



ADS-2200/ADS-2700W

# Quick Setup Guide

The latest manuals are available at the Brother Solutions Center: [support.brother.com/manuals](http://support.brother.com/manuals)

**Please read the *Product Safety Guide*, located later in this document before you set up your machine.**

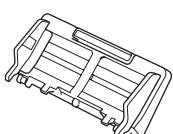
## **WARNING**

**WARNING** indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

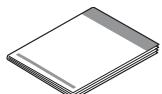
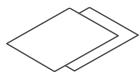
## **NOTE**

Unless otherwise specified, illustrations in this guide show the ADS-2700W.

## **1 Unpack the machine and check the components**



Automatic Document Feeder (ADF)



Warranty

Quick Setup Guide/Product Safety Guide



AC Adapter

## **WARNING**

- This product is packaged in a plastic bag. To avoid suffocation, keep plastic bags away from babies and children. Do not use the bag in cribs, beds, carriages, or play pens. The bag is not a toy.
- Use only the AC Adapter supplied with this product.

## **NOTE**

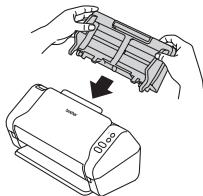
- If you want to establish a local connection to a computer, a USB 2.0 cable is required (not included).
- We recommend saving the original packaging in case you must ship your machine.
- If this is a USA model, the USB cable must be purchased separately.

### For Network Users

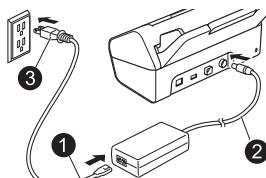
Best practice is to configure a unique admin password for any network device.

Your machine's default password is on the back of the machine (the eight-digit character string marked "Pwd"). We recommend changing this default password immediately in order to use network tools/utilities securely.

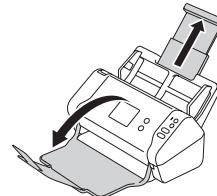
## **2 Connect the power cord**



Attach the Automatic Document Feeder (ADF).



Connect the AC Adapter.



Extend the trays.

## **NOTE**

When loading a document, always fan the paper and align its edges before loading it into the Automatic Document Feeder (ADF).

## **3 Select your language and configure the date and time (ADS-2700W only)**

- Select language

Press (Settings) > Initial Setup > Local Language > Select your language > Press .

- Set Date & Time

Press (Settings) > Initial Setup > Date & Time > Set Date and Time > Press .

## Connect your machine and install software

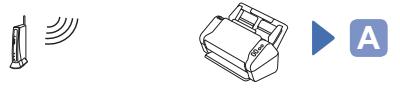
Select your preferred scanning method and choose your connection method.

If you are using ADS-2200, you cannot connect to a network.

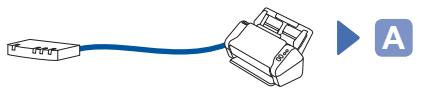
### Using your scanner with your computer



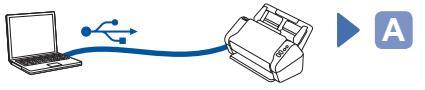
#### Wi-Fi® connection to Network



#### LAN cable to Network



#### USB cable to computer



### Using your scanner with your mobile device



#### Wi-Fi® connection to Network



- If you have a PC that is connected to the network
- If you don't have a PC that is connected to the network



#### LAN cable to Network



### Using your scanner as a standalone device



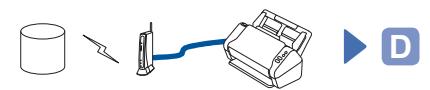
#### Wi-Fi® connection to Network



- If you have a PC that is connected to the network
- If you don't have a PC that is connected to the network



#### LAN cable to Network



## A Using your scanner with your computer

### Mac and Windows®

 Download the full driver and software package from the Brother Solutions Center.

For Windows®: [support.brother.com/windows](http://support.brother.com/windows)

For Mac: [support.brother.com/mac](http://support.brother.com/mac)

### NOTE

For Mac and Windows® computers, internet connection is required. If necessary, contact **Brother Customer Support** at **1-877-BROTHER (877-276-8437)** to request a Brother Installation Disc to install the driver and software package.

