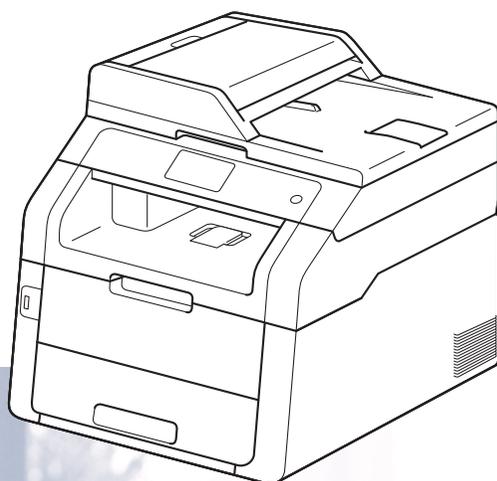


Advanced User's Guide

MFC-9140CDN
MFC-9330CDW
MFC-9340CDW



Not all models are available in all countries.

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. Please 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 Web sites 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/>.

Table of Contents

1	General Setup	1
	Memory storage.....	1
	Set Daylight Saving Time	1
	Ecology features	2
	Toner Save	2
	Sleep Time	2
	Deep Sleep mode.....	3
	Touchscreen	3
	Setting the backlight brightness.....	3
	Setting the Dim Timer for the backlight	4
	Dial Prefix	4
	Setting up the prefix number	4
	Changing the prefix number	5
2	Security features	6
	Secure Function Lock 2.0	6
	Before you begin to use Secure Function Lock 2.0.....	7
	Setting and changing the Administrator Password.....	7
	Setting up restricted users.....	8
	Setting up and changing the Public user mode	8
	Turning Secure Function Lock on/off.....	9
	Switching Users.....	10
	Setting Lock	11
	Setting up the administrator password	11
	Changing the Setting Lock administrator password	12
	Turning Setting Lock on/off.....	12
	Dial Restriction.....	13
	Dial pad restriction.....	13
	Address Book restriction.....	13
	Shortcuts restriction.....	13

3 Sending a fax 14

Additional sending options.....	14
Sending faxes using multiple settings	14
Changing a 2-sided fax layout (MFC-9340CDW)	15
Contrast	16
Changing Fax Resolution	16
Additional sending operations.....	17
Sending a fax manually	17
Dual access	17
Broadcasting.....	18
Real Time Transmission.....	19
Overseas Mode	20
Delayed Fax	20
Delayed batch transmission	21
Checking and cancelling waiting jobs.....	21
Setting your changes as the new default.....	22
Restoring all fax settings to the factory settings	22
Saving fax options as a Shortcut	23
Electronic cover page	23
Destination Display.....	25
Polling.....	26
Polled transmit.....	26

4 Receiving a fax 28

Memory Receive Options	28
Fax Forwarding.....	28
Fax Storage	29
Changing Memory Receive Options.....	29
Turning off Remote Fax Options	30
Remote retrieval	31
Setting a Remote Access Code.....	31
Using your Remote Access Code.....	31
Remote fax commands.....	32
Retrieving fax messages	33
Changing the Fax Forwarding number	33
Additional receiving operations.....	34
Printing a reduced incoming fax	34
2-sided printing for Fax mode	34
Setting the Fax Receive Stamp	35
Setting the Print Density	35
Printing a fax from the memory	36
Out of Paper Reception	36
Avoiding incoming Fax/Call from specific numbers	37
Polling.....	39
Polling receive	39

5	Dialling and storing numbers	42
	Telephone line services	42
	Caller ID	42
	Additional dialling operations	42
	Combining Address Book numbers	42
	Additional ways to store numbers	44
	Storing Address Book numbers from Outgoing Calls	44
	Storing Address Book numbers from the Caller ID history	44
	Setting up Groups for Broadcasting	45
6	Printing reports	47
	Fax reports.....	47
	Transmission Verification Report.....	47
	Fax Journal (Activity Report)	47
	Reports	48
	How to print a report	48
7	Making copies	49
	Copy settings	49
	Stop copying.....	49
	Improving copy quality	49
	Enlarging or reducing copies	50
	2-sided Copying	51
	Adjusting Density and Contrast	53
	Sorting copies.....	54
	Making N in 1 copies (page layout)	54
	2 in 1 ID Copy.....	56
	Adjusting the Colour Saturation.....	57
	Making 2-sided N in 1 copies (MFC-9340CDW)	57
	Removing Background Colour.....	58
	Saving copy options as a Shortcut	59
	Saving paper	59
A	Routine maintenance	60
	Checking the machine	60
	Printing the test print.....	60
	Checking the Page Counters.....	60
	Checking the remaining life of toner cartridges	61
	Checking the remaining life of parts	61
	Replacing periodic maintenance parts.....	62
	Packing and shipping the machine	63
B	Glossary	65
C	Index	69

NOTE

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

Memory storage

Your menu settings are stored permanently, and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast and Overseas Mode) *will* be lost. Also, during a power failure the machine will retain the date and time and programmed fax timer jobs (for example, Delayed Fax) for up to 60 hours. Other fax jobs in the machine's memory will not be lost.

Set Daylight Saving Time

You can set the machine to change for Daylight Saving Time. If you choose **Forward Hour**, it will reset the time forward one hour and if you choose **Backward Hour**, it will reset the time backward one hour.

- 1 Press .
- 2 Press  (Date & Time).
- 3 Press Daylight Save.
- 4 Press Forward Hour or Backward Hour.
- 5 Press .

Ecology features

Toner Save

You can save toner using this feature. When you set Toner Save to *On*, print appears lighter. The factory setting is *Off*.

- 1 Press .
- 2 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 *Ecology*.
- 6 Press *Ecology*.
- 7 Press *Toner Save*.
- 8 Press *On* or *Off*.
- 9 Press .

NOTE

We do not recommend Toner Save for printing Photo or Greyscale images.

Sleep Time

The Sleep Time setting can reduce power consumption. When the machine is in Sleep mode (Power Save mode) it acts as though it is turned off. The machine will wake up and start printing when it receives a print job.

You can choose how long the machine must be idle before it goes into Sleep mode. The timer will restart if any operation is carried out on the machine, such as receiving a fax or a print job. The factory setting is three minutes.

When the machine goes into Sleep mode, the Touchscreen backlight turns off.

- 1 Press .
- 2 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 *Ecology*.
- 6 Press *Ecology*.
- 7 Press *Sleep Time*.
- 8 Using the keyboard on the Touchscreen, enter the length of time (0-50 minutes) the machine will remain idle before entering Sleep mode. Press *OK*.
- 9 Press .

Deep Sleep mode

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically. Deep Sleep mode uses less power than Sleep mode. The machine will wake up when it receives a job or if you press the Touchscreen.

When the machine is in Deep Sleep mode, the Touchscreen backlight turns off and  blinks.

Touchscreen

Setting the backlight brightness

You can adjust the brightness of the Touchscreen LCD backlight. If you are having difficulty reading the Touchscreen, try changing the brightness setting.

- 1 Press .
- 2 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.
- 7 Press Backlight.
- 8 Press Light, Med Or Dark.
- 9 Press .

Setting the Dim Timer for the backlight

You can set how long the Touchscreen LCD backlight stays on after you go back to your Home screen.

- 1 Press .
- 2 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.
- 7 Press Dim Timer.
- 8 Press Off, 10Secs, 20Secs or 30Secs.
- 9 Press .

Dial Prefix

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your telephone system requires a 9 to dial an outside number, use this setting to automatically dial 9 for every fax you send.

Setting up the prefix number

- 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 Dial Prefix.
- 6 Press Dial Prefix.
- 7 Press On.
- 8 Press Dial Prefix.
- 9 Enter the prefix number (up to 5 digits) using the keyboard on the Touchscreen. Press OK.

NOTE

- You can use the numbers and symbols 0 to 9, #, and *. (You cannot use ! with any other numbers or symbols.)
- If your telephone system requires a time break recall (hookflash), press ! on the Touchscreen.
- If pulse dialing mode is on, # and * are not available to use.

- 10 Press .

Changing the prefix number

- 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 Dial Prefix.
- 6 Press Dial Prefix.
- 7 Press On (or Off).
You can turn off the prefix number by pressing Off. The prefix number will remain off until you press On.
- 8 Press Dial Prefix.
- 9 Do one of the following using the keyboard on the Touchscreen.
 - To change the prefix number, press ◀ or ▶ to position the cursor under the digit to be deleted and press the Back Space button . Then press the correct digit.

Repeat until the prefix number is correct, and then press OK.
 - To exit without making a change, press OK.

NOTE

- You can use the numbers and symbols 0 to 9, #, and *. (You cannot use ! with any other numbers or symbols.)
- If your telephone system requires a time break recall (hookflash), press ! on the Touchscreen.
- If pulse dialing mode is on, # and * are not available to use.

-
- 10 Press .

Secure Function Lock 2.0

Secure Function Lock lets you restrict Public access to the following machine functions:

- **Fax Tx** (Fax Sending)
- **Fax Rx** (Fax Receiving)
- **Copy**
- **Scan**¹
- **USB Direct Print**³
- **Print**²
- **Web Connect (Upload)**
- **Web Connect (Download)**
- **Color Print**^{2 4}
- **Page Limit**⁴

¹ Scan includes scan jobs via Brother iPrint&Scan.

² Print and Color Print include print jobs via AirPrint, Google Cloud Print and Brother iPrint&Scan.

³ For MFC-9330CDW and MFC-9340CDW

⁴ Available for **Print**, **USB Direct Print**, **Copy** and **Web Connect (Download)**.

This feature also prevents users from changing the default settings of the machine by limiting access to the Menu settings.

Before using the security features you must first enter an administrator password.

The administrator can set up restrictions for individual users along with a user password.

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password, contact Brother customer service.

NOTE

- Secure Function Lock can be set manually from the Touchscreen, or by using Web Based Management or BRAdmin Professional 3 (Windows® only). We recommend using Web Based Management or BRAdmin Professional 3 (Windows® only) to configure this feature (see Network User's Guide).
 - Only administrators can set limitations and make changes for each user.
 - Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.
-

Before you begin to use Secure Function Lock 2.0

You can configure the Secure Function Lock 2.0 settings using a web browser. Before configuration, the following preparations are needed.

