Quick Setup Guide MFC-3240C

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

Step 1

Setting Up the Machine

Step 2

Installing the Driver & Software

Setup is Complete!

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

Setting Up the Machine

Installing the Driver & Software

Windows®

Mac OS® X

Mac OS® 8.6 - 9.2

Version A

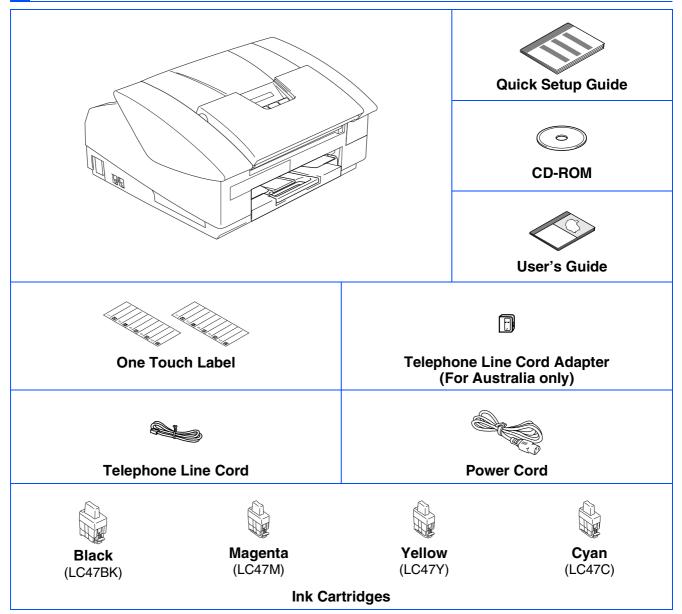| ⚠ **Warning**	🚫 **Hint**	📖 **User's Guide**
Indicates warnings that must be observed to prevent possible personal injury.	Indicates cautions that must be observed to use the machine properly or to prevent damage to the machine.	Indicates notes and useful tips to remember when using the machine.	Indicates reference to the User's Guide.

■ Getting Started

Carton Components

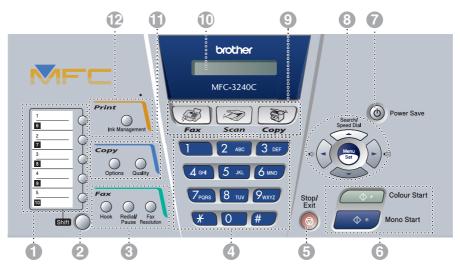|	
	Quick Setup Guide
	CD-ROM
	User's Guide
One Touch Label	**Telephone Line Cord Adapter (For Australia only)**
Telephone Line Cord	**Power Cord**
Black (LC47BK) — **Magenta** (LC47M) — **Yellow** (LC47Y) — **Cyan** (LC47C) — **Ink Cartridges**	

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

If you are connecting the machine via USB:
■ *Please make sure you use a USB 2.0 interface cable that is no longer than 2 metres.*
■ *Your machine has a full speed USB 2.0 interface. This interface is compatible with Hi-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The machine can also be connected to a computer that has a USB 1.1 interface.*
■ *The interface cable is not a standard accessory. Please purchase an appropriate USB 2.0 interface cable.*

Control Panel

1. One Touch keys	**5**. Stop/Exit key	**9**. Mode keys
2. Shift	**6**. Start keys	**10**. Liquid Crystal Display (LCD)
3. Fax and telephone keys	**7**. Power Save key	**11**. Copy keys
4. Dial Pad	**8**. Navigation keys	**12**. Print key

For the details of the control panel, see "Control panel overview" in Chapter 1 of the User's Guide.

Table of Contents

Windows®

Macintosh®

3

Step 1 — Setting Up the Machine

1 Removing the Protective Parts

1 Remove the protective tape and paper.

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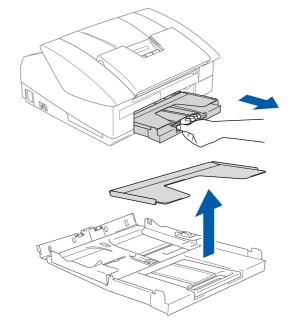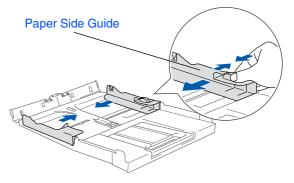

