

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.

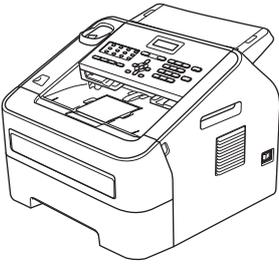
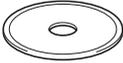
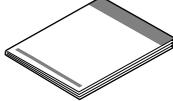
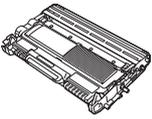
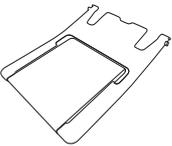
Please read the Product Safety Guide first, then read this Quick Setup Guide for the correct setup and installation procedure.

To view the Quick Setup Guide in other languages, please visit <http://solutions.brother.com/>.

 **Note**

- Not all models are available in all countries.
- Most of the illustrations in this guide show the FAX-2940.

## 1 Unpack the machine and check the components

	 <b>Documentation CD-ROM</b>	 <b>Product Registration Sheet</b> (USA only)	 <b>AC Power Cord</b>
	 <b>Basic User's Guide</b>	 <b>Quick Setup Guide</b>	 <b>Telephone Line Cord</b>
 <b>Drum Unit and Toner Cartridge Assembly</b> (pre-installed)		 <b>Product Safety Guide</b>	
 <b>ADF Document Output Support</b>	 <b>Telephone Handset</b>	 <b>Curled Handset Cord</b>	

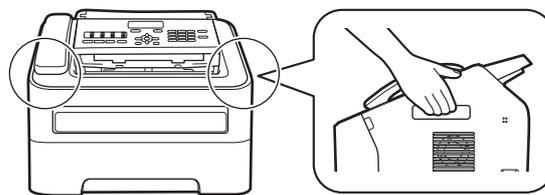
<b>⚠ WARNING</b>	<b>WARNING</b> indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
<b>⚠ CAUTION</b>	<b>CAUTION</b> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

**⚠ 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.

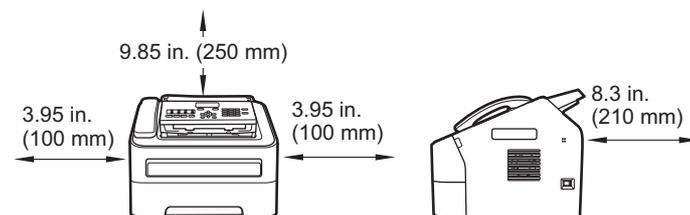
**⚠ CAUTION**

When moving the machine, grasp the side handholds firmly from the front of the machine.



**Note**

- Keep a minimum gap around the machine as shown in the illustration.



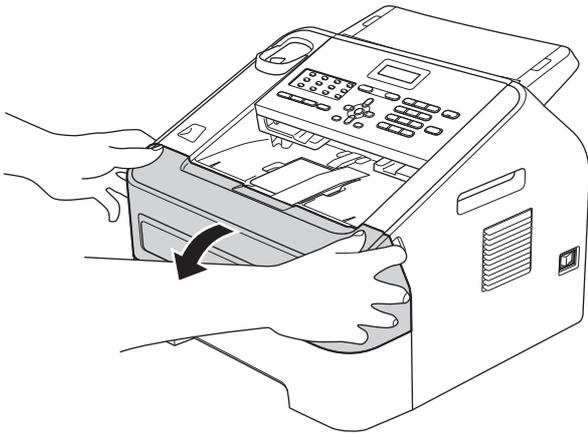
- The components included in the box may differ depending on your country.
- We recommend that you save the original packaging.
- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier. For how to repack the machine, see *Packing and shipping the machine* in the *Advanced User's Guide*.
- The interface cable is not a standard accessory. Buy the appropriate interface cable.

## 2 Remove the packing material from the machine

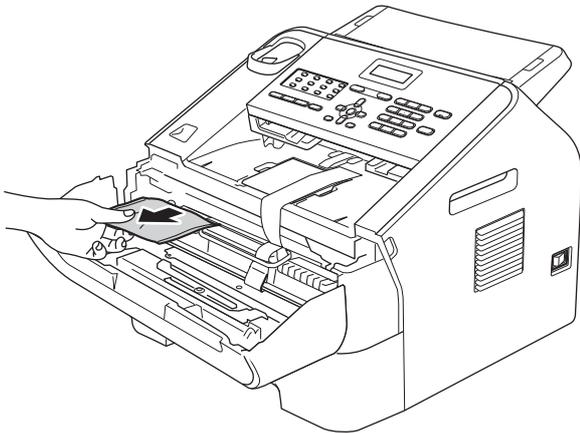
### ⚠ IMPORTANT

DO NOT connect the AC power cord yet.

