**brother.**

## Scan to FTP (File Transfer Protocol)

### Machines included:

| | | | | |
|---|---|---|---|---|
| HL-4040CN | ✖ | | | |
| HL-4050CDN | ✖ | | | |
| HL-4070CDW | ✖ | DCP-8060 | ✖ |
| DCP-9040CN | ✔ | DCP-8065DN | ✔ |
| DCP-9045CDN | ✔ | MFC-8460N | ✔ |
| MFC-9440CN | ✔ | MFC-8860DN | ✔ |
| MFC-9840CDW | ✔ | MFC-8870DW | ✔ |

**Contents**

## 1: What is FTP?

File Transfer Protocol (FTP) is a method of transferring files from one computer to another over the Internet.

## 2: What is scan to FTP?

As well as being able to scan a document to your PC, Brother's new range of multifunction flatbed colour laser machines are capable of scanning directly to an FTP server.   This can be done on the scanner glass or through the Automatic Document Feeder (ADF).
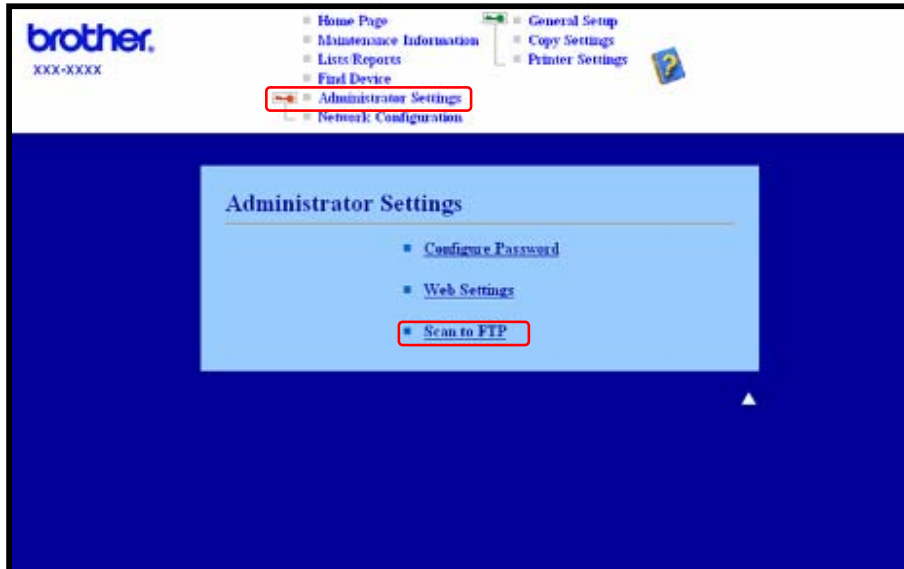


## 3: What are the benefits?

If you wish to scan and send someone a copy of a file and do not wish to use Brother's scan to e-mail capabilities (because the file you wish to send to them it too big for your e-mail software), you can use Scan to FTP as an alternative method of scanning and sending a document. The only requirement is that they can access the FTP server you will send the document to.

## 4: Setting up profiles

In order to scan to FTP, you will need to know the location of your FTP server, together with a username and password. These credentials can either be entered manually or stored in profiles within the machine itself.  To create profiles on your Brother machine, you'll need to use a PC with a web browser to create the profile. Using a profile eliminates the need to enter your credentials every time when you need to scan to FTP.

To configure an FTP profile, log onto the printer via a web browser using either the IP address (e.g. 168.24.45.32) or host name (e.g. printer.example.com). Once logged on, click on 'Administrator Settings' followed by 'Scan to FTP'.



Here you will see a list of 10 profiles which can be customised. To start creating a profile, simply click on the first available profile name



*Scan to FTP*

This is where you can customise your FTP profile.

*Enter the name for you profile.  This will be displayed on the LCD of the Brother machine.*

*Enter the user name & password, which you will have been supplied with when registering with an FTP server.*

*This is the location of your FTP server, usually entered as an IP address (e.g. 168.24.45.32) or host name (e.g. ftp.example.com).*

*Enter the destination folder for where you want documents to be stored (you could set up different profiles for different folders).*

*Select a file name for you scanned document (there are 7 preset name and 2 custom ones which you can program).\**

*Choose the quality of the scanned image. You can choose Colour 150, Colour 300, Colour 600, B&W 200 or B&W 200x100.*

*Choose the file type.  For colour you can have PDF or JPEG and for mono you can have PDF or TIFF.*

**Profile Name 1**

| | |
|---|---|
| Profile Name | |
| Host Address | |
| Username | |
| Password | |
| Store Directory | |
| File Name | BRN8A87EC |
| Quality | Color 150 |
| File Type | PDF |
| Passive Mode | ○ Off  ◉ On |
| Port Number | 21 |

Cancel    Submit

*Select whether you want to disable passive mode (by default this is turned on).  Please refer to section 6.1 & 6.2 for more information.*

*Select a port number (by default this is port 21).  Please refer to section 6.3 for more information.*

\* To prevent duplicate files being scanned, the Brother machine will automatically use the last 6 digits from the scanner counter along with the specified file name.   There are 9 file names which can be used in total 7 of which are preset and 2 you can name yourself.  To change the 2 names you can alter, simply click on 'Create a User Defined File Name' on the initial 'Scan to FTP' screen.  Here you can customise the 2 file names (maximum 15 characters).

