# Start Here

MFC-J245 CE

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.

⚠ 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*.

	Introductory Ink Cartridges	Black Yellow Cyan Magenta (Approx. 80% yield of the replacement cartridge (Standard)) ➤➤*Basic User's Guide: Consumable items*	Quick Setup Guide
Product Safety Guide	CD-ROM*	Power Cord	(for UK) (for others) Telephone Line Cord
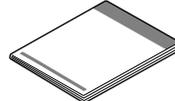
* *If your computer does not have a CD-ROM drive, the supplied CD-ROM does not contain drivers for your operating system, or you want to download manuals and utilities, visit your model page at http://solutions.brother.com/.*

⚠ WARNING

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

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 two metres long.

UK/IRE/GEN Version 0

1

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.
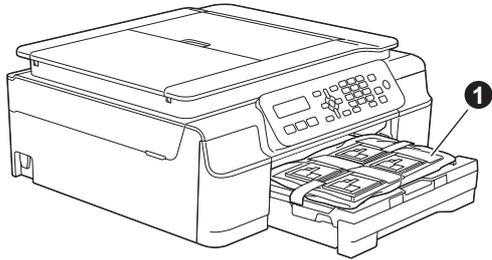
c Make sure you have all the components.

---

2 Connect the power cord and telephone line

⚠ 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 cord connected to your machine when you connect it 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.**

NOTE

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


**a** Connect the power cord.

(Example for UK)
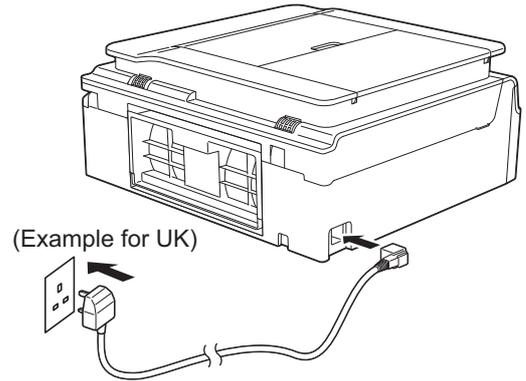
NOTE

- 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.
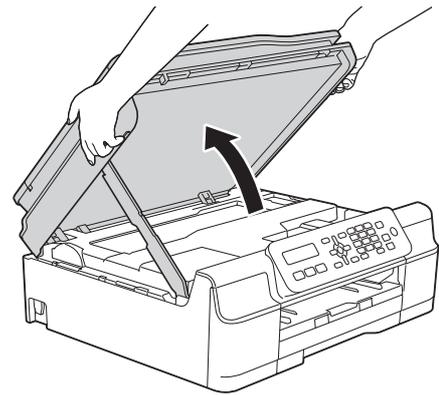
c Connect the telephone line cord.
Connect one end of the telephone line cord to the socket marked **LINE** on the machine. Carefully guide the telephone line cord into the cable channel and out the back of the machine. Connect the other end to a modular wall socket.

(Example for UK)
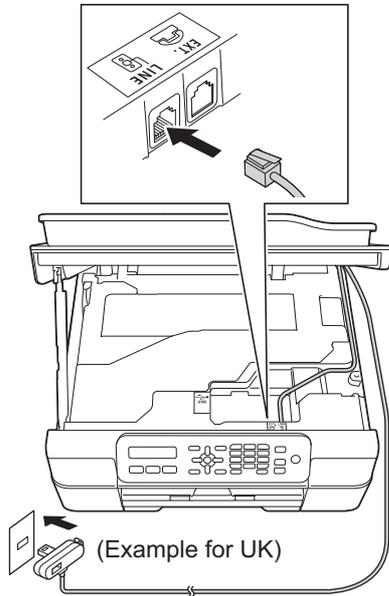
IMPORTANT

The telephone line cord MUST be connected to the socket 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.
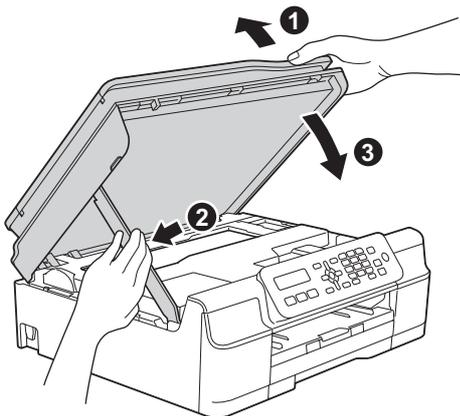

