## **Start Here**



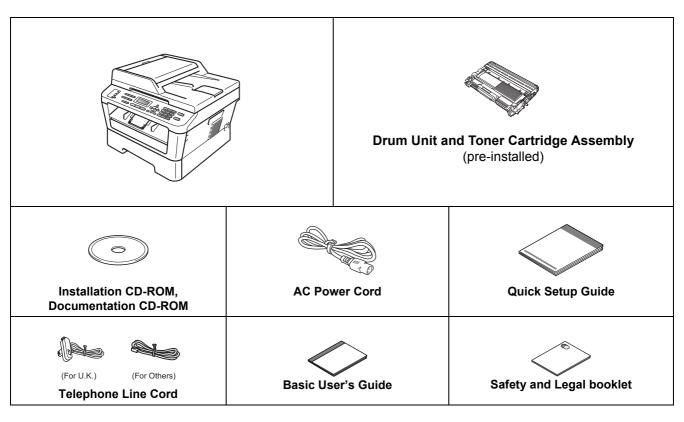
Please read the Safety and Legal booklet first before you set up your machine. Then, please read this Quick Setup Guide for the correct setup and installation.

To view the Quick Setup Guide in other languages, please visit http://solutions.brother.com/.

| ▲ WARNING | <u>WARNING</u> indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries. |
|-----------|--|
| ▲ CAUTION | <u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.  |



#### Unpack the machine and check the components

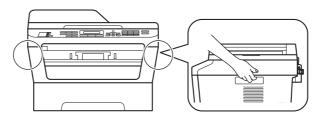


#### WARNING

Plastic bags are used in the packaging of your machine. Plastic bags are not toys. To avoid danger of suffocation, please keep these bags away from babies and children and dispose of them correctly.

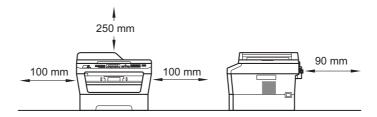
#### **A** CAUTION

When you move the machine, grasp the side handholds that are under the scanner. DO NOT carry the machine by holding it at the bottom.



#### Note

• Keep a minimum gap around the machine as shown in the illustration.



- The components included in the box may differ depending on your country.
- Please save the original packaging should you need to ship the machine in future.
- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier. For how to repack the machine, see *Packing and shipping the machine* in the *Advanced User's Guide*.
- The interface cable is not a standard accessory. Buy the appropriate interface cable for the interface you want to use (USB or Network).

#### **USB** cable

- It is recommended to use a USB 2.0 cable (Type A/B) that is no longer than 2 metres.
- DO NOT connect the interface cable at this time. Connecting the interface cable is done during the MFL-Pro
  installation process.

#### **Network cable**

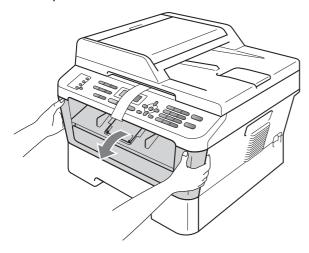
Use a straight-through Category5 (or greater) twisted-pair cable for 10BASE-T or 100BASE-TX Fast Ethernet Network.

# Remove the packing material from the machine

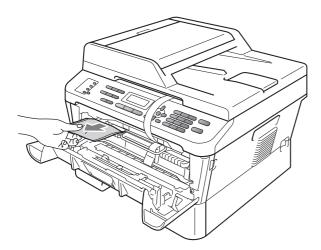
#### **• IMPORTANT**

DO NOT connect the AC power cord yet.

- Remove the packing tape from the outside of the machine and the film covering the scanner glass.
- Open the front cover.



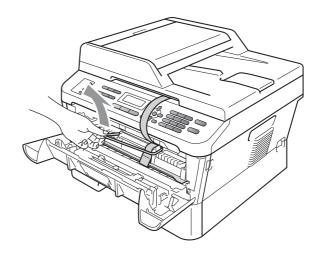
Remove the Silica Pack from the inside of the machine.



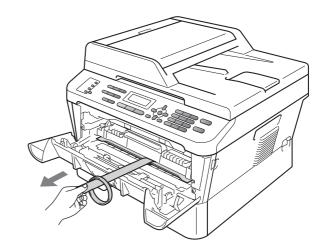
### **A** CAUTION

DO NOT eat the Silica Pack. Please discard. If ingested seek medical attention immediately.