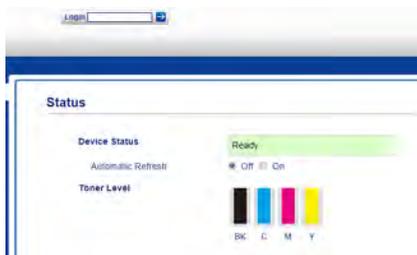
- 1 Start your web browser.
- 2 Type “http://machine’s IP address/” into your browser’s address bar (where “machine’s IP address” is the IP address of the Brother machine).
 - For example:

http://192.168.1.2/

NOTE

You can find the machine’s IP address in the Network Configuration List (see Network User’s Guide: *Printing the Network Configuration Report*).

- 3 Type a password in the **Login** box. (This is a password to log on to the machine’s web page, not the administrator password for Secure Function Lock.) Click .



NOTE

If you are using a web browser to configure the machine’s settings for the first time, set a password.

- 1 Click **Please configure the password.**
- 2 Type a password (up to 32 characters).
- 3 Retype the password in the **Confirm New Password** field.
- 4 Click **Submit.**

Setting and changing the Administrator Password

You can configure these settings using a web browser. To set up the web page, see *Before you begin to use Secure Function Lock 2.0* on page 7. Then set up the administrator.

Setting the administrator password

The administrator password is used to set up users and to turn Secure Function Lock on or off (see *Setting up restricted users* on page 8 and *Turning Secure Function Lock on/off* on page 9).

- 1 Click **Administrator.**
- 2 Click **Secure Function Lock.**
- 3 Type a four-digit number for the password in the **New Password** field.



- 4 Retype the password in the **Retype Password** field.
- 5 Click **Submit.**

Changing the administrator password

- 1 Click **Administrator.**
- 2 Click **Secure Function Lock.**
- 3 Type a four-digit number for the password in the **New Password** field.
- 4 Retype the password in the **Retype Password** field.
- 5 Click **Submit.**

Setting up restricted users

You can set up users with restrictions and a password. You can set up to 25 restricted users.

You can configure these settings using a web browser. To set up the web page, see *Before you begin to use Secure Function Lock 2.0* on page 7. Then follow these steps:

- 1 Click **Administrator**.
- 2 Click **Secure Function Lock**.
- 3 Type an alphanumeric Group name or User name (up to 15 characters) in the **ID Number/Name** field and then type a four-digit password in the **PIN** field.

ID Number/Name	PIN	Print Activities										Others
		Print	USB Direct Print	Copy	Color Print	Page Limit		Fax TX	Fax RX	Scan		
Public Mode		<input type="checkbox"/>										
1		<input type="checkbox"/>										
2		<input type="checkbox"/>										

- 4 Clear the functions that you want to restrict in the **Print** check box and **Others** check box. To configure the maximum page count, select the **On** check box in **Page Limit**, and then type the number in the **Max.** field.
- 5 Click **Submit**.

Setting up and changing the Public user mode

Public user mode restricts the functions that are available for all users who do not have a password.

When you set up restrictions for Public users, you must do it through Web Based Management or BRAdmin Professional 3 (Windows® only) (see Network User's Guide).

- 1 Click **Administrator**.
- 2 Click **Secure Function Lock**.
- 3 Clear the functions that you want to restrict in the **Print** check box and **Others** check box. To configure the maximum page count, select the **On** check box in **Page Limit**, and then type the number in the **Max.** field.

ID Number/Name	PIN	Print Activities										Others
		Print	USB Direct Print	Copy	Color Print	Page Limit		Fax TX	Fax RX	Scan		
Public Mode		<input type="checkbox"/>										
1		<input type="checkbox"/>										
2		<input type="checkbox"/>										

- 4 Click **Submit**.

Turning Secure Function Lock on/off

NOTE

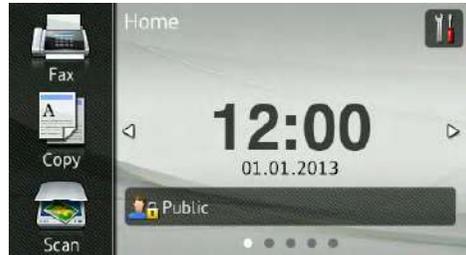
Make a careful note of the administrator password. If you enter the wrong password, the Touchscreen will show Wrong Password. Enter the correct password. If you forget it, contact Brother customer service.

Turning Secure Function Lock on

- 1 Press .
- 2 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 Security.
- 6 Press Security.
- 7 Press Function Lock.
- 8 Press Lock Off⇒On.
- 9 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK.

NOTE

The Secure Function Lock icon is displayed beneath the time and date.



Turning Secure Function Lock off

- 1 Press  Public or  XXXXX.
- (Where xxxxx is the user's name.)
- 2 Press Lock On⇒Off.
- 3 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK.

Switching Users

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

Changing to the restricted user mode

- 1 Press  or . (Where xxxxx is the user's name.)
- 2 Press `Change User`.
- 3 Swipe up or down, or press ▲ or ▼ to display your user name.
- 4 Press your user name.
- 5 Enter your four-digit user password using the keyboard on the Touchscreen. Press `OK`.

NOTE

- If the current ID is restricted for the function you want, `Access Denied` will appear on the Touchscreen.
 - If your ID has page limit restrictions and has already reached the maximum number of pages, the Touchscreen will show `Limit Exceeded` or `Access Denied` when you try to print. Contact your administrator to check your Secure Function Lock Settings.
-

Changing to the Public mode

- 1 Press . (Where xxxxx is the user's name.)
- 2 Press `Go to Public`.

NOTE

- After a restricted user has finished using the machine, it will return to Public mode after one minute.
 - If the function you want is restricted for all users, `Access Denied` will appear on the Touchscreen and `Change User` screen will appear. You cannot access the function. Contact your administrator to check your Secure Function Lock Settings.
 - If your ID has Color Print restrictions to `Disable`, the Touchscreen will show `No Permission` when you try to print coloured data.
-

Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, you will have to reset the passwords stored in the machine. Contact your administrator or Brother customer service.

While the Setting Lock is On, you cannot access the machine settings.

Machine settings cannot be changed through the **Remote Setup** utility while Setting Lock is On.

Setting up the administrator password

- 1 Press .
- 2 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 Security.
- 6 Press Security.
- 7 Press Setting Lock.
- 8 Enter a four-digit number for the new password using the keyboard on the Touchscreen.
Press OK.
- 9 Enter the new password again when the Touchscreen shows Verify:.
Press OK.
- 10 Press .

Changing the Setting Lock administrator password

- 1 Press .
- 2 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 Security.
- 6 Press Security.
- 7 Press Setting Lock.
- 8 Press Set Password.
- 9 Enter the old four-digit password using the keyboard on the Touchscreen. Press OK.
- 10 Enter a four-digit number for the new password using the keyboard on the Touchscreen. Press OK.
- 11 Re-enter the new password again when the Touchscreen shows Verify:. Press OK.
- 12 Press .

Turning Setting Lock on/off

If you enter the wrong password, the Touchscreen will show Wrong Password. Enter the correct password.

Turning Setting Lock on

- 1 Press .
- 2 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 Security.
- 6 Press Security.
- 7 Press Setting Lock.
- 8 Press Lock Off⇒On.
- 9 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK.

Turning Setting Lock off

- 1 Press  on the Touchscreen.
- 2 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK.

Dial Restriction

This feature is to prevent users from sending a fax or call to a wrong number by mistake. You can set the machine to restrict dialling when you use the dial pad, Address Book and Shortcuts.

If you choose *Off*, the machine does not restrict the dialling method.

If you choose *Enter # Twice*, the machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialling. If you re-enter the wrong number, the Touchscreen will show an error message.

If you choose *On*, the machine will restrict all fax sending and outbound calls for that dialling method.

Dial pad restriction

- 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 *Dial Restriction*.
- 6 Press *Dial Restriction*.
- 7 Press *Dial Pad*.
- 8 Press *Enter # Twice, On or Off*.
- 9 Press .

Address Book restriction

- 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 *Dial Restriction*.
- 6 Press *Dial Restriction*.
- 7 Press *Address Book*.
- 8 Press *Enter # Twice, On or Off*.
- 9 Press .

Shortcuts restriction

- 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 *Dial Restriction*.
- 6 Press *Dial Restriction*.
- 7 Press *Shortcuts*.
- 8 Press *Enter # Twice, On or Off*.
- 9 Press .

3

Sending a fax

Additional sending options

Sending faxes using multiple settings

Before you send a fax, you can change any combination of these settings:

- 2-sided Fax¹
- Contrast
- Fax Resolution
- Real Time TX
- Overseas Mode
- Delayed Fax
- Batch TX
- Coveragepage Note
- Coveragepage Setup
- Broadcasting

¹ For MFC-9340CDW

- 1 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:



- 2 Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display the setting you want, and then press the setting.
- 4 Press the option you want.
- 5 Do one of the following:
 - Repeat steps 3 and 4 to change more settings.
 - If you are finished choosing settings, press OK. Go to the next step for sending your fax.

NOTE

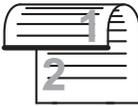
- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as the default settings. These settings will stay until you change them again (see *Setting your changes as the new default* on page 22).
- You can also save some of the settings you use most often by setting them as a Shortcut (see *Saving fax options as a Shortcut* on page 23).

Changing a 2-sided fax layout (MFC-9340CDW)

You must choose a 2-sided scanning format before you send a 2-sided fax. The format you choose will depend on the layout of your 2-sided document.

- 1 Load your document in the ADF.
- 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 Options.
- 4 Swipe up or down, or press ▲ or ▼ to display 2-sided Fax.
- 5 Press 2-sided Fax.
- 6 Do one of the following:
 - If your document is flipped on the Long edge, press 2-sided Scan: Long Edge.

- If your document is flipped on the Short edge, press 2-sided Scan: Short Edge.

Short edge	
Portrait	Landscape
	

Long edge	
Portrait	Landscape
	

Contrast

For most documents the default setting of **Auto** will give the best results. **Auto** automatically chooses the appropriate contrast for your document.

If your document is very light or very dark, changing the contrast may improve the quality of the fax.

Select **Dark** to make the faxed document lighter.

Select **Light** to make the faxed document darker.

- 1 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**.
- 2 Press **Options**.
- 3 Swipe up or down, or press **▲** or **▼** to display **Contrast**.
- 4 Press **Contrast**.
- 5 Press **Auto**, **Light** or **Dark**.