⚠ CAUTION

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

NOTE

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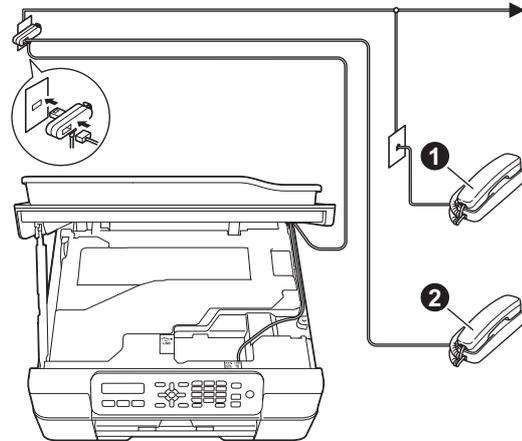
❶ Extension telephone
❷ External telephone

Please make sure you use an external telephone with a cable no more than three metres long.

NOTE

If you are sharing one telephone line with an external telephone answering machine, connect it as shown below.
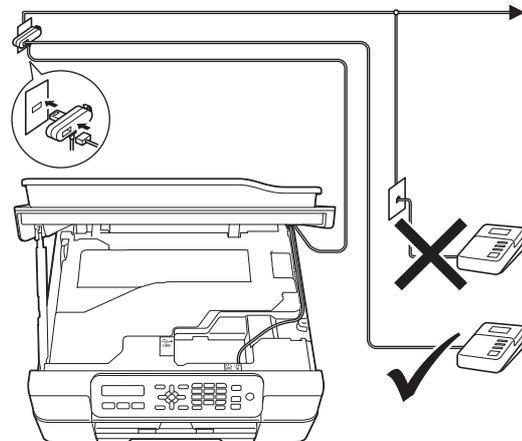
Set the receive mode to External TAD if you have an external answering machine. See *Choose a Receive Mode* on page 8. Detailed information ▸▸*Basic User's Guide: Connecting an external TAD (telephone answering device)*

3 Install the ink cartridges

⚠ CAUTION

If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

NOTE

Make sure you install the Introductory 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 ①.
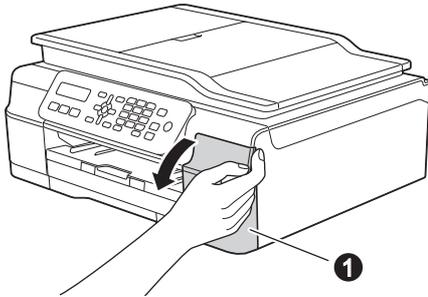
**c** Remove the orange protective part ①.
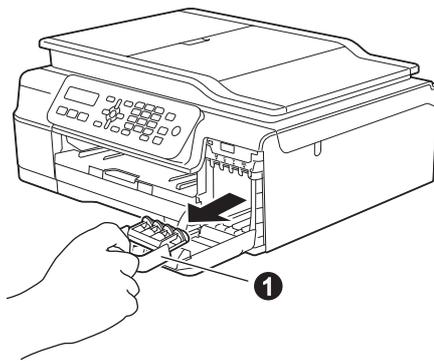
NOTE

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 ① counterclockwise until it clicks to release the vacuum seal. Then remove the orange protective packing ① 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 ②, as this can cause the machine not to function with the cartridge.
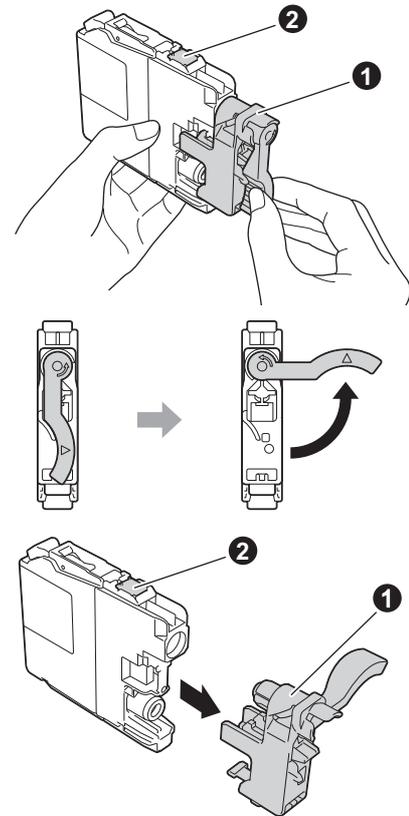
e Take care to match the sticker colour ❶ with the cartridge colour ❷ as shown in the diagram below.

