

Quick Setup Guide

Start Here

FAX-2840

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/>.

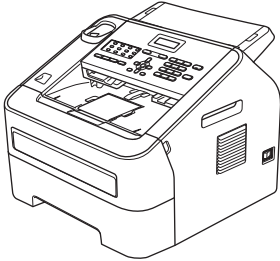

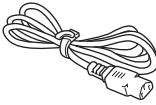
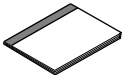
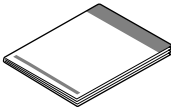

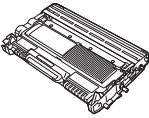
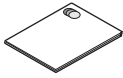
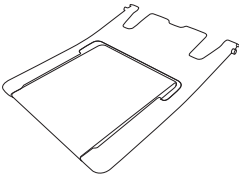
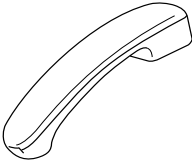
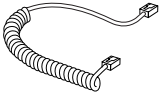


Note

Not all models are available in all countries.

1

Unpack the machine and check the components

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

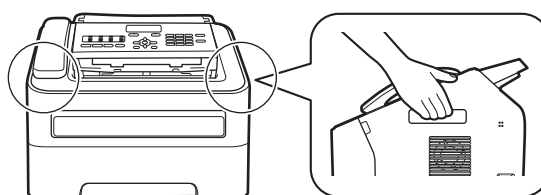
⚠ WARNING	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
⚠ CAUTION	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

⚠ WARNING

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

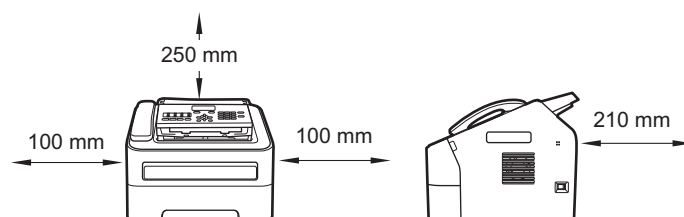
⚠ CAUTION

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*.

USB cable

- It is recommended to use a USB 2.0 cable (Type A/B) that is no longer than 6 feet (2 meters).
- DO NOT connect the interface cable at this time. Connecting the interface cable is done during the MFL-Pro installation process.

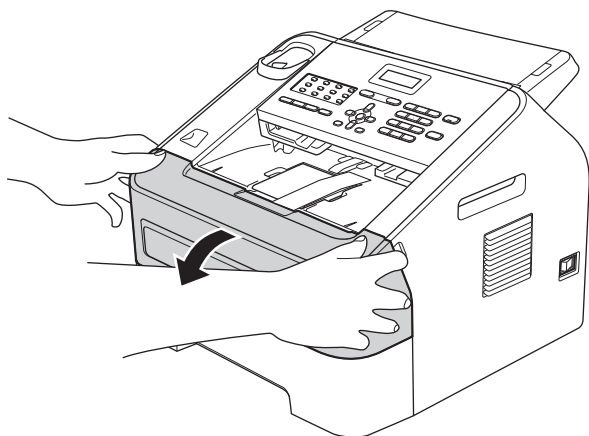
2 Remove the packing material from the machine

❗ IMPORTANT

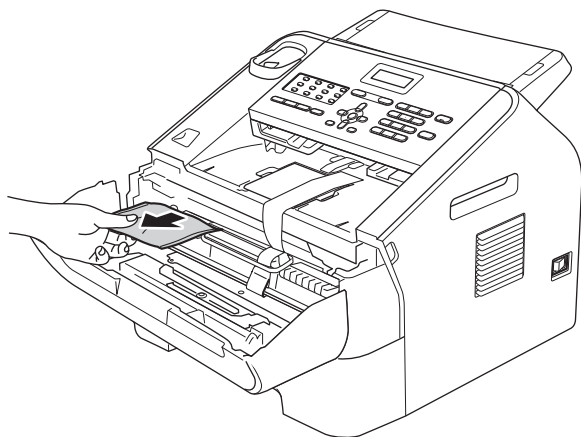
DO NOT connect the AC power cord yet.

a Remove the packing tape from the outside of the machine.

b Open the front cover.



