

Start Here

FAX-2840 / FAX-2845
FAX-2940

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-2845.

1

Unpack the machine and check the components

	<p>Documentation CD-ROM</p>	<p>(For U.K.) (For Others)</p> <p>Telephone Line Cord</p>		
	<p>Basic User's Guide</p>	<p>Quick Setup Guide</p>	<p>AC Power Cord</p>	
<p>Drum Unit and Toner Cartridge Assembly (pre-installed)</p>		<p>Product Safety Guide</p>		
<p>ADF Document Output Support</p>	<p>Telephone Handset (For FAX-2845)</p>	<p>Curled Handset Cord (For FAX-2845)</p>		

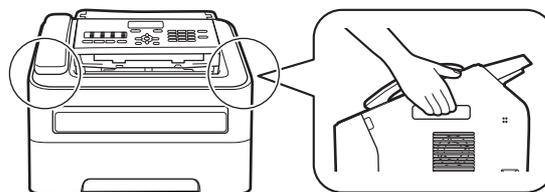
⚠ WARNING	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
⚠ CAUTION	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

⚠ WARNING

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

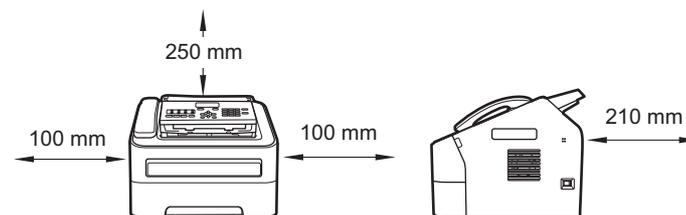
⚠ CAUTION

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.



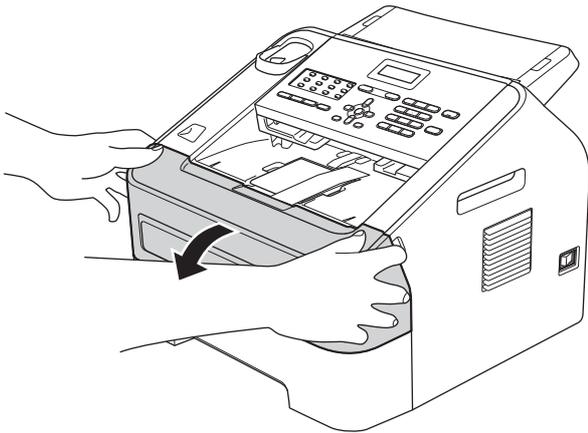
- The components included in the box may differ depending on your country.
- We recommend that you save the original packaging.
- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier. For how to repack the machine, see *Packing and shipping the machine* in the *Advanced User's Guide*.
- (FAX-2940 only) The interface cable is not a standard accessory. Buy the appropriate interface cable.

2 Remove the packing material from the machine

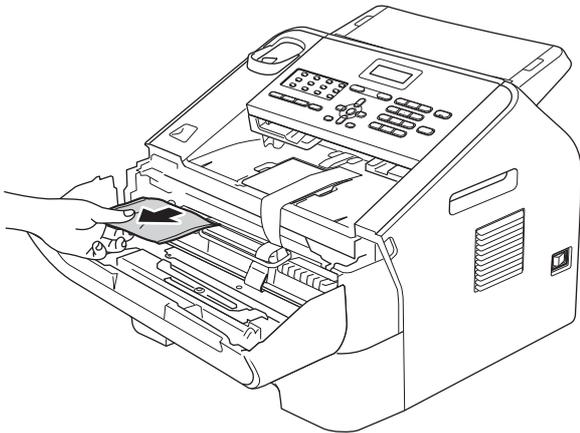
⚠ IMPORTANT

DO NOT connect the AC power cord yet.

