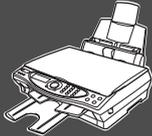


Before you can use the DCP, you must set up the hardware and install the driver. To help you get started in setting up the machine and installing the driver & software, please read the "Setup Guide" and follow the simple instructions.

## Step 1

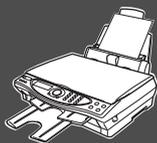


## Setting Up the DCP

## Step 2



## Installing the Driver & Software



## Setup is Complete!

For the latest driver and to find the best solution for your problem or question, access the Brother Solutions Center directly from the driver or go to

<http://solutions.brother.com>

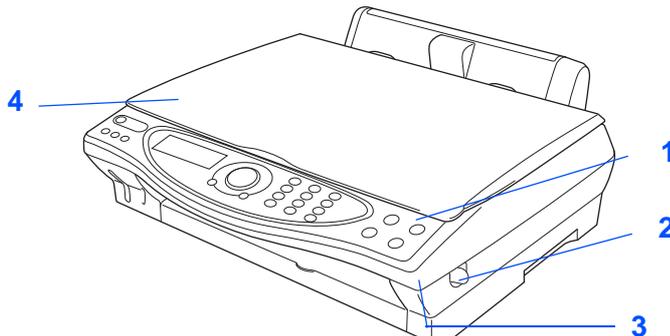
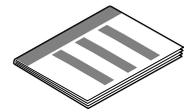
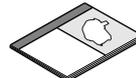
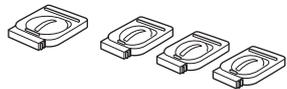
or

<http://www.brother-uk.com>

Keep this "Quick Setup Guide", User's Guide and supplied CD-ROM in a convenient place for quick and easy reference at all times.

# Getting Started

## Carton Components

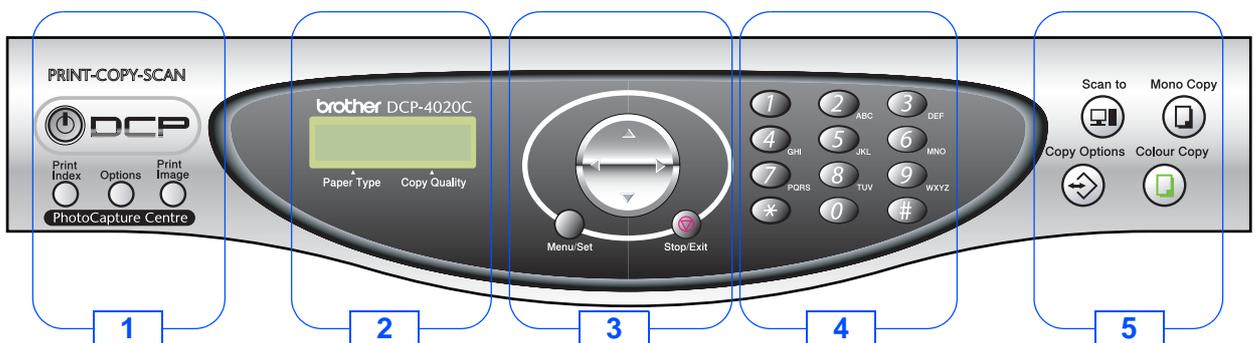
		 <p><b>Quick Setup Guide</b></p>
		 <p><b>CD-ROM</b></p>
<p>1. Control Panel                      3. Scanner Cover 2. Scanner Cover Release Lever    4. Document Cover</p>		 <p><b>User's Guide</b></p>
 <p><b>Output Paper Support</b></p>	 <p><b>Paper Tray</b></p>	 <p><b>Ink Cartridges (Black, Cyan, Yellow, Magenta)</b></p>
 <p><b>Power Cord</b></p>	 <p><b>USB Cable</b></p>	

Carton components may differ from one country to another.  
Save all packing materials and the carton.



- You must use the appropriate USB cable.
- Use only a USB interface cable that is no longer than 2 meters.

## Control Panel



1. Photo Capture Centre and On/Off keys	2. Liquid Crystal Display (LCD)	4. Numeric keys
	3. Navigation keys	



For the details of the control panel, see "DCP-4020C control panel overview" in Chapter 1 of the User's Guide.

# Table of Contents

## Step 1 Setting Up the DCP

1. Removing the Protective Parts .....	2
2. Attaching the Output Paper Support.....	2
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6. Installing the Ink Cartridges.....	4
7. Colour Block Quality and Alignment Check.....	5
8. Setting the LCD Contrast .....	7
9. Setting a Date and Time .....	7

## Step 2 Installing the Driver & Software

Windows®	Supplied CD-ROM (MFL-Pro Suite).....	8
	For Windows® 98/98SE/Me/2000 Professional/XP Users.....	10
	■ For Windows® 98/98SE/Me Users Only .....	13
	■ For Windows® 2000 Professional Users Only.....	15
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### Warning

Indicates warnings that must be observed to prevent possible personal injury.



Indicates cautions that must be observed to use the DCP properly or prevent damage to the DCP.



### Hint

Indicates notes and useful tips to remember when using the DCP.



### User's Guide

Indicates reference to the User's Guide.

# Step 1

# Setting Up the DCP

1

## Removing the Protective Parts

- 1 Remove the protective tape.



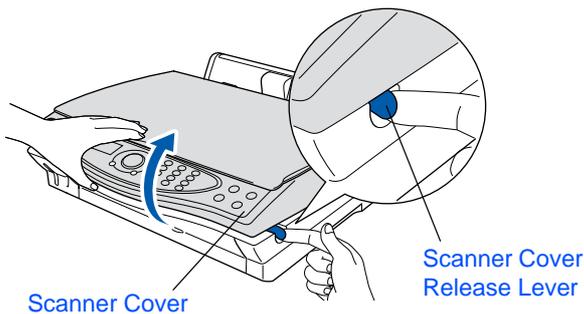
**Do NOT connect the USB cable.**  
Connecting the USB cable is done when installing the driver.



