

# MFC-8500 Quick Setup Guide

brother

## THANK YOU!

CONGRATULATIONS ON PURCHASING THE ULTIMATE BROTHER MACHINE. WE ARE SURE YOU WILL BE THRILLED WITH THE CONVENIENT WAY YOUR NEW MACHINE PERFORMS SO MANY TASKS WITH DAZZLING RESULTS!

Follow these simple instructions in numerical order.

For more details, press **Reports** and **1** on your machine or see your Owner's Manual.

If you cannot solve a problem: Refer to **Frequently Asked Questions (FAQs)** on Brother World Wide Web;

URL: <http://solutions.brother.com>

Call Brother Customer Service at;

**USA:** 1-800-284-4329 (9AM-5PM EST)

1-800-284-3238

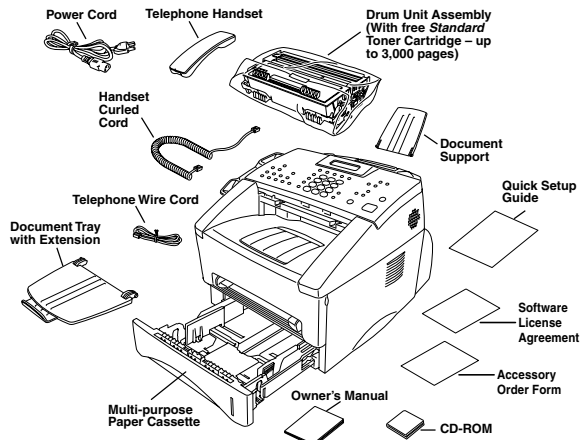
(TTY service for the hearing impaired)

**In Canada:** 1-877-BROTHER (8AM-8PM EST)

(514) 685-6464 (in Montreal)

## 1 Packing List

Make sure you have the following items:



Keep the packing materials for possible future transport. If you do not pack the machine properly, you may void your warranty.

## 2 Install the Drum Unit

**A.** Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times to distribute the toner evenly inside the cartridge.

To prevent damage to the drum, do not expose it to light for longer than a few minutes.

**B.** Remove the protective part.

**C.** Open the front cover of the machine.

**D.** Insert the drum unit assembly into the machine.

**E.** Close the front cover.

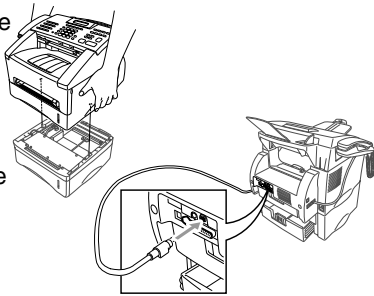
## 3 If you have an Optional Paper Cassette #2, Connect it

**A.** Carefully pick up the machine and place it on top of Paper Cassette #2.

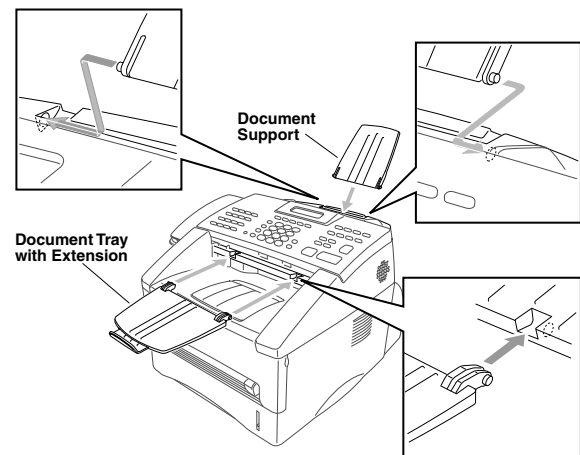
**B.** Plug the modular cable from Cassette #2 into the modular jack on the Brother machine.

To select which cassette will be used for printing. See Chapter 4 in Owner's Manual in CD-ROM.

If you move the machine after connecting Cassette #2, be sure to carefully lift Cassette #2 with the machine because they are not attached.