Install each ink cartridge in the direction of the arrow on the label.
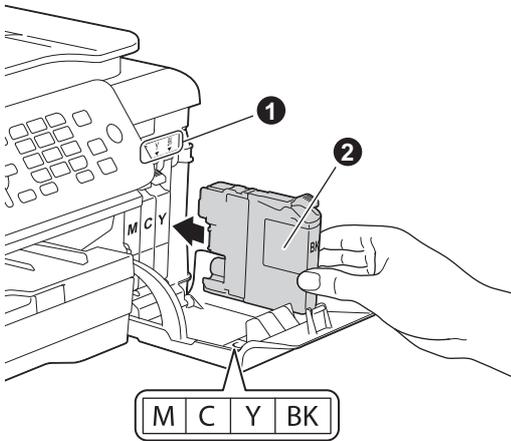
f Gently push the back of the ink cartridge marked "PUSH" until the cartridge lever lifts. After all the ink cartridges are installed, close the ink cartridge cover.
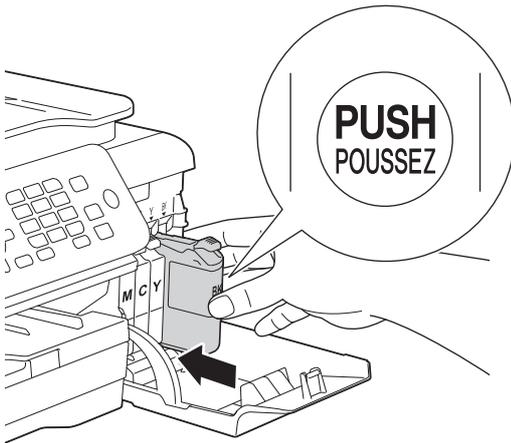
NOTE

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.

4 Load plain A4 paper

**a** Pull the paper tray ❶ completely out of the machine.
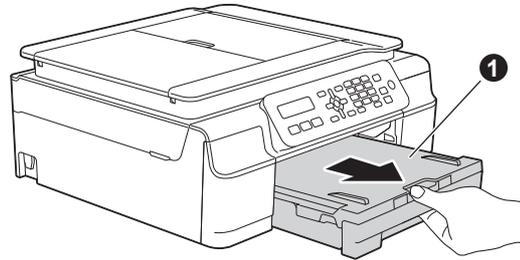
b Open the output paper tray cover ❶.
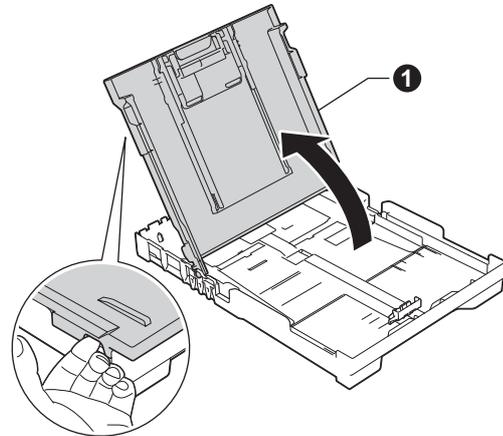
**c** Gently press and slide the paper width guides ❶ and then the paper length guide ❷ to fit the paper size.

