Start Here

MFC-J220
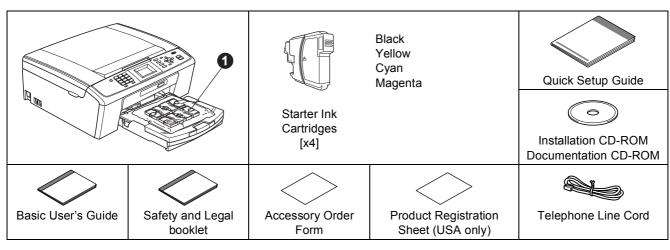
Before you can use the machine, please read this Quick Setup Guide for the correct setup and installation.

⚠ WARNING	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
⚠ CAUTION	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

1 Unpack the machine and check the components

❶	Starter Ink Cartridges [x4]	Black Yellow Cyan Magenta	Quick Setup Guide
		Installation CD-ROM Documentation CD-ROM
Basic User's Guide	Safety and Legal booklet	Accessory Order Form	Product Registration Sheet (USA only)	Telephone Line Cord

⚠ WARNING

Plastic bags are used in the packaging of your machine. To avoid danger of suffocation, please keep these bags away from babies and children.

a Remove the protective tape and film covering the machine, and also from the LCD.

b Remove the plastic bag ❶ containing the ink cartridges from on top of the paper tray.

c Make sure you have all components.

> 📝 **Note**
> - *The components included in the box may differ depending on your country.*
> - *Save all packing materials and the box in case for any reason you must ship your machine.*
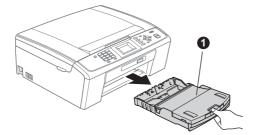> - *You need to purchase the correct USB cable.*
>
> ***USB cable***
> *Please make sure you use a USB 2.0 cable (Type A/B) that is no more than 6 feet (2 meters) long (cable not included).*
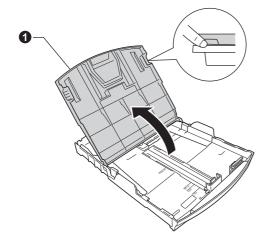> *Your machine has a USB interface that is compatible with the USB 2.0 specification. This interface is also compatible with Hi-Speed USB 2.0; however, the maximum data transfer rate will be 12 Mbits/s. The machine can also be connected to a computer that has a USB 1.1 interface.*

USA/CAN Version 0

2 Load plain Letter/A4 paper

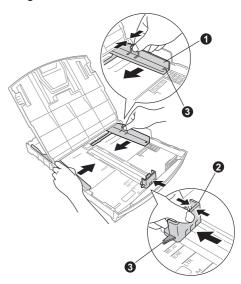**a** Pull the paper tray ① completely out of the machine.

b Lift the output paper tray cover ①.

c With both hands, gently press and slide the paper side guides ① and then the paper length guide ② to fit the paper size.

Make sure that the triangular marks ③ on the paper side guides ① and paper length guide ② line up with the mark for the paper size you are using.

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

e Gently put the paper into the paper tray print side down and top edge first. Check that the paper is flat in the tray.

> **⚠ IMPORTANT**
>
> **DO NOT push the paper in too far.**

f Gently adjust the paper side guides to the paper with both hands. Make sure that the paper side guides touch the edges of the paper.

g Close the output paper tray cover.

h *Slowly* push the paper tray completely into the machine.

i While holding the paper tray in place, pull out the paper support ❶ until it clicks, and then unfold the paper support flap ❷.
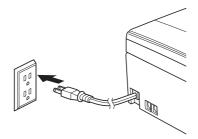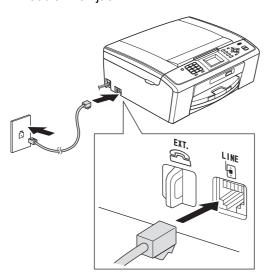
3 Connect the power cord and telephone line

> ⚠️ **IMPORTANT**
>
> **DO NOT connect the USB cable yet.**

a Connect the power cord.