## 4 Attach Document Tray and Support



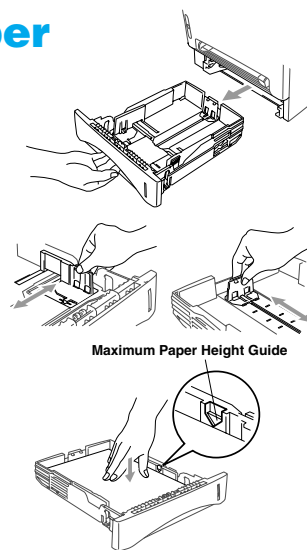
## 5 Load Paper

**A.** Pull the paper cassette completely out of the machine.

**B.** Slide the paper width and length adjusters of paper cassette for the paper size you want.

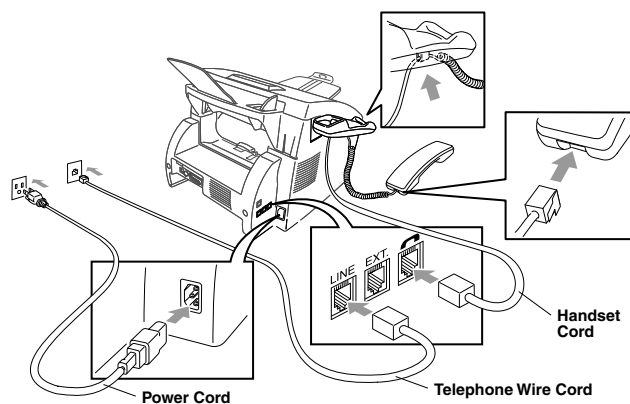
**C.** Load paper in the paper cassette. Press down the paper to flatten in all four corners, keeping the paper level below the guide.

**D.** Slide the paper cassette into the machine until it locks into place.

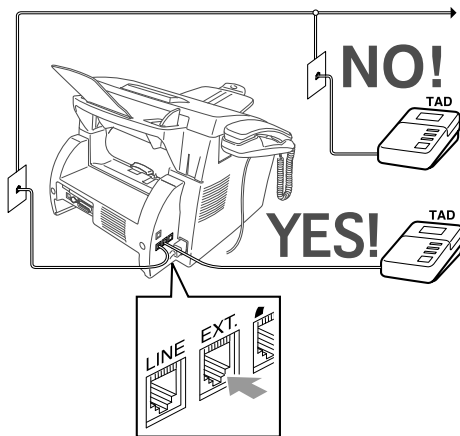


## 6 Install Phone Line, Handset and Power Cord

Do Not connect the Parallel or USB Cable.



## 7 If you are sharing one phone line with an external telephone answering device, connect it now



## 8 Select a Receive Mode

You may choose the mode that best suits your needs by pressing **Mode** button repeatedly until you have changed the FAX and FAX/TEL lights to the setting you want to use.

**Manual**

Fax  
 TAD  
 FAX/TEL

You must answer every call yourself. The Brother machine must be started manually to receive.

**Fax**

Fax  
 TAD  
 FAX/TEL

For use with a dedicated fax line. Every call is answered as a fax.

**Fax/Tel**

Fax  
 TAD  
 FAX/TEL

For receiving fax and voice calls on one line. The MFC answers every call and receives a fax or double rings for you to pick up a voice call.

**TAD**

Fax  
 TAD  
 FAX/TEL

For use with an answering device. The TAD answers every call and stores voice messages. Fax messages are printed.

## 9 Set Date and Time

**A.** For the MFC, press **Menu**, **1**, **2**.

2. DATE/TIME  
YEAR: XX  
ENTER & SET KEY

**B.** Enter the last two digits of the year and press **Set**.

MONTH: XX  
ENTER & SET KEY

**C.** Enter two digits for the month and press **Set**.

DAY: XX  
ENTER & SET KEY

**D.** Enter two digits for the day and press **Set**.

TIME: XX  
ENTER & SET KEY

**E.** Enter the time in 24-hour format and press **Set**, then **Stop/Exit**.

Note: If you can't step forward, press **Stop/Exit** and repeat from Step A.

## 10 Set Station ID

Station ID is to print your name and fax number on all fax pages.