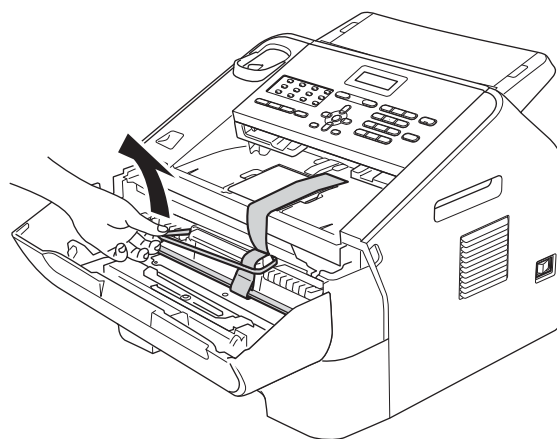
c Remove the Silica Pack from the inside of the machine.



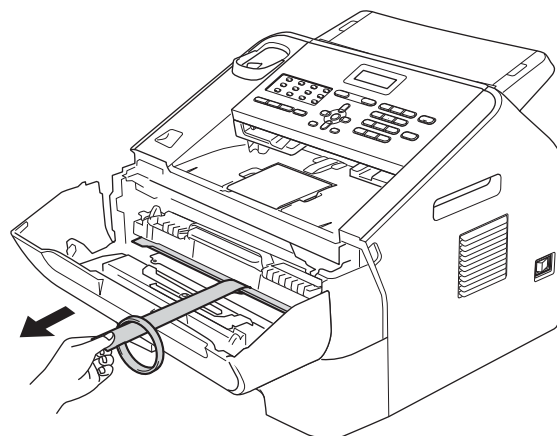
⚠ CAUTION

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

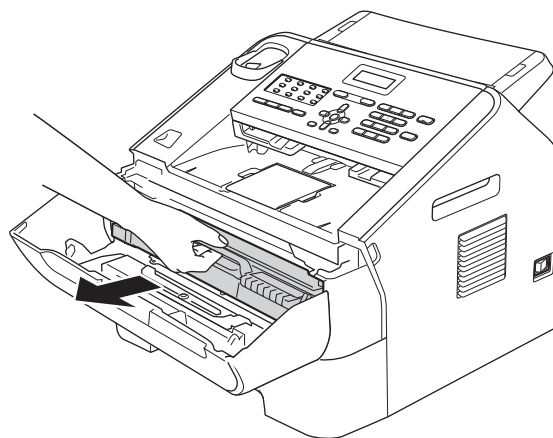
d Lift the elastic band off the drum.



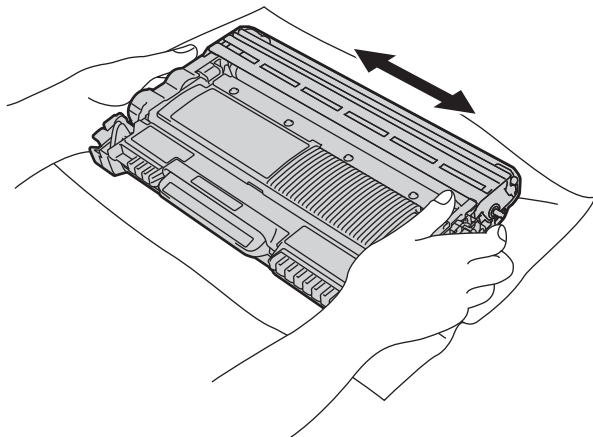
e Pull the paper strip to remove the protective material as shown in the illustration.



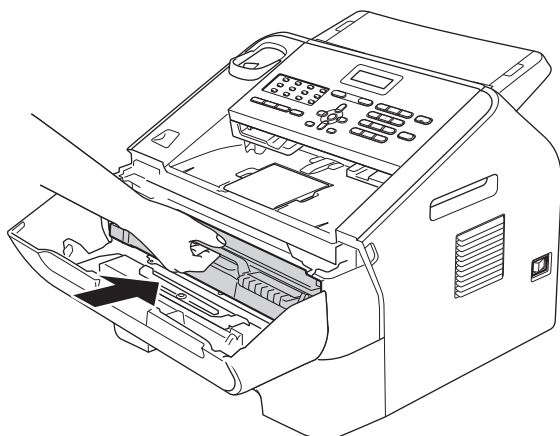
f Take out the drum unit and toner cartridge assembly.