- a Remove the packing tape from the outside of the machine.
- b Open the front cover.



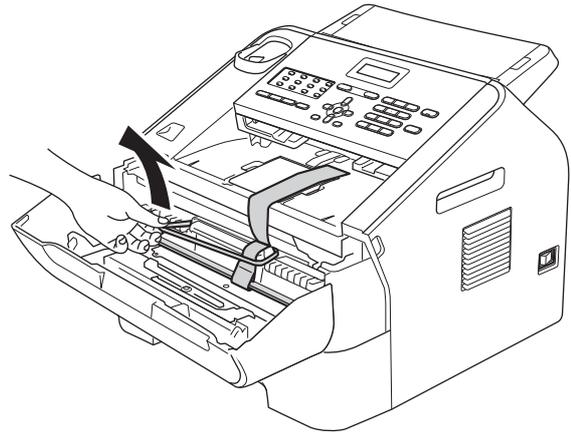
- c Remove the Silica Pack from the inside of the machine.



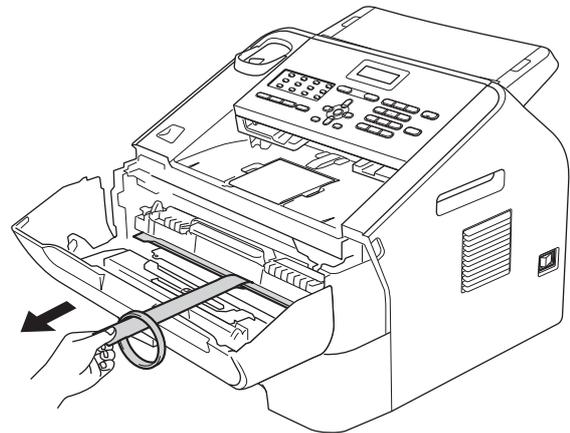
### ⚠ CAUTION

DO NOT eat the silica gel pack. Please throw away. If ingested, seek medical attention immediately.

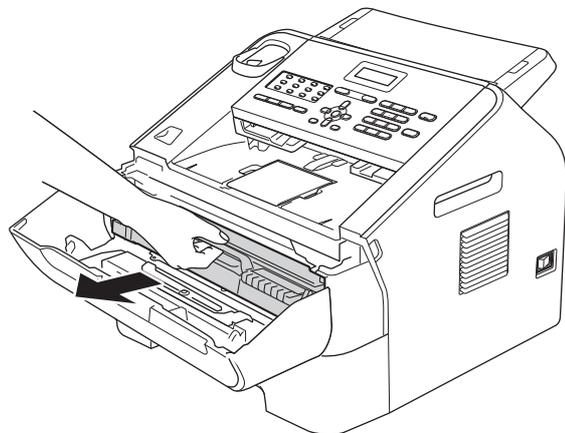
- d Lift the elastic band off the drum.



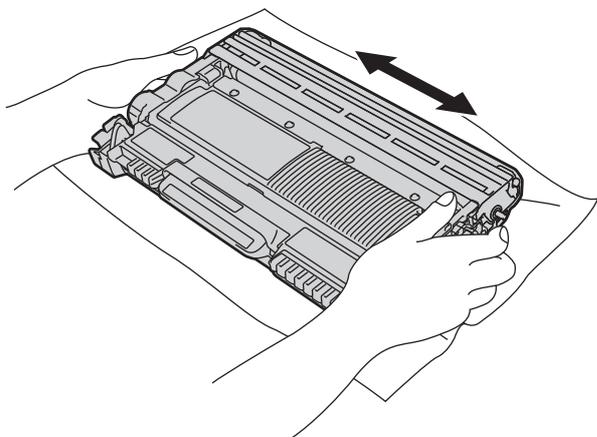
- e Pull the paper strip to remove the protective material as shown in the illustration.