2 Loading Paper

📖 *You can load up to 100 sheets of 80 gsm paper.*
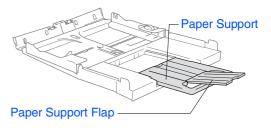*For more details, see "About paper" in Chapter 1 of the User's Guide.*

1 Pull the paper tray completely out of the machine and remove the output paper tray.

2 Press and slide the paper guide to fit the paper width.

Paper Side Guide

3 Pull out the paper support and unfold the paper support flap.

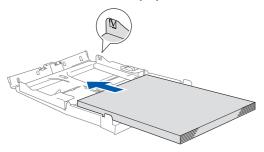Paper Support

Paper Support Flap

📝 *Use the paper support flap for Letter, Legal and A4 size paper.*

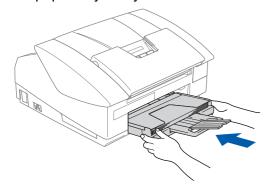4 Fan the stack of paper well to avoid paper jams and mis-feeds.

5 Gently insert the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray and below the maximum paper mark.
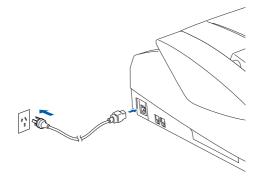

✎
■ *Make sure the paper side guides touch the sides of the paper.*
■ *Be careful that you do not push the paper in too far; it may lift at the back of the tray and cause paper feed problems.*

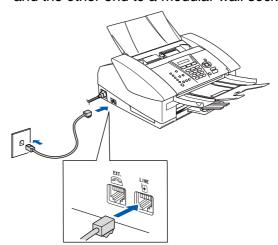6 Put the output paper tray back on and push the paper tray firmly back into the machine.

3 Installing the Phone Line and Power Cord

1 Connect the power cord.

2 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 modular wall socket.

🚫 **DO NOT connect the USB cable yet.**
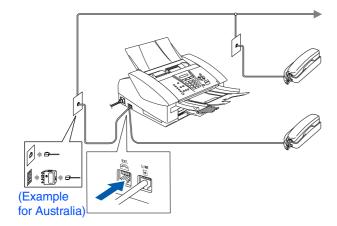
⚠ *Warning*
■ *The machine must be fitted with an earthed plug.*
■ *Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power switched on when you connect the machine to a telephone line. Similarly, you can protect yourself when you want to move your machine by disconnecting the telephone line first and then the power cord.*

Continued... ➡

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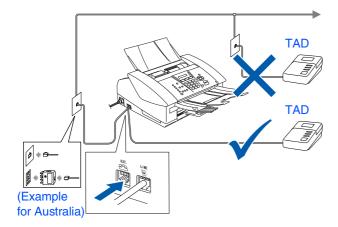

(Example for Australia)

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

Please set the Receive Mode to "External TAD" if you have an external answering machine. For more details, see "Connecting an external device to your machine" in the Appendix of the User's Guide.

TAD

TAD

(Example for Australia)

4 Set Your Country (For Australia / New Zealand Customer Only)
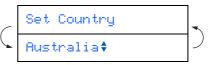
⚠ Warning
You must set your country so that the machine works correctly.

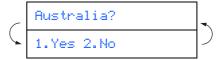**1** Check that the power is turned on (by plugging in the power cord)
The LCD shows:

```
Set Country
Press Set Key
```

2 Press **Menu/Set**.
The LCD shows:

```
Set Country
Australia⬍
```

3 Press ▲ or ▼ to select the country (AUSTRALIA or NEWZEALAND).

4 Press **Menu/Set** when the LCD shows your country.

5 The LCD prompts you to make sure of the country again

```
Australia?
1.Yes 2.No
```

6 Press **1** to go to step **7**.
---OR---
Press **2** to go back to step **1** to select the country again.

7 After the LCD shows `Accepted` for two seconds, it shows; `Please Wait`
After about 30 seconds, the LCD shows:

```
Check Cartridge
```

