Start Here

Thank you for choosing Brother, your support is important to us and we value your business. Your Brother product is engineered and manufactured to the highest standards to deliver reliable performance, day-in and day-out.

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

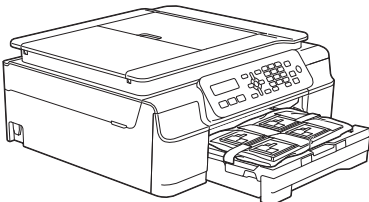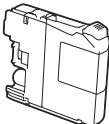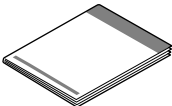Manuals in Spanish for this model are available on the enclosed CD-ROM.
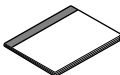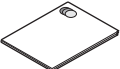
Manuales en Español para este modelo están disponibles en el CD-ROM incluido.

⚠ 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.
IMPORTANT	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
NOTE	Notes tell you how to respond to a situation that may arise or give tips about how the operation works with other features.

1 Unpack the machine and check the components

■ *The components included in the box may differ depending on your country*.

(machine)	Starter Ink Cartridges — Black, Yellow, Cyan, Magenta	Quick Setup Guide
		CD-ROM*
Basic User's Guide	Product Safety Guide	Telephone Line Cord

* *If your computer does not have a CD-ROM drive, the supplied CD-ROM does not contain drivers for your operating system, or you want to download manuals and utilities, visit your model page at http://solutions.brother.com/.*

⚠ WARNING

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

NOTE

Save all packing materials and the box in case for any reason you must ship your machine.
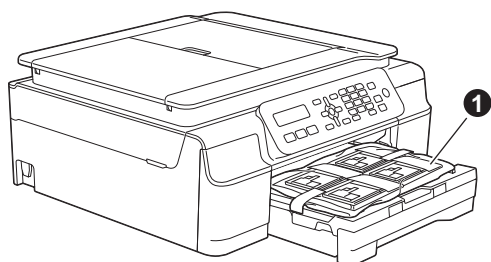
USB cable
You need to purchase the correct USB cable.
We recommend using a USB 2.0 cable (Type A/B) that is no more than six feet (two meters) long.

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.
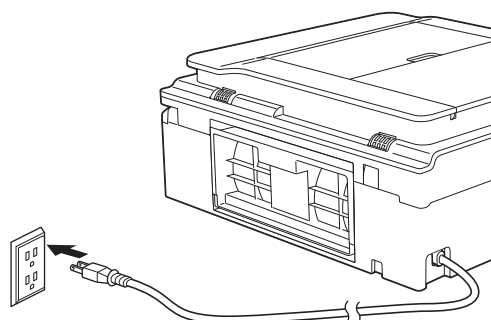

c Make sure you have all the components.

2 Connect the power cord and telephone line

NOTE
DO NOT connect the USB cable yet (if you are using a USB cable).

a Connect the power cord.

NOTE
• If you do not plan to use the fax feature on this machine, go to step **3** on page 4.

• To prolong the life of the print head, provide the best ink cartridge economy and maintain print quality, we do not recommend unplugging the machine frequently and/or leaving the machine unplugged for extended periods of time. Each time you plug the machine in, it automatically cleans the print head, which uses some of your ink.

We recommend using ⏻ to power down the machine. Using ⏻ allows minimal power to the machine, resulting in periodic, but less frequent, cleaning of the print head.

b Lift the scanner cover until it locks securely into the open position.
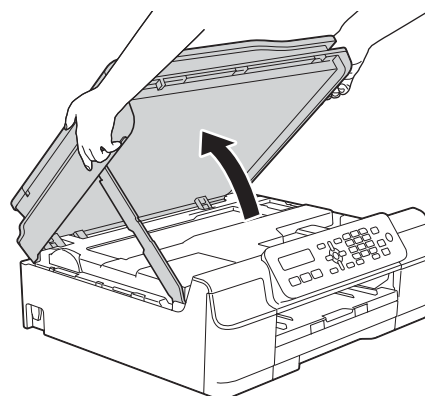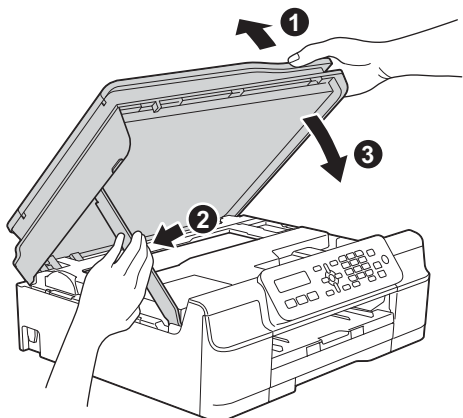

