

Basic User's Guide



The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration/

User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the Box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the Box
Basic User's Guide	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / CD-ROM / In the Box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	HTML file / CD-ROM / In the Box
Network User's Guide	This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / CD-ROM / In the Box
Wi-Fi Direct™ Guide (MFC-9330CDW and MFC-9340CDW)	This Guide provides details on how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard.	PDF file / Brother Solutions Center ¹
Google Cloud Print Guide	This Guide provides details on how to configure your Brother machine to a Google account and use Google Cloud Print services for printing over the Internet.	PDF file / Brother Solutions Center ¹
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected on a Wi-Fi network.	PDF file / Brother Solutions Center ¹
Web Connect Guide	This Guide provides details about how to configure and use your Brother machine to scan, load and view images and files on certain websites that provide these services.	PDF file / Brother Solutions Center ¹

Which Guide?	What's in it?	Where is it?
AirPrint Guide	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center ¹

¹ Visit us at http://solutions.brother.com/.

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Table of Contents(Advanced User's Guide)

You can view the Advanced User's Guide on the CD-ROM.

The Advanced User's Guide explains the following features and operations.

1 General Setup

Memory storage

Automatic Daylight Saving Time

Ecology features

Touchscreen

2 Security features

Secure Function Lock 2.0

Setting Lock

Dial Restriction

3 Sending a fax

Additional sending options

Additional sending operations

Polling

4 Receiving a fax

Memory Receive Options

Remote retrieval

Additional receiving operations

Polling

5 Dialling and storing numbers

Additional dialling operations

Additional ways to store numbers

6 Printing reports

Fax reports

Reports

7 Making copies

Copy settings

A Routine maintenance

Checking the machine

Replacing periodic maintenance parts

Packing and shipping the machine

B Glossary

C Index

1

General information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

WARNING

<u>WARNING</u> indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

IMPORTANT

<u>IMPORTANT</u> 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 you should respond to a situation that may arise or give tips about how the current operation works with other features.



Electrical Hazard icons alert you to a possible electrical shock.



Fire Hazard icons alert you to the possibility of fire.



Hot Surface icons warn you not to touch machine parts that are hot.



Prohibition icons indicate actions that must not be performed.

Bold Bold style identifies the dial pad

numbers of the Touchpanel or on the computer screen.

Italics Italicized style emphasizes an

important point or refers you to

a related topic.

Courier New Courier New font identifies the messages shown on the Touchscreen of the machine.

Follow all warnings and instructions marked on the product.

NOTE

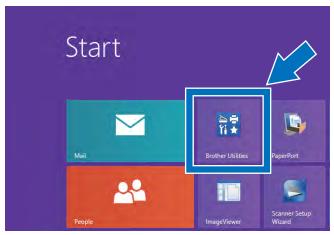
Most of the illustrations in this User's Guide show the MFC-9340CDW.

Accessing Brother Utilities (Windows® 8)

If you are using a tablet running Windows[®] 8, you can make your selections either by tapping the screen or by clicking with your mouse.

After the printer driver is installed, appears on both the Start screen and the desktop.

1 Tap or click **Brother Utilities** either on the Start screen or the desktop.



2 Select your machine.



3 Choose the function you want to use.

Accessing the Advanced User's Guide, Software User's Guide and Network User's Guide

This Basic User's Guide does not contain all the information about the machine such as how to use the advanced features for Fax, Copy, Printer, Scanner, PC-Fax and Network. When you are ready to learn detailed information about these operations, read the Advanced User's Guide, Software User's Guide in HTML format and Network User's Guide that are on the CD-ROM.

Viewing Documentation

Viewing Documentation (Windows®)

(Windows[®] 7 / Windows Vista[®] /
Windows[®] XP / Windows Server [®] 2008 R2 /
Windows Server [®] 2008 /
Windows Server [®] 2003)

To view the documentation, from the (Start) menu, select All programs > Brother > MFC-XXXX (where XXXX is your model name) from the programs list, and then choose User's Guides.

(Windows® 8 / Windows Server® 2012)

Click (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click Support in the left navigation bar, and then click User's Guides.

If you have not installed the software, you can find the documentation on the CD-ROM by following these steps:

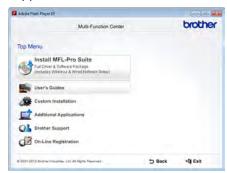
1 Turn on your computer. Insert the CD-ROM into your CD-ROM drive.

NOTE

If the Brother screen does not appear, go to **Computer (My Computer)**. (For

Windows[®] 8: Click (File Explorer) on the taskbar, and then go to **Computer**.) Double-click the CD-ROM icon, and then double-click **start.exe**.

- If the model name screen appears, click your model name.
- 3 If the language screen appears, click your language. The CD-ROM Top Menu appears.



- 4 Click User's Guides.
- 6 Click PDF/HTML documents. If the country screen appears, select your country. After the list of User's Guides appears, select the Guide you want.

Viewing Documentation (Macintosh)

1 Turn on your Macintosh. Insert the CD-ROM into your CD-ROM drive. Double-click the **BROTHER** icon. The following window will appear.



- 2 Double-click the User's Guides icon.
- Select your model and language if needed.
- 4 Click User's Guides.
- After the list of User's Guides appears, select the Guide you want.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- Scanning
- ControlCenter
- Network Scanning

Nuance™ PaperPort™ 12SE How-to-Guides

(Windows® users)

■ The complete Nuance[™] PaperPort[™] 12SE How-to-Guides can be viewed from the Help section in the Nuance[™] PaperPort[™] 12SE application.

NOTE

Not available to countries subject to applicable export regulations.

Presto! PageManager User's Guide (Macintosh users)

NOTE

Presto! PageManager must be downloaded and installed before use (for further instructions, see *Accessing Brother Support (Macintosh)* on page 6.

■ The complete Presto! PageManager User's Guide can be viewed from the Help section in the Presto! PageManager application.

How to find Network setup instructions

Your machine can be connected to a wireless (MFC-9330CDW and MFC-9340CDW only) or wired network.

- Basic setup instructions: (see Quick Setup Guide.)
- Connection to a wireless access point or router supports Wi-Fi Protected Setup or AOSS™:

(see Quick Setup Guide.)

More information about network setup: (see Network User's Guide.)

How to access the User's Guides for Advanced Features

You can view and download these Guides from the Brother Solutions Center at:

http://solutions.brother.com/

Click **Manuals** on your model's page to download the documentation.

Wi-Fi Direct™ Guide

(MFC-9330CDW and MFC-9340CDW)

This Guide provides information about how to configure and use your Brother machine for wireless printing directly from a mobile device supporting the Wi-Fi Direct™ standard.

Google Cloud Print Guide

This Guide provides information about how to configure your Brother machine to a Google account and use Google Cloud Print services for printing over the Internet.

Mobile Print/Scan Guide for Brother iPrint&Scan

This Guide provides useful information about printing from your mobile device and scanning from your Brother machine to your mobile device when connected on a Wi-Fi network.

Web Connect Guide

This Guide provides information about how to configure and use your Brother machine to scan, load and view images and files on certain websites that provide these services.

AirPrint Guide

This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.

Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as web support (Brother Solutions Center) on the CD-ROM.

■ Click Brother Support on the Top Menu. The Brother Support screen appears.



- To access our website (http://www.brother.com/), click **Brother Home Page.**
- For the latest news and product support information (http://solutions.brother.com/), click **Brother Solutions Center.**
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click Supplies Information.
- To access the Brother CreativeCenter (http://www.brother.com/creativecenter/) for FREE photo projects and printable downloads, click
 - Brother CreativeCenter.
- To return to the **Top Menu**, click **Back** or if you have finished, click Exit.

Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as web support (Brother Solutions Center) on the CD-ROM.

■ Double-click the **Brother Support** icon. Choose your model if needed. The Brother Support screen appears.



- To download and install Presto! PageManager, click Presto! PageManager.
- To access the Brother Web Connect application web page, click **Brother Web Connect.**
- To register your machine from the Brother **Product Registration Page** (http://www.brother.com/registration/), click On-Line Registration.
- For the latest news and product support information (http://solutions.brother.com/), click Brother Solutions Center.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click Supplies Information.

1

Control panel overview

The MFC-9140CDN, MFC-9330CDW and MFC-9340CDW have a 3.7 in. (93.4 mm) Touchscreen LCD and Touchpanel ¹.

1 This is a Touchscreen LCD with an electrostatic Touchpanel that only shows the LEDs that can be used.



NOTE

The illustrations are based on MFC-9340CDW

1 3.7 in. (93.4 mm) Touchscreen LCD (Liquid Crystal Display)

This is a Touchscreen LCD. You can access the menus and options by pressing them when they are displayed on this screen.



2 Touchpanel:

The LEDs on the Touchpanel only light up when they are available for use.

■ **S** Back

Press to go back to the previous menu level.

■ Home

Press to return to the Home screen. The factory setting shows the date and time, but you can change the Home screen's default setting (see Setting the Ready screen on page 13.)

■ X Cancel

Press to cancel an operation when illuminated red.

■ Dial Pad

Press the numbers on the Touchpanel to dial telephone and fax numbers or to enter the number of copies.

3 O Power On/Off

interface is WLAN.

Press to turn on the machine.

Press and hold down to turn off the machine. The Touchscreen LCD will show Shutting Down and will stay on for a few seconds before going off.

4 (MFC-9330CDW and MFC-9340CDW)
The Wi-Fi light is on when the network

Touchscreen LCD

You can select three types of screens for the Home screen. When the Home screen is displayed, you can change the displayed screen by swiping left or right, or pressing ◀ or ▶.

The following screens show the machines status when the machine is idle.



Home screen

The Home screen shows the date and time and provides access to Fax, Copy, Scan, Wi-Fi setup, Toner levels and the Setup screen.

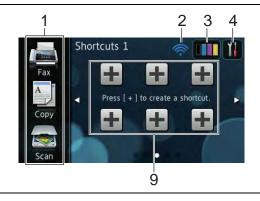
When the Home screen is displayed the machine is in Ready mode. When Secure Function Lock ¹ is turned on an icon will be displayed.

See Advanced User's Guide, Secure Function Lock 2.0.



More screen

The More screen provides access to additional features, such as Secure Print, Web Shortcut and USB.



Shortcut screens

You can quickly create a Shortcut for frequently used functions, such as sending a fax, making a copy, scanning and Web Connect (for more information, see *Shortcut Settings* on page 15).

NOTE

Swiping is a type of user operation on the Touchscreen that is performed by brushing your finger across the screen to display the next page or item.



1 Modes:

■ Fax

Lets you access Fax mode.

■ Сору

Lets you access Copy mode.

■ Scan

Lets you access Scan mode.

2 Wireless Status

(MFC-9330CDW and MFC-9340CDW)

A four-level indicator on the Ready mode screen shows the current wireless signal strength if you are using a wireless connection.







If you see wiFi at the top on the screen,

you can easily configure the wireless settings by pressing it (for more information, see Quick Setup Guide).

3 (Toner)

See the remaining toner life.

Press to access the Toner menu.

NOTE

The indication of remaining toner life will vary depending on the types of documents printed and customer's usage.

4 (Settings)

Press to access the main settings (for more information, see *Settings screen* on page 12).

5 Date and Time

See the date and time that has been set in the machine.

6 Secure Print

Lets you access the secure print menu.

7 Web

Press to connect the Brother machine to an Internet service (for more information, see Web Connect Guide).

8 **USB**

Press to access the Direct Print and Scan to USB menus.

9 Shortcuts

Press to set up Shortcuts.

You can quickly copy, scan, send a fax and connect to a web service using the options set as Shortcuts.

NOTE

- Three Shortcut screens are available. You can set up to six Shortcuts in each Shortcut screen. A total of 18 Shortcuts are available.
- Swipe left or right, or press ◀ or ▶, to view the other Shortcut screens.

10 New Fax

When Fax Preview is set to On, you can see how many new faxes you received into the memory.



11 Warning icon (!)



The warning icon papears when there is an error or maintenance message; press Detail to view it, and then press to return to Ready mode.

For details, see *Error and maintenance* messages on page 116.

NOTE

- This product adopts the font of ARPHIC TECHNOLOGY CO.,LTD.
- MascotCapsule UI Framework and MascotCapsule Tangiblet developed by HI CORPORATION are used.
 MascotCapsule is a registered trademark of HI CORPORATION in Japan.



Settings screen

The Touchscreen shows the machines settings when you press ...

You can check and access all the machine's settings from the following screen.

(MFC-9330CDW and MFC-9340CDW)



(MFC-9140CDN)



1 Toner

See the remaining toner life.

Press to access the Toner menu.

2 Receive Mode

See the current Receive Mode.

- Fax
- Fax/Tel
- External TAD
- Manual

3 Network

Press to set up a network connection.

(MFC-9330CDW and MFC-9340CDW) A four level indicator on the screen shows the current wireless signal strength if you are using a wireless connection.

4 Date & Time

See the date and time.

Press to access the Date & Time menu.

5 Fax Preview

See the Fax Preview status.

Press to access the Fax Preview setting.

6 All Settings

Press to access the full settings menu.

7 Tray Setting

(MFC-9330CDW and MFC-9340CDW)

See the selected paper size. Press to change the paper size and paper type settings if needed.

8 Wi-Fi Direct

(MFC-9330CDW and MFC-9340CDW)

Press to set up a Wi-Fi Direct™ network connection.

9 Paper Size

(MFC-9140CDN)

Lets you check the current paper size. Also, lets you access the Paper Size setting.

10 Paper Type

(MFC-9140CDN)

Lets you check the current paper type. Also, lets you access the Paper Type setting.

Setting the Ready screen

Set the Ready screen to either Home, More, Shortcuts 1, Shortcuts 2 or Shortcuts 3.

When the machine is idle or you press the Touchscreen will return to the screen you set.

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Button Settings.
- 6 Press Button Settings.
- 7 Press Home Button Settings.
- 8 Swipe up or down, or press ▲ or ▼ to display Home, More, Shortcuts 1, Shortcuts 2 or Shortcuts 3 and then press the option you want.
- 9 Press

The machine will go to your chosen Home screen.

Basic Operations

Press your finger on the Touchscreen to operate it. To display and access all the screen menus or options, swipe left, right, up, down, or press ◀▶ or ▲ ▼ to scroll through them.

IMPORTANT

DO NOT press the Touchscreen with a sharp object, such as a pen or stylus. It may damage the machine.

The following steps show how to change a setting in the machine. In this example, the Touchscreen Backlight setting is changed from Light to Med.

- 1 Press
- **| | |** | |
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.



- 4 Press General Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display LCD Settings.

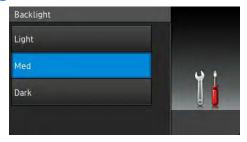


6 Press LCD Settings.

Press Backlight.



8 Press Med.



NOTE

Press to go back to the previous level.

9 Press .

Shortcut Settings

You can add the fax, copy, scan and Web Connect settings you use most frequently by setting them as your Shortcuts. Later you can recall and apply these settings quickly and easily. You can add up to 18 Shortcuts.

Adding Copy Shortcuts

The following settings can be included in a copy Shortcut:

- Quality
- Enlarge/Reduce
- Density
- Contrast
- Stack/Sort
- Page Layout
- Colour Adjust
- 2-sided Copy
- 2-sided Copy Page Layout (MFC-9340CDW)
- Remove Background Colour
- If the displayed screen is either Home or More, swipe left or right, or press ◀ or ► to display a Shortcut screen.
- Press where you have not added a Shortcut.
- 3 Press Copy.
- 4 Read the information on the Touchscreen, and then confirm it by pressing OK.
- Swipe up or down, or press ▲ or ▼ to display the copy presets, and then press the preset you want.
- 6 Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.

- Swipe up or down, or press ▲ or ▼ to display the available options for the setting, and then press the option you want.
 - Repeat steps **6** and **7** until you have selected all the settings for this Shortcut.
- 8 When you have finished changing the settings, press Save as Shortcut.
- 9 Read and confirm the displayed list of settings you selected, and then press OK.
- 10 Enter a name for the Shortcut using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206.)

 Press OK.
- 11 Press OK to save your Shortcut.

Adding Fax Shortcuts

The following settings can be included in a fax Shortcut:

- Fax Resolution
- 2-sided Fax (MFC-9340CDW)
- Contrast
- Real Time TX
- Coverpage Setup
- Overseas Mode
- Glass Scan Size
- 1 If the displayed screen is either Home or More, swipe left or right, or press ◀ or ▶ to display a Shortcut screen.
- Press where you have not added a Shortcut.
- 3 Press Fax.
- 4 Read the information on the Touchscreen, and then confirm it by pressing OK.

5 Enter the fax or telephone number using the dial pad on the Touchpanel, the Address Book or the Call History on the Touchscreen. When you have finished, go to step 6.

NOTE

- You can enter up to 20 digits for a fax number.
- If the Shortcut is to be used for broadcasting, press Options and select Broadcasting in step 7 before entering the fax or telephone number in step 6.
- You can enter up to 20 fax numbers if the Shortcut is for broadcasting. The fax numbers can be entered in any combination of Group numbers from the Address Book, individual fax numbers from the Address Book or entered manually (see Advanced User's Guide, Broadcasting).
- When you enter a fax number in a Shortcut, it will be added automatically to the Address Book. The name in the Address Book will be the Shortcut name plus a sequential number.
- 6 Press Options.
- Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.
- 8 Press the option you want.

Repeat steps **7** and **8** until you have selected all the settings for this Shortcut. Press OK.

- When you have finished changing the settings, press Save as Shortcut.
- Read and confirm the displayed list of settings you selected, and then press OK.

- Enter a name for the Shortcut using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206.)

 Press OK.
- 12 Press OK to save your Shortcut.

Adding Scan Shortcuts

The following settings can be included in a scan Shortcut:

to USB

- 2-sided Scan (MFC-9340CDW)
- Scan Type
- Resolution
- File Type
- Glass Scan Size
- File Name
- File Size
- Remove Background Colour

to E-mail Server (Available after IFAX is downloaded)

- 2-sided Scan (MFC-9340CDW)
- Scan Type
- Resolution
- File Type
- Glass Scan Size
- File Size

to OCR/to File/to Image/ to E-mail

■ PC Select

to FTP/to Network

■ Profile Name

- If the displayed screen is either Home or More, swipe left or right, or press ◀ or ► to display a Shortcut screen.
- Press where you have not added a Shortcut.
- 3 Press Scan.
- Swipe up or down, or press ▲ or ▼ to display the type of scan you want, and then press it.
- 5 Do one of the following:
 - If you pressed to USB, read the information on the Touchscreen, and then press OK to confirm it. Go to step ③.
 - If you pressed to E-mail Server, read the information on the Touchscreen, and then press OK to confirm it. Go to step ⑤.
 - If you pressed to OCR, to File, to Image or to E-mail, read the information on the Touchscreen, and then press OK to confirm it. Go to step 7.
 - If you pressed to FTP or to Network, read the information on the Touchscreen, and then press OK to confirm it.

Swipe up or down, or press ▲ or ▼ to display the Profile Name, and then press it.

Press OK to confirm the Profile Name you have selected. Go to step **3**.

NOTE

To add a Shortcut for to Network and to FTP, you must have added the Profile Name beforehand.

- 6 Do one of the following:
 - To enter an E-mail address manually, press Manual. Enter the E-mail address using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206.)

Press ok.

■ To enter an E-mail address from the Address Book, press Address Book. Swipe up or down, or press A or V to display the E-mail address you want, and then press it.

Press OK.

After you confirm the E-mail address you entered, press OK. Go to step 3.

NOTE

Press Detail to view the list of addresses you have entered.

- 7 Do one of the following:
 - When the machine is connected to a computer using a USB connection:

Press OK to confirm USB is selected as the PC Name. Go to step (8).

When the machine is connected to a network:

Swipe up or down, or press ▲ or ▼ to display the PC Name, and then press it. Press OK to confirm the PC Name you selected. Go to step ❸.

- 8 Press Options.
- Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.
- Swipe up or down, or press ▲ or ▼ to display the available options for the setting, and then press the option you want.

Repeat steps **9** and **0** until you have selected all the settings for this Shortcut. Press ox.

- 11 Review the settings you have selected:
 - If you need to make additional changes, return to step 8.
 - If you are satisfied with your changes, press Save as Shortcut.
- Review your settings on the Touchscreen, and then press OK.
- Enter a name for the Shortcut using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206.)

 Press OK.
- Read the information on the Touchscreen, and then press OK to save your Shortcut.

Adding Web Connect Shortcuts

The settings for these services can be included in a Web Connect Shortcut:

- Picasa Web Albums™
- Google DriveTM
- Flickr®
- Facebook
- Evernote
- Dropbox

NOTE

- Web services may have been added and/or service names may have been changed by the provider since this document was published.
- To add a Web Connect Shortcut, you must have an account with the desired service (for more information, see Web Connect Guide).

- 1 If the displayed screen is either Home or More, swipe left or right, or press ◀ or ▶ to display a Shortcut screen.
- 2 Press where you have not added a Shortcut.
- 3 Press Web.
- 4 If Information about the Internet connection is displayed, read the information and confirm it by pressing OK.
- 5 Swipe left or right, or press ◀ or ▶ to display the available services, and then press your desired service.
- 6 Press your account.
 If the account needs a PIN code, enter the PIN for the account using the keyboard on the Touchscreen.
 Press OK
- 7 Press the function you want.

NOTE

The functions that can be set vary depending on the selected service.

- 8 Read and confirm the displayed list of functions you selected, and then press OK.
- 9 Press OK to save your Shortcut.

NOTE

The Shortcut name will be assigned automatically. If you want to change the Shortcut names, see *Editing Shortcut Names* on page 19.

Changing Shortcuts

You can change the settings in a Shortcut.

NOTE

You cannot change a Web Connect Shortcut. If you want to change the Shortcut, you must delete it, and then add a new Shortcut.

(For more information, see *Deleting Shortcuts* on page 19 and *Adding Web Connect Shortcuts* on page 18.)

- 1 Press the Shortcut you want. The settings for the Shortcut that you chose are displayed.
- 2 Change the settings for the Shortcut you chose in step **1** (for more information, see *Shortcut Settings* on page 15).
- When you have finished changing settings, press Save as Shortcut.
- Press OK to confirm.
- Do one of the following:
 - To overwrite the Shortcut, press Yes. Go to step 7.
 - If you do not want to overwrite the Shortcut, press No to enter a new Shortcut name. Go to step ⑥.
- To create a new Shortcut, hold down to delete the current name, and then enter a new name using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206.) Press OK.
- 7 Press OK to confirm.

Editing Shortcut Names

You can edit a Shortcut name.

1 Press and hold the Shortcut until the dialog box appears.

NOTE

You can also press , All Settings and Shortcut Settings.

- Press Edit Shortcut Name.
- 3 To edit the name, hold down to delete the current name, and then enter a new name using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206.)

 Press OK.

Deleting Shortcuts

You can delete a Shortcut.

1 Press and hold the Shortcut until the dialog box appears.

NOTE

You can also press , All Settings and Shortcut Settings.

- Press Delete to delete the Shortcut that you chose in step 1.
- 3 Press Yes to confirm.

Recalling Shortcuts

The Shortcut settings are displayed on the Shortcut screen. To recall a Shortcut, simply press the Shortcut name.

Volume settings

Ring volume

You can choose from a range of ring volume levels.

- 1 Press
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- Swipe up or down, or press ▲ or ▼ to display Volume.
- 6 Press Volume.
- 7 Press Ring.
- 8 Press Off, Low, Med or High.
- 9 Press ...

Beeper volume

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax. You can choose from a range of volume levels.

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- Swipe up or down, or press ▲ or ▼ to display Volume.
- 6 Press Volume.

- 7 Press Beep.
- 8 Press Off, Low, Med or High.

Speaker volume

You can choose from a range of speaker volume levels.

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display General Setup.
- 4 Press General Setup.
- Swipe up or down, or press ▲ or ▼ to display Volume.
- 6 Press Volume.
- 7 Press Speaker.
- 8 Press Off, Low, Med or High.

2

Loading paper

Loading paper and print media

The machine can feed paper from the paper tray or manual feed slot.

NOTE

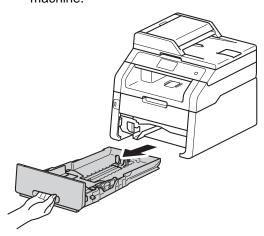
If your application software supports paper size selection on the print menu, you can select it through the software. If your application software does not support it, you can set the paper size in the printer driver or by pressing the buttons on the Touchscreen.

Loading paper in the paper tray

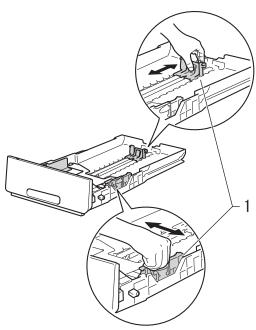
You can load up to 250 sheets in the paper tray. Paper can be loaded up to the maximum paper mark (\blacktriangledown \blacktriangledown) on the right side of the paper tray (for recommended paper, see *Acceptable paper and other print media* on page 29).

Printing on plain paper, thin paper or recycled paper from the paper tray

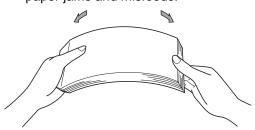
1 Pull the paper tray completely out of the machine.



While pressing the green paper-guide release levers (1), slide the paper guides to fit the paper you are loading in the tray. Make sure the guides are firmly in the slots.

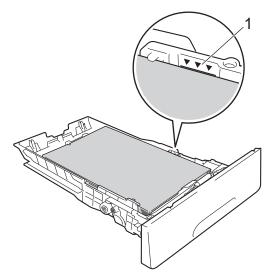


3 Fan the stack of paper well to avoid paper jams and misfeeds.



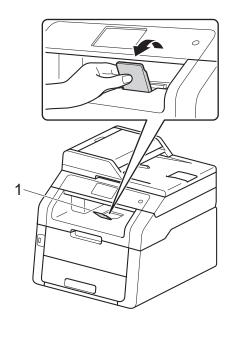
Chapter 2

- 4 Load paper in the tray and make sure:
 - The paper is below the maximum paper mark (▼ ▼ ▼) (1), as overfilling the paper tray will cause paper jams.
 - The side to be printed on is face down.
 - The paper guides touch the sides of the paper so it will feed correctly.



5 Put the paper tray *firmly* back in the machine. Make sure the tray is completely inserted into the machine.

6 Lift up the support flap (1) to prevent paper from sliding off the face-down output tray, or remove each page as soon as it comes out of the machine.



Loading paper in the manual feed slot

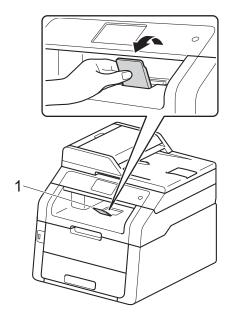
You can load envelopes and special print media one-at-a-time into this slot. Use the manual feed slot to print or copy on labels, envelopes, thicker paper or glossy paper (for the recommended paper to use, see *Acceptable paper and other print media* on page 29).

NOTE

The machine turns on the Manual Feed mode when you put paper in the manual feed slot.

Printing on plain paper, thin paper, recycled paper and bond paper from the manual feed slot

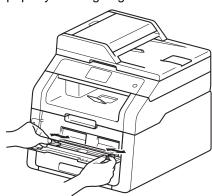
1 Lift up the support flap (1) to prevent paper from sliding off the face-down output tray, or remove each page as soon as it comes out of the machine.



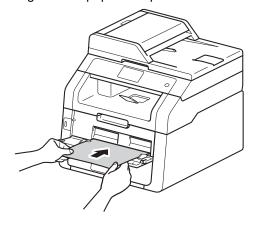
2 Open the manual feed slot cover.



3 Use both hands to slide the manual feed slot paper guides to the width of the paper you are going to use.



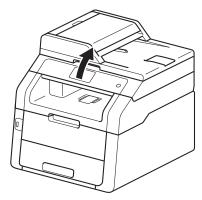
4 Use both hands to push one sheet of paper firmly into the manual feed slot until the top edge of the paper presses against the paper feed rollers. Continue pressing the paper against the rollers for about two seconds, or until the machine grabs the paper and pulls it in further.



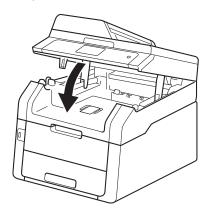
NOTE

- If the error message Jam Manual Feed appears on the Touchscreen, the machine cannot grasp and pull the paper. Reset the machine by removing the paper and then pressing Start on the Touchscreen. Reinsert the paper and be sure to press it firmly against the rollers.
- Put the paper into the manual feed slot with the side to be printed on face up.
- Make sure the paper is straight and in the correct position on the manual feed slot. If it is not, the paper may not be fed correctly, resulting in a skewed printout or a paper jam.
- Do not put more than one sheet of paper in the manual feed slot at any one time, as it may cause a jam.

 To easily remove a small printout from the output tray use both hands to lift up the scanner cover as shown in the illustration.