8 Go to step 5 "Installing the Ink Cartridges".

5 Installing the Ink Cartridges

⚠ *Warning*

If ink gets in your eyes wash them with water immediately, and if irritation occurs consult a doctor.
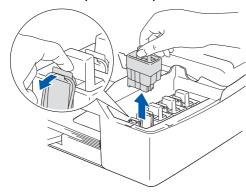
1 Make sure that the power is turned on. The LCD shows:

```
No Cartridge
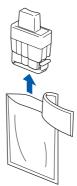```

2 Open the top cover.

Top Cover

3 Remove the protective parts.

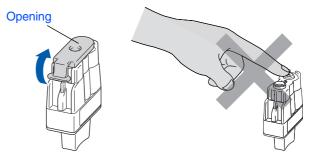✎ *Do not throw away the protective parts. You will need them when you transport the machine.*

4 Take out the ink cartridge.

5 Carefully remove the bottom cap.

🚫 **DO NOT touch the area shown in the illustration below.**

Opening

✎ *If the ink cartridge cover comes off when you open the bag the cartridge will not be damaged.*

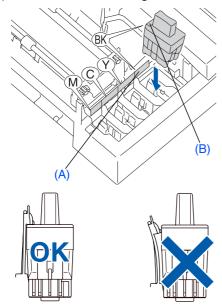Keep the ink cartridge in an upright position when you insert it into the slot.
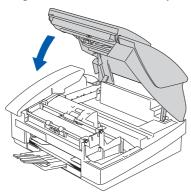
OK ✗

**Continued...**

**6** Press firmly down on the ink cartridge until the hook snaps over it, taking care to match the slot colour (A) with the cartridge colour (B), as shown in the diagram below.



**7** Close the top cover.

*If* `Install` *shows on the LCD after you install the ink cartridges, check to make sure the ink cartridges are installed correctly.*



The machine will clean the ink tube system for use for the first time. This process will occur only once, the first time ink cartridges are installed. The cleaning process will last approximately four minutes.

The LCD shows:

```
Preparing System

Approx 4 Minutes
```

🚫
- **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 machine 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.**
- **DO NOT insert and remove the cartridges repeatedly. If you do so, the ink may seep out of the cartridge.**
- **DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.**
- **Brother inkjet 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.**
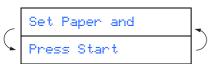
■ *If you mix the colours by installing an ink cartridge in the wrong position, you must clean the print head by running several cleaning cycles after correcting the cartridge installation. (See "Cleaning the print head" in chapter 12 Troubleshooting and Routine Maintenance of the User's Guide.)*

■ *Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.*

6 Print Quality Check

1 After the cleaning cycle is finished, the LCD shows:

```
Set Paper and
Press Start
```

2 Make sure the paper is loaded in the paper tray.

Press **Colour Start**.
The machine starts printing the PRINT QUALITY CHECK SHEET (only during initial ink cartridge installation).

3 Check the quality of the four colour blocks formed by the short lines printed on the sheet.
(BLACK/ CYAN/ YELLOW/ MAGENTA)

⊘ **Avoid touching the printed surface of the paper immediately after printing, the surface may not be completely dry and may stain your fingers.**
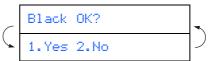
4 The LCD shows:

```
Is Quality OK?
1.Yes 2.No
```

5 If all lines are clear and visible, press **1** on the dial pad to finish the quality check.
---OR---
If you can see missing short lines, press **2** on the dial pad and go to 6.
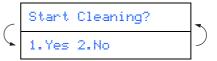
OK   Poor

6 The LCD asks you if the print quality is OK for black and colour. Press **1** or **2** on the dial pad.

```
Black OK?
1.Yes 2.No
```

After making your selection **1** (Yes) or **2** (No) for both black and colour, the LCD shows:

```
Start Cleaning?
1.Yes 2.No
```

Press **1** (Yes), the machine will then start cleaning the colours.

After cleaning is finished, press **Colour Start**. The machine starts printing the PRINT QUALITY CHECK SHEET again and goes back to step 3.

7 Setting the Date and Time

1 Press **Menu/Set**.

2 Press **0**.

3 Press **2**.

4 Enter the last two digits of the year on the dial pad, and then press **Menu/Set**.

```
Year:2004
```

(e.g. Enter **0 4** for 2004.)

5 Enter the two digits for the month on the dial pad, and then press **Menu/Set**.

```
Month:03
```

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

6 Enter the two digits for the day on the dial pad, and then press **Menu/Set**.

```
Day:01
```

(e.g. Enter **0 1**.)

7 Enter the time in 24-hour format on the dial pad, and then press **Menu/Set**.

