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

<table>
<thead>
<tr>
<th>Documentation CD-ROM</th>
<th>Product Registration Sheet (USA only)</th>
<th>AC Power Cord</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drum Unit and Toner Cartridge Assembly (pre-installed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product Safety Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADF Document Output Support</td>
<td>Telephone Handset</td>
<td>Curled Handset Cord</td>
</tr>
</tbody>
</table>
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.
Gently shake it from side to side several times to distribute the toner evenly inside the assembly.

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

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.
c Attach the ADF Document Output Support.

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.

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.

b Pull the paper tray completely out of the machine.

c Attach the ADF Document Output Support.

d Close the control panel cover.
Fan the stack of paper well to avoid paper jams and misfeeds.

Put paper in the tray and make sure:
- The paper is below the maximum paper mark (\(\uparrow \uparrow \uparrow\)) 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.

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

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

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.)

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

**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.

- Extension telephone
- External telephone
- Protective cap

**IMPORTANT**

The telephone line cord MUST be connected to the jack on the machine marked **LINE.**
Choose your language (if needed)

a  Press Menu, 0, 0.

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

c  Press Stop/Exit.

**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 2 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.
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*.
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.

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.

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.

<table>
<thead>
<tr>
<th>Press key</th>
<th>One time</th>
<th>Two times</th>
<th>Three times</th>
<th>Four times</th>
<th>Five times</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>3</td>
<td>D</td>
</tr>
<tr>
<td>4</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>4</td>
<td>G</td>
</tr>
<tr>
<td>5</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td>5</td>
<td>J</td>
</tr>
<tr>
<td>6</td>
<td>M</td>
<td>N</td>
<td>O</td>
<td>6</td>
<td>M</td>
</tr>
<tr>
<td>7</td>
<td>P</td>
<td>Q</td>
<td>R</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>T</td>
<td>U</td>
<td>V</td>
<td>8</td>
<td>T</td>
</tr>
<tr>
<td>9</td>
<td>W</td>
<td>X</td>
<td>Y</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

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

e. Press Stop/Exit.
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.

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.

- Press Menu, 2, 0, 1.
- Press ▲ or ▼ to choose Basic(for VoIP). Press OK.
- Press Stop/Exit.

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

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.

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

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.

- Press Menu, 0, 5.
- 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)
- 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.

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 ¹) 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 ¹), or send faxes from your computer (FAX-2940 only). Visit us at http://solutions.brother.com/.

¹ 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/](http://www.brother.com/original/) or contact your local Brother reseller.

<table>
<thead>
<tr>
<th>Toner cartridges</th>
<th>Drum unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Toner: TN-420</td>
<td>DR-420</td>
</tr>
<tr>
<td>High Yield Toner: TN-450</td>
<td></td>
</tr>
</tbody>
</table>
Trademarks
The Brother logo is a registered trademark of Brother Industries, Ltd.
Brother is a registered trademark of Brother Industries, Ltd.
Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.
Windows Vista is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.
Apple, Macintosh, and Mac OS are trademarks of Apple Inc., registered in the U.S. and other countries.
Mac and the Mac logo are trademarks of Apple Inc., registered in the U.S. and other countries.
Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.
Nuance, the Nuance logo and PaperPort are trademarks or registered trademarks of Nuance Communications, Inc. or its affiliates in the United States and/or other countries.
Each company whose software title is mentioned in this manual has a Software License Agreement specific to its proprietary programs.

Any trade names and product names of companies appearing on Brother products, related documents and any other materials are all trademarks or registered trademarks of those respective companies.

Compilation and Publication
Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.
The contents of this manual and the specifications of this product are subject to change without notice.
Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

Copyright and License
©2012 Brother Industries, Ltd. All rights reserved.