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



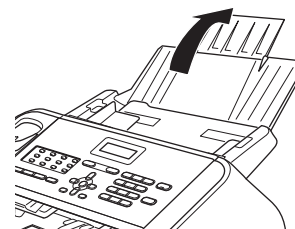
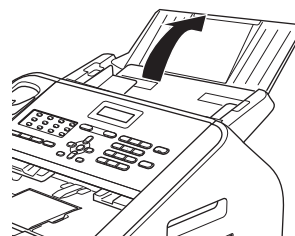
- h** Put the drum unit and toner cartridge assembly back in the machine.



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

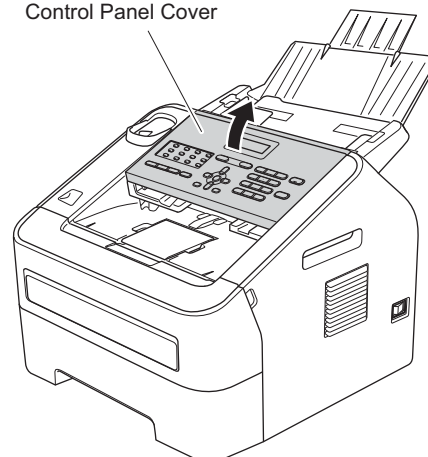
3 Attach the ADF Document Output Support

- a** Unfold the ADF Document Support.

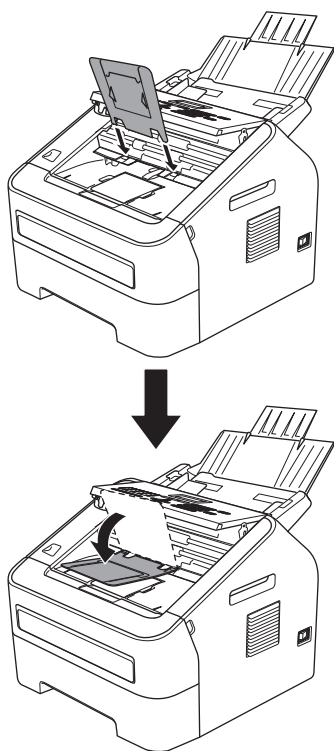


- b** Open the control panel cover by lifting it toward the back.

Control Panel Cover



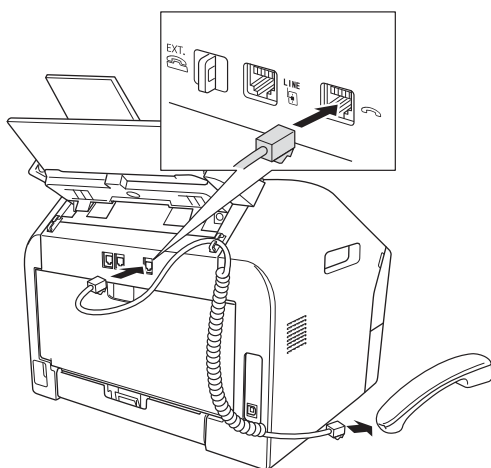
- c** Attach the ADF Document Output Support.



- d** Close the control panel cover.