 You can still use the machine while the scanner cover is up. To close the scanner cover, push it down with both hands.



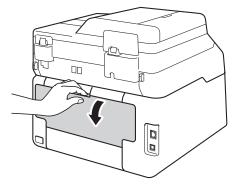
5 After the Touchscreen shows

Manual Feed, return to step 4 to load
the next sheet of paper. Repeat for each
page you want to print.

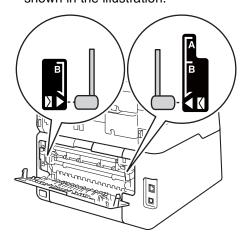
Printing on thick paper, labels, envelopes and glossy paper from the manual feed slot

When the back cover (face-up output tray) is pulled down, the machine has a straight paper path from the manual feed slot through to the back of the machine. Use this paper feed and output method for printing on thick paper, labels, envelopes or glossy paper.

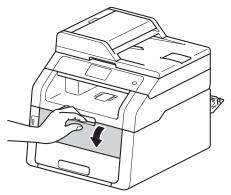
1 Open the back cover (face-up output tray).



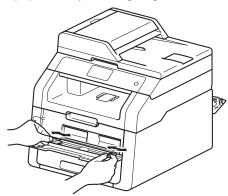
(For printing envelopes only)
Pull down the two grey levers, one on
the left side and one on the right side, as
shown in the illustration.



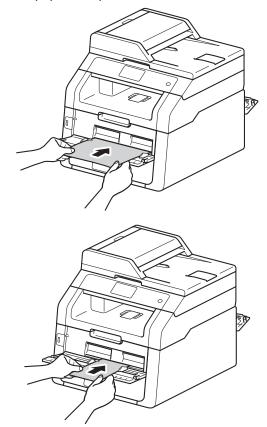
3 Open the manual feed slot cover.



4 Use both hands to slide the manual feed slot paper guides to the width of the paper that you are going to use.



Use both hands to push one sheet of paper or one envelope *firmly* into the manual feed slot until the top edge of the paper presses against the paper feed rollers. Continue pressing the paper against the rollers for about two seconds, or until the machine grabs the paper and pulls it in further.



NOTE

- If the error message Jam Manual Feed appears on the Touchscreen, the machine cannot grasp and pull the paper or envelope. Reset the machine by removing the paper and then pressing Start on the Touchscreen. Reinsert the paper or envelope and be sure to press it firmly against the rollers.
- Put the paper or envelope into the manual feed slot with the side to be printed on face up.

- When Label is selected in the printer driver, the machine will feed the paper from the manual feed slot, even if Manual is not selected as the paper source.
- Make sure the paper or envelope is straight and in the correct position in the manual feed slot. If it is not, the paper or envelope may not feed correctly, resulting in a skewed printout or a paper jam.
- Pull the paper or envelope out completely when you retry putting the paper into the manual feed slot.
- Do not put more than one sheet of paper or one envelope in the manual feed slot at any one time, as it may cause a jam.
- 6 Send the print data to the machine.

NOTE

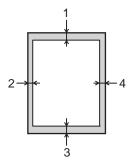
Remove each printed page or envelope immediately to prevent a paper jam.

- After the Touchscreen shows

 Manual Feed, return to step **6** to load
 the next sheet of paper. Repeat for each
 page you want to print.
- (For printing envelopes)
 When you have finished printing, return the two grey levers, that you pulled down at step (2), back to their original positions.
- 9 Close the back cover (face-up output tray) until it locks in the closed position.

Unscannable and unprintable areas

The figures in the table show maximum unscannable and unprintable areas. These areas may vary depending on the paper size or settings in the application you are using.



Usage	Document	Top (1)	Left (2)
	Size	Bottom (3)	Right (4)
Fax (Sending)	Letter	3 mm	4 mm
	A4	3 mm	(ADF) 1 mm (Scanner Glass) 3 mm
	Legal	3 mm	4 mm
Copy [*]	Letter	4 mm	4 mm
*a single copy or a 1 in 1 copy	A4	4 mm	3 mm
	Legal	4 mm	4 mm
Scan	Letter	3 mm	3 mm
	A4	3 mm	3 mm
	Legal (ADF)	3 mm	3 mm
Print	Letter	4.2 mm	4.2 mm
	A4	4.2 mm	4.2 mm
	Legal	4.2 mm	4.2 mm

Paper settings

Paper Size

You can use the following sizes of paper for printing faxes: A4, Letter, Legal or Folio.

When you change the size of paper in the tray, you must also change the setting for paper size at the same time so your machine can fit the document or an incoming fax on the page.

You can use the following sizes of paper.

For printing copies:

A4, Letter, Legal, Executive, A5, A5 L (Long Edge), A6 and Folio (215.9 mm × 330.2 mm)

For printing faxes:

A4, Letter, Legal or Folio (215.9 mm \times 330.2 mm)

- 1 Press
- (MFC-9330CDW and MFC-9340CDW)
 Press Tray Setting.
- 3 Press Paper Size.
- 4 Swipe up or down, or press ▲ or ▼ to display A4, Letter, Legal, EXE, A5, A5 L, A6 or Folio, and press the option you want.
- 5 Press .

NOTE

- When an appropriate size is not in the tray, received faxes will be stored in the machine's memory and Size mismatch will appear on the Touchscreen (for more information, see *Error and maintenance* messages on page 116).
- If the tray is out of paper and received faxes are in the machine's memory,
 No Paper will appear on the Touchscreen. Insert paper in the empty tray.

Paper Type

To get the best print quality set the machine for the type of paper you are using.

- 1 Press
- (MFC-9330CDW and MFC-9340CDW)
 Press Tray Setting.
- 3 Press Paper Type.
- 4 Swipe up or down, or press ▲ or ▼ to display Thin, Plain Paper, Thick, Thicker, Recycled Paper, and press the option you want.
- 5 Press .

Acceptable paper and other print media

Print quality may vary according to the type of paper you are using.

You can use the following types of print media: plain paper, thin paper, thick paper, thicker paper, bond paper, recycled paper, labels, envelopes or glossy paper (see *Print media* on page 210).

For best results, follow these instructions:

- DO NOT load different types of paper in the paper tray at the same time because it may cause the paper to jams or misfeed.
- For correct printing, you must choose the same paper size from your software application as the paper in the tray.
- Avoid touching the printed surface of the paper immediately after printing.
- Before you buy a lot of paper, test a small quantity to make sure the paper is appropriate for the machine.
- Use labels that are designed for use in laser machines.

Recommended paper and print media

Paper Type	Item
Plain paper	Xerox Premier TCF 80 g/m ²
	Xerox Business 80 g/m ²
Recycled Paper	Xerox Recycled Supreme 80 g/m ²
Labels	Avery laser label L7163
Envelopes	Antalis River series (DL)
Glossy Paper	Xerox Colotech+ Gloss Coated 120 g/m ²

Type and size of paper

The machine feeds paper from the installed paper tray or the manual feed slot.

The names for the paper trays in the printer driver and this Guide are as follows:

Tray and optional unit	Name
Paper Tray	Tray 1
Manual Feed Slot	Manual

Paper capacity of the paper trays

	Paper size	Paper types	No. of sheets
Paper Tray (Tray 1)	A4, Letter, Legal, B5 (JIS), Executive, A5, A5 L, A6, Folio ¹	Plain paper, Thin paper, Recycled paper	up to 250 (80 g/m ²)
Manual Feed Slot	Width: 76.2 to 215.9 mm Length: 116.0 to 355.6 mm	Plain paper, Thin paper, Thick paper, Thicker paper, Bond paper, Recycled paper, Envelopes, Labels, Glossy paper	1 sheet 1 Envelope

Folio size is 215.9 mm × 330.2 mm.

Recommended paper specifications

The following paper specifications are appropriate for this machine.

Basis weight	75-90 g/m ²
Thickness	80-110 μm
Roughness	Higher than 20 sec.
Stiffness	90-150 cm ³ /100
Grain direction	Long grain
Volume resistivity	10e ⁹ -10e ¹¹ ohm
Surface resistivity	10e ⁹ -10e ¹² ohm-cm
Filler	CaCO ₃ (Neutral)
Ash content	Below 23 wt%
Brightness	Higher than 80%
Opacity	Higher than 85%

- Use plain paper that is appropriate for laser/LED machines to make copies.
- Use paper that is 75 to 90 g/m².
- Use long grain paper with a neutral Ph value, and a moisture content of approx. 5%.
- This machine can use recycled paper that meets DIN 19309 specifications.

Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the 200 °C temperature of the machine's fusing process.
- If you use bond paper, paper having a rough surface, or paper that is wrinkled or creased, the paper may exhibit degraded performance.

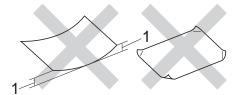
Types of paper to avoid

IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- · that is highly textured
- that is extremely smooth or shiny
- · that is curled or warped



- 1 A curl of 2 mm or greater may cause jams to occur.
- that is coated or has a chemical finish
- · that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

The types of paper listed above may damage your machine. This damage is not covered under any Brother warranty or service agreement.

Envelopes

The machine is designed to work well with most envelopes. However, some envelopes may have feed and print quality problems because of the way they have been made. Envelopes should have edges with straight, well-creased folds. Envelopes should lie flat and not be of baggy or flimsy construction. Use only quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

Envelopes can only be fed through the manual feed slot.

We recommend that you print a test envelope to make sure the print results are what you want.

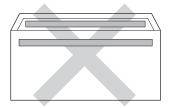
Types of envelopes to avoid

IMPORTANT

DO NOT use envelopes:

- that are damaged, curled, wrinkled or an unusual shape
- · that are extremely shiny or textured
- with clasps, staples, snaps or tie strings
- · with self-adhesive closures
- that are of a baggy construction
- · that are not sharply creased
- that are embossed (raised writing)
- that were previously printed by a laser or LED machine
- · that are pre-printed on the inside
- that cannot be arranged neatly when stacked
- that are made of paper that weighs more than the paper weight specifications for the machine
- with edges that are not straight or consistently square
- with windows, holes, cut-outs or perforations

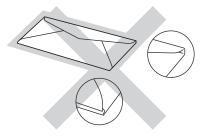
 with glue on the surface as shown in the figure below



 with double flaps as shown in the figure below



- with sealing flaps that are not folded down when purchased
- with each side folded as shown in the figure below



If you use any of the types of envelopes listed above, they may damage your machine. This damage may not be covered under any Brother warranty or service agreement.

Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

Labels

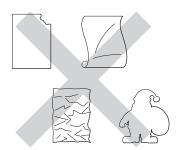
The machine will print on most types of labels designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since this material is more stable at the high temperatures in the fuser unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the drum unit or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

All labels used in this machine must be able to withstand a temperature of 200 °C for a period of 0.1 seconds.

Labels can only be fed through the manual feed slot.

Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.



IMPORTANT

- DO NOT feed part used label sheets. The exposed carrier sheet will damage your machine.
- DO NOT reuse or insert labels that have previously been used or are missing a few labels on the sheet.
- Label sheets should not exceed the paper weight specifications described in this User's Guide. Labels exceeding this specification may not feed or print correctly and may cause damage to your machine.

Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (Automatic Document Feeder) and the scanner glass.

Using the automatic document feeder (ADF)

The ADF can hold up to 35 pages and feeds each sheet individually. We recommend you use standard 80 g/m² paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Length:	147.3 to 355.6 mm
Width:	147.3 to 215.9 mm
Weight:	64 to 90 g/m ²

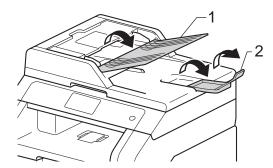
How to load documents

IMPORTANT

- DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paperclipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

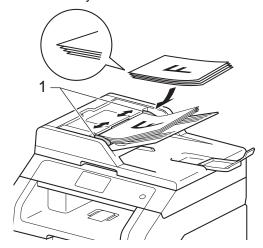
NOTE

- To scan documents that are not appropriate for the ADF, see *Using the* scanner glass on page 35.
- It is easier to use the ADF if you are loading a multiple page document.
- Make sure documents with correction fluid or written with ink are completely dry.
- 1 Unfold the ADF document support (1). Lift up and unfold the ADF document output support flap (2).



- 2 Fan the pages well.
- 3 Stagger the pages of your document face up top edge first, in the ADF until the Touchscreen shows ADF Ready and you feel the top page touch the feed rollers.

4 Adjust the paper guides (1) to fit the width of your document.



NOTE

To scan non-standard documents, see *Using the scanner glass* on page 35.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book, one page at a time.

Document Sizes Supported

Length:	Up to 300.0 mm
Width:	Up to 215.9 mm
Weight:	Up to 2.0 kg

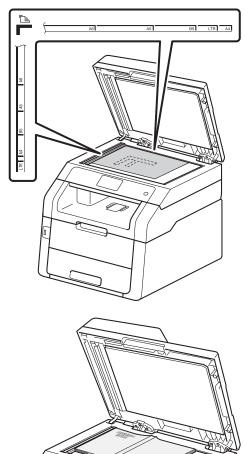
How to load documents

NOTE

To use the scanner glass, the ADF must be empty.

1 Lift the document cover.

2 Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass.



3 Close the document cover.

IMPORTANT

If the document is a book or is thick do not slam the cover or press on it.

4

Sending a fax

How to send a fax

The following steps show you how to send a fax. To send multiple pages use the ADF.

- Do one of the following to load your document:
 - Place the document face up in the ADF (see Using the automatic document feeder (ADF) on page 34).
 - Load your document face down on the scanner glass (see Using the scanner glass on page 35).
- 2 Do one of the following:
 - When Fax Preview is set to Off, press Fax.
 - When Fax Preview is set to On, press Fax and Sending Faxes.



■ The Touchscreen shows:



3 You can change the following fax sending options. Press Options. Swipe up or down, or press ▲ or ▼ to scroll through the fax options. When the setting you want is displayed, press it and choose your new option. When you have finished changing the options, press OK.

NOTE

For the following advanced fax sending operations and settings, see Advanced User's Guide: Sending a fax

- 2-sided Fax (MFC-9340CDW)
- Contrast
- Fax Resolution
- Broadcasting
- Real Time TX
- Overseas Mode
- Delayed Fax
- Batch TX
- Coverpage Note
- Coverpage Setup
- Polled TX
- (MFC-9340CDW)
 Choose one of the options below:
 - To send a 1-sided document, go to step **⑤**.
 - To send a 2-sided document, choose the 2-sided scanning format for your 2-sided document as follows:

Press Options.

Swipe up or down, or press ▲ or ▼ to display 2-sided Fax and press 2-sided Fax.

Press 2-sided Scan: Long Edge
or 2-sided Scan: Short Edge.

Press ok.

NOTE

You can send 2-sided documents from the ADF.



Enter the fax number.

Using the dial pad

Using the Address Book

■ Address Book

Using call history

■ Call History

(For more information, see How to dial on page 55.)

6 Press Fax Start.

Faxing from the ADF

■ The machine starts scanning the document.

Faxing from the scanner glass

If Real Time TX is On, the machine will send the document without asking if there are additional pages to scan.

When Real Time TX is Off:

■ If you press Fax Start, the machine starts scanning the first page.

When the Touchscreen shows Next Page?, do one of the following:

- To send a single page, press No. The machine starts sending the document.
- To send more than one page, press Yes and place the next page on the scanner glass. Press OK. The machine starts scanning the page. (Repeat this step for each additional page.)

Stop faxing

To stop faxing, press X.



Faxing Letter size documents from the scanner glass

When faxing Letter size documents, you must set the scan glass size to Letter; otherwise, a portion of your faxes will be missing.

- Do one of the following:
 - When Fax Preview is set to Off, press (Fax).
 - When Fax Preview is set to On, press
 (Fax) and Sending Faxes.
- Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display Glass Scan Size.
- 4 Press Glass Scan Size.
- 5 Press Letter.
- 6 Press OK.

Cancelling a fax in process

Press to cancel the fax. If you press while the machine is dialling or sending, the Touchscreen will show Cancel Job?.

Press Yes to cancel the fax.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- On: Prints a report after every fax you send.
- On+Image: Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- Off: Prints a report if your fax is unsuccessful due to a transmission error. Off is the factory setting.
- Off+Image: Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.
- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Report Setting.
- 6 Press Report Setting.
- 7 Press XMIT Report.
- 8 Press On, On+Image, Off or Off+Image.
- 9 Press

NOTE

- If you choose On+Image or Off+Image, the image will not appear on the Transmission Verification Report if Real Time Transmission is set to On. (see Advanced User's Guide, Real Time Transmission).
- If the transmission is successful, OK will appear next to RESULT on the Transmission Verification Report.
 If the transmission is not successful, ERROR will appear next to RESULT.

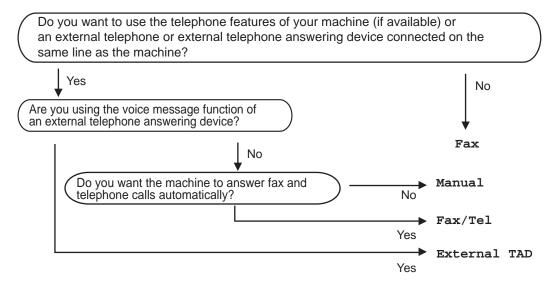
Receiving a fax

Receive modes

You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choosing the receive mode

By default, your machine will automatically receive any faxes that are sent to it. The diagrams below will help you choose the correct mode. (For more detailed information about the receive modes, see *Using receive modes* on page 42.)



To set the receive mode follow the instructions below.

- Press
- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Fax.
- Press Fax.
- Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- Swipe up or down, or press ▲ or ▼ to display Receive Mode.
- Press Receive Mode.

- 9 Press Fax, Fax/Tel, External TAD or Manual.
- 10 Press .

Using receive modes

Some receive modes answer automatically (Fax and Fax/Tel). You may want to change the Ring Delay before using these modes (see *Ring Delay* on page 43).

Fax Only

Fax mode will automatically answer every call as a fax.

Fax/Tel

Fax/Tel mode helps you manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T ring to tell you to pick up the line. The F/T ring is a fast double-ring made by your machine.

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 43 and *Ring Delay* on page 43.)

Manual

Manual mode turns off all automatic answering functions.

To receive a fax in Manual mode lift the handset of the external telephone. When you hear fax tones (short repeating beeps), press Fax Start, and then press Receive to receive a fax. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(Also see Fax Detect on page 44.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information, see Connecting an external TAD on page 51.)

Receive Mode settings

Ring Delay

The Ring Delay setting sets the number of times the machine rings before it answers in Fax and Fax/Tel modes.

If you have external or extension telephones on the same line as the machine, choose the maximum number of rings (see *Fax Detect* on page 44 and *Operation from external or extension telephones* on page 53).

1 Press



- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- Swipe up or down, or press ▲ or ▼ to display Ring Delay.
- 8 Press Ring Delay.
- 9 Press to choose how many times the line rings before the machine answers.
- 10 Press ...

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the Ring Delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T ring (pseudo/double-ring) for the time you set in the F/T Ring Time setting. If you hear the F/T ring it means that a voice caller is on the line.

Because the F/T ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone (for more information, see *Using Remote Codes* on page 53).

- 1 Press
- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- Swipe up or down, or press ▲ or ▼ to display F/T Ring Time.
- 8 Press F/T Ring Time.
- 9 Press how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
- 10 Press .

NOTE

Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.

Fax Detect

If Fax Detect is On:

The machine can receive a fax automatically, even if you answer the call. When you see Receiving on the Touchscreen or hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

If Fax Detect is off:

If you are at the machine and answer a fax call first by lifting the external handset, then press Fax Start, and then press Receive to receive the Fax.

If you answered at an extension telephone press ***51** (see Operation from external or extension telephones on page 53).

NOTE

- If this feature is set to on, but your machine does not connect a fax call when you lift an extension telephone handset, press the fax receive code *51.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.

1 Press



- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Fax.
- Press Fax.
- 5 Swipe up or down, or press **▲** or **▼** to display Setup Receive.
- 6 Press Setup Receive.
- 7 Swipe up or down, or press ▲ or ▼ to display Fax Detect.
- Press Fax Detect.
- Press on (or off).
- 10 Press .

Fax Preview (Black and White only)

How to preview a received fax

You can view received faxes on the

Touchscreen by pressing



(Fax) and



(Received Faxes). When the

machine is in Ready mode, a pop-up message will appear on the Touchscreen to alert you of new faxes.

Setting Fax Preview









(Fax Preview).

- 3 Press On (or Off).
- 4 Press Yes.
- The Touchscreen will tell you that any future faxes will not be printed as you receive them.
 - Press Yes.



NOTE

When Fax Preview is turned on, a backup copy of received faxes will not be printed for Fax Forwarding and PC-Fax Receiving operations, even if you set Backup Print to On.

Using Fax Preview

When you receive a fax, you will see a pop-up message on the Touchscreen. (For example: New Fax(es):01 [View])



Press View.

The Touchscreen will display the fax list.

NOTE

- Although printed faxes show the received date and time when Fax Receive Stamp is turned on, the Fax Preview screen will not show the received date and time.
- The fax list includes the old faxes and the new fax. The new fax is indicated by a blue mark next to the fax.
- To see a fax that has already been previewed, press Fax and Received Faxes.
- Swipe up or down, or press ▲ or ▼ to display the fax number of the fax you want.
- 3 Press the fax you want.

NOTE

- If your fax is large there may be a delay before it is displayed.
- The Touchscreen will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "xx."

Chapter 5

Press the Touchscreen or Touchpanel to perform the following operations.

	Description
•	Enlarge the fax.
Q	Reduce the fax.
▲ or ▼	Scroll vertically.
◀ or ▶	Scroll horizontally.
(A)	Rotate the fax clockwise.
	Delete the fax.
22.98	Press Yes to confirm.
	Go back to the previous page.
	Go to the next page.
₽	Go back to the fax list.
Start	Print the fax.

4 Press .

How to print a fax

- 1 Press (Fax)
- Press Received Faxes.
- 3 Press the fax you want.
- 4 Press Start.
- 5 Press .

How to print all faxes in the list

- 1 Press [(Fax).
- Press Received Faxes.
- 3 Press Print/Delete.
- 4 Do one of the following:
 - Press Print All(New Faxes) to print all faxes you have not yet viewed.
 - Press Print All(Old Faxes) to print all faxes you have viewed.
- 5 Press .

How to delete all faxes in the list

- 1 Press (Fax).
- Press Received Faxes.
- 3 Press Print/Delete.
- 4 Do one of the following:
 - Press Delete All (New Faxes) to delete all faxes you have not yet viewed.
 - Press Delete All(Old Faxes) to delete all faxes you have viewed.
- 5 Press Yes to confirm.
- 6 Press .

Turning off Fax Preview

- 1 Press .
- 2 Press (Fax Preview).
- 3 Press Off.
- 4 Press Yes to confirm.
- 5 If there are faxes stored in the memory, do one of the following:
 - If you do not want to print the stored faxes, press Continue.

Press Yes to confirm. Your faxes will be deleted.

- To print all the stored faxes, press Print All Faxes Before Delete.
- If you do not want to turn off Fax Preview, press Cancel.
- 6 Press .

6

Using PC-FAX

How to use PC-FAX

PC-Fax Receive (For Windows[®] only)

If you turn on the PC-Fax Receive feature your MFC will store received faxes in memory and send them to your computer automatically. You can then use your computer to view and store these faxes.

Even if you turn off your computer (at night or on the weekend, for example), your MFC will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear on the Touchscreen.

When you start your computer and the PC-Fax Receiving software runs, your MFC transfers your faxes to your computer automatically.

To transfer the received faxes you must have the PC-FAX Receiving software running on your PC.

Follow the instructions for the operating system you are using.

(Windows[®] XP, Windows Vista[®] and Windows[®] 7)

From the (Start) menu, select

All Programs > Brother > MFC-XXXX >

PC-FAX Receiving > Receive. (XXXX is your model name.)

■ (Windows[®] 8)

Click (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click PC-FAX Receive in the left navigation bar, and then click Receive.

On your machine, complete the following steps:

- 1 Press
- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Swipe up or down, or press ▲ or ▼ to display Memory Receive.
- 8 Press Memory Receive.
- 9 Press PC Fax Receive.
- The Touchscreen shows a reminder to start the PC-FAX Receiving program on your computer. If you have started the PC-FAX Receiving program, press OK. For more information about how to start the PC-FAX Receiving program, see Software User's Guide.
- Swipe up or down, or press ▲ or ▼ to display <usb> or your computer name if the machine is connected to a network. Press <usb> or your computer name. Press ok.
- 12 Press Backup Print: On or Backup Print: Off.

IMPORTANT

If you choose Backup Print: On, the machine will also print the fax at your machine so you will have a copy.

13 Press 🔼.

NOTE

- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your computer. Make sure your computer is connected and turned on (see Software User's Guide).
- If your machine has an error and is unable to print faxes from memory, you can use this setting to transfer your faxes to a computer (see *Transferring your faxes or* Fax Journal report on page 124).
- PC-Fax Receive is not supported in Mac OS.

PC-FAX Send

The Brother PC-FAX feature lets you use your computer to send a document from an application as a standard fax. You can send a file created in any application on your computer as a PC-FAX. You can even attach a cover page (for more information, see Software User's Guide).

How to send a PC-FAX:

Contact your application vendor if you need more support.

- From your application select File, and then Print. The Print dialog box will be displayed. (The steps may vary depending on your application.)
- Select the Brother PC-FAX v.3.
- 3 Click **OK**.
 The **Brother PC-FAX** user interface will be displayed.
- 4 Enter the recipient's fax number using your computer keyboard or by clicking the numeric keypad of the **Brother PC-FAX** user interface. You can also select a stored number from the **Address Book**.
- 5 Click when using your computer keyboard or the numeric keypad.
- 6 Click **Start**.

 Your document will be sent to the Brother machine and then faxed to the recipient.

7

Telephone and external devices

Telephone line services

Setting the telephone line type

If you are connecting the machine to a line that features a PBX or ISDN to send and receive faxes, it is necessary to change the Telephone Line Type accordingly by completing the following steps. If you are using a line that features a PBX, you can set your machine so that it always accesses the outside line (using the prefix you entered), or accesses the outside line when $\mathbb R$ is pressed.

- 1 Press
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Initial setup.
- 4 Press Initial setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Phone Line Set.
- 6 Press Phone Line Set.
- 7 Press PBX, ISDN (or Normal).
- 8 Do one of the following:
 - If you chose ISDN or Normal, go to step ②.
 - If you chose PBX, go to step ⑨.

9 Press On or Always.

NOTE

- If you choose On, pressing R will let you access an outside line.
- If you choose Always, you can access an outside line without pressing R.
- 10 Do one of the following:
 - If you want to change the current prefix number, press Dial Prefix and go to step 1.
 - If you do not want to change the current prefix number, go to step ②.
- 11 Enter the prefix number (up to 5 digits) on the dial pad.

 Press OK.

NOTE

You can use the numbers and symbols 0 to 9, #, * and !. (You cannot use! with any other numbers and symbols.)

12 Press .

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 R is pressed.

Connecting an external TAD

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will "listen" for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the display will show Telephone.

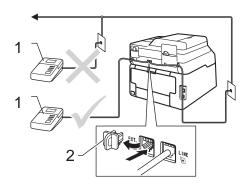
The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

NOTE

If you have problems receiving faxes, reduce the Ring Delay setting on your external TAD.

Connections

The external TAD must be connected as shown in the illustration below.



- 1 TAD
- 2 Protective Cap
 - Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
- Record the outgoing message on your external TAD.
- Set the TAD to answer calls.
- 4 Set the Receive Mode on your machine to External TAD (see *Choosing the receive mode* on page 40).

Recording an outgoing message (OGM)

- 1 Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Remote Activation code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax."

NOTE

- You must turn the Remote Codes setting to On to use the Remote Activation code *51 (see *Using Remote Codes* on page 53).
- We recommend beginning your OGM with an initial 5 second silence because the machine may not hear the fax tones over a voice. You may try leaving out this pause, but if your machine has trouble receiving faxes, then you should re-record the OGM to include it.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate correctly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

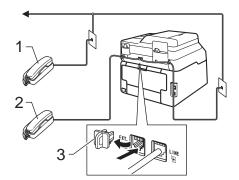
External and extension telephones

NOTE

You must turn the Remote Codes setting to on to use the Remote Activation Code *51 and Remote Deactivation Code #51 (see *Using Remote Codes* on page 53).

Connecting an external or extension telephone

You can connect a separate telephone directly to your machine as shown in the diagram below.



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

Operation from external or extension telephones

If you answer a fax call on an extension telephone, or an external telephone that is correctly connected to the machine into the correct socket on the machine, you can make your machine take the call by using the Remote Activation code. When you press the Remote Activation code *51 the machine starts to receive the fax.

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press *51 and wait for the chirp or until the Touchscreen shows Receiving, and then hang up.

NOTE

You can also use the Fax Detect feature to make your machine automatically take the call (see *Fax Detect* on page 44).