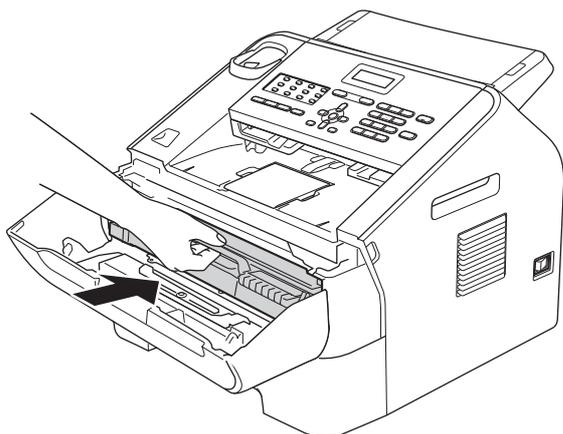
- f Take out the drum unit and toner cartridge assembly.



- g** Gently shake it from side to side several times to distribute the toner evenly inside the assembly.



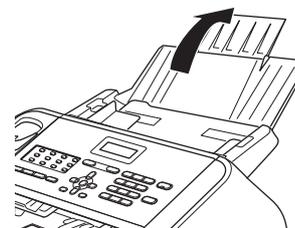
- h** Put the drum unit and toner cartridge assembly back in the machine.



- i** Close the front cover of the machine.

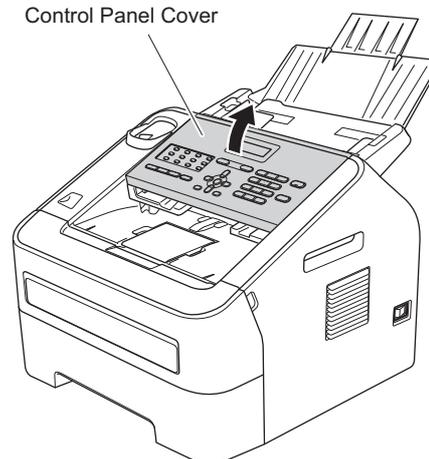
### **3** Attach the ADF Document Output Support

- a** Unfold the ADF Document Support.

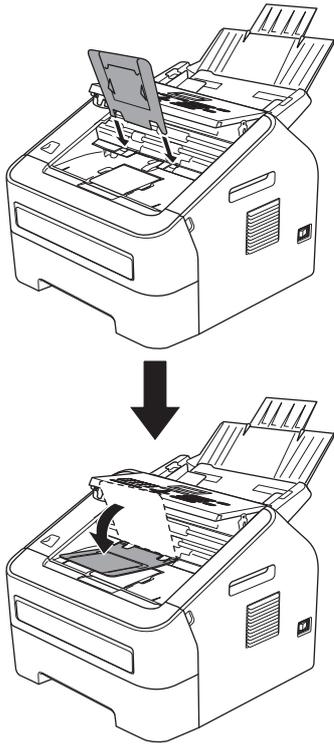


- b** Open the control panel cover by lifting it toward the back.

Control Panel Cover



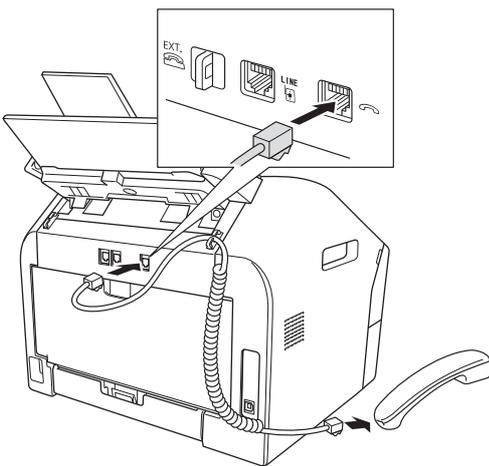
- c** Attach the ADF Document Output Support.



- d** Close the control panel cover.