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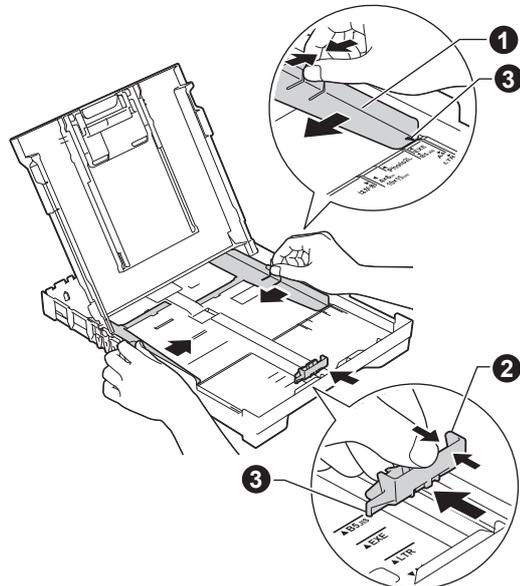
**d** Fan the stack of paper well to avoid paper jams and misfeeds.
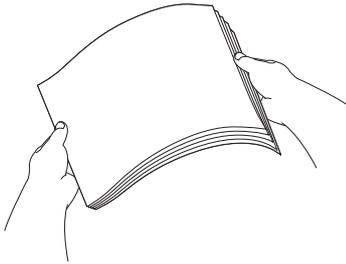
NOTE

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.
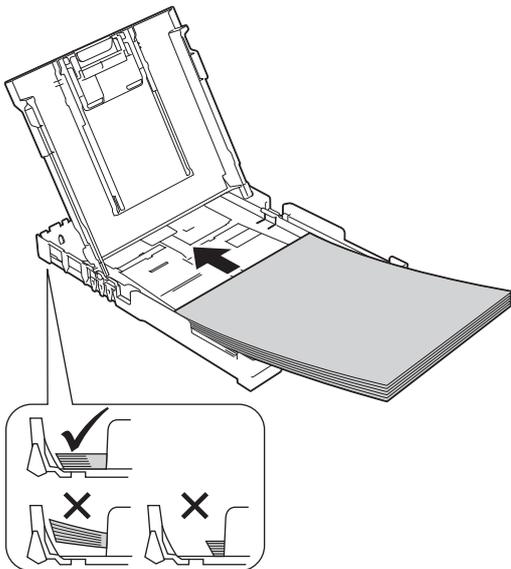
f Gently adjust the paper width guides to the paper with both hands. Make sure that the paper width guides touch the edges of the paper.
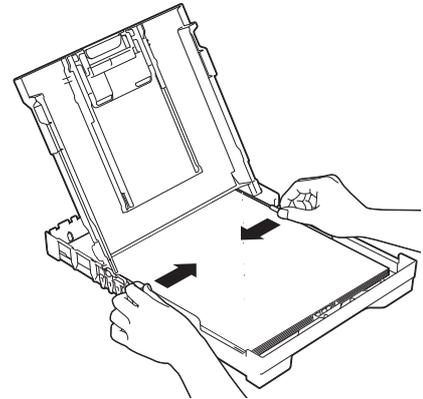
g Close the output paper tray cover.

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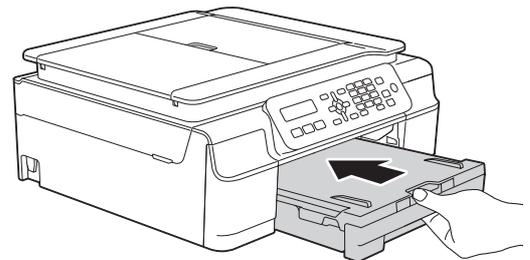
i While holding the paper tray in place, pull out the paper support ❶ until it clicks, and then unfold the paper support flap ❷.
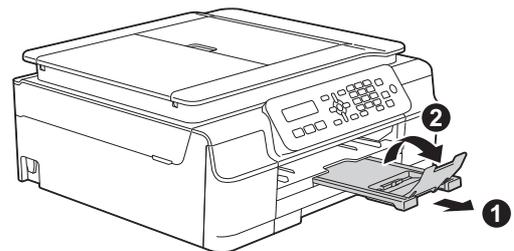
5 Check the print quality

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

```
Set Paper and
```
↕
```
Press Start
```

Press **Colour Start**.

b Check the quality of the four colour 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 **9**).

