## Changing the File Scan Settings on Your Brother Scanner

Open the Brother Utilities app and navigate to the scan Control Center.





Or alternatively, you can open the Control Center from the bottom right icon tray.



Right Click on File and Select Button Settings.



Make sure your Resolution is 200x200 dpi and Scan Type is set to Black & White, then Click OK.

File - ControlCenter4					×	
File Type						
PDF Multi-Page (*.pdf)		~				
File Name 02122024000004.pdf		Change				
Scan Location	harePoint		Sh	ow Save As Wir	ndow	
C:\Users\ridge\OneDrive - Cambridg	e Real Estate Serv	/ices\Ridge a	t 🔄 🛛 🔽 Sh	ow Folder		
PreScan						
Resolution		Brightness				
200 x 200 dpi		~				
Scan Type					0	
Black & White		$\sim$	Contrast			
Document Size						
Letter 8 1/2 x 11 in (215.9 x 279.4 m	m)	$\sim$			0	
				ocurring.		
			ID Card Scar	n		
Show settings dialog before scan.						
Default Advar	nced Settings		ок	Cancel	Help	

Then click on Device Settings and Device Scan Settings, and adjust to the above settings, then click OK.



