



## FX 3000 / BROTHER TRAINING

### CONTROL CENTER 2 / CONTROL CENTER 3

#### SCAN TO E-MAIL

- 1) Open **Control Center** (small blue icon in task bar by calendar/clock)
- 2) On the left tab area, select **Scan**
- 3) Prepare your documents in the scanner glass or document feeder on the device
- 4) Select the **Email** icon → the **Control Center** will start scanning your documents
- 5) After scanning is complete, Outlook will open and a new email message will open with the attached scanned document
- 6) Enter the email address and send your document

#### SCAN TO FILE

- 1) Open **Control Center** (small blue icon in task bar by calendar/clock)
- 2) On the left tab area, select **Scan**
- 3) Prepare your documents in the scanner glass or document feeder on the device
- 4) Select the **File** icon → the **Control Center** will start scanning your documents
- 5) After scanning is complete, a folder will open that contains your scanned document (folder is named "Scan" on your desktop)

#### SPEED DIAL

- 1) Open **Control Center** (small blue icon in task bar by calendar/clock)
- 2) On the left tab area, select **Device Settings**
- 3) Select **Quick-Dial**
- 4) Password is *access*
- 5) Once the next screen appears, select **Fax** → **Address Book**
- 6) Find the next blank row and in the **FAX/TEL/EMAIL** column, enter the email address or fax number you want to store
- 7) In the **TYPE** column, select either *EMAIL* or *FAX/TEL*
- 8) In the **DESTINATION** column, enter the name you would like displayed on the device control panel
- 9) In the **SETTING** column, select either *EMAIL B&W 200X100 DPI TIFF* or *FAX/FAX STANDARD*
- 10) Ignore the other columns → click **Apply**
- 11) You may print out the list at this time if you desire and hang near your device for reference. If you do not, you will need to remember which speed dial you want – the name entered for the "destination" column earlier will appear after you select the speed dial on the control panel
- 12) Select **Okay**

#### *SCANNING & FAXING USING SPEED DIAL*

- 1) On device, select **Scan** or **Fax** button
- 2) Prepare your documents in the scanner glass or document feeder on the device
- 3) Select your speed dial and confirm the name on the control panel
- 4) Select **Start** button and your documents will be scanned and sent