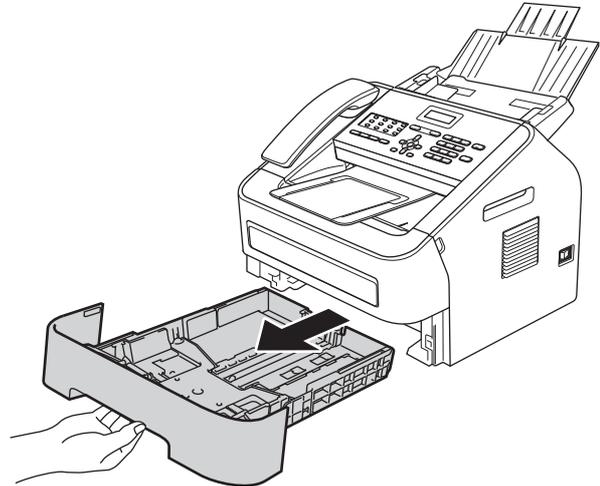
## 4 Install the Handset

- a** Connect the curled handset cord to the machine and the other end to the handset.

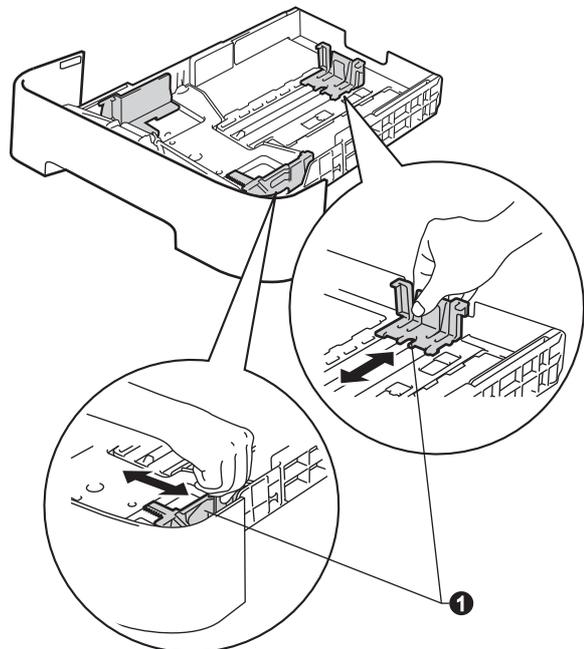


## 5 Load paper in the paper tray

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



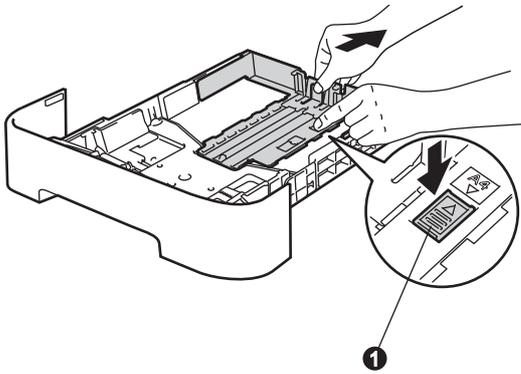
- b** While pressing the green paper-guide release lever ①, slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.



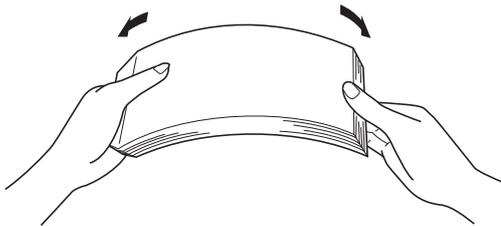
 **Note**

For Legal or Folio size paper, press the release button **1** in the bottom of the paper tray and then pull out the back of the paper tray.

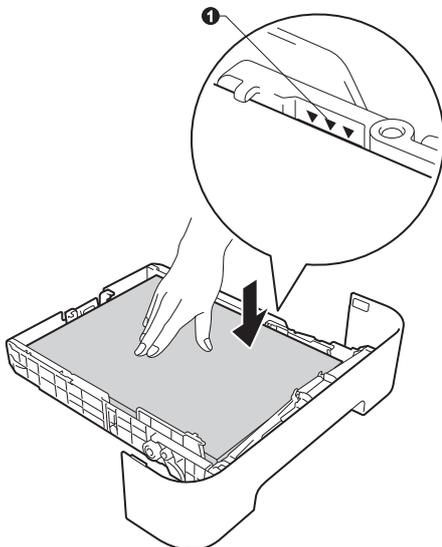
(Legal or Folio size paper are not available in some regions.)