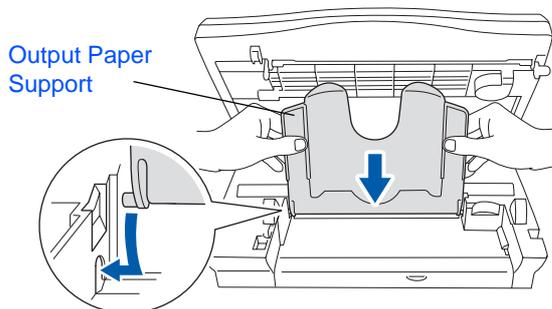
2

## Attaching the Output Paper Support

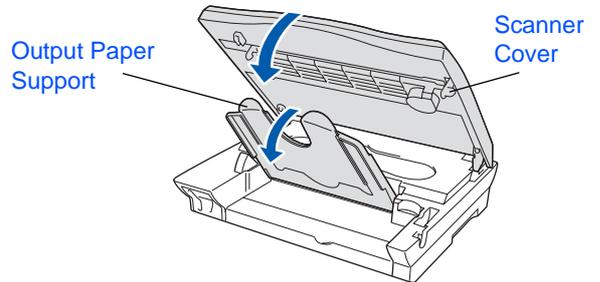
- 1 Pull the scanner cover release lever to open the scanner cover and lift it to the opening position.



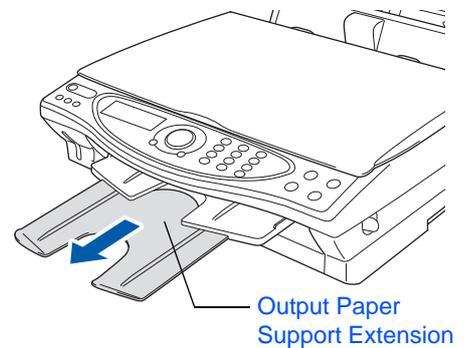
- 2 Attach the output paper support to the paper output slot.



- 3 Close the output paper support and the scanner cover.



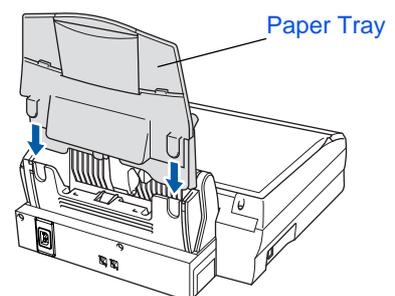
- 4 Pull out the extension.



3

## Attaching the Paper Tray

- 1 Insert the paper tray from above into the back of the DCP.

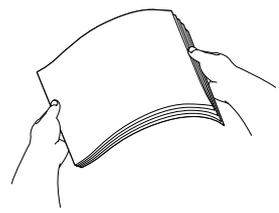


## 4 Loading Paper

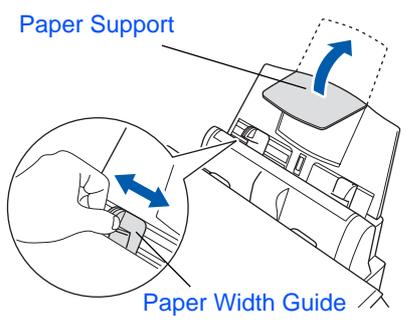


You can load up to 100 sheets of 80 g/m<sup>2</sup> paper.  
For more details, see "Paper capacity of the Paper Tray" in Chapter 2 of the User's Guide.

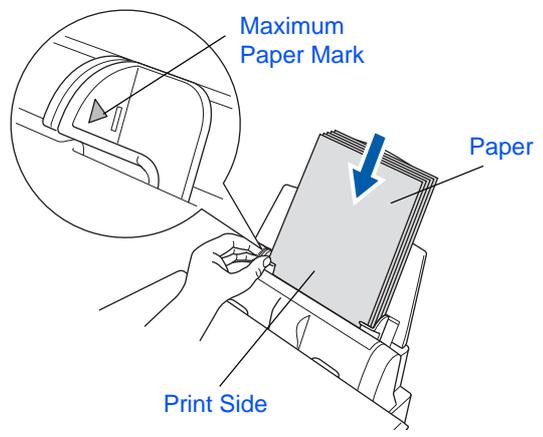
- 1 Fan the stack of paper well to avoid paper jams and misfeeds.



- 2 Unfold the paper support and then press and slide the paper guide to fit the paper width.

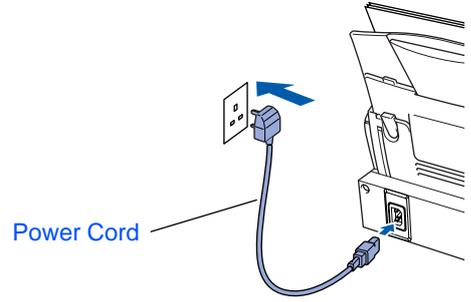


- 3 Gently insert the paper. Make sure the print side is towards you and the paper is below the maximum paper mark.



## 5 Install Power Cord

- 1 Connect the power cord.



 Do not connect the USB cable yet.

 **Warning**  
■ The DCP must be fitted with an earthed plug.

Windows®

Mac® OS  
8.6-9.2

Mac® OS X  
10.1/10.2.1 or greater

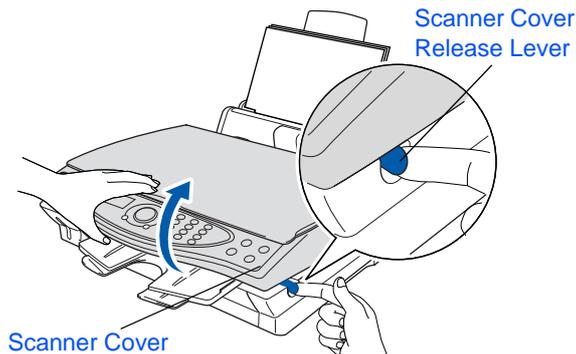
## 6

### Installing the Ink Cartridges

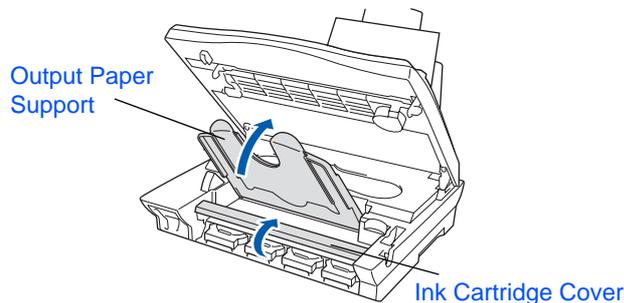
- 1 Make sure that the power is turned on. The LCD shows:

CHECK CARTRIDGE  
Open cover, then...

