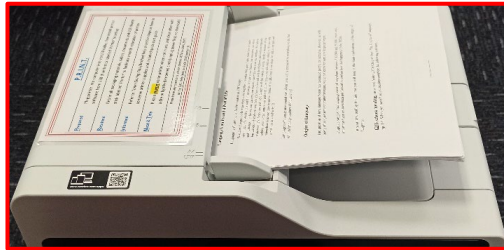
4. Using the printer touch screen, select **Scan > To PC > To File** > Select the **name** of the PC to which you wish to scan



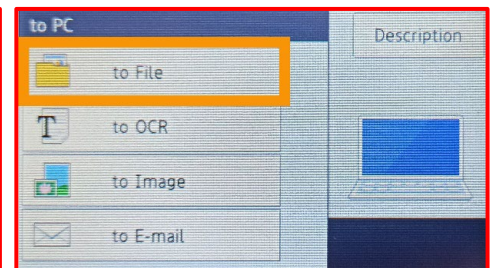
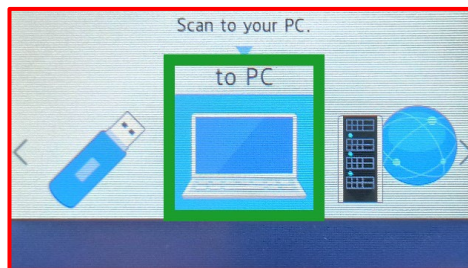
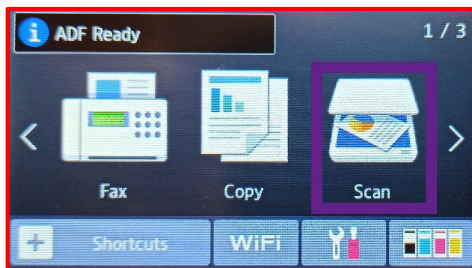
5. Tap **Options**, adjust as required and tap **OK** when finished
 - a. **Resolution** – Change DPI to adjust scan quality; higher DPI means better quality but larger filesize
 - b. **File Type** – Changes output filetype of scan (**PDF Multi-Page** recommended)
 - c. **Scan Type** – Switch between Colour, Greyscale and Black & White scanning (**Colour** recommended)
 - d. **2-Sided Scan** – Enable or disable duplex scanning (**Long Edge** for head-to-head, **Short Edge** for head-to-tail)
 - e. **Auto Deskew** – Printer will attempt to straighten crooked scans (**Auto** recommended)
 - f. **Skip Blank Page** – Printer will attempt to skip any blank pages included in page stack
6. When you are ready, tap **Start** to scan to your computer
7. After a few seconds, the **Scan folder** will pop up on your computer and show the scanned file(s)
 - a. *If the Scan folder doesn't appear automatically, it can be found in your **Pictures** in the **ControlCentre4** folder*
 - b. *If you experience any issues, reinstall the **Printer Software** from the **red USB stick** included with the printer*
 - c. *You can also find the **Brother Printer Software** folder on the desktop of OAC and SOTA student laptops*

Option 2 - Scan to Computer via USB Cable, USB Stick or Web Services (WS)

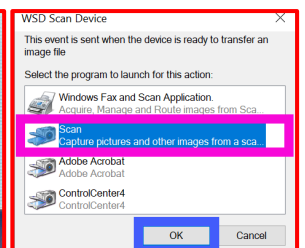
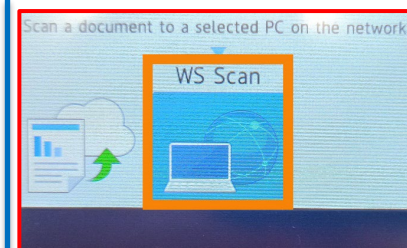
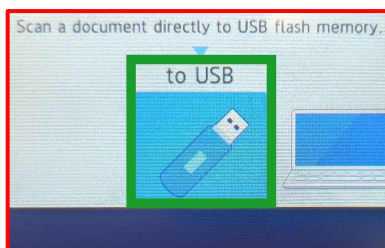
1. Turn on your Brother printer and ensure it is connected directly to your computer via **USB cable**
 - a. If you are unsure, see **Part 7 – Connect your computer** of the **Quick Setup Guide** included with your printer
2. Plug one end of the supplied USB cable into the **back of the printer** and the other end into your computer
3. Insert stack of pages into document feed or lift upper panel and place single page in **top left corner** of the scan bed