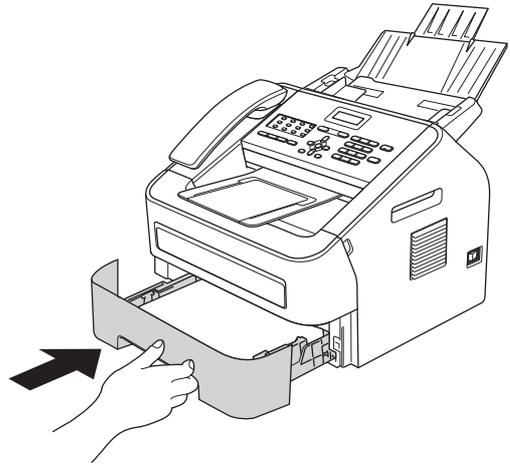
- c** Fan the stack of paper well to avoid paper jams and misfeeds.



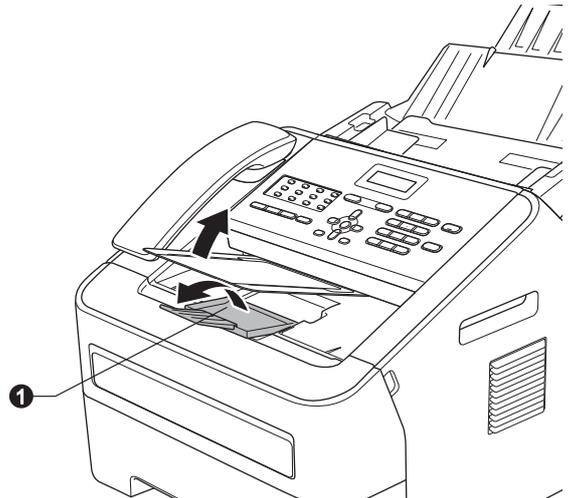
- d** Put paper in the tray and make sure:
- The paper is below the maximum paper mark (▼▼▼) **1**.  
Over filling the paper tray will cause paper jams.
  - The side to be printed on must be face down.
  - The paper guides gently touch the sides of the paper so it will feed properly.



- e** Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.



- f** Unfold the support flap **1** to prevent paper from sliding off the face-down output tray.



-  For more information about recommended paper, see *Recommended paper and print media* in the *Basic User's Guide*.

# 6

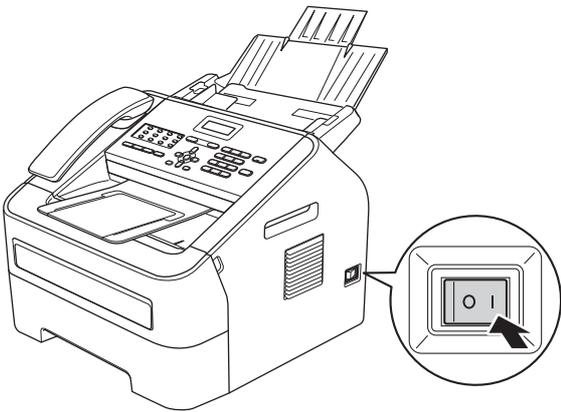
## Connect the power cord and telephone line

### IMPORTANT

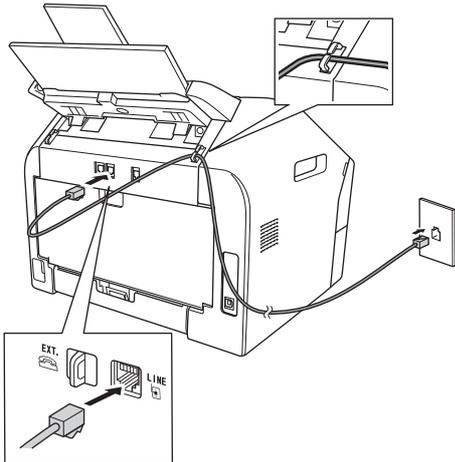
DO NOT connect the interface cable yet.



- a Connect the AC power cord to the machine, and then plug it into an AC power outlet.
- b Turn the machine's power switch on.



- c 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**.

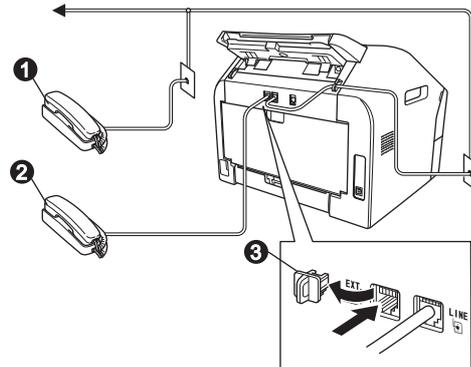
## WARNING

The machine must be grounded using a 3-prong 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

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 ③ from the **EXT.** jack on the machine.