NOTE

Even if you choose **Light** or **Dark**, the machine will send the fax using the **Auto** setting if you choose **Photo** as the Fax Resolution.

Changing Fax Resolution

The quality of a fax can be improved by changing the Fax Resolution. Resolution can be changed for the next fax.

- 1 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**.
- 2 Press **Options**.
- 3 Swipe up or down, or press **▲** or **▼** to display **Fax Resolution**.
- 4 Press **Fax Resolution**.
- 5 Press **Standard**, **Fine**, **S.Fine** or **Photo**.

NOTE

You can choose four different resolution settings.

Black & white	
Standard	Appropriate for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of grey or is a photograph. This has the slowest transmission time.

The time taken to send will increase when selecting **S.Fine** or **Photo**.

Additional sending operations

Sending a fax manually

Manual transmission

Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.

- 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 Hook and listen for a dial tone.
- 4 Dial the fax number.
- 5 When you hear the fax tones, press Fax Start.
 - If you are using the scanner glass, press Send.

Dual access

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing computer data. The Touchscreen will show the new job number.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.

NOTE

If you get an Out of Memory message while scanning the first page of a fax, press  to cancel scanning. If you get an Out of Memory message while scanning a subsequent page, you can press Send Now to send the pages scanned so far, or press  to cancel the operation.

Broadcasting

Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, Address Book numbers and up to 50 manually dialled numbers in the same broadcast.

You can broadcast up to 250 different numbers.

Before you begin the broadcast

Address Book numbers must be stored in the machine's memory before they can be used in a broadcast (see Basic User's Guide: *Storing Address Book numbers*).

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Address Book numbers for easier dialling (see *Setting up Groups for Broadcasting* on page 45).

How to broadcast a fax

- 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 Options.
- 4 Swipe up or down, or press ▲ or ▼ to display Broadcasting.
- 5 Press Broadcasting.

- 6 Press Add Number.

NOTE

If you downloaded Internet Fax:

If you want to broadcast using an E-mail address, press , enter the E-mail address (see Basic User's Guide: *Entering text*), and press OK.

- 7 You can add numbers to the broadcast in the following ways:
 - Press Add Number and enter a number using the keyboard on the Touchscreen (see Basic User's Guide: *How to dial*). Press OK.
 - Press Add from Address book. Swipe up or down, or press ▲ or ▼ to display the number you want to add to the broadcast. Select the check boxes of the numbers you want to add to the broadcast. After you select all the numbers you want, press OK.
 - Press Search in Address book. Press the first letter of the name and press OK. Press the name, and then press the number you want to add.
- 8 After you enter all the fax numbers by repeating steps 6 and 7, press OK.
- 9 Press Fax Start. After the broadcast is finished, the machine will print a broadcast report to let you know the results.

NOTE

- If you did not use up any of the numbers for Groups, you can broadcast faxes to as many as 250 different numbers.
- The machine's available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum number available, you will not be able to use dual access and delayed fax.
- If the *Out of Memory* message appears, press  to stop the job. If more than one page has been scanned, press *Send Now* to send the portion that is in the machine's memory.

Cancelling a Broadcast in progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

- 1 Press .
- 2 Do one of the following:
 - To cancel the entire broadcast, press *Entire Broadcast*. Go to step 3.
 - To cancel the current job, press the button that displays the number or name being dialled. Go to step 4.
 - To exit without cancelling, press .
- 3 When the Touchscreen asks if you want to cancel the entire broadcast, do one of the following:
 - Press *Yes* to confirm.
 - To exit without cancelling, press *No*.
- 4 Do one of the following:
 - To cancel the current job, press *Yes*.
 - To exit without cancelling, press *No*.

Real Time Transmission

When you are sending a fax, the machine will scan the document into the memory before sending it. As soon as the telephone line is free, the machine will start dialling and sending.

Sometimes, you may want to send an important document immediately without waiting for memory transmission. You can turn on *Real Time TX*.

NOTE

- If the memory is full and you are sending a fax from the ADF, the machine will send the document in real time (even if *Real Time TX* is set to *Off*). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- In *Real Time Transmission*, the automatic redial feature does not work when using the scanner glass.

- 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 *Options*.
- 4 Swipe up or down, or press  or  to display *Real Time TX*.
- 5 Press *Real Time TX*.
- 6 Press *On* (or *Off*).
- 7 Press *OK*.
- 8 Enter the fax number.
- 9 Press *Fax Start*.

Overseas Mode

If you are having difficulty sending a fax overseas due to a bad connection, then turning on Overseas Mode may help.

This is a temporary setting, and will only be active for your next fax.

- 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 Options.
- 4 Swipe up or down, or press ▲ or ▼ to display Overseas Mode.
- 5 Press Overseas Mode.
- 6 Press On.
- 7 Press OK.
- 8 Enter the fax number.
- 9 Press Fax Start.

Delayed Fax

You can store up to 50 faxes in the memory to be sent within a twenty-four hour period.

- 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 Options.
- 4 Swipe up or down, or press ▲ or ▼ to display Delayed Fax.
- 5 Press Delayed Fax.
- 6 Press Delayed Fax.
- 7 Press On.
- 8 Press Set Time.
- 9 Enter the time you want the fax to be sent (in 24-hour format) using the keyboard on the Touchscreen. Press OK.
- 10 Press OK.

NOTE

The number of pages you can scan into the memory depends on the amount of data printed on each page.

Delayed batch transmission

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

- 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 Send.
- 6 Press Setup Send.
- 7 Press Batch TX.
- 8 Press On or Off.
- 9 Press .

Checking and cancelling waiting jobs

Check which jobs are still waiting in the memory to be sent. If there are no jobs, the Touchscreen will show No Jobs Waiting. You can cancel a fax job that is stored and waiting in the memory.

- 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 Remaining Jobs.
- 6 Press Remaining Jobs. Jobs that are waiting will appear on the Touchscreen.
- 7 Swipe up or down, or press ▲ or ▼ to scroll through the waiting jobs and press the job you want to cancel.
- 8 Press Cancel.
- 9 Do one of the following:
 - To cancel, press Yes. If you want to cancel another job go to step 7.
 - To exit without cancelling, press No.
- 10 When you have finished cancelling jobs, press .

Setting your changes as the new default

You can save the fax settings for Fax Resolution, Contrast, Glass Scan Size, Real Time TX and Coverpage Setup you use most often by setting them as the default. These settings will stay until you change them again.

- 1 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.

2 Press Options.

3 Swipe up or down, or press ▲ or ▼ to choose the setting you want to change, and then press the new option.

Repeat this step for each setting you want to change.

4 After changing the last setting, swipe up or down, or press ▲ or ▼ to display Set New Default.

5 Press Set New Default.

6 The Touchscreen asks you to confirm the change to the new default settings. Press Yes to confirm.

7 Press .

Restoring all fax settings to the factory settings

You can restore all the fax settings you have changed to the factory settings. These settings will stay until you change them again.

- 1 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.
- 2 Press Options.
- 3 After changing the last setting, swipe up or down, or press ▲ or ▼ to display Factory Reset.
- 4 Press Factory Reset.
- 5 The Touchscreen asks you to confirm to change back to the factory settings. Press Yes to confirm.
- 6 Press .

Saving fax options as a Shortcut

You can store all the new fax options you use frequently by saving them as a Shortcut.

- 1 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.
- 2 Enter the fax number.
- 3 Press Options.
- 4 Swipe up or down, or press ▲ or ▼ to display Fax Resolution, 2-sided Fax¹, Contrast, Real Time TX, Coverpage Setup, Overseas Mode or Glass Scan Size, and then press the setting you want to change. Then press the new option you want. Repeat this step for each setting you want to change.
- 5 When you have finished choosing new options, press OK.
- 6 Press Save as Shortcut.
- 7 Confirm the displayed list of options you chose for the Shortcut, and then press OK.
- 8 Enter a name for the Shortcut using the keyboard on the Touchscreen. (To help you enter letters, see Basic User's Guide: *Entering text.*) Press OK.
- 9 Press OK to confirm.

¹ For MFC-9340CDW

Electronic cover page

You will need to have programmed your Station ID in order to use this feature (see Quick Setup Guide).

You can automatically send a cover page with every fax. Your cover page includes your Station ID, a comment, and the name stored in the Address Book.

You can choose one of the following preset comments:

1. Note Off
2. Please Call
3. Urgent
4. Confidential

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long.

(See *Composing your own comments* on page 24.)

5. (User Defined)
6. (User Defined)

Composing your own comments

You can set up two comments of your own.

- 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 Send.
- 6 Press Setup Send.
- 7 Press Coveragepage Setting.
- 8 Press Coveragepage Note.
- 9 Press 5. or 6. to store your own comment.
- 10 Enter your own comment using the keyboard on the Touchscreen. Press OK.
Press  to choose numbers, letters or special characters (see Basic User's Guide: *Entering text*).
- 11 Press .

Send a cover page for the next fax

If you want to send a cover page for the next fax, you can add the cover page.

- 1 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.
- 2 Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display Coveragepage Setup.
- 4 Press Coveragepage Setup.
- 5 Press Coveragepage Setup.
- 6 Press On.
- 7 Press Coveragepage Note.
- 8 Swipe up or down, or press ▲ or ▼ to choose the comment you want to use, and then press the comment.
Press .
- 9 Press OK.
- 10 Enter the fax number.
- 11 Press Fax Start.

Using a printed cover page

If you want a printed cover page you can write on, print the sample page and attach it to your fax.

- 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 Send.
- 6 Press Setup Send.
- 7 Press Coverpage Setting.
- 8 Press Print Sample.
- 9 Press OK.

Destination Display

When you send a fax, the machine displays the information from the Address Book or the number you dialed. You can set the machine to hide the destination information on the Touchscreen.

- 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 Send.
- 6 Press Setup Send.
- 7 Press Destination.
- 8 Press Hidden or Display.
- 9 Press .

Polling

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polled transmit

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory.

Setup for polled transmit

- 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 Options.
- 4 Swipe up or down, or press ▲ or ▼ to display Polled TX.
- 5 Press Polled TX.
- 6 Press Standard.
- 7 Press Fax Start.
If you are using the ADF, go to step 10.