c Connect the telephone line cord.
Connect one end of the telephone line cord to the jack marked **LINE** on the machine. Carefully guide the telephone line cord into the cable channel and out the back of the machine. Connect the other end to a modular wall jack.
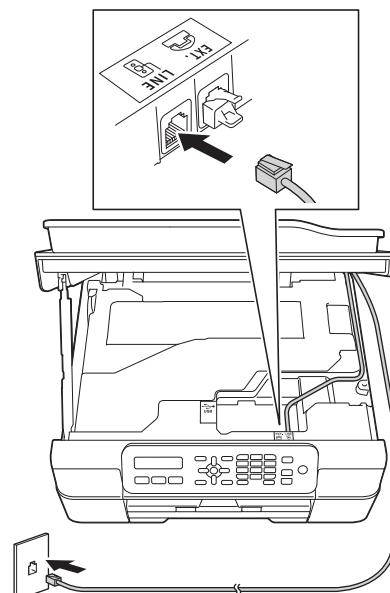
IMPORTANT
The telephone line cord MUST be connected to the jack marked **LINE** on the machine.

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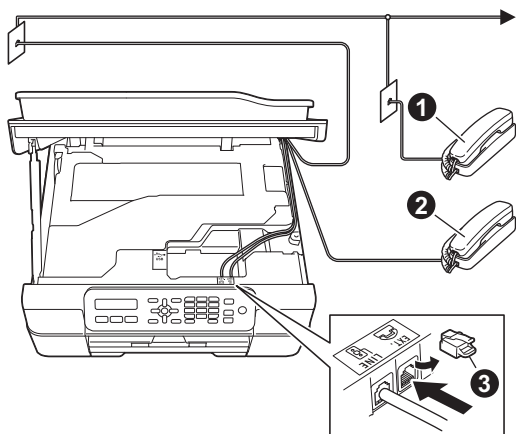
NOTE

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

Before you connect the external telephone, remove the white protective cap ❸ from the **EXT**. jack on the machine.

❶ Extension telephone
❷ External telephone
❸ Protective cap

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 white protective cap ❶ from the **EXT**. jack on the machine.
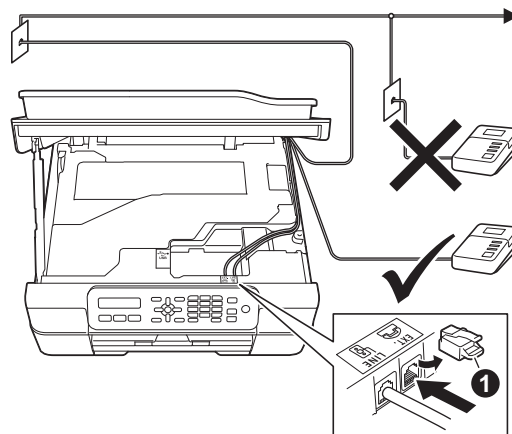
❶ Protective cap

Set the receive mode to External TAD if you have an external answering machine. See *Choose the correct Receive Mode* on page 9. For additional details, see *Connecting an external TAD (telephone answering device)* in *chapter 6* of the *Basic User's Guide*.

3 Install the ink cartridges

NOTE

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

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

```
No Ink Cartridge
```

b Open the ink cartridge cover ❶.
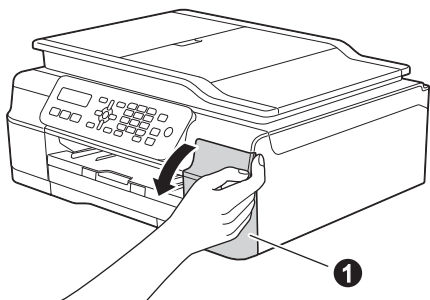
c Remove the orange protective part ❶.
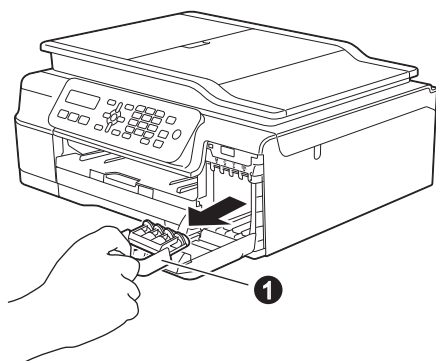
NOTE

Do not throw away the orange protective part. You will need it if you transport the machine.

d Unpack the ink cartridge.
Turn the green release lever on the orange protective packing ❶ counterclockwise until it clicks to release the vacuum seal. Then remove the orange protective packing ❶ as shown.

IMPORTANT

- DO NOT shake the ink cartridges. If ink stains your skin or clothing, wash with soap or detergent at once.