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



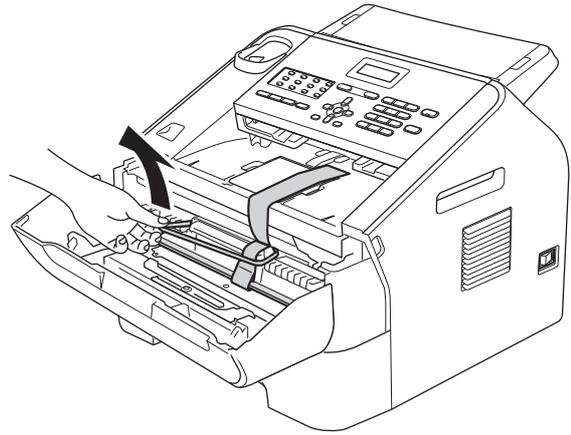
- c Remove the Silica Pack from the inside of the machine.



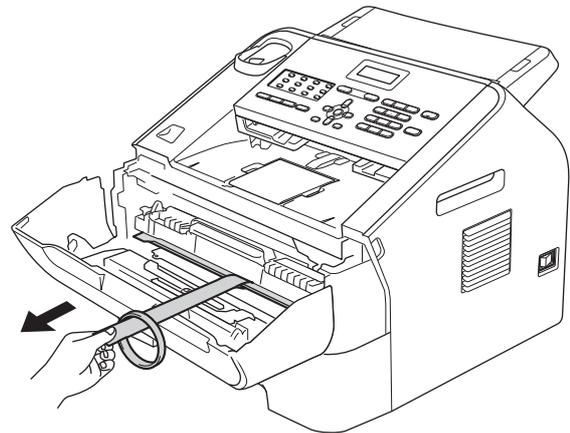
⚠ CAUTION

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

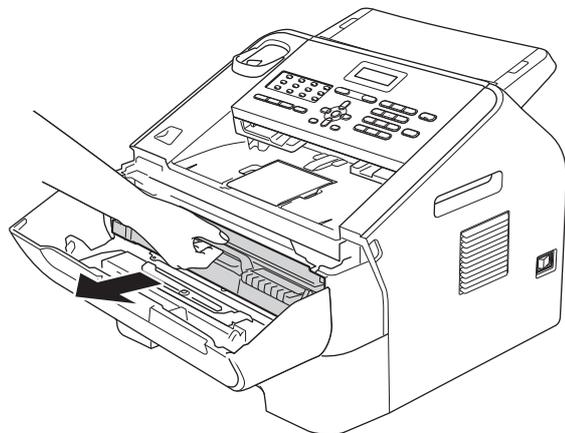
- d Lift the elastic band off the drum.



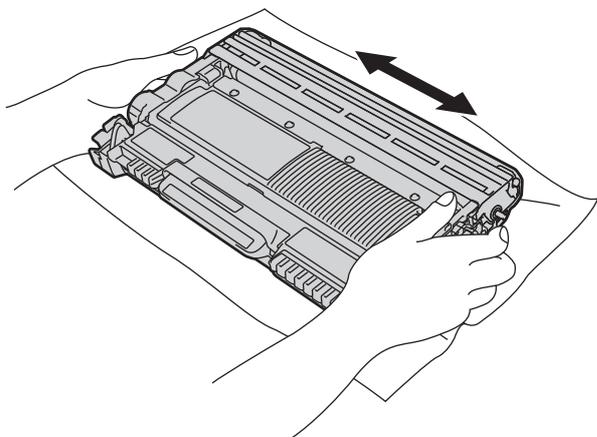
- e Pull the paper strip to remove the protective material as shown in the illustration.