- 8 If you are using the scanner glass, the Touchscreen will prompt you to choose one of the following options:
 - Press Yes to scan another page. Go to step 9.
 - Press No if you are finished scanning pages. Go to step 10.
- 9 Place the next page on the scanner glass and press OK. Repeat steps 8 and 9 for each additional page.
- 10 Your machine will automatically send the fax when it is polled. Afterwards POLLED REPORT will be printed.

NOTE

To delete the fax from memory, press



, All Settings, Fax, Remaining Jobs (see *Checking and cancelling waiting jobs* on page 21).

Setup for polled transmit with a secure code

Secure polling lets you restrict who can get the documents you set up to be polled. Secure polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine they will have to enter the secure code.

- 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 Options.
- 4 Swipe up or down, or press ▲ or ▼ to display Polled TX.
- 5 Press Polled TX.
- 6 Press Secure.
- 7 Enter a four-digit number. Press OK.
- 8 Press Fax Start.
- 9 If you are using the scanner glass, the Touchscreen will prompt you to choose one of the following options:
 - Press Yes to scan another page. Go to step 10.
 - Press No if you are finished scanning pages.
- 10 Place the next page on the scanner glass and press OK. Repeat steps 9 and 10 for each additional page.
- 11 Your machine will automatically send the fax when it is polled.

4

Receiving a fax

Memory Receive Options

Memory Receive lets you receive faxes while you are away from the machine.

You can use *only one* Memory Receive option at a time:

- Fax Forwarding
- Fax Storage
- PC-Fax Receive

(See Basic User's Guide: *PC-Fax Receive*.)

- Off

Fax Forwarding

The Fax Forwarding feature lets you automatically forward your received faxes to another machine. If you choose **Backup Print: On**, the machine will also print the fax.

- 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 **Memory Receive**.
- 8 Press **Memory Receive**.
- 9 Press **Fax Forward**.

- 10 Do one of the following:
 - Press **Manual** to enter the forwarding fax number (up to 20 characters) using the keyboard on the Touchscreen (see Basic User's Guide: *Entering text*). Press **OK**.
 - Press **Address Book**.
Swipe up or down, or press ▲ or ▼ to display to scroll until you find the fax number you want your faxes to be forwarded to.
Press the fax number or E-mail address you want.

NOTE

- You can enter an E-mail address by pressing  on the Touchscreen.
- If you choose a Group number from the Address Book, the faxes will be forwarded to multiple fax numbers.

- 11 If **Fax Preview** is set to **Off**, press **Backup Print: On** or **Backup Print: Off**.

IMPORTANT

- If you choose **Backup Print: On**, the machine will also print received faxes at your machine so you will have a copy.
- When **Fax Preview** is set to **On**, the backup print feature does not work.

- 12 Press .

Fax Storage

The Fax Storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands (see *Retrieving fax messages* on page 33).

Your machine will print a backup copy of each stored fax.

- 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 Memory Receive.
- 8 Press Memory Receive.
- 9 Press Fax Storage.
- 10 Press .

Changing Memory Receive Options

If received faxes are in your machine's memory when you change the Memory Receive operations, the Touchscreen will ask you one of the following questions:

If received faxes have already been printed

- Erase all documents?
 - If you press Yes, faxes in the memory will be erased before the setting changes.
 - If you press No, faxes in the memory will not be erased and the setting will be unchanged.

If unprinted faxes are in the memory

- Print all faxes?
 - If you press Yes, faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again.
 - If you press No, faxes in the memory will not be printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another option (Fax Forward or Fax Storage), press USB or the name of the computer if you are on a network.

Press OK.

The Touchscreen will ask you this question:

- Send Fax to PC?
 - If you press **Yes**, faxes in the memory will be sent to your computer before the setting changes. You will be asked if you want to turn on Backup Print. (For more information, see *Basic User's Guide: PC-Fax Receive*.)
 - If you press **No**, faxes in the memory will not be erased or transferred to your computer and the setting will be unchanged.

IMPORTANT

If you choose Backup Print On, the machine will also print received faxes at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

Turning off Remote Fax Options

- 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 Memory Receive.
- 8 Press Memory Receive.
- 9 Press Off.

NOTE

The Touchscreen will give you more options if there are received faxes still in your machine's memory (see *Changing Memory Receive Options* on page 29).

- 10 Press .

Remote retrieval

You can call your machine from any touch-tone phone or fax machine and then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The Remote Access Code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you must set up your own code. The factory default code is the inactive 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 Remote Access.
- 6 Press Remote Access.
- 7 Enter a three-digit code using the numbers 0 to 9, * or # using the keyboard on the Touchscreen. Press OK.

NOTE

DO NOT use the same code used for your Remote Activation code (*51) or Remote Deactivation code (#51) (see Basic User's Guide: *Using Remote Codes*).

(For New Zealand: Remote Activation code (*91) or Remote Deactivation code (#91))

- 8 Press .

NOTE

You can change your code at any time. To make your code inactive, press and hold  at step 7 to restore the default setting --*, and then press OK.

Using your Remote Access Code

- 1 Dial your fax number from a telephone or another fax machine using touch tone dialling.
- 2 When your machine answers, during a period of silence enter your Remote Access Code .
- 3 The machine signals if it has received messages:
 - 1 long beep -- Fax messages
 - No beeps -- No messages
- 4 When the machine gives two short beeps, enter a command (see *Remote fax commands* on page 32). The machine will hang up if you wait longer than 30 seconds to enter a command. The machine will beep three times if you enter an invalid command.
- 5 Press 90 to reset the machine when you are finished.
- 6 Hang up.

NOTE

- If your machine is set to Manual mode and you want to use the remote retrieval features, wait for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.
- This function may not be available in some countries or supported by your local telephone company.

Remote fax commands

Follow the commands in the table to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by *), the system will give two short beeps and you must enter a remote command.

Remote commands		Operation details
95	Change the Fax Forwarding or Fax Storage Settings	
	1 OFF	You can choose <code>OFF</code> after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot make changes because the conditions have not been met (for example, registering a fax forwarding number). You can register the maximum number of rings (see <i>Changing the Fax Forwarding number</i> on page 33). When you have registered the number, fax forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	Retrieve a fax	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages (see <i>Retrieving fax messages</i> on page 33).
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	Check the receiving status	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	Change the Receive Mode	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	Exit	Press 9 0 to stop remote retrieval. Wait for the long beep, then replace the handset.

Retrieving fax messages

You can call your machine from any touch-tone telephone or fax machine and have your fax messages sent to another machine. Before you use this feature, you have to turn on Fax Storage or Fax Preview (see *Fax Storage* on page 29 or Basic User's Guide: *Fax Preview (Black and White only)*).

- 1 Dial your fax number.
- 2 When your machine answers, during a period of silence enter your Remote Access Code (3 digits followed by *). If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 6 2**.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **##** (up to 20 digits).

NOTE

You cannot use * and # as dial numbers. However, press # if you want to create a pause.

- 5 Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing the Fax Forwarding number

You can change your fax forwarding number from another touch-tone telephone or fax machine.

- 1 Dial your fax number.
- 2 When your machine answers, enter your Remote Access Code (3 digits followed by *) during a period of silence. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 5 4**.
- 4 Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **##**.

NOTE

You cannot use * and # as dial numbers. However, press # if you want to create a pause.

- 5 Press **9 0** to stop Remote Access when you have finished.
- 6 Hang up after you hear your machine beep.

Additional receiving operations

Printing a reduced incoming fax

If you choose **On**, the machine reduces each page of an incoming fax to fit on one page of A4, Letter, Legal or Folio sized paper.

The machine calculates the reduction ratio by using the page size of the fax and your Paper Size settings (see Basic User's Guide: *Paper settings*).

- 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 **Auto Reduction**.
- 8 Press **Auto Reduction**.
- 9 Press **On** or **Off**.
- 10 Press .

2-sided printing for Fax mode

Your machine prints received faxes on both sides of the paper when **2-sided** is set to **On**.

Use A4 ¹ sized paper for this function (60 to 105 gsm).

¹ For Philippines: Letter, Legal or Folio (8.5 in. × 13 in.)

- 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 **2-sided**.
- 8 Press **2-sided**.
- 9 Press **On** or **Off**.
- 10 Press .

NOTE

When **2-sided** is turned on, incoming faxes will automatically be reduced to fit the size of paper in the paper tray.

Setting the Fax Receive Stamp

You can set the machine to print the received date and time at the top centre of each received fax page.

- 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 Fax Rx Stamp.
- 8 Press Fax Rx Stamp.
- 9 Press On or Off.
- 10 Press .

NOTE

- Make sure you have set the current date and time on the machine (see Quick Setup Guide).
- *If you downloaded Internet Fax:*
The received time and date will not appear when using Internet Fax.

Setting the Print Density

You can adjust the Print Density setting to make your printed pages darker or lighter.

- 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 Print Density.
- 8 Press Print Density.
- 9 Press a density level on the Touchscreen.
- 10 Press .

Printing a fax from the memory

If you choose **Fax Storage**, you can still print a fax from the memory when you are at your machine (see *Fax Storage* on page 29).

- 1 Press .
- 2 Press **All Settings**.
- 3 Swipe up or down, or press ▲ or ▼ to display **Fax**.
- 4 Press **Fax**.
- 5 Press ▲ or ▼ to display **Print Document**.
- 6 Press **Print Document**.
- 7 Press **OK**.
- 8 Press .

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the Touchscreen shows **No Paper**. Load paper in the paper tray (see *Basic User's Guide: Loading paper and print media*).

Incoming faxes will continue to be stored in the memory until the memory becomes full or paper is loaded in the paper tray. When the memory is full the machine will stop automatically answering calls. To print the faxes, load fresh paper in the tray.

Avoiding incoming Fax/Call from specific numbers

If you do not want to receive a fax/call from specific numbers, you can register the numbers to the list. The machine can store up to 100 fax/telephone numbers.

NOTE

You need to apply for the Caller ID service at your local telephone company.

Storing blocking list numbers

- 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 Anti-Junk Fax.
- 8 Press Anti-Junk Fax.
- 9 Press Register.
- 10 Swipe up or down, or press ▲ or ▼ to display the number you want to register.

NOTE

You can not register the numbers that is not stored in the Caller ID memory (see *Telephone line services* on page 42.)

- 11 Press the number you want.
- 12 Press Yes.
- 13 Press .