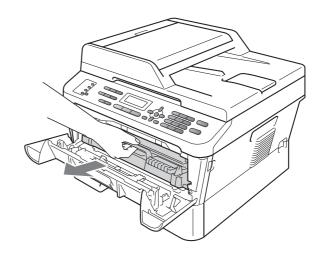
d Lift the elastic band off the drum.



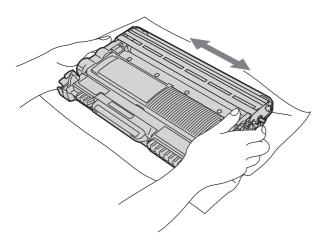
Pull the paper strip to remove the protective material as shown in the illustration.



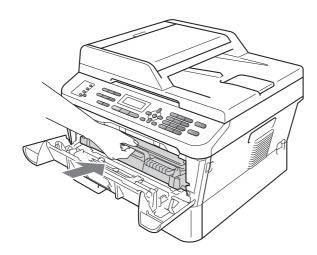
Take out the drum unit and toner cartridge assembly.



Gently shake it from side to side several times to distribute the toner evenly inside the assembly.



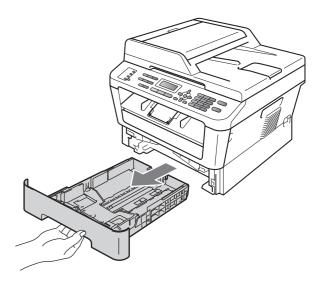
h Put the drum unit and toner cartridge assembly back in the machine.



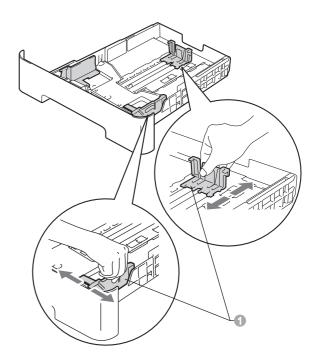
Close the front cover of the machine.

# Load paper in the paper tray

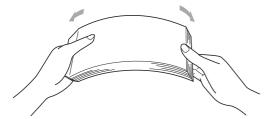
Pull the paper tray completely out of the machine.



While pressing the green paper-guide release lever , slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.



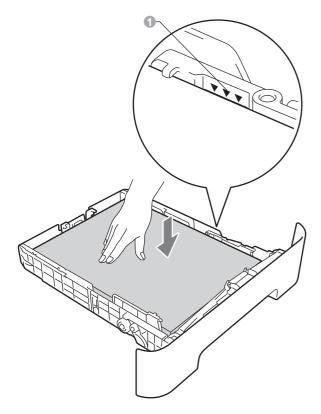
Fan the stack of paper well to avoid paper jams and misfeeds.



- Put paper in the tray and make sure:
  - The paper is below the maximum paper mark (▼ ▼ ▼) ①.

Over filling the paper tray will cause paper jams.

- The side to be printed on must be face down.
- The paper guides touch the sides of the paper so it will feed correctly.



- Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.
- For more information about recommended paper, see Recommended paper and print media in the Basic User's Guide.

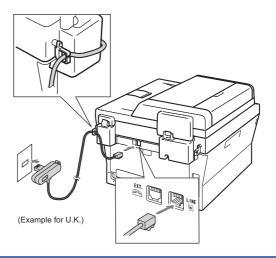
# Connect the power cord and telephone line

#### **IMPORTANT**

DO NOT connect the interface cable yet.



- Connect the AC power cord to the machine, and then plug it into an electrical socket.
- Turn on the machine's power switch.
- Connect the telephone line cord. Connect one end of the telephone line cord to the socket on the machine marked **LINE** and the other end to a telephone wall socket.



#### • IMPORTANT

The telephone line cord MUST be connected to the socket on the machine marked LINE.

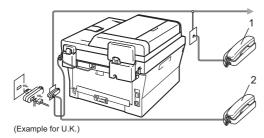
#### WARNING

The machine must be grounded using an earthed plug.

Since the machine is grounded through the electrical socket, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power cord connected to your machine when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your machine by disconnecting the telephone line first and then the power cord.

#### Note

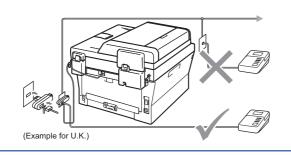
If you are sharing one telephone line with an external telephone, connect it as shown below.