- DO NOT touch the cartridge in the area indicated ❷, as this can cause the machine not to function with the cartridge.
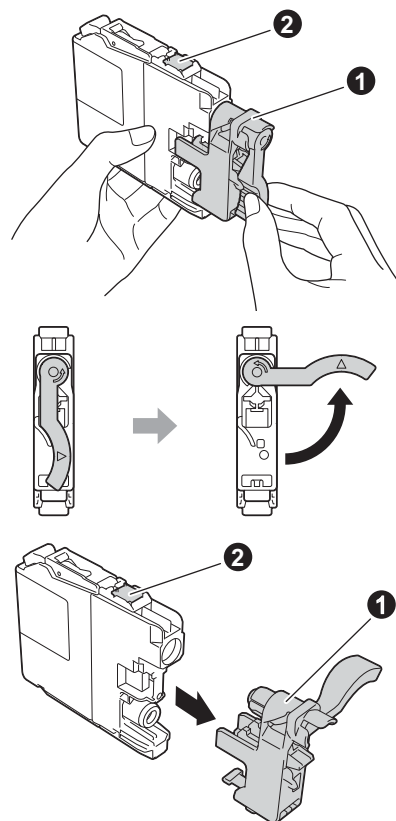
e Take care to match the sticker color ❶ with the cartridge color ❷ as shown in the diagram below.
Install each ink cartridge in the direction of the arrow on the label.

f Gently push the back of the ink cartridge marked "PUSH" until it latches. After all the ink cartridges are installed, close the ink cartridge cover.
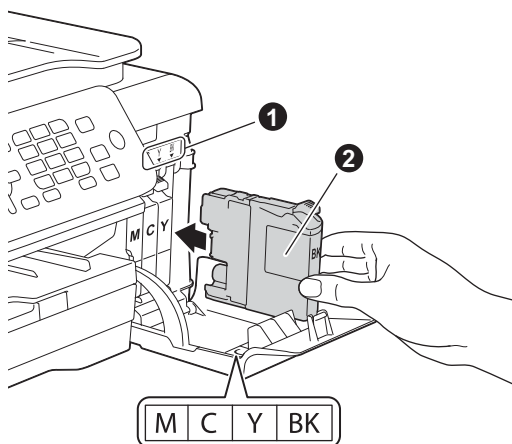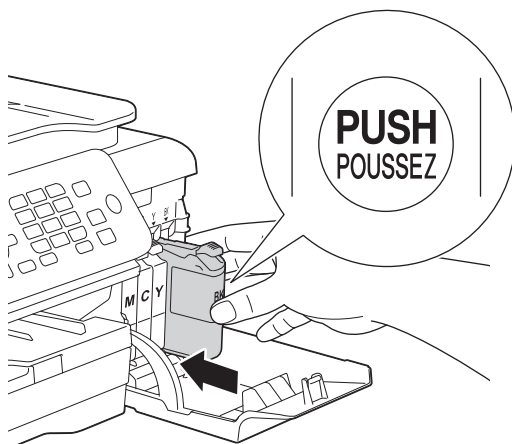

NOTE

The machine will prepare the ink tube system for printing. This process will take approximately four minutes. Do not turn off the machine. We recommend you perform the next step while waiting.

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 repeatedly insert and remove the cartridges. If you do so, ink may seep out of the cartridge.

- 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.
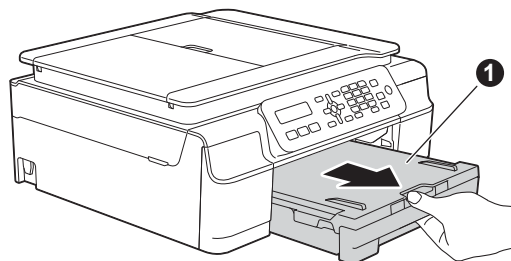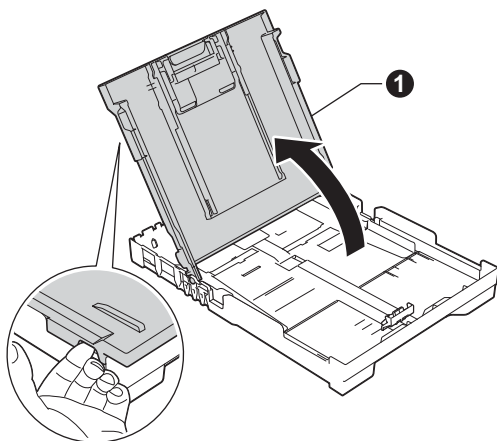
4 Load plain Letter/A4 paper

NOTE

Make sure the first printed page is Letter/A4 size.

a Pull the paper tray ❶ completely out of the machine.

b Open the output paper tray cover ❶.

c Gently press and slide the paper width guides ❶ and then the paper length guide ❷ to fit the paper size.