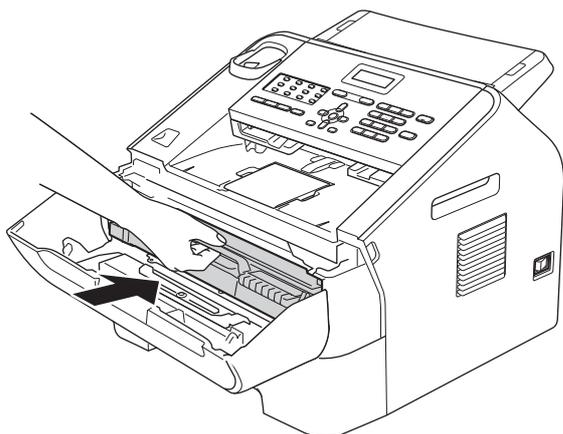
- f Take out the drum unit and toner cartridge assembly.



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



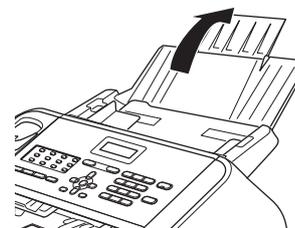
- h** Put the drum unit and toner cartridge assembly back in the machine.



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

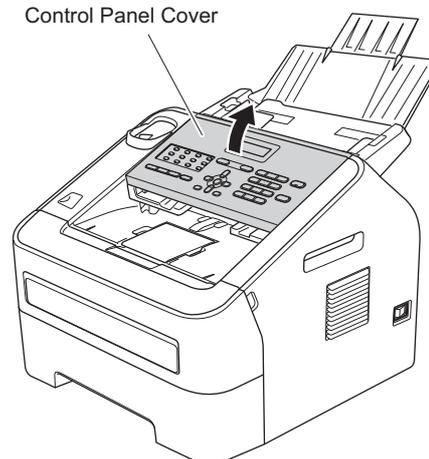
3 Attach the ADF Document Output Support

- a** Unfold the ADF Document Support.

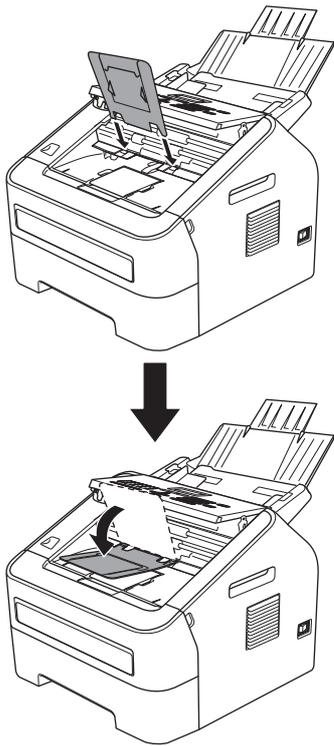


- b** Open the control panel cover by lifting it toward the back.

Control Panel Cover



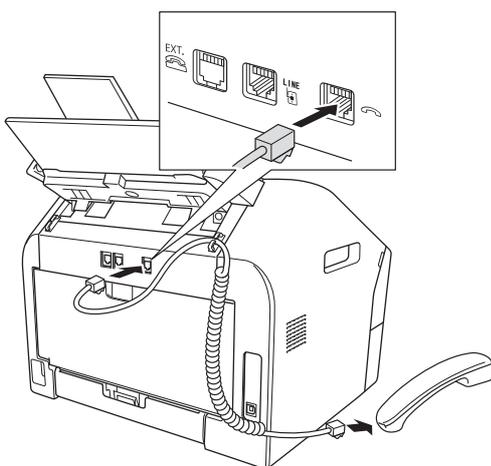
- c** Attach the ADF Document Output Support.



- d** Close the control panel cover.