- 1 Extension telephone
- 2 External telephone



If you are sharing one telephone line with an external telephone answering machine, connect it as shown below.



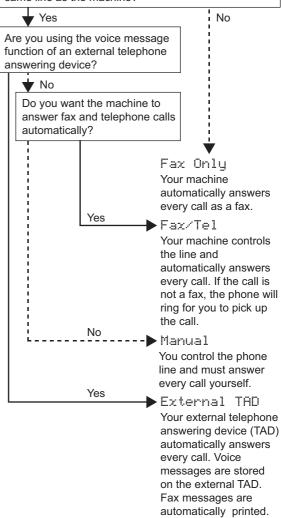
Set the receive mode to External TAD if you have an external answering machine. See Choose a Receive Mode on page 6. For additional details, see Connecting an external TAD in the Basic User's Guide.

# 5

#### **Choose a Receive Mode**

There are four possible receive modes: Fax Only, Fax/Tel, Manual and External TAD.

Do you want to use the telephone features of your machine (if available) or an external telephone or external telephone answering device connected on the same line as the machine?



- Press Menu, 0, 1.
- Press ▲ or ▼ to choose the receive mode.

  Press OK.
- C Press Stop/Exit.
  - For more details, see *Using receive modes* in the *Basic User's Guide*.

# Set the LCD contrast (if needed)

If you are having difficulty reading the LCD, try changing the contrast setting.

- Press Menu, 1, 5.
- Press ▶ to increase the contrast.

-OR-

Press ◀ to decrease the contrast.

Press OK.

Press Stop/Exit.



#### Set the date and time

The machine displays the time, and if you set up the station ID the date and time will be added to each fax you send.

- Press Menu, 0, 2, 1.
- Enter the last two digits of the year on the dial pad, and then press **OK**.

Date&Time Year:2011

(e.g. Enter 1, 1 for 2011.)

Enter the two digits for the month on the dial pad, and then press **OK**.

Date&Time Month:03

(e.g. Enter 0, 3 for March.)

Enter the two digits for the day on the dial pad, and then press **OK**.

Date&Time Day:25

(e.g. Enter 2, 5 for 25th.)

Enter the time in 24-hour format on the dial pad, and then press **OK**.

Date&Time Time:15:25

(e.g. Enter 1, 5, 2, 5 for 3:25 P.M.)

f Press Stop/Exit.

# 8 Ente

## **Enter personal information (station ID)**

The machine displays the date and time, and if you set up the station ID, it will add it to each fax you send.

- Press Menu, 0, 3.
- Enter your fax number (up to 20 digits) on the dial pad, and then press **OK**.

Station ID Fax:

Enter your telephone number (up to 20 digits) on the dial pad, and then press **OK**. If your telephone number and fax number are the same, enter the same number again.

Station ID Tel:

Use the dial pad to enter your name (up to 20 characters), and then press **OK**.

Station ID Name:



- · See the following chart for entering your name.
- If you need to enter a character that is on the same key as the last character, press ▶ to move the cursor to the right.
- If you entered a letter incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, press Clear.

| Press<br>key | One<br>time | Two<br>times | Three times | Four times | Five<br>times |
|--------------|-------------|--------------|-------------|------------|---------------|
| 2            | Α           | В            | С           | 2          | Α             |
| 3            | D           | Е            | F           | 3          | D             |
| 4            | G           | Н            | I           | 4          | G             |
| 5            | J           | K            | L           | 5          | J             |
| 6            | M           | N            | 0           | 6          | M             |
| 7            | Р           | Q            | R           | S          | 7             |
| 8            | Т           | U            | V           | 8          | Т             |
| 9            | W           | Х            | Y           | Z          | 9             |

For more details, see *Entering text* in the *Basic User's Guide*.

Press Stop/Exit.



If you make a mistake and want to start again, press **Stop/Exit** and go back to step **a**.



#### **Fax Transmission Report**

Your Brother machine is equipped with a Transmission Verification Report that can be used as confirmation that you sent a fax. This report lists the name or fax number of the receiving party, the date, time, and duration of the transmission, the number of pages transmitted, and whether or not the transmission was successful. If you want to use the Fax Transmission Report feature see *Printing reports* in the *Advanced User's Guide*.