For Fax/Tel mode only

When the machine is in Fax/Tel mode, it will use the F/T Ring Time (fast double-ringing) to alert you to pick up a voice call.

Lift the external telephone's handset, and then press Pickup to answer.

If you are at an extension telephone, you will need to lift the handset during the F/T Ring Time and then press #51 between the fast double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing *51.

Using a non-Brother cordless external handset

If your non-Brother cordless telephone is connected to the telephone line cord (see page 52) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press Pickup to transfer the call to the cordless handset.

Using Remote Codes

Remote Activation Code

If you answer a fax call on an external or extension telephone, you can tell your machine to receive it by pressing the Remote Activation Code *51. Wait for the chirping sounds then replace the handset (see *Fax Detect* on page 44). Your caller will have to press Start to send the fax.

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing Fax Start and then pressing Receive.

Remote Deactivation Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T ring (fast double-ring) after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing #51 (make sure you press this between the rings).

If the machine answers a voice call and fast double-rings for you to take over, you can take the call at the external telephone by pressing Pickup.

Turning on the Remote Codes

You must turn the Remote Codes setting to on to use the Remote Activation Code and Remote Deactivation Code.

- 1 Press
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- 7 Swipe up or down, or press ▲ or ▼ to display Remote Codes.
- 8 Press Remote Codes.
- 9 Press Remote Codes.
- 10 Press on.
- If you do not want to change the Remote Activation Code, press on the Touchscreen.
- 12 Press .

Changing the Remote Codes

The preset Remote Activation Code is *51. The preset Remote Deactivation Code is #51. If you are always disconnected when accessing your External TAD, try changing the three-digit remote codes, for example ### and 555.

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Fax.
- 4 Press Fax.
- 5 Swipe up or down, or press ▲ or ▼ to display Setup Receive.
- 6 Press Setup Receive.
- Swipe up or down, or press ▲ or ▼ to display Remote Codes.
- 8 Press Remote Codes.
- 9 Do one of the following:
 - If you want to change the Remote Activation Code, press Act.Code. Enter the new code, and then press OK.
 - If you want to change the Remote Deactivation Code, press Deact.Code. Enter the new code, and then press OK.
 - If you do not want to change the Codes, go to step •
 - If you want to turn the Remote Codes On or Off, press Remote Codes.
 Press On or Off.
- 10 Press ...

8

Dialling and storing numbers

How to dial

You can dial in any of the following ways.

Manual dialling

- 1 Load your document.
- 2 Do one of the following:
 - When Fax Preview is set to Off, press (Fax).
 - When Fax Preview is set to On, press

 (Fax) and Sending Faxes.
- 3 Press all digits of the fax number.



4 Press Fax Start.

Dialing from the Address Book

- 1 Load your document.
- 2 Press [(Fax)
- 3 Press Address Book.
- 4 Do one of the following:
 - Swipe up or down, or press ▲ or ▼ to display the number you want.
 - Press Q, and then enter the first letter of the name and press OK.
- 5 Press the number or the name you want.
- 6 To send a fax, press Apply.
- Press Fax Start.
 The machine scans and sends the fax.

Fax redial

If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals.

Redial only works if you dialled from the machine.

Storing numbers

You can set up your machine to do the following types of easy dialling: Address Book and Groups for broadcasting faxes. When you dial an Address Book number, the Touchscreen shows the number.

NOTE

If you lose electrical power, the Address Book numbers that are in the memory will not be lost.

Storing a pause

Press Pause to insert a 2.8-second pause between numbers. You can press Pause as many times as needed to increase the length of the pause.

Storing Address Book numbers

You can store up to 200 Addresses with a name.

- Press Address Book.
- Press Edit.
- Press Add New Address.
- Press Name.
- 6 Enter the name using the keyboard on the Touchscreen (up to 15 characters). (To help you enter letters, see Entering text on page 206.) Press ok.
- Press Address.
- Enter the fax or telephone number using the keyboard on the Touchscreen (up to 20 digits). Press OK.

NOTE

If you downloaded Internet Fax:

If you want to store an E-mail address to use with Internet Fax or Scan to E-mail and enter the E-mail server, press address (see Entering text on page 206),

9 Press OK.

and press OK.

- Do one of the following:
 - To store another Address Book number, repeat steps 3 - 10.
 - To finish storing numbers, press



8

Changing Address Book names or numbers

You can change or delete an Address Book name or number that has already been stored.

If the stored number has a scheduled job, such as a delayed fax or a fax forwarding number, it will be dimmed on the Touchscreen. You cannot select the number to make changes or to delete it unless you first cancel the scheduled job (see Advanced User's Guide, Checking and cancelling waiting jobs).

- 1 Press (Fax).
- 2 Press Address Book.
- 3 Press Edit.
- 4 Do one of the following:
 - Press Change to edit the names or numbers. Go to step **6**.
 - Press Delete to display Delete. Delete numbers by pressing them to display a red check mark.

Press OK.

Press Yes to confirm. Go to step 9.

- 5 Swipe up or down, or press ▲ or ▼ to display the number you want.
- 6 Press the number you want.
- 7 Do the following:
 - To change the name, press Name. Enter the new name (up to 15 characters) using the keyboard on the Touchscreen. (To help you enter letters, see *Entering text* on page 206).

Press ok.

■ To change the fax or telephone number, press Address. Enter the new fax or telephone number (up to 20 digits) using the keyboard on the Touchscreen.

Press OK.

NOTE

How to change the stored name or number:

To change a character, press ◀ or ▶ to position the cursor to highlight the incorrect character, and then press ☑. Enter the new character or number.

8 Press OK to finish.

To change another Address Book number, repeat steps 3 - 3.

9 Press ...

Making copies

How to copy

The following steps show the basic copy operation.

- Do one of the following to load your document:
 - Place the document face up in the ADF (see Using the automatic document feeder (ADF) on page 34).
 - Load your document face down on the scanner glass (see Using the scanner glass on page 35).
- Press the Copy button on the Touchscreen.



■ The Touchscreen shows



1 No. of Copies

You can enter the number of copies by using the dial pad.

- For multiple copies, enter the two-digit number (up to 99).
- Press Colour Start or Mono Start.

Stop copying

To stop copying, press X.



Copy preset settings

You can copy with a variety of settings that are already set up for you in the machine simply by pressing them.

The following preset settings are available.

- Receipt
- Normal
- 2in1(ID)
- 2in1
- \blacksquare 2-sided(1 \Rightarrow 2)
- \blacksquare 2-sided(2 \Rightarrow 2) (MFC-9340CDW)
- Paper Save
- Load your document.
- (Copy).
- Swipe left or right to display Receipt, Normal, 2in1(ID), 2in1, $2-sided(1\Rightarrow 2), 2-sided(2\Rightarrow 2)$ or Paper Save.
- Enter the number of copies you want.
- Do one of the following:
 - To change more settings, go to step 6.
 - If you have finished changing settings, go to step 9.
- Press Options.
- Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.

Swipe up or down, or press ▲ or ▼ to display the available options, and then press your new option. Repeat steps and ⑤ for each setting you want. If you have finished changing the settings, press ok.

NOTE

Save the settings as a Shortcut by pressing Save as Shortcut.

9 Press Colour Start or Mono Start.

Copy Options

You can change the following copy settings. Press Copy and then press Options. Swipe up or down, or press ▲ or ▼ to scroll through the copy settings. When the setting you want is displayed, press it and choose your option. When you have finished changing the options, press OK.

(Advanced User's Guide)

For more information about changing the following settings, see Advanced User's Guide: *Copy settings*:

- Quality
- Enlarge/Reduce
- Density
- Contrast
- Stack/Sort
- Page Layout
- 2in1(ID)
- Colour Adjust
- 2-sided Copy
- 2-sided Copy Page Layout (MFC-9340CDW)
- Remove Background Colour
- Save as Shortcut

Printing data from a USB Flash memory drive or digital camera supporting mass storage (For MFC-9330CDW and MFC-9340CDW)

With the Direct Print feature, you do not need a computer to print data. You can print by just plugging your USB Flash memory drive into the machine's USB direct interface. You can also connect and print directly from a camera set to USB mass storage mode.

You can use a USB Flash Memory Drive that has the following specifications:

USB Class	USB Mass Storage Class
USB Mass Storage Sub Class	SCSI or SFF-8070i
Transfer protocol	Bulk transfer Only
Format ¹	FAT12/FAT16/FAT32
Sector size	Max. 4096 Byte
Encryption	Encrypted devices are not supported.

NTFS format is not supported.

NOTE

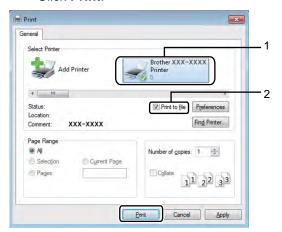
- Some USB Flash memory drives may not work with the machine.
- If your camera is in PictBridge mode, you cannot print data. See the documentation supplied with your camera to switch from PictBridge mode to mass storage mode.

Creating a PRN file for direct printing

NOTE

The screens in this section may vary depending on your application and operating system.

- From the menu bar of an application, click File, then Print.
- Choose Brother MFC-XXXX Printer (1) and check the Print to file box (2). Click Print.



Choose the folder you want to save the file to and enter the file name if prompted.

If you are prompted for a file name only, you can also specify the folder you want to save the file in by entering the directory name. For example: C:\Temp\FileName.prn

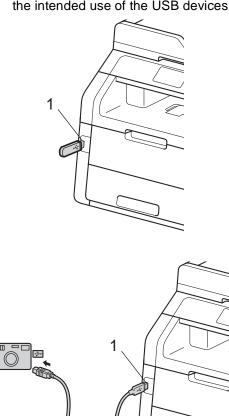
If a USB Flash memory drive is connected to your computer, you can save the file directly to the USB Flash memory drive.

Printing data directly from the USB Flash memory drive or digital camera supporting mass storage

NOTE

- Make sure your digital camera is turned on.
- Your digital camera must be switched from PictBridge mode to mass storage mode.

1 Connect your USB Flash memory drive or digital camera to the USB direct interface (1) on the front of the machine. The Touchscreen will automatically show the USB memory menu to confirm the intended use of the USB devices.



NOTE

- If an error occurs, the USB memory menu will not appear on the Touchscreen.
- When the machine is in Deep Sleep mode, the Touchscreen does not show any information even if you connect a USB flash memory drive to the USB direct interface. Press the Touchscreen to wake up the machine.

2 Press Direct Print.

NOTE

If your machine has been set to Secure Function Lock On, you may not be able to access Direct Print (see Advanced User's Guide: *Switching Users*).

Swipe up or down, or press ▲ or ▼ to choose the folder name and file name you want.

If you have selected the folder name, swipe up or down, or press ▲ or ▼ to choose the file name you want.

NOTE

If you want to print an index of the files, press Index Print on the Touchscreen. Press Colour Start or Mono Start to print the data.

- 4 Do one of the following:
 - Press Print Settings. Go to step **⑤**.
 - If you do not want to change the current settings, go to step ③.
- Swipe up or down, or press ▲ or ▼ to display the setting you want.
- 6 Press the option you want.

NOTE

You can choose the following settings:

Paper Type
Paper Size
Multiple Page
Orientation
2-sided
Collate
Print Quality
PDF Option

• Depending on the file type, some of these settings may not appear.

- 7 Do one of the following:
 - To change another setting, repeat step **⑤**.
 - If you do not want to change other settings, press OK and go to step ⑧.
- 8 Enter the number of copies you want using the touchpanel.
- 9 Press Colour Start or Mono Start to print the data.
- 10 Press .

IMPORTANT

- To prevent damage to your machine, DO NOT connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.
- DO NOT remove the USB Flash memory drive or digital camera from the USB direct interface until the machine has finished printing.

10

Changing the default settings for direct print

You can change the default settings for Direct Print.

- 1 Connect your USB Flash memory drive or digital camera to the USB direct interface on the front of the machine.
- 2 Press Direct Print.
- 3 Press DefaultSettings.
- Swipe up or down, or press ▲ or ▼ to display the setting you want. Press the setting.
- 5 Press the new option you want. Repeat steps 4 and 5 for each setting you want to change.
- 6 Press OK.

11

How to print from a computer

Printing a document

The machine can receive data from your computer and print it. To print from a computer, you must install the printer driver.

(For more information about printer driver settings, see Software User's Guide)

- 1 Install the Brother printer driver from the CD-ROM (see Quick Setup Guide).
- 2 From your application, choose the Print command.
- 3 Choose the name of your machine in the Print dialog box and click Properties (or Preferences, depending on the application you are using).
- 4 Choose the settings you want to change in the **Properties** dialog box, and then click **OK**.
 - Paper Size
 - Orientation
 - Copies
 - Media Type
 - Print Quality
 - Colour / Mono
 - Document Type
 - Multiple Page
 - 2-sided / Booklet
 - Paper Source
- Click Print to begin printing.

12 How to scan to a computer

Before scanning

To use the machine as a scanner, install a scanner driver. If the machine is on a network, configure it with a TCP/IP address.

- Install the scanner drivers from the CD-ROM (see Quick Setup Guide: *Install MFL-Pro Suite*).
- Configure the machine with a TCP/IP address if network scanning does not work (see Software User's Guide).

Scanning a document as a PDF file using ControlCenter4 (Windows®)

(For Macintosh users, see Software User's Guide.)

NOTE

The screens on your computer may vary depending on your model.

ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often. Using ControlCenter4 eliminates the need to manually launch specific applications. You can use ControlCenter4 on your computer.

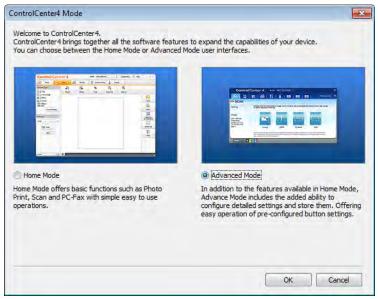
- 1 Load your document (see How to load documents on page 34).
- 2 Follow the instructions for the operating system you are using.
 - (Windows[®] XP, Windows Vista[®] and Windows[®] 7)

Open ControlCenter4 by clicking (Start) > All Programs > Brother > XXX-XXXX (where XXX-XXXX is your model name) > ControlCenter4. The ControlCenter4 application will open.

■ (Windows[®] 8)

Click (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click SCAN in the left navigation bar, and then click ControlCenter4. The ControlCenter4 application will open.

3 If the ControlCenter4 Mode screen appears, choose the **Advanced Mode** and then click **OK**.

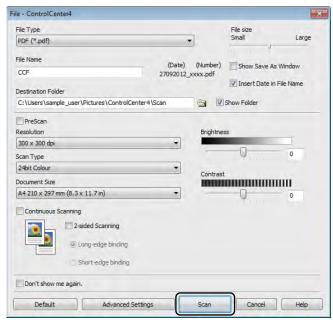


- 4 Make sure the machine you want to use is selected from the **Model** drop-down list.
- 5 Click File.



6 Press Scan.

The machine starts the scanning process. The folder where the scanned data is saved will open automatically.



How to scan a document as a PDF file using the Touchscreen

- 1 Load your document (see How to load documents on page 34).
- 2 Press Scan.



3 Swipe left or right to display to File.



will be displayed in the centre of the Touchscreen highlighted in blue.

Press OK.
When the machine is connected to a network, press the computer name.
Do one of the following:

- If you want to use the default settings, go to step ⑨.
- If you want to change the default settings, go to step **⑤**.
- 5 Press Options.
- 6 Press Set with Touch Panel.
 Press On.
- 7 Choose the settings for 2-sided Scan ¹, Scan Type, Resolution, File Type, Scan Size and Remove Background Colour as needed.
- 8 Press ok.
- 9 Press Start.
 The machine starts the scanning process.
- ¹ MFC-9340CDW

NOTE

The following scan modes are available.

- to USB (MFC-9330CDW and MFC-9340CDW)
- to Network (Windows®)
- to FTP
- to E-mail Server
- to E-mail
- to Image
- to OCR
- to File
- WS Scan 1 (Web Services Scan)

Windows® users only (Windows Vista® SP2 or later, Windows® 7 and Windows® 8) (See Software User's Guide.)

A

Routine maintenance

Replacing the consumable items

You must replace the consumable items when the machine indicates that the life of the consumable is over. You can replace the following consumable items by yourself:

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.

NOTE

The drum unit and toner cartridge are two separate consumables. Make sure both are installed as an assembly. If the toner cartridge is placed in the machine without the drum unit, the message Drum! may be displayed.

Toner cartridge	Drum unit
See Replacing the toner cartridges on page 74.	See Replacing the drum units on page 81.
Model Name: TN-261BK, TN-261C, TN-261M, TN-261Y, TN-265C, TN-265M, TN-265Y	Model Name: DR-261CL (4 pc. drum set) or DR-261CL-BK, DR-261CL-CMY (single drums)
Belt unit	Waste toner box
See Replacing the belt unit on page 88.	See Replacing the waste toner box on page 91.
Model Name: BU-220CL	
Widder Name. BU-220GL	Model Name: WT-220CL

The messages in the table appear on the Touchscreen in Ready mode. These messages provide advanced warnings to replace the consumable items before they reach end of life. To avoid any inconvenience, you may want to buy spare consumable items before the machine stops printing.

Touchscreen messages	Consumable item to prepare	Approximate life	How to replace	Model name
Toner Low	Toner cartridge	<black></black>	See page 74.	TN-261BK ⁵
Prepare New Toner Cartridge.	BK = Black	2,500 pages ^{1 2 5}		TN-261C ⁵
	C = Cyan M = Magenta	<cyan, magenta,<br="">Yellow> 1,400 pages ^{1 2 5} 2,200 pages ^{1 2 6}</cyan,>		TN-261M ⁵
	Y = Yellow			TN-261Y ⁵
				TN-265C ⁶
				TN-265M ⁶
				TN-265Y ⁶
Drum End SoonX	1 Drum unit	15,000 pages ^{1 3 4}	See page 83.	4 Drum units:
	X = BK, C, M, Y			DR-261CL
	вк = Black			
	c = Cyan			1 Drum unit:
	м = Magenta			DR-261CL-BK
	Y = Yellow			DR-261CL-CMY
Belt End Soon	Belt unit	50,000 pages ¹	See page 88.	BU-220CL
WT Box End Soon	Waste toner box	50,000 pages ¹	See page 91.	WT-220CL

¹ A4 or Letter size single-sided pages.

Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ 1 page per job

⁴ Drum life is approximate and may vary by type of use.

Standard toner cartridge

⁶ High yield toner cartridge

You must clean the machine regularly and replace the consumable items when the messages in the table are displayed on the Touchscreen.

Touchscreen messages	Consumable item to replace	Approximate life	How to replace	Model name
shows the toner	Toner cartridge	<black></black>	See page 74.	TN-261BK ⁵
	The Touchscreen	2,500 pages ^{1 2 5}		TN-261C ⁵
	cartridge colour	<cyan, magenta,<br="">Yellow> 1,400 pages ^{1 2 5} 2,200 pages ^{1 2 6}</cyan,>		TN-261M ⁵
				TN-261Y ⁵
	BK = Black			TN-265C ⁶
	C = Cyan			TN-265M ⁶
				TN-265Y ⁶
	Y = Yellow			
Replace DrumX	Drum unit	15,000 pages ^{1 3 4}	See page 83.	4 Drum units:
	X = BK, C, M, Y			DR-261CL
	BK = Black			
	c = Cyan			1 Drum unit:
	м = Magenta			DR-261CL-BK
	Y = Yellow			DR-261CL-CMY
Drum Stop	Drum unit			
Replace Belt	Belt unit	50,000 pages ¹	See page 88.	BU-220CL
Replace WT Box	Waste toner box	50,000 pages ¹	See page 91.	WT-220CL
Replace Fuser	Fuser unit	50,000 pages ¹	Contact Brother customer service or your local Brother dealer for a replacement fuser unit.	
Replace PF kit	Paper feeding kit	50,000 pages ¹	Contact Brother customer service or your local Brother dealer for a replacement paper feeding kit.	

¹ A4 or Letter size single-sided pages.

² Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ 1 page per job

⁴ Drum life is approximate and may vary by type of use.

⁵ Standard toner cartridge

⁶ High yield toner cartridge

NOTE

- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.
- We recommend placing used consumable items on a piece of paper to prevent accidentally spilling or scattering the material inside.
- If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.
- The projected life for each of the toner cartridges is based on ISO/ICE 19798. Frequency of replacement will vary depending on the print volume, percentage of coverage, types of media used, and powering on/off the machine.
- Frequency of replacement consumables except toner cartridges will vary depending on the print volume, types of media used, and powering on/off the machine.

Replacing the toner cartridges

Model Name: TN-261BK ¹, TN-261C ¹, TN-261M ¹, TN-261Y ¹, TN-265C ², TN-265M ², TN-265Y ²

The Standard toner cartridge can print approximately 2,500 pages ³ (Black) or approximately 1,400 pages ³ (Cyan, Magenta, Yellow). The High Yield toner cartridge can print approximately 2,200 pages ³ (Cyan, Magenta, Yellow). Actual page count will vary depending on your average type of document.

When a toner cartridge is running low, the Touchscreen shows Toner Low.

The toner cartridges that come supplied with the machine must be replaced after approximately 1,000 pages ³.

- Standard toner cartridge
- ² High yield toner cartridge
- Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

NOTE

- The indication of remaining toner life will vary depending on the types of documents printed and customer's usage.
- It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.
- To ensure high quality printing, we recommend that you use only Brother Original toner cartridges. When you want to buy toner cartridges, contact Brother customer service or your local Brother dealer.
- We recommend that you clean the machine when you replace the toner cartridge (see Cleaning and Checking the machine on page 97).
- DO NOT unpack the new toner cartridge until you are ready to install it.

Toner Low

If the Touchscreen shows Toner Low, buy a new toner cartridge for the colour indicated on the Touchscreen and have it ready before you get a Replace Toner message.

Replace Toner

When the Touchscreen shows

Replace Toner the machine will stop
printing until you replace the toner cartridge.

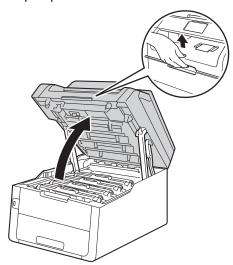
The Touchscreen shows the toner cartridge colour that you must replace. (BK=Black, C=Cyan, M=Magenta, Y=Yellow).

A new Brother Original toner cartridge will reset the Replace Toner message.

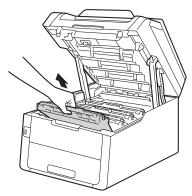
A

Replacing the toner cartridges

- 1 Make sure the machine is turned on.
- Open the top cover until it locks in the open position.



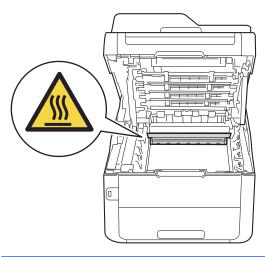
3 Remove the toner cartridge and drum unit assembly for the colour shown on the Touchscreen.



▲ WARNING

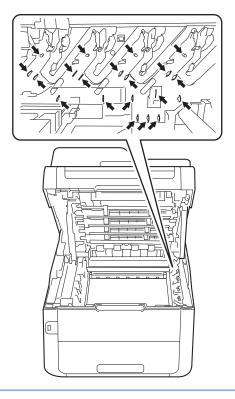


After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

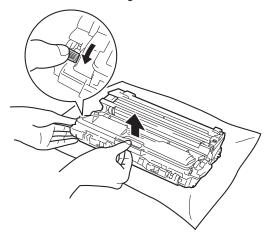


IMPORTANT

- We recommend that you place the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



Push down the green lock lever and take the toner cartridge out of the drum unit.



▲ WARNING



- DO NOT put a toner cartridge or a toner cartridge and drum unit assembly into a fire. It could explode, resulting in injuries.
- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

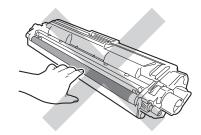
(See Product Safety Guide: General precautions.)



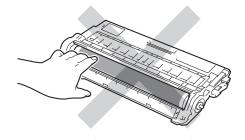
IMPORTANT

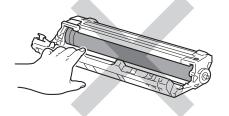
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

<Toner cartridge>



<Drum unit>



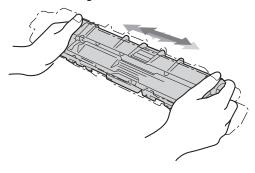


 We recommend that you place the toner cartridge on a clean, flat, level, stable surface with disposable paper underneath it in case you accidentally spill or scatter toner.

NOTE

- Be sure to seal up the used toner cartridge tightly in a bag so that toner powder does not spill out of the cartridge.
- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.

Unpack the new toner cartridge. Hold the cartridge level with both hands and gently shake it from side to side several times to spread the toner evenly inside the cartridge.

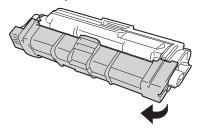


IMPORTANT

- Unpack the toner cartridge just before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
- If an unpacked drum unit is placed in direct sunlight (or room light for long periods of time), the unit may be damaged.
- Brother machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with Brother Original toner cartridges. Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than Brother Original cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other parts of this machine as a result of the use of toner or toner cartridges other than Brother Original products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.

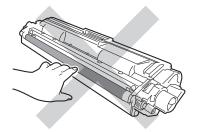


6 Pull off the protective cover.

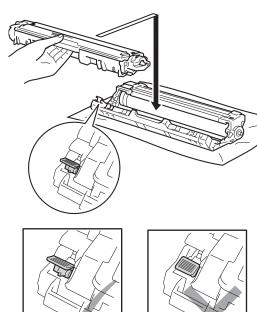


IMPORTANT

Put the new toner cartridge in the drum unit immediately after you remove its protective cover. To prevent any degradation to the print quality, DO NOT touch the shaded parts shown in the illustrations.



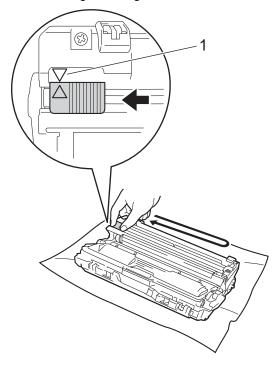
Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in correctly, the green lock lever on the drum unit will lift automatically.



NOTE

Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

8 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



NOTE

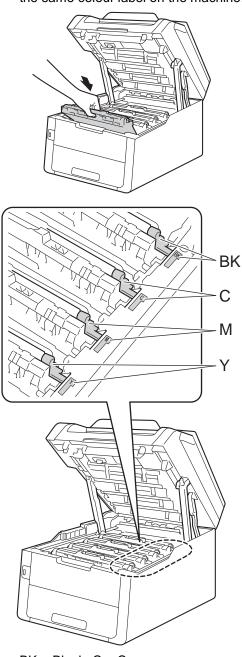
Be sure to return the tab to the Home position (\blacktriangle) (1). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

9 Repeat step 3 and step 3 to clean each of three remaining corona wires.

NOTE

When cleaning the corona wires, you do not have to remove the toner cartridge from the drum unit.

Slide each toner cartridge and drum unit assembly into the machine. Make sure you match the toner cartridge colour to the same colour label on the machine.



BK = Black, C = Cyan, M = Magenta, Y= Yellow



Close the top cover of the machine.

NOTE

After replacing a toner cartridge, DO NOT turn off the machine or open the top cover until the Touchscreen clears the Please wait. message and returns to Ready mode.

Replacing the drum units

Model Name: DR-261CL 4 pc. Drum Set or single drum units DR-261CL-BK, DR-261CL-CMY

A new drum unit can print approximately 15,000 A4 or Letter size single-sided pages.

DR-261CL Drum Set contains four drum units, one Black (DR-261CL-BK) and three Colour (DR-261CL-CMY).

DR-261CL-BK contains one Black drum. DR-261CL-CMY contains one Colour drum.

Drum wear and tear occurs due to general use, rotation of the drum and interaction with paper, toner and other materials in the paper path. In designing this product, Brother decided to use the number of rotations of the drum as a reasonable determinant of the drum life. When a drum reaches the factory-established rotation limit corresponding to the rated page yield, the product's Touchscreen LCD will advise you to replace the applicable drum(s). The product will continue to function; however, print quality may not be optimal.

As the drums rotate in unison during the various stages of operation (regardless of whether toner is deposited on the page) and because damage to a single drum unit is not likely, you must replace all of the drums at once (unless you replaced an individual drum [DR-261CL-BK for Black and DR-261CL-CMY for Colour] for reasons other than reaching its rated life). For your convenience, Brother sells the drum units as a set of four (DR-261CL).

IMPORTANT

For best performance, use a Brother Original drum unit and Brother Original toner units. Printing with a third-party drum unit or toner unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage may not apply to problems caused by the use of a third-party drum or toner unit.

Drum!

The corona wires are dirty. Clean the corona wires in the four drum units (see *Cleaning the corona wires* on page 101).

If you cleaned the corona wires and the Drum! error is still displayed on the Touchscreen, then the drum unit is at the end of its life. Replace the drum units with a new set.