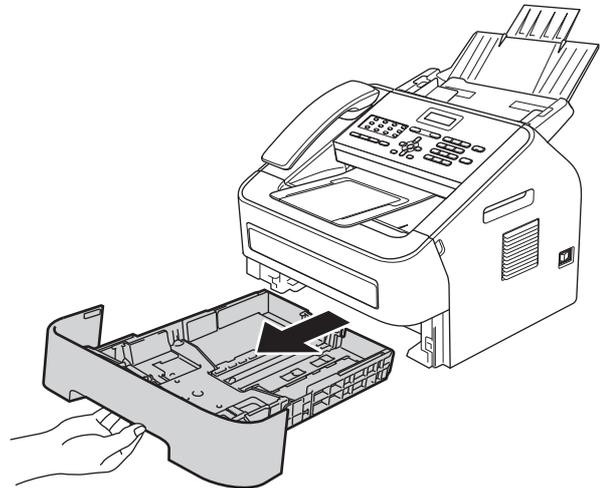
4 Install the Handset

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

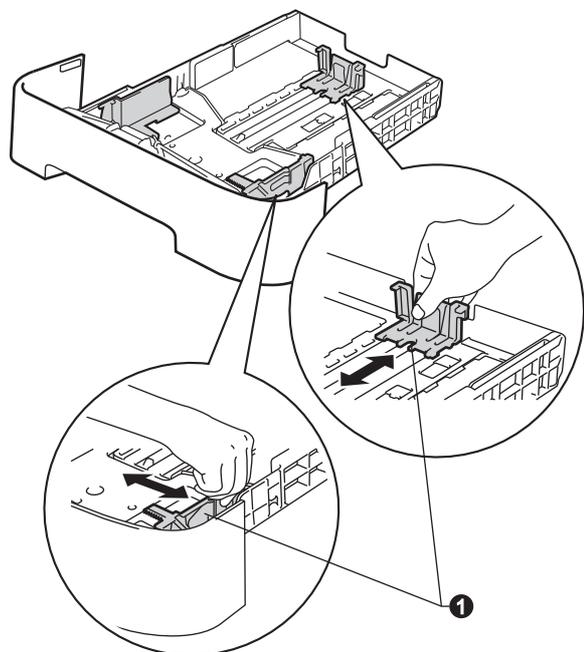


5 Load paper in the paper tray

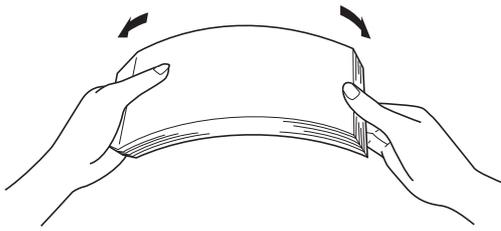
- a** Pull the paper tray completely out of the machine.



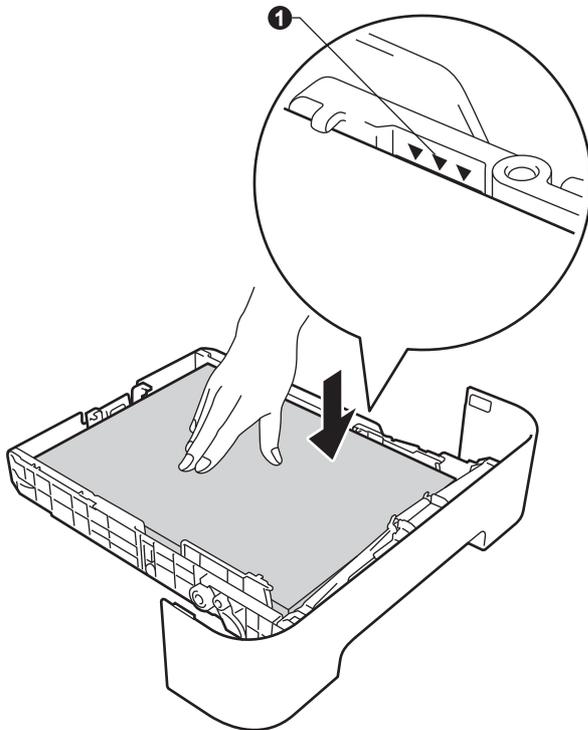
- b** While pressing the green paper-guide release lever ❶, slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.