**A.** For the MFC, press **Menu**, **1**, **3**.

3. STATION ID  
FAX:  
ENTER & SET KEY

**B.** Enter your fax number, then press **Set**.

TEL:  
ENTER & SET KEY

**C.** Enter your telephone number, then press **Set**.

NAME:  
ENTER & SET KEY

**D.** Enter your name using the dial pad and the chart below, then press **Set**. Use the right arrow to create spaces.

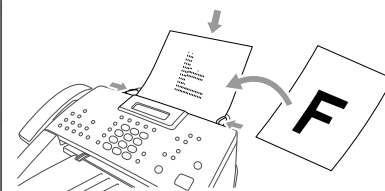
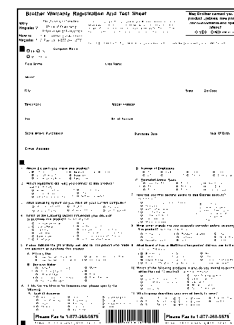
**E.** Press **Stop/Exit**.

For more details, see Chapter 4 in Owner's Manual.

Note: If you can't step forward, press **Stop/Exit** and repeat from Step A.

Key	once	twice	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	7	P
8	T	U	V	8	T
9	W	X	Y	9	W

## 11 For the USA, complete the Warranty Registration and Test Sheet...



Press Fax Start.

...and fax it Brother at: 1-877-268-9575

For the MFC, continue to the back side.

# Setting Up the MFC and PC to Work Together

## Before You begin

- You must set up the hardware and install the driver before you can use your MFC as a printer and scanner in any Windows® application.
- Please see the README.WRI file in the root directory of the CD-ROM for last-minute important installation and troubleshooting information.
- Please purchase the appropriate interface cable you intended to use. (Parallel or USB)

**!** Use only a shielded parallel interface cable that is IEEE 1284-compliant and/or a USB cable that is no longer than 6 feet long (1.8 meters).

Follow the instructions in this guide for your operating system and interface.

## For Windows® 95/98/98SE/Me/2000 Users

**Step 1.** Unplug the MFC from the AC outlet and disconnect your MFC from your computer if you already connected an interface cable.

**Step 2.** Turn on your computer.

For Windows® 2000 Professional, you must be logged on as the Administrator.

**Step 3.** Insert the CD-ROM into the CD-ROM drive. If the model name appears on the screen, click on your model name. The CD-ROM main menu will appear. If the CD-ROM does NOT start automatically, open the executable program file on the CD-ROM from the root directory of your computer.



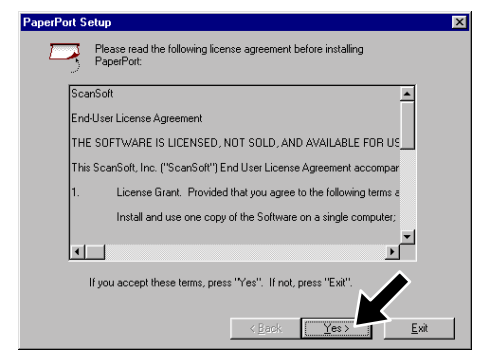
1. Click Install Software.



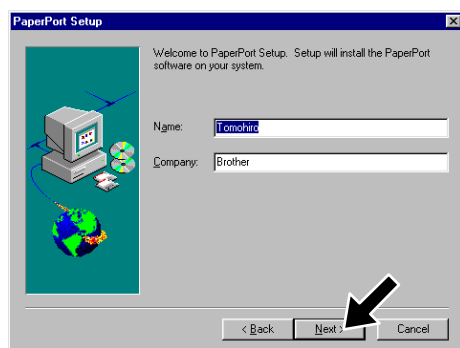
2. Click Multi-Function Link® Pro Suite in Main Application. \*1



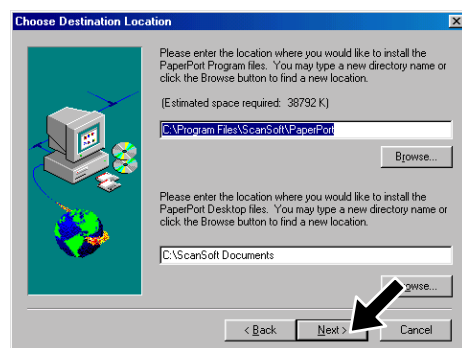
3. Click Install.