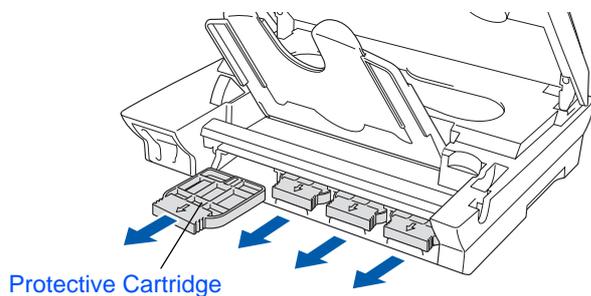
- 2 Pull the scanner cover release lever to open the scanner cover and lift it to the opening position.



- 3 Lift the output paper support and ink cartridge cover.

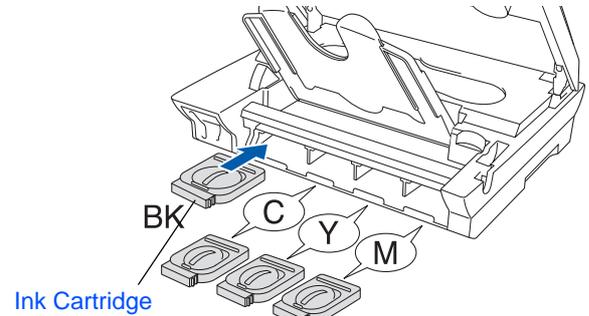


- 4 Remove the yellow plastic protective cartridges.

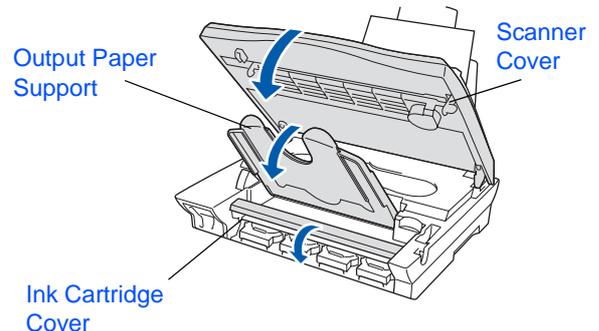


*Do not throw away the yellow plastic protective cartridges. You will need them in the future to transport the machine.*

- 5 Insert the ink cartridges into the slot for each colour until it clicks. Do not peel a film off the cartridge.



- 6 Close the ink cartridge cover, the output paper support and the scanner cover. When the DCP is setup for the first time, the machine will prepare the Brother unique ink tube system for use for the first time. This process will occur only once, the first time ink cartridges are installed. The preparation process will last up to four minutes.



The LCD shows:

PREPARING SYSTEM  
APPROX 4 MINUTES

PREPARING SYSTEM  
PLEASE WAIT



- **DO NOT** remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the DCP will not know the quantity of ink left in the cartridge.



- **DO NOT shake the ink cartridges.** If ink stains your body or clothing, wash with soap or detergent immediately.
- Brother multifunction machines are designed to work with ink of a particular specification and work to a level of optimum performance when used with genuine Brother ink cartridges. Brother cannot guarantee this optimum performance if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother cartridges with this machine or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of the use of ink or ink cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result will not be covered by the warranty.
- **DO NOT insert and remove the cartridges repeatedly.** If you do so, the ink may seep out of the cartridge.

# 7

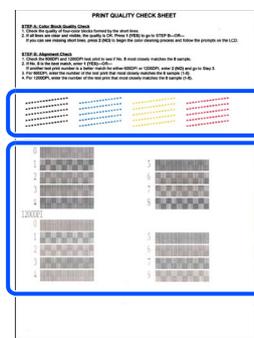
## Colour Block Quality and Alignment Check

- 1 After the cleaning cycle is finished, the LCD shows;



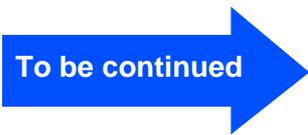
- 2 Make sure the paper is loaded in the paper tray. Press the **Colour Copy** key.

- 3 The DCP starts printing the PRINT QUALITY CHECK SHEET (only during initial ink cartridge installation).



Check in **Step A**

Check in **Step B**



*If you mix the colours by installing an ink cartridge in the wrong position, you must clean the print head by running several cleaning cycles after correcting the cartridge installation. (See "Cleaning the print head" in Chapter 15 of the User's Guide.)*

Windows®

Mac® OS  
8.6-9.2

Mac® OS X  
10.1/10.2.1 or greater

## Step A: Colour Block Quality Check

- 1 The LCD shows:

```
IS STEP "A" OK?
1.YES 2.NO
```

Check the quality of the four colour blocks formed by the short lines printed on the sheet.

(BLACK/CYAN/YELLOW/MAGENTA)

- 2 If all lines are clear and visible, press the 1 key on the dial pad to go to **STEP B: Alignment Check on page 7.**

---OR---

If you can see missing short lines, press the 2 key on the dial pad and go to 3.

OK



Poor



- 3 The LCD asks you if the print quality is OK for each colour. Press the 1 key or 2 key on the dial pad.

```
BLACK OK?
1.YES 2.NO
```

When you have finished selecting the 1 key (YES) or the 2 key (NO) for each colour, the LCD shows:

```
START CLEANING?
1.YES 2.NO
```

Press the 1 key (YES), and then DCP starts cleaning the colours.

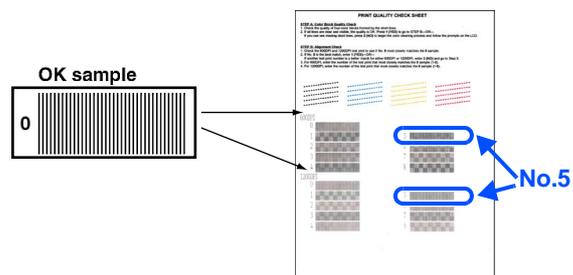
After cleaning is finished, press the **Colour Copy** key. The DCP starts printing the PRINT QUALITY CHECK SHEET again and goes back to the first step of STEP A.