Deleting blocking list numbers

- 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 Anti-Junk Fax.
- 8 Press Anti-Junk Fax.
- 9 Press Delete.
- 10 Swipe up or down, or press ▲ or ▼ to display the number you want to delete.
- 11 Press the number you want.
- 12 Press OK.
- 13 Press Yes.
- 14 Press .

Printing the blocking list

- 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 Anti-Junk Fax.
- 8 Press Anti-Junk Fax.
- 9 Press Print Reports.
- 10 Press OK.
- 11 After printing has finished, press .

Polling

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

- 1 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.
- 2 Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display Polling RX.
- 4 Press Polling RX.
- 5 Press Standard.
- 6 Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel.
- 7 Press Fax Start.

Secure polling

Secure polling lets you restrict who can get the documents you set up to be polled. Secure polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code.

- 1 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.
- 2 Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display Polling RX.
- 4 Press Polling RX.
- 5 Press Secure.
- 6 Enter a four-digit number. Press OK.
- 7 Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel.
- 8 Press Fax Start.

Delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up *one* delayed polling operation.

- 1 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*.
- 2 Press *Options*.
- 3 Swipe up or down, or press ▲ or ▼ to display *Polling RX*.
- 4 Press *Polling RX*.
- 5 Press *Timer*.
- 6 Enter the time (in 24-hour format) you want to begin polling. Press *OK*.
- 7 Enter the fax number you are polling using *Address Book* or the dial pad on the *Touchpanel*.
- 8 Press *Fax Start*.

NOTE

If the other fax machine that you are calling has not been set-up for *Polling*, you will receive the message *Connection Failed*.

Sequential polling

Sequential polling lets you request documents from several fax machines in one operation.

- 1 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*.
- 2 Press *Options*.
- 3 Swipe up or down, or press ▲ or ▼ to display *Polling RX*.
- 4 Press *Polling RX*.
- 5 Press *Standard*, *Secure* or *Timer*.
- 6 Choose one of the options below.
 - If you chose *Standard*, go to step 7.
 - If you chose *Secure*, enter a four-digit number, press *OK*. Go to step 7.
 - If you chose *Timer*, enter the time you want to begin polling (in 24-hours format) and press *OK*. Go to step 7.

NOTE

If you did not enter the correct *Secure Code*, you will receive the message *Disconnected*.

- 7 Press *Options*.
- 8 Swipe up or down, or press ▲ or ▼ to display *Broadcasting*.
- 9 Press *Broadcasting*.
- 10 Press *Add Number*.

- 11 You can add numbers to the broadcast in the following ways:
 - Press **Add Number** and enter a number using the keyboard on the Touchscreen.
Press **OK**.
 - Press **Add from Address book**. Swipe up or down, or press ▲ or ▼ to display the numbers you want to add to the broadcast. Press the check boxes to add a check mark beside all the numbers you want, and then press **OK**.
 - Press **Search in Address book**. Enter the name and press **OK**. Press the name, and then number you want to add.
- 12 Repeat steps 10 and 11 for each number you want.
Press **OK**.
- 13 Press **Fax Start**.
The machine polls each number or Group number in turn for a document.

Stop Polling

To cancel the polling process, press  while the machine is dialling.

To cancel all sequential polling receive jobs, see *Cancelling a Sequential Polling Job* on page 41.

Cancelling a Sequential Polling Job

- 1 Press .
- 2 Do one of the following:
 - To cancel the entire sequential polling job, press **Entire Seq. Poll**. Go to step 3.
 - To cancel the current job, press the button that displays the number or name being dialled. Go to step 4.
 - To exit without cancelling, press .
- 3 When the Touchscreen asks if you want to cancel the entire sequential polling job, do one of the following:
 - Press **Yes** to confirm.
 - To exit without cancelling, press **No**.
- 4 Do one of the following:
 - To cancel the current job, press **Yes**.
 - To exit without cancelling, press **No**.

Telephone line services

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. This service shows the telephone number, or name if it is available, of your caller as the line rings. Call your telephone company for details.

After a few rings, the Touchscreen will show the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the Touchscreen, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of these numbers to add to Address Book, or delete from the history.

- You can see the number (or name).
- The ID `Unknown` message means the call originated outside your Caller ID service area.
- The ID `Withheld` message means the caller has intentionally blocked transmission of Caller ID information.

You can print a list of the Caller ID information received by your machine (see *How to print a report* on page 48).

NOTE

- The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.
- This feature may not be available in some countries.

Additional dialling operations

Combining Address Book numbers

Sometimes you may want to choose from several long-distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Address Book numbers. You can store these long dialling sequences by dividing them and setting them up as separate Address Book numbers in any combination. You can even include manual dialling using the dial pad (see Basic User's Guide: *Storing numbers*).

For example, you might have stored '01632' in Address Book: Brother 1 and '960555' in Address Book: Brother 2. You can use them both to dial '01632-960555' if you press the following:

- 1 Press  (Fax).
- 2 Press `Address Book`.
- 3 Swipe up or down, or press ▲ or ▼ to display the number of Brother 1.
- 4 Press the number.
- 5 Press `Apply`.
- 6 Press `Address Book`.
- 7 Swipe up or down, or press ▲ or ▼ to display the number of Brother 2.
- 8 Press the number.
- 9 Press `Apply`.

- 10 Press **Fax Start**. You will dial '01632-960555'.

To temporarily change a number, you can substitute part of the number by pressing it on the dial pad. For example, to change the number to '01632-960556', you could enter the number (Brother 1: 01632) using Address Book, press **Apply** and then press **960556** on the dial pad.

NOTE

If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Pause**. Each key press adds a 3.5-second delay. You can press **Pause** as many times as needed to increase the length of the pause.

Additional ways to store numbers

Storing Address Book numbers from Outgoing Calls

You can store Address Book numbers from the Outgoing Call history.

- 1 Press  (Fax).
- 2 Press Call History.
- 3 Press Outgoing Call.
- 4 Press the number.
- 5 Press Edit.
- 6 Press Add to Address Book.
- 7 Press Name.
- 8 Enter the name (up to 15 characters) using the keyboard on the Touchscreen. (To help you enter letters, see Basic User's Guide: *Entering text*.) Press OK.
- 9 Press OK to confirm the fax or telephone number.
- 10 Press .

Storing Address Book numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company, you can also store Address Book numbers from incoming calls in the Caller ID history.

- 1 Press  (Fax).
- 2 Press Call History.
- 3 Press Caller ID history.
- 4 (For Asian countries)
Swipe up or down, or press ▲ or ▼ to display the number you want.
- 5 Press the number.
- 6 Press Edit.
- 7 Press Add to Address Book.
- 8 Press Name.
- 9 Enter the name (up to 16 characters) using the keyboard on the Touchscreen. (To help you enter letters: see Basic User's Guide: *Entering text*.) Press OK.
- 10 Press Address.
- 11 Press OK to confirm the fax or telephone number you want to store.
- 12 Press OK to confirm.
- 13 Press .

Setting up Groups for Broadcasting

A Group, which can be stored in the Address Book, allows you to send the same fax message to many fax numbers by pressing Fax, Address Book, Group name, Apply and Fax Start.

First, you must store each fax number in Address Book (see Basic User's Guide: *Storing Address Book numbers*). Then you can include them as numbers in the Group. Each Group uses up an Address Book number. You can store up to 20 Groups, or you can assign up to 199 numbers to a large Group.

(See *Broadcasting* on page 18.)

- 1 Press  (Fax).
- 2 Press Address Book.
- 3 Press Edit.
- 4 Press Setup Groups.
- 5 Press Name.
- 6 Enter the Group name (up to 15 characters) using the keyboard on the Touchscreen.
Press OK.
- 7 Press Add/Delete.
- 8 Add Address Book numbers to the Group by pressing them to display a red checkmark.
Press OK.
- 9 Read and confirm the displayed list of names and numbers you have chosen, and then press OK to save your Group.

- 10 Do one of the following:
 - To store another Group for broadcasting, repeat steps 3 - 9.
 - To finish storing Groups for broadcasting, press .

NOTE

You can print a list of all the Address Book numbers (see *Reports* on page 48).

Changing a Group name

- 1 Press  (Fax).
- 2 Press Address Book.
- 3 Press Edit.
- 4 Press Change.
- 5 Swipe up or down, or press ▲ or ▼ to display the Group you want.
- 6 Press the Group name.
- 7 Press the Name.
- 8 Enter the new Group name (up to 15 characters) using the keyboard on the Touchscreen.
Press OK.

NOTE

How to change the stored name:

To change a character, press ◀ or ▶ to position the cursor to highlight the incorrect character, and then press . Enter the new character (see Basic User's Guide: *Entering text*).

- 9 Press OK.
- 10 Press .

Deleting a Group

- 1 Press  (Fax).
- 2 Press Address Book.
- 3 Press Edit.
- 4 Press Delete.
- 5 Swipe up or down, or press ▲ or ▼ to display the Group you want.
- 6 Press the Group name.
Press OK.
- 7 When the Touchscreen asks Erase this data?, press Yes.
- 8 Press .

Adding or deleting Group members

- 1 Press  (Fax).
- 2 Press Address Book.
- 3 Press Edit.
- 4 Press Change.
- 5 Swipe up or down, or press ▲ or ▼ to display the Group you want.
- 6 Press the Group name.
- 7 Swipe up or down, or press ▲ or ▼ to display Add/Delete.
- 8 Press Add/Delete.
- 9 Swipe up or down, or press ▲ or ▼ to display the number you want to add or delete.
- 10 Do the following for each number you want to change:
 - To add a number to the Group, press the check box of the number to add a check mark.
 - To delete a number from the Group, press the check box of the number to remove the check mark.
- 11 Press OK.
- 12 Press OK.
- 13 Press .

Fax reports

Press  on the Touchscreen to set up the Transmission Verification Report and the Journal Period.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax (see Basic User's Guide: *Transmission Verification Report*).

Fax Journal (Activity Report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). The factory setting is *Every 50 Faxes*.

If you set the interval to *Off*, you can still print the report by following the procedure in *Reports* on page 48.

- 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 *Report Setting*.
- 6 Press *Report Setting*.
- 7 Press *Journal Period*.
- 8 Press *Journal Period*.

- 9 Swipe up or down, or press ▲ or ▼ to choose an interval.
If you choose *Every 50 Faxes*, go to step 13.

- 6, 12, 24 hours, 2 or 7 days

The machine will print the report at the chosen time and then erase all jobs from its memory.