b Connect the telephone line cord. Connect one end of the telephone line cord to the jack on the machine marked **LINE** and the other end to a modular wall jack.
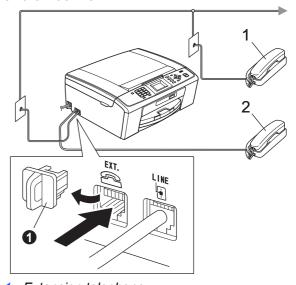

> ⚠️ **IMPORTANT**
>
> **The telephone line cord MUST be connected to the jack on the machine marked LINE.**

> 📝 **Note**
>
> *If you are sharing one telephone line with an external telephone, connect it as shown below.*
>
> *Before you connect the external telephone, remove the protective cap* ❶ *from the EXT. jack on the machine.*
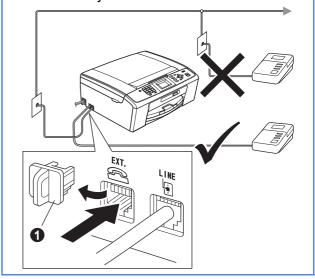>
>
>
> 1 *Extension telephone*
> 2 *External telephone*

> 📝 **Note**
>
> *If you are sharing one telephone line with an external telephone answering machine, connect it as shown below.*
>
> *Before you connect the external telephone answering machine, remove the protective cap* ❶ *from the EXT. jack on the machine.*
>
>

> 🔍 *Set the receive mode to* `External TAD` *if you have an external answering machine. See* Choose the correct Receive Mode *on page 8. For additional details, see* Connecting an external TAD (telephone answering device) *in* chapter 6 *in the* Basic User's Guide.
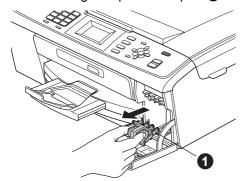
4 Install the ink cartridges

If ink gets in your eyes, wash them out with water at once, and if irritation occurs consult a doctor.

a Make sure that the power is turned on. The LCD shows `No Ink Cartridge`.

b Open the ink cartridge cover ❶.

c Remove the green protective part ❶.

📝 **Note**

Do not throw away the green protective part. You will need it if you transport the machine.
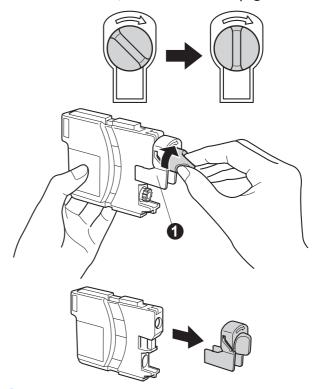
d Unpack the ink cartridge.

📝 **Note**

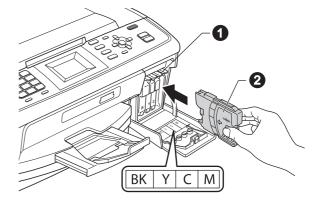*Make sure you install the Starter Ink Cartridges included with your machine first.*

e Turn the green knob on the protective yellow cap clockwise until it clicks to release the vacuum seal, then remove the cap ❶.
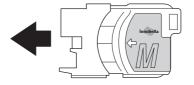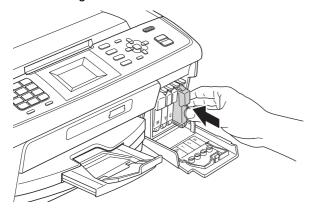
f Take care to match the color of the lever ❶ with the cartridge color ❷, as shown in the diagram below.

| BK | Y | C | M |

g Install each ink cartridge in the direction of the arrow on the label.

h Gently push the ink cartridge until it clicks. After all the ink cartridges are installed close the ink cartridge cover.

Note

The machine will prepare the ink tube system for printing. This process will take approximately four minutes. Do not turn off the machine.
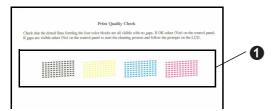
🛈 IMPORTANT

- **DO NOT take out 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 skin or clothing, wash with soap or detergent at once.**

- **DO NOT repeatedly insert and remove the cartridges. If you do so, ink may seep out of the cartridge.**

- **If you mix the colors by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation. (See *Cleaning the print head* in *Appendix A* in the *Advanced User's Guide* on the documentation CD-ROM.)**

- **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.**

- **DO NOT dismantle or tamper with the ink cartridge, this can cause the ink to leak out of the cartridge.**

- **Brother strongly recommends that you do not refill the ink cartridges provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement ink cartridges. Use or attempted use of potentially incompatible ink and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third party ink and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Genuine Brother Supplies.**

5 Check the print quality
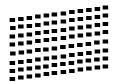
a When the preparation process has finished, the LCD shows `Set Paper and Press Start`.