Make sure that the triangular marks ❸ on the paper width guides ❶ and paper length guide ❷ line up with the mark for the paper size you are using.
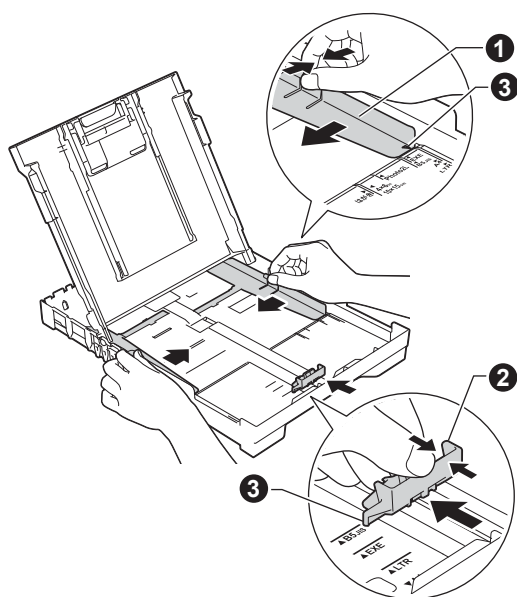
d Fan the stack of paper well to avoid paper jams and misfeeds.
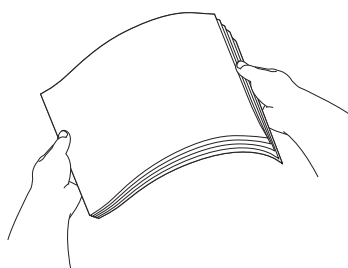
NOTE

Always make sure that the paper is not curled or wrinkled.

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

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.
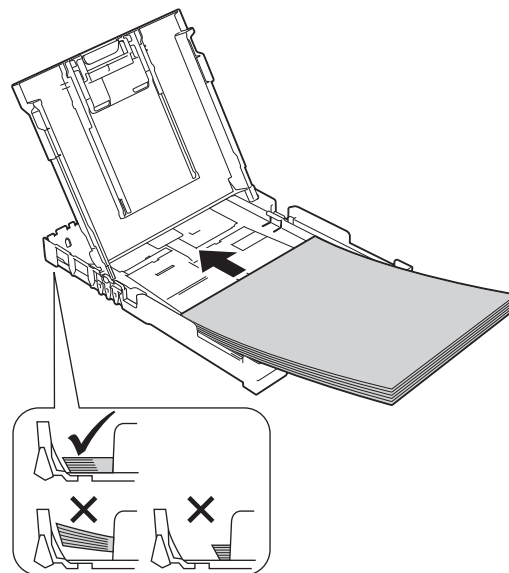
NOTE

When you use Legal size paper, press and hold the universal guide release button ❶ as you slide out the front of the paper tray.
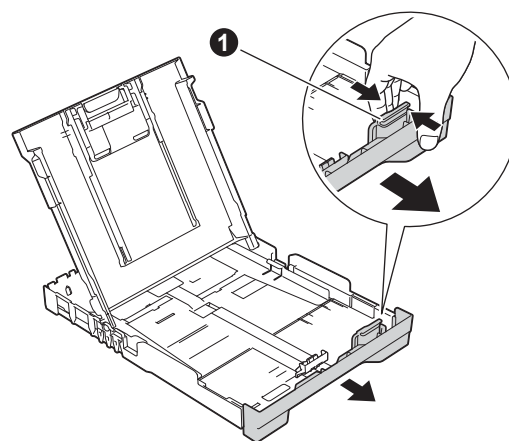
f Gently adjust the paper width guides to the paper with both hands. Make sure that the paper width guides touch the edges of the paper.
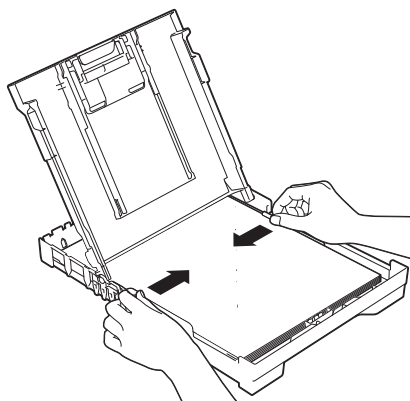
g Close the output paper tray cover.

h *Slowly* push the paper tray completely into the machine.
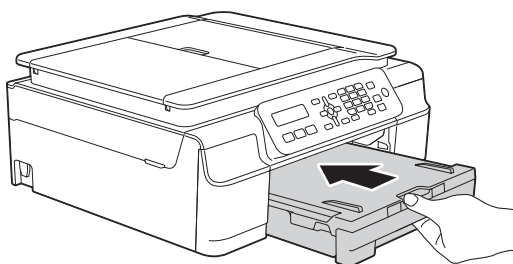
i While holding the paper tray in place, pull out the paper support ❶ until it clicks, and then unfold the paper support flap ❷.
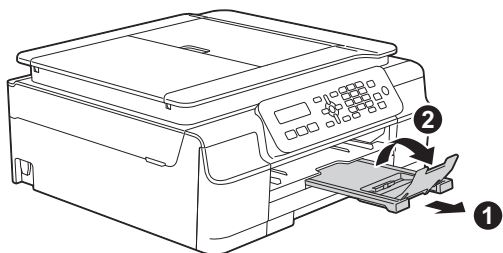
5 Check the print quality

a When the preparation process has finished, the LCD shows this message

```
Set Paper and
```

↕

```
Press Start
```

Press **Color Start**.

