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You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER MFC-9340CDW. You'll find the answers to all your questions on the BROTHER MFC-9340CDW in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER MFC-9340CDW
User guide BROTHER MFC-9340CDW
Operating instructions BROTHER MFC-9340CDW
Instructions for use BROTHER MFC-9340CDW
Instruction manual BROTHER MFC-9340CDW

brother.

Advanced User's Guide

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



Not all models are available in all countries.

Version 0
UK/IRE



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Manual abstract:

Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations. @@@@See troubleshooting tips. Where is it? @@Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.

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. 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. 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. 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. HTML file / CD-ROM / In the box Network User's Guide PDF file / CD-ROM / In the box Wi-Fi Direct™ Guide (MFC-9330CDW and MFC-9340CDW) PDF file / Brother Solutions Center 1 Google Cloud Print Guide PDF file / Brother Solutions Center 1 Mobile Print/Scan Guide for Brother iPrint&Scan PDF file / Brother Solutions Center 1 i Which Guide? Web Connect Guide What's in it? 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.

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.

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□ For example: v192.168.1.2/ 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 7 and Turning Secure Function Lock on/off on page 8). 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).

a b c Click Administrator. Click Secure Function Lock. Type a four-digit number for the password in the New Password field. c 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 . d e 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. Retype the password in the Retype Password field. Click Submit. 2 Changing the administrator password a b c d e Click Administrator. Click Secure Function Lock. Type a four-digit number for the password in the New Password field. Retype the password in the Retype Password field. Click Submit.

6 Security features 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 6. Then follow these steps: 2 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). 2 2 a b c Click Administrator. Click Secure Function Lock. 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. a b c Click Administrator. Click Secure Function Lock.

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. d 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. Click Submit. d Click Submit. e 7 Chapter 2 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. NOTE 2 The Secure Function Lock icon is displayed beneath the time and date. Turning Secure Function Lock on 2 a b c d e f g h i Turning Secure Function Lock off Press . 2 Press All Settings. Swipe up or down, or press a or b to display General Setup. Press General Setup. Swipe up or down, or press a or b to display Security. Press Security. Press Function Lock.

Press Lock Off□On. Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK. a Press Public or XXXXX . (Where xxxxx is the user's name.) b c Press Lock On□Off. Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK. 8 Security features Switching Users This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on. 2 Changing to the Public mode 2 a b Press XXXXX .

(Where xxxxx is the user's name.) 2 Changing to the restricted user mode Press Go to Public. 2 a Press Public or 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. XXXXX . (Where xxxxx is the user's name.) b c d e Press Change User.

Swipe up or down, or press a or b to display your user name. Press your user name. 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. 9 Chapter 2 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. 2 Setting up the administrator password 2 a b c d e f g h Press . Press All Settings. Swipe up or down, or press a or b to display General Setup. Press General Setup. Swipe up or down, or press a or b to display Security. Press Security. Press Setting Lock.

Enter a four-digit number for the new password using the keyboard on the Touchscreen. Press OK. Enter the new password again when the Touchscreen shows Verify:. Press OK. Press .

i j 10 Security features Changing the Setting Lock administrator password Turning Setting Lock on/off 2 2 a b c d e f g h i j Press . If you enter the wrong password, the Touchscreen will show Wrong Password. Enter the correct password. Press All Settings. Swipe up or down, or press a or b to display General Setup.

Press General Setup. Swipe up or down, or press a or b to display Security. Press Security. Press Setting Lock. Press Set Password. Enter the old four-digit password using the keyboard on the Touchscreen. Press OK. Enter a four-digit number for the new password using the keyboard on the Touchscreen. Press OK. Re-enter the new password again when the Touchscreen shows Verify:.

Press OK. Press . Turning Setting Lock on 2 2 a b c d e f g h i Press . Press All Settings. Swipe up or down, or press a or b to display General Setup. Press General Setup. Swipe up or down, or press a or b to display Security. Press Security. Press Setting Lock. Press Lock Off□On.

Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press OK. 2 k l Turning Setting Lock off a b Press on the Touchscreen.



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

11 Chapter 2 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. 2 Address Book restriction 2 a b c d e f g h i 2 Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction. Press Address Book. Press Enter # Twice, On or Off. Press .

Dial pad restriction a b c d e f g h i Shortcuts restriction Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction. Press Dial Pad. Press Enter # Twice, On or Off. Press . 2 a b c d e f g h i Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Dial Restriction. Press Dial Restriction.

Press Shortcuts. Press Enter # Twice, On or Off. Press . 12 3 Sending a fax c 3 3 Additional sending options Sending faxes using multiple settings Before you send a fax, you can change any combination of these settings: 2-sided Fax Contrast Fax Resolution Real Time TX Overseas Mode Delayed Fax Batch TX Coverage Note Coveragepage Setup Broadcasting 1 Swipe up or down, or press a or b to display the setting you want, and then press the setting. Press the option you want.

Do one of the following: Repeat steps c and d to change more settings. If you are finished choosing settings, press OK. Go to the next step for sending your fax. d e 3 3 1 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 21). • 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 22). For MFC-9340CDW a 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: b Press Options.

13 Chapter 3 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. 3 If your document is flipped on the Short edge, press 2-sided Scan: Short Edge. Short edge Portrait Landscape a b Load your document in the ADF. 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. c d e f Press Options. Swipe up or down, or press a or b to display 2-sided Fax. Press 2-sided Fax. Do one of the following: If your document is flipped on the Long edge, press 2-sided Scan: Long Edge.

Long edge Portrait Landscape 14 Sending a fax 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.

3 Changing Fax Resolution The quality of a fax can be improved by changing the Fax Resolution. Resolution can be changed for the next fax. 3 a Do one of the following: When Fax Preview is set to Off, press (Fax). 3 When Fax Preview is set to On, press (Fax) and Sending Faxes. a Do one of the following: When Fax Preview is set to Off, press (Fax).

b c d e Press Options. Swipe up or down, or press a or b to display Fax Resolution. Press Fax Resolution. Press Standard, Fine, S.Fine or Photo. When Fax Preview is set to On, press (Fax) and Sending Faxes. b c d e Press Options. Swipe up or down, or press a or b to display Contrast. Press Contrast. Press Auto, Light or Dark.

NOTE You can choose four different resolution settings. Black & white Standard Fine Appropriate for most typed documents. Good for small print and transmits a little slower than Standard resolution. Good for small print or artwork and transmits slower than Fine resolution. Use when the document has varying shades of grey or is a photograph. This has the slowest transmission time. 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. S.Fine Photo 15 Chapter 3 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. Dual access 3 3 3 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. 3

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 operation. to cancel the a b c d Load your document.

Pick up the handset of an external telephone and listen for a dial tone. Dial the fax number using the external telephone. When you hear the fax tones, press Fax Start. If you are using the scanner glass, press Send. e Replace the handset of an external telephone.

16 Sending a fax 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. 3 How to broadcast a fax 3 a b Load your document. 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 3 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.



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Group numbers include many stored Address Book numbers for easier dialling (see Setting up Groups for Broadcasting on page 42). c d e f Press Options.

Swipe up or down, or press a or b to display Broadcasting. Press Broadcasting. 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. g 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 a or b 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. 17 Chapter 3 h i After you enter all the fax numbers by repeating steps f and g, press OK. Press Fax Start.

After the broadcast is finished, the machine will print a broadcast report to let you know the results. Cancelling a Broadcast in progress While broadcasting you can cancel the fax currently being sent or the whole broadcast job. 3 a b Press . 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. Do one of the following: To cancel the entire broadcast, press Entire Broadcast. Go to step c. To cancel the current job, press the button that displays the number or name being dialled. Go to step d. To exit without cancelling, press . c 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.

d Do one of the following: To cancel the current job, press Yes. To exit without cancelling, press No. 18 Sending a fax 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.

