



## Scan to USB

### Machines included:

HL-4040CN	✘
HL-4050CDN	✘
HL-4070CDW	✘
DCP-9040CN	✘
DCP-9045CDN	✓
MFC-9440CN	✓
MFC-9840CDW	✓

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## 1: Basic Overview

Scan to USB enables users to scan documents directly to a USB Flash Memory Drive. It requires no printer drivers, or even a PC!



## 2: How to use (in 4 easy steps)

**Step 1: Insert a USB Flash Memory Drive**



**Step 2: Insert your Document** (This can be on either the ADF or flatbed)



**Step 3: Press the 'Scan' button** (Which will illuminate in blue)



#### Step 4: Select Scan Options

With the 'Scan' button illuminated, use the 'up' and 'down' arrow keys to select 'Scan to USB' and press 'OK'

You will then see 'Start Scan'. You can either start scanning straight away or change the scan settings. If you start scanning straight away, the default scan settings will be used. To change the settings, press the 'up' and 'down' arrow keys to select 'Change settings' then press 'OK'. You will be asked for the resolution and colour of the



document, file type and file name. Simply use the 'up' and 'down' arrow keys to scroll through the different settings followed by the 'OK' button to accept them. The different settings are as follows:

- Change Quality
  - Colour 150dpi (Default)
  - Colour 300dpi
  - Colour 600dpi
  - B&W 200dpi
  - B&W 200x100dpi
- File Type 
  - PDF (default)
  - JPEG – this can only be selected if scanning in colour
  - TIFF – this can only be selected if scanning in mono
- File name
  - This can be 6 digits in length. If you do not change a file name, it will be automatically generated. The default is year and date number. 2 numbers are added after the 6 digits file name, to avoid duplicated file name in the USB flash memory drive. The 2 numbers are increased by 1.

You will return back to the 'Start scan' message upon changing these settings. To start scanning, press the 'OK' button, followed by either the 'Colour' or 'Mono' start key.

If you scanned your document from the flatbed, you will be asked if you want to scan another document before transferring it to the USB Flash Memory Drive. To say yes, press the '1' key, to say no, press the '2' key. If you scanned from the ADF, your document(s) will automatically be transferred.



**Your documents are now scanned onto the USB Flash Drive and ready to be taken away. At this point, you can remove your USB Flash Memory Drive.**

### 3: Compatibility Issue

Some USB flash memory drives are unreadable by direct print as it is found they use 'hub' type technology inside them. This means that when it is connected to a PC, the PC treats it as a USB flash memory drive connected through a hub rather than being directly connected. Brother's new range of colour multifunction machines are unable to use hub technology, making these USB flash memory drives unreadable. One vendor who uses this type of technology is TwinMos.



*USB Flash  
Memory  
Drive*



*USB Hub*