

Overview

This document describes the basic functionality of the Brother MFC-J625DW Multifunction printer. For a list of Brother MFC-J625DW user guides, follow the link below:

http://welcome.solutions.brother.com/bsc/public/us/ca/en/doc/manual_index.html?reg=us&c=ca&lang=en&prod=mfcj625dw_all&dclid=&flang=English&type2=-1.

Configuring Your Printer

To configure your printer, follow the steps below:

1. From your desktop, double-click the **My Documents** icon.
2. Create a folder by clicking **File, New Folder**. Name the folder "Scans from Brother." Close My Documents.
3. Open ControlCenter4 from the **Start** menu by selecting **All Programs, Printers, Brother, MFC-J625DW, ControlCenter4**.
4. From the ControlCenter4 main menu, select **Device Settings, Device Scan Settings**.
5. Select the **File** Tab.
6. Change the destination folder to the one created above, in this case D:\My Documents\Scans from Brother.
7. Click **Apply, OK**.

Scanning to File

To scan a document to your computer, follow the steps below:

1. Place your document face down on the printer's flatbed glass or in the manual feeder.
2. Press the **Scan** button on the printer.



3. Use the arrow buttons to select **Scan to File**.
4. Press **Start** to begin scanning.
5. If you are scanning on the flatbed glass, select **No** on the printer's touch screen when you have finished scanning all your pages.

6. The **My Documents** folder will open with your scanned image. If it does not open, you can open your scanned document from your desktop by double-clicking **My Documents**, then **Scans from Brother**.
7. Rename the file to reflect its contents, for example: "morning report for 3-10-07." To do so, right click on the file and select **Rename**.

Scanning Directly to Email

To scan a document directly to email, follow the steps below:

1. Place your document face down on the printer's flatbed glass or in the manual feeder.
2. Press the **Scan** button on the printer.
3. Use the arrow buttons to select **Scan to email**.
4. Press **Start** to begin scanning.
5. If you are scanning on the flatbed glass, select **No** on the printer's touch screen when you have finished scanning all your pages.
6. When scanning is complete, Microsoft Outlook will open a blank email and the document you just scanned will be displayed in the Attached field.

Making a Copy

To copy a document, follow the steps below:

1. Place your document face down on the printer's flatbed glass or in the manual feeder.
2. Press the **Copy** button.



3. Enter the number of copies you would like to make using the dial pad or the **+** and **-** buttons.
4. Press **Black Start** or **Color Start** and copying will begin.

Printing

To print a document, follow the steps below:

1. When your document is ready to be printed from the Pason Workstation, select **File, Print**. Ensure that the Brother MFC0J625DW printer is selected in the Print setup screen.
2. Select **OK** to begin printing.