Press **Color Start**.

b Check the quality of the four color blocks ❶ on the sheet. (black/yellow/cyan/magenta)

c If all lines are clear and visible, press **1** (`Yes`) on the dial pad to finish the quality check and go to step **6**.

OK

If you can see missing short lines, press **2** (`No`) on the dial pad and follow the steps on the LCD.

Poor

6 Choose your language (if needed)

a Press **Menu**.

b Press ▲ or ▼ to choose `Initial Setup`. Press **OK**.

c Press ▲ or ▼ to choose `Local Language`. Press **OK**.

d Press ▲ or ▼ to choose your language. Press **OK**.

e Press **Stop/Exit**.

7 Choose the correct Receive Mode

The correct Receive Mode is determined by the external devices and telephone subscriber services (Voice Mail, Distinctive Ring, etc.) you have (or will be using) on the same line as the Brother machine.

Will you be using a Distinctive Ring number for receiving faxes?
Brother uses the term "Distinctive Ring" but telephone companies may have other names for this service such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Call, and Smart Ring. See *Distinctive Ring* in *chapter 6* in the *Basic User's Guide* for instruction on setting up your machine using this feature.

Will you be using Voicemail on the same telephone line as your Brother machine?
If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. See *Voice Mail* in *chapter 6* in the *Basic User's Guide* for instructions on setting up your machine using this service.

Will you be using a Telephone Answering Device on the same telephone line as your Brother machine?
Your external telephone answering device (TAD) will automatically answer every call. Voice messages are stored on the external TAD and fax messages are printed. Choose `External TAD` as your receive mode. See the instructions below. For additional information see *Connecting an external TAD (telephone answering device)* in *chapter 6* in the *Basic User's Guide*.

Will you be using your Brother machine on a dedicated fax line?
Your machine automatically answers every call as a fax. Choose `Fax Only` as your receive mode. See the instructions below.

Will you be using your Brother machine on the same line as your telephone?

Do you want to receive voice calls and faxes automatically?
The `Fax/Tel` receive mode is used when sharing the Brother machine and your telephone on the same line. Choose `Fax/Tel` as your receive mode. See the instructions below. For additional information see *Fax/Tel* in *chapter 5* in the *Basic User's Guide* for instructions on setting up and using this receive mode. **Important Note:** You cannot receive voice messages on either Voice Mail or an answering machine when choosing the `Fax/Tel` mode.

Do you expect to receive very few faxes?
Choose `Manual` as your receive mode. You control the phone line and must answer every call yourself. See the instructions below.

For details, see Using receive modes *in chapter 5 in the* Basic User's Guide*.*

a Press **Menu**.

b Press ▲ or ▼ to choose `Initial Setup`.
  Press **OK**.

c Press ▲ or ▼ to choose `Receive Mode`.
  Press **OK**.

d Press ▲ or ▼ to choose the receive mode.
  Press **OK**.

e Press **Stop/Exit**.

Note
If the Receive Mode option is not displayed, make sure the Distinctive Ring feature is set to Off. (See Turning off Distinctive Ring *in chapter 6 in the* Basic User's Guide*.)*

8

8 Set the LCD contrast (if needed)

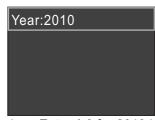If you are having difficulty reading the LCD, try changing the contrast setting.

a Press **Menu**.

b Press ▲ or ▼ to choose General Setup. Press **OK**.

c Press ▲ or ▼ to choose LCD Settings. Press **OK**.

d Press ▲ or ▼ to choose LCD Contrast. Press **OK**.

e Press ◄ or ► to choose the contrast level. Press **OK**.

f Press **Stop/Exit**.

9 Set the date and time

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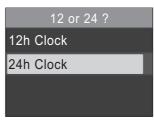
a Press **Menu**.

b Press ▲ or ▼ to choose Initial Setup. Press **OK**.

c Press ▲ or ▼ to choose Date&Time.
Press **OK**.

d Enter the last two digits of the year on the dial pad, and then press **OK**.