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

c If all lines are clear and visible, press **1** (Yes) to finish the quality check and go to the next step.

OK

If lines are missing, press **2** (No) and follow the steps on the LCD.

Poor

6 Set the date and time

The LCD displays the date and time. You can also add the current date and time to each fax you send by setting your Station ID (see step **10**).

a When the LCD shows this message, press **OK**.

```
Date&Time
```

↕

```
Enter & OK Key
```

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

```
Year:2013
```

(e.g. Enter **1 3** for 2013.)

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

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

e Press ▲ or ▼ to choose `12h Clock` or `24h Clock`, and then press **OK**.

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

(`12h Clock` only)

Press ▲ or ▼ to choose `AM` or `PM`, and then press **OK**.

NOTE

You can change date, time, or clock type (12h or 24h) at any time. For more information, see *Setting the date and time* in the *Basic User's Guide*.

7 Choose your language (if needed)

a Press **Menu**, **0**, **0**.

```
0.Local Language
```

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

c Press **Stop/Exit**.
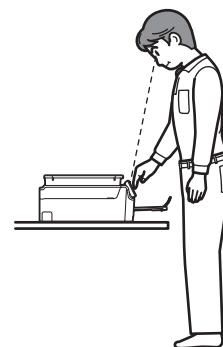
8 Set the LCD contrast (if needed)

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

a Press **Menu**, **2**, **5**.

```
5.LCD Contrast
```

b Press ▲ or ▼ to choose `Dark` or `Light`.

```
Contrast:Dark
```



```
Contrast:Light
```


c Press **OK**.

d Press **Stop/Exit**.

9 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.
For more information, see *Using Receive Modes* in *chapter 5* of the *Basic User's Guide*.
If you are not using this machine for faxing, go to the next step.

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* of the *Basic User's Guide* for instruction on setting up your machine using this feature.

Will you be using Voice Mail 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* of 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 details, see *Connecting an external TAD (telephone answering device)* in *chapter 6* of 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* of 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.

---

a Press **Menu**, **3**, **1**, **1**.

> 1.Receive Mode

b Press ▲ or ▼ to choose your preferred receive mode.
Press **OK**.

c 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* of the *Basic User's Guide*.)

10 Set your Station ID

Set your machine's Station ID so that the date and time appear on each fax you send.
If you are not using this machine for faxing, go to the next step.

a Press **Menu**, **0**, **2**.

```
2.Station ID
```

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

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

NOTE
- See the following chart for entering your name.
- To enter a space in a fax number, press ▶ once between numbers. To enter a space in a name, press ▶ twice between characters.
- If you need to enter a character that is on the same key as the character before, press ▶ to move the cursor to the right.
- If you entered a character incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.

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

d Press **Stop/Exit**.

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

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 Transmission Verification 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* of the *Basic User's Guide*.

12 Set Tone or Pulse dialing mode (Canada only)

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

a Press **Menu**, **0**, **3**.

> 3.Tone/Pulse

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

c Press **Stop/Exit**.

13 Set the telephone line compatibility (VoIP)

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**, **0**, **5**.

> 5.Compatibility

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

c Press **Stop/Exit**.

14 Automatic Daylight Saving Time

You can set the machine to change automatically for Daylight Saving Time. It will reset itself forward one hour in the spring and backward one hour in the fall.

a Press **Menu**, **0**, **1**, **2**.

> 2.Auto Daylight

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

c Press **Stop/Exit**.

For Windows® users:

Now go to

Page 12

For Macintosh users:

Now go to

Page 15

For Windows® USB interface users

(Windows® XP Home/XP Professional/Windows Vista®/Windows® 7/Windows® 8)

15 Before you install

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

NOTE

- DO NOT connect the USB cable yet.
- If there are any programs running, close them.
- The screens may differ depending on your operating system.
- The CD-ROM includes Nuance™ PaperPort™ 12SE. This software supports Windows® XP Home (SP3 or greater), XP Professional (SP3 or greater), XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater), Windows® 7 and Windows® 8. Update to the latest Windows® Service Pack before installing MFL-Pro Suite.
- If the **Windows Security** screen appears, click the check box and click **Install** to complete the installation correctly.

16 Install MFL-Pro Suite

a Put the 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 **Computer** (**My Computer**).

  (For Windows® 8: click the ![icon] (**File Explorer**) icon on the taskbar, and then go to **Computer**.)