3 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. 3 a b Load your document. Do one of the following: When Fax Preview is set to Off, press (Fax). 3 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. When Fax Preview is set to On, press (Fax) and Sending Faxes. c d e f g h i Press Options.

Swipe up or down, or press a or b to display Overseas Mode. Press Overseas Mode. Press On. Press OK. Enter the fax number.

Press Fax Start. a b Load your document. 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. c d e f g h i Press Options. Swipe up or down, or press a or b to display Real Time TX. Press Real Time TX. Press On (or Off). Press OK. Enter the fax number.

Press Fax Start. 19 Chapter 3 Delayed Fax You can store up to 50 faxes in the memory to be sent within a twenty-four hour period. 3 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. 3 a b Load your document. 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. a b c d e f g h i Press . Press All Settings. Swipe up or down, or press a or b to display Fax.

Press Fax. Swipe up or down, or press a or b to display Setup Send. Press Setup Send. Press Batch TX. Press On or Off.

Press . c d e f g h i Press Options. Swipe up or down, or press a or b to display Delayed Fax. Press Delayed Fax. Press Delayed Fax.

Press On. Press Set Time. Enter the time you want the fax to be sent (in 24-hour format) using the keyboard on the Touchscreen. Press OK. NOTE The number of pages you can scan into the memory depends on the amount of data printed on each page. 20 Sending a fax 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. 3 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.

3 3 a b c d e f g h i Press . a Do one of the following: When Fax Preview is set to Off, press (Fax). Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Remaining Jobs. Press Remaining Jobs. Jobs that are waiting will appear on the Touchscreen. Swipe up or down, or press a or b to scroll through the waiting jobs and press the job you want to cancel. Press Cancel. Do one of the following: To cancel, press Yes. If you want to cancel another job go to step g. To exit without cancelling, press No. When Fax Preview is set to On, press (Fax) and Sending Faxes. b c Press Options.

Swipe up or down, or press a or b to choose the setting you want to change, and then press the new option. Repeat this step for each setting you want to change. d e f g After changing the last setting, swipe up or down, or press a or b to display Set New Default. Press Set New Default. The Touchscreen asks you to confirm the change to the new default settings.

Press Yes to confirm. Press . j When you have finished cancelling jobs, press . 21 Chapter 3 Restoring all fax settings to the factory settings 3 Saving fax options as a Shortcut You can store all the new fax options you use frequently by saving them as a Shortcut.



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3 You can restore all the fax settings you have changed to the factory settings. These settings will stay until you change them again. a a Do one of the following: When Fax Preview is set to Off, press (Fax). 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. When Fax Preview is set to On, press (Fax) and Sending Faxes.

b c d e f Press Options. After changing the last setting, swipe up or down, or press a or b to display Factory Reset. Press Factory Reset. The Touchscreen asks you to confirm to change back to the factory settings. Press Yes to confirm. Press . b c d Enter the fax number. Press Options. Swipe up or down, or press a or b to display Fax Resolution, 2-sided Fax 1, Contrast, Real Time TX, Coveragepage 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. When you have finished choosing new options, press OK. Press Save as Shortcut. Confirm the displayed list of options you chose for the Shortcut, and then press OK. 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. Press OK to confirm. e f g h i 1 For MFC-9340CDW 22 Sending a fax 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. Comment 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 23.) 5. (User Defined) 6. (User Defined) 3 Composing your own comments You can set up two comments of your own.

3 a b c d e f g h i j Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Send. Press Setup Send. Press Coveragepage Setting. Press Coveragepage Note. Press 5. or 6. to store your own comment. 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). 3 k Press .

23 Chapter 3 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. 3 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. 3 a Do one of the following: When Fax Preview is set to Off, press (Fax). a b c d e f g h i Press . Press All Settings.

Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Send. Press Setup Send. Press Coveragepage Setting. Press Print Sample. Press OK. When Fax Preview is set to On, press (Fax) and Sending Faxes. b c d e f g h Press Options. Swipe up or down, or press a or b to display Coveragepage Setup.

Press Coveragepage Setup. Press Coveragepage Setup. Press On. Press Coveragepage Note. Swipe up or down, or press a or b to choose the comment you want to use, and then press the comment. Press . i j k Press OK. Enter the fax number. Press Fax Start. 24 Sending a fax 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. 3 a b c d e f g h i Press . 3 Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax.

Swipe up or down, or press a or b to display Setup Send. Press Setup Send. Press Destination. Press Hidden or Display. Press .

25 Chapter 3 Polling h 3 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. 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 i. Press No if you are finished scanning pages. Go to step j. i 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.

3 Place the next page on the scanner glass and press OK. Repeat steps h and i for each additional page. Your machine will automatically send the fax when it is polled. Afterwards POLLED REPORT will be printed. j NOTE To delete the fax from memory, press , All Settings, Fax, 3 Setup for polled transmit a b Load your document. Do one of the following: When Fax Preview is set to Off, press (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.

3 When Fax Preview is set to On, press (Fax) and Sending Faxes. c d e f g Press Options. Swipe up or down, or press a or b to display Polled TX. Press Polled TX. Press Standard.

Press Fax Start. If you are using the ADF, go to step j. a b Load your document. 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.

c d 26 Press Options. Swipe up or down, or press a or b to display Polled TX. Sending a fax e f g h i Press Polled TX. Press Secure. Enter a four-digit number. Press OK. Press Fax Start. 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 j. Press No if you are finished scanning pages.

3 j Place the next page on the scanner glass and press OK. Repeat steps i and j for each additional page. Your machine will automatically send the fax when it is polled. k 27 4 Receiving a fax j 4 4 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 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 a or b to display to scroll until you find the fax number you want your faxes to be forwarded to.



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Press the fax number or E-mail address you want.

NOTE 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. 4 • 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. a b c d e f g h i 28 k Press .

Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive.

Swipe up or down, or press a or b to display Memory Receive. Press Memory Receive. Press Fax Forward. 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. l Press . **Receiving a fax 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.

4 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: 4 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. 4 a b c d e f g h i j Press . 4

Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display Memory Receive. Press Memory Receive.

Press Fax Storage. Press . 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. 4 29 Chapter 4 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. Turning off Remote Fax Options

4 a b c d e f g h i Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display Memory Receive. Press Memory Receive. Press Off.

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. **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). j Press . 30 **Receiving a fax Remote retrieval** You can call your machine from any touchtone phone or fax machine and then use the remote access code and remote commands to retrieve fax messages. 4 **NOTE** You can change your code at any time. To make your code inactive, press and hold at step g to restore the default setting ---l, and then press OK. **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 (---l).

Using your Remote Access Code 4 4 a b c Dial your fax number from a telephone or another fax machine using touch tone dialling. When your machine answers, immediately enter your Remote Access Code . The machine signals if it has received messages: 1 long beep -- Fax messages No beeps -- No messages 4 a b c d e f g Press . Press All Settings. Swipe up or down, or press a or b to display Fax.

Press Fax. Swipe up or down, or press a or b to display Remote Access. Press Remote Access. Enter a three-digit code using the numbers 0 to 9, * or # using the keyboard on the Touchscreen. @@@@The machine will beep three times if you enter an invalid command.

Press 9 0 to reset the machine when you are finished. @@@@One long beep means the change is accepted. @@@@When you have registered the number, fax forwarding will work. @@@@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. If you hear one long beep, your change has been accepted. @@@@If you hear one long beep, you have messages. When you hear two short beeps, press 9 5 4. @@@@If you hear one long beep, you have messages.