**Create a User Defined File Name**

1. BRN8A87EC
2. Estimate
3. Report
4. Order sheet
5. Contract sheet
6. Check
7. Receipt
8. 
9. 

Cancel    Submit

# 5: How to Scan to FTP

As discussed, scanning to an FTP server can either be done manually or through a profile. The following steps show you how to do both.

## 5.1: How to manually scan to FTP

1.  Put the document face up in the ADF, or face down on the scanner glass.

2.  Press [Scan icon] (**Scan**).

3.  Press ▲ or ▼ to choose 'Scan to FTP'. Press **OK**.

4.  Use the dial pad to enter the FTP host address (for example ftp.example.com' Up to 60 characters) or the IP address (for example 192.23.56.189). Press **OK**.

5.  Use the dial pad to enter the destination folder (for example /brother/abc/, up to 60 characters). Press **OK**.

6.  Press ▲ or ▼ to choose 'Enter Username or Change Setting'. Press **OK**.
    If you choose 'Enter Username', go to Step 10.
    If you choose 'Change Setting', go to Step 7.

7.  Choose one of the options below.
    > Press ▲ or ▼ to choose Colour 150 dpi, Colour 300 dpi or Colour 600 dpi. Press **OK** and go to Step 8.

    > Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi. Press **OK** and go to Step 9.

8.  Press ▲ or ▼ to choose 'PDF or JPEG'. Press **OK**.

9.  Press ▲ or ▼ to choose 'PDF or TIFF'. Press **OK**.

10. Use the dial pad to enter the username. Press **OK**.

11. Use the dial pad to enter the password. Press **OK**.

12. Do one of the following:
    > If you want to start scanning, press **Mono Start** or **Colour Start** and go to Step 15.

    > If you want to change the file name, go to Step 13.

13. Press ▲ or ▼ to choose a file name you want to use and press **OK**. Press **Mono Start** or **Colour Start** and go to Step 15.

***Note***
*If you want to change the file name manually, go to step 14.*

14. Press ▲ or ▼ to choose <Manual>. Press **OK**.
    > Enter the file name you want to use (up to 15 characters) and press **OK**. Press **Mono Start** or **Colour Start**.

15. The LCD shows 'Connecting'. When the connection to the FTP server is successful the machine starts the scanning process.

### 5.2: How to scan using FTP Profiles

1.  Put the document face up in the ADF, or face down on the scanner glass.

2.  Press ![Scan icon] (**Scan**).

3.  Press ▲ or ▼ to choose Scan to FTP. Press **OK**.

4.  Press ▲ or ▼ to choose one of the FTP server profiles listed. Press **OK**.
    If the Scan to FTP profile is complete, you will automatically go to Step 9.

    If the Scan to FTP profile is not complete, for instance, the login account name and password are missing or the quality or file type are not chosen, you will be prompted to enter any missing information in the following steps.

5.  Choose one of the options below:

    i.  Press ▲ or ▼ to choose Colour 150 dpi, Colour 300 dpi or Colour 600 dpi. Press **OK** and go to Step 6.
    ii. Press ▲ or ▼ to choose B&W 200 dpi or B&W 200x100 dpi.  Press **OK** and go to Step 7.

6.  Press ▲ or ▼ to choose PDF or JPEG. Press **OK**.

7.  Press ▲ or ▼ to choose PDF or TIFF. Press **OK**.

8.  Use the dial pad to enter the username. Press **OK**.

9.  Use the dial pad to enter the password. Press **OK**.

10. Do one of the following:

    I.  If you want to start scanning, press **Mono Start** or **Colour Start** and go to Step 13.
    II. If you want to change the file name, go to Step 11.

11. Press ▲ or ▼ to choose a file name you want to use and press **OK**. Press **Mono Start** or **Colour Start** and go to Step 13.

**Note**
*If you want to change the file name manually, go to step 12*

12. Press ▲ or ▼ to choose <Manual>. Press **OK**.
    Enter the file name you want to use (up to 15 characters) and press **OK**.
    Press **Mono Start** or **Colour Start**.

13. The LCD shows Connecting. When the connection to the FTP server is successful the machine starts the scanning process.

# 5: Technical Information

## *6.1: FTP Explained*

FTP is another type of protocol used for exchanging data between two computers, usually a PC and a server.  It uses two separate channels, the command and data channel.  The command channel is used to establish a connection between the two computers and communicating any other information such as directory structures, privileges etc.  The data channel is used for data transfer.

## *6.2: Port numbers explained*

Port numbers are used to channel data through to the appropriate program over the web.  For example, port 25 is used to route most email traffic to email software such as Microsoft® Outlook.  If ports were not used, then emails would not know where to go.  Since FTP is another type of communication and uses the web as transport, it too has an associated port number, which are used to standardise the way we communicate over the web.  These numbers were created and are regulated by an organisation called Internet Assigned Number Authority (IANA).  Previous to IANA, companies would standardise their own rules for communicating, which was great for internal communication but had limitations when dealing with the outside world.