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 Repeat for the Month and Day, and then Hours and Minutes in 24-hour format.

NOTE

You can change the date and time if needed. For more information ▶▶*Basic User's Guide: Setting the date and time*

7 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
```
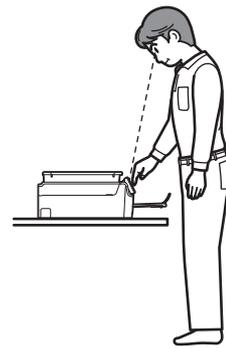


```
Contrast:Light
```


c Press **OK**.

d Press **Stop/Exit**.

8 Choose a Receive Mode

There are four possible receive modes: `Fax Only`, `Fax/Tel`, `Manual` and `External TAD`.
▸▸*Basic User's Guide: Using Receive Modes*
If you are not using this machine for faxing, go to the next step.

Do you want to use the telephone features of your machine (if available), an external telephone or external telephone answering device connected on the same line as the machine?

Yes → No

Are you using the voice message function of an external telephone answering device?

No

Do you want the machine to answer fax and telephone calls automatically?

Fax Only
Your machine automatically answers every call as a fax.

Yes → **Fax/Tel**
Your machine controls the line and automatically answers every call. If the call is not a fax, the telephone will ring for you to pick up the call.

No → **Manual**
You control the telephone 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.

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

    1.Receive Mode

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

c Press **Stop/Exit**.

9 Enter personal information (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**. To enter a "+" for international codes, press *.

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.
- 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**.
- For more information ▸▸*Basic User's Guide: Entering Text*

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**.

10 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.

Instructions on using this feature ➤➤*Basic User's Guide: Transmission Verification Report*

11 Set Tone or Pulse dialling mode

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

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

> 3.Tone/Pulse

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

c Press **Stop/Exit**.

12 Set the telephone line type