If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

- *Every 50 Faxes*

The machine will print the Journal when the machine has stored 50 jobs.

- 10 Press *Time*, and then enter the time to start printing (in 24-hour format) using the keyboard on the Touchscreen. (For example: enter 19:45 for 7:45 PM.) Press *OK*.
- 11 If you chose *Every 7 Days*, press *Day*.
- 12 Swipe up or down, or press ▲ or ▼ display *Every Monday*, *Every Tuesday*, *Every Wednesday*, *Every Thursday*, *Every Friday*, *Every Saturday* or *Every Sunday*, and then press the first day of the 7-day countdown.
- 13 Press .

Reports

The following reports are available:

- 1 **XMIT Verify**
Displays the Transmission Verification Report for your last outgoing 200 faxes and prints the last report.
- 2 **Address Book**
Prints a list of names and numbers stored in the Address Book memory, in alphabetical order.
- 3 **Fax Journal**
Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit.) (RX: receive.)
- 4 **User Settings**
Prints a list of your current settings.
- 5 **Network Configuration**
Prints a list of your current network settings.
- 6 **Drum Dot Print**
Prints the Drum Dot Check Sheet to troubleshoot a dotted print problem.
- 7 **WLAN Report (MFC-9330CDW and MFC-9340CDW)**
Prints the result of wireless LAN connectivity diagnosis.
- 8 **Caller ID History**
Prints a list of the available Caller ID information about the last incoming faxes or telephone calls.

How to print a report

- 1 Press .
- 2 Press All Settings.
- 3 Swipe up or down, or press ▲ or ▼ to display Print Reports.
- 4 Press Print Reports.
- 5 Swipe up or down, or press ▲ or ▼ to display the report you want.
- 6 Press the report name.
- 7 Do one of the following:
 - If you chose XMIT Verify, go to step 8.
 - For other reports, go to step 9.
- 8 Do one of the following:
 - To view the Transmission Verification Report, press View on LCD.
 - To print the Transmission Verification Report, press Print Report.
- 9 Press OK.

Copy settings

You can change the copy settings for the next copy.

These settings are temporary. The machine returns to its default settings one minute after copying.

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 preferred option.

When you have finished changing settings, press **Colour Start** or **Mono Start**.

Stop copying

To stop copying, press .

Improving copy quality

You can choose from a range of quality settings. The factory setting is *Auto*.

- **Auto**
Auto is the recommended mode for ordinary printouts. Appropriate for documents that contain both text and photographs.
- **Text**
Appropriate for documents containing mainly text.
- **Photo**
Better copy quality for photographs.
- **Receipt**
Appropriate for copying receipts.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies.
- 4 Press **Options**.
- 5 Swipe up or down, or press ▲ or ▼ to display **Quality**.
- 6 Press **Quality**.
- 7 Press **Auto**, **Text**, **Photo** or **Receipt**.
- 8 If you do not want to change additional settings, press **OK**.
- 9 Press **Colour Start** or **Mono Start**.

Enlarging or reducing copies

To enlarge or reduce the next copy follow these steps:

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Swipe up or down, or press ▲ or ▼ to display **Enlarge/Reduce**.
- 6 Press **Enlarge/Reduce**.
- 7 Press **100%**, **Enlarge**, **Reduce** or **Custom(25-400%)**.
- 8 Do one of the following:
 - If you chose **Enlarge**, press the enlargement or ratio you want.
 - If you chose **Reduce**, swipe up or down, or press ▲ or ▼ to display the reduction ratio you want and press it.
 - If you chose **Custom(25-400%)**, press  to erase the displayed percentage, or press ◀ to move the cursor, and then enter an enlargement or reduction ratio from 25% to 400% in 1% increments.
Press **OK**.
 - If you chose **100%**, go to step 9.

100%*
200%
141% A5⇒A4
104% EXE⇒LTR
97% LTR⇒A4
94% A4⇒LTR
91% Full Page
85% LTR⇒EXE
83% LGL⇒A4
78% LGL⇒LTR
70% A4⇒A5
50%
Custom(25-400%) ¹

* The factory setting is shown in **Bold** with an asterisk.

¹ Custom(25-400%) allows you to enter a ratio from 25% to 400% in 1% increments.

- 9 If you do not want to change additional settings, press **OK**.
- 10 Press **Colour Start** or **Mono Start**.

NOTE

Page Layout is *not* available with **Enlarge/Reduce**.

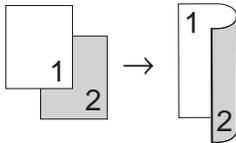
2-sided Copying

You must choose a 2-sided copy layout from the following options before you can start 2-sided copying. The layout of your document determines which 2-sided copy layout you should choose.

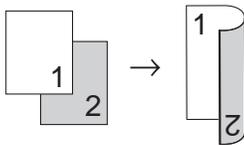
MFC-9140CDN and MFC-9330CDW

Portrait

■ **1-sided-2-sided Long Edge Flip**

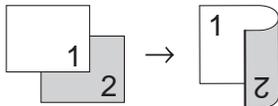


■ **1-sided-2-sided Short Edge Flip**

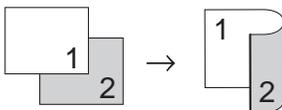


Landscape

■ **1-sided-2-sided Long Edge Flip**



■ **1-sided-2-sided Short Edge Flip**

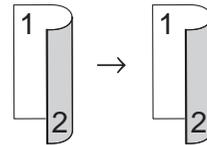


MFC-9340CDW

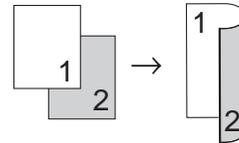
If you want to use the automatic 2-sided copy feature, load your document in the ADF.

Portrait

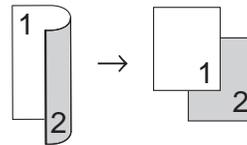
■ **2-sided-2-sided**



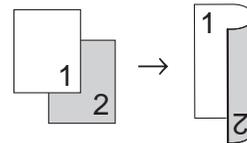
■ **1-sided-2-sided Long Edge Flip**



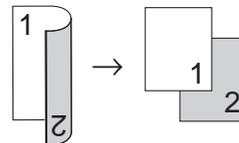
■ **2-sided-1-sided Long Edge Flip**



■ **1-sided-2-sided Short Edge Flip**

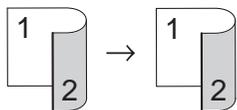


■ **2-sided-1-sided Short Edge Flip**

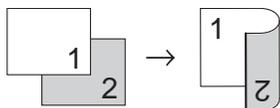


Landscape

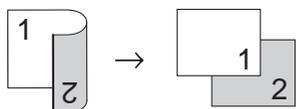
■ 2-sided-2-sided



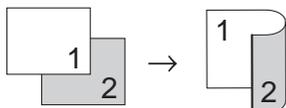
■ 1-sided-2-sided Long Edge Flip



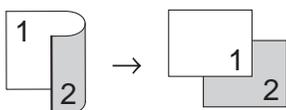
■ 2-sided-1-sided Long Edge Flip



■ 1-sided-2-sided Short Edge Flip



■ 2-sided-1-sided Short Edge Flip



- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display 2-sided Copy.
- 6 Press 2-sided Copy.

- 7 Swipe up or down, or press ▲ or ▼ to display the following layout options:
Off,
2-sided⇒2-sided¹,
1-sided⇒2-sided Long Edge Flip,
2-sided⇒1-sided Long Edge Flip¹,
1-sided⇒2-sided Short Edge Flip,
2-sided⇒1-sided Short Edge Flip¹

¹ For MFC-9340CDW

- 8 Press the option you want.
 - 9 If you do not want to change additional settings, press OK.
 - 10 Press Colour Start or Mono Start to scan the page.
If you placed the document in the ADF, the machine scans the pages and starts printing.
- If you are using the scanner glass, go to step 11.**
- 11 After the machine scans the page, press Scan to scan the next page.
 - 12 Place the next page on the scanner glass.
 - 13 Press OK.
Repeat steps 11 and 13 for each page of the layout.
 - 14 After scanning all the pages, press Complete in step 11 to finish.

Adjusting Density and Contrast

Density

Adjust the copy density to make copies darker or lighter.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display Density.
- 6 Press Density.
- 7 Press a level of density, from Light to Dark.
- 8 If you do not want to change additional settings, press OK.
- 9 Press Colour Start or Mono Start.

Contrast

Adjust the contrast to help an image look sharper and more vivid.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display Contrast.
- 6 Press Contrast.
- 7 Press a level of contrast.
- 8 If you do not want to change additional settings, press OK.
- 9 Press Colour Start or Mono Start.

Sorting copies

You can sort multiple copies. Pages will be sorted in the order 1 2 3, 1 2 3, 1 2 3, and so on.

- 1 Load your document.
 - 2 Press  (Copy).
 - 3 Enter the number of copies.
 - 4 Press Options.
 - 5 Swipe up or down, or press ▲ or ▼ to display Stack/Sort.
 - 6 Press Stack/Sort.
 - 7 Press Sort.
 - 8 If you do not want to change any other settings, press OK.
 - 9 Press Colour Start or Mono Start to scan the page.
If you placed the document in the ADF, the machine scans the pages and starts printing.
- If you are using the scanner glass, go to step 10.**
- 10 After the machine scans the page, press Scan to scan the next page.
 - 11 Place the next page on the scanner glass.
 - 12 Press OK.
Repeat steps 10 and 12 for each page of the layout.
 - 13 After scanning all the pages, press Complete in step 10 to finish.

Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see *2 in 1 ID Copy* on page 56.

IMPORTANT

- Make sure the paper size is set to A4, Letter, Legal Or Folio.
- You cannot use the Enlarge/Reduce setting with the N in 1 feature.
- (P) means Portrait and (L) means Landscape.

- 1 Load your document.
 - 2 Press  (Copy).
 - 3 Enter the number of copies.
 - 4 Press Options.
 - 5 Swipe up or down, or press ▲ or ▼ to display Page Layout.
 - 6 Press Page Layout.
 - 7 Swipe up or down, or press ▲ or ▼ to display Off(1in1), 2in1(P), 2in1(L), 2in1(ID)¹, 4in1(P) or 4in1(L).
- ¹ For information about 2in1(ID), see *2 in 1 ID Copy* on page 56.
- 8 Press the option you want.
 - 9 If you do not want to change additional settings, press OK.
 - 10 Press Colour Start or Mono Start to scan the page.
If you placed the document in the ADF, the machine scans the pages and starts printing.