When you hear two short beeps, press 9 6 2. @@@@Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display 2-sided. Press 2-sided. Press On or Off. Press . a b c d e f g h i j Press .

Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive.

Swipe up or down, or press a or b to display Auto Reduction. Press Auto Reduction. Press On or Off. Press . **NOTE** When 2-sided is turned on, incoming faxes will automatically be reduced to fit the size of paper in the paper tray.

34 **Receiving a fax 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.

Setting the Print Density 4 4 You can adjust the Print Density setting to make your printed pages darker or lighter. a b c d e f g h i j Press . a b c d e f g h i j

Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display Print Density.

Press Print Density. Press a density level on the Touchscreen. Press . Press All Settings. Swipe up or down, or press a or b to display Fax.



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Press Fax. Swipe up or down, or press a or b to display Setup Receive. Press Setup Receive. Swipe up or down, or press a or b to display Fax Rx Stamp. Press Fax Rx Stamp.

Press On or Off. Press . 4 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. 35 Chapter 4 Printing a fax from the memory Out of Paper Reception 4 4 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).

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.

a b c d e f g h Press . Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Press a or b to display Print Document. Press Print Document. Press OK. Press . 36 Receiving a fax Polling Secure polling 4 4 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. 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. a Do one of the following: When Fax Preview is set to Off, Polling receive Polling receive lets you call another fax machine to receive a fax. 4 press (Fax). 4 When Fax Preview is set to On, press (Fax) and Sending Faxes. a Do one of the following: When Fax Preview is set to Off, press (Fax). b c d e f g h Press Options.

Swipe up or down, or press a or b to display Polling RX. Press Polling RX. Press Secure. Enter a four-digit number. Press OK.

Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel. Press Fax Start. When Fax Preview is set to On, press (Fax) and Sending Faxes. b c d e f g Press Options. Swipe up or down, or press a or b to display Polling RX.

Press Polling RX. Press Standard. Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel. Press Fax Start. 37 Chapter 4 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. 4

Sequential polling Sequential polling lets you request documents from several fax machines in one operation. 4 a Do one of the following: When Fax Preview is set to Off, press (Fax). a 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.

When Fax Preview is set to On, press (Fax) and Sending Faxes. b c d e f g h Press Options. Swipe up or down, or press a or b to display Polling RX. Press Polling RX. Press Timer. Enter the time (in 24-hour format) you want to begin polling. Press OK. Enter the fax number you are polling using Address Book or the dial pad on the Touchpanel. Press Fax Start. b c d e f Press Options.

Swipe up or down, or press a or b to display Polling RX. Press Polling RX. Press Standard, Secure or Timer. Choose one of the options below. If you chose Standard, go to step g.

If you chose Secure, enter a four-digit number, press OK. Go to step g. If you chose Timer, enter the time you want to begin polling (in 24-hours format) and press OK. Go to step g. g h i j Press Options.

Swipe up or down, or press a or b to display Broadcasting. Press Broadcasting. Press Add Number. 38 Receiving a fax k 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 a or b 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. Stop Polling To cancel the polling process, press the machine is dialling. while 4 To cancel all sequential polling receive jobs, see Cancelling a Sequential Polling Job on page 39. Cancelling a Sequential Polling Job 4 a b Press . 4 Do one of the following: To cancel the entire sequential polling job, press Entire Seq. Poll. Go to step c. To cancel the current job, press the button that displays the number or name being dialled. Go to step d. To exit without cancelling, press .

l m Repeat steps j and k for each number you want. Press OK. Press Fax Start. The machine polls each number or Group number in turn for a document. c 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. d Do one of the following: To cancel the current job, press Yes. To exit without cancelling, press No. 39 5

Dialling and storing numbers Additional dialling operations Combining Address Book numbers 5 Telephone line services BT Call Sign (U.K. only) The BT Call Sign subscriber service is a way to have a separate number for your machine; it allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern. You can set up your machine so that it only responds to the second number.