## Step B: Alignment Check

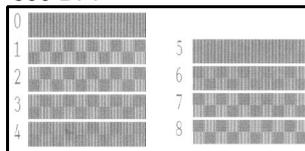
- 1 The LCD shows:

```
IS STEP "B" OK?
1.YES 2.NO
```

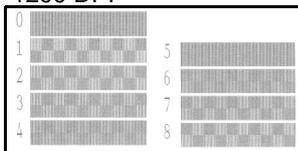
Check the 600 DPI and 1200 DPI test print to see if **No.5** most closely matches the OK sample (**No.0**). Press the 1 key if **No.5** matches it.



600 DPI



1200 DPI



If another test print number is a better match for either 600 DPI or 1200 DPI, press the 2 key to select NO and go to 2.

- 2 For 600 DPI, select the number from 1 to 8 that most closely matches the **No.0** sample and enter it using the dial pad.

```
600DPI ADJUST
SELECT BEST #
```

- 3 For 1200 DPI, enter the number from 1 to 8 that most closely matches the **No.0** sample.

```
1200DPI ADJUST
SELECT BEST #
```

The Quality check is now complete.

## 8

## Setting the LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty seeing the LCD from your position, we recommend the following contrast settings for improved viewing.

- 1 Press **Menu/Set**, (1), (4).

```
GENERAL SETUP
4.LCD CONTRAST
```

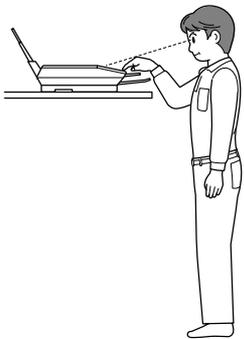
- 2 Press  to increase the contrast.  
---OR---  
Press  to decrease the contrast.

- 3 Press **Menu/Set**.

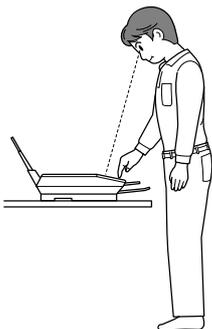
- 4 Press **Stop/Exit**.



```
SELECT ↑ ↓ & SET
-■□□□□+
```



```
SELECT ↑ ↓ & SET
-■□□□□+
```



```
SELECT ↑ ↓ & SET
-■□□□□+
```

## 9

## Setting a Date and Time

- 1 Press the **Menu/Set** key.
- 2 Press the (1) key.
- 3 Press the (2) key.
- 4 Enter the last two digits of the year.  
Press **Menu/Set**.

```
DATE/TIME
YEAR: 2003
```

(e.g. Enter **0, 3** for 2003.)

- 5 Enter two digits for the month.  
Press **Menu/Set**.

```
DATE/TIME
MONTH: 09
```

(e.g. Enter **0, 9** for September.)

- 6 Enter two digits for the day.  
Press **Menu/Set**.

```
DATE/TIME
DAY: 06
```

(e.g. Enter **0, 6**.)

- 7 Enter the time in 24-Hour format.  
Press **Menu/Set**.

```
DATE/TIME
TIME: 15:25
```

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

- 8 Press the **Stop/Exit** key.



If you want to repeat from 1, press the **Stop/Exit** key.

Go to page 9  
to install the driver

## Supplied CD-ROM (MFL-Pro Suite)

You can find a variety of information on the CD-ROM.

### Windows®



#### Install Software

You can install printer, scanner drivers and the various utility items, including PaperPort®, TextBridge® and PhotoPrinter® 4.



#### Documentation

View the User's Guide and other documentation in PDF format. (Viewer included)



#### Brother Solutions Center

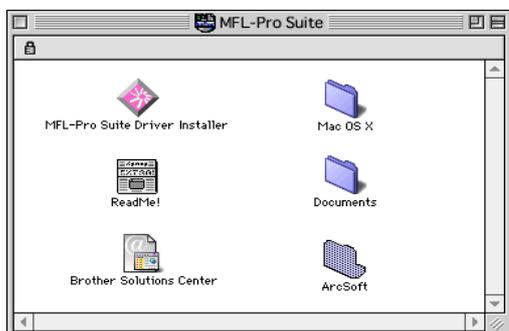
You can access the Brother Solutions Center which is a Web site offering information about your Brother product including FAQs, User Guides, Driver updates and Tips for using your machine.



#### Help

Helpful hints.

### Macintosh®



#### MFL-Pro Suite Driver Installer

You can install printer and scanner drivers for OS 8.6 - 9.2.



#### Documents

View the User's Guide and other documentations in PDF format.



#### PhotoPrinter® 4

Arcsoft PhotoPrinter® 4 software is for editing and printing your images including templates that aid you in printing multiple images on one page and the ability to crop, rotate and add special effects to your picture.



#### Mac OS X (For Native Mac OS X 10.1/10.2.1 only)

You can install the printer and scanner driver for Mac OS X.



#### Brother Solutions Center

You can access the Brother Solutions Center which is a Web site offering information about your Brother product including FAQs, User Guides, Driver updates and Tips for using your machine.



#### ReadMe!

You can get important information and troubleshooting tips.

# Step 2

# Installing the Driver & Software

Follow the instructions on this page for your operating system.

Setting Up  
the DCP

Windows®



For Windows® 98/98SE/Me/2000 Professional/XP Users ..... Go to page 10

Windows®

Macintosh®



For Mac® OS 8.6 to 9.2 Users..... Go to page 18

Mac® OS  
8.6-9.2



For Mac® OS X 10.1 / 10.2.1 or greater Users .... Go to page 20

Mac® OS X  
10.1/10.2.1 or greater

## For Windows® 98/98SE/Me/2000 Professional/XP Users

**Make sure that you have completed the instructions from Step 1 “Setting Up the DCP” on pages 2 to 7.**



*If you have previously installed the 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.*

### If you are using Windows® 2000 Professional:

To access the PhotoCapture Centre™ features from your PC you may have to install a Windows® 2000 update first.

Install the Windows® 2000 update from the MFL-Pro Suite installer.

You can install it by following the steps below:

1. Follow the installation steps from ① to ⑥.
2. Click **OK** to start installation of the update.
3. Click **OK** to restart your PC.
4. After the PC restarts, the installation will automatically continue.