If you are using the scanner glass, go to step 10.

- 11 After the machine scans the page, press Scan to scan the next page.
- 12 Place the next page on the scanner glass.
- 13 Press OK. Repeat steps 11 and 13 for each page of the layout.
- 14 After scanning all the pages, press Complete in step 11 to finish.

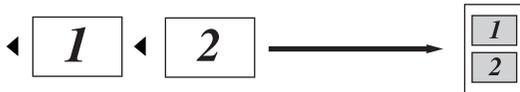
If you are copying from the ADF:

Place your document *face up* in the direction shown in the illustration:

■ 2in1(P)



■ 2in1(L)



■ 4in1(P)



■ 4in1(L)



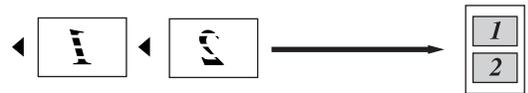
If you are copying from the scanner glass:

Place your document *face down* in the direction shown in the illustration:

■ 2in1(P)



■ 2in1(L)



■ 4in1(P)



■ 4in1(L)



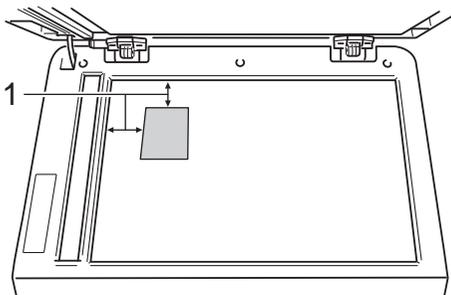
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size.

NOTE

You can copy an identification card to the extent permitted under applicable laws (see *Product Safety Guide: Unlawful use of copying equipment (MFC and DCP only)*.)

- 1 Place your identification card *face down* near the left corner of the scanner glass.



1 4 mm or greater (top, left)

- Even if a document is placed on the ADF, the machine scans the data from the scanner glass when in this mode.

- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press *Options*.
- 5 Swipe up or down, or press ▲ or ▼ to display *Page Layout*.
- 6 Press *Page Layout*.
- 7 Swipe up or down, or press ▲ or ▼ to display *2in1 (ID)*.
- 8 Press *2in1 (ID)*.

- 9 Read and confirm the displayed list of settings you have chosen, and then press *OK*.
- 10 Press *Colour Start* or *Mono Start*. The machine starts scanning one side of the identification card.
- 11 After the machine has scanned one side, press *Scan*. Turn over the identification card and place it near the left corner of the scanner glass, then press *OK* to scan the other side.

NOTE

When 2 in 1 ID Copy is chosen, the machine sets the quality to *Photo* and the contrast to *+2*.

- 12 Press .

Adjusting the Colour Saturation

You can change the default setting for colour saturation.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display Colour Adjust.
- 6 Press Colour Adjust.
- 7 Press Red, Green or Blue.
- 8 Press a level of colour saturation.
- 9 Repeat steps 7 and 8 if you want to adjust the next colour. After adjusting the colour settings, press .
- 10 If you do not want to change additional settings, press OK.
- 11 Press Colour Start.

Making 2-sided N in 1 copies (MFC-9340CDW)

When you make 2-sided N in 1 copies from a 2-sided document, you must choose a layout option in 2-sided Copy Page Layout. You will be able to access 2-sided Copy Page Layout after selecting 2-sided⇒2-sided for 2-sided Copy and any N in 1 layout for Page Layout.

You must select an appropriate option in the table.

Bound Edge of the Document	Edge of the copies to be bound	Option you must choose
Long Edge	Long Edge	LongEdge⇒LongEdge
	Short Edge	LongEdge⇒ShortEdge
Short Edge	Long Edge	ShortEdge⇒LongEdge
	Short Edge	ShortEdge⇒ShortEdge

IMPORTANT

- Load your document in the ADF to use the 2-sided Copy Page Layout feature.
- The 2-sided Copy Page Layout feature does not work when you choose 2in1(ID) for Page Layout.

- 1 Load your document in the ADF.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Select 2-sided⇒2-sided in 2-sided Copy (see 2-sided Copying on page 51).

- 6 Select 2in1(P), 2in1(L), 4in1(P) or 4in1(L) in Page Layout (see *Making N in 1 copies (page layout)* on page 54).
- 7 Swipe up or down, or press ▲ or ▼ to display 2-sided Copy Page Layout.
- 8 Press 2-sided Copy Page Layout.
- 9 Press LongEdge⇒ LongEdge, LongEdge⇒ ShortEdge, ShortEdge⇒ LongEdge or ShortEdge⇒ ShortEdge.
- 10 If you do not want to change additional settings, press OK.
- 11 Press Colour Start or Mono Start.

Removing Background Colour

Remove Background Colour removes the background colour of the document when copying. Using this function will make the copy clearer to read and may save toner.

NOTE

This function is for use only when making colour copies.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies.
- 4 Press Options.
- 5 Swipe up or down, or press ▲ or ▼ to display Advanced Settings.
- 6 Press Advanced Settings.
- 7 Press Remove Background Colour.
- 8 Press Low, Medium or High.
- 9 If you do not want to change additional settings, press OK.
- 10 Press Colour Start.

Saving copy options as a Shortcut

You can store the copy options you use most often by saving them as a Shortcut.

- 1 Press  (Copy).
- 2 Press Options.
- 3 Swipe up or down, or press ▲ or ▼ to display Quality, Enlarge/Reduce, 2-sided Copy, Density, Contrast, Stack/Sort, Page Layout, Colour Adjust, 2-sided Copy Page Layout or Remove Background Colour, and then press the setting you want.
- 4 Swipe up or down, or press ▲ or ▼ to display the available options, and then press your new option. Repeat steps 3 and 4 for each setting you want to change.
- 5 When you have finished choosing new options, press Save as Shortcut.
- 6 Read and confirm the displayed list of options you have chosen for the Shortcut, and then press OK.
- 7 Enter a name for the Shortcut using the keyboard on the Touchscreen. (To help you enter letters: see Basic User's Guide: *Entering text*.) Press OK.
- 8 Press OK to save your Shortcut.
- 9 Press .

Saving paper

You can use the Paper Save preset to reduce the amount of paper consumed for copies. Paper Save uses the 4 in 1 layout and 2-sided copy options.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Swipe left or right to display Paper Save.
- 4 Press Paper Save.
- 5 Enter the number of copies.
- 6 Do one of the following:
 - To change more settings, go to step 7.
 - When you have finished changing settings, go to step 10.
- 7 Press Options.
- 8 Swipe up or down, or press ▲ or ▼ to display the available settings, and then press the setting you want.
- 9 Swipe up or down, or press ▲ or ▼ to display the available options, and then press your new option. Repeat steps 8 and 9 for each setting you want. When you have finished changing settings, press OK.
- 10 Press Colour Start or Mono Start.

A

Routine maintenance

Checking the machine

Printing the test print

You can print a Test Print page to check your print quality.

- 1 Press .
- 2 Press **Test Print**.
- 3 The Touchscreen will show
Press [OK].
Press **OK**.
The machine will print the Test Print page.
- 4 Press .

Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages, reports and lists, faxes or a summary total.

- 1 Press .
- 2 Press **All Settings**.
- 3 Swipe up or down, or press **▲** or **▼** to display **Machine Info..**
- 4 Press **Machine Info..**
- 5 Press **Page Counter**.
The Touchscreen shows number of pages for **Total, Fax/List, Copy and Print**.
- 6 Press .

Checking the remaining life of toner cartridges

You can see the approximate remaining life of the toner cartridges.

- 1 Press .
- 2 Press **Toner Life**.
The Touchscreen will show the approximate remaining life of the toner cartridges in a bar chart.
- 3 Press .

Checking the remaining life of parts

You can see the machine's parts life on the Touchscreen.

- 1 Press .
- 2 Press **All Settings**.
- 3 Swipe up or down, or press ▲ or ▼ to display **Machine Info..**
- 4 Press **Machine Info..**
- 5 Press **Parts Life**.
- 6 Press ▲ or ▼ to see the approximate remaining parts life of the
Drum Black (BK), Drum Cyan (C),
Drum Magenta (M),
Drum Yellow (Y), Belt Unit,
Fuser, PF kit.
- 7 Press .

NOTE

The remaining life of the toner cartridge is listed on the User Settings report (see *How to print a report* on page 48).

Replacing periodic maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The Fuser Unit and PF Kit parts listed in the table must be replaced after printing approximately 50,000 pages¹. Contact Brother customer service when these messages appear on the Touchscreen.

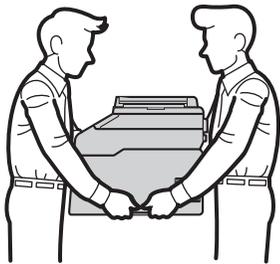
Touchscreen message	Description
Replace Fuser	Replace the fuser unit.
Replace PF kit	Replace the paper feeding kit for the paper tray.

¹ A4 or Letter size single-sided pages.

Packing and shipping the machine

⚠ WARNING

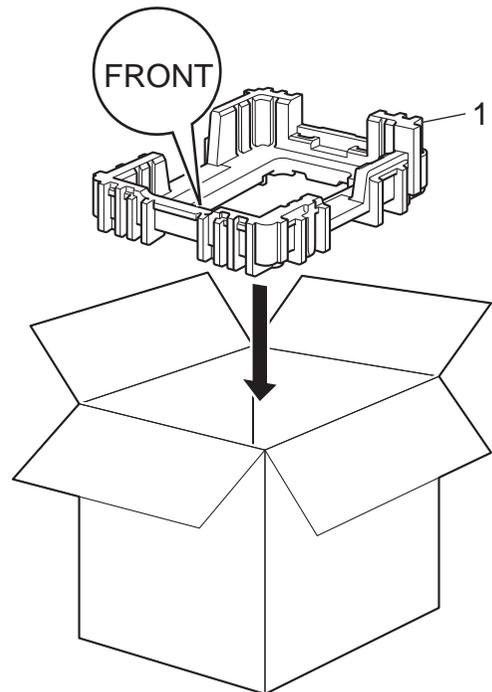
This machine is heavy and weighs more than 20.0 kg. To prevent possible injuries, at least two people should lift the machine. One person should hold the front of the machine, and one person should hold the back, as shown in the illustration. Be careful not to trap your fingers when you put the machine down.