  Double-click the CD-ROM icon, and then double-click **start.exe**.
- If the User Account Control screen appears, click **Allow** or **Yes**.

b Click **Install MFL-Pro Suite** and click **Yes** if you accept the license agreements.
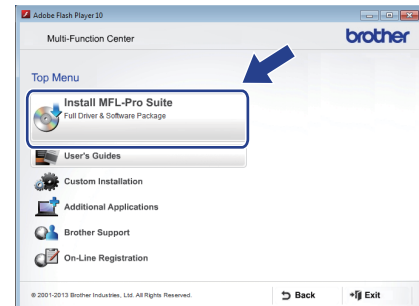
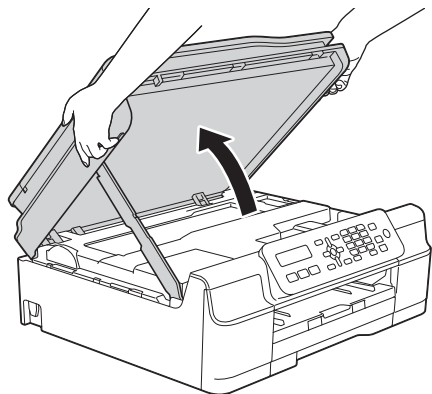**c** Choose **Standard**, and then click **Next**.
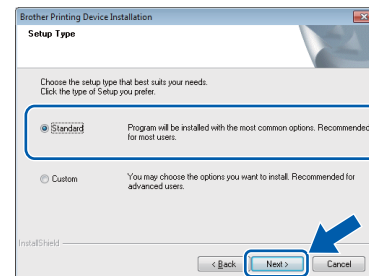
d Follow the on-screen instructions until the **Plug in the USB cable** screen appears.
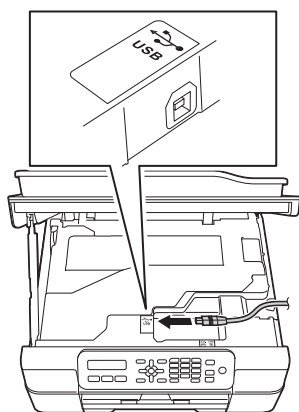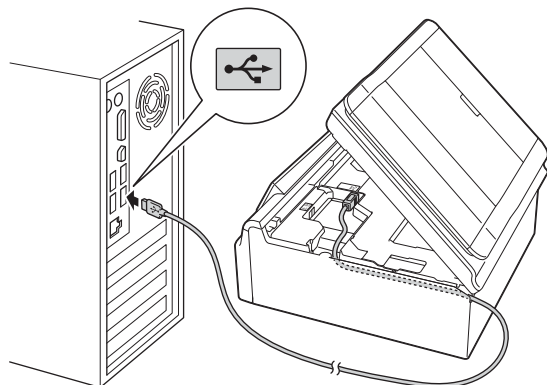
17 Connect the USB cable

a Lift the scanner cover until it locks securely into the open position.

b Connect the USB cable to the USB port marked with a 🔌 symbol. You will find the USB port inside the machine, as shown in the callout below.
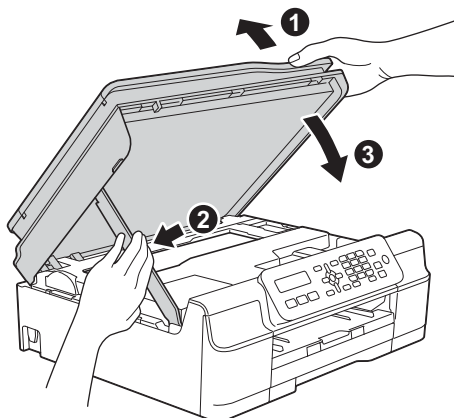
c Carefully guide the USB cable into the cable channel and out the back of the machine. Connect the cable to your computer.

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 using both hands.

⚠ CAUTION

Be careful not to pinch your fingers when the scanner cover closes.

e The installation will continue automatically.

The installation screens appear one after another.

NOTE

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

f If the **Environmental Advice for Imaging Equipment** screen appears, click **Next**.

g When the **On-Line Registration** screen appears, follow the on-screen instructions. Click **Next**.

h If you do not want to set your machine as the default printer, clear the **Set as Default Printer** check box, and then click **Next**.

i When the **Setup is Complete** window appears, confirm the settings, and then click **Next**.

13

18 Finish and restart

a Click **Finish** to restart your computer.
After restarting the computer, you must log on with Administrator rights.
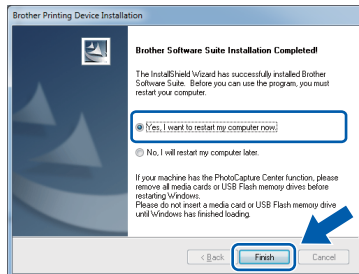
NOTE
- If an error message appears during the software installation, do one of the following:

  - Windows® XP, Windows Vista® and Windows® 7 users: Run the **Installation Diagnostics** located in (**Start**) > **All Programs** > **Brother** > **MFC-XXXX** (where XXXX is your model name).
  - Windows® 8 users: To run the **Installation Diagnostics**, double-click (**Brother Utilities**) on the desktop, and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar.