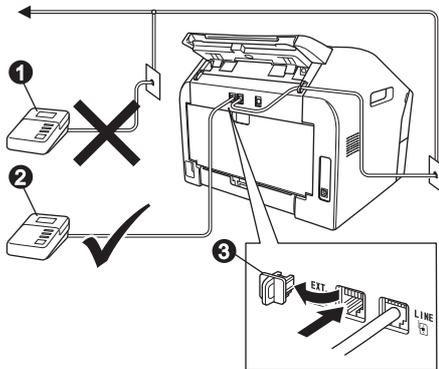


- ① Extension telephone
- ② External telephone
- ③ Protective cap

 **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 protective cap ③ from the **EXT.** jack on the machine.



- ① Extension telephone answering machine (not allowed)
- ② External telephone answering machine
- ③ 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 the *Basic User's Guide*.

## **7** Choose your language (if needed)

- a** Press **Menu, 0, 0**.
- b** Press **▲** or **▼** to choose your language. Press **OK**.
- c** Press **Stop/Exit**.

# 8

## 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 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 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.

### 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.

**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 telephone line and must answer every call yourself. See the instructions below.

 For details, see *Using receive modes* in the *Basic User’s Guide*.

- a** Press **Menu**, **0**, **1**.
- b** Press **▲** or **▼** to choose the receive mode.  
Press **OK**.
- c** Press **Stop/Exit**.

## 9 Set the LCD contrast (if needed)

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

- a** Press **Menu**, **1**, **5**.
- b** Press **▶** to increase the contrast.  
—OR—  
Press **◀** to decrease the contrast.  
Press **OK**.
- c** Press **Stop/Exit**.

## 10 Set the date and time

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

- a** Press **Menu**, **0**, **2**, **1**.
- b** Enter the last two digits of the year on the dial pad, and then press **OK**.

```
Date&Time
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**.

```
Date&Time
Month:03
```

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

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

```
Date&Time
Day:25
```

(e.g. Enter **2**, **5** for 25th.)

- e** Enter the time in 24-hour format on the dial pad, and then press **OK**.

```
Date&Time
Time:15:25
```

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

- f** Press **Stop/Exit**.

## 11 Set your Station ID

The machine displays the date and time, and if you set up the Station ID, it will add it to each fax you send.

- a** Press **Menu**, **0**, **3**.
- b** Enter your fax number (up to 20 digits) on the dial pad, and then press **OK**.

```
Station ID
Fax:
```

- c** Enter your telephone number (up to 20 digits) on the dial pad, and then press **OK**. (If your telephone number and fax number are the same, enter the same number again.)

```
Station ID
Tel:
```

- d** Use the dial pad to enter your name (up to 20 characters), and then press **OK**.