4. Using the printer touch screen, select **Scan > To PC > To File**

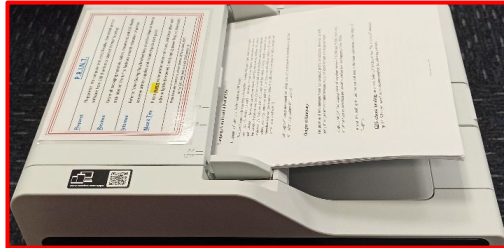


5. Tap **Options**, adjust as required and tap **OK** when finished
 - a. **Resolution** – Change DPI to adjust scan quality; higher DPI means better quality but larger filesize
 - b. **File Type** – Changes output filetype of scan (**PDF Multi-Page** recommended)
 - c. **Scan Type** – Switch between Colour, Greyscale and Black & White scanning (**Colour** recommended)
 - d. **2-Sided Scan** – Enable or disable duplex scanning (**Long Edge** for head-to-head, **Short Edge** for head-to-tail)
 - e. **Auto Deskew** – Printer will attempt to straighten crooked scans (**Auto** recommended)
 - f. **Skip Blank Page** – Printer will attempt to skip any blank pages included in page stack
6. When you are ready, tap **Start** to scan to your computer
7. After a few seconds, the **Scan folder** will pop up on your computer and show the scanned file(s)
 - a. If the Scan folder doesn't appear automatically, it can be found in your **Pictures** in the **ControlCentre4** folder
 - b. If you experience any issues, reinstall the **Printer Software** from the **red USB stick** included with the printer
 - c. You can also find the **Brother Printer Software** folder on the desktop of OAC and SOTA student laptops
8. To scan to a USB stick, plug one into the **USB port** on the front left of the printer, swipe left on the **Scan menu** (see Step 4), select **to USB** and adjust your **Options** (see Step 5)
9. To scan using Web Services (WS), swipe all the way to the right on the **Scan menu** (see Step 4) and select **WS Scan > Scan > Select Computer Name > Start**
10. On your computer, a **WSD Scan Device** popup window will appear; select the **Scan** option and click **OK**
 - a. Please note that WS Scanning is extremely limited and only supports scanning of single pages via the scan bed



Option 3 – Scan to Computer or Mobile Device Using Brother iPrint&Scan App

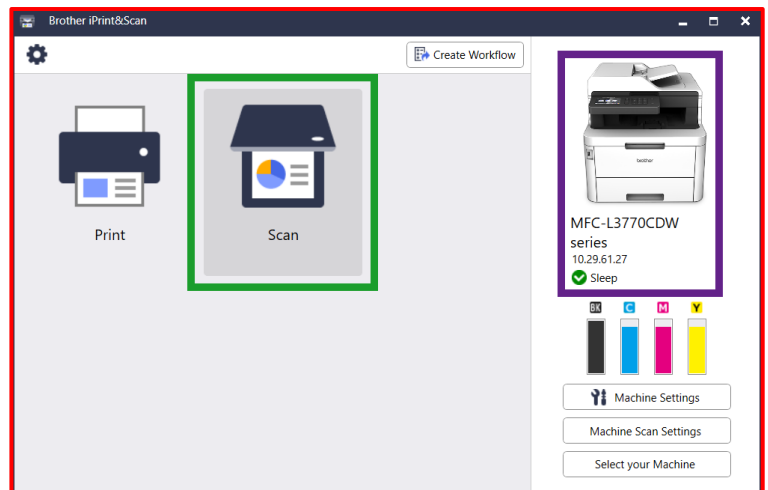
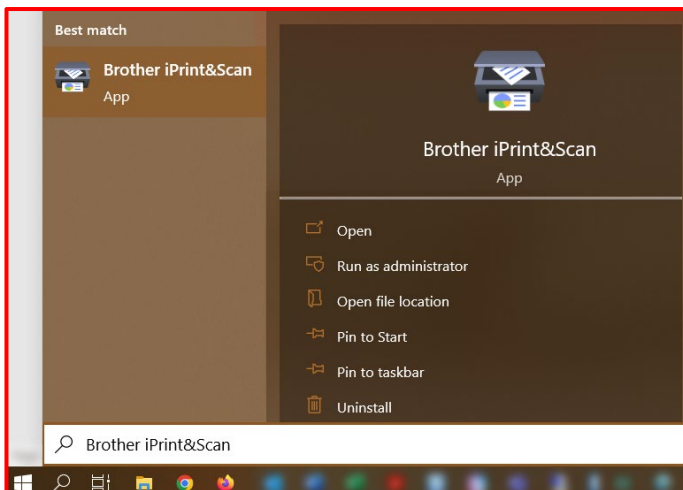
1. Turn on your Brother printer and ensure it is connected via **ethernet**, **wireless** or **USB cable**
 - a. If you are unsure, see **Parts 7 and 8** of the **Quick Setup Guide** included with your printer
2. Insert stack of pages into document feed or lift upper panel and place single page in **top left corner** of the scan bed