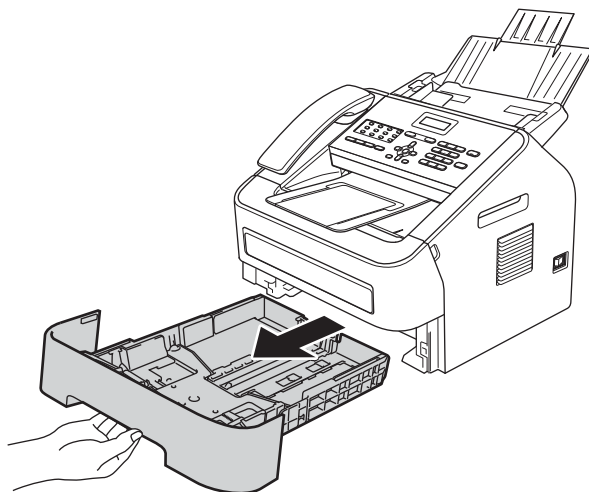
4 Install the Handset

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

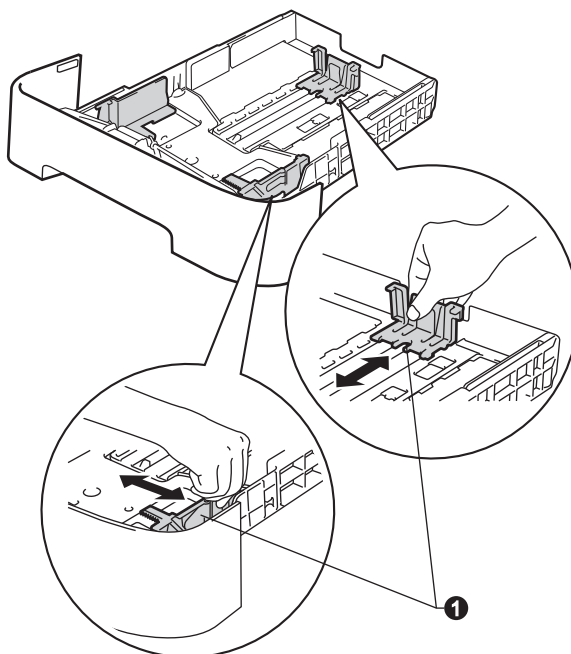


5 Load paper in the paper tray

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



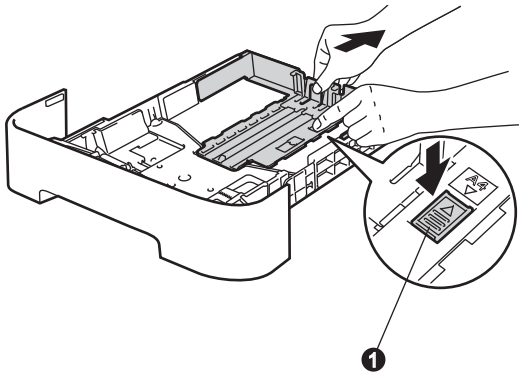
- b** While pressing the green paper-guide release lever ①, slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.



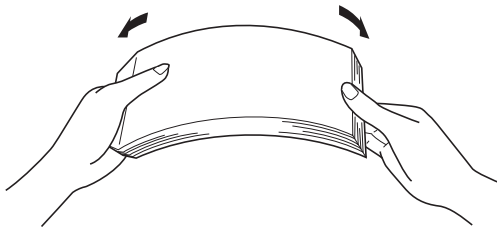
**Note**

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

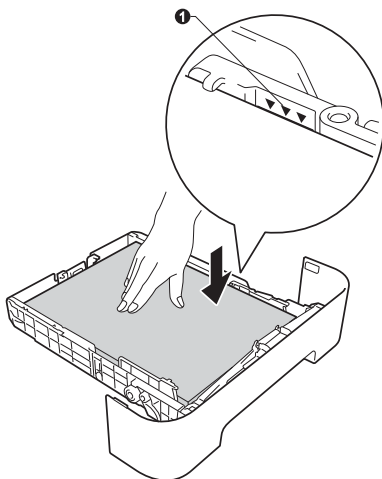
(Legal or Folio size paper are not available in some regions.)



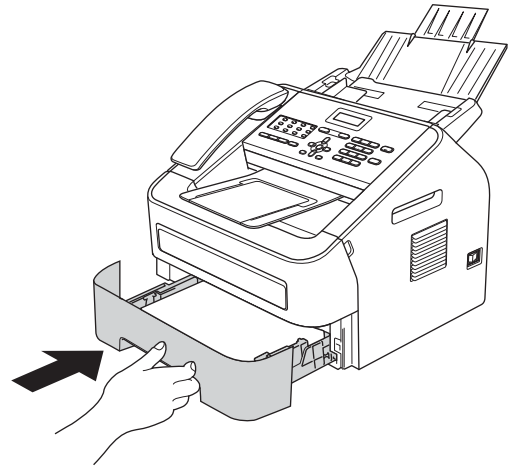
- c** Fan the stack of paper well to avoid paper jams and misfeeds.