> Year:2010

(e.g. Enter **1 0** for 2010.)

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

f Enter the two digits for the day on the dial pad, and then press **OK**.
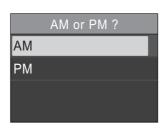
g Press ▲ or ▼ to choose 12h Clock or 24h Clock, and then press **OK**.

> 12 or 24 ?
> 12h Clock
> 24h Clock

h Enter the time on the dial pad, and then press **OK**.

i (12h Clock only)
Press ▲ or ▼ to choose AM or PM, and then press **OK**.

> AM or PM ?
> AM
> PM

j Press **Stop/Exit**.

10 Set your Station ID

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

a Press **Menu**.

b Press ▲ or ▼ to choose Initial Setup.
Press **OK**.

c Press ▲ or ▼ to choose Station ID.
Press **OK**.

d Enter your fax number (up to 20 digits) on the dial pad, and then press **OK**.

e Enter your name (up to 20 characters) using the dial pad, and then press **OK**.

✎ Note

- *See the following chart for entering your name.*

- *If you need to enter a character that is on the same key as the last character, press ▶ to move the cursor to the right.*

- *If you entered a letter incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, press **Clear**.*

Press 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

f Press **Stop/Exit**.

✎ Note

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

🔍 *For details, see* Entering Text in Appendix C *in the* Basic User's Guide.

✎ Note

(USA only)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual.

11 Fax Transmission Report

Your Brother machine is equipped with a Transmission Verification Report that can be used as confirmation that you sent a fax. This report lists the name or fax number of the receiving party, the date, time, and duration of the transmission, the number of pages transmitted, and whether or not the transmission was successful. If you want to use the Fax Transmission Report feature, see *Transmission Verification Report* in *chapter 4* in the *Basic User's Guide*.

12 Set Tone or Pulse dialing mode (Canada only)

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

a Press **Menu**.

b Press ▲ or ▼ to choose Initial Setup. Press **OK**.

c Press ▲ or ▼ to choose Tone/Pulse. Press **OK**.

d Press ▲ or ▼ to choose Pulse (or Tone). Press **OK**.

e Press **Stop/Exit**.

13 Set the phone line compatibility

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

✎ **Note**

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

a Press **Menu**.

b Press ▲ or ▼ to choose Initial Setup. Press **OK**.

c Press ▲ or ▼ to choose Compatibility. Press **OK**.

d Press ▲ or ▼ key to choose Basic(for VoIP). Press **OK**.

e Press **Stop/Exit**.

14 Automatic Daylight Savings Time

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

a Press **Menu**.

b Press ▲ or ▼ to choose General Setup. Press **OK**.

c Press ▲ or ▼ to choose Auto Daylight. Press **OK**.

d Press ▲ or ▼ to choose On (or Off). Press **OK**.

e Press **Stop/Exit**.

15 Send in the Product Registration Sheet (USA only)

You can also register your product online using the On-Line Registration link from the installation CD-ROM or visit http://www.brother.com/registration/

a Fill out the Product Registration Sheet.

b Put the sheet face down on the scanner glass.

c Make sure [FAX] (**FAX**) is illuminated in Blue.

d Enter the toll-free fax number: 1-877-268-9575.

e Press **Black Start**.

Note

You will receive a confirmation fax of your Product Registration.

For Windows® Users:

Now go to

For Macintosh Users:

Now go to

For USB interface users
(Windows® 2000 Professional/XP/XP Professional x64 Edition/ Windows Vista®/Windows® 7)

16 Before you install

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

> ⓘ **IMPORTANT**
>
> - **DO NOT connect the USB cable yet.**
> - **For the latest drivers and information, visit http://solutions.brother.com/**
> - **If there are any programs running, close them.**
> - **The screens may differ depending on your operating system.**