# 10

## Set tone or pulse dialling mode

Your machine comes set for Tone dialling service. If you have Pulse dialling service (rotary), you need to change the dialling mode.

- Press Menu, 0, 4.
- Press ▲ or ▼ to choose Pulse (or Tone).

  Press OK.
- C Press Stop/Exit.



### Set the telephone line compatibility

If you are connecting the machine to a VoIP service (over the Internet) you need to change the compatibility setting.



If you are using an analogue telephone line you can skip this step.

- Press Menu, 2, 0, 1.
- Press ▲ or ▼ to choose Basic (for VoIP).

  Press OK.
- C Press Stop/Exit.

# 12

## Set the telephone line type

If you are connecting the machine to a line that features a PABX (PBX) or ISDN to send and receive faxes, it is also necessary to change the phone line type accordingly by completing the following steps.

- Press Menu, 0, 6.
- Press ▲ or ▼ to choose PBX, ISDN or Normal.

  Press OK.

Do one of the following:

- If you choose ISDN or Normal, go to step f.
- If you choose PBX, go to step c.

- Do one of the following:
  - If you want to change the current prefix number, press 1 and go to step d.
  - If you do not want to change the current prefix number, press 2 and go to step f.



The default setting is "!". When you press **Tel/R**, "!" will be displayed on the LCD.

- Press Clear to delete the default setting, then enter the prefix number (up to 5 digits) on the dial pad, and then press **OK**.
- 🛭 Note

You can use the number 0 to 9, #, \* and !. (Press **Tel/R** to display "!".)

You cannot use! with any other numbers or characters.

If your telephone system requires a timed break recall, press **Tel/R** to enter the break.

- Press ▲ or ▼ to choose On or Always and press OK.
- **Note**
- If you choose On, pressing **Tel/R** (the screen displays "!") will let you access an outside line.
- If you choose Always, you can access an outside line without pressing Tel/R.
- f Press Stop/Exit.

#### Note

#### **PBX and TRANSFER**

The machine is initially set to Normal, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Automatic Branch Exchange (PABX). Your machine can be connected to most types of PABX (PBX). The machine's recall feature supports timed break recall only (TBR). TBR will work with most PABX (PBX) systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when Tel/R is pressed.

# Automatic Daylight Savings Time

You can set the machine to change automatically for daylight savings time. It will reset itself forward one hour in the Spring and backward one hour in the Autumn.

- **?** Press Menu, 0, 2, 2.
- Press ▲ or ▼ to choose on (or off).

  Press OK.
- C Press Stop/Exit.

Wired Network



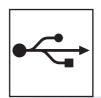
### Choose your connection type

These installation instructions are for Windows® 2000 Professional, Windows® XP Home/Windows® XP Professional, Windows® XP Professional x64 Edition, Windows Vista®, Windows® 7, and Mac OS X (versions 10.4.11, 10.5.x and 10.6.x).



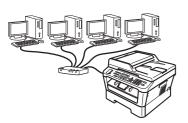
For Windows Server® 2003/2003 x64 Edition/2008/2008 R2, visit your model page at http://solutions.brother.com/.





### For USB Interface Users

Windows<sup>®</sup>, go to page 12 Macintosh, go to page 14





### For Wired Network

Windows<sup>®</sup>, go to page 16 Macintosh, go to page 18



You can download the latest drivers and utilities for your machine from the Brother Solutions Center at http://solutions.brother.com/.



#### For USB Interface Users

(Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®/Windows® 7)



#### Before you install

Make sure that your computer is ON and you are logged on with Administrator rights.

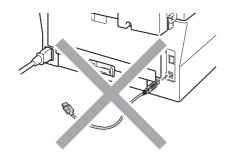
#### • IMPORTANT

- · If there are any programs running, close them.
- · The screens may differ depending on your operating system.



The installation CD-ROM includes ScanSoft™ PaperPort™ 12SE. This software supports Windows® XP (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater) and Windows® 7. Update to the latest Windows® Service Pack before installing MFL-Pro Suite. For Windows® 2000 (SP4 or greater) users, when the ScanSoft™ PaperPort™ 11SE download screen appears during the installation of MFL-Pro Suite, follow the on-screen instructions.

h Turn off the machine and make sure the USB interface cable is NOT connected to the machine. If you have already connected the cable, disconnect it.