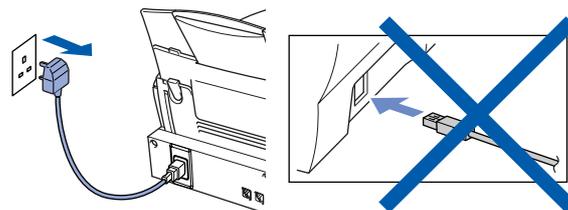


*If the installation does not continue automatically, please open the MFL-Pro Suite installer menu again by double-clicking the **setup.exe** program from the root directory of the Brother CD-ROM, and continue from Step ④ to install the MFL-Pro Suite.*



*Make sure any media cards are not inserted into the media drive of the DCP.*

- ① Unplug the DCP from the AC outlet and disconnect it from your computer, if you already connected an USB cable.



- ② Turn on your computer. (For Windows® 2000 Professional/XP, you must be logged on as the administrator.)
- ③ Insert the supplied CD-ROM into your CD-ROM drive.



- ④ Click your language.
- ⑤ The CD-ROM main menu will appear. Click **Install Software**.



*If this window does not appear, use Windows® Explore to run the **setup.exe** program from the root directory of the Brother CD-ROM.*

- 6 Click **MFL-Pro Suite** in Main Application.

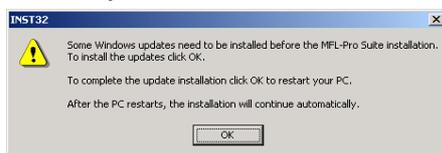


MFL-Pro Suite includes Printer Driver, Scanner Driver, ScanSoft® PaperPort®, ScanSoft® Text Bridge® and True Type fonts. PaperPort® is a document management application for viewing scanned documents. ScanSoft® TextBridge®, which is integrated into PaperPort®, is an OCR application that converts an image into text and inserts it into your default word processor.

- 7 Click **Install**.



If you see the following screen, click **OK** to install the Windows® updates. After the updates are installed your PC will restart and automatically continue the installation.

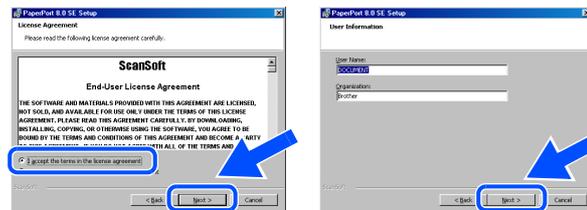


If the installation does not continue automatically, please open the installer menu again by double-clicking the **setup.exe** program on the Brother CD-ROM, and continue from Step 4.

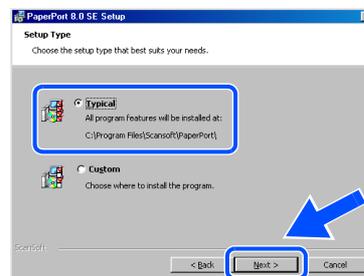
- 8 When the PaperPort® 8.0 SE Setup window is displayed, click **Next**.



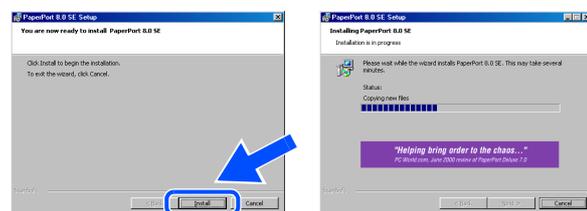
- 9 After reading and accepting the License Agreement click **Next**, then enter your user information.



- 10 Select **Typical** and click **Next**.



- 11 Click **Install** and PaperPort® will start installing on your computer.



To be continued

# Step 2

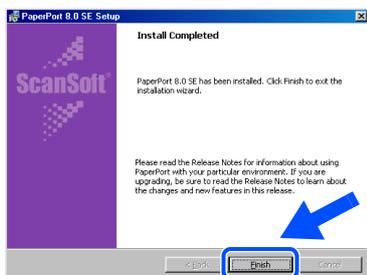
# Installing the Driver & Software

## For Windows® 98/98SE/Me/2000 Professional/XP Users

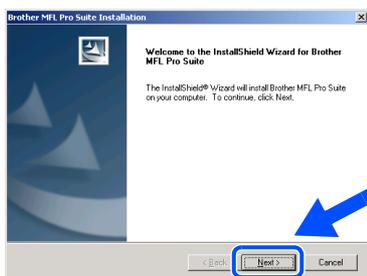
- 12 When the Registration screen is displayed, make your selection and follow the on screen instructions.



- 13 Click **Finish** to complete installation.

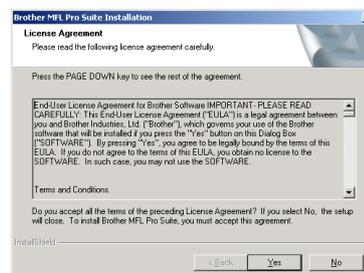


- 14 When the Brother MFL-Pro Suite Installation window appears, click **Next**.

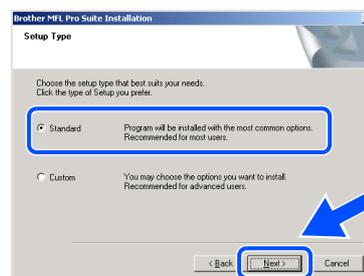


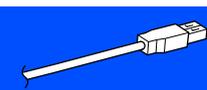
 If you have previously installed the MFL-Pro Suite, you will first have to uninstall it. From the **Start** menu, select **Programs, Brother, Brother MFL-Pro Suite, Uninstall**, and then follow the instructions on the screen.

- 15 When Software License Agreement window appears, click **Yes**.



- 16 Select **Standard**, and then click **Next**. The application files will be copied to your computer.