```
Time:15:25
```

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

8 Press **Stop/Exit**.

*If you want to repeat input, press **Stop/Exit** to start from Step* **1** *.*

8 Setting Your Station ID

You should store your name and fax number to be printed on all fax pages that you send.

1 Press **Menu/Set**.

2 Press **0**.

3 Press **3**.

4 Enter your fax number (up to 20 digits) on the dial pad, and then press **Menu/Set**.

```
Fax:_
```

5 Use the dial pad to enter your name (up to 20 characters), and then press **Menu/Set**.

```
Name:_
```

■ *Refer to the following chart for entering your name.*
■ *If you need to enter 2 or more characters in a row from the same key, use the navigation key to move the cursor to the right.*

Press key	One time	Two times	Three times	Four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	Q	R	S
8	T	U	V	8
9	W	X	Y	Z

For more details, see "Setting the Station ID" in Chapter 2 of the User's Guide.

6 Press **Stop/Exit**.

*If you want to repeat input, press **Stop/Exit** to start from Step* **1** *.*

9 Selecting a Receive Mode
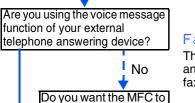
There are four possible receive modes: Fax Only, Fax/Tel, Manual and External TAD.

Are you connecting an external telephone or external telephone answering device to the MFC?

Yes ↓ — No ↓

Yes → Are you using the voice message function of your external telephone answering device?

No →

Fax Only
The MFC automatically answers every call as a fax.

No ↓

Do you want the MFC to answer every call?

Yes →

Fax/Tel
The MFC controls the line and automatically answers every call. If the call is not a fax, the phone will ring for you to pick up the call.

No →

Manual
You control the phone line and must answer every call yourself.

Yes →

External TAD
Your external telephone answering device (TAD) automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.

① Press **Menu/Set**.

② Press **0**.

③ Press **1**.

④ Press ▲ or ▼ to select the mode.

⑤ Press **Menu/Set**.

⑥ Press **Stop/Exit**.

For more details, see "Setup Receive" in Chapter 4 of the User's Guide.

Continue to Step 2, Installing the Driver & Software

Supplied CD-ROM "MFL-Pro Suite"

The CD-ROM includes the following items:

Windows®

📓 *MFL-Pro Suite includes Printer Driver, Scanner Driver, ScanSoft® PaperPort® 9.0SE, ScanSoft® OmniPage® and True Type® fonts. PaperPort® 9.0SE is a document management application for viewing scanned documents. ScanSoft® OmniPage®, which is integrated into PaperPort® 9.0SE, is an OCR application that converts an image into text and inserts it into your default word processor.*

Macintosh®

*1 The User's Guide on the CD-ROM includes the Software and Network User's Guide for features available when connected to a computer (e.g. Printing and Scanning).

Install MFL-Pro Suite
You can install the MFL-Pro Suite software and multifunction drivers.

Install Optional Applications
You can install additional MFL-Pro Suite software utilities.

Documentation*¹
View the User's Guide and other documentation in PDF format (Viewer included).

On-Line Registration
You will be pointed to the Brother Product Registration Web page for quick registration of your machine.

Brother Solutions Center
View contact information for Brother Customer Service and how to locate a Brother Authorized Service Center.

Repair MFL-Pro Suite
If you experience errors while installing the MFL-Pro Suite you can use this function to automatically repair and re-install the software.

Start Here
You can install the printer driver, scanner driver and Presto!® PageManager® for Mac OS® 8.6 - 9.2.

Start Here OSX
You can install the printer driver, scanner driver, remote setup program and Presto!® PageManager® for Mac OS® 10.2.4 or greater.

Readme!
You can get important information and troubleshooting tips.

Documentation*¹
View the User's Guide and other documentation in PDF format.

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

On-Line Registration
You will be pointed to the Brother Product Registration Web Page for quick registration of your machine.

Installing the Driver & Software

Follow the instructions on this page for your operating system and interface cable.

Setting Up
