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How to scan both sides of a document brother

14. Click on Configuration => Button Settings => Scan => Choose your desired Scan Type. Click ControlCenter4. You will be prompted with the following options: - Scan More Pages: Select this option if you wish to add additional pages to this scan job. - Done: Select this option if you are finished scanning. Click Brother Utilities. USING THE SCAN KEY 1. Press the Computer name. Scan Both Sides of a Document Automatically Using ControlCenter4 Home Mode (Windows) Select Home Mode as the mode setting for ControlCenter4. Double click the Presto! PageManager icon on the desktop to launch the program. 5. Press SET WITH TOUCH PANEL and press ON. Press OPTIONS. Click OK. Choose the settings for Scan Type, Resolution, File Type, Scan Size or Remove Background Color as needed. Swipe UP OR DOWN or press the UP OR DOWN ARROW Key to display the computer you want to send to. - Scan Other Side: Select this option to perform a manual duplex scan of documents with images on both sides of a page. Select the 2-sided Scanning check box. In the 'Scanner Setup' dialog box adjust any of the settings to your desired configuration. If the Scan or Get Photo panel is not already displayed on the left side of the screen: Click Scan Settings. Do one of the following: - Network Users, continue to STEP 6. When you are done scanning you will be taken to the PaperPort Desktop and the scanned document should appear. You will be prompted with the following options: - Scan More Pages: Select this option if you wish to add additional pages to this scan job. Click ControlCenter4. 2. While on the Scan Tab, choose Custom and click the Custom Settings button. 10. Click Brother Utilities. 4. Click the Scan tab. Load documents in the ADF. Click Scan. Select the Long-edge binding or Short-edge binding option, depending on the Original layout. NOTE: To use SET WITH TOUCH PANEL, the ControlCenter software must be installed on the computer that is connected to the machine. Place the document you wish to scan in the Automatic Document Feeder (ADF) and click SCAN. Click (Open with an Application) to open scanned data in another application. You will then be able to choose one of the following binding options: - Long-edge binding - Short-edge binding 5. Ensure that TWAIN has a check next to it and from the list of available scanners choose the TWAIN driver for your model brother machine. Please note: These instruction are only for the MFCL8850CDW and MFCL9550CDW. Place the document you wish to scan in the Automatic Document Feeder (ADF) and click SCAN. You will then be able to choose one of the following binding options: - Long-edge binding - Short-edge binding 5. 6. The Scan panel should then appear. Do one of the following: Click (Save) to save scanned data. The document will now scan. 11. Once the scan is complete, click CANCEL. B. Open the ControlCenter. - Done: Select this option if you are finished scanning. - Windows 8 or 8.1 Users: Click the PaperPort tile from the Start screen. The document will scan. Ensure that 2-sided Scanning is checked. Do one of the following: - If you want to use the default settings, go to STEP 12. Click (Send E-mail) to attach scanned data to an email. All subsequent scans will use this setting. Open PaperPort: - Windows 7 and earlier: Click Start => (All) Programs => Nuance PaperPort => PaperPort. Press OK. Adjust any of the settings to your desired configuration. Press the scan option that you want to select. You will then be able to choose one of the following binding options: - Long-edge binding - Short-edge binding 11. - Windows 8 or 8.1 Users: Click the PaperPort tile from the Start screen. Ensure that 2-sided Scanning is checked. Once you have configured all of your settings, click START. In the "Scanner Setup" dialog box adjust any of the settings to your desired configuration. All subsequent scans will use this setting. Click (Print) to print scanned data. Do one of the following: - Network Users, continue to STEP 6. Your scanner should now be listed under the scanner section of the scan panel. - USB Users, continue to STEP 8. Configure other Custom Scan Settings, if needed. The ControlCenter4 application will be loaded in the Task Tray near the system clock. CC4 Home Mode Users: 1. You will then be able to choose one of the following binding options: - Long-edge binding - Short-edge binding 5. Click the dropdown list to select your model if it is not already selected. Click the START button in the scanner window to begin the scan job. Launch the Presto! PageManager program. USING PRESTO! PAGEMANAGER (MACINTOSH ONLY) 1. Ensure that TWAIN has a check next to it and from the list of available scanners choose the TWAIN driver for your model brother machine. Place a check in Duplex (two-sided) Scanning. (to OCR) Press or Swipe LEFT OR RIGHT to display the desired scan option. USING CONTROLCENTER2 (MACINTOSH ONLY) 1. Click the Scan button that you configured. The machine starts scanning the document. Place a check in 2-sided Scanning. (ex. TWAIN: TW-BROTHER XXX-XXXX) 5. Choose the scan settings you want to change: Scan Type, Resolution, File Type, Scan Size or Remove Background Color as needed. 