#### **Install MFL-Pro Suite**

Put the installation CD-ROM into your CD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.



If the Brother screen does not appear automatically, go to My Computer (Computer), double-click the CD-ROM icon, and then double-click start.exe.

b Click Initial Installation and then Install MFL-Pro Suite.



Click Yes if you accept the license agreements.

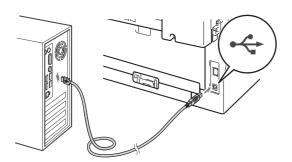
#### Note

- · If the installation does not continue automatically, open the top menu again by ejecting and then reinserting the CD-ROM or double-click the **start.exe** program from the root folder, and continue from step **b** to install MFL-Pro Suite.
- For Windows Vista® and Windows® 7 users, when the User Account Control screen appears, click Allow or Yes.
- d Follow the on-screen instructions until this screen appears.





e Connect the USB cable to the USB connector marked with the symbol on your machine and then connect the cable to your computer.



Turn the machine on, and follow the on-screen instructions to complete setup.

#### IMPORTANT

DO NOT cancel any of the screens during the installation. It may take a few seconds for all screens to appear.



#### M Note

- For Windows Vista® and Windows® 7 users, when the Windows Security screen appears, select the check box and click Install to complete the installation correctly.
- If an error message appears during the software installation, run the Installation Diagnostics located in Start/All Programs/Brother/MFC-XXXX (where MFC-XXXX is your model name).



#### The installation is now complete.



- · Depending on your security settings, a Windows Security or antivirus software window may appear when using the machine or its software. Please allow or permit the window to continue.
- XML Paper Specification Printer Driver The XML Paper Specification Printer Driver is the most suitable driver for Windows Vista® and Windows® 7 when printing from applications that use the XML Paper Specification documents. Please download the latest driver by accessing the Brother Solutions Center at http://solutions.brother.com/.



#### For USB Interface Users (Mac OS X 10.4.11 - 10.6.x)



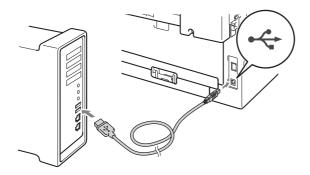
### Before you install

Make sure your machine is connected to the power and your Macintosh is ON. You must be logged on with Administrator rights.

#### IMPORTANT

For Mac OS X 10.4.10 users, upgrade to Mac OS X 10.4.11 - 10.6.x. (For the latest drivers and information on the Mac OS X you are using, visit http://solutions.brother.com/.)

Connect the USB cable to the USB connector marked with the symbol on your machine and then connect the cable to your Macintosh.



C Make sure your machine's power switch is on.

## 16

#### **Install MFL-Pro Suite**

- Put the installation CD-ROM into your CD-ROM drive.
- Double-click the **Start Here OSX** icon. Follow the on-screen instructions.





It may take a few minutes for installation to complete.

Follow the on-screen instructions until this screen appears. Choose your machine from the list, and then click **OK**.



d When this screen appears, click **Next**.



The installation of MFL-Pro Suite is now complete.
Go to step 17 on page 15.

Macintosh





When Presto! PageManager is installed OCR capability is added to Brother ControlCenter2. You can easily scan, share and organize photos and documents using Presto! PageManager.

On the **Brother Support** screen, click **Presto! PageManager** and follow the on-screen instructions.





The installation is now complete.



#### For Wired Network Interface Users

(Windows® 2000 Professional/XP/XP Professional x64 Edition/Windows Vista®/Windows® 7)



#### Before you install

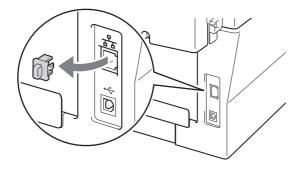
Make sure that your computer is ON and you are logged on with Administrator rights.

#### • IMPORTANT

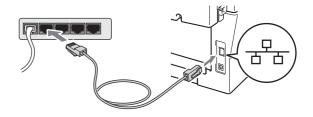
- If there are any programs running, close them.
- The screens may differ depending on your operating system.



- The installation CD-ROM includes ScanSoft™ PaperPort™ 12SE. This software supports Windows® XP (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater) and Windows® 7. Update to the latest Windows® Service Pack before installing MFL-Pro Suite. For Windows® 2000 (SP4 or greater) users, when the ScanSoft™ PaperPort™ 11SE download screen appears during the installation of MFL-Pro Suite, follow the on-screen instructions.
- Disable all personal firewall software (other than Windows<sup>®</sup> Firewall), anti-spyware or antivirus applications for the duration of the installation.
- Remove the protective cap from the LAN connector marked with a symbol.