- d** Put paper in the tray and make sure:
- The paper is below the maximum paper mark (▼▼▼) 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 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 ❶ to prevent paper from sliding off the face-down output tray.



6

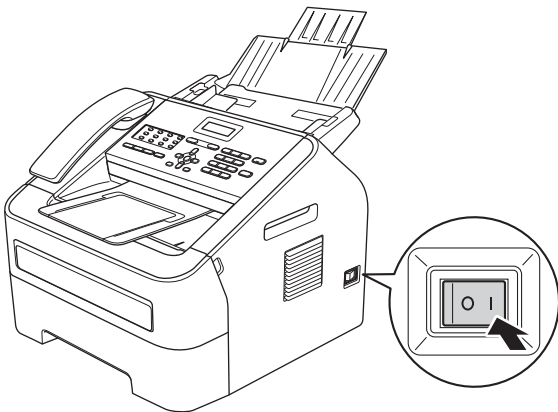
Connect the power cord and telephone line

! IMPORTANT

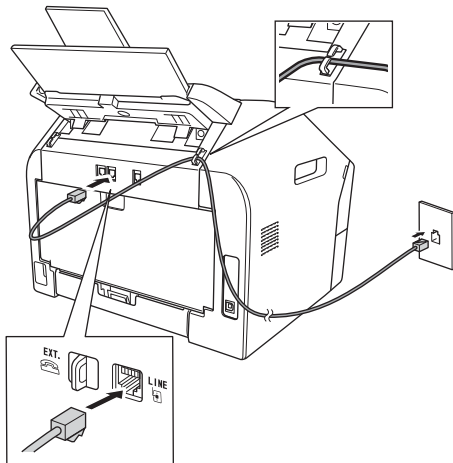
DO NOT connect the interface cable yet.



- 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

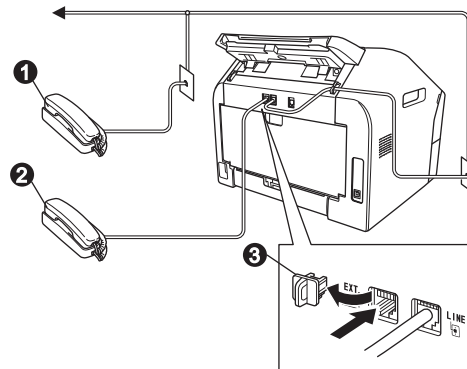
The machine must be grounded using a 3-prong plug.

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.

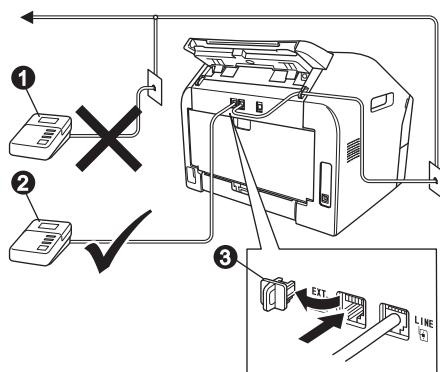


- ① Extension telephone
- ② External telephone
- ③ Protective cap

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.