3. Click the Scan button that you configured. (to Image). Place your document on the ADF (Automatic Document Feeder). d. USING SCANSOFT/NUANCE PAPERPORT SE (WINDOWS ONLY) 1. Press START. To scan both sides of the document: - Press 2-sided Scan, and then select the document type. 3. When the scanning is complete, click CANCEL. The machine starts scanning, and the scanned image appears in the image viewer. Click (OCR) to convert your scanned document to an editable text file. Once you have configured all of your settings, click START. Place a check in the box for 2-sided Scanning. - Scan Other Side: Select this option to perform a manual duplex scan of documents with images on both sides of a page. Press SCAN. Click the (ControlCenter4) icon in the task tray, and then click Open. Click (Scan). c. Click on Configuration => Scan => Choose your desired Scan Type. If using the machine's scanner glass, follow the Touchscreen instructions to complete the scanning job. 12. Right-click on the ControlCenter4 icon located in the Task Tray and left-click on Open. - CC4 Home Mode Users - CC4 Advanced Mode Users A. The document will scan. Open the ControlCenter2 by clicking HD => Library => Printers => Brother => Utilities => ControlCenter => ControlCenter. The Scan panel should then appear. Place your document on the ADF (Automatic Document Feeder). Click Scan. Do one of the following: - If you want to use the default settings, go to STEP 14. Under the scanner section click SELECT. - If you want to change the default settings, go to STEP 9. Press (Scan) on the Brother machine's LCD. 9. The machine starts scanning. 7. Place a check next to Display Scanner Dialog Box and Show Capture Assistant. Windows 8 or 8.1: a. Click the left or right arrow buttons to preview each scanned page. If the LCD prompts you to enter a PIN, enter the 4-digit PIN for the computer on the LCD and press OK. 13. If the Scan or Get Photo panel is not already displayed on the left side of the screen: Click Scan Settings. The icon moves to the middle and is highlighted in blue: (to File). Place a check in the box for Duplex (two-sided) Scanning. For instructions on how to 2-sided (duplex) scan, click on the link below for your scanning method: - Using Controlcenter4 (Windows Only) - Using ControlCenter2 (Macintosh Only) - Using the Scan Key - Using ScanSoft/Nuance PaperPort SE (Windows Only) - Using Presto! PageManager (Macintosh Only) USING CONTROLCENTER4 (Windows Only) - CC4 Home Mode Users - CC4 Advanced Mode Users A. For instructions on how to scan both sides of the page (duplex), click on the link below for your desired scanning method: - Using Controlcenter4 (Windows Only) - Using ControlCenter2 (Macintosh Only) - Using the Scan Key - Using ScanSoft/Nuance PaperPort SE (Windows Only) - Using Presto! PageManager (Macintosh Only) USING CONTROLCENTER4 (Windows Only) Click on one of the links that matches your ControlCenter4 Interface view. 4. (ex. TWAIN: TW-BROTHER XXX-XXXX) 5. The Custom Scan Settings dialog box appears. Your scanner should now be listed under the scanner section of the scan panel. Place a check next to Display Scanner Dialog Box and Show Capture Assistant. CC4 Advanced Mode Users: 1. Open PaperPort: - Windows 7 and earlier: Click Start => (All) Programs => Nuance PaperPort => PaperPort. (available only for certain models) - USB Users, continue to STEP 8. 8. - If you want to change the default settings, go to STEP 9. Click OK. Press or Swipe LEFT OR RIGHT to display the scan option that you want to select. In Presto click the Acquire button. The document will now scan. Press the desired scan option. Click b. (to E-mail), b. NOTE: If you want to save the settings as a shortcut, press Save as Shortcut. If you have another scanner you may not have the options indicated. Open the ControlCenter4: Windows 7 or earlier: Click Start => (All) Programs => Brother => XXX-XXXX => ControlCenter4. In Presto click the Acquire button. Click the dropdown list to select your model if it is not already selected. Right-click on the ControlCenter4 icon located in the Task Tray and left-click on Open. Once the scan is complete, click CANCEL. NOTE: For instructions, refer to: "How do I open the Brother ControlCenter2 in Macintosh?" Click here. The icon moves to the middle and is highlighted in blue. Place a document to be scanned in the ADF (Automatic Document Feeder). Press SCAN on the Brother machine's LCD. Under Document Type, select Custom, and then click the Custom Settings button. Open the ControlCenter4: Windows 7 or earlier: Click Start => (All) Programs => Brother => XXX-XXXX => ControlCenter4. Windows 8, 8.1 or 10: a. You will then be able to choose one of the following binding options: - Long-edge binding - Short-edge binding 5. To scan both sides of the document: - Press 2-sided Scan, and then select the document type. You will then be able to choose one of the following binding options: - Long-edge binding - Short-edge binding 11. b. NOTE: If the LCD prompts you to enter a PIN, enter the 4-digit PIN for the computer on the LCD and press OK.

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