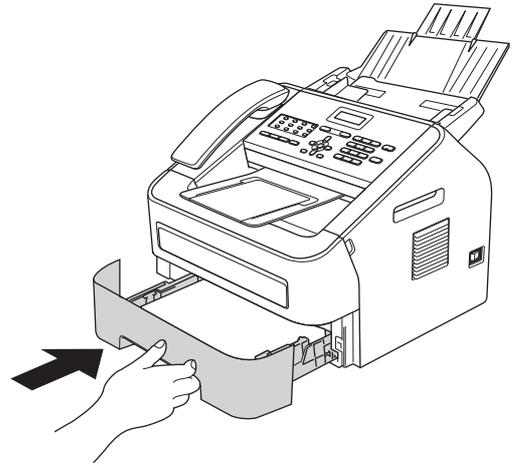
- c** Fan the stack of paper well to avoid paper jams and misfeeds.



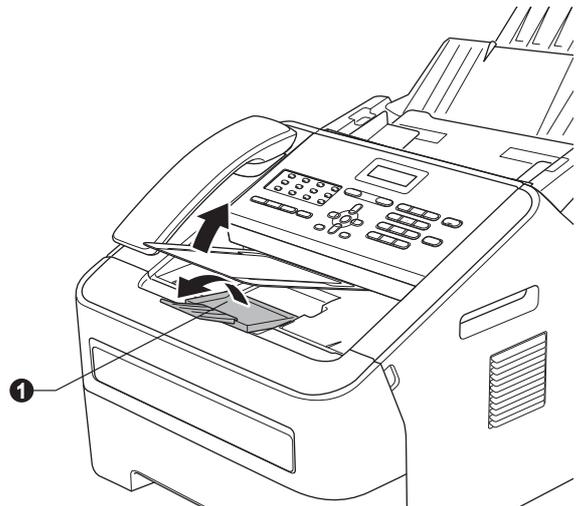
- d** Put paper in the tray and make sure:
- The paper is below the maximum paper mark (▼▼▼) ❶.
 - Over filling the paper tray will cause paper jams.
 - The side to be printed on must be face down.
 - The paper guides gently touch the sides of the paper so it will feed correctly.



- 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 ❶ 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

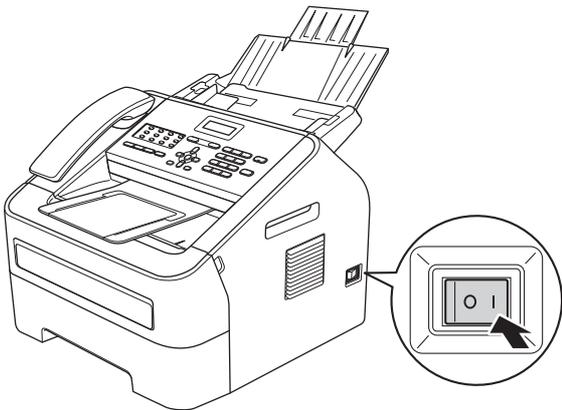
Connect the power cord and telephone line

IMPORTANT

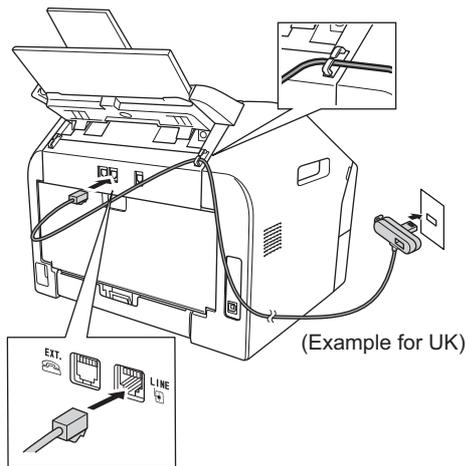
DO NOT connect the interface cable yet.