- 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 The following screens will appear.

- When the **Software Update Setting** screen appears, choose the software update setting you want and click **OK**.

- When the Brother Product Research and Support Program screen appears, select your preference and follow the on-screen instructions.

NOTE
- Internet access is required for the software update and the Brother Product Research and Support Program.

- When you install MFL-Pro Suite, Brother Help will also be installed automatically. Brother Help allows you to access the Brother Solutions Center when you click in the task tray.

Finish **The installation is now complete.**

To install optional applications:

Now go to

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NOTE

Windows® 8 users: If the Brother manuals included on the CD-ROM are in PDF format, use Adobe® Reader® to open them. If Adobe® Reader® is installed on your computer but you cannot open the files in Adobe® Reader®, change the file association for PDF (see *How to open a PDF file in Adobe® Reader® (Windows® 8)* on page 19).

For Macintosh USB interface users (Mac OS X v10.6.8, 10.7.x, 10.8.x)

15 Before you install

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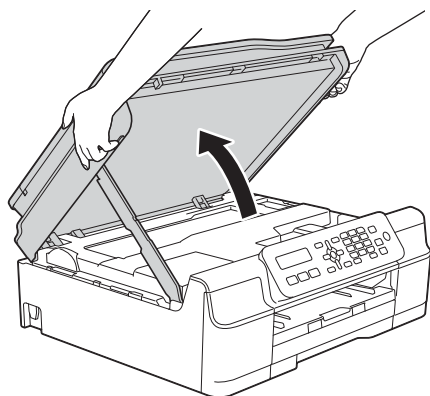
NOTE

For Mac OS X v10.6.0 to 10.6.7 users, upgrade to Mac OS X v10.6.8 - 10.8.x.
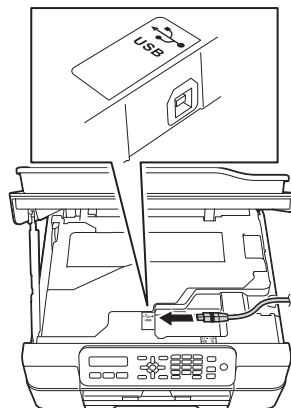
16 Connect the USB cable

NOTE

• 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 Lift the scanner cover until it locks securely into the open position.

b Connect the USB cable to the USB port marked with a ⟨·⟩ symbol. You will find the USB port inside the machine, as shown in the callout below.

c Carefully guide the USB cable into the cable channel and out the back of the machine. Connect the cable to your Macintosh.
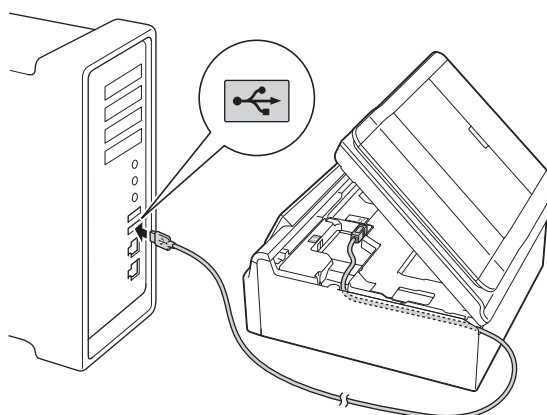
IMPORTANT

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 using both hands.
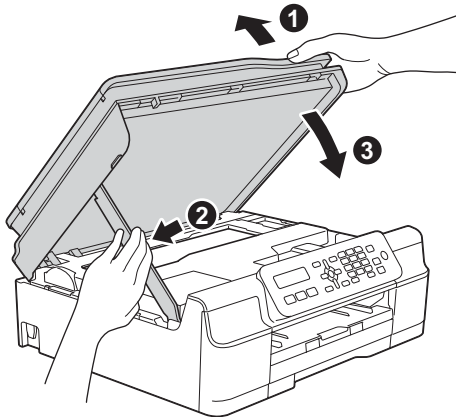
⚠ CAUTION

Be careful not to pinch your fingers when the scanner cover closes.