Drum End SoonX

If only a specified drum is near the end of its life, the Touchscreen shows the Drum End SoonX message. The X indicates the drum unit colour that is near the end of its life. (BK=Black, C=Cyan, M=Magenta, Y=Yellow). We recommend you keep Brother Original drum units ready for installation. Buy a new drum unit DR-261CL-BK (for Black) or a DR-261CL-CMY (for either C, M, Y colour) and have it ready before you get a Replace DrumX message.

Replace DrumX

If only a specified drum needs to be replaced, the Touchscreen shows the Replace DrumX message. The x indicates the drum unit colour that you must replace. (BK=Black, C=Cyan, M=Magenta, Y=Yellow)

The drum unit has exceeded its rated life. Replace the drum unit with a new one. We recommend a Brother Original drum unit be installed at this time.

When you replace the drum unit with a new one, you must reset the drum counter. Instructions of how to do this can be found in the box your new drum unit came in.

Drum Stop

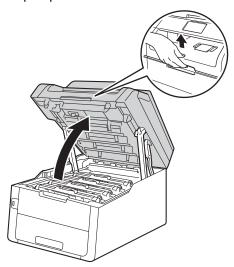
We cannot guarantee the print quality. Replace the drum unit with a new one. We recommend a Brother Original drum unit be installed at this time.

When you replace the drum unit with a new one, you must reset the drum counter. Instructions of how to do this can be found in the box your new drum unit came in.

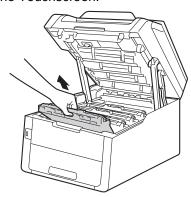
Replacing the drum units

IMPORTANT

- While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- Every time you replace the drum unit, clean the inside of the machine (see *Cleaning and Checking the machine* on page 97).
- DO NOT unpack the new drum unit until you are ready to install it. Exposure to direct sunlight (or room light for long periods of time) may damage the drum unit.
- 1 Make sure the machine is turned on.
- Open the top cover until it locks in the open position.



Remove the toner cartridge and drum unit assembly for the colour shown on the Touchscreen.



A WARNING

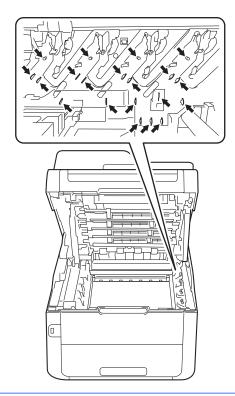
★ HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

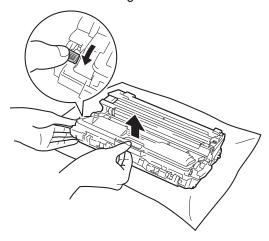


IMPORTANT

- We recommend that you place the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



4 Push down the green lock lever and take the toner cartridge out of the drum unit.



▲ WARNING



- DO NOT put a toner cartridge or a toner cartridge and drum unit assembly into a fire. It could explode, resulting in injuries.
- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

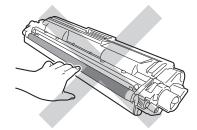
(See Product Safety Guide: General precautions.)



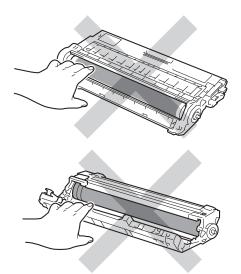
IMPORTANT

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

<Toner cartridge>



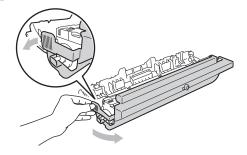
<Drum unit>



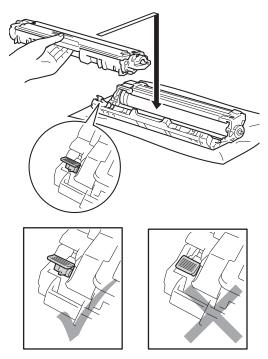
 We recommend that you place the toner cartridge on a clean, flat, level, stable surface with disposable paper underneath it in case you accidentally spill or scatter toner.

NOTE

- Be sure to seal up the used drum unit tightly in a bag so that toner powder does not spill out of the drum unit.
- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.
- 5 Unpack the new drum unit.
- 6 Pull off the protective cover.



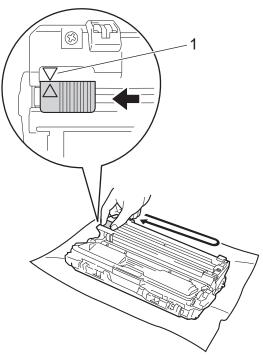
Put the toner cartridge firmly into the new drum unit until you hear it lock into place. If you put the cartridge in correctly, the green lock lever will lift automatically.



NOTE

Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

8 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



NOTE

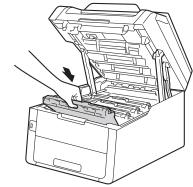
Be sure to return the tab to the Home position (**A**) (1). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

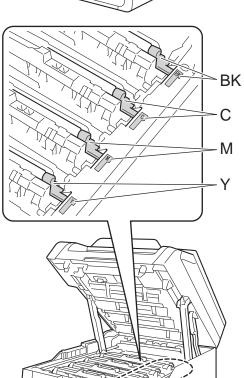
9 Repeat step 3 and step 3 to clean each of the three remaining corona wires.

NOTE

When cleaning the corona wires, you do not have to remove the toner cartridge from the drum unit.

Slide each toner cartridge and drum unit assembly into the machine. Make sure you match the toner cartridge colour to the same colour label on the machine.





BK = Black, C = Cyan, M = Magenta, Y= Yellow

- 11 Close the top cover of the machine.
- When you replace the drum unit with a new one, you must reset the drum counter. Instructions of how to do this can be found in the box your new drum unit came in.

Replacing the belt unit

Model name: BU-220CL

A new belt unit can print approximately 50,000 A4 or Letter size single-sided pages.

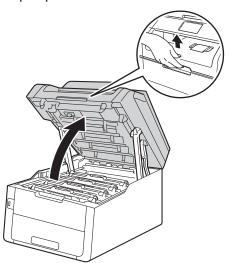
Replace Belt

When the Replace Belt message appears on the Touchscreen, you must replace the belt unit.

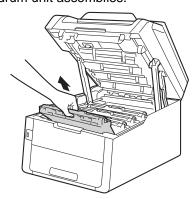
When you replace the belt unit with a new one, you must reset the belt unit counter. Instructions of how to do this can be found in the box your new belt unit came in.

IMPORTANT

- DO NOT touch the surface of the belt unit.
 If you touch it, it could decrease print quality.
- Damage caused by incorrect handling of the belt unit may void your warranty.
- Make sure the machine is turned on.
- Open the top cover until it locks in the open position.



Remove all of the toner cartridge and drum unit assemblies.



WARNING

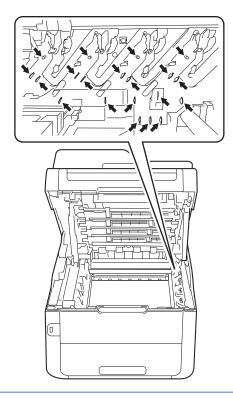
⚠ HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

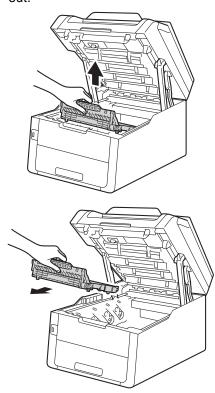


IMPORTANT

- We recommend that you place the toner cartridge and drum unit assemblies on a clean, flat surface with disposable paper underneath them in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

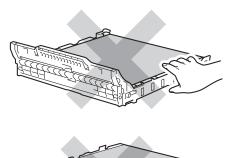


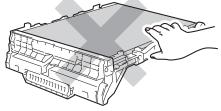
4 Hold the green handle of the belt unit and lift the belt unit up, and then pull it out.



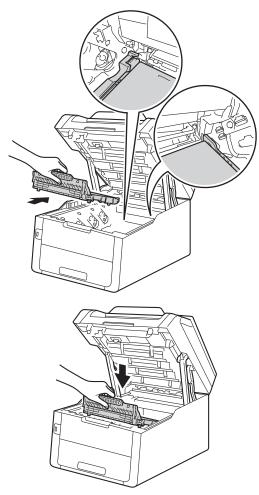
IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

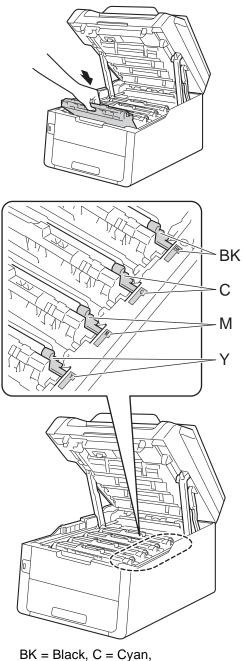




Unpack the new belt unit and put the new belt unit in the machine.



6 Slide each toner cartridge and drum unit assembly into the machine, making sure you match the toner cartridge colours to the same colour labels on the machine.



BK = Black, C = Cyan, M = Magenta, Y= Yellow

- 7 Close the top cover of the machine.
- 8 When you replace the belt unit with a new one, you must reset the belt unit counter. Instructions of how to do this can be found in the box your new belt unit came in.

Replacing the waste toner box

Model name: WT-220CL

The life of a waste toner box is approximately 50,000 A4 or Letter size single-sided pages.

WT Box End Soon

If the Touchscreen shows

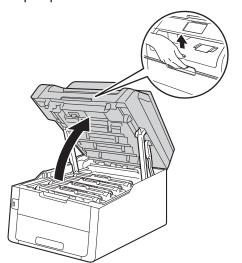
WT Box End Soon, it means the waste toner box is near the end of its life. Buy a r

toner box is near the end of its life. Buy a new waste toner box and have it ready before you get a Replace WT Box message.

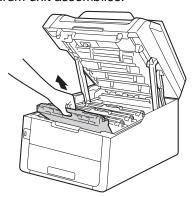
Replace WT Box

When the Replace $\mbox{WT Box}$ message appears on the Touchscreen, you must replace the waste toner box.

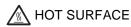
- 1 Make sure the machine is turned on.
- Open the top cover until it locks in the open position.



Remove all of the toner cartridge and drum unit assemblies.



▲ WARNING

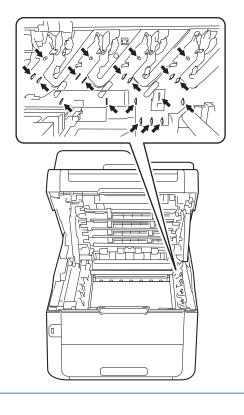


After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

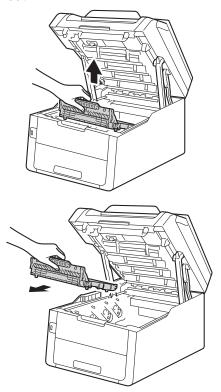


IMPORTANT

- We recommend that you place the toner cartridge and drum unit assemblies on a clean, flat surface with disposable paper underneath them in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

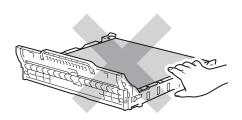


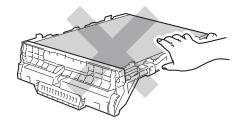
4 Hold the green handle of the belt unit and lift the belt unit up, and then pull it out.



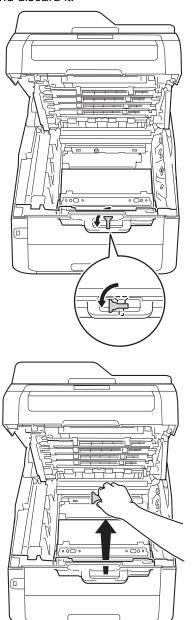
IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.





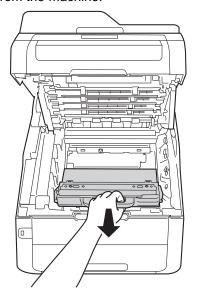
5 Remove the orange packing material and discard it.



NOTE

This step is only necessary when you are replacing the waste toner box for the first time, and is not required for the replacement waste toner box. The orange packing piece is installed at the factory to protect your machine during shipment.

Hold the green handle of the waste toner box and remove the waste toner box from the machine.



▲ WARNING





- DO NOT put the waste toner box into a fire. It could explode, resulting in injuries.
- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

(See Product Safety Guide: General precautions.)









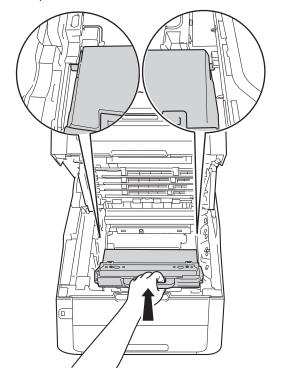
IMPORTANT

DO NOT reuse the waste toner box.

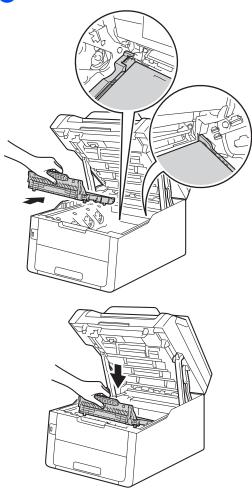
NOTE

- Be sure to seal up the waste toner box tightly in a bag so that toner powder does not spill out of the waste toner box.
- Discard the used waste toner box according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

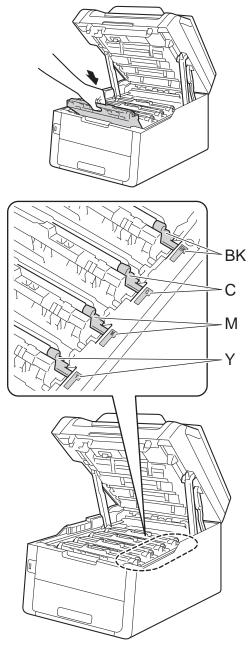
7 Unpack the new waste toner box and place it in the machine.



8 Put the belt unit back in the machine.



9 Slide each toner cartridge and drum unit assembly into the machine, making sure you match the toner cartridge colours to the same colour labels on the machine.



BK = Black, C = Cyan, M = Magenta, Y= Yellow

Olose the top cover of the machine.

Cleaning and Checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

MARNING





- DO NOT put a toner cartridge or a toner cartridge and drum unit assembly into a fire. It could explode, resulting in injuries.
- DO NOT use flammable substances. any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

(See Product Safety Guide: General precautions.)









IMPORTANT

- · Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the surface of the machine.
- DO NOT use cleaning materials that contain ammonia.
- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

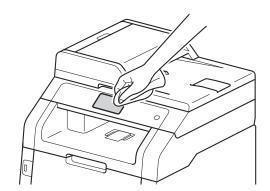
Cleaning the outside of the machine

IMPORTANT -

DO NOT use any type of liquid cleaners (including ethanol).

Cleaning the Touchscreen

- 1 Press and hold down to turn the machine off.
- 2 Clean the Touchscreen with a *dry*, soft lint-free cloth.

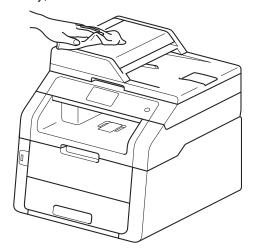


3 Turn on the machine.

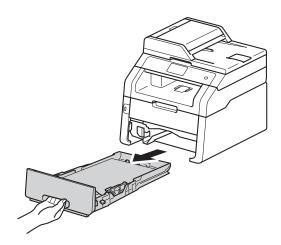
Cleaning the outside of the machine

1 Press and hold down to turn the machine off.

Wipe the outside of the machine with a dry, lint-free cloth to remove dust.

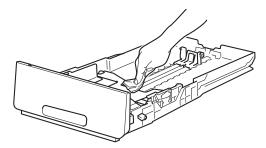


3 Pull the paper tray completely out of the machine.



- 4 If paper is loaded in the paper tray, remove it.
- 6 Remove anything that is stuck inside the paper tray.

6 Wipe the inside and the outside of the paper tray with a dry, lint-free cloth to remove dust.



- Re-load the paper and put the paper tray firmly back in the machine.
- 8 Turn on the machine.

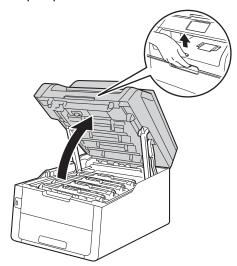
Cleaning the LED heads

If there is a problem with the print quality, such as light or faded colours or white streaks or bands down the page, clean the LED heads as follows:

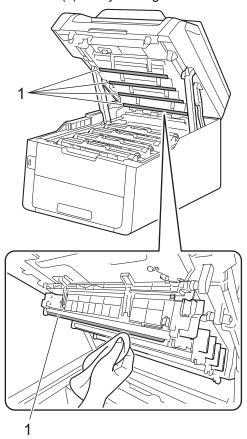
IMPORTANT

DO NOT touch the windows of the LED heads with your fingers.

- 1 Press and hold down (b) to turn the machine off.
- Open the top cover until it locks in the open position.



Wipe the windows of all four LED heads (1) with a dry, lint-free cloth. Be careful not to touch the windows of the LED heads (1) with your fingers.

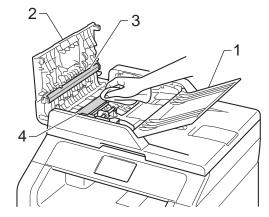


- 4 Close the top cover of the machine.
- 5 Turn on the machine.

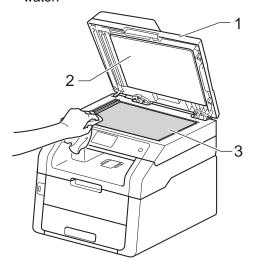
Cleaning the scanner glass

- 1 Press and hold down to turn the machine off.
- (MFC-9340CDW)
 Unfold the ADF document support (1)
 and then open the ADF cover (2).
 Clean the white bar (3) and the scanner
 glass strip (4) underneath it with a soft
 lint-free cloth slightly moistened with
 water.

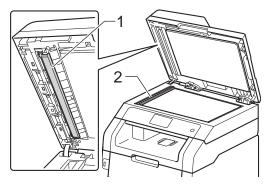
Close the ADF cover (2) and fold the ADF document support (1).



3 Lift the document cover (1).
Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth slightly moistened with water.



In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth slightly moistened with water.



NOTE

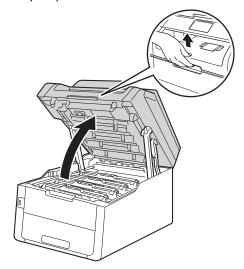
In addition to cleaning the scanner glass and glass strip with a soft lint-free cloth slightly moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

- 6 Close the document cover.
- 6 Turn on the machine.

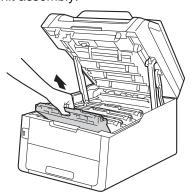
Cleaning the corona wires

If you have print quality problems or the Touchscreen shows Drum !, clean the corona wires as follows:

1 Open the top cover until it locks in the open position.



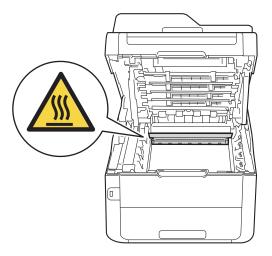
2 Remove the toner cartridge and drum unit assembly.



▲ WARNING

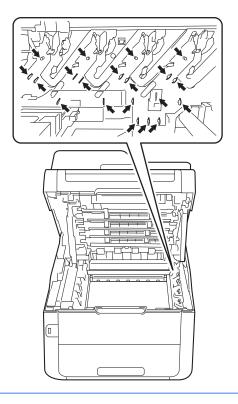
M HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

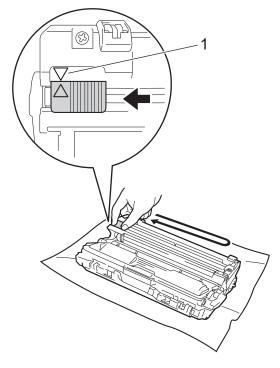


IMPORTANT

- We recommend that you place the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



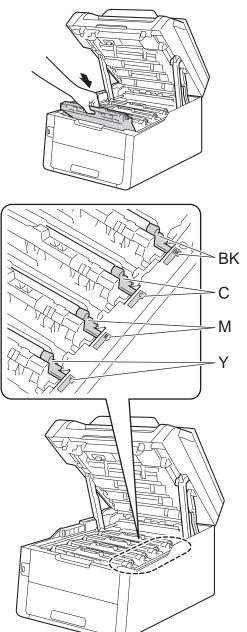
3 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.



NOTE

Be sure to return the tab to the Home position (\blacktriangle) (1). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

4 Slide the toner cartridge and drum unit assembly into the machine. Make sure that you match the toner cartridge colour to the same colour label on the machine.



BK = Black, C = Cyan, M = Magenta, Y= Yellow

5 Repeat steps 2 - 4 to clean the three remaining corona wires.

NOTE

When cleaning the corona wires, you do not have to remove the toner cartridge from the drum unit.

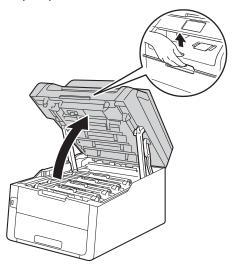
6 Close the top cover of the machine.

Cleaning the drum unit

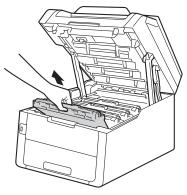
If your printout has dots at 94 mm intervals, follow the steps below to solve the problem.

- 1 Make sure that the machine is in the Ready mode.
- 2 Press
- 3 Press All Settings.
- 4 Swipe up or down, or press ▲ or ▼ to display Print Reports.
- 5 Press Print Reports.
- 6 Swipe up or down, or press ▲ or ▼ to display Drum Dot Print.
- 7 Press Drum Dot Print.
- 8 The machine will display Press [OK]. Press OK.
- 9 The machine will print the Drum Dot Check Sheet. Then press .
- 10 Press and hold down to turn the machine off.

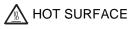
Open the top cover until it locks in the open position.



The colour of printed dots is the colour of the drum you should clean. Remove the toner cartridge and drum unit assembly of the colour causing the problem.



▲ WARNING

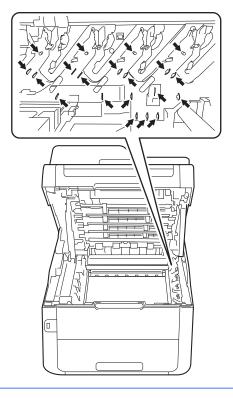


After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

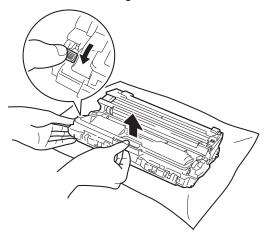


IMPORTANT

- We recommend that you place the toner cartridge and drum unit assembly on a clean, flat surface with disposable paper underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



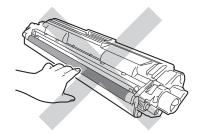
Push down the green lock lever and take the toner cartridge out of the drum unit.



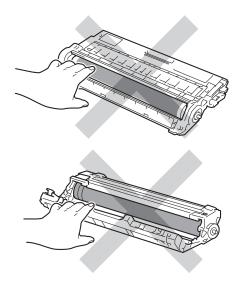
IMPORTANT

- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

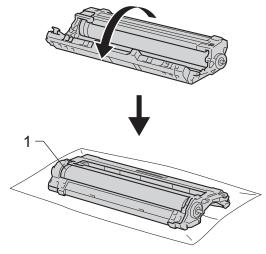
<Toner cartridge>



<Drum unit>



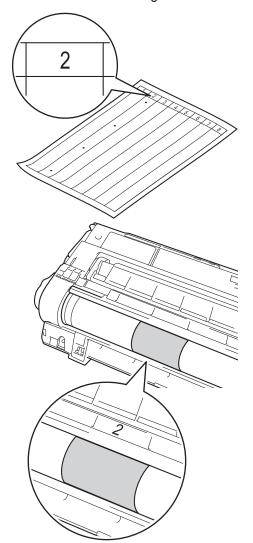
 We recommend that you place the toner cartridge on a clean, flat, level, stable surface with disposable paper underneath it in case you accidentally spill or scatter toner. Turn the drum unit as shown in the illustration. Make sure that the drum unit gear (1) is on the left side.



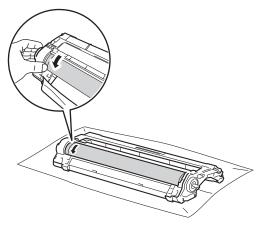
- Read the following information from the Drum Dot Check Sheet.
 - Dot location:

The sheet has eight numbered columns. The number of the column with the printed dot in it is used to find the dot position on the drum.

Use the numbered markers next to the drum roller to find the mark. For example, a dot in column 2 on the Drum Dot Check Sheet would mean that there is a mark in the "2" region of the drum.



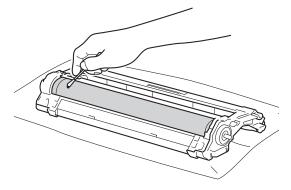
Turn the edge of the drum unit toward you by hand while looking at the surface of the suspected area.



NOTE

DO NOT touch the drum's surface. To avoid print quality problems, hold the edges of the drum unit.

When you have found the mark on the drum that matches the Drum Dot Check Sheet, wipe the surface of the drum gently with a dry cotton swab until the mark on the surface comes off.

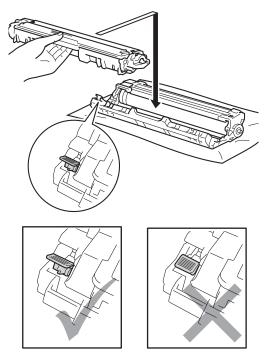


IMPORTANT

DO NOT clean the surface of the photosensitive drum with a sharp object or any liquids.

19 Turn the drum unit back over.

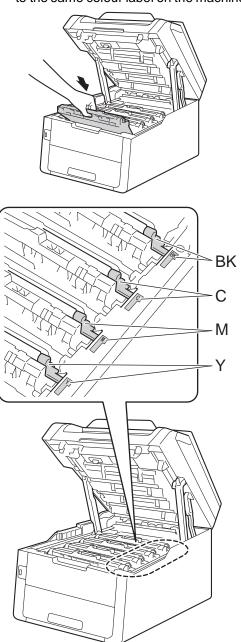
Put the toner cartridge firmly into the new drum unit until you hear it lock into place. If you put the cartridge in correctly, the green lock lever will lift automatically.



NOTE

Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

Slide the toner cartridge and drum unit assembly into the machine. Make sure that you match the toner cartridge colour to the same colour label on the machine.



BK = Black, C = Cyan, M = Magenta, Y= Yellow

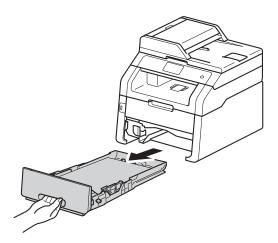
- 22 Close the top cover of the machine.
- 23 Turn on the machine and try a test print.

Cleaning the paper pick-up rollers

Cleaning the paper pick-up roller periodically may prevent paper jams by ensuring the correct feeding of the paper.

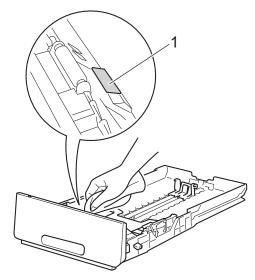
If you have paper feed problems, clean the pick-up rollers as follows:

- 1 Press and hold down to turn the machine off.
- 2 Pull the paper tray completely out of the machine.

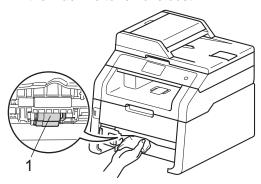


If paper is loaded in the paper tray, remove it.

4 Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) on the paper tray to remove dust.



5 Wipe the two pick-up rollers (1) inside the machine to remove dust.



- 6 Put the paper tray back in the machine.
- Reload the paper and put the paper tray firmly back in the machine.
- 8 Turn on the machine.

Calibration

The output density for each colour may vary depending on the machine's environment, such as temperature and humidity. Calibration helps you to improve the colour density.

- 1 Press
- 2 Press Calibration.
- 3 Press Calibrate.
- 4 Press Yes to confirm.
- 5 The machine will display Completed.
- 6 Press ...

You can reset the calibration parameters back to the factory settings.

- 1 Press
- 2 Press Calibration.
- 3 Press Reset.
- 4 Press Yes to confirm.
- 5 The machine will display Completed.
- 6 Press 🚮.

NOTE

- If an error message is displayed, press OK and try again.
 - (For more information, see Error and maintenance messages on page 116.)
- If you are using the Windows[®] printer driver, the driver will get the calibration data automatically if both Use Calibration Data and Get Device Data Automatically are selected. The default settings are on (see Software User's Guide).
- If you are using the Macintosh printer driver, you must perform the calibration using the Status Monitor. Turn on the Status Monitor, and then select Color Calibration from the Control menu (see Software User's Guide).