```
Station ID
Name:
```



### 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 character 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	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	7	P
8	T	U	V	8	T
9	W	X	Y	9	W



For more details, see *Entering text* in the *Basic User's Guide*.

- e** Press **Stop/Exit**.

 **Note**

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

(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. To program this information into your machine, see *Set the date and time* on page 10 and *Set your Station ID* on page 10.

## 12 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 *Printing reports* in the *Advanced User's Guide*.

## 13 Set tone or pulse dialing mode (Canada only)

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

- a** Press **Menu, 0, 4**.
- b** Press **▲** or **▼** to choose `Pulse` (or `Tone`). Press **OK**.
- c** Press **Stop/Exit**.

## 14 Set the telephone 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, 2, 0, 1**.
- b** Press **▲** or **▼** to choose `Basic` (for VoIP). Press **OK**.
- c** Press **Stop/Exit**.

## 15 Dial Prefix

The dial prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your phone system requires a 9 to dial an outside number this setting will automatically dial 9 for every fax you send.

- a** Press **Menu, 0, 5**.  
(For Canada, press **Menu, 0, 6**.)
- b** Enter the prefix number (up to 5 digits) on the dial pad, and then press **OK**.

 **Note**

- You can use the numbers 0 to 9, #, \* and !.  
(Press **Hook/Hold** to display "!.")
- You cannot use ! with any other numbers or characters.
- If your telephone system requires a timed break recall (hookflash), press **Hook/Hold** to enter the break.
- If the pulse dialing mode is on, # and \* are not available to use. (Canada only)

- c** Press **Stop/Exit**.

## 16 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.

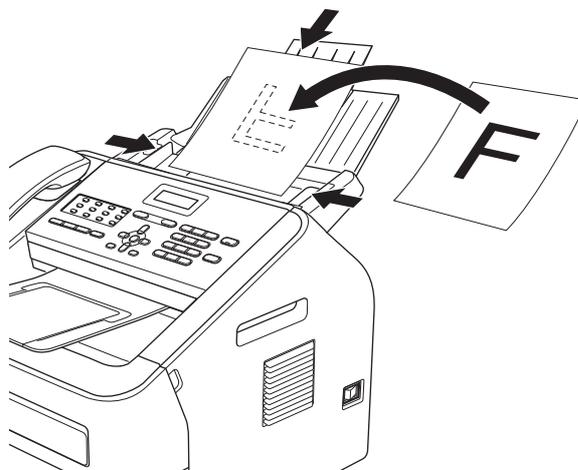
- a** Press **Menu**, **0**, **2**, **2**.
- b** Press **▲** or **▼** to choose **On** (or **Off**). Press **OK**.
- c** Press **Stop/Exit**.

## 17 Send in the Product Registration and Test Sheet (USA only)

- a** Fill out the Product Registration and Test Sheet.

The form is titled "Brother Product Registration and Test Sheet". It contains several sections for user information and product details, including checkboxes for "I am a..." and "I use this product for...". There are also sections for "Would you like to receive Brother information regarding?" with checkboxes for "Yes" and "No". At the bottom, there is a barcode and contact information: "Register On-Line at: www.registerwithbrother.com Or Fax this side to 1-877-268-9575".

- b** Place the sheet face down in the Automatic Document Feeder.



- c** Make sure  (**FAX**) is illuminated in Green.
- d** Enter the toll-free fax number: 1-877-268-9575.
- e** Press **Start**.



### Note

- You will receive a confirmation fax of your Product Registration.
- You can also register your product online. Visit <http://www.brother.com/registration/>.

## Download optional software

You can download a printer driver, a scanner driver (FAX-2940 only <sup>1</sup>) and PC-Fax Send software (FAX-2940 only) for free from the Brother Solutions Center, enabling you to use your Brother Fax machine as a printer or a scanner (FAX-2940 only <sup>1</sup>), or send faxes from your computer (FAX-2940 only). Visit us at <http://solutions.brother.com/>.

<sup>1</sup> Not for Mac OS X 10.5.8 users

## Brother CreativeCenter



Get inspired. If you're using Windows®, double-click the Brother CreativeCenter icon on your desktop to access our FREE web site with many ideas and resources for personal and professional use. This icon appears after installing MFL-Pro Suite or the optional software available from the Brother Solutions Center.

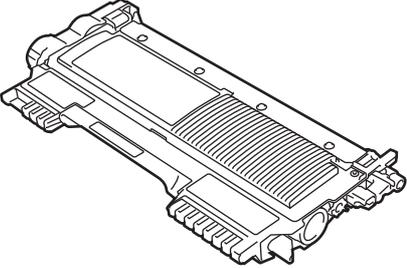
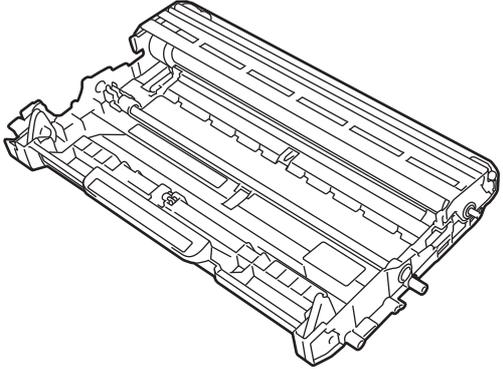


Mac users can access Brother CreativeCenter at this web address:

<http://www.brother.com/creativecenter/>

## Consumables

When the time comes to replace consumable items, an error will be indicated by the LCD on the control panel. For more information about the consumables for your machine, visit us at <http://www.brother.com/original/> or contact your local Brother reseller.

<b>Toner cartridges</b>	<b>Drum unit</b>
Standard Toner: TN-420 High Yield Toner: TN-450	DR-420
	

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