**Finish**

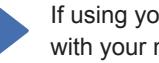
Follow the on-screen instructions to continue installation.

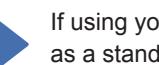
**NOTE:** When finished, restart your computer.

For detailed scanning instructions, see the *Online User's Guide* at [support.brother.com/manuals](http://support.brother.com/manuals)

## B Using your scanner with your mobile device or as a standalone device (Wi-Fi® connection to network (ADS-2700W only))

1.  > Setup Wizard > Yes.
2. Select the SSID (Network Name). Enter the Network key (Password).
3. The LCD displays Connected.

 If using your scanner with your mobile device

 If using your scanner as a standalone device

 Download our free app, **Brother iPrint&Scan**, from your favorite app store using your mobile device.

**Finish**

**Finish**

### NOTE

- If you cannot find your SSID or Network key, ask your network administrator or wireless access point/router manufacturer.
-  **Brother SupportCenter** is a mobile app that provides the latest support information for your Brother product. Visit the App Store or Google Play™ to download and install it on your mobile device.

## C Using your scanner with your mobile device (LAN cable to Network)

Connect your machine to your Network using a LAN cable \*or via Wi-Fi®.



\*LAN cable must be purchased separately.

Download our free app, **Brother iPrint&Scan**, from your favorite app store using your mobile device. For instructions on using **Brother iPrint&Scan**, go to [support.brother.com/manuals](http://support.brother.com/manuals)

**Finish**

## D Using your scanner as a standalone device (LAN cable to Network)

Connect a LAN cable\* to your machine or via Wi-Fi®.

\*LAN cable must be purchased separately.

**Finish**

### NOTE

If setup is not successful, visit [support.brother.com](http://support.brother.com) for FAQs, Troubleshooting and manuals. For product specifications, see the *Online User's Guide*.

# Product Safety Guide

Failure to follow these instructions may result in an increased risk of personal injury or damage to property, including through fire, electrical shock, burns or suffocation.

## Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

### **⚠ WARNING**

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

### **⚠ CAUTION**

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

### **IMPORTANT**

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

### **NOTE**

Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.

- 🚫 Prohibition icons indicate actions that must not be performed.
- 🚫 This icon indicates that flammable sprays may not be used.
- 🚫 This icon indicates that organic solvents, alcohol, or other liquids may not be used.
- ⚡ Electrical Hazard icons alert you to possible electrical shock.
- 🔥 Fire Hazard icons alert you to the possibility of fire.
- 🔌 Unplug icons indicate that you should unplug the machine.

(ADS-2700W only) Text in Courier New font identifies messages on the LCD of the machine.

Follow all warnings and instructions marked on the machine.

### **NOTE**

The illustrations in this guide show the ADS-2700W.

## Compilation and Publication

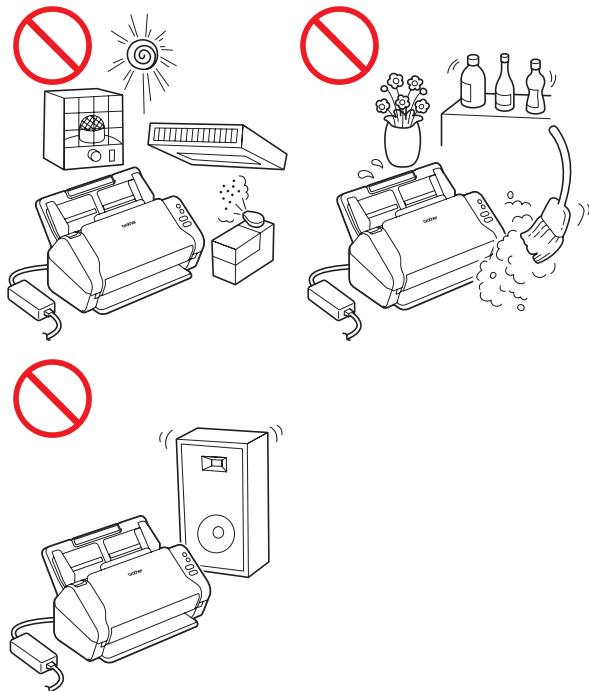
Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

## Choosing a location

Put your machine and AC adapter (hereinafter collectively referred to as "the unit") on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Choose a location where the temperature remains between 41 and 95 °F (5 and 35 °C) and the humidity is between 20 to 80% (without condensation).