If you are connecting the machine to a line that features PBX or ISDN to send and receive faxes, it is necessary to change the telephone line type accordingly.

a Press **Menu**, **0**, **5**.

> 5.Phone Line Set

b Press ▲ or ▼ to choose Normal, PBX or ISDN. Press **OK**.

c Press **Stop/Exit**.

NOTE

PBX and TRANSFER

The machine is initially set to Normal, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when the **Tel/R** key is pressed.

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 analogue telephone line, you can skip this step.

a Press **Menu**, **0**, **6**.

> 6.Compatibility

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

c Press **Stop/Exit**.

For Windows® users:

| Now go to |

For Macintosh users:

| Now go to |

For Windows® USB interface users

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

14 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.

15 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 ▨ (**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.
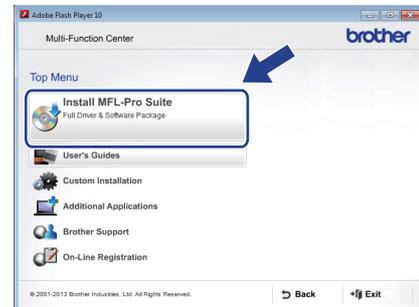
c Choose **Standard**, and then click **Next**.
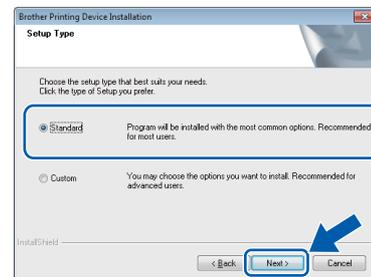
d Follow the on-screen instructions until the **Plug in the USB cable** screen appears.

## 16 Connect the USB cable

a Lift the scanner cover until it locks securely into the open position.
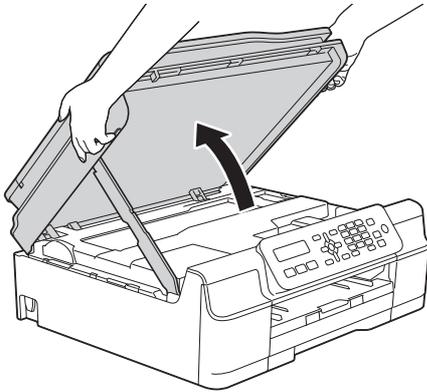
b Connect the USB cable to the USB port marked with a ⟨⟩ symbol. You will find the USB port inside the machine, as shown in the callout below.
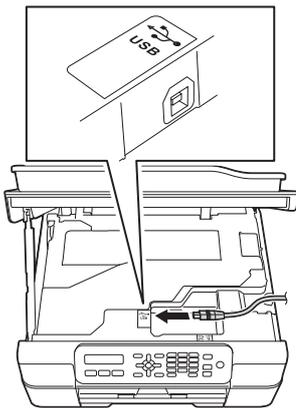

c Carefully guide the USB cable into the cable channel and out the back of the machine. Connect the cable to your computer.
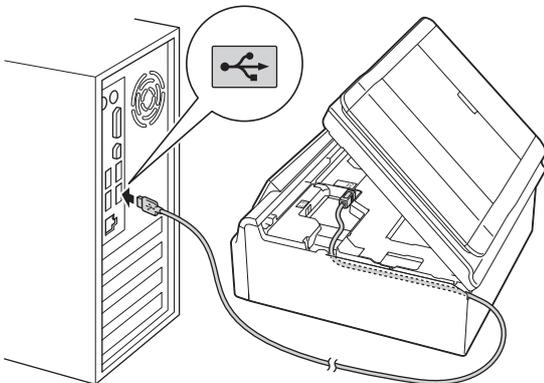
IMPORTANT
Make sure that the cable does not restrict the cover from closing, or an error may occur.

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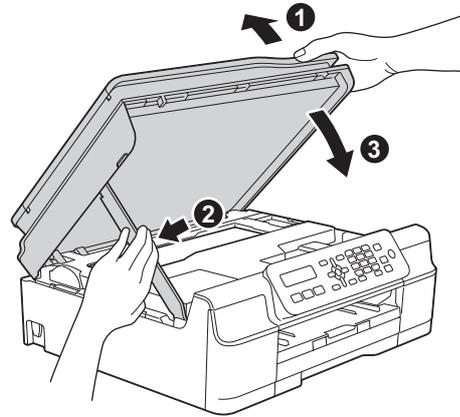
⚠ CAUTION
Be careful not to pinch your fingers when the scanner cover closes.

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**.

Windows® USB Macintosh

11

17 Finish and restart

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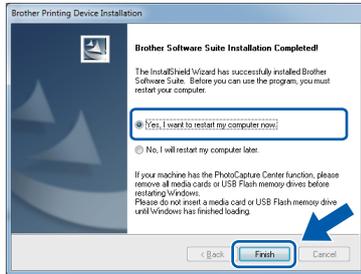
NOTE

- 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

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 17).

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

