

## Overview

This document describes the basic functionality of the Brother MFC-J650DW Multifunction printer. For a list of additional Brother MFC-J650DW documentation, follow the link below:

[http://welcome.solutions.brother.com/bsc/public/us/us/en/doc/manual\\_index.html?reg=us&c=us&lang=en&prod=mfcj650dw\\_us\\_eu\\_as&dlid=&flang=English&type2=-1](http://welcome.solutions.brother.com/bsc/public/us/us/en/doc/manual_index.html?reg=us&c=us&lang=en&prod=mfcj650dw_us_eu_as&dlid=&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. If your Workstation is running Windows 7, select **Documents** from the **Start** menu.
2. Create a folder by clicking **File > New > Folder**. Name the folder "Scans from Brother." Close My Documents or Documents.
3. Open ControlCenter4 from the **Start** menu by selecting **All Programs > Printers > Brother > MFC-J650DW > 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 in step 2, in this case D:\My Documents\Scans from Brother.
7. Click **Apply**, then **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 automatic document feeder.
2. Press the **Scan** button on the printer.
3. Use the arrow buttons to highlight **to File**, then press the image to select it.

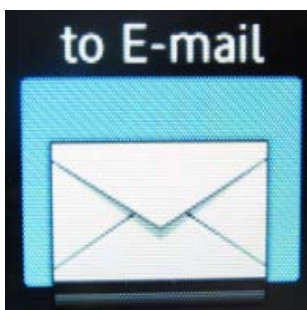


4. Press **Start** to begin scanning.
5. If you are scanning on the flatbed glass, select **Yes** if you have another page to scan or **No** if you have finished scanning all your pages.
6. The Scans from Brother folder will open with your scanned image. If it does not open, double-click **My Documents**, then select the Scans from Brother folder. If your Workstation is running Windows 7, find **Documents** under the **Start** menu.
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 automatic document feeder.
2. Press the **Scan** button on the printer.
3. Use the arrow buttons to highlight **to E-mail**, then press the image to select it.



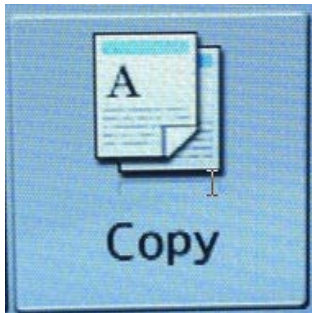
4. Press **Start** to begin scanning.
5. If you are scanning on the flatbed glass, select **Yes** if you have another page to scan or **No** if you have finished scanning all your pages.
6. When scanning is complete, Microsoft Outlook will open a blank email and the document you

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 automatic document feeder.
2. Press the **Copy** button.



3. Enter the number of copies you would like to make using 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 MFC-J650DW printer is selected in the Print setup screen.
2. Select **OK** to begin printing.