Auto Registration

If solid areas of colour or images have cyan, magenta or yellow fringes, you can use the auto-registration feature to correct the problem.

- 1 Press
- Press Auto Regist..
- Press Yes to confirm.
- The machine will display Completed.

A

Frequency (Colour Correction)

You can set how often the colour correction (Colour Calibration and Auto Registration) occurs. The default setting is Normal. The colour correction process consumes some amount of the toner.

- 1 Press .
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Printer.
- 4 Press Printer.
- 5 Swipe up or down, or press ▲ or ▼ to display Frequency.
- 6 Press Frequency.
- Press Normal, Low or Off.
- 8 Press .

B

Troubleshooting

If you think there is a problem with your machine, check each of the items below first and follow the troubleshooting tips.

You can correct most problems by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/.

Identifying your problem

First, check the following:

- The machine's power cord is connected correctly and the machine's power is on. If the machine does not turn on after connecting the power cord, see *Other difficulties* on page 145.
- All of the protective parts have been removed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- Touchscreen Messages

(See Error and maintenance messages on page 116.)

If you did not solve your problem with the above checks, identify your problem and then go to the page suggested below.

Paper handling and Printing problems:

- Printing difficulties on page 137
- Paper handling difficulties on page 138
- Printing received faxes on page 139

Telephone and Fax problems:

- Telephone line or connections on page 139
- Handling incoming calls on page 142
- Receiving Faxes on page 140
- Sending faxes on page 141

Copying problems:

■ Copying difficulties on page 142

3

Scanning problems:

■ Scanning difficulties on page 143

Software and Network problems:

- Software difficulties on page 143
- Network difficulties on page 144

Error and maintenance messages

As with any sophisticated office product, errors may occur and consumable items may have to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown in the table.

You can clear most errors and perform routine maintenance by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

Visit us at http://solutions.brother.com/.

Error Message	Cause	Action
2-sided Disabled	The back cover of the machine is not closed completely.	Close the back cover of the machine until it locks into the closed position.
Access Denied	The function you want to use is restricted by Secure Function Lock 2.0.	Contact your administrator to check your Secure Function Lock Settings.
Access Error	The device was removed from the USB direct interface while the data was processing.	Press . Reinsert the device and try to print with Direct Print.
Calibration	Calibration failed.	Press OK and try it again.
failed.		■ Press and hold down (b) to turn off the machine.
		Wait a few seconds, and then turn on the machine again.
		Perform the colour calibration again using the Touchscreen or the printer driver (see Calibration on page 111).
		■ Put in a new belt unit (see Replacing the belt unit on page 88).
		If the problem continues, contact Brother customer service or your local Brother dealer.
Cartridge Error	The toner cartridge is not	Pull out the toner cartridge and drum unit
Put the Toner	installed correctly.	assembly for the colour that is indicated on the Touchscreen. Remove the toner cartridge, and
Cartridge back		put it back into the drum unit again. Put the
		toner cartridge and drum unit assembly back in the machine.
(X) shows the toner cartridge colour with the problem. (BK)=Black, (Y)=Yellow, (M)=Magenta, (C)=Cyan.		If the problem continues, contact Brother customer service or your local Brother dealer.

Error Message	Cause	Action
Comm.Error	Poor telephone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, contact the telephone company and ask them to check your telephone line.
Connection Failed	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its	Make sure you can hear the fan in the machine spinning and that the exhaust outlet is not blocked by something.
	current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the Touchscreen shows Cooling Down, and Wait for a while.	If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes.
		If the fan is not spinning, disconnect the machine from the power for several minutes, then reconnect it.
Cover is Open.	The top cover is not completely closed.	Close the top cover of the machine.
	The fuser cover is not completely closed or paper was jammed in the back of the machine when you turned on the power.	Close the fuser cover located inside the back cover of the machine.
		Make sure paper is not jammed behind the fuser cover at the back of the machine, then close the fuser cover and press Start (see Paper is jammed at the back of the machine on page 130).
	The ADF cover is not completely closed.	Close the ADF cover of the machine.
	The ADF cover is open while loading a document.	Close the ADF cover of the machine, then press X.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	See Document is jammed in the top of the ADF unit on page 126 or Using the automatic document feeder (ADF) on page 34.
Drum End SoonX 1 1 (x) shows the drum unit colour that is near the end of its life. (BK)=Black, (Y)=Yellow, (M)=Magenta, (C)=Cyan.	The drum unit for the colour indicated on the Touchscreen is near the end of its life.	Order a new drum unit for the colour indicated on the Touchscreen before you get a Replace DrumX message.

Error Message	Cause	Action
Drum !	The corona wires on the drum units must be cleaned.	Clean the corona wires on the drum units (see Cleaning the corona wires on page 101).
	The drum unit or the toner cartridge and drum unit assembly is not installed correctly.	Put the toner cartridge into the drum unit that is indicated on the Touchscreen. Then reinstall the toner cartridge and drum unit assembly into the machine.
Drum Stop	It is time to replace the drum unit.	Replace the drum unit for the colour indicated on the Touchscreen. (see <i>Replacing the drum units</i> on page 83).
Fuser Error	The temperature of the fuser unit does not rise to a specified temperature within the specified time.	Press and hold down to turn the machine off, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on.
	The fuser unit is too hot.	with the power on.
Jam 2-sided	The paper is jammed underneath the paper tray or the fuser unit.	See Paper is jammed underneath the paper tray on page 135.
Jam Inside	The paper is jammed inside the machine.	See Paper is jammed inside the machine on page 132.
Jam Manual Feed	The paper is jammed in the manual feed slot of the machine.	See Paper is jammed in the manual feed slot on page 128.
Jam Rear	The paper is jammed in the back of the machine.	See Paper is jammed at the back of the machine on page 130.
Jam Tray	The paper is jammed in the paper tray of the machine.	See Paper is jammed in the paper tray on page 128.
Limit Exceeded	The number of pages you are allowed to print has been exceeded. The print job will be cancelled.	Contact your administrator to check your Secure Function Lock Settings.
Log Access Error	The machine could not access the print log file in the server.	Contact your administrator to check the Store Print Log to Network settings.
		For more information, see Network User's Guide: Store Print Log to Network
Low Temperature	The room temperature is too low for the machine to operate.	Increase the room temperature to allow the machine to operate.
Manual Feed	Manual was selected as the paper source when there was no paper in the manual feed slot.	Place paper in the manual feed slot (see Loading paper in the manual feed slot on page 23).
No Belt Unit	The belt unit is not installed correctly.	Reinstall the belt unit (see Replacing the belt unit on page 88).
No HUB Support	A USB hub device is connected to the USB direct interface.	Disconnect the USB hub device from the USB direct interface.

Error Message	Cause	Action
No Permission	Printing colour documents is restricted by Secure Function Lock 2.0. The print job will be cancelled.	Contact your administrator to check your Secure Function Lock Settings.
No Paper	The machine is out of paper in the paper tray, or paper is not correctly loaded in the paper tray.	Do one of the following:
		Refill paper in the paper tray. Make sure the paper guides are set to the correct size.
		Remove the paper and load it again. Make sure the paper guides are set to the correct size.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
No Toner	The toner cartridge or the toner cartridge and drum unit assembly is not installed correctly.	Remove the toner cartridge and drum unit assembly for the colour indicated on the Touchscreen. Remove the toner cartridge from the drum unit, and reinstall the toner cartridge back into the drum unit. Reinstall the toner cartridge and drum unit assembly back in the machine. If the problem continues, replace the toner cartridge (see <i>Replacing the toner cartridges</i> on page 74).
No Tray	The paper tray is not installed or not installed correctly.	Reinstall the paper tray.
No Waste Toner	The waste toner box is not installed correctly.	Reinstall the Waste Toner Box (see Replacing the waste toner box on page 91).

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	Fax sending or copy operation in progress
		Do one of the following:
		■ Press Send Now, Partial Print or Quit to send or copy the scanned pages.
		Press and wait until the other operations in progress finish, and then try again.
		■ Clear the faxes from the memory.
		Print the faxes that are stored in the memory to restore the memory to 100%. Then turn off Fax Storage to avoid storing more faxes in the memory (see Advanced User's Guide: Printing a fax from the memory and Fax Storage).
		Print operation in process
		Do one of the following:
		■ Reduce the print resolution.
		(See Software User's Guide.)
		Clear the faxes from the memory (see the above explanation).
Out of Memory	The machine's memory is full.	Press and delete the previously stored
Secure Print Data is full. Press Stop Key and delete the previously stored data.		secure print data.
Print Unable XX	The machine has a mechanical	Do one of the following:
	problem.	 Press and hold down to turn the machine off, wait a few minutes, and then turn it on again (see <i>Transferring your faxes or Fax Journal report</i> on page 124). If the problem continues, contact Brother
		customer service for support.

Error Message	Cause	Action
Registration failed.	Registration failed.	Press ok and try again. ■ Press and hold down (1) to turn off the
		machine.
		Wait a few seconds, then turn it on again.
		Perform the auto colour registration using the Touchscreen (see <i>Auto Registration</i> on page 112).
		Put in a new belt unit (see Replacing the belt unit on page 88).
		If the problem continues, contact Brother customer service.
Rename the File	There is already a file on the USB Flash memory drive with the same name as the file you are trying to save.	Change the file name of the file on the USB Flash memory drive or the file you are trying to save.
Replace Belt	It is time to replace the belt unit.	Replace the belt unit (see Replacing the belt unit on page 88).
Replace DrumX 1 1 (x) shows drum unit colour that must be replaced. BK=Black, C=Cyan, M=Magenta, Y=Yellow.	It is time to replace the drum unit.	Replace the drum unit for the colour indicated on the Touchscreen (see <i>Replacing the drum units</i> on page 83).
	The drum unit counter was not reset when a new drum was installed.	Reset the drum unit counter. (see Replacing the drum units on page 83).
Replace Fuser	It is time to replace the fuser unit.	Contact Brother customer service or a Brother Authorized Service Center to replace the fuser unit.
Replace PF kit	It is time to replace the paper feeding kit.	Contact Brother customer service or a Brother Authorized Service Center to replace the PF Kit.
Replace Toner ¹ The Touchscreen shows the toner cartridge colour that	The toner cartridge is at the end of its life. The machine will stop all print operations. While memory is available,	Replace the toner cartridge for the colour indicated on the Touchscreen (see <i>Replacing the toner cartridges</i> on page 74).
you must replace. BK=Black, C=Cyan, M=Magenta, Y=Yellow	faxes will be stored in the memory.	
Replace WT Box	It is time to replace the waste toner box.	Replace the waste toner box (see Replacing the waste toner box on page 91).
Scan Unable	Document is too long for 2-sided scanning.	Press

Error Message	Cause	Action
Scan Unable XX	The machine has a mechanical problem.	■ Press and hold down to turn the machine off, and then turn it on again (see Transferring your faxes or Fax Journal report on page 124).
		If the problem continues, contact Brother customer service for support.
Short paper	The length of the paper in the tray is too short for the machine to deliver it to the Face down output tray.	Open the back cover (face-up output tray) to let the printed page exit onto the face up output tray. Remove the printed pages and then press Start.
Size Error 2-sided	The paper size defined in the printer driver and the Touchscreen menu is not	Press . Choose a paper size that is supported by 2-sided printing.
	available for automatic 2-sided printing.	The paper size you can use for automatic 2-sided printing is A4.
	The paper in the tray is not the correct size and is not available for automatic 2-sided printing.	Load the correct size of paper in the tray and set the size of paper for the tray (see <i>Paper Size</i> on page 28).
		The paper size you can use for automatic 2-sided printing is A4.
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the size of paper to the tray (see <i>Paper Size</i> on page 28).
Small paper	The paper size specified in the printer driver is too small for the machine to deliver it to the Face-down output tray.	Open the back cover (back output tray) to let the printed paper out on the back output tray and then press Start.
Toner Error	One or more toner cartridges are not installed correctly.	Pull out the drum units. Remove all of the toner cartridges, and then put them back into the drum units.
Toner Low	If the Touchscreen shows Toner Low you can still print; however, the machine is telling you that the toner cartridge is near the end of its life.	Order a new toner cartridge for the colour that is indicated on the Touchscreen now so a replacement toner cartridge will be available when the Touchscreen shows Replace Toner.
Too Many Files	There are too many files stored on the USB Flash memory drive.	Reduce the number of files stored on the USB Flash memory drive.
Touchscreen Initialisation Failed	The Touchscreen was pressed before the power on initialization was completed.	Make sure nothing is touching or resting on the Touchscreen.
	Debris may be stuck between the lower part of the Touchscreen and its frame.	Insert a piece of stiff paper between the lower part of the Touchscreen and its frame and slide it back and forth to push out the debris.

Error Message	Cause	Action
Unusable Device Remove the Device. Turn the power off and back on again.	A defective USB device or a high power consumption USB device has been connected to the USB direct interface.	Unplug the device from the USB direct interface. Press and hold down to turn the machine off, and then turn it on again.
Unusable Device	A USB device or USB Flash memory drive that is not supported/is encrypted has been connected to the USB direct interface.	Unplug the device from the USB direct interface (see the specifications for supported USB Flash memory drives in <i>Printing data from a USB Flash memory drive or digital camera supporting mass storage (For MFC-9330CDW and MFC-9340CDW)</i> on page 60).
USB Write-protected	The protect switch of the USB Flash memory drive is on.	Turn off the protect switch of the USB Flash memory drive.
WT Box End Soon	The waste toner box is near the end of its life.	Buy a new waste toner box before you get a Replace WT Box message.

Transferring your faxes or Fax Journal report

If the Touchscreen shows:

- Print Unable XX
- Scan Unable XX

We recommend transferring your faxes to another fax machine or to your computer (see *Transferring faxes to another fax machine* on page 124 or *Transferring faxes to your computer* on page 125).

You can also transfer the Fax Journal report to see if there are any faxes you must transfer (see *Transferring the Fax Journal report to another fax machine* on page 125).

NOTE

If there is an error message on the Touchscreen after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode (see Quick Setup Guide: *Enter personal information (Station ID)*).

- 1 Press to interrupt the error temporarily.
- 2 Press
- 3 Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Service.
- 5 Press Service.
- 6 Press Data Transfer.
- 7 Press Fax Transfer.
- 8 Do one of the following:
 - If the Touchscreen shows No Data, there are no faxes left in the machine's memory. Press Close.
 - Enter the fax number to which faxes will be forwarded.
- 9 Press Fax Start.

Transferring faxes to your computer

You can transfer the faxes from your machine's memory to your computer.

- 1 Press to interrupt the error temporarily.
- 2 Make sure you have installed MFL-Pro Suite and then turn on PC-Fax Receiving on the computer. Follow the instructions for the operating system you are using.
 - (Windows[®] XP, Windows Vista[®] and Windows[®] 7)

From the (Start) menu, select
All Programs > Brother >
MFC-XXXX > PC-FAX Receiving >
Receive. (XXXX is your model name.)

■ (Windows[®] 8)

Click (Brother Utilities), and then click the drop-down list and select your model name (if not already selected). Click PC-FAX Receive in the left navigation bar, and then click Receive.

- Make sure you have set

 PC Fax Receive on the machine (see PC-Fax Receive (For Windows® only)
 on page 48).

 If faxes are in the machine's memory
 when you set up PC-Fax Receive, the
 Touchscreen will ask if you want to
 transfer the faxes to your computer.
- 4 Do one of the following:
 - To transfer all faxes to your computer, press Yes. If Fax Preview is set to Off, you will be asked if you want to print backup copies.
 - To exit and leave the faxes in the memory, press No.
- 5 Press 🚹.

Transferring the Fax Journal report to another fax machine

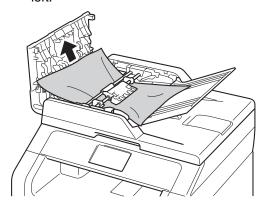
If you have not set up your Station ID, you cannot enter fax transfer mode (see Quick Setup Guide: *Enter personal information (Station ID)*).

- 1 Press to interrupt the error temporarily.
- 2 Press
- 3 Press All Settings.
- 4 Swipe up or down, or press ▲ or ▼ to display Service.
- 5 Press Service.
- 6 Press Data Transfer.
- 7 Press Report Transfer.
- 8 Enter the fax number to which the Fax Journal report will be forwarded.
- 9 Press Fax Start.

Document Jams

Document is jammed in the top of the ADF unit

- 1 Remove any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Pull the jammed document out to the left.

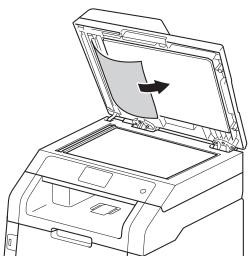


If the document rips or tears, be sure you remove all small paper scraps to prevent future jams.

- 4 Close the ADF cover.
- 5 Press X.

Document is jammed under the document cover

- 1 Remove any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the right.



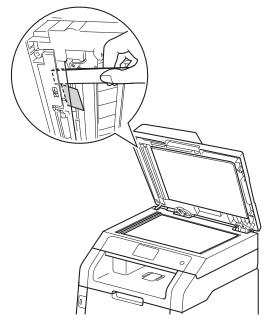
If the document rips or tears, be sure you remove all small paper scraps to prevent future jams.

- 4 Close the document cover.
- 5 Press X.

В

Removing small documents jammed in the ADF

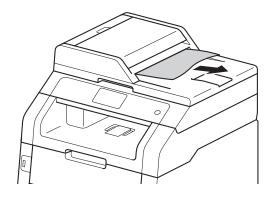
- 1 Lift the document cover.
- 2 Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



- 3 Close the document cover.
- 4 Press X.

Document is jammed at the output tray

- 1 Remove any paper from the ADF that is not jammed.
- 2 Pull the jammed document out to the right.





Paper Jams

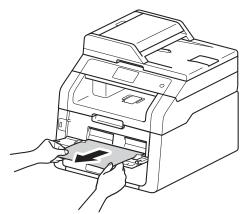
Always remove the remaining paper from the paper tray and straighten the stack when you are adding new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

Paper is jammed in the manual feed slot

If the Touchscreen shows

Jam Manual Feed, follow these steps:

1 Remove any paper that is jammed in and around the manual feed slot.

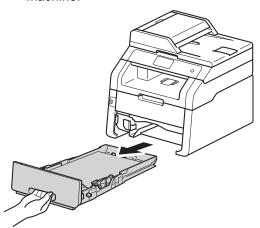


Press Start to resume printing.

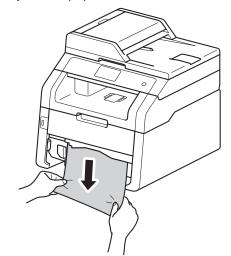
Paper is jammed in the paper tray

If the Touchscreen shows Jam Tray, follow these steps:

Pull the paper tray completely out of the machine.



Use both hands to slowly pull out the jammed paper.



NOTE

Pulling the jammed paper downward allows you to remove the paper more easily.

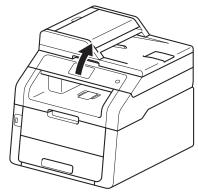
В

- Make sure the paper is below the maximum paper mark (▼ ▼ ▼) in the paper tray. While pressing the green paper-guide release lever, slide the paper guides to fit the paper size. Make sure the guides are firmly in the slots.
- 4 Put the paper tray firmly back in the machine.

Paper is jammed at the output paper tray

When the paper is jammed at the output paper tray, follow the these steps:

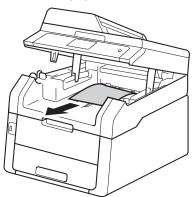
1 Use both hands to open the scanner.



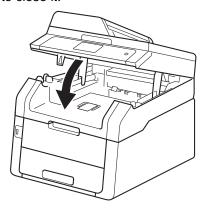
NOTE

When the top cover is open, you cannot open the scanner.

Remove the paper.



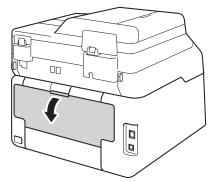
3 Push the scanner down with both hands to close it.



Paper is jammed at the back of the machine

If the Touchscreen shows Jam Rear, follow these steps:

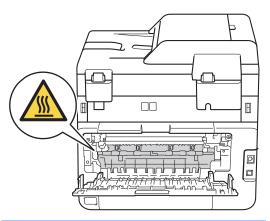
- 1 Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
- 2 Open the back cover.



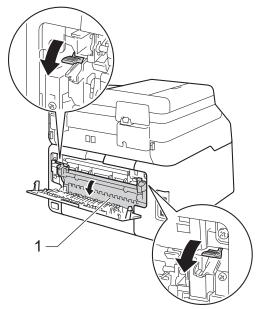
▲ WARNING

M HOT SURFACE

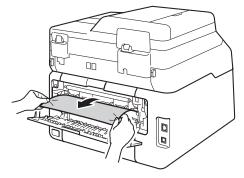
After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.



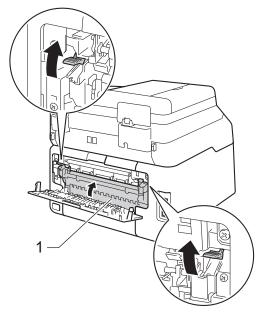
3 Pull the green tabs at the left and right sides down to release the fuser cover (1).



4 Use both hands to gently pull the jammed paper out of the fuser unit.



5 Close the fuser cover (1). Make sure the green tabs at the left and right sides lock into place.

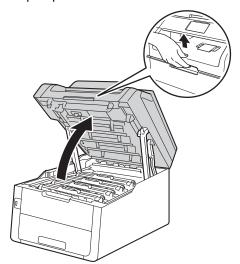


6 Close the back cover until it locks in the closed position.

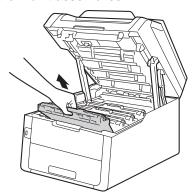
Paper is jammed inside the machine

If the Touchscreen shows Jam Inside, follow these steps:

- Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
- 2 Open the top cover until it locks in the open position.



Remove all of the toner cartridge and drum unit assemblies.



▲ WARNING



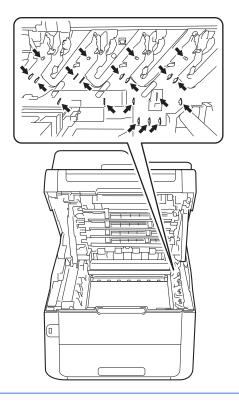
★ HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.

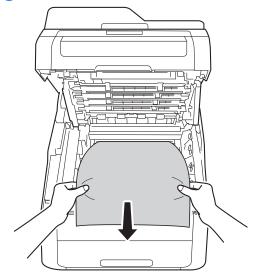


IMPORTANT

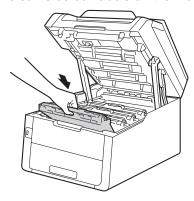
- We recommend that you place the toner cartridge and drum unit assemblies on a clean, flat surface with disposable paper underneath them in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

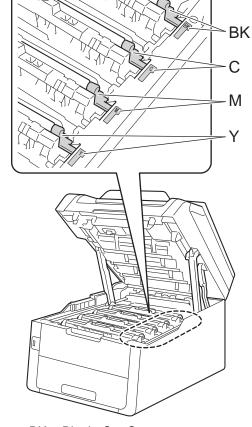


4 Pull out the jammed paper slowly.

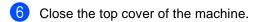


5 Slide each toner cartridge and drum unit assembly into the machine, making sure you match the toner cartridge colours to the same colour labels on the machine.





BK = Black, C = Cyan, M = Magenta, Y= Yellow



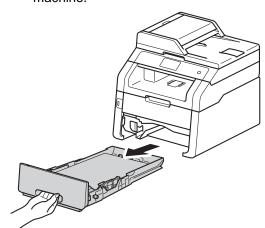
NOTE

If you turn off the machine during Jam Inside is on the Touchscreen, the machine will print incomplete data from your computer when it is turned on. Before you turn on the machine, delete the job from your computer's print spooler.

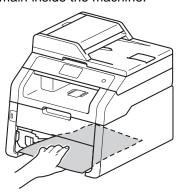
Paper is jammed underneath the paper tray

If the Touchscreen shows Jam 2-sided, follow these steps:

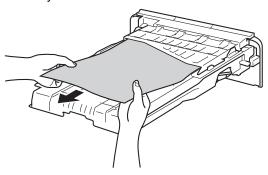
- 1 Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
- Pull the paper tray completely out of the machine.



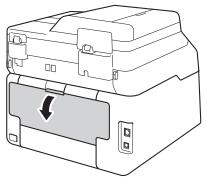
3 Make sure the jammed paper does not remain inside the machine.



4 If paper is not caught inside the machine, check underneath the paper tray.



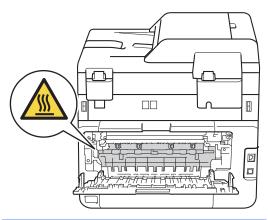
If the paper is not caught in the paper tray, open the back cover.



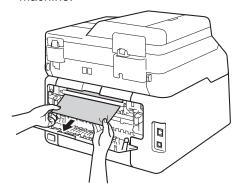
▲ WARNING

M HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts.



6 Use both hands to gently pull the jammed paper out of the back of the machine.



- Close the back cover until it locks in the closed position.
- 8 Put the paper tray firmly back in the machine.

If you are having difficulty with your machine

IMPORTANT

- For technical help, you must call the country where you bought the machine. Calls must be made from within that country.
- If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips. You can correct most problems by yourself.
- If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/.

Printing difficulties

Difficulties	Suggestions
No printout.	Check that the correct printer driver has been installed and selected.
	Check to see if the Touchscreen is showing an error message (see <i>Error and maintenance messages</i> on page 116).
	Check the machine is online: (Windows [®] 7 and Windows Server [®] 2008 R2)
	Click the (Start) button > Devices and Printers. Right-click Brother MFC-XXXX Printer and click See what's printing. Click Printer in the menu bar. Make sure Use Printer Offline is cleared.
	(Windows Vista® and Windows Server® 2008)
	Click the (Start) button > Control Panel > Hardware and Sound > Printers. Right-click Brother MFC-XXXX Printer. Make sure Use Printer Online is not listed. If it is listed, click this option to set the driver Online.
	(Windows® XP and Windows Server® 2003) Click the Start button > Printers and Faxes. Right-click Brother MFC-XXXX Printer. Make sure Use Printer Online is not listed. If it is listed, click this option to set the driver Online.
	(Windows® 8 and Windows Server® 2012) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel. In the Hardware and Sound (Hardware) group, click View devices and printers. Right-click the Brother MFC-XXXX Printer > See what's printing. If printer driver options appear, select your printer driver. Click Printer in the menu bar and make sure that Use Printer Offline is not selected.
	Contact your administrator to check your Secure Function Lock settings.
The machine is not printing or has stopped printing.	Press X.
	The machine will cancel the print job and clear it from the memory. The printout may be incomplete.
The headers or footers appear when the document displays on the screen but they are not on the printed page.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this (see <i>Unscannable and unprintable areas</i> on page 27).

Printing difficulties (continued)

Difficulties	Suggestions
The machine prints unexpectedly or it prints garbage.	Press X to cancel print jobs.
	Check the settings in your application to make sure they are set up to work with your machine.
The machine prints the first couple of pages correctly, then some	Check the settings in your application to make sure they are set up to work with your machine.
pages have missing text.	Your computer is not recognising the full signal of the machine's input buffer. Make sure you connected the interface cable correctly (see Quick Setup Guide).
The machine does not print on both sides of the paper even though the printer driver setting is 2-sided.	Check the paper size setting in the printer driver. You must choose A4 (60 to 105 $\mathrm{g/m^2}$).
The machine does not display the USB menu when a USB flash memory drive is connected to the USB direct interface.	When the machine is in Deep Sleep mode, the machine does not wake up even if you connect a USB flash memory drive to the USB direct interface. Press the Touchscreen to wake up the machine.
Cannot perform 'Page Layout' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time.
The machine does not print from Adobe [®] Illustrator [®] .	Try to reduce the print resolution (see Software User's Guide).
Poor print quality	See Improving the print quality on page 147.

Paper handling difficulties

Difficulties	Suggestions
The machine does not feed paper.	If the Touchscreen shows a Paper Jam message and you still have a problem, see Error and maintenance messages on page 116.
	If the paper tray is empty, load a new stack of paper into the paper tray.
	If there is paper in the paper tray, make sure it is straight. If the paper is curled, straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back in the paper tray.
	Reduce the amount of paper in the paper tray, and then try again.
	Make sure Manual is not selected for Paper Source in the printer driver.
	Clean the paper pick-up rollers (see Cleaning the paper pick-up rollers on page 110).
The machine does not feed paper from the Manual feed slot.	Use both hands to push one sheet of paper firmly into the manual feed slot until the top edge of the paper presses against the paper feed rollers. Continue pressing the paper against the rollers until the machine grabs the paper and pulls it in further.
	Put only one sheet of paper in the manual feed slot.
	Make sure Manual is selected for Paper Source in the printer driver.
How do I print on envelopes?	Load one envelope at a time in the manual feed slot. Your application must be set to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application (see your application's manual for more information).