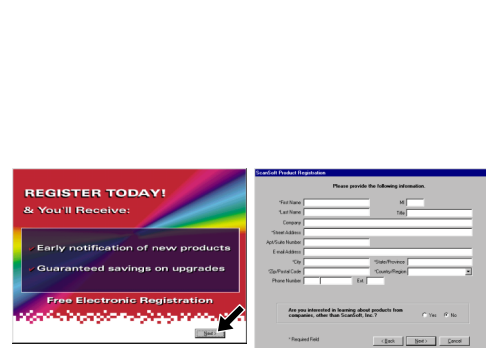
4. The InstallShield Wizard Setup window will appear briefly, followed by the PaperPort® Setup window. Click Yes.



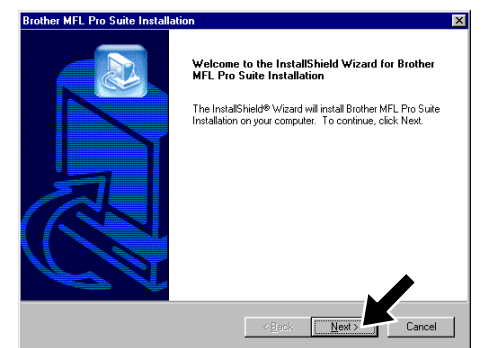
5. When the PaperPort® Setup window displays your Name and Company, either change or accept them, and then click Next.



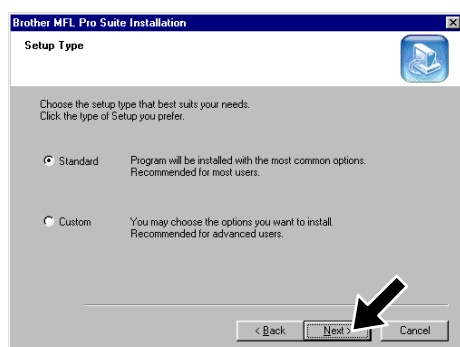
6. When the Choose Destination Location window displays the path where the PaperPort® files will be installed, either change or accept, and then click Next.



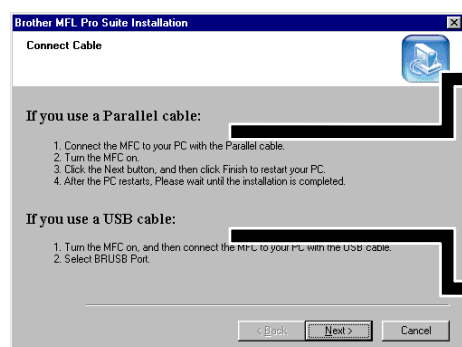
7. When Register Today screen appears, click Next. This is registration for PaperPort®. Follow the instructions.



8. When the Brother MFL Pro Suite Installation window appears, click Next to begin installing the Multi-Function Link® Pro Suite. \*2

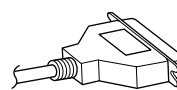


9. When the Setup Type window appears, select Standard, and then click Next. The application files will be copied to your computer.

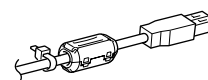


10. The Connect Cable window will appear.

For Parallel



For USB



Please see NEXT PAGE

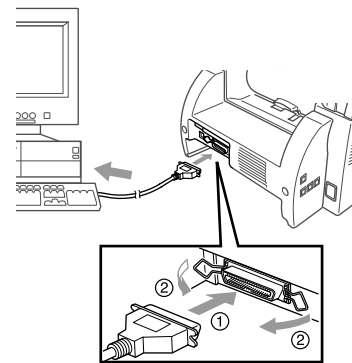
\*1 Multi-Function Link® Pro Suite includes Printer Driver, Scanner Driver, ScanSoft™ PaperPort®, ScanSoft™ Text Bridge®, PC-FAX software, Remote Setup and True Type fonts. PaperPort® is a document management application for viewing incoming faxes and scanned documents. ScanSoft™ TextBridge®, which is integrated into PaperPort®, is an OCR application that converts an image into text and inserts it into your default word processor.