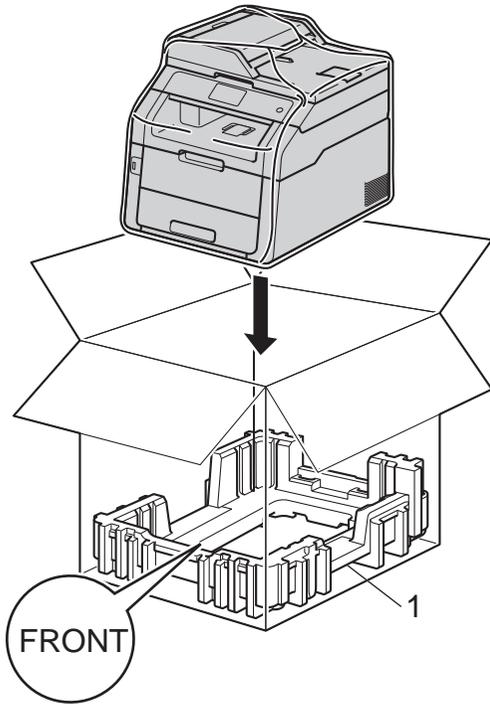
NOTE

If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.

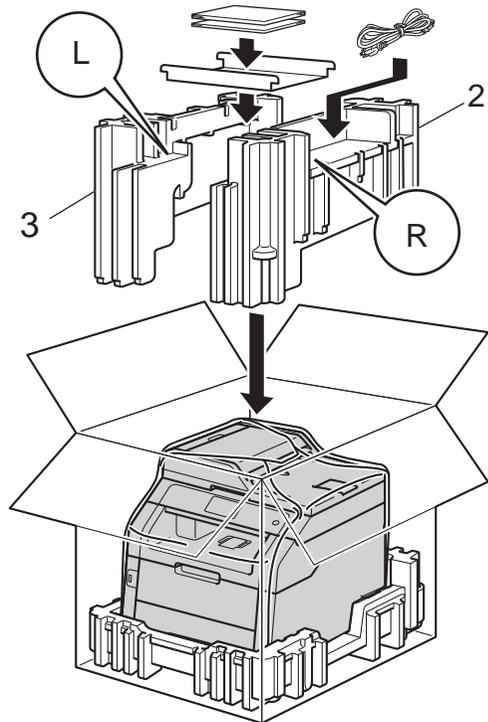
- 1 Press and hold down  to turn off the machine. Leave the machine turned off for at least 10 minutes to cool down.
- 2 Disconnect all the cables, and then unplug the power cord from the electrical socket.
- 3 Place the packing material (1) into the carton.



- 4 Wrap the machine in a plastic bag, then place it on the bottom packing material (1).



- 5 Place the packing material (2) marked "R" on the right of the machine. Place the packing material (3) marked "L" on the left of the machine. Place the AC power cord and printed materials in the original carton as shown in the illustration.



- 6 Close the carton and tape it shut.

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

3.7 in. (93.4 mm) Touchscreen LCD and Touchpanel

The Touchscreen LCD (Liquid Crystal Display) on the machine shows interactive messages and prompts for using the machine. You can operate the Touchscreen by pressing or swiping on the screen. The Touchpanel, on the right side of the Touchscreen LCD, illuminates its LEDs when they are available for the current operation.

Address Book

Names and numbers you have stored for easy dialling.

Address Book List

A listing of names and numbers stored in the Address Book memory, in alphabetical order.

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of the external telephone or pressing **Hook**.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper Volume

Volume setting for the sound when you press a key or make an error.

Broadcasting

The ability to send the same fax message to more than one location.

Cancel Job

Cancels a programmed print job and clears it from the machine's memory.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JBIG, if the receiving machine has the same capability.

Communication error (or Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax

Sends your fax at a specified later time that day.

Density

Changing the Density makes the whole image lighter or darker.

Distinctive Ring

A subscriber service purchased from the telephone company that gives you another telephone number on an existing telephone line. The Brother machine uses the new number to simulate a dedicated fax line.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into the memory at the same time it is sending a fax, receiving a fax, or printing an incoming fax.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone

A telephone on the fax number that is plugged into a separate wall socket.

External phone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine fast double-rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Ability (New Zealand only)

A subscriber service purchased from the telephone company that provides another telephone number on an existing telephone line. The Brother fax machine uses the new number to simulate a detected fax line.

Fax Detect

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Storage

You can store faxes in the memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying and faxing photographs.

Group number

A combination of Address Book numbers that are stored in Address Book for Broadcasting.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

Manual fax

When you press **Hook** to hear the receiving fax machine answer before you press **Fax Start** to begin transmission.

OCR (optical character recognition)

Nuance™ PaperPort™ 12SE or Presto! PageManager software application converts an image of text to text you can edit.

Out of Paper Reception

Receives faxes into the machine's memory when the machine is out of paper.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

Pause

Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing numbers in Address Book. Press **Pause** as many times as needed for longer pauses.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining Jobs

You can check which programmed fax jobs are waiting in the memory and cancel the jobs individually.

Remote Access Code

Your own four-digit code (— — —*) that allows you to call and access your machine from a remote location.

Remote Activation code (Fax/Tel mode only)

Press this code (*51) when you answer a fax call on an extension or external telephone. (*91 for New Zealand)

Remote Deactivation code (Fax/Tel mode only)

When the machine answers a voice call, it fast double-rings. You can pick up at an extension or external telephone by pressing this code (#51). (#91 for New Zealand)

Remote Retrieval Access

The ability to access your machine remotely from a touch tone telephone.

Resolution

The number of vertical and horizontal lines per inch.

Ring Delay

The number of rings before the machine answers in **Fax** and **Fax/Tel** modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Search

An alphabetical electronic listing of stored Address Book and Group numbers.

Settings Tables

At-a-glance instructions that show all the settings and options that are available for setting up your machine.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

TAD (telephone answering device)

You can connect an external TAD to your machine.

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialling on the telephone line used for Touch Tone telephones.

Transmission

The process of sending faxes over the telephone lines from your machine to the receiving fax machine.

User Settings List

A printed report that shows the current settings of the machine.

Xmit Report (Transmission Verification Report)

A listing for each transmission, that shows its date, time and number.

C

Index

Numerics

2-sided copy 51

A

Address Book

 broadcasting 18

 using Groups 18

Group dial

 setting up Groups for broadcasting 45

Apple Macintosh

 See Software User's Guide.

B

Broadcasting 18

 cancelling 19

 setting up Groups for 45

C

Caller ID history

 Add to Address Book 44

Cancelling

 broadcast in process 19

 fax jobs in memory 21

 fax storage 29

 jobs awaiting redial 21

 remote fax options 30

ControlCenter2 (for Macintosh)

 See Software User's Guide.

ControlCenter4 (for Windows®)

 See Software User's Guide.

Copy

 2 in 1 ID Copy 56

 2-sided 51

 button 49

 contrast 53

 Density 53

 Enlarge/Reduce 50

 N in 1 (page layout) 54

 quality 49

 saving paper 59

 sort 54

 temporary settings 49

 using scanner glass 52, 54, 55

Cover page 23

 custom comments 24

 printed form 25

D

Daylight Saving Time 1

Deep Sleep mode 3

Delayed batch transmission 21

Destination Display 25

Dialing

 dial prefix 4

Dialling

 Groups (broadcasting) 18

 restricting dialling 13

Drum unit

 checking (remaining life) 61

Dual access 17

E

Enlarge/Reduce 50

F

Fax codes	
changing	31
remote access code	31
Fax forwarding	
changing remotely	32, 33
programming a number	28
Fax storage	29
printing from memory	36
turning off	30
turning on	29
Fax, stand-alone	
receiving	
fax forwarding	28, 32
fax receive stamp	35
into memory (fax storage)	29
polling receive	39
reducing to fit on paper	34
retrieving from a remote site	32, 33
sending	14
broadcasting	18
cancelling from memory	21
contrast	16
delayed batch	21
delayed fax	20
destination display	25
from memory (dual access)	17
manual	17
overseas	20
polled transmit	26
real time transmission	19
resolution	16

G

Groups for broadcasting	45
-------------------------------	----

H

Hook	17
------------	----

M

Machine information	
checking remaining life of parts	61
page counts	60
Macintosh	
See Software User's Guide.	
Maintenance, routine	60
checking the remaining life of parts	61
Manual	
transmission	17
Memory	
storage	1

N

N in 1 (page layout)	54
Network	
faxing	
See Software User's Guide.	
printing	
See Network User's Guide.	
scanning	
See Software User's Guide.	
Nuance™ PaperPort™ 12SE	
See Software User's Guide and Help in the PaperPort™ 12SE application to access How-to-Guides.	

O

Outgoing Calls	
Add to Address Book	44

P

Page layout (N in 1)	54
PC-Fax	
See Software User's Guide.	
Polling	
polled transmit	26
polling receive	39
Power failure	1
Presto! PageManager	
See Software User's Guide. See also Help in the Presto! PageManager application.	
Print	
fax from memory	36
reports	48
Printing	
See Software User's Guide.	

Q

Quality	
copying	49

R

Reducing	
copies	50
incoming faxes	34
Remote retrieval	31
access code	31
commands	32
getting your faxes	33
Remote setup	
See Software User's Guide.	
Reports	47, 48
Drum Dot Print	48
Fax Journal	47, 48
journal period	47
how to print	48
Network Configuration	48
Tel Index List	48
Transmission Verification	47
User Settings	48
WLAN Report	48
Resolution	
fax (standard, fine, superfine, photo)	16
setting for next fax	16

S

Scanning	
See Software User's Guide.	
Security	
restricting dialling	13
Secure function lock	
administrator password	7
Setting lock	11
Sleep mode	2
Sort	54

T

Temporary copy settings	49
Toner Save	2
Touchscreen	
backlight brightness	3

W

Windows®	
See Software User's Guide.	
Wireless Network	
See Quick Setup Guide and Network User's Guide.	

brother®

Visit us on the World Wide Web
<http://www.brother.com/>

These machines are approved for use in the country of purchase only. Local Brother companies or their dealers will only support machines purchased in their own countries.



www.brotherearth.com