Connect the network interface cable to the LAN connector and then connect it to a free port on your hub.



Make sure your machine's power switch is on.

## 16

#### **Install MFL-Pro Suite**

Put the installation CD-ROM into your CD-ROM drive. If the model name screen appears, choose your machine. If the language screen appears, choose your language.



If the Brother screen does not appear automatically, go to **My Computer (Computer)**, double-click the CD-ROM icon, and then double-click **start.exe**.

Click Initial Installation and then Install MFL-Pro Suite.



Click **Yes** if you accept the license agreements.



- If the installation does not continue automatically, open the top menu again by ejecting and then reinserting the CD-ROM or double-click the **start.exe** program from the root folder, and continue from step **b** to install MFL-Pro Suite.
- For Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7 users, when the User Account Control screen appears, click Allow or Yes.

Wired Network



When the Firewall/AntiVirus detected screen appears, choose Change the Firewall port settings to enable network connection and continue with the installation.
(Recommended) and click Next.
(Not for Windows® 2000 users)

**Wired Network** 



If you are not using the Windows® Firewall, see the user's guide of your firewall or antivirus software for information on how to add the following network ports.

- For network scanning, add UDP port 54925.
- For network PC-Fax receiving, add UDP port 54926.
- If you still have trouble with your network connection, add UDP port 137.
- Follow the on-screen instructions to complete setup.

#### IMPORTANT

DO NOT cancel any of the screens during the installation. It may take a few seconds for all screens to appear.



- If your machine is not found over the network, confirm your settings by following the on-screen instructions.
- You can find your machine's IP address and the node name by printing out the Network Configuration Report. See Print the Network Configuration Report on page 20.
- For Windows Vista<sup>®</sup> and Windows<sup>®</sup> 7 users, when the Windows Security screen appears, select the check box and click Install to complete the installation correctly.
- If an error message appears during the software installation, run the Installation Diagnostics located in Start/All Programs/Brother/MFC-XXXX LAN (where MFC-XXXX is your model name).

# Install MFL-Pro Suite on additional computers (if needed)

If you want to use your machine with multiple computers on the network, install MFL-Pro Suite on each computer. Go to step **16** on page 16.



#### Mote

#### Network license (Windows®)

This product includes a PC license for up to 5 users. This license supports the installation of the MFL-Pro Suite including ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE on up to 5 PCs on the network. If you want to use more than 5 PCs with ScanSoft™ PaperPort™ 12SE or ScanSoft™ PaperPort™ 11SE installed, please purchase the Brother NL-5 pack which is a multiple PC license agreement pack for up to 5 additional users. To purchase the NL-5 pack, contact your authorized Brother dealer or contact Brother customer service.



### The installation is now complete.



- If you use a specified IP Address for the machine, you must set the Boot Method to Static by using the control panel. For more information, see Network menu in the Network User's Guide.
- Depending on your security settings, a
  Windows Security or antivirus software window
  may appear when using the machine or its
  software. Please allow or permit the window to
  continue.
- XML Paper Specification Printer Driver
  The XML Paper Specification Printer Driver is
  the most suitable driver for Windows Vista® and
  Windows® 7 when printing from applications
  that use the XML Paper Specification
  documents. Please download the latest driver
  by accessing the Brother Solutions Center at
  http://solutions.brother.com/.



### For Wired Network Interface Users (Mac OS X 10.4.11 - 10.6.x)

## 15

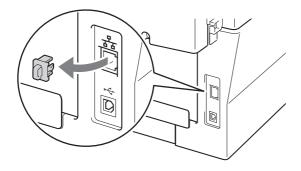
### Before you install

Make sure your machine is connected to the power and your Macintosh is ON. You must be logged on with Administrator rights.

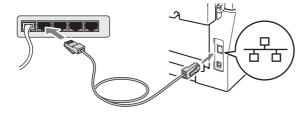
#### IMPORTANT

For Mac OS X 10.4.10 users, upgrade to Mac OS X 10.4.11 - 10.6.x. (For the latest drivers and information on the Mac OS X you are using, visit <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>.)