\*2 If an error message appears during the installation process, or you have previously installed MFL Pro Suite, you will first have to uninstall it. From the Start menu, select Programs, Brother, Brother MFL Pro Suite, Uninstall, and then follow the instructions on the screen.

\*3 Even if you select NO, later you will be able to launch the Brother Control Center to use the Scan keys. See AutoLoad the Brother Control Center, Chapter 15 in the On-Line Documentation (Owner's Manual) on the CD-ROM.

## Step 4. Connect the MFC to your PC with Parallel Cable.

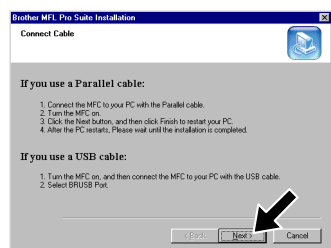
- Connect the parallel interface cable to the parallel interface port of the MFC and secure the wire clips.
- Connect the interface cable to the printer port of the computer and secure it with the two screws. For the location of your computer's parallel printer port, see the User's Guide for your computer.



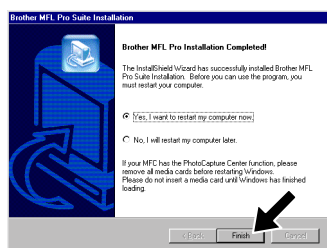
## Step 5. Turn on the MFC by plugging in the power cord.

## Step 6. The installation of the Brother driver will automatically start. Follow the instructions on the screen.

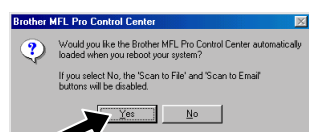
( For Windows® 95/98/98SE/Me Users )



- In the Connect Cable window, click **Next**.



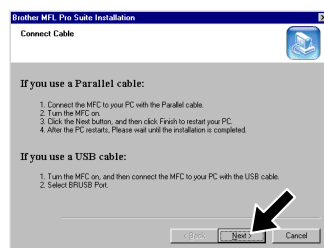
- When the above screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation.



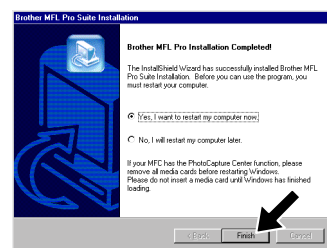
- Click **Yes** to have the Control Center loaded each time Windows® is started. The Control Center will appear as an icon in the task tray. If you click **No** the Scan keys on the MFC will be disabled. \*3

The Brother PC fax, Printer and Scanner drivers have been installed and the installation is now complete.

( For Windows® 2000 Professional User )



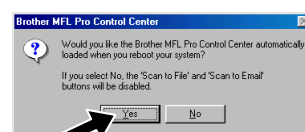
- In the Connect Cable window, click **Next**.



- When the above screen appears, Click **Finish** and wait as the PC restarts Windows® and continues the installation.



- When the **Digital Signature Not Found** dialog boxes appear, click **Yes** to install the driver.



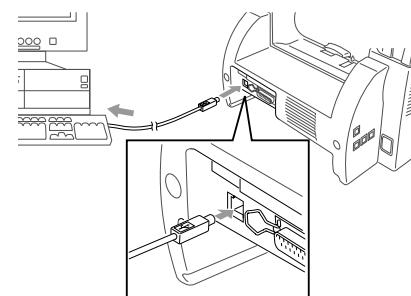
- Click **Yes** to have the Control Center loaded each time Windows® is started. The Control Center will appear as an icon in the task tray. If you click **No** the Scan keys on the MFC will be disabled. \*3

The Brother PC fax, Printer and Scanner drivers have been installed and the installation is now complete.

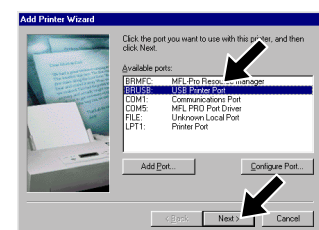
## Step 4. Turn on the MFC by plugging in the power cord.

## Step 5. Connect the MFC to your PC with the USB cable (it will take a few seconds for the installation screen to appear).