# Product Safety Guide

## ! WARNING



The unit should be connected to an AC power source within the range indicated on *Specifications* in the *User's Guide*. DO NOT connect it to a DC power source or inverter. Doing this might cause an electrical shock or a risk of fire. If you are not sure what kind of power source you have, contact a qualified electrician.

This product must be installed near an AC power outlet that is easily accessible. In case of an emergency, you must unplug the power cord from the AC power outlet to shut off the power completely.

### IMPORTANT

- Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.
- This machine has been certified to comply with FCC standards, which are applied to the USA only.



DO NOT expose the unit to direct sunlight, excessive heat, open flames, corrosive gasses, moisture or dust.

DO NOT place the unit on a carpet or rug, as this will expose it to dust. Exposing the unit to dust may create a risk of an electrical short or fire. It may also damage the unit and/or render it inoperable.



DO NOT place the unit near heaters, air conditioners, electric fans, refrigerators, radiators, or water. Doing so may create the risk of a short circuit or fire should water come into contact with the unit (including condensation from heating, air conditioning, and/or ventilation equipment that may be sufficient to create a short circuit or fire).



DO NOT place the unit near chemicals or in a place where chemicals could be spilled on it. Should chemicals come into contact with the unit, there may be a risk of fire or electrical shock. In particular, organic solvents or liquids such as benzene, paint thinner, polish remover, or deodorizer may melt or dissolve the plastic cover and/or cables, resulting in a risk of fire or electrical shock. These or other chemicals may also cause the unit to malfunction or become discolored.



The product should be placed so as not to come into contact with any wall or other device. Otherwise, it could create a risk of overheating and/or fire. Clearance is needed between the product and the wall.

## ! CAUTION

Avoid placing the unit in a high-traffic area. If you must place it in a high-traffic area, ensure that the unit is in a safe location where it cannot be accidentally knocked over, which could cause injury to you or others and serious damage to the unit.

Ensure that cables and cords leading to the unit are secured so as not to pose a tripping hazard.

Make sure that no part of the unit protrudes from the desk or stand where the unit is located. Make sure that the unit is located on a flat, level, and stable surface free from vibration. Failure to observe these precautions could cause the unit to fall, causing injury to you or to others and serious damage to the unit.

### IMPORTANT

- DO NOT place your machine next to sources of interference, such as speakers or the base units of non-Brother cordless telephones. Doing so may interfere with the operation of the machine's electronic components.
- DO NOT connect the unit to an AC power outlet controlled by wall switches or automatic timers. Disruption of power can delete information from the machine's memory, and repeated cycling of the power can damage the unit.

# Product Safety Guide

## To use the unit safely

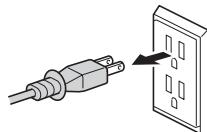
### ! WARNING

#### ELECTRICAL HAZARDS

Failure to follow the warnings in this section may create the risk of an electrical shock. In addition, you could create the risk of an electrical short, which may create the risk of a fire.



There are high-voltage electrodes inside the unit. Before you access the inside of the machine, including for routine maintenance such as cleaning, make sure you have unplugged the power cord from the AC power outlet and that you have unplugged any Ethernet (ADS-2700W only) cables from the machine.



DO NOT push objects of any kind into the unit through slots or openings in the machine, as they may touch dangerous voltage points or short out parts.



DO NOT continue using the unit if it has been dropped or the machine has been damaged. Instead, unplug the unit from the power outlet and contact Brother Authorized Service Personnel.



If water, other liquids, or metal objects get inside the unit, immediately unplug the unit from the AC power outlet and contact Brother Authorized Service Personnel.