Remove the protective cap from the LAN connector marked with a R symbol.



Connect the network interface cable to the LAN connector and then connect it to a free port on your hub.



Make sure your machine's power switch is on.

# 16

#### **Install MFL-Pro Suite**

- Put the installation CD-ROM into your CD-ROM drive.
- Double-click the **Start Here OSX** icon. Follow the on-screen instructions.





It may take a few minutes for installation to complete.

Follow the on-screen instructions until this screen appears. Choose your machine from the list, and then click **OK**.





If your machine is not found over the network, confirm your network settings.

Wired Network

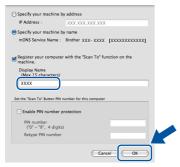




- You can find your machine's MAC Address (Ethernet Address) and IP Address by printing out the Network Configuration Report. See Print the Network Configuration Report on page 20.
- If this screen appears click **OK**.



Enter a name for your Macintosh in **Display Name** up to 15 characters long and click **OK**. Go to **d**.



- If you want to use the machine's SCAN key to scan over the network, you must check the Register your computer with the "Scan To" function on the machine box.
- The name you enter will appear on the machine's LCD when you press (SCAN) and choose a scan option. (For more information, see Network Scanning in the Software User's Guide.)
- When this screen appears, click **Next**.



OK!

The installation of MFL-Pro Suite is now complete.
Go to step 17 on page 19.

# 17 Down Presto

### Download and install Presto! PageManager

When Presto! PageManager is installed OCR capability is added to Brother ControlCenter2. You can easily scan, share and organize photos and documents using Presto! PageManager.

On the **Brother Support** screen, click **Presto! PageManager** and follow the on-screen instructions.



# 18 Install MFL-Pro Suite on additional computers (if needed)

If you want to use your machine with multiple computers on the network, install MFL-Pro Suite on each computer. Go to step **16** on page 18.



The installation is now complete.



#### Mote

If you use a specified IP Address for the machine, you must set the Boot Method to Static by using the control panel. For more information, see *Network menu* in the *Network User's Guide*.

### For Network Users

### Web Based Management (web browser)

The Brother print server is equipped with a web server that allows you to monitor its status or change some of its configuration settings, using HTTP (Hyper Text Transfer Protocol).

#### Note

- The default User Name is 'admin' and the default password is 'access'. You can use a web browser to change this password.
- We recommend Microsoft® Internet Explorer® 6.0 (or greater) or Firefox 3.0 (or greater) for Windows® and Safari 3.0 (or greater) for Macintosh. Please also make sure that JavaScript and cookies are always enabled in whichever browser you use. To use a web browser, you will need to know the IP address of the print server. The IP address of the print server is listed on the Network Configuration Report.
- Open your browser.
- Type "http://machine's IP address/" into your browser's address bar (where "machine's IP address" is the IP address of the printer or the print server name).
  - For example http://192.168.1.2/



See Web Based Management in the Network User's Guide.

### Print the Network Configuration Report

You can print the Network Configuration Report to confirm the current network settings.

- Turn the machine on and wait until it is in the Ready state.
- Press Menu, 4, 6.
- Press **Start**.

  The machine will print the current network settings.
- d Press Stop/Exit.

### Restore the network settings to factory default

To restore all network settings of the internal Print/Scan server to factory default, please follow the steps below.

- Make sure the machine is not operating, then disconnect all the cables from the machine (except the power cord).
- Press Menu, 5, 0.
- C Press 1 to choose Reset.
- Press 1 to choose Yes.

  The machine will restart, re-connect cables once this is complete.

### **Other Information**

#### **Brother CreativeCenter**



Get inspired. If you're using Windows, double-click the Brother CreativeCenter icon on your desktop to access our FREE web site with many ideas and resources for personal and professional use.



Mac users can access Brother CreativeCenter at this web address:

http://www.brother.com/creativecenter/

### Consumables

#### Consumables

When the time comes to replace consumable items, an error will be indicated by the LCD on the control panel. For more information about the consumables for your machine, visit us at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a> or contact your local Brother reseller.

| Toner cartridges  | Drum unit |  |  |
|---|-----------|--|--|
| Standard Toner: TN-2210<br>High Capacity Toner: TN-2220 | DR-2200   |  |  |
|   |           |  |  |



For replacing the consumable items, See Replacing consumable items in the Basic User's Guide.

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