Printing received faxes

Difficulties	Suggestions
■ Condensed print	Usually this is caused by a poor telephone connection. Make a copy; if your copy
■ Horizontal streaks	looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
■ Top and bottom sentences are cut off	to opinion a month of the party to obtain the law again.
■ Missing lines	
Vertical black lines when receiving	The corona wires for printing may be dirty. Clean the corona wires on the drum units (see <i>Cleaning the corona wires</i> on page 101).
	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
Received faxes appear as split or blank pages.	Left and right margins are cut off or a single page is printed on two pages (see Paper Size on page 28).
	Turn on Auto Reduction (see Advanced User's Guide: <i>Printing a reduced incoming fax</i>).

Telephone line or connections

Difficulties	Suggestions
Dialling does not work. (No dial tone)	Check all line cord connections. Make sure the telephone line cord is plugged directly into the telephone wall socket and the LINE socket of the machine.
	Change Tone/Pulse setting (see Quick Setup Guide).
	If an external phone is connected to the machine, send a manual fax by lifting the handset of the external telephone and dialling the number using the external telephone. Wait to hear the fax receiving tones before pressing Fax Start.
	If there is no dial tone, connect a known working telephone and telephone line cord directly into your master telephone wall socket. Then lift the external telephone's handset and listen for a dial tone. If there is still no dial tone, ask your telephone company to check the line and wall socket.
The machine does not answer when called.	Make sure the machine is in the correct receive mode for your setup (see <i>Receive Mode settings</i> on page 43).
	Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If you do not hear ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulties	Suggestions
Cannot receive a fax.	Check all line cord connections. Make sure the telephone line cord is directly plugged into the telephone wall socket and the LINE socket of the machine. If you subscribe to DSL or VoIP services, contact your service provider for connection instructions.
	Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine (see <i>Receive Mode settings</i> on page 43).
	If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select Fax mode.
	■ If your Brother machine shares a line with an external answering machine, you should select the External TAD mode. In External TAD mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.
	■ If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the Fax/Tel mode. In Fax/Tel mode, your Brother machine will automatically receive faxes and produce a fast double-ring to alert you to answer voice calls.
	If you do not want your Brother machine to automatically answer any incoming faxes, you should select the Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes.
	Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the ring delay setting:
	■ If the answer mode is set to Fax or Fax/Tel, reduce the ring delay to 1 ring (see <i>Ring Delay</i> on page 43).
	If the answer mode is set to External TAD, reduce the number of rings programmed on your answering machine to 2.
	■ If the answer mode is set to Manual, DO NOT adjust the ring delay setting.
	Have someone send you a test fax:
	■ If you received the test fax successfully, your machine is operating correctly. Remember to reset your ring delay or answering machine setting back to your original setting. If receiving problems recur after resetting the ring delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer.
	If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.

Receiving Faxes (continued)

Difficulties	Suggestions
Cannot receive a fax. (continued)	If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly (see <i>Connecting an external TAD</i> on page 51).
	1 Connect the external TAD as shown in the illustration, see page 51.
	2 Set your answering machine to answer in one or two rings.
	3 Record the outgoing message on your answering machine.
	Record five seconds of silence at the beginning of your outgoing message.
	■ Limit your speaking to 20 seconds.
	End your outgoing message with your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax."
	4 Set your answering machine to answer calls.
	5 Set your Brother machine's Receive Mode to External TAD (see Receive Mode settings on page 43).
	Make sure your Brother machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone (see <i>Fax Detect</i> on page 44).
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to Basic(for VoIP) (see Telephone line interference / VoIP on page 146).
	Contact your administrator to check your Secure Function Lock Settings.

Sending faxes

Difficulties	Suggestions
Cannot send a fax.	Check all line cord connections. Make sure the telephone line cord is plugged directly into the telephone wall socket and the LINE socket of the machine.
	Make sure you pressed Fax and the machine is in Fax mode (see <i>How to send a fax</i> on page 36).
	Print the Transmission Verification Report and check for an error (see Advanced User's Guide: <i>Reports</i>).
	Contact your administrator to check your Secure Function Lock Settings.
	Ask the other party to check that the receiving machine has paper.
Poor sending quality.	Try changing your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner (see Cleaning the scanner glass on page 100).

Sending faxes (continued)

Difficulties	Suggestions
Transmission Verification Report says RESULT:ERROR.	There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get RESULT:ERROR on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off fax storage (see Advanced User's Guide: Turning off Remote Fax Options), print fax messages in memory (see Advanced User's Guide: Printing a fax from the memory) or cancel a delayed fax or polling job (see Advanced User's Guide: Checking and cancelling waiting jobs). If the problem continues, ask the telephone company to check your telephone line.
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to Basic(for VoIP) (see <i>Telephone line interference / VoIP</i> on page 146).
Sent faxes are blank.	Make sure you are loading the document correctly. When using the ADF, the document should be <i>face up</i> . When using the scanner glass, the document should be <i>face down</i> (see <i>Loading documents</i> on page 34).
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip (see <i>Cleaning the scanner glass</i> on page 100).

Handling incoming calls

Difficulties	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling
	and respond with fax receiving tones. Deactivate the machine by pressing X.
	Try avoiding this problem by turning Fax Detect to Off (see Fax Detect on page 44).
Sending a Fax Call to the machine.	If you answered on an external or extension telephone, press your Remote Activation Code (default setting is *51).
	When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.
	For Example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

Copying difficulties

Difficulties	Suggestions
Cannot make a copy.	Make sure you pressed \mathtt{Copy} and the machine is in Copy mode (see $\textit{How to copy}$ on page 58).
	Contact your administrator to check your Secure Function Lock Settings.

Copying difficulties (continued)

Difficulties	Suggestions
Vertical black line appears in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the scanner glass, or the corona wires are dirty. Clean the glass strip and scanner glass and also the white bar and white plastic above them (see <i>Cleaning the scanner glass</i> on page 100 and <i>Cleaning the corona wires</i> on page 101).
Copies are blank.	Make sure you are loading the document correctly (see <i>Using the automatic document feeder (ADF)</i> on page 34 or <i>Using the scanner glass</i> on page 35).

Scanning difficulties

Difficulties	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is selected as the primary source in your scanning application. For example, in Nuance™ PaperPort™ 12SE, click Desktop > Scan Settings > Select to choose the Brother TWAIN/WIA driver.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is selected as the primary source. In PageManager, click File > Select Source and choose the Brother TWAIN driver.
	Macintosh users can also scan documents using the ICA Scanner Driver (see Software User's Guide).
OCR does not work.	Try increasing the scanning resolution.
	(Macintosh users) Presto! PageManager must be downloaded and installed before use. For further instructions, see <i>Accessing Brother Support (Macintosh)</i> on page 6.
Network scanning does not work.	See Network difficulties on page 144.
Cannot scan.	Contact your administrator to check your Secure Function Lock Settings.

Software difficulties

Difficulties	Suggestions
Cannot install software or print.	(Windows [®] only)
	Run the Repair MFL-Pro Suite program on the CD-ROM. This program will repair and reinstall the software.

Network difficulties

Difficulties	Suggestions
Cannot print and scan over a network after completing the	When the Cannot print to the networked printer. screen appears, follow the onscreen instructions.
software installation.	If the problem is not solved, see Network User's Guide: Troubleshooting.
The network scanning feature	(Windows [®] and Macintosh)
does not work.	The network scanning feature may not work due to the firewall settings. Change or disable the firewall settings. It is necessary to set the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:
	■ In Name: Enter any description, for example Brother NetScan.
	■ In Port number: Enter 54925.
	■ In Protocol: Ensure UDP is selected.
	See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.
	For more information, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/ .
	(Macintosh)
	Re-select your machine in the Device Selector window from the Model pop-up menu in the main screen of ControlCenter2 .
The network PC-Fax Receive feature does not work.	(Windows® only) It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:
	■ In Name: Enter any description, for example Brother PC-FAX Rx.
	■ In Port number: Enter 54926.
	■ In Protocol: UDP is selected.
	See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.
	For more information, read FAQs and troubleshooting suggestions at http://solutions.brother.com/ .
The Brother software cannot be installed.	(Windows®) If the Security Software warning appears on the computer screen during the installation, change the Security Software settings to permit the Brother product setup program or other program to run.
	(Macintosh) If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software.
Cannot connect to the wireless network.	Investigate the problem using the WLAN Report. Press, All Settings,
(MFC-9330CDW and MFC-9340CDW)	Print Reports, WLAN Report and then press OK (see Quick Setup Guide).

Other difficulties

Difficulties	Suggestions
The machine will not turn on.	Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Press and hold
	down to turn off the machine and unplug the power cord. Wait for ten
	minutes, then plug in the power cord and press to turn on the machine.
	If the problem is not solved and you are using a power breaker, disconnect it to make sure it is not the problem. Plug the machine's power cord directly into a different known working wall electrical socket. If there is still no power, try a different power cable.
The machine cannot print EPS data that includes binary with the BR-Script3 printer driver.	(Windows®) To print EPS data, do the following:
	1 For Windows® 7 and Windows Server® 2008 R2:
	Click the (Start) button > Devices and Printers .
	For Windows Vista [®] and Windows Server [®] 2008:
	Click the (Start) button > Control Panel > Hardware and Sound > Printers.
	For Windows [®] XP and Windows Server [®] 2003: Click the Start button > Printers and Faxes .
	For Windows [®] 8 and Windows Server [®] 2012: Move your mouse to the lower right corner of your desktop. When the menu bar appears, click Settings > Control Panel . In the Hardware and Sound ¹ group, click View devices and printers .
	For Windows® 7, Windows® XP, Windows Vista®, Windows Server® 2003, Windows Server® 2008 and Windows Server® 2008R2:
	Right-click the Brother MFC-XXXX 2 icon and select Printer properties 3 , and then select Brother MFC-XXXX BR-Script3 .
	For Windows [®] 8 and Windows Server [®] 2012: Right-click the Brother MFC-XXXX BR-Script3 icon, select Printer properties .
	From the Device Settings tab, choose TBCP (Tagged binary communication protocol) in Output Protocol .
	(Macintosh) If your machine is connected to a computer with a USB interface, you cannot print EPS data that includes binary. You can print the EPS data at the machine through a network. For help installing the BR-Script3 printer driver through the network, visit the Brother Solutions Center at http://solutions.brother.com/ .

- ¹ For Windows Server[®] 2012: **Hardware**.
- For Windows® XP, Windows Vista®, Windows Server® 2003 and Windows Server® 2008: Brother MFC-XXXX BR-Script3.
- ³ For Windows[®] XP, Windows Vista[®], Windows Server[®] 2003 and Windows Server[®] 2008: **Properties**.

Setting Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to Detection you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling you should change back to the default No Detection setting.

- 1 Press
 - Fless
- Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Dial Tone.
- 6 Press Dial Tone.
- 7 Press Detection or No Detection.
- 8 Press .

Telephone line interference / VoIP

If you are having difficulty sending or receiving a fax due to possible interference on the telephone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Compatibility.
- 6 Press Compatibility.
- Press High, Normal or Basic(for VoIP).
 - Basic(for VoIP) reduces the modem speed to 9600 bps and turns off ECM (error correction mode). Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.

To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to Basic(for VoIP).

- Normal sets the modem speed at 14400 bps.
- High sets the modem speed at 33600 bps.
- 8 Press ...

NOTE

VoIP (Voice over IP) is a type of phone system that uses an Internet connection, rather than a traditional phone line.

Improving the print quality

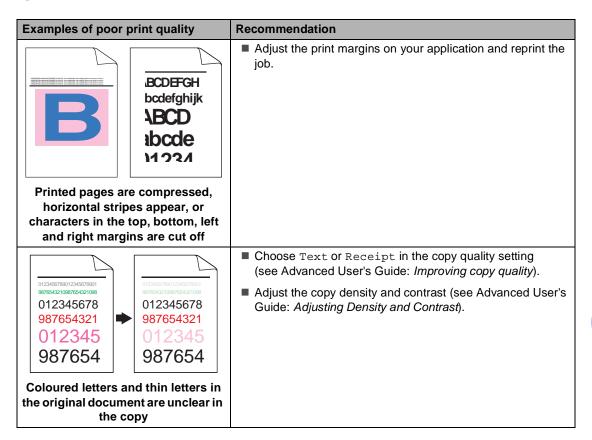
If you have a print quality problem, print a test page first (, All Settings, Printer,

Print Options, Test Print). If the printout looks good, the problem is probably not the machine. Check the interface cable connections and try printing a different document. If the printout or test page printed from the machine has a quality problem, check the following steps first. And then, if you still have a print quality problem, check the chart below and follow the recommendations.

NOTE

Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with toner from other sources.

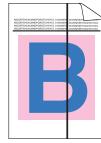
- 1 To get the best print quality, we suggest using recommended paper. Make sure you use paper that meets our specifications (see *Acceptable paper and other print media* on page 29).
- 2 Check that the drum units and toner cartridges are installed correctly.



Examples of poor print quality Recommendation ■ Perform the calibration using the Touchscreen or the printer driver (see Calibration on page 111). Adjust the copy density and contrast if you are copying (see Advanced User's Guide: Adjusting Density and Contrast). ■ Make sure Toner Save mode is off in the Touchscreen or the printer driver. ■ Make sure the media type setting in the driver matches the type of paper you are using (see Acceptable paper and other Colours are light or unclear on the print media on page 29). whole page Shake all four toner cartridges gently. ■ Wipe the windows of all four LED heads with a *dry* lint free soft cloth (see Cleaning the LED heads on page 99). ■ Wipe the windows of all four LED heads with a *dry* lint free soft cloth (see Cleaning the LED heads on page 99). ■ Wipe the scanner glass strip with a *dry* lint free soft cloth (see Cleaning the scanner glass on page 100). ■ Make sure foreign material such as a torn piece of paper, sticky notes or dust is not inside the machine and around the drum unit and toner cartridge. ■ Clean the drum unit (see Cleaning the drum unit on page 104). White streaks or bands down the page

Examples of poor print quality

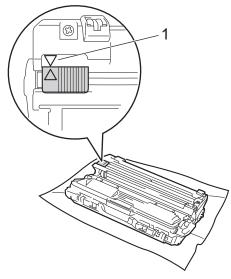




Coloured streaks or bands down the page

Recommendation

- Wipe the scanner glass strip with a *dry* lint free soft cloth (see *Cleaning the scanner glass* on page 100).
- Clean all four corona wires (one for each colour) inside the drum unit by sliding the green tab (see Cleaning the corona wires on page 101).
- Make sure the green tab of the corona wire is at the home position (▲)(1).

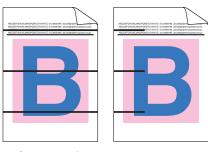


Replace the toner cartridge that matches the colour of the streak or band (see Replacing the toner cartridges on page 75).

To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.

■ The drum unit may be damaged. Install a new drum unit (see Replacing the drum units on page 83.)

To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.



Coloured lines across the page

Identify the colour causing the problem and replace the toner cartridge that matches the colour of the line (see Replacing the toner cartridges on page 75).

To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.

Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83).

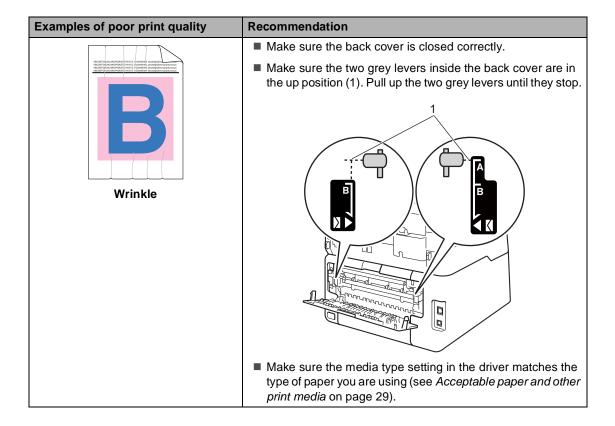
To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.

Examples of poor print quality Recommendation ■ Make sure the media type setting in the driver matches the type of paper you are using (see Acceptable paper and other print media on page 29). ■ Check the machine's environment. Conditions such as high humidity can cause hollow print (see Product Safety Guide: Choose a safe location for your product). If the problem is not solved after printing a few pages. foreign material, such as glue from a label, may be stuck on the drum surface (see Cleaning the drum unit on page 104). White spots or hollow print Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83). To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. Identify the colour causing the problem and put in a new toner cartridge (see Replacing the toner cartridges on page 75). To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83). To identify the colour of the drum unit, visit us at Blank page or some colours are http://solutions.brother.com/ to view our FAQs and missing troubleshooting tips. ■ If the problem is not solved after printing a few blank pages, foreign material, such as glue from a label, may be stuck on 94 mm the drum surface. Clean the drum unit (see Cleaning the drum unit on page 104). Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83). 94 mm To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. Coloured spots at 94 mm Identify the colour causing the problem and put in a new toner cartridge (see Replacing the toner cartridges on page 75). 24 mm To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and 24 mm troubleshooting tips. Coloured spots at 24 mm

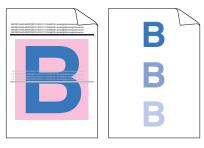
Examples of poor print quality	Recommendation
The control of the co	Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem.
	Identify the colour causing the problem and put in a new toner cartridge (see Replacing the toner cartridges on page 75).
Toner scatter or toner stain The colour of your printouts is not	To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.
	Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83).
	To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.
The colour of your printouts is not what you expected	To improve the colour density, calibrate the colours using first the Touchscreen and then the printer driver (see Calibration on page 111).
	To adjust the print position of colours for sharper edges, perform an automatic colour registration using the Touchscreen (see Auto Registration on page 112).
	Adjust the copy density and contrast if you are copying (see Advanced User's Guide: Adjusting Density and Contrast).
	Make sure Toner Save mode is off in the Touchscreen or the printer driver (see Software User's Guide).
	If the print quality is poor, clear the Improve Grey Colour check box in the printer driver (see Software User's Guide).
	If the print quality of the black portion is not what you expected, select the Enhance Black Printing check box in the printer driver (see Software User's Guide).
	Identify the colour causing the problem and put in a new toner cartridge (see Replacing the toner cartridges on page 75).
	To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.
	Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83).
	To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.

Examples of poor print quality Recommendation Make sure the machine is on a solid level surface. ■ Perform the auto colour registration using the Touchscreen (see Auto Registration on page 112). Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83). To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Install a new belt unit (see Replacing the belt unit Colour misregistration on page 88). ■ Perform the calibration using the Touchscreen or the printer driver (see Calibration on page 111). Adjust the copy density and contrast if you are copying (see Advanced User's Guide: Adjusting Density and Contrast). ■ Clear the **Improve Grey Colour** check box in the printer driver. (See Software User's Guide.) ■ Identify the colour causing the problem and put in a new toner cartridge (see Replacing the toner cartridges Uneven density appears on page 75). periodically across the page To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83). To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Make sure Toner Save mode is off in the Touchscreen or the printer driver (see Software User's Guide). Change the print resolution. ■ If you use a Windows printer driver, choose Improve pattern printing in Print Setting of Basic tab (see Software User's Guide).

Missing thin lines in images



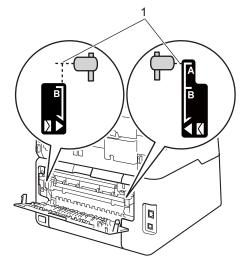
Examples of poor print quality



Ghost

Recommendation

- Check the machine's environment. Conditions such as low humidity and low temperatures may cause this print quality problem (see Product Safety Guide: Choose a safe location for your
 - product).
- Make sure the media type setting in the driver matches the type of paper you are using (see Acceptable paper and other print media on page 29).
- Make sure the two grey levers inside the back cover are in the up position (1). Pull up the two grey levers until they stop.



■ Identify the colour causing the problem and install a new drum unit (see Replacing the drum units on page 83).

To identify the colour of the drum unit, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.

Examples of poor print quality Recommendation ■ Make sure the two grey levers inside the back cover are in the up position (1). Pull up the two grey levers until they stop. Poor fixing ■ Make sure the media type setting in the driver matches the type of paper you are using (see Acceptable paper and other print media on page 29). ■ Choose **Improve Toner Fixing** mode in the printer driver (see Software User's Guide). If this selection does not provide enough improvement, change the printer driver setting in Media Type to a thick setting. If you are printing an envelope, choose Env.Thick in the media type setting. ■ Choose Reduce Paper Curl mode in the printer driver (see Software User's Guide). If the problem is not solved, choose Plain Paper in the media type setting. ■ If you are printing an envelope, choose **Env.Thin** in the Media Type Setting of the printer driver. ■ If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate **Curled or wavy** the paper 180° in the paper tray. Store the paper where it will not be exposed to high temperatures and high humidity. ■ Open the back cover (face-up output tray) to let the printed paper exit onto the face-up output tray.

Recommendation Make sure the envelope levers inside the back cover are pulled down to the envelope position when you print envelopes (see Loading paper in the manual feed slot on page 23). NOTE When you have finished printing, open the back cover and reset the two grey levers back to their original positions (1). Pull up the two grey levers until they stop.

В

Machine Information

Checking the Serial Number

You can see the machine's Serial Number on the Touchscreen.

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Machine Info..
- 4 Press Machine Info..
- 6 Press Serial No...
- 6 The Touchscreen will display the machines Serial Number.

Checking the Firmware Version

You can see the machine's firmware version on the Touchscreen.

- 1 Press 1.
- 2 Press All Settings.
- Swipe up or down, or press ▲ or ▼ to display Machine Info..
- 4 Press Machine Info..
- 5 Press Firmware Version.
- 6 The Touchscreen will display the machine's firmware version information.
- 7 Press .

Reset functions

The following reset functions are available:

1 Network

You can reset the internal print server back to its default factory settings such as the password and IP address information.

2 Address Book & Fax

Address book & Fax resets the following settings:

- Address Book (Addresses and Groups)
- Programmed fax jobs in the memory (Polled TX, Delayed Fax, Batch TX)
- Station ID (name and number)
- Coverpage Msg (comments)
- Remote Fax Options (Remote Access Code, Fax Storage, Fax Forwarding, PC-Fax Send, and PC-Fax Receive (Windows® only))
- Report settings
 (Transmission Verification Report/ Tel Index List/Fax Journal)
- Setting Lock password
- 3 All Settings

You can reset all the machine's settings back to the factory default.

Brother strongly recommends you perform this operation when you dispose of the machine.

NOTE

Unplug the interface cable before you choose Network or All Settings.

How to reset the machine

- 1 Press
- Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Initial Setup.
- 4 Press Initial Setup.
- 5 Swipe up or down, or press ▲ or ▼ to display Reset.
- 6 Press Reset.
- Press Network,
 Address Book & Fax Or
 All Settings to choose the reset
 function you want.
- 8 Do one of the following;
 - To reset the settings, press Yes and go to step **9**.
 - To exit without making changes, press No and go to step ①.
- You will be asked to reboot the machine.
 Do one of the following;
 - To reboot the machine press Yes for 2 seconds. The machine will begin the reboot.
 - To exit without rebooting the machine, press No. Go to step ①.

NOTE

If you do not reboot your machine, the reset will not finish and your settings will remain unchanged.



NOTE

You can also reset the Network settings

by pressing , All Settings,

Network, Network Reset.

C

Settings and features tables

Using the Settings Tables

Your machine's Touchscreen LCD is easy to set up and operate. All you have to do is press the settings and options you want as they are displayed on the screen. We created step-by-step Settings Tables and Features Tables so you can see at-a-glance all the available choices for each setting and feature. You can use these tables to quickly set up your preferred settings in the machine.

Settings Tables

The Settings tables will help you understand the menu selections and options that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.



Level 1	Level 2	Level 3	Options	Descriptions	See Page		
	Date	_	_	Add the date and time on the Touchscreen	See ‡.		
	Time	_	_	and in headings of			
(Date & Time)				faxes you send.			
	Auto Daylight	_	On	Change to Daylight Saving Time	See ◆.		
			Off*	automatically.			
	Time Zone	_	UTCXXX:XX	Set the time zone for your country.	See ‡.		
See <i>Toner</i> on page 201. Access the Toner menus.							
(Toner)							
Network	Wired LAN	See Wired LAN on p	page 168.	Access the Wired LAN setting menus. Access the WLAN setting menus.			
	WLAN	See WLAN on page	170.				
	(MFC-9330CDW						
	and MFC-9340CDW)	1					
Fax Preview	_	_	On	View faxes you	45		
			Off*	receive on the Touchscreen.			
Wi-Fi Direct	See Wi-Fi Direct on	page 172.	•	Access the Wi-Fi	172		
(MFC-9330CDW				Direct™ setting menus.			
and MFC-9340CDW)							
Tray Setting	Paper Type	_	Thin	Set the type of paper	28		
(MFC-9330CDW			Plain Paper*	in the paper tray.			
and MFC-9340CDW)			Thick				
0 00 100211)			Thicker				
			Recycled Paper				
	◆ Advanced User's	Guide					
	‡ Quick Setup Guid	le					
	The factory settings	are shown in Bold wit	h an asterisk.				

Level 1	Level 2	Level 3	Options	Descriptions	See Page
Tray Setting	Paper Size	_	A4*	Set the size of paper	28
(MFC-9330CDW			Letter	in the paper tray.	
and MFC-9340CDW)			Legal		
(continued)			EXE		
(00.11.11.000)			A5		
			A5 L		
			A6		
			Folio		
A	_	_	Thin	Set the type of paper	28
			Plain Paper*	in the paper tray.	
(Paper Type)			Thick		
(MFC-9140CDN)			Thicker		
			Recycled Paper		
	_	_	A4*	Set the size of paper	28
			Letter	in the paper tray.	
(Paper Size)			Legal		
(MFC-9140CDN)			EXE		
			A5		
			A5 L		
			A6		
			Folio		
All Settings	See All settings on p	page 162.		Select your default settings.	162
	◆ Advanced User's	Guide			•
	‡ Quick Setup Guid	le			
	The factory settings	are shown in Bold wit	h an asterisk.		

All settings

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Pag
General Setup	Paper Type	_	_	Thin	Set the type of paper	28
				Plain Paper*	in the paper tray.	
				Thick		
				Thicker		
				Recycled Paper		
	Paper Size	_	_	A4*	Set the size of paper	28
				Letter	in the paper tray.	
				Legal		
				EXE		
				A5		
				A5 L		
				A6		
				Folio		
	Volume	Ring	_	Off	Adjust the ring	20
				Low	volume.	
				Med*		
				High		
		Веер	_	Off	Adjust the beeper	20
				Low*	volume.	
				Med		
				High		
		Speaker	_	Off	Adjust the speaker volume.	20
				Low	volume.	
				Med*		
				High		
	LCD Settings	Backlight	-	Light*	Adjust the brightness of the Touchscreen	See •
				Med	backlight.	
				Dark		<u> </u>
		Dim Timer	_	Off*	Set how long the Touchscreen	
				10Secs	backlight stays on for	
				20Secs	after the last key press.	
				30Secs	ρισου.	
	Advanced Us	ser's Guide				



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
General Setup (continued)	Button Settings	Home Button Settings	_	Home* More Shortcuts 1 Shortcuts 2 Shortcuts 3	Set the screen that is displayed when you press Home () on the Touchpanel.	13
	Ecology	Toner Save	_	On Off*	Increase the page yield of the toner cartridge.	See ◆.
		Sleep Time	_	Range varies depending on the model. 3 Mins*	Conserve power.	
Security	Security	Function Lock	Set Password Lock Off⇒On	Verify	You can restrict selected machine operations for up to 25 restricted users and for all other non-authorized Public users.	
		Setting Lock	Set Password Lock Off⇒On	Verify:	Stop unauthorized users from changing the machine's settings.	
Shortcut Settings	(Choose shortcut button.)	Edit Shortcut Name	_	_	Change the shortcut name.	19
	◆ Advanced Us	Delete ser's Guide	_	_	Delete the shortcut.	19



Fax/Tel External TAD Manual Ring Delay — (2 - 8) Set the number of rings before the machine answers in Fax or Fax/Tel mode. F/T Ring Time — 20Secs Set the length of the fast double-ring time in Fax/Tel mode. 40Secs 70Secs Fax Preview — On View faxes you receive on the Touchscreen. Fax Detect — On* Receive fax messages automatically when you answer a call and hear fax tones. Remote Codes — Remote Codes (Options) extension or external on phone and use codes to turn the machine on or off. You can personalize these codes. Auto Reduction — On* Reduce the size of incoming faxes Auto Reduction — Remote See incoming faxes Auto Reduction — Reduce the size of incoming faxes	Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
Ring Delay — (2 - 8) Set the number of rings before the machine answers in Fax or Fax/Tel mode. F/T Ring Time — 20Secs Set the length of the fast double-ring time in Fax/Tel mode. 40Secs 70Secs Fax Preview — On View faxes you receive on the Touchscreen. Fax Detect — On* Receive fax messages automatically when you answer a call and hear fax tones. Remote Codes — Remote Codes (Options) Off* Off* on or off. You can phone and use codes to turn the machine on or off. You can personalize these codes. Auto Reduction — On* Reduce the size of incoming faxes.	Fax	Setup Receive	Receive Mode	_	Fax/Tel External TAD	mode that best suits	40
Solution Solution			Ring Delay	_	(2 - 8)	rings before the machine answers in	43
Fax Detect — On* Receive fax messages automatically when you answer a call and hear fax tones. Remote Codes — Remote Codes (Options) On phone and use codes to turn the machine on or off. You can personalize these codes. Auto Reduction — On* Reduce the size of incoming faxes			F/T Ring Time	_	30Secs* 40Secs	fast double-ring time	43
Memote Codes Remote Codes (Options) Off Remote Codes (Options) On Off* Act.Code (*51) Deact.Code (#51) Auto Reduction Off messages automatically when you answer a call and hear fax tones. Allows you to answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes. Reduce the size of incoming faxes			Fax Preview	_		receive on the	45
(Options) On Off* Off* Act.Code (*51) Deact.Code (#51) Auto Reduction On* All calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes. Reduce the size of incoming faxes			Fax Detect	_		messages automatically when you answer a call and	44
incoming faxes			Remote Codes		(Options) On Off* Act.Code (*51) Deact.Code	all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these	53
Off Incoming taxes.			Auto Reduction	_	On*	Reduce the size of incoming faxes.	See ◆



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
Fax (continued)	Setup Receive (continued)	Memory Receive		Off* Fax Forward Fax Storage PC Fax Receive	Set the machine to forward fax messages, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your computer.	See ◆.
			(Backup Print)		If you chose Fax Forward or PC-Fax Receive, you can turn on the Backup Print safety feature.	
		Print Density	_	*	Make printouts darker or lighter.	
		Fax Rx Stamp	_	On Off*	Print the received time and date on the top of the received faxes.	
		2-sided	_	On Off*	Print received faxes on both sides of the paper.	
	Setup Send	Batch TX	_	On Off*	Combine delayed faxes going to the same fax number at the same time of day into one transmission.	
		Coverpage Setting	Print Sample	1	Print a sample of the fax cover page. You can fill in information and fax it with your document.	
			Coverpage Note	_	Set up your own comments for the fax cover page.	
		Destination	_	Display* Hidden	Set the machine to display the destination information on the Touchscreen during fax sending.	
	◆ Advanced Us	ser's Guide				
	The factory sett	ings are shown ir	n Bold with an as	terisk.		