17 Install MFL-Pro Suite

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

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

b The CD-ROM Top Menu will appear. Click **Install MFL-Pro Suite** and click **Yes** if you accept the license agreements. Follow the on-screen instructions.
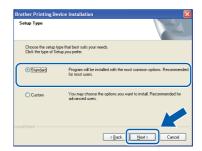
> 📝 **Note**
>
> - *If this screen appears, click **OK** and restart your computer.*
>
>
> - *If the installation does not continue automatically, open the top menu again by ejecting and then reinserting the CD-ROM or double-click the **start.exe** program from the root folder, and continue from **b** to install MFL-Pro Suite.*
>
> - *For Windows Vista® and Windows® 7, when the **User Account Control** screen appears, click **Allow** or **Yes**.*

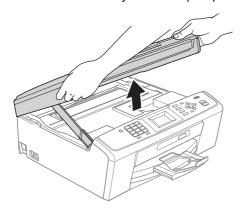**c** Choose **Standard**, and then click **Next**. The installation continues.

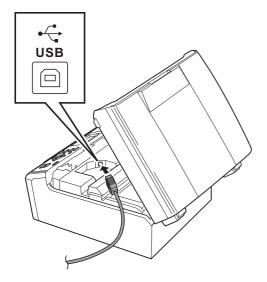**d** When this screen appears, go to the next step.
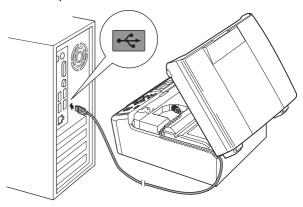
13

18 Connect the USB cable

a Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position.

b Connect the USB cable to the USB socket marked with a [USB symbol] symbol. You will find the USB socket inside the machine as shown below.
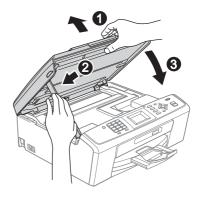

c Carefully route the USB cable through the trench and out the back of the machine as shown below and connect the cable to your computer.

IMPORTANT

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

d Lift the scanner cover to release the lock ❶. Gently push the scanner cover support down ❷ and close the scanner cover ❸.

e The installation will continue automatically.

The installation screens appear one after another.

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

> **✎ Note**
>
> *For Windows Vista® and Windows® 7, when the **Windows Security** screen appears, click the check box and click **Install** to complete the installation correctly.*

f When the **User's Guides** screen is displayed, click **View Manuals on the Web** if you want to download the manuals and follow the on-screen instructions. You can also view the manuals on the documentation CD-ROM.

g When the **On-Line Registration** screen is displayed, make your selection and follow the on-screen instructions.

h If you do not want to set your machine as the Default printer, uncheck **Set as Default Printer**.

19 Finish and restart

a Click **Finish** to restart your computer. After restarting the computer, you must be logged on with Administrator rights.

> **✎ Note**
>
> • *If an error message appears during the software installation, run the **Installation Diagnostics** located in **start/All Programs/ Brother/MFC-JXXX** (where MFC-JXXX is your model name).*
>
> • *Depending on your security settings, a Windows Security or antivirus software window may appear when using the machine or its software. Please allow or permit the window to continue.*

b In the **Check for Firmware Updates** screen, choose the firmware update setting you want and click **OK**.

> **✎ Note**
>
> *Internet access is required for the firmware update.*

Finish **The installation is now complete.**

Now go to

Proceed to Install Optional Applications on page 18.

> **✎ Note**
>
> ***XML Paper Specification Printer Driver***
> *The XML Paper Specification Printer Driver is the most suitable driver when printing from applications that use the XML Paper Specification documents. Please download the latest driver by accessing the Brother Solutions Center at http://solutions.brother.com/*

For USB interface users (Mac OS X 10.4.11, 10.5.x, 10.6.x)

16 Before you install

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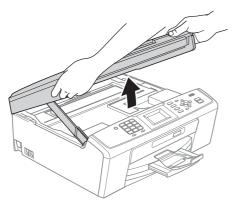
❗ IMPORTANT

- **For the latest drivers and information on the Mac OS X you are using, visit http://solutions.brother.com/**
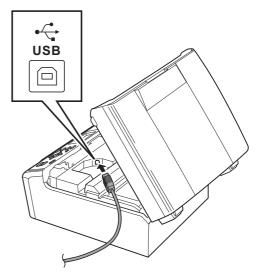- **For Mac OS X 10.4.0 to 10.4.10 users, upgrade to Mac OS X 10.4.11 - 10.6.x.**