#### Power Cord Safety:

- Use only the power cord supplied with this product.
- DO NOT allow anything to rest on the power cord.
- DO NOT place the unit where people can walk on the cord.
- DO NOT place the unit in a position where the cord is stretched or strain is otherwise put on the cord, as it may become worn or frayed.

- DO NOT use the unit or handle the cord if the cord has become worn or frayed. If the cord has become worn or frayed, unplug the unit but DO NOT touch the damaged/frayed part.
- Brother strongly recommends that you DO NOT use any type of extension cord.

#### AC Adapter Safety



Only use the supplied AC adapter with the unit. Only plug the AC adapter into a power outlet with voltage that is within the range indicated on *Specifications* in the *User's Guide*. Failure to do so may result in injury to yourself or others, or damage to the machine or other property. Brother does not assume any responsibility for any damage resulting from using an AC adapter other than the one specified.



DO NOT use a damaged AC adapter.



DO NOT place heavy objects on, damage, or modify the AC adapter.



DO NOT forcibly bend or pull the cord of the AC adapter.



DO NOT forcibly pull the cord of the AC adapter.



DO NOT drop, hit, or otherwise damage the AC adapter.



DO NOT use or touch the unit during a thunderstorm when the AC adapter is plugged in. There may be a remote risk of electrical shock from lightning when the machine is used during a thunderstorm.

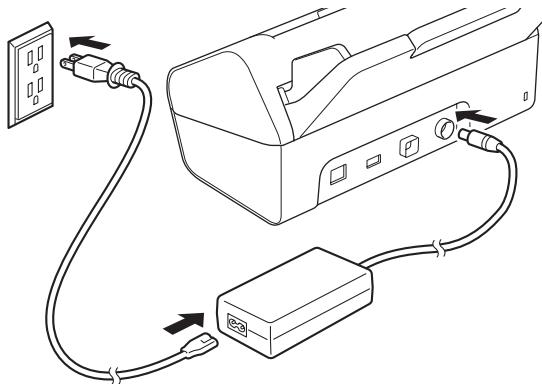


When disconnecting the AC adapter from the machine or from the power outlet, always hold the connector, not the cable, and pull firmly. Failure to do so may result in exposed or broken power cord wires and/or create a risk of fire, or electrical shock.

# Product Safety Guide



Make sure that one end of the power cord is firmly plugged into a standard power outlet and the other end is firmly plugged into the adapter block. Do not use an outlet that is loose. If the power cord is not completely plugged into the power outlet and adapter block, the adapter may become hot and/or catch fire.



DO NOT exceed the rated input or output listed on the rated label on the AC adapter.



DO NOT connect the supplied AC adapter to other products.

## FIRE HAZARDS

*Failure to follow the warnings in this section may create the risk of a fire.*



When cleaning the inside or outside of the unit, DO NOT use flammable substances, any type of spray, any organic solvent, alcohol, ammonia, or any liquid that contains alcohol or ammonia. Doing this may cause a risk of fire or electrical shock.



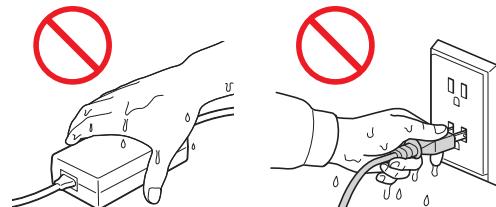
Do not disassemble or modify the unit, otherwise fire or electrical shock may result. If the unit requires repair, contact Brother Authorized Service Personnel.



If the unit becomes hot, releases smoke, or generates any strong smells, immediately unplug the unit from the power outlet and call Brother Customer Service.



DO NOT touch the AC adapter or handle the plug with wet hands.



## CAUTION

DO NOT put pressure or weight on the unit or use it for any purpose beyond its intended purpose.

Wait until pages have exited the machine before taking them out, or you could cause injury to your fingers by trapping them in a roller.