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Pag
Fax	Report Setting	XMIT Report	_	On	Choose the initial	38
(continued)				On+Image	setup for the Transmission	
				Off*	Verification Report.	
				Off+Image		
		Journal Period	Journal Period		Set the interval for	See 4
			Every 50 Faxes the Every 6 Hours If y Every 12 Hours Every 24 Hours Self Every 2 Days Op	automatic printing of the Fax Journal.	366 V	
				Every 6 Hours	If you select other than Off or Every 50 Faxes, you can set the time for the option. If you select Every 7	
				Every 12 Hours		
				Every 24 Hours		
				Every 2 Days		
				Every 7 Days		
			Time	_	Days, you can also	
			Day	Every Monday*	set the day of the week.	
				Every Tuesday		
				Every Wednesday		
				Every Thursday		
				Every Friday		
				Every Saturday		
				Every Sunday		
	Print Document	_	_	_	Print incoming faxes that are stored in the memory.	-
	Remote Access	_	_	X	Set your own code for Remote Retrieval.	
	Dial Restriction	Dial Pad	_	Enter # Twice	Set the machine to restrict dialling when	
	Restriction			On	using the dial pad.	
				Off*		
		Address	_	Enter # Twice		
		Book		On	restrict the dialling when using the	
				Off*	Address Book.	
		Shortcuts	_	Enter # Twice		1
				On	restrict the dialling	
				Off*	when using a Shortcut.	
	Remaining Jobs	_	_	_	Check which scheduled jobs are in the memory and cancel selected jobs.	•



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
Printer	Emulation	_	_	Auto* HP LaserJet	Choose the emulation mode.	See 🗆
				BR-Script 3		-
	Print Options	Internal Font	HP LaserJet BR-Script 3	_	Print a list of the machine's internal fonts.	
		Configuration	_	_	Print a list of the machine's printer settings.	
		Test Print	_	_	Print a test page.	
	2-sided	_	_	Off* Long Edge Short Edge	Enable or disable 2-sided printing and choose long edge or short edge.	
	Auto Continue	_	_	On* Off	Select this setting if you want the machine to clear paper size errors and to use the paper in the tray.	
	Output Colour	_		Auto* Colour Black and White	Choose colour or black & white for printed documents. If you choose Auto, the machine selects an appropriate option for the document (colour or black & white).	
	Reset Printer	_	_	Yes No	Restore the printer settings to the factory settings.	
	Calibration	Calibrate	_	Yes No	Adjust the colour density.	111
		Reset	_	Yes	Return the colour calibration to the factory settings.	
	Auto Regist.	_	_	Yes	Adjust the print position of each colour automatically.	112
	Frequency	_	_	Normal* Low Off	Set the interval time of the auto registration and calibration.	113

Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network +	Wired LAN	TCP/IP	BOOT Method	_	Auto*	Choose the BOOT
				,	Static	method that best suits your needs.
					RARP	cano year meeae.
					BOOTP	
					DHCP	
			(IP Boot Tries)		3* [0-32767]	Specifies the number of attempts the machine will try to obtain an IP address when the BOOT Method is set to any setting except Static.
			IP Address	i	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	ı	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	ı	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	_	BRNXXXXXXXXXXX	Enter the Node name. (Up to 32 characters)
			WINS Configuration	_	Auto* Static	Choose the WINS configuration mode.
			WINS Server	_	Primary [000-255]. [000-255]. [000-255]. [000-255]. Secondary [000-255]. [000-255]. [000-255].	Specifies the IP address of the primary or secondary WINS server.

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- Visit the Brother Solutions Center to download the Web Connect Guide at http://solutions.brother.com/.



Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network +	Wired LAN	TCP/IP	DNS Server	_	Primary	Specifies the IP
(continued)	(continued)	(continued)			[000-255]. [000-255]. [000-255]. [000-255]	address of the primary or secondary DNS server.
					Secondary	
					[000-255]. [000-255]. [000-255]. [000-255]	
			APIPA	_	On*	Automatically
					Off	allocate the IP address from the link-local address range.
			IPv6	_	On	Enable or Disable
					Off*	the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information.
		Ethernet	_	_	Auto*	Choose the
					100B-FD	Ethernet link mode.
					100B-HD	
					10B-FD	
					10B-HD	
		Wired Status	_	_	Active 100B-FD	You can see the current wired
					Active 100B-HD	status.
					Active 10B-FD	
					Active 10B-HD	
					Inactive	
					Wired OFF	
		MAC Address	_	_	_	Shows the MAC address of the machine.
		Set to Default	_	_	Yes	Restore the wired
					No	network setting to the factory setting.

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Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network + (continued)	Wired LAN (continued)	Wired Enable (MFC-9330CDW and MFC-9340CDW)	_	_	On*	Enable or Disable the Wired LAN manually.
	WLAN (MFC-9330CDW and MFC-9340CDW)	TCP/IP	BOOT Method	_	Auto* Static RARP BOOTP DHCP	Choose the BOOT method that best suits your needs.
			(IP Boot Tries)	_	3* [00000-32767]	Specifies the number of attempts the machine will try to obtain an IP address when the BOOT Method is set to any setting except Static.
			IP Address	_	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.
			Subnet Mask	_	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.
			Gateway	_	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.
			Node Name	_	BRWXXXXXXXXXXXX	Enter the Node name. (Up to 32 characters)
			WINS Configuration	_	Auto* Static	Choose the WINS configuration mode.

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- Visit the Brother Solutions Center to download the Web Connect Guide at http://solutions.brother.com/.



Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network + (continued)	WILAN (MFC-9330CDW and MFC-9340CDW) (continued)	TCP/IP (continued)	WINS Server		Primary [000-255]. [000-255]. [000-255]. [000-255]. Secondary [000-255]. [000-255]. [000-255].	Specifies the IP address of the primary or secondary WINS server.
			DNS Server	_	Primary [000-255]. [000-255]. [000-255]. [000-255]. Secondary [000-255]. [000-255]. [000-255].	Specifies the IP address of the primary or secondary DNS server.
			APIPA	_	On* Off	Automatically allocate the IP address from the link-local address range.
			IPv6	_	On Off*	Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/for more information.
		Setup Wizard	_	+	_	You can configure your internal print server.
		WPS/AOSS	_	_	_	You can easily configure your wireless network settings using the one-button push method.

- + Network User's Guide
- ♣ Visit the Brother Solutions Center to download the Wi-Fi Direct™ Guide at http://solutions.brother.com/.
- Visit the Brother Solutions Center to download the Web Connect Guide at http://solutions.brother.com/.



Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network + (continued)	WLAN (MFC-9330CDW and MFC-9340CDW)	WPS w/ PIN Code	_	_	_	You can easily configure your wireless network settings using WPS with a PIN code.
	(continued)	WLAN Status	Status	_	Active(11b) Active(11g) Active(11n) Wired LAN Active WLAN Off AOSS Active Connection Failed	You can see the current wireless network status.
			Signal	_	Strong Medium Weak None	You can see the current wireless network signal strength.
			SSID	_	_	You can see the current SSID.
			Comm. Mode	_	Ad-hoc Infrastructure None	You can see the current Communication Mode.
		MAC Address	_	_	_	Shows the MAC address of the machine.
		Set to Default	_	_	Yes No	Restore the wireless network settings to factory setting.
		WLAN Enable	_	_	On Off*	Enable or disable the wireless LAN manually.
	Wi-Fi Direct (MFC-9330CDW and MFC-9340CDW)	Push Button	_	_	_	You can easily configure your Wi-Fi Direct™ network settings using the one-button push method.

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- $\clubsuit \ \text{Visit the Brother Solutions Center to download the Wi-Fi Direct}^{\text{TM}} \ \text{Guide at } \underline{\text{http://solutions.brother.com/.}}$
- $\bullet \text{ Visit the Brother Solutions Center to download the Web Connect Guide at } \underline{\text{http://solutions.brother.com/}}.$



Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network + (continued)	Wi-Fi Direct (MFC-9330CDW and MFC-9340CDW)	PIN Code	_	_	_	You can easily configure your Wi-Fi Direct™ network settings using WPS with a PIN code.
((continued)	Manual	_	_	_	You can manually configure your Wi-Fi Direct™ network settings.
		Group Owner	_	_	On Off*	Set your machine as the Group Owner.
		Device Information	Device Name	_	_	You can see the device name of your machine.
			SSID	_	_	Shows the SSID of the Group Owner.
						When the machine is not connected, Touchscreen shows Not Connected.
		IP Address	_	_	You can see the current IP Address of your machine.	
		Status	Status	_	G/O Active(**)	You can see the
		Information			Client Active	current Wi-Fi Direct™ network
					Not Connected	status.
					Off	
					Wired LAN Active	
					** = the number of devices	
			Signal	_	Strong	You can see the current Wi-Fi
					Medium	Direct™ network
					Weak	signal strength.
					None	When your machine acts as the Group Owner, the Touchscreen always shows Strong.

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Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network + (continued)	Wi-Fi Direct (MFC-9330CDW and MFC-9340CDW)	I/F Enable	_	_	On Off*	Enable or Disable the Wi-Fi Direct™ connection.
	(continued)					
	E-mail/IFAX (Available after IFAX is downloaded)	Mail Address	_	_	_	Enter the mail address (Up to 60 characters).
		Setup Server	SMTP	SMTP Server	Name (Up to 64 characters) IP Address [000-255]. [000-255]. [000-255]	Enter the SMTP server address.
				SMTP Port	25 * [1-65535]	Enter the SMTP port number.
				Auth. for SMTP	None* SMTP-AUTH POP bef. SMTP	Select the Security method for E-mail notification.
				SMTP SSL/TLS	None* SSL TLS	Send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.
				Verify SMTPCert.	On Off*	Verify the SMTP Server Certificate automatically.
			POP3	POP3 Server	Name (Up to 64 characters) IP Address [000-255]. [000-255]. [000-255]	Enter the POP3 server address.
				POP3 Port	110* [1-65535]	Enter the POP3 port number.

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Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions
Network + (continued)	E-mail/IFAX (Available after IFAX is	Setup Server (continued)	POP3 (continued)	Mailbox Name	_	Enter the mail box name (Up 60 characters).
	downloaded) (continued)			Mailbox Password	_	Enter the password to log in to the POP3 server (Up 32 characters).
				POP3 SSL/TLS	None* SSL TLS	You can send or receive an E-mail via an E-mail server that requires secure SSL/TLS communication.
				Verify POP3Cert.	On Off*	Verify the POP3 Server Certificate automatically.
				APOP	On Off*	Enable or disable APOP.
		Setup Mail RX	Auto Polling	Auto Polling	On*	Automatically check the POP3 server for new messages.
				Poll Frequency (When Auto Polling is set to On.)	1Min 3Mins 5Mins 10Mins*	Set the interval for checking for new messages on the POP3 server.
			Header	_	All Subject+From+To None*	Select the contents of the mail header to be printed.
			Delete Error Mail	_	On*	Delete error mails automatically.
			Notification	_	On MDN Off*	Receive notification messages.
		Setup Mail TX	Sender Subject	_	_	Display the subject that is attached to the Internet Fax data.

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Level 1	Level 2	Level 3	Level 4	Level 5	Options	Descriptions	
Network +	E-mail/IFAX	Setup Mail TX	Size Limit	_	On	Limit the size of	
(continued)	(Available	(continued)			Off*	E-mail documents.	
	after IFAX is downloaded)		Notification	_	On	Send notification	
	<i>'</i>				Off*	messages.	
	(continued)	datas Palas	Dalam Davidanak	_	0	Relay a document	
		Setup Relay	Relay Broadcast	_	On Off*	to another fax machine.	
			Relay Domain	_	_	Register the Domain name.	
			Relay Report	_	On	Print the Relay	
					Off*	Broadcast Report.	
		Manual POP3 Receive	_	_	_	Manually checks the POP3 server for new messages.	
	Web Connect	Proxy Settings	Proxy	_	On	You can change the	
	Settings		Connection		off*	Web connection settings.	
	•		Address	_	_	settings.	
			Port	_	8080*		
			User Name	_	_		
			Password	_	_		
	Fax to Server	Fax to Server	_	_	On	You can store a	
	(Available				Off*	prefix/suffix address in the	
	after IFAX is downloaded)	Prefix	_	_	_	machine and can	
	downloaded)	Suffix	_	_	_	send a document from a fax server system.	
	Network Reset	_	_	_	Yes	Restore all network	
					No	settings to the factory settings.	

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Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
Print Reports	XMIT Verify	View on LCD	_	_	Display and print a	See ◆.
		Print Report	_	_	Transmission Verification Report for your last transmission.	
	Address Book	_	_	_	List names and numbers stored in the Address Book.	
Fax	Fax Journal	_	_	_	List information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)	
	User Settings	_	_	_	List your settings.	
	Network Configuration	_	_	_	List your Network settings.	
	Drum Dot Print	_	_	_	Print the Drum Dot Check Sheet.	104
	WLAN Report (MFC-9330CDW and MFC-9340CDW)	_	_	_	Print the result of wireless LAN connectivity diagnosis.	See ‡.

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‡ Quick Setup Guide



Level 1	Level 2	Level 2	Level 2	Options	Descriptions	See Page
Machine Info.	Serial No.	_	_	_	Check the serial number of your machine.	157
	Firmware	Main Version	_	_	Check the firmware	157
	Version	Sub1 Version	_	_	version of your machine.	
		Sub2 Version	_	_	macinic.	
	Page Counter	Total	_	Colour	Check the number of	See ◆.
				Black and White	total colour or black & white pages the	
		Fax/List	_	Colour	machine has printed	
				Black and White	during its life.	
		Сору	_	Colour	e	
				Black and White		
		Print	_	Colour		
				Black and White		
	Parts Life	Drum Black(BK)	_	_	Check the remaining life of a machine part.	
		Drum Cyan(C)	_	_		
		Drum Magenta(M)	_	_		
		Drum Yellow(Y)	_	_		
		Belt Unit	_	_		
		Fuser	_	_		
		PF kit	_			



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
Initial Setup	Date & Time	Date	_	_	Put the date and time	See ‡.
		Time	_	_	on the Touchscreen and in the headings of faxes you send.	
		Auto Daylight	_	On Off*	Change to Daylight Saving Time automatically.	See ◆.
		Time Zone	_	UTCXXX:XX	Set the time zone for your country.	See ‡.
	Station ID	_	_	Fax Tel Name	Set up your name and fax number to appear on each page you fax.	
	Tone/Pulse	_	_	Tone* Pulse	Choose the dialling mode.	
	Dial Tone	_	_	Detection No Detection*	You can shorten the dial tone detect pause.	146
	Phone Line Set	_	_	Normal* PBX ISDN	Select the phone line type.	50
	Compatibility	_	_	High* Normal Basic(for VoIP)	Adjust the equalization for transmission difficulties.	146
					VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, choose Basic(for VoIP).	
	Reset	Network	_	Yes	Restore all network settings to the factory settings.	158
		Address Book & Fax	_	Yes No	Restore all stored phone numbers and fax settings.	t
		All Settings	_	Yes No	Restore all the machine settings to the factory settings.	

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‡ Quick Setup Guide



Features Tables



Fax (When Fax Preview is Off)

Level 1	Level 2	Level 3	Options	Descriptions	See Page
Redial (Pause)				Redial the last number called. When you are entering a fax or telephone number on the Touchpanel, Redial changes to Pause on the Touchscreen. Press Pause when you need a delay while dialing numbers, such as access codes and credit card numbers. You can also store a pause when you set up addresses.	
Tel (R)			_	Tel changes to R when PBX is selected as the telephone line type. You can use R to gain access to an outside line or to transfer a call to another extension when connected to a PBX.	
Address Book	(Search)	_	_	Search within the Address Book.	55
	Edit	_	Add New Address	Store Address Book numbers, so you can dial by pressing Address Book on the Touchscreen (and Fax Start).	56
			Setup Groups	Set up Group numbers for Broadcasting.	See ◆.
			Change	Change Address Book numbers.	57 and
			Delete	Delete Address Book numbers.	see ◆.
	◆ Advanced User's	Guide			
	The factory settings	are shown in Bold w	ith an asterisk.		

Level 1	Level 2	Level 3	Options	Descriptions	See Page
Address Book (continued)	_	Apply	_	Start sending a fax using the address book.	_
Call History	Outgoing Call	Edit Apply	Add to Address Book Delete	Choose a number from the Outgoing Call history and then send a fax to it, add it to Address Book, or delete it.	See ◆.
Fax Start	_	_	_	Send a fax.	_
Options	Fax Resolution	_	Standard* Fine S.Fine Photo	Set the resolution for outgoing faxes.	See ◆.
	2-sided Fax (MFC-9340CDW)	_	Off* 2-sided Scan: Long Edge 2-sided Scan: Short Edge	Set the 2-sided scanning format.	
	Contrast	_	Auto* Light Dark	Change the lightness or darkness of faxes you send.	
	Broadcasting	Add Number	Add Number Add from Address book Search in Address book	Send the same fax message to more than one fax number.	
	Delayed Fax	Delayed Fax	On Off*	Set the time of day that delayed faxes will be sent.	
-	Real Time TX	Set Time	On Off*	Send a fax without using the memory.	
	Polled TX	_	Standard Secure Off*	Set up your machine with a document to be retrieved by another fax machine.	
	◆ Advanced User's	Guide			



Level 1	Level 2	Level 3	Options	Descriptions	See Page
Options	Coverpage Setup	Coverpage Setup	On	Automatically send a	See ◆.
(continued)			Off*	cover page you programmed.	
		Coverpage Note	1.Comment Off		
			2.Please Call		
			3.Urgent		
			4.Confidential		
			5.		
			6.		
		Total Pages	_		
	Polling RX	_	Standard	Set up your machine	
			Secure	to poll another fax machine.	
			Timer		
			Off*		
	Overseas Mode	_	On	If you are having	
			Off*	difficulty sending faxes overseas, set	
				this to On.	
	Glass Scan Size	_	Letter	To fax a Letter size	38
			A4*	document, you must change the Glass	
				Scan Size setting.	
	Set New Default	_	Yes	Save your fax settings	See ◆.
			No	as the default settings.	
	Factory Reset	_	Yes	Restore all the fax	
			No	settings you changed	
				back to the factory settings.	
Save as Shortcut	_	_	_	Register the current	
				settings as a shortcut.	
	◆ Advanced User's	Guide			
	The factory settings	are shown in Bold wi	th an asterisk.		



Fax (When Fax Preview is On)

Level 1	Level 2	Level 3	Options	Descriptions	See Page
Sending Faxes	See Fax (When Fax	Preview is Off) on pa	ge 180.		•
Received Faxes	Print/Delete	Print All(New Faxes)	_	Print the new received faxes.	46
		Print All(Old Faxes)	_	Print the old received faxes.	
		Delete All(New Faxes)	_	Delete the new received faxes.	46
		Delete All(Old Faxes)	_	Delete the old received faxes.	
Address Book	See Fax (When Fax	Preview is Off) on pa	ge 180.		
Call History	See Fax (When Fax	Preview is Off) on pa	ge 180.		
	◆ Advanced User's	Guide			
	The factory settings	are shown in Bold wit	h an asterisk.		



Level 1	Level 2	Level 3	Options 1	Options 2	Descriptions	See Page
Mono Start	_	_	_	_	Lets you make a monochrome copy.	_
Colour Start	_	_	_	_	Lets you make a colour copy.	
Receipt Normal 2in1(ID) 2in1 2-sided(1⇒2) 2-sided(2⇒2) (MFC-9340CDW)	_	_			Choose the desired settings from the preset items.	58
Paper Save Options	Quality	_	Auto* Text Photo Receipt	_	Choose the Copy resolution for your type of document.	See ◆.
	◆ Advanced L	lser's Guide				
	The factory se	ttings are shown	in Bold with an aste	erisk		



Level 1	Level 2	Level 3	Options 1	Options 2	Descriptions	See Page
Options	Enlarge/Reduce	_	100%*	_	_	See ◆
(continued)			Enlarge	200%	Choose an	
				141% A5⇒A4	enlargement ratio for the next copy.	
				104% EXE⇒LTR	and now dopy.	
			Reduce	97% LTR⇒A4	Choose a reduction	
				94% A4⇒LTR	ratio for the next copy.	
				91% Full Page		
				85% LTR⇒EXE		
				83% LGL⇒A4		
				78% LGL⇒LTR		
				70% A4⇒A5		
				50%		
			Custom(25-400%)	_	You can choose the enlargement or reduction ratio for the next copy.	
	Density	_	-2 -2	_	Adjust the Density for copies.	
	Contrast	_	+2 -2 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 -1	_	Adjust the contrast for copies.	
	Stack/Sort	_	Stack* Sort	_	Choose to stack or sort multiple copies.	
	Page Layout	_	Off(lin1)*	_	Make N in 1 and 2 in 1 ID copies.	7
			2in1(P) 2in1(L)			
			2in1(ID)			
			4in1(P)			
			4in1(L)			



	Level 2	Level 3	Options 1	Options 2	Descriptions	See Page
Options (continued)	Colour Adjust	Red	-1 ** 0 ** 1 ** 1 ** 1 ** 1 ** 1 ** 1 **		Adjust the red colour for copies.	See ◆.
		Green	-1 *	_	Adjust the green colour for copies.	
		Blue	2 2 1 1 1 *	_	Adjust the blue colour for copies.	
	2-sided Copy (MFC-9140CDN and MFC-9330CDW)	_	Off* 1-sided⇒2-sided Long Edge Flip 1-sided⇒2-sided Short Edge Flip	_	Enable or disable 2-sided copying and choose long edge or short edge.	
	2-sided Copy (MFC-9340CDW)	l	Off* 2-sided⇒2-sided 1-sided⇒2-sided Long Edge Flip 2-sided⇒1-sided Long Edge Flip 1-sided⇒2-sided Short Edge Flip 2-sided⇒1-sided Short Edge Flip			
	<u> </u>	ser's Guide	phott rage Fitp	<u> </u>		



Level 1	Level 2	Level 3	Options 1	Options 2	Descriptions	See Page
Options - (continued)	_		2-sided Copy Page Layout (MFC-9340CDW)	LongEdge⇒ LongEdge⇒ ShortEdge ShortEdge⇒ LongEdge⇒ ShortEdge⇒ ShortEdge⇒ ShortEdge⇒	Choose a page layout option when you make 2-sided N in 1 copies from a 2-sided document.	See ◆.
	Advanced Settings	_	Off* Remove Background Colour	Low Medium* High	Change the amount of background colour that is removed.	
	Save as Shortcut	_	_	_	Add the current settings as a shortcut.	
	◆ Advanced L	ser's Guide				





Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See
to OCR	(PC Select)	Options	See Options	(to OCR) on page	190.	Se
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start	_	_	Start scanning.	
to File	(PC Select)	Options	See Options on page 191.	(to File, to Image a	and to E-mail)	
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start	_	_	Start scanning.	
to Image	(PC Select)	Options	See Options on page 191.	(to File, to Image a	and to E-mail)	
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start	_	_	Start scanning.	
to USB	Options	See Options (to	o USB) on page	192.	<u> </u>	
(MFC-9330CDW and MFC-9340CDW)	Save as Shortcut	_	_	_	Add the current settings as a shortcut.	
	Start	_	_	_	Start scanning.	
to E-mail	(PC Select)	Options See Options (to File, to Image and to E-mail) on page 191.				
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start	_	_	Start scanning.	
to E-mail Server (Download only)	Address Book	_	_	_	Choose the address of the recipient from the address book.	
	Manual	_		_	Manually enter the address of the recipient.	
	OK	Options	See Options	(to E-mail Server)	on page 194.	
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start		_	Start scanning.	
	☐ Software User	's Guide	<u> </u>			
	The factory settin	gs are shown in	Bold with an as	terisk.		

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	See Page
to FTP	(Profile name)	Options	See Options (to FTP and to Netv	vork) on page 196.	See 🗆
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start	_	_	Start scanning.	
to Network	(Profile name)	Options	See Options (to FTP and to Netv	vork) on page 196.	
		Save as Shortcut	_	_	Add the current settings as a shortcut.	
		Start	_	_	Start scanning.	
WS Scan	Scan	_	_	_	Scan data using the Web Service protocol.	
(Appears	Scan for E-mail	_	_	_		
when you install a Web	Scan for Fax	_	_	_	protocoi.	
Services Scan, which is displayed in your computer's Network explorer.)	Scan for Print	_	_			
	☐ Software User'	s Guide			_	•
	The factory settin	gs are shown in	Bold with an ast	terisk.		



Options (to OCR)

Level 1	Level 2	Options	Descriptions	See Page
Options	2-sided Scan	Off*	Choose the 2-sided scan	See □.
	(MFC-9340CDW)	2-sided Scan: Long Edge	mode.	
		2-sided Scan: Short Edge		
	Set with Touch Panel	Off(Set with Computer)*	To change settings using the Touchscreen, choose	
		On	On.	
	Scan Type	Colour	Choose the scan type for	
		Grey	your document.	
		Black and White*		
	Resolution	100 dpi	Choose the scan	
		200 dpi*	resolution for your document.	-
		300 dpi		
		600 dpi		
	File Type	Text*	Choose the file format for	
		HTML	your document	
		RTF		
	Scan Size	A4*	Choose the scan size for	
		Letter	your document.	
		Legal		
	☐Software User's Guide			
	The factory settings are shown i	n Bold with an asterisk.		



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Options (to File, to Image and to E-mail)

Level 1	Level 2	Options	Descriptions	See Page
Options	2-sided Scan	Off*	Choose the 2-sided scan	See 🗆
	(MFC-9340CDW)	2-sided Scan: Long Edge	mode.	
		2-sided Scan: Short Edge		
	Set with Touch Panel	Off(Set with Computer)*	To change settings using	
		On	the Touchscreen, choose On.	
	Scan Type	Colour*	Choose the scan type for	
		Grey	your document.	
		Black and White		
	Resolution	100 dpi	Choose the scan	
		200 dpi*	resolution for your document.	
		300 dpi	accament.	
		600 dpi		
	File Type	(When you select Colour or Grey in Scan Type)	Choose the file format for your document.	
		PDF*		
		JPEG		
		(When you select Black and White in Scan Type)		
		PDF*		
		TIFF		
	Scan Size	A4*	Choose the scan size for	
		Letter	your document.	
		Legal		
	Remove Background Colour	Off*	Change the amount of	
		Low	background colour that is removed.	
		Medium	This function is not	
		High	available for Black and White scanning.	
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Options (to USB)

Level 1	Level 2	Options	Descriptions	See Page
Options	2-sided Scan	Off*	Choose the 2-sided scan	See □.
	(MFC-9340CDW)	2-sided Scan: Long Edge	mode.	
		2-sided Scan: Short Edge		
	Scan Type	Colour*	Choose the scan type for	
		Grey	your document.	
		Black and White		
	Resolution	(When you select Colour in Scan Type)	Choose the scan resolution for your	
		100 dpi	document.	
		200 dpi*		
		300 dpi		
		600 dpi		
		Auto		
		(When you select Grey in Scan Type)		
		100 dpi		
		200 dpi*		
		300 dpi		
		Auto		
		(When you select Black and White in Scan Type)		
		200 dpi*		
		300 dpi		
		200x100		
	☐ Software User's Guide)	1	•
	The factory settings are s	shown in Bold with an asterisk.		