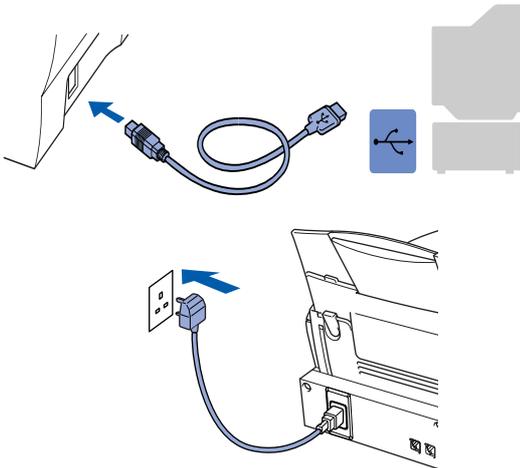
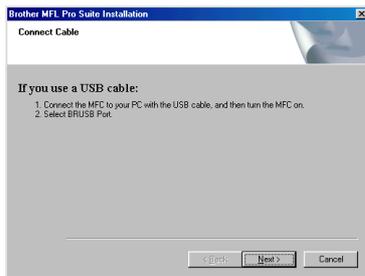


  
Windows® 98/98SE/Me Users  
→ Go to page 13  
Windows® 2000 Professional Users  
→ Go to page 15  
Windows® XP Users  
→ Go to page 16

## For Windows® 98/98SE/Me Users Only

Make sure that you followed the instructions in 1 to 16 on pages 10 to 12.

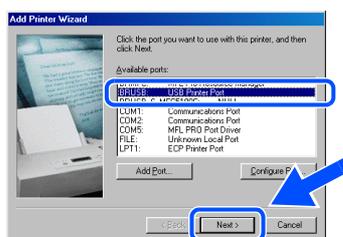
- 17 When this screen appears, connect the USB interface to your PC, and then connect it to the DCP. Turn on the DCP by plugging in the power code.



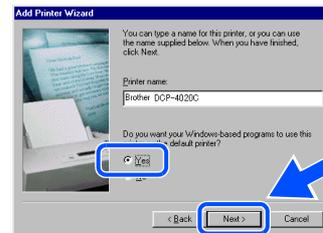
It will take a few seconds for the installation screen to appear.

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

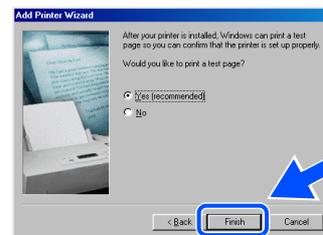
- 18 Select **BRUSB: USB Printer Port**, and then click **Next**.



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



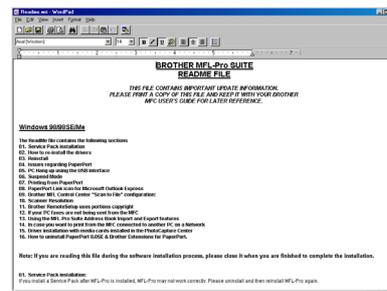
- 20 Select **Yes (recommended)**, and then click **Finish**. A test page will be printed so you can check the print quality.



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



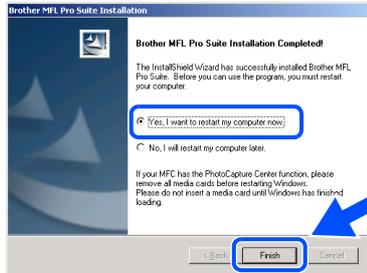
- 22 The README.WRI file will be displayed. Please read this file for troubleshooting information and then close the file to continue installation.



To be continued

 For Windows<sup>®</sup> 98/98SE/Me/2000 Professional/XP Users

- 23 Click **Finish** to restart your computer.

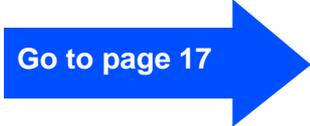


- 24 After the computer restarts, click **Yes** to have the Control Center loaded each time Windows<sup>®</sup> is started. The Control Center will appear as an icon in the task tray. If you click **No** the **Scan to** key on the DCP will be disabled.



Even if you select **NO**, later you will be able to launch the Brother Control Center to use the **Scan to** key. See *AutoLoad the Brother Control Center, Chapter 10 in the Documentation (User's Guide) located on the CD-ROM.*

- OK!** The Brother Printer and Scanner drivers have been installed and the installation is now complete.

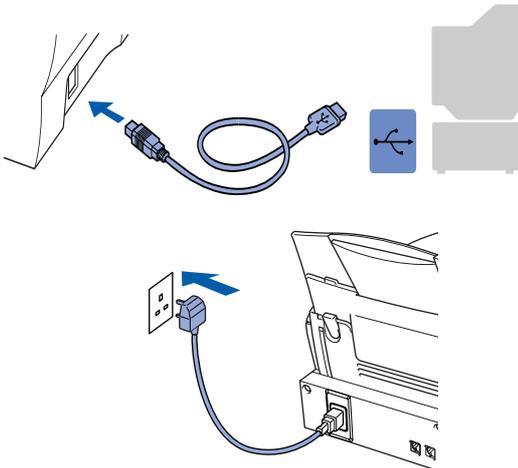


Go to page 17

# For Windows® 2000 Professional Users Only

Make sure that you followed the instructions in 1 to 16 on pages 10 to 12.

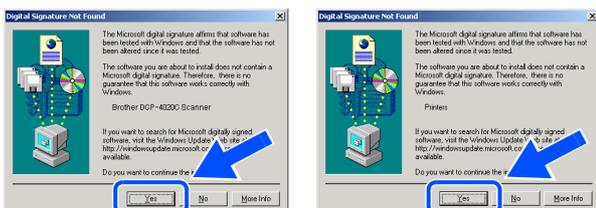
- 17 When this screen appears, connect the USB interface to your PC, and then connect it to the DCP. Turn on the DCP by plugging in the power cord.



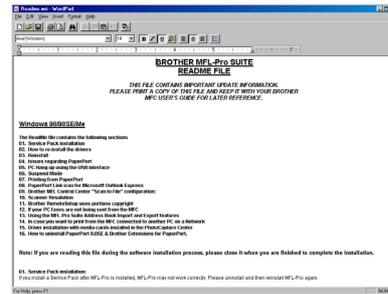
It will take a few seconds for the installation screen to appear.

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

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



- 19 The README.WRI file will be displayed. Please read this file for troubleshooting information and then close the file to continue installation.



- 20 Click **Finish** to restart your computer.



- 21 After the computer restarts, 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 to** keys on the DCP will be disabled.