14 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.

15 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.
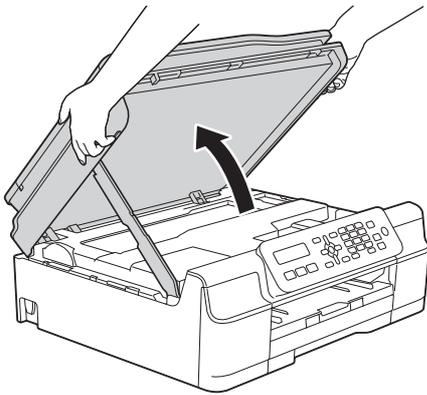
b Connect the USB cable to the USB port marked with a ⤓ symbol. You will find the USB port inside the machine, as shown in the callout below.
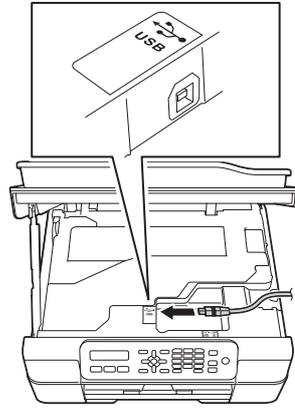
c Carefully guide the USB cable into the cable channel and out the back of the machine. Connect the cable to your Macintosh.
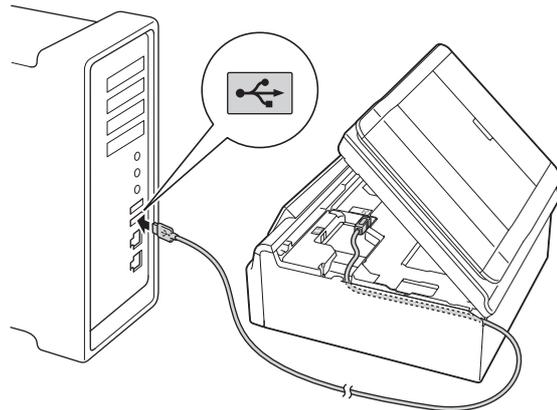
IMPORTANT

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

13

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.
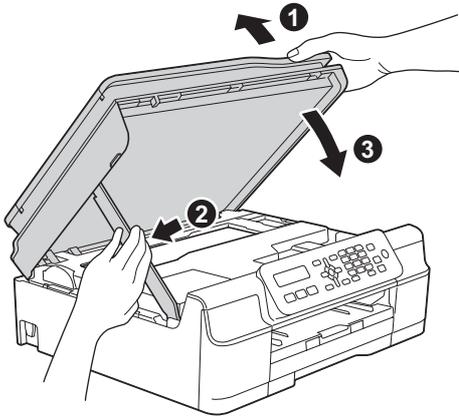
> ⚠ **CAUTION**
>
> Be careful not to pinch your fingers when the scanner cover closes.

16 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**.
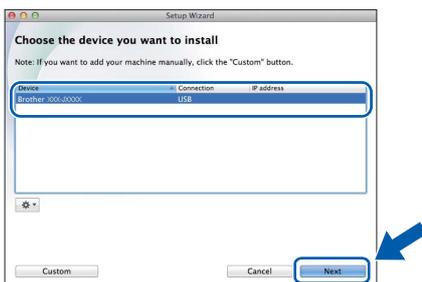
e When the **Add Printer** screen appears, click **Add Printer**.

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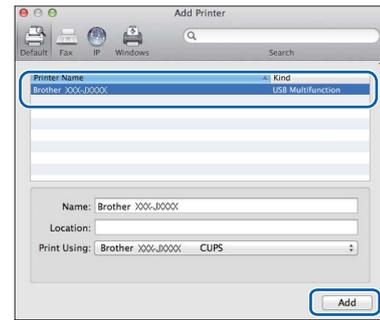
When the support screen appears, follow the on-screen instructions if you want to download **Presto! PageManager**. You can also download **Presto! PageManager** later from the **Brother Support** screen.
Click **Next**.

g When this screen appears, click **Close**.

OK! **The installation of MFL-Pro Suite is now complete.**
Go to step 17.

14

17 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.
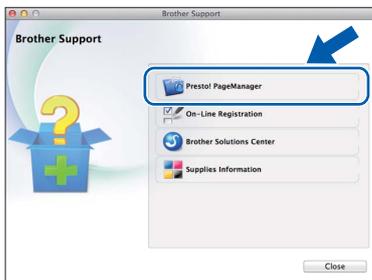
Finish **The installation is now complete.**

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.

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**.
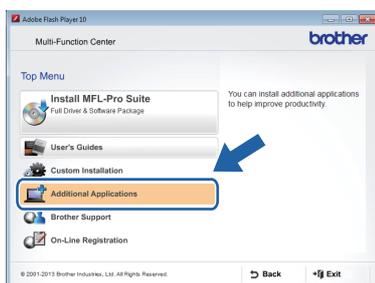
c Click the button for the application you want to install.
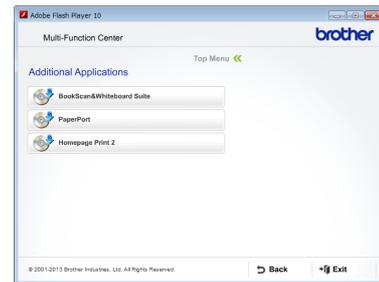
d When installation is complete, click the button for the next application you want to install.

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] (**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

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/

17

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

Magenta	Cyan	Yellow	Black
LC121M (Standard)	LC121C (Standard)	LC121Y (Standard)	LC121BK (Standard)
LC123M (High Yield)	LC123C (High Yield)	LC123Y (High Yield)	LC123BK (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