Level 1	Level 2	Options	Descriptions	See Page
Options	File Type	(When you select Colour or	Choose the file format for	See □.
(continued)		Grey in Scan Type)	your document.	
		PDF*		
		JPEG		
		PDF/A		
		Secure PDF		
		Signed PDF		
		XPS		
		(When you select Black and White in Scan Type)		
		PDF*		
		PDF/A		
		Secure PDF		
		Signed PDF		
		TIFF		
	Glass Scan Size	A4*	To scan a Letter sized	
		Letter	document, you must change the Glass Scan Size setting.	
	File Name	_	Enter a file name for the scanned data.	
	File Size	Small	Choose the file size for	
		Medium*	colour or greyscale scanning.	
		Large		
	Remove Background Colour	Off*	Change the amount of background colour that is	
			removed.	
		Medium		
		High		
	Set New Default	Yes	Save your scan settings as the default settings.	
		No		
	Factory Reset	Yes	Restore all the scan	
		No	settings you changed back to the factory settings.	
	☐ Software User's Guide		•	•



Options (to E-mail Server)

Level 1	Level 2	Options	Descriptions	See Page
Options	2-sided Scan	Off*	Choose the 2-sided scan	See □.
	(MFC-9340CDW)	2-sided Scan: Long Edge	mode.	
		2-sided Scan: Short Edge		
	Scan Type	Colour*	Choose the scan type for	
		Grey	your document.	
		Black and White		
	Resolution	(When you select Colour in Scan Type)	Choose the scan resolution for your	
		100 dpi	document.	
		200 dpi*		
		300 dpi		
		600 dpi		
		Auto		
		(When you select Grey in Scan Type)		
		100 dpi		
		200 dpi*		
		300 dpi		
		Auto		
		(When you select Black and White in Scan Type)		
		200 dpi*		
		300 dpi		
		200x100		
	☐ Software User's Guide			
	The factory settings are shown i	n Bold with an asterisk.		



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Level 1	Level 2	Options	Descriptions	See Page
Options (continued)	File Type	(When you select Colour or Grey in Scan Type)	Choose the file format for your document.	See 🗆
(continued)		PDF*		
		JPEG		
		PDF/A		
		Secure PDF		
		Signed PDF		
		XPS		
		(When you select Black and White in Scan Type)		
		PDF*		
		PDF/A		
		Secure PDF		
		Signed PDF		
		TIFF		
	Glass Scan Size	A4*	To scan a Letter sized	
		Letter	document, you must change the Glass Scan Size setting.	
	File Size	Small	Choose the file size for	-
		Medium*	colour or greyscale scanning.	
		Large	3	
	Set New Default	Yes	Save your scan settings	
		No	as the default settings.	
	Factory Reset	Yes	Restore all the scan	
		No	settings you changed back to the factory settings.	
	☐ Software User's Guide	I	ı	
	The feet and a 100 and a 1	own in Bold with an asterisk.		

Options (to FTP and to Network)

Level 1	Level 2	Options	Descriptions	See Page
Options	2-sided Scan	Off*	Choose the 2-sided scan	See □.
	(MFC-9340CDW)	2-sided Scan: Long Edge	mode.	
		2-sided Scan: Short Edge		
	Scan Type	Colour*	Choose the scan type for	
		Grey	your document.	
		Black and White		
	Resolution	(When you select Colour in Scan Type)	Choose the scan resolution and file format	
		100 dpi	for your document.	
		200 dpi*		
		300 dpi		
		600 dpi		
		Auto		
		(When you select Grey in Scan Type)		
		100 dpi		
		200 dpi*		
		300 dpi		
		Auto		
		(When you select Black and White in Scan Type)		
		200 dpi*		
		300 dpi		
		200x100		
	☐ Software User's Guide			
	The factory settings are shown i	n Bold with an asterisk.		



Level 1	Level 2	Options	Descriptions	See Pag
ptions	File Type	(When you select Colour or	Choose the scan	See 🗆
continued)		Grey in Scan Type)	resolution and file format for your document.	
		PDF*	lor your document.	
		JPEG		
		PDF/A		
		Secure PDF		
		Signed PDF		
		XPS		
		(When you select Black and White in Scan Type)		
		PDF*		
		PDF/A		
		Secure PDF		
		Signed PDF		
		TIFF		
	Glass Scan Size	A4*	To scan a Letter sized	
		Letter	document, you must change the Glass Scan Size setting.	
	File Name	BRNXXXXXXXXX*	Choose preset file names. If you choose <manual>, you can name the file as you like.</manual>	1
		Estimate		
		Report		
		Order sheet	"XXXXXXXXXX" is your	
		Contract sheet	machine's MAC	
		Check	Address/Ethernet Address.	
		Receipt		
		- <manual></manual>		
	File Size	Small	Choose the file size for	1
		Medium*	colour or greyscale	
		Large	scanning.	
	Remove Background Colour		Change the amount of	1
		Low	background colour that is	
		Medium	removed.	
		High		
	User Name	_	Enter the user name.	1
	☐ Software User's Guide	I	I	

Direct Print (MFC-9330CDW and MFC-9340CDW)

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page		
Direct Print	(Select File)	Print Settings	Paper Type	Thin	Set the print media	61		
		(No. of Prints		Plain Paper*	type when printing directly from the USB			
		(001-999))		Thick	flash memory drive.			
				Thicker				
				Recycled Paper				
				Glossy				
			Paper Size	A4*	Set the paper size	61		
				Letter	when printing directly from the USB flash			
				Legal	memory drive.			
				EXE				
				A5				
				A5 L				
				A6				
				в5				
					Folio			
				Multiple Page	1in1*	Set the page layout	61	
							2in1	when printing multiple pages
				4in1	directly from the USB Flash memory drive.			
				9in1				
				16in1				
				25in1				
				1 in 2x2 pages				
				1 in 3x3 pages				
				1 in 4x4 pages				
				1 in 5x5 pages				
			Orientation	Portrait*	Set the page	61		
				Landscape	orientation when printing directly from the USB Flash memory drive.			
			2-sided	Off*	Choose the 2-sided	61		
				Long Edge	print format when printing directly from the USB Flash			
				Short Edge	memory drive.			
	The factory settin	gs are shown in E	Bold with an aste	risk.				

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Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Direct Print	(Select File)	Print Settings	Collate	On*	Enable or disable	61
(continued)		(No. of Prints		Off	page collation when printing directly from	
		(001-999))			the USB Flash	
		(continued)	Print Quality	Normal*	memory drive. Set the print quality	61
			Filme Quality	Fine	option when printing	01
				rine	directly from the USB Flash memory drive.	
			PDF Option	Document*	Set the USB direct	61
				Document&Markup	print setting whether	
				Document&Stamps	to print comments (Markup) or stamps	
					in the PDF file along	
To don Bodon					with the text.	64
Index Print	_	_		_	Print a thumbnail page.	61
DefaultSettings	Paper Type	_	_	Thin	Set the default media	63
				Plain Paper*	type when printing directly from the USB	
				Thick	flash memory drive.	
				Thicker		
				Recycled Paper		
				Glossy		
	Paper Size	_	_	A4*	Set the default paper	63
				Letter	size when printing directly from the USB	
				Legal	flash memory drive.	
				EXE		
				A5		
				A5 L		
				A6		
				В5		
				Folio		
	Multiple Page	_	_	lin1*	Set the default page style when printing	63
				2in1	multiple pages	
				4in1	directly from the USB Flash memory drive.	
				9in1	That memory anve.	
				16in1		
				25in1		
				1 in 2x2 pages		
				1 in 3x3 pages		
				1 in 4x4 pages		
		ĺ		1 in 5x5 pages		

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
(continued)	Orientation	_	_	Portrait* Landscape	Set the default page orientation when printing directly from the USB Flash memory drive.	63
	Collate	_	_	On*	Enable or disable the default page collation when printing directly from the USB Flash memory drive.	63
	Print Quality	_	_	Normal* Fine	Set the default print quality option when printing directly from the USB Flash memory drive.	63
PDF Option	_	_	Document* Document&Markup Document&Stamps	Set the default USB direct print setting to print comments (Markup) or stamps in the PDF file along with the text.	63	
	Index Print	_	_	Simple* Details	Set the default index print option to simple format or details.	63





Level 1	Level 2	Level 3	Options	Descriptions	See Page
	Toner Life	_	_	View the approximate remaining toner life for each colour.	See ◆.
	Test Print		_	Print the Test Print page.	
	Calibration	Calibrate	Yes	Adjust the colour	111
			No	density or return the colour calibration to	
		Reset	Yes	the factory settings.	
			No		
	Auto Regist.	_	Yes	Adjust the print	112
			No	position of each colour automatically.	
	◆ Software User's	Guide			
	The factory setting	s are shown in Bold	with an asterisk.		



NOTE

After Wi-Fi is set up, you cannot change the settings from your Home screen. Change the settings for Wi-Fi in the Settings screen.

Level 1	Level 2	Level 3	Options	Descriptions	See Page
WiFi	Setup Wizard	_	_	Configure your internal print server.	See ‡.
	Setup with PC	_	-	Configure the Wi-Fi settings using a computer.	-
	WPS/AOSS	_	_	Easily configure your wireless network settings using the one-button push method.	
	WPS w/ PIN Code	_	_	Easily configure your wireless network settings using WPS with a PIN code.	-
	‡ Software User's	Guide	1		II.
	The factory settings	s are shown in Bo	old with an asterisk.		



Web (More screen)

Level 1	Level 2	Level 3	Options	Descriptions	Page
Web	Picasa Web Albums™	_	_	Connect the Brother machine to an	See ●.
	Google Drive™	_	_	Internet service.	
	Flickr®	_	_		
	Facebook	_	_		
	Evernote	_			
	Dropbox	_	_		
	Visit the Brother S http://solutions.broth	Solutions Center to dover.com/.	vnload the Web Conn	ect Guide at	
	The factory settings	are shown in Bold wit	n an asterisk.		

H Shortcut

Level 2	Level 3	Level 4	Options	Descriptions	Page
Сору	Receipt	_	See Options	Choose the desired	15
	Normal	_	on page 184.	· ·	
	2in1(ID)	_		preser items.	
	2in1	_			
	2-sided(1⇒2)	_			
	2-sided(2⇒2)	_			
	(MFC-9340CDW)				
	Paper Save	_			
Fax Fax Resolution (Options)	Fax Resolution	_	Standard	Set the resolution for	15
(Options)			Fine	outgoing faxes.	
			S.Fine		
			Photo		
2-sided Fax (MFC-9340CDW)	2-sided Fax	_	Off	Choose the 2-sided	15
	340CDW)	2-sided Scan: Long Edge	fax scan mode.		
			2-sided Scan: Short Edge		
	Contrast	_	Auto	Change the	15
			Light		
			Dark	you send.	
	Broadcasting	_	Add Number	Send the same fax	15
			(Options)	message to more	
			Add Number	number.	
			Add from Address book		
			Search in Address book		
	Real Time TX	_	On	Send a fax without	15
		1	*	using the memory.	1
	Copy	Copy Receipt Normal 2in1(ID) 2in1 2-sided(1⇒2) 2-sided(2⇒2) (MFC-9340CDW) Paper Save Fax (Options) 2-sided Fax (MFC-9340CDW) Contrast	Receipt	Receipt	Receipt

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Add Shortcut (continued)	Fax	Coverpage Setup	Coverpage Setup	On	Automatically send a	15
	(Options)			Off	cover page you programmed.	
	(continued)		Coverpage Note	1.Comment Off		
				2.Please Call		
				3.Urgent		
				4.Confidential		
				5.		
				6.		
			Total Pages	_		
		Overseas Mode	_	On	If you are having	15
				Off	difficulty sending faxes overseas, set this to On.	
		Glass Scan Size	_	Letter	Adjust the scan area of the scanner glass to the size of the document.	15
				A4		
	Scan	to File	_	PC Select	Scan a black & white or a colour document into your computer.	16
		to OCR	_	PC Select	Convert your text document to an editable text file.	16
		to Image	_	PC Select	Scan a colour	16
					picture into your graphics application.	
		to USB		2-sided Scan	Scan documents into a USB Flash memory drive.	16
				(MFC-9340CDW)		
				Scan type		
				Resolution		
				File Type		
				Glass Scan Size		
				File Name		
				File Size		
				Remove		
				Background Colour		
		to E-mail	_	PC Select	Scan a black & white	16
					or a colour	
					document into your E-mail application.	
	The feeten :	attings are shown in	Pold with an art-	riok	<u>'</u>	1
	ine factory se	ettings are shown ir	i bold with an aste	risk.		

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
Add Shortcut	Scan	to E-mail Server	_	Address	Scan a black & white or a colour document into your E-mail Server.	16
(continued)	(continued)			2-sided Scan (MFC-9340CDW)		
				Scan Type		
				Resolution		
				File Type		
				Glass Scan Size		
				File Size		
		to Network	_	Profile Name	Send scanned data to a CIFS server on your local network or on the Internet.	16
		to FTP	_	Profile Name	Send scanned data via FTP.	16
	Web	Picasa Web Albums™	_	_	Visit the Brother Solutions Center to download the Web Connect Guide at http://solutions. brother.com/.	18
		Google Drive™	_	_		
		Flickr [®]	_	_		
		Facebook	_	_		
		Evernote	_	_		
		Dropbox	_	_		

Entering text

When you need to enter text into the machine the keyboard will appear on the Touchscreen.

Press 1 0 to cycle among letters, numbers and special characters.

Press aA to cycle between upper and lower case letters.



Inserting spaces

To enter a space, press Space or ▶.

Making corrections

If you entered an incorrect character and want to change it, use the arrow buttons to move the cursor under the incorrect character. Press , and then enter the correct character. You can also insert letters by moving the cursor and entering a character.

If the screen does not show ◀, press ☑ repeatedly until you have erased the incorrect character. Enter the correct characters.

NOTE

- The characters available may differ depending on your country.
- The keyboard layout may differ depending on the function you are setting.

D

Specifications

General

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW	
Printer Type		LED			
Print Method		Electrophotographic LED Printer			
Memory Capacity	Memory Capacity			256 MB	
LCD (liquid crystal displ	LCD (liquid crystal display)		T Colour Touchscree	en LCD ¹ and	
Power Source		220 - 240 V AC 50/6	0 Hz		
Power Consumption ²	Peak	Approx. 1200 W			
(Average)	Printing	Approx. 375 W at 25 °C			
	Copying	Approx. 380 W at 25 °C			
	Ready	Approx. 70 W at 25 °C			
	Sleep	Approx. 7.5 W			
	Deep Sleep	Approx. 1.8 W			
	Power Off ³⁴	Approx. 0.05 W			
Dimensions		410 mm	410 mm	483 mm	
Weights (with consumable	les)	23.6 kg	<u> </u>	23.5 kg	

- Measured diagonally
- ² USB connections to computer
- Measured according to IEC 62301 Edition 2.0
- ⁴ Power consumption varies slightly depending on the usage environment or part wear.

Model			MFC-9140CDN MFC-9330CDW MFC-9340CDW			
Noise Level	Sound	Printing	LPAm = 53.0 dB (A	LPAM = 53.0 dB (A)		
	Pressure	Ready	LPAm = 33 dB (A)			
	Sound Power	Printing	LWAd = 6.39 B (A)	LWAd = 6.39 B (A)		
		(Colour)				
		Printing	LWAd = 6.42 B (A)			
		(Monochrome)				
		Ready	LWAd = 4.44 B (A)			
Temperature	Temperature Operati		10 to 32.5 °C			
		Storage	0 to 40 °C			
Humidity		Operating	20 to 80% (without condensation)			
		Storage	10 to 90% (without condensation)			
ADF (automa	tic document f	eeder)	Up to 35 pages			
			For best results we recommend:			
		Temperature: 20 to 30 °C				
			Humidity: 50% to 70%			
			Paper: 80 g/m ²			

Document Size

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW	
Document Size	ADF Width	147.3 to 215.9 mm	147.3 to 215.9 mm		
(1-sided)	ADF Length	147.3 to 355.6 mm			
	Scanner Glass Width	Max. 215.9 mm			
	Scanner Glass Length	Max. 300.0 mm			
Document Size ADF Width (2-sided)		_		147.3 to 215.9 mm	
	ADF Length	_		147.3 to 355.6 mm	

Print media

Model			MFC-9140CDN	MFC-9330CDW	MFC-9340CDW	
Paper Input	Paper Tray	Paper Type	Plain Paper, Thin Paper, Recycled Paper			
		Paper Size	A4, Letter, B5 (JIS) Legal, Folio	A4, Letter, B5 (JIS), A5, A5 (Long Edge), A6, Executive, Legal, Folio		
		Paper Weight	60 to 105 g/m ²	60 to 105 g/m ²		
		Maximum Paper Capacity	Up to 250 sheets of 80 g/m ² Plain Paper			
	Manual Feed Slot	Paper Type		Paper, Thick Paper, ond Paper, Label, E Paper	•	
		Paper Size	Width: 76.2 to 215.9 mm			
			Length: 116.0 to 355.6 mm			
		Paper Weight	60 to 163 g/m ²			
		Maximum Paper Capacity	One sheet at a time			
Paper	Face-Down Ou	utput Tray	Up to 100 sheets o	of 80 g/m² Plain pape	er (face-down	
Output ¹			delivery to the face	-down output paper	tray)	
	Face-Up Outp	ut Tray	One sheet (face-up delivery to the face-up output tray)			
2-sided	Automatic	Paper Type	Plain Paper, Thin F	Paper, Recycled Pap	er	
	2-sided Printing	Paper Size	A4			
	i initing	Paper Weight	60 to 105 g/m ²			

For labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

Fax

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW		
Compatibility		ITU-T Super Grou	ITU-T Super Group 3			
Coding System		MH/MR/MMR/JBI	MH/MR/MMR/JBIG			
Modem Speed		33,600 bps (with a	Automatic Fallback)			
2-sided Print Receiving		Yes				
Automatic 2-sided	Sending	_		Yes (from ADF)		
Scanning Width		Max. 208 mm		•		
Printing Width		Max. 208 mm				
Greyscale		8 bit/256 levels				
Resolution	Horizontal	8 dot/mm				
	Vertical	Standard:				
		3.85 line/mm	3.85 line/mm			
		Fine:	Fine:			
		7.7 line/mm	7.7 line/mm			
		Photo:	Photo:			
		7.7 line/mm	7.7 line/mm			
		Superfine:	Superfine:			
		15.4 line/mm	15.4 line/mm			
Address Book	1	200 names				
Groups		Up to 20	Up to 20			
Broadcasting		250 (200 Address	250 (200 Address Book/50 Manual Dial)			
Automatic Redial		3 times at 5 minut	3 times at 5 minute intervals			
Memory Transmission		Up to 500 ¹ pages	Up to 500 ¹ pages			
Out of Paper Recep	otion	Up to 500 ¹ pages	Up to 500 ¹ pages			

¹ 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

Copy

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW		
Copy Width		Max. 210 mm				
Automatic 2-sided Copy		— Yes (from AD				
Multiple Copies	Multiple Copies		Stacks or Sorts up to 99 pages			
Reduce/Enlarge		25% to 400% (in increments of 1%)				
Resolution		Up to 600 × 600 dpi				
First Copy Out Time ¹	Monochrome	Less than 19 seconds at 23 °C / 230 V				
	Colour	Less than 22 seconds at 23 °C / 230 V				

¹ From Ready mode and standard tray.

Scanner

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW		
Colour / Mono		Yes / Yes	Yes / Yes			
TWAIN Compliant		Windows [®] 8	Yes (Windows [®] XP/ Windows Vista [®] / Windows [®] 7 / Windows [®] 8 Mac OS X v10.6.8 / 10.7.x / 10.8.x ¹)			
WIA Compliant		Yes (Windows [®] XF Windows [®] 8)	Yes (Windows [®] XP / Windows Vista [®] / Windows [®] 7 / Windows [®] 8)			
ICA Compliant		Yes (Mac OS X v1	0.6.8 / 10.7.x / 10.8.	x)		
Colour Depth	Colour	48 bit colour proce	ssing (Input)			
		24 bit colour proce	ssing (Output)			
	Greyscale	16 bit colour proce	16 bit colour processing (Input)			
		8 bit colour proces	sing (Output)			
Resolution	•	Up to 19200 × 192	Up to 19200 × 19200 dpi (interpolated) ²			
		Up to 1200 × 2400	Up to 1200 × 2400 dpi (optical) ² (from Scanner Glass)			
		Up to 1200 × 600 d	Up to 1200×600 dpi (optical) ² (from ADF)			
Scanning Width		Max. 210 mm	Max. 210 mm			
Automatic 2-sided Sca	nning	_	Yes (from ADF)			

¹ For the latest driver updates for the version of OS X you are using, visit us at http://solutions.brother.com/.

Maximum 1200×1200 dpi scanning with the WIA driver in Windows[®] XP, Windows Vista[®], Windows[®] 7 and Windows[®] 8 (resolution up to 19200×19200 dpi can be selected by using the scanner utility).

Printer

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW
Automatic 2-sided Print		Yes		
Emulations		PCL6, BR-Script3	(PostScript [®] 3™)	
Resolution		$600 \text{ dpi} \times 600 \text{ dpi},$	2400 dpi (600 dpi×	2400 dpi) quality
Print Speed (2-sided)	Monochrome	Up to 7 sides/minute (Up to 3.5 sheets/minute) (A4 size) 1		
	Colour	Up to 7 sides/minute (Up to 3.5 sheets/minute) (A4 size) ¹		
Print Speed	Monochrome	Up to 22 pages/min	nute (A4 size) ¹	
	Colour	Up to 22 pages/minute (A4 size) ¹		
First Print Time ² Monochrome Less than 16 seconds at 23 °C / 230			nds at 23 °C / 230 V	
	Colour	Less than 16 seconds at 23 °C / 230 V		

¹ The print speed may vary depending on the type of document you print.

² From Ready mode and standard tray.

Interfaces

Model	MFC-9140CDN	MFC-9330CDW	MFC-9340CDW			
USB	Hi-Speed USB 2.0 12	Hi-Speed USB 2.0 ¹²				
	It is recommended you use a USB 2.0 cable (Type A/B) that is no more than 2.0 metres long.					
Ethernet ³	10BASE-T / 100BASE-TX					
	Use a straight-through Cate	gory 5 (or greater) twisted-page	air cable.			
Wireless LAN ³	— IEEE 802.11b/g/n (Infrastructure mode/Ad-hoc mode)					
		IEEE 802.11g/n (Wi-Fi Dire	ct™)			

Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

 $^{^{2}\,\,}$ Third party USB ports are not supported.

³ For detailed network specifications, see *Network* on page 216 and Network User's Guide.

Network

NOTE

For more information about the Network specifications, see Network User's Guide.

Model		MFC-9140CDN	MFC-9330CDW	MFC-9340CDW		
LAN		You can connect your machine to a network for Network Printing, Network Scanning, PC-Fax Send, PC-Fax Receive (Windows [®] only) and Remote Setup ¹ . Also included is Brother BRAdmin Light ^{2 3} Network Management software.				
Protocols	IPv4	ARP, RARP, BOOTP, DHCP, APIPA(Auto IP), WINS/NetBIOS name resolution, DNS Resolver, mDNS, LLMNR responder, LPR/LPD, Custo Raw Port/Port9100, POP3, SMTP Client, IPP/IPPS, FTP Client and Server, CIFS Client, TELNET Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMP, Web Services (Print/Scan), SNT Client				
	IPv6	NDP, RA, DNS resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, POP3, IPP/IPPS, FTP Client and Server, CIFS Client, TELNET Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, SMTP Client, ICMPv6, SNTP Client, Web Service (Print/Scan)				
Security Protocols	Wired		TP, SMTP-AUTH, SSL/T 3, 802.1x (EAP-MD5, EAF eros			
	Wireless	APOP, POP before SMTP, SMTP-AUTH SSL/TLS (IPPS, HTTPS, SMTP, POP), S v3, 802.1x (LEAP, EAP-FAST, PEAP, EAI EAP-TTLS), Kerberos				
Wireless Network Security		_	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)			
Wireless	AOSS™	_	Yes			
Network Setup Support Utility	WPS	_	Yes			

¹ See Computer requirements on page 218.

² (For Windows[®] users) Brother BRAdmin Light is available on the CD-ROM provided with the machine. (For Macintosh users) Brother BRAdmin Light is available as a download from http://solutions.brother.com/.

^{3 (}For Windows[®] users) If you require more advanced machine management, use the latest Brother BRAdmin Professional utility version that is available as a download from http://solutions.brother.com/.

Direct Print feature

Model	MFC-9140CDN	MFC-9330CDW	MFC-9340CDW
Compatibility		PDF version 1.7 ¹ , JPEG, Exif + JPEG, PRN (created by Brother printer driver), TIFF (scanned by a Brother MFC or DCP models), XP version 1.0 ²	
Interface	_	USB direct interfac	е

¹ PDF data including a JBIG2 image file, a JPEG2000 image file or a transparency file is not supported.

Not available to countries subject to applicable export regulations.

Computer requirements

Computer F	Platform & Operating	F	C Interfac	е		Hard Disk Space to install	
-	tem Version	USB ²	10/100Base-TX (Ethernet)	Wireless 802.11b/g/n	Processor	For Drivers	For Applications
	Windows [®] XP Home ^{1 4} Windows [®] XP Professional ^{1 4}	Drinkin			32bit (x86) or 64bit (x64) processor	150 MB	310 MB
	Windows [®] XP Professional x64 Edition ^{1 4}	Printing PC-Fax ³ Scanning	r C-1 ax		64bit (x64) processor		
	Windows Vista ^{® 1 4}				32bit (x86) or	500 MB	500 MB
	Windows [®] 7 ^{1 4}			64bit (x64)	650 MB	1.2 GB	
Windows®	Windows [®] 8 ^{1 4}				processor	000 IVID	1.2 00
Operating System	Windows Server® 2003		I/A Printing		32bit (x86) or 64bit (x64) processor 64bit (x64) processor 32bit (x86) or 64bit (x64) processor	50 MB	N/A
	Windows Server [®] 2003 x64 Edition						
	Windows Server® 2008	N/A					
	Windows Server [®] 2008 R2				64bit (x64)		
	Windows Server [®] 2012				processor		
Macintosh	Mac OS X v10.6.8	Printing	-				
Operating	OS X v10.7.x	PC-Fax (Send) ³		Intel [®] Processor	80 MB	400 MB
System	OS X v10.8.x	Scanning			Processor		

¹ For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables enhancing up to 19200 x 19200 dpi.

For the latest driver updates, visit http://solutions.brother.com/.

All trademarks, brand and product names are the property of their respective companies.

² Third party USB ports are not supported.

³ PC-Fax supports black and white only.

Nuance™ PaperPort™ 12SE supports Windows® XP Home (SP3 or greater), Windows® XP Professional (SP3 or greater), Windows® XP Professional x64 Edition (SP2 or greater), Windows Vista® (SP2 or greater), Windows® 7 and Windows® 8.

Consumable items

Model			MFC-9140CDN	MFC-9330CDW	MFC-9340CDW	Model Name
Toner Cartridge	Inbox	Black	Approx. 1,000 pages A4 or Letter page ¹		_	
		Cyan	Approx. 1,000 pages A4 or Letter page ¹		_	
		Magenta				
		Yellow				
	Standard	Black	Approx. 2,500 pa	ages A4 or Letter	page ¹	TN-261BK
		Cyan	Approx. 1,400 p	ages A4 or Letter	page ¹	TN-261C
		Magenta				TN-261M
		Yellow				TN-261Y
	High	Black	_			_
	Yield	Cyan	Approx. 2,200 pages A4 or Letter page ¹		TN-265C	
	Magenta				TN-265M	
		Yellow				TN-265Y
Drum Unit			Approx. 15,000 pages A4 or Letter page (1 page / job) ²		DR-261CL ³	
					DR-261CL-BK ⁴	
						DR-261CL-CMY ⁵
Belt Unit			Approx. 50,000 pages A4 or Letter page		BU-220CL	
Waste Toner Box			Approx. 50,000 pages A4 or Letter page		WT-220CL	

Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

² Drum life is approximate and may vary by type of use.

³ Contains 4 pc. Drum Set.

Contains 1 pc. Black Drum Unit.

⁵ Contains 1 pc. Colour Drum Unit.

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