Setting Up Brother Scanners

Follow these steps to set up a Brother scanner for use with Performance Matters Scan Engine.

Prerequisites

- Existing operational network utilizing TCP/IP
- Networked (internet connected) scanner that supports scan to FTP functionality
  - FTP Client Port is enabled on the device
- Color quality: gray scale or color
- Scanner Resolution: 200 dpi or greater
- File type: TIF or PDF
- Additional details: see *Scanner Requirements*

Set Up Profile

In order to scan to FTP, you will need to enter the FTP server credentials either manually or via a stored profile. Using a stored profile eliminates the need to enter your credentials every time you want to scan.

To create a profile on your Brother machine, you must use a computer with a web browser and follow these steps.

1. Log on to the printer via a web browser using either the IP address (e.g. 168.24.45.32) or the host name (e.g. printer.example.com). The default user name/password for Brother devices is admin/access.
2. Once logged on, click Administrator Settings, then Scan to FTP.

3. A list of ten profiles that can be customized will be displayed. To start creating a profile, simply click on the first open profile name.

4. On the next screen, customize your FTP profile.

- Profile Name = enter a name that identifies the profile as Performance Matters
- Host Address = scansb01.performancematters.com
- Username = enter the user name provided by your Performance Matters support team
- Password = enter the password provided by your Performance Matters support team, then retype the password to confirm it
- Store Directory = /
- File Name = this will be changed after we create the profile; see *"Create User-Defined File Name"*
- Quality = Gray or Color at minimum 200 dpi
- File Type = PDF
- File Size = Medium or Large
- Passive Mode = On
- Port Number = 21

5. Save your settings by clicking the Submit button.

Create User-Defined File Name

You will want to give your profile a user-defined file name. To do this, follow these steps.

1. Return to the Scan to FTP page where the profiles are listed: Administrator Settings > Scan to FTP.
2. Below the list of profiles, you should see an option to "Create a User Defined File Name." Click on this link.
3. There are usually nine slots, seven with preset names and two that you can customize. In one of those two slots, enter a name or acronym that describes the location you're scanning from--max of 15 characters. Keep in mind, whatever name you choose must be followed by the underscore symbol (for example, abc_).

4. Click the Submit button to save.
5. Now return to the profile you created, select the newly-created file name, and Submit to save the changes.

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created. For more details, see *Scanning with Brother Scanners*.