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



- c Connect the telephone line cord. Connect one end of the telephone line cord to the socket on the machine marked **LINE** and the other end to a telephone wall socket.



IMPORTANT

The telephone line cord **MUST** be connected to the socket on the machine marked **LINE**.

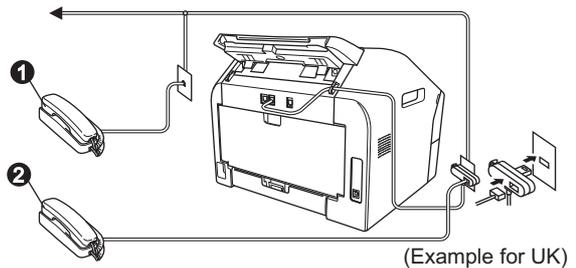
WARNING

The machine must be grounded using an earthed plug.

Since the machine is grounded through the electrical socket, 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

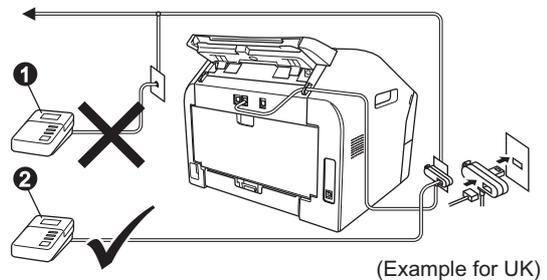
If you are sharing one telephone line with an external telephone, connect it as shown below.



- 1 Extension telephone
- 2 External telephone

Note

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



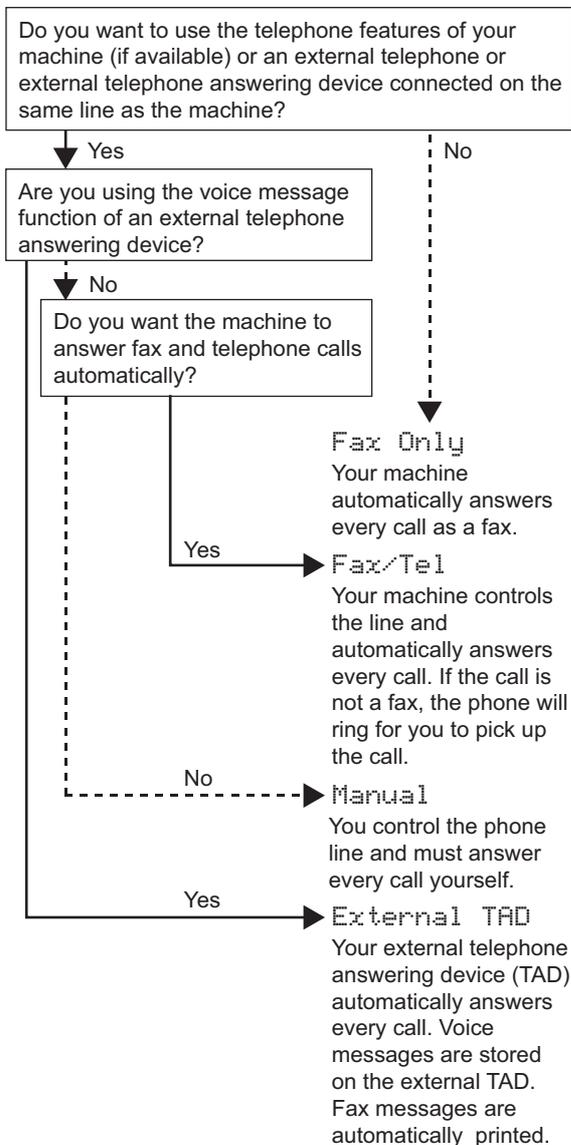
- 1 Extension telephone answering machine (not allowed)
- 2 External telephone answering machine



Set the receive mode to **External TAD** if you have an external answering machine. See *Choose a Receive Mode* on page 8. For additional details, see *Connecting an external TAD* in the *Basic User's Guide*.