the Machine

Windows®

■ **Windows® 98/98SE/Me/2000 Professional/XP** .... Go to page 14

Windows®

Macintosh®

■ **Mac OS® X 10.2.4 or greater** .... Go to page 16

Mac OS® X
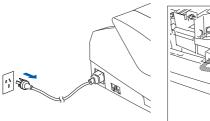
■ **Mac OS® 8.6 to 9.2** .... Go to page 19

Mac OS®
8.6 - 9.2

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

Make sure that you have completed the instructions from Step 1 "Setting Up the Machine" on pages 4 - 11.

1 Disconnect the machine from the power socket and from your computer, if you have already connected an interface 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. If the model name screen appears, select your machine. If the language screen appears, select your language.

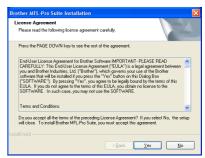**4** The CD-ROM main menu will appear. Click **Install MFL-Pro Suite**.

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

5 After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.

6 The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of MFL-Pro Suite.

7 When the Brother MFL-Pro Suite Software License Agreement window appears, click **Yes**, if you agree to the Software Licence Agreement.

8 Select **Local Connection**, and then click **Next**.
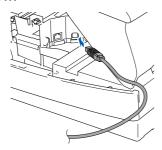The installation will continue.

14

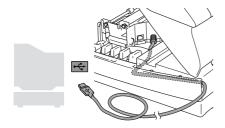**9** When this screen appears, connect the USB interface cable to your PC, and then connect it to the machine.

To connect the USB cable to the machine:
1. Lift the top cover to its open position.
2. Connect the USB cable into the USB socket, marked with a ⟨⟩ symbol. You will find the USB socket above and to the left of the ink cartridge slots, as shown below.

3. Carefully guide the USB cable into the trench as shown below, following the trench round and toward the back of the machine.
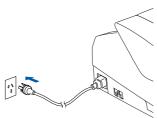
⚠ *Warning*

Ensure that the cable does not restrict the cover from closing, or an error may occur.

🚫 **DO NOT connect the machine to a USB port on a keyboard or a non powered USB hub.**

10 Gently close the top cover.

11 Turn on the machine by plugging in the power cord.

It will take a few seconds for the installation screens to appear.
The installation of the Brother drivers will automatically start. The installation screens appear one after another, please wait for a while.

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

13 Click **Finish** to restart your computer.

14 After restarting the computer, the Installation Diagnostics will run automatically and the installation results window will be shown.

📝 *If the installation is unsuccessful try installing again using the **Repair MFL-Pro Suite** option from the main menu. Select **Repair MFL-Pro Suite** and follow the instructions on the screen.*

OK! **The MFL-Pro Suite, Brother Printer driver and Scanner driver have been installed and the installation is now complete.**
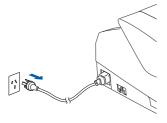
15

For Mac OS® X 10.2.4 or greater

Make sure that you have completed the instructions from Step 1 "Setting Up the Machine" on pages 4 - 11.

> *For Mac OS® X 10.2.0 to 10.2.3 user, please upgrade to Mac OS® X 10.2.4 or greater. (The latest information for Mac OS® X, please visit at: http://solutions.brother.com)*

1️⃣ Disconnect the machine from the power socket and from the Macintosh®, if you have already connected an interface cable.

2️⃣ Turn on your Macintosh®.

3️⃣ Insert the supplied CD-ROM into your CD-ROM drive.

4️⃣ Double-click the **Start Here OSX** icon to install the printer driver, Scanner driver and Remote Setup program. If the language screen appears, select your language.

5️⃣ Click **MFL-Pro Suite** to install.

6️⃣ Follow the on-screen instructions, and restart your Macintosh®.

7️⃣ After the **DeviceSelector** window appears, connect the USB interface cable to your Macintosh® and then to the machine.
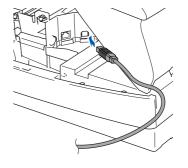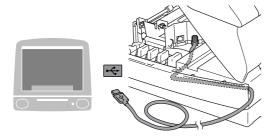
> *The **DeviceSelector** window will not appear if the USB interface cable has been connected before restarting your Macintosh® or if you are overwriting a previously installed version of the Brother Software. If you encounter this problem continue with the installation skipping step 10 and then see the Software User's Guide Chapter 8 for details on selecting what machine the ControlCenter2.0 will connect with.*