Even if you select **NO**, later you will be able to launch the Brother Control Center to use the **Scan to** key. See *AutoLoad the Brother Control Center, Chapter 10 in the Documentation (User's Guide)* located on the CD-ROM.



**The Brother Printer and Scanner drivers have been installed and the installation is now complete.**

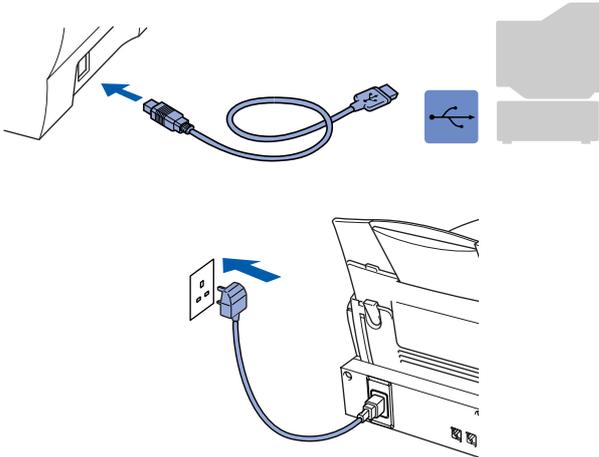
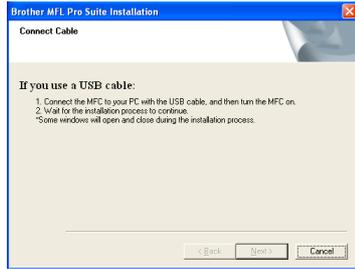
Go to page 17

 For Windows® 98/98SE/Me/2000 Professional/XP Users

## For Windows® XP Users Only

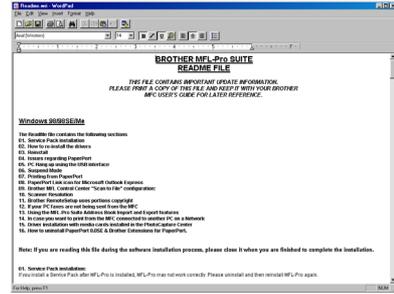
Make sure that you followed the instructions in 1 to 16 on pages 10 to 12.

- 17 When this screen appears, connect the USB interface to your PC, and then connect it to the DCP. Turn on the DCP by plugging in the power code.



It will take a few seconds for the installation screen to appear. The installation of the Brother driver will automatically start. Follow the instructions on the screen.

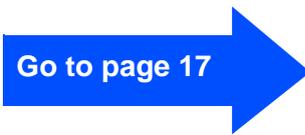
- 18 The README.WRI file will be displayed. Please read this file for troubleshooting information and then close the file to continue installation.



- 19 Click **Finish** to restart your computer.



- OK!** The Brother Printer and Scanner drivers have been installed and the installation is now complete.

Go to page 17 

# Installing Optional PhotoPrinter® 4 Software

- 1 Insert the supplied CD-ROM into your CD-ROM drive.



- 2 The CD-ROM main menu will appear. Click **Install Software**.



 If this window does not appear, use Windows® Explore to run the **setup.exe** program from the root directory of the Brother CD-ROM.

- 3 Click **PhotoPrinter® 4** in the Optional Applications menu and follow the on-screen instructions to complete the installation.



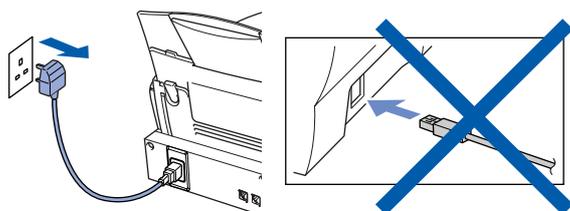
# Step 2

# Installing the Driver & Software

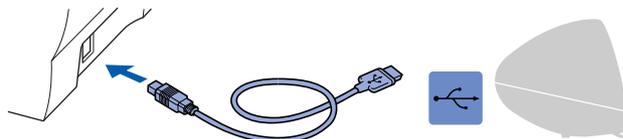
 For Mac<sup>®</sup> OS 8.6 - 9.2 Users

**Make sure that you have completed the instructions from Step 1 “Setting Up the DCP” on pages 2 to 7.**

- 1 Unplug the DCP from the AC outlet and disconnect it from your Macintosh<sup>®</sup> if you already connected an interface cable.



- 6 Connect the USB interface cable to your Macintosh<sup>®</sup>, and then connect it to the DCP.

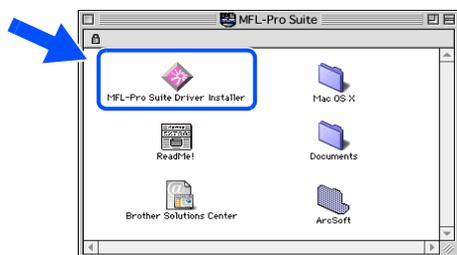


 **Do not connect the DCP to a USB port on a keyboard or a non powered USB hub.**

- 2 Turn on your Macintosh<sup>®</sup>.
- 3 Insert the supplied CD-ROM into your CD-ROM drive.

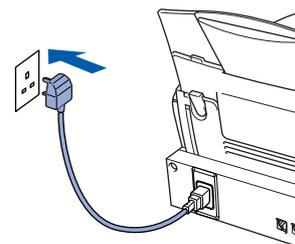


- 4 Double-click the **MFL-Pro Suite Driver Installer** icon to install the printer and scanner drivers.

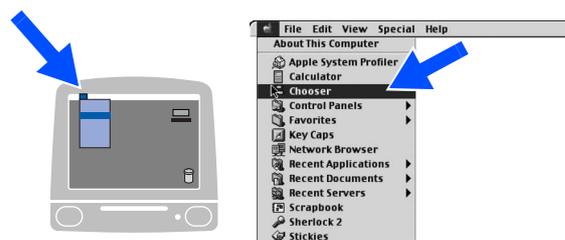


- 5 After the installation is completed, restart your Macintosh<sup>®</sup>.