7 Choose a Receive Mode

There are four possible receive modes: Fax Only, Fax/Tel, Manual and External TAD.



- a** Press **Menu, 0, 1**.
 - b** Press **▲** or **▼** to choose the receive mode. Press **OK**.
 - c** Press **Stop/Exit**.
-  For more details, see *Using receive modes* in the *Basic User's Guide*.

8 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**.

9 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 15:25.)

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

10 Enter personal information (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**.

11 Fax Transmission Report

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

12 Set tone or pulse dialling mode

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

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

13 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 analogue 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**.

14 Set the telephone line type

If you are connecting the machine to a line that features a PABX (PBX) or ISDN to send and receive faxes, it is also necessary to change the phone line type accordingly by completing the following steps.

- a** Press **Menu**, **0**, **6**.
- b** Press **▲** or **▼** to choose **PBX**, **ISDN** or **Normal**. Press **OK**.
Do one of the following:
 - If you choose **ISDN** or **Normal**, go to step **f**.
 - If you choose **PBX**, go to step **c**.
- c** Do one of the following:
 - If you want to change the current prefix number, press **1** and go to step **d**.
 - If you do not want to change the current prefix number, press **2** and go to step **f**.

Note

The default setting is "!". When you press **Tel/R** or **Tel/Mute/R** and **Shift** at the same time (FAX-2845 only), "!" will be displayed on the LCD.

- d** Press **Clear** to delete the default setting, then 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 **Tel/R** or **Tel/Mute/R** and **Shift** at the same time (FAX-2845 only) to display "!".
- You cannot use ! with any other numbers or characters.
- If your telephone system requires a timed break recall, press **Tel/R** or **Tel/Mute/R** and **Shift** at the same time (FAX-2845 only) to enter the break.

- e** Press **▲** or **▼** to choose **On** or **Always** and press **OK**.

Note

- If you choose **On**, pressing **Tel/R** or **Tel/Mute/R** and **Shift** at the same time (FAX-2845 only) (the screen displays "!") will let you access an outside line.
- If you choose **Always**, you can access an outside line without pressing **Tel/R** or **Tel/Mute/R** and **Shift** at the same time (FAX-2845 only).

- f** 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 Automatic Branch Exchange (PABX). Your machine can be connected to most types of PABX (PBX). The machine's recall feature supports timed break recall only (TBR). TBR will work with most PABX (PBX) systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when **Tel/R** is pressed or **Tel/Mute/R** and **Shift** are pressed at the same time (FAX-2845 only).

15 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 Autumn.

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

Download optional software (FAX-2940 users only)

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

Please note that FAX-2940 does not support the scanning function 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.

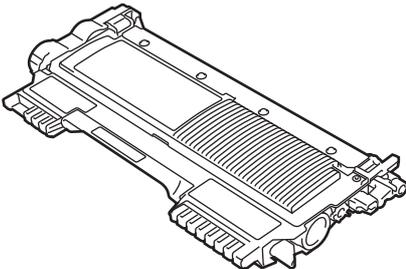
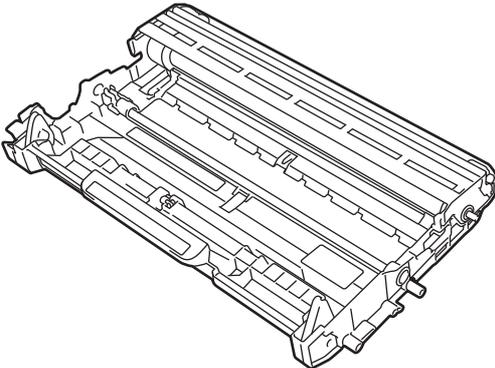


Mac users can access Brother CreativeCenter at this web address:

<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.

Toner cartridges	Drum unit
Standard Toner: TN-2210 High Yield Toner: TN-2220	DR-2200
	

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