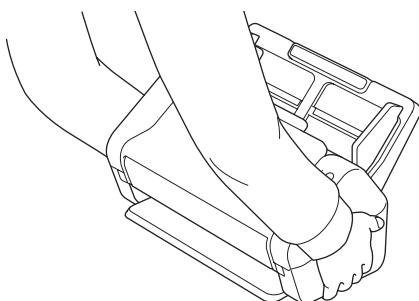
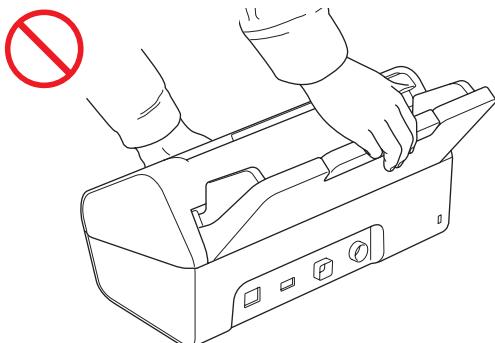
To avoid cutting yourself, do not slide or scrape your hand or fingers along the edge of the Carrier Sheet.

When carrying the machine, DO NOT put your hands on the edge of the machine. Doing this may cause the machine to slip out of your hands, resulting in injury to yourself or others, and/or damage to the machine.



# Product Safety Guide

DO NOT carry the machine by holding the Automatic Document Feeder (ADF). Doing this may cause the Automatic Document Feeder (ADF) to detach from the machine. Only carry the machine by placing your hands under the entire machine.



If you do not intend to use the unit for an extended period of time, disconnect the AC adapter from the power outlet.

DO NOT swing the AC adapter around or play with it. Doing so may result in injury to yourself or others.

## **⚠️ WARNING**

Use caution when operating the machine to prevent clothing (particularly sleeves, neckties, etc.), hair, or accessories from being drawn into the machine, otherwise injury may result. In the event that an object is drawn into the machine, immediately disconnect the machine from the power source.

## **IMPORTANT**

- Disruption of power can wipe out information in the machine's memory.
- DO NOT put objects on top of the unit.
- If the machine does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage or minor exposure to electromagnetic waves and will often require extensive work by a qualified technician to restore the machine to normal operation.
- A distinct change in the machine's performance may indicate a need for service.
- (ADS-2700W only)  
DO NOT touch the touchscreen while the machine is booting up. Doing this may cause an error.

## **Important safety instructions**

DO NOT attempt to service the unit yourself because disassembling the unit may expose you to dangerous voltage points and other risks and may void your warranty. Refer all servicing to a Brother Authorized Service Center. For the location of your nearest Brother Authorized Service Center, please call:

In USA: 1-877-BROTHER (1-877-276-8437)

## **Regulation**

## **⚠️ WARNING**

**This product must be installed near an AC power outlet that is easily accessible. In case of an emergency, you must unplug the power cord from the AC power outlet to shut off the power completely.**

## **IMPORTANT**

- Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.
- This machine has been certified to comply with FCC standards, which are applied to the USA only.

# Product Safety Guide

## **Federal Communications Commission (FCC) Declaration of Conformity (USA only)**

Responsible Party: Brother International Corporation  
200 Crossing Boulevard  
Bridgewater, NJ 08807-0911 USA  
TEL: (908) 704-1700

declares, that the products

Product Name: ADS-2200 and ADS-2700W  
comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced, qualified computer service.

(ADS-2700W only)

- This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

### **IMPORTANT**

- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.
- A specific shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

## **For use in the USA only**

These machines are made for use in the USA only. We cannot recommend using them overseas because the power requirements of your machine may not be compatible with the power available in foreign countries. Using USA models overseas is at your own risk and may void your warranty.

## **LAN connection (ADS-2700W only)**

### **IMPORTANT**

DO NOT connect this product to a LAN connection that is subject to over-voltages.

## **International ENERGY STAR® Qualification Statement**

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.



## **RF Exposure Notice (USA only) (ADS-2700W only)**

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This equipment should be installed and operated keeping the radiator at least 20 cm or more away from person's body.

# Product Safety Guide

## Trademarks

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# brother

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[www.brotherearth.com](http://www.brotherearth.com)