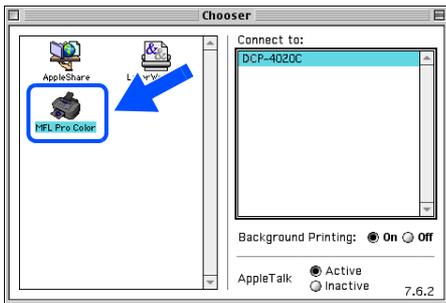
- 7 Turn on the DCP by plugging in the power cord.



- 8 From the Apple<sup>®</sup> menu, open the **Chooser**.



- 9 Click the **MFL-Pro Color** icon you installed. On the right side of the **Chooser**, select the printer to which you want to print. Close the **Chooser**.



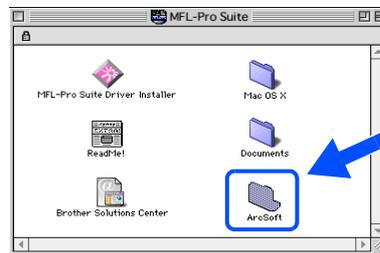
- OK!** The Brother Printer and Scanner drivers have been installed and the installation is now complete.

## Installing Optional PhotoPrinter® 4 Software

- 1 Insert the supplied CD-ROM into your CD-ROM drive.



- 2 Double-click the ArcSoft folder.



- 3 Double-click the appropriate language folder.



- 4 Double-click the **PhotoPrinter Installer** icon and follow the on-screen instructions to complete the installation.



# Step 2

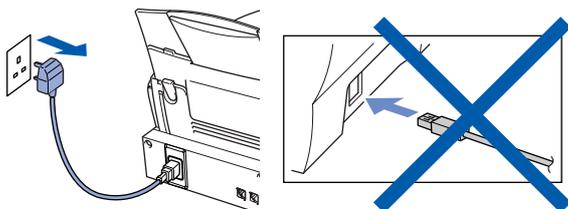
# Installing the Driver & Software



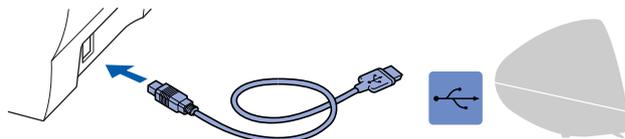
For users of Mac<sup>®</sup> OS X 10.1 / 10.2.1 or greater

**Make sure that you have completed the instructions from Step 1 “Setting Up the DCP” on pages 2 to 7.**

- 1 Unplug the DCP from the AC outlet and disconnect it from your Macintosh<sup>®</sup> if you already connected an interface cable.



- 6 Connect the USB interface cable to your Macintosh<sup>®</sup>, and then connect it to the DCP.



**Do not connect the DCP to a USB port on a keyboard or a non powered USB hub.**

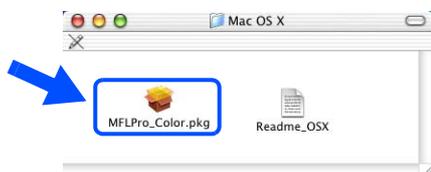
- 2 Turn on your Macintosh<sup>®</sup>.
- 3 Insert the supplied CD-ROM into your CD-ROM drive.



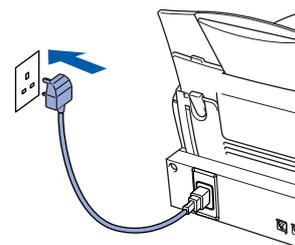
- 4 Double-click the **Mac OS X** folder to install the printer and scanner driver.



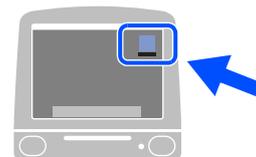
- 5 Double-click the **MFLPro\_Color.pkg** icon. Follow the instructions on the screen.



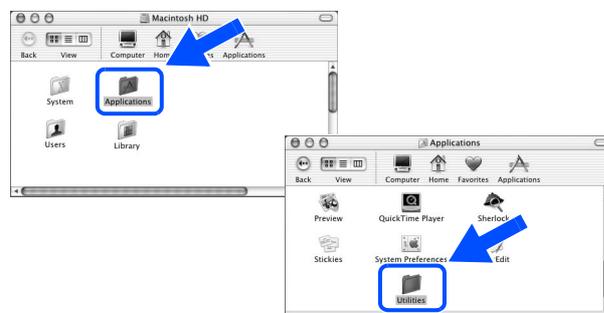
- 7 Turn on the DCP by plugging in the power cord.



- 8 Open the **Macintosh HD** icon.



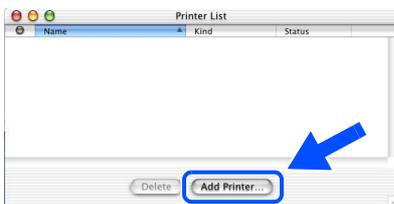
- 9 Open the **Applications** folder. Open the **Utilities** folder.



- 10 Open the **Print Center** icon.



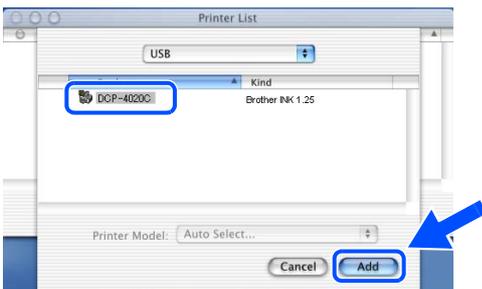
- 11 Click **Add Printer...**



- 12 Select **USB**.



- 13 Select **DCP-4020C**, and then click **Add**.



- 14 Select **Quit Print Center** from the **Print Center** menu.



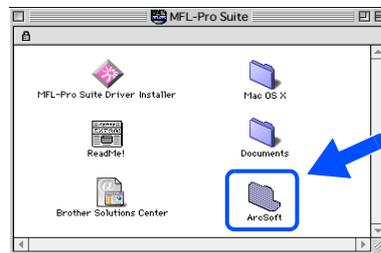
**OK!** The **Brother Printer and Scanner driver** have been installed and the installation is now complete.

## Installing Optional PhotoPrinter® 4 Software

- 1 Insert the supplied CD-ROM into your CD-ROM drive.



- 2 Double-click the **ArcSoft** folder.



- 3 Double-click the appropriate language folder.



- 4 Double-click the **PhotoPrinter Installer** icon and follow the on-screen instructions to complete the installation.



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