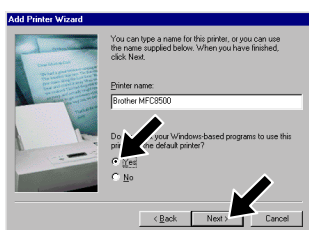
## Step 6. The installation of the Brother driver will automatically start. Follow the instructions on the screen.



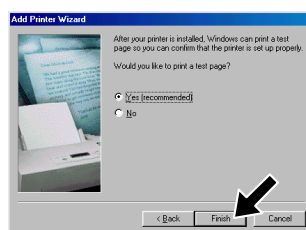
( For Windows® 98/98SE/Me Users )



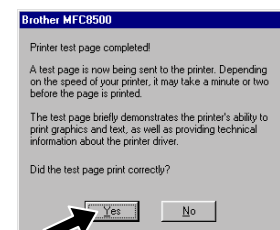
- In the Add Printer Wizard window, select **BRUSB: USB Printer Port**, and then click **Next**.



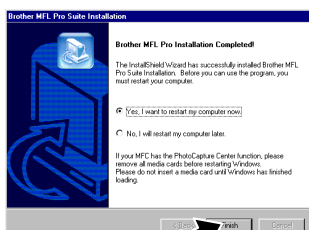
- Accept the default Printer name by selecting **Yes**, and then click **Next**.



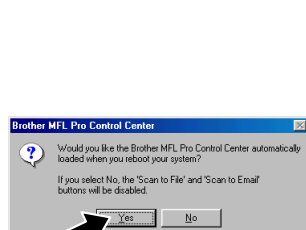
- Select **Yes (recommended)**, and then click **Finish**. A test page will be printed so you can check the print quality.



- If the test page is printed correctly, click **Yes**. If you click **No**, follow the prompts on the screen to correct the problem.



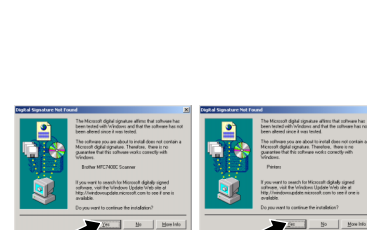
- Select **Finish** to restart your computer, and then click **Finish**.



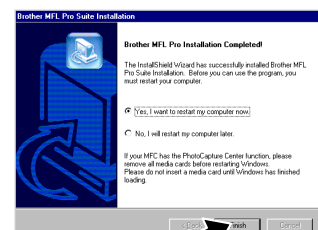
- Click **Yes** to have the Control Center loaded each time Windows® is started. The Control Center will appear as an icon in the task tray. If you click **No** the Scan keys on the MFC will be disabled. \*3

The Brother PC fax, Printer and Scanner drivers have been installed and the installation is now complete.

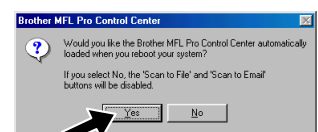
( For Windows® 2000 Users )



- When the **Digital Signature Not Found** dialog boxes appear, click **Yes** to install the driver.



- Select **Finish** to restart your computer.



- Click **Yes** to have the Control Center loaded each time Windows® is started. The Control Center will appear as an icon in the task tray. If you click **No** the Scan keys on the MFC will be disabled. \*3

The Brother PC fax, Printer and Scanner drivers have been installed and the installation is now complete.

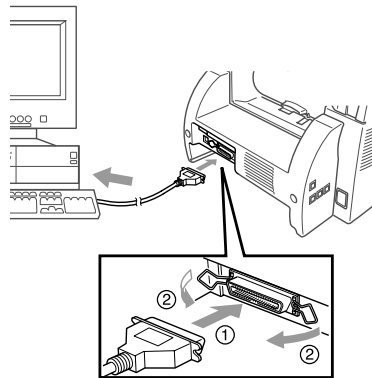
# For Windows NT® Workstation Version 4.0 Users

## Step 1. Check that your computer is turned on.

You must be logged on as the Administrator.

## Step 2. Connect the MFC to your PC with the Parallel Cable.

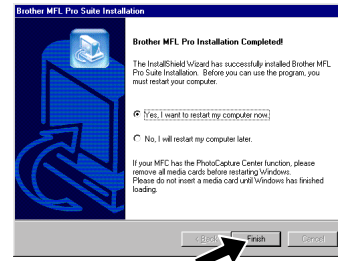
- Connect the parallel interface cable to the parallel interface port of the MFC and secure the wire clips.
- Connect the interface cable to the printer port of the computer and secure it with the two screws. For the location of your computer's parallel printer port, see the User's Guide for your computer.