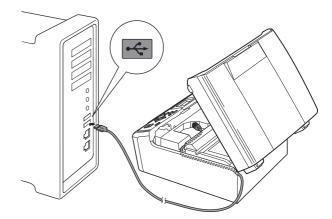### 17 Connect the USB cable

❗ IMPORTANT

- **DO NOT connect the machine to a USB port on a keyboard or a non-powered USB hub.**
- **Connect the machine directly to your Macintosh.**

a Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely into the open position.

b Connect the USB cable to the USB socket marked with a symbol. You will find the USB socket inside the machine as shown below.

c Carefully route the USB cable through the trench and out the back of the machine as shown below and connect the cable to your Macintosh.
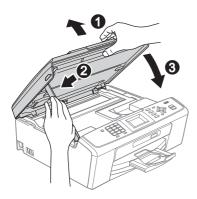
❗ IMPORTANT

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

d Lift the scanner cover to release the lock ❶. Gently push the scanner cover support down ❷ and close the scanner cover ❸.
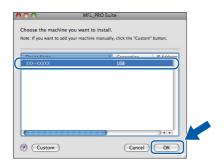

18 Install MFL-Pro Suite

a Put the supplied installation CD-ROM into your CD-ROM drive.

b Double-click the **Start Here OSX** icon to install.

c Please wait, it will take a few seconds for the software to install. After the installation, the Brother software will search for the Brother device.

d Choose the machine from the list, and then click **OK**.

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

f When the **Brother Support** screen appears, click **Close** to finish the installation or go to step **19**.

19 Download and install Presto! PageManager

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

a Click the **Presto! PageManager** icon to go to the Presto! PageManager download site, and follow the on-screen instructions.

Finish   **The installation is now complete.**

✎ **Note**

To use Image Capture on Mac OS X 10.6.x, please install the CUPS Printer Driver, which can be downloaded from the Brother Solutions Center (http://solutions.brother.com/).

Windows® USB Macintosh

Install Optional Applications

1 Install FaceFilter Studio/BookScan & Whiteboard Suite supported by Reallusion, Inc

FaceFilter Studio is an easy-to-use borderless photo printing application. FaceFilter Studio also lets you edit your photo data and add photo effects such as red eye reduction or skin tone enhancement.
The **BookScan Enhancer** software can correct your scanned book images automatically.
The **Whiteboard Enhancer** software cleans up and enhances text and images from photos taken of your whiteboard.

> **⚠ IMPORTANT**
>
> - **The machine must be ON and connected to the computer.**
> - **The computer must be connected to the Internet.**
> - **Make sure you are logged on with Administrator rights.**
> - **This application is not available for Windows Server® 2003/2008 series.**

a Open the top menu again by ejecting and then reinserting the installation CD-ROM or by double-clicking the **start.exe** program from the root folder.

b The CD-ROM Top Menu will appear. Choose your language and then click **Additional Applications**.

c Click the button for the application you want to install.

d Go back to the Additional Applications screen to install more applications.

2 Install FaceFilter Studio Help

To get instructions on how to use FaceFilter Studio, download and install FaceFilter Studio Help.

a To run FaceFilter Studio, go to **start/All Programs/Reallusion/ FaceFilter Studio** on your computer.

b Click the ![button] button on the upper right corner of the screen.

c Click **Check for updates** to go to the Reallusion update web page.

d Click the **Download** button and choose a folder to save the file in.

e Close FaceFilter Studio before you start the installer for FaceFilter Studio Help.
Double-click the downloaded file from the folder you specified and follow the on-screen instructions for installation.

> **✎ Note**
>
> *To view the complete FaceFilter Studio Help, choose **start/All Programs/Reallusion/ FaceFilter Studio/FaceFilter Studio Help** on your computer.*

Consumables

Replacement consumables

When the time comes to replace ink cartridges, an error message will be indicated on the LCD. For more information about the ink cartridges for your machine, visit http://www.brother.com/original/ or contact your local Brother re-seller.

Ink cartridge

Black	Yellow	Cyan	Magenta
LC61BK	LC61Y	LC61C	LC61M

What is Innobella™?
Innobella™ is a range of genuine consumables offered by Brother.
The name "Innobella™" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.

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