17   Install MFL-Pro Suite

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

b   Double-click the **Start Here OSX** icon to install. If the model name screen appears, choose your machine.

c   After the installation, the Brother software will search for the Brother device. This will take a few moments to complete.

d   Choose your machine from the list, and then click **Next**.
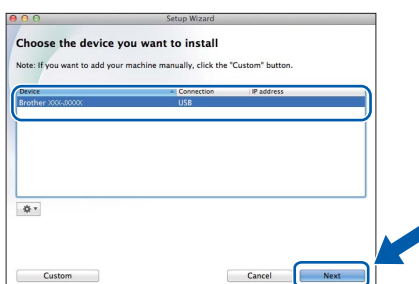
e   When the **Add Printer** screen appears, click **Add Printer**.

f   Choose your machine from the list. Click **Add** and then click **Next**.
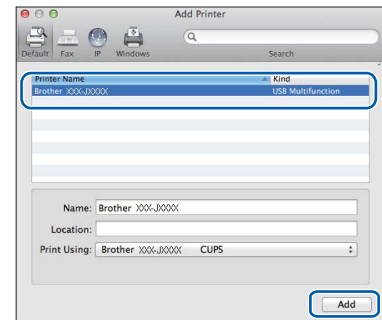
When the support screen appears, follow the on-screen instructions if you want to download **Presto! PageManager**. You can also download **Presto! PageManager** later from the **Brother Support** screen.
Click **Next**.

g   When this screen appears, click **Close**.
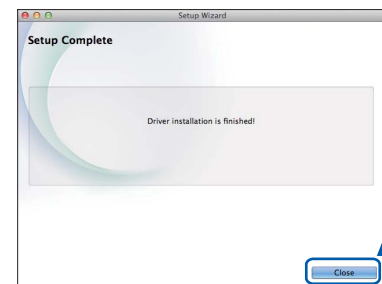
**OK!**   **The installation of MFL-Pro Suite is now complete.**
Go to step 18.

18 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   On the **Brother Support** screen, click the **Presto! PageManager** icon to go to the Presto! PageManager download site, and follow the on-screen instructions.
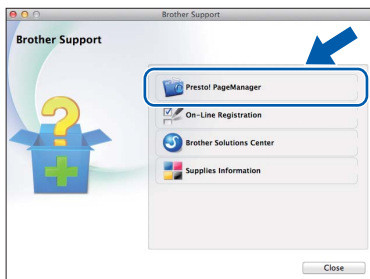
Finish   **The installation is now complete.**

1 Install optional applications

BookScan&Whiteboard Suite supported by Reallusion, Inc

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.

Homepage Print 2* supported by CORPUS

Homepage Print 2 is an application that helps you capture and edit web pages so that you can print out only the information you need.

* This application supports Microsoft® Internet Explorer® 7.0/8.0 and Firefox® 3.

NOTE
- The machine must be ON and connected to the computer.
- Some applications require Internet access.
- Make sure you are logged on with Administrator rights.
- This application is not available for Windows Server® 2003/2008/2012 series.

a Open the top menu again by ejecting and then reinserting the CD-ROM or by double-clicking the **start.exe** program from the root folder. If the language screen appears, choose your language.

b The CD-ROM **Top Menu** will appear. Click **Additional Applications**.
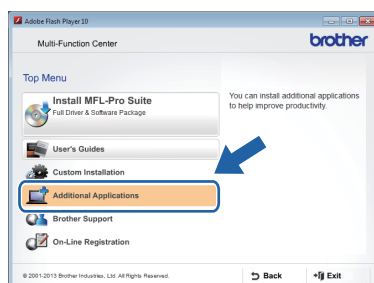
c Click the button for the application you want to install.
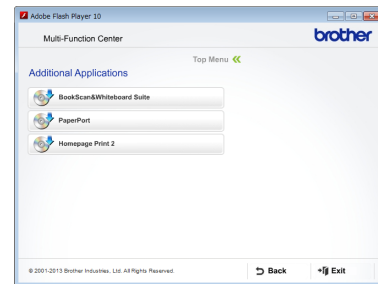
d When installation is complete, click the button for the next application you want to install.

To exit, click **Exit**.

NOTE
To start **BookScan&Whiteboard Suite**, double-click the shortcut icon on your desktop.

To start **Homepage Print 2**, click (**Start**) > **All Programs** > **Homepage Print 2** > **Homepage Print 2**.

Windows® 8: Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Start** > **Homepage Print 2**.

Other Information

How to open a PDF file in Adobe® Reader® (Windows® 8)

a Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**.

b Click **Programs**, click **Default Programs**, and then click **Associate a file type or protocol with a program**.

c Select **.pdf**, and then click the **Change program...** button.

d Click **Adobe Reader**. The icon next to **.pdf** changes to the '**Adobe Reader**' icon.

Adobe® Reader® is now the default application for reading .pdf files until you change this file association.

Brother CreativeCenter

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

Mac users can access Brother CreativeCenter at http://www.brother.com/creativecenter/

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Consumables

Replacement consumables

When the time comes to replace ink cartridges, a 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

Magenta	Cyan	Yellow	Black
LC101M (Standard)	LC101C (Standard)	LC101Y (Standard)	LC101BK (Standard)
LC103M (High Yield)	LC103C (High Yield)	LC103Y (High Yield)	LC103BK (High Yield)

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.

www.brotherearth.com