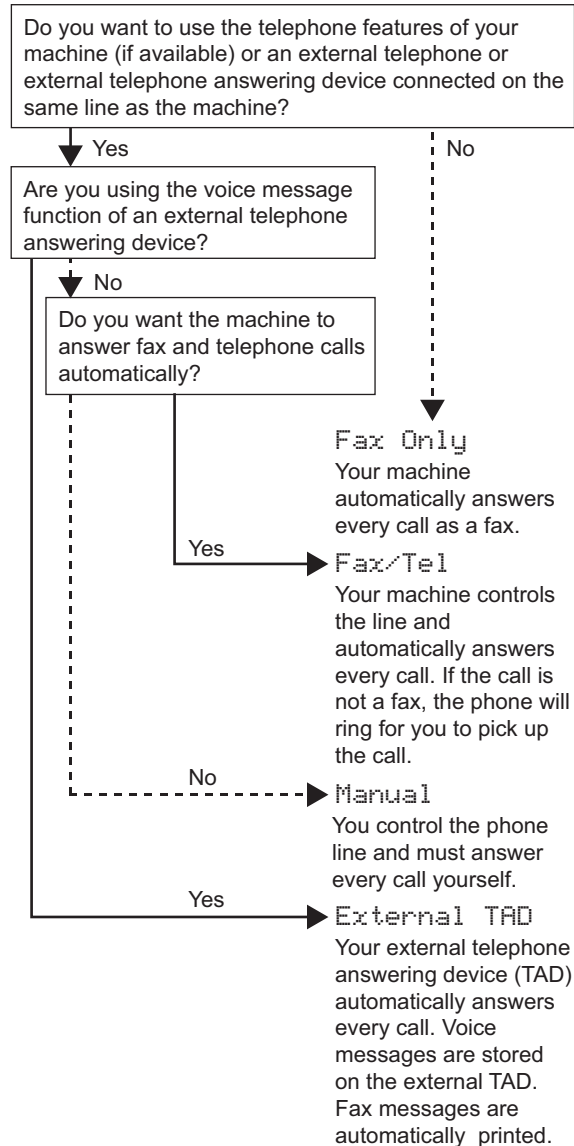


- ① Extension telephone answering machine (not allowed)
- ② External telephone answering machine
- ③ Protective cap

Set the receive mode to **External TAD** if you have an external answering machine. See *Choose a Receive Mode* on page 8. For additional details, see *Connecting an external TAD (telephone answering device)* 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*.

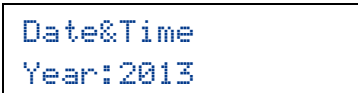
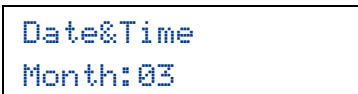
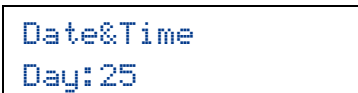
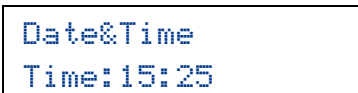
8 Set the LCD contrast (if needed)

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**.

(e.g. Enter **1**, **3** for 2013.)
- c** Enter the two digits for the month on the dial pad, and then press **OK**.

(e.g. Enter **0**, **3** for March.)
- d** Enter the two digits for the day on the dial pad, and then press **OK**.

(e.g. Enter **2**, **5** for 25th.)
- e** Enter the time in 24-hour format on the dial pad, and then press **OK**.

(e.g. Enter **1**, **5**, **2**, **5** for 3:25 P.M.)
- f** Press **Stop/Exit**.

10 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**.

- 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.)

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

13 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**.
- 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.

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

14 Automatic Daylight Saving Time

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

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

Download optional software

You can download a printer driver for free from the Brother Solutions Center, enabling you to use your Brother Fax machine as a printer. Visit us at <http://solutions.brother.com/>.

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.

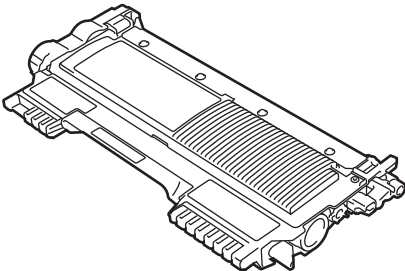
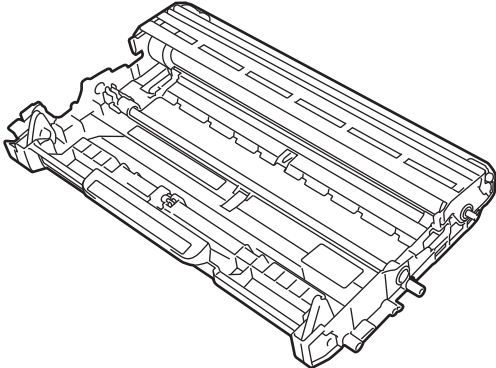


Mac users can access Brother CreativeCenter at this web address:

<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-420 High Yield Toner: TN-450	DR-420
	

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.

Apple, Macintosh, and Mac OS are trademarks of Apple Inc., registered in the U.S. and 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.