When you set the BT Call Sign feature to ON, the receive mode is set to Manual automatically. Manual mode will not respond to incoming telephone calls since the number you use for telephone calls will use the normal ring pattern. If you turn the feature off, your receive mode will remain on Manual. 5 5 5 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 longdistance 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: To enable the machine to work with BT Call Sign This feature works with your external phone.



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5 a b c d e f g h i 40 Press . a b c d e f g h i Press (Fax). Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Miscellaneous. Press Miscellaneous.

Press BT Call Sign. Press On or Off. Press . Press Address Book. Swipe up or down, or press a or b to display the number of Brother 1.

Press the number. Press Apply. Press Address Book. Swipe up or down, or press a or b to display the number of Brother 2. Press the number.

Press Apply. Dialling and storing numbers j 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 2.8-second delay. You can press Pause as many times as needed to increase the length of the pause. 5 41 Chapter 5 Additional ways to store numbers Setting up Groups for Broadcasting 5 5 Storing Address Book numbers from Outgoing Calls You can store Address Book numbers from the Outgoing Call history.

5 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 17.) a b c d e f g h Press (Fax). Press Call History. Press Outgoing Call. Press the number.

Press Edit. Press Add to Address Book. Press Name. 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. Press OK to confirm the fax or telephone number. Press . a b c d e f Press (Fax). Press Address Book.

Press Edit. Press Setup Groups. Press Name. Enter the Group name (up to 15 characters) using the keyboard on the Touchscreen. Press OK. Press Add/Delete. Add Address Book numbers to the Group by pressing them to display a red checkmark. Press OK. Read and confirm the displayed list of names and numbers you have chosen, and then press OK to save your Group. i j g h i 42 Dialling and storing numbers j Do one of the following: To store another Group for broadcasting, repeat steps c - i.

To finish storing Groups for broadcasting, press . Deleting a Group 5 a b c d e 5 Press (Fax). Press Address Book. Press Edit. Press Delete. Swipe up or down, or press a or b to display the Group you want. Press the Group name. Press OK. When the Touchscreen asks Erase this data?, press Yes. Press . NOTE You can print a list of all the Address Book numbers (see Reports on page 46). Changing a Group name a b c d e f g h f Press (Fax). Press Address Book. Press Edit. Press Change.

Swipe up or down, or press a or b to display the Group you want. Press the Group name. Press the Name. Enter the new Group name (up to 15 characters) using the keyboard on the Touchscreen. Press OK.

5 g h NOTE How to change the stored name: To change a character, press d or c to position the cursor to highlight the incorrect character, and then press . Enter the new character (see Basic User's Guide: Entering text). i j Press OK. Press . 43 Chapter 5 Adding or deleting Group members 5 a b c d e f g h i j Press (Fax). Press Address Book. Press Edit. Press Change. Swipe up or down, or press a or b to display the Group you want. Press the Group name.

Swipe up or down, or press a or b to display Add/Delete. Press Add/Delete. Swipe up or down, or press a or b to display the number you want to add or delete. 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. k l m Press OK. Press OK. Press . 44 6 Press Printing reports i 6 6 Fax reports on the Touchscreen to set up the Transmission Verification Report and the Journal Period. Swipe up or down, or press a or b to choose an interval.

If you choose Every 50 Faxes, go to step m. 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. 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). 6 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 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. 6 6 j If you set the interval to Off, you can still print the report by following the procedure in Reports on page 46. 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. If you chose Every 7 Days, press Day. Swipe up or down, or press a or b 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. Press . a b c d e f g h Press . k l Press All Settings. Swipe up or down, or press a or b to display Fax. Press Fax. Swipe up or down, or press a or b to display Report Setting.

Press Report Setting. Press Journal Period. Press Journal Period. m 45 Chapter 6 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. 6 How to print a report 6 a b c d e f g Press . Press All Settings. Swipe up or down, or press a or b to display Print Reports.



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