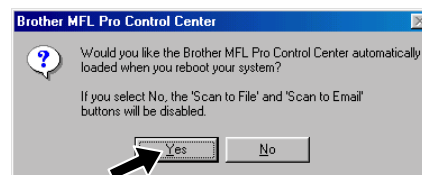
## Step 3. Turn on the MFC by plugging in the power cord.

## Step 4. Insert the CD-ROM into the CD-ROM drive. Then, follow the instructions on the screen.

(Same step as for Windows® 95/98/98SE/Me/2000 Users **Step 3.**, 1-9)



- Select **Yes** to restart your computer, and then click **Finish**.



- Click **Yes** to have the Control Center loaded each time Windows is started. The Control Center will appear as an icon in the task bar. If you click **No**, the Scan keys on the MFC will be disabled.\*3

The Brother PC fax, Printer and Scanner drivers have been installed and the installation is now complete.

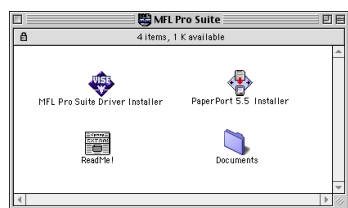
# For Apple® Macintosh® QuickDraw® Driver for OS 8.6/9.0/9.0.4/9.1 Users

## Step 1. Make sure your MFC power cord is unplugged and your Macintosh is turned on.

- Make sure you do NOT connect your MFC to your Macintosh

## Step 2. Insert the CD-ROM into your CD-ROM drive.

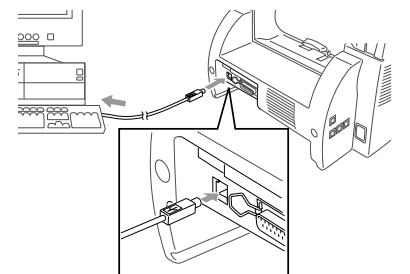
Installing MFL Pro Driver



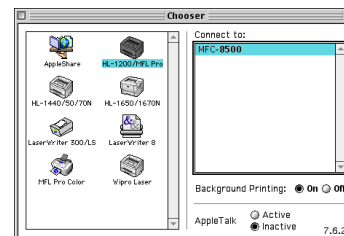
- When the window appears, double-click **MFL-PRO Suite Driver Installer** to install the printer and scanner drivers. After the installation is completed, the screen prompts you to restart your Macintosh.

## Step 3. Restart your Macintosh so it can recognize the new driver.

## Step 4. Connect the MFC to your Macintosh with the USB cable, and then turn on the MFC by plugging in the power cord.



## Step 5. Select the Printer.



- From the Apple menu, open the **Chooser**.
- Click to highlight the printer driver icon you installed. On the right side of the **Chooser**, select the printer to which you want to print. Close the **Chooser**.

## Step 6. Install Paper Port.



- Double-click the **PaperPort®5.5 Installer**. \*1
- Follow the instructions on the screen.

The Brother PC fax, Printer and Scanner drivers have been installed and the installation is now complete.

## What is included on the CD-ROM

### Windows

You can get a variety of information from this CD-ROM



(For Windows®)

#### Install Software

You can install printer and scanner drivers and the various utility items.

#### On-Line Registration

You will be pointed to a directory on the Brother Product Registration Web page.

#### On-Line Documentation

View the Owner's Manual and other documentation.

#### Brother Support

Get all contact you need if you have to get in touch with our Customer Service, or Brother Authorized Service Center.

#### Help

Helpful hints.

### Macintosh

You can get a variety of information from this CD-ROM



(For Macintosh®)

#### MFL Pro Driver Installer

You can install the printer and scanner drivers and the various utility items.

#### PaperPort 5.5 Installer

You can install a document management application used to view scanned documents.

#### ReadMe!

You can get important information and troubleshooting tips.

#### Documentation

View the Owner's Manual and other documentations.