To connect the USB cable to the machine:
1. Lift the top cover to its open position.
2. Connect the USB cable into the USB socket, marked with a ⟨USB⟩ symbol. You will find the USB socket above and to the left of the ink cartridge slots, as shown below.
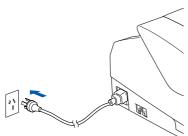
3. Carefully guide the USB cable into the trench as shown below, following the trench round and toward the back of the machine.

⚠ **Warning**

Ensure that the cable does not restrict the cover from closing, or an error may occur.

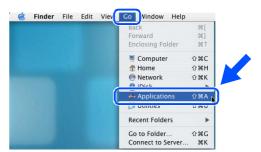🚫 **DO NOT connect the machine to a USB port on a keyboard or a non powered USB hub.**

8 Gently close the top cover.

9 Turn on the machine by plugging in the power cord.

🔟 Select **USB** and then click **OK**.

⓫ Select **Applications** from the **Go** menu.

⓬ Open the **Utilities** folder.
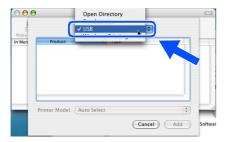

⓭ Open the **Print Center** icon.

⓮ Click **Add**.

Installing the Driver & Software   Mac OS® X

17

15 Select **USB**.

16 Select **MFC-XXXX** (XXXX is your model name), and then click **Add**.

17 Select **Quit Printer Setup Utility** from the **Printer Setup Utility** menu.

OK! **The MFL-Pro Suite, Brother Printer driver, Scanner driver and Remote Setup Program have been installed and the installation is now complete.**

18 To install Presto!® PageManager®, click the **Presto! PageManager** icon and follow the on-screen instructions.

✎ *You can easily scan, share and organize photos and documents using Presto!® PageManager®.*
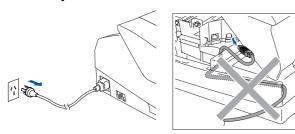
OK! **Presto!® PageManager® has been installed and the installation is now complete.**

For Mac OS® 8.6 to 9.2

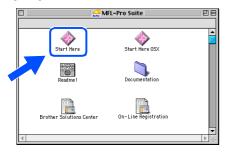**Make sure that you have completed the instructions from Step 1 "Setting Up the Machine" on pages 4 - 11.**

1 Disconnect the machine from the power socket and from the Macintosh®, if you have already connected an interface cable.

2 Turn on your Macintosh®.

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

4 Double-click the **Start Here** icon to install the printer and scanner drivers. If the language screen appears, select your language.
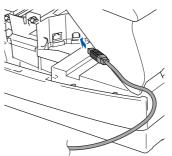
5 Click **MFL-Pro Suite** to install.

6 Follow the on-screen instructions, and restart your Macintosh®.

7 Connect the USB interface cable to your Macintosh®, and then connect it to the machine.

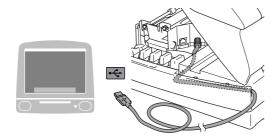To connect the USB cable to the machine:
1. Lift the top cover to its open position.
2. Connect the USB cable into the USB socket, marked with a ⟨⟨ symbol. You will find the USB socket above and to the left of the ink cartridge slots, as shown below.

Continued...

3. Carefully guide the USB cable into the trench as shown below, following the trench round and toward the back of the machine.
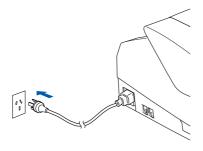

⚠ **Warning**

Ensure that the cable does not restrict the cover from closing, or an error may occur.

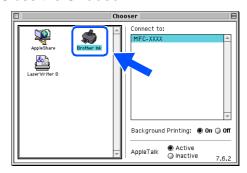🚫 **DO NOT connect the machine to a USB port on a keyboard or a non powered USB hub.**

8 Gently close the top cover.

9 Turn on the machine by plugging in the power cord.

10 From the Apple® menu, open the **Chooser**.

11 Click the **Brother Ink** icon.
On the right side of the **Chooser**, select the machine to which you want to print.
Close the **Chooser**.

OK! **The Brother Printer driver and Scanner driver have been installed.**

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12 To install Presto!® PageManager®, click the **Presto! PageManager** icon and follow the on-screen instructions.

📝 *You can easily scan, share and organize photos and documents using Presto!® PageManager®.*

OK! **Presto!® PageManager® has been installed and the installation is now complete.**

■ Replacement Consumables

Ink Cartridge

Black (Standard)	Black (High Yield)	Magenta	Yellow	Cyan
LC47BK	LC47HYBK	LC47M	LC47Y	LC47C

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