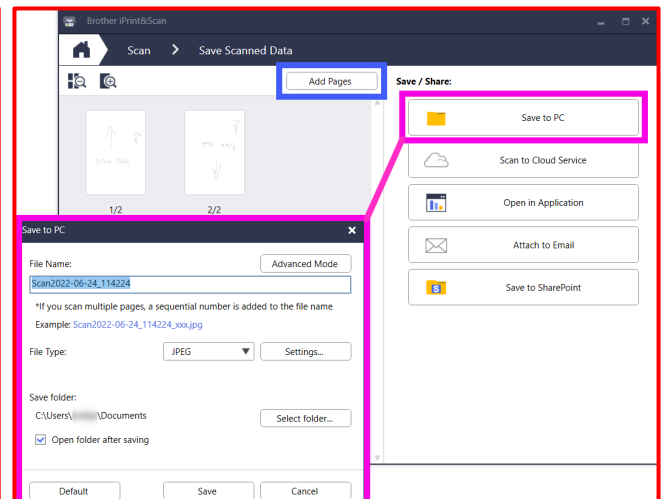
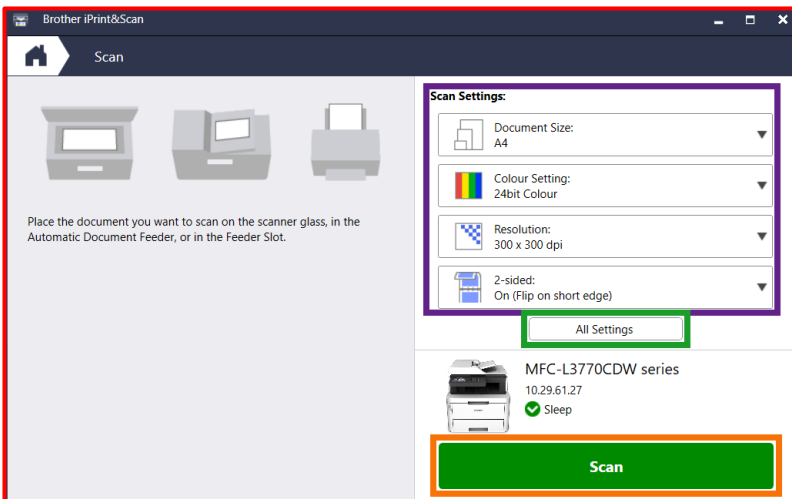
3. On your computer, **search for** and **open** the **Brother iPrint&Scan** app
 - a. If you cannot locate the app, install the **Printer Software** located on the **red USB stick** included with the printer
 - b. You can also find the **Brother Printer Software** folder on the desktop of OAC and SOTA student laptops

Alternatively, download the **Brother iPrint&Scan app** from the app store on your tablet or smartphone and follow the **in-app instructions to scan directly to your mobile device**

4. Ensure your printer is showing as **available** (green tick) on the right, then select the **Scan** option



5. Select your **Scan Settings**, click the **All Settings** button if you wish to set advanced options, then click **Scan**
6. Your document(s) should now scan and appear on your screen; from here, you can **add more pages** or **save the files**



7. If you experience any issues, reinstall the **Printer Software** from the **red USB stick** included with the printer