



# brother MFC-J6940DW A3 Inkjet Multi-Function Printer User Guide

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Video setup instructions: [support.brother.com/videos](https://support.brother.com/videos)



The latest manuals are available at the Brother support website: [Support.brother.com/manuals](https://support.brother.com/manuals)

## Unpack the machine and check the components

Remove the protective tape or film covering the machine and the supplies. The components included in the box may differ depending on your country.

Manuals in Spanish for this model are available at [support.brother.com](https://support.brother.com).

- Most of the machine illustrations in this Quick Setup Guide show the MFC-J6955DW.
- The images in this guide are for illustration purposes only and may differ from the actual products.

## NOTE

- Save all packing materials and the box in case you must ship your machine.
- You must purchase the correct interface cable for the interface you want to use.

### USB cable

Use a USB 2.0 cable (Type A/B) that is no more than 16 feet (5 meters) long.

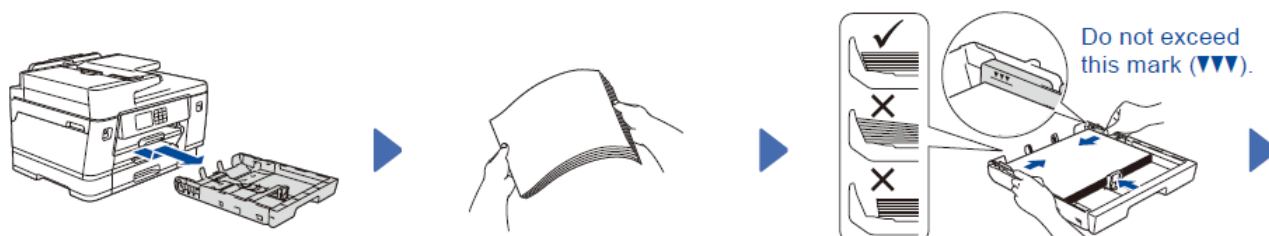
### Ethernet (Network) cable

Use a straight-through Category 5 (or greater) twisted-pair cable for 10BASE-T or 100BASE-TX Fast Ethernet Network.

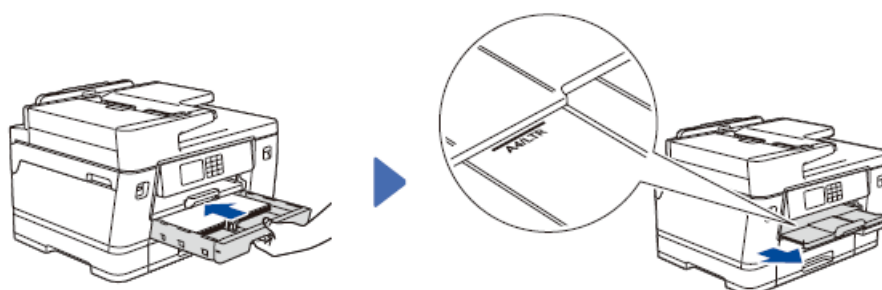
## Load plain Letter/A4 paper

After finishing the machine setup, you can change the paper type or size. For more information about paper handling, see the Online User's Guide at [support.brother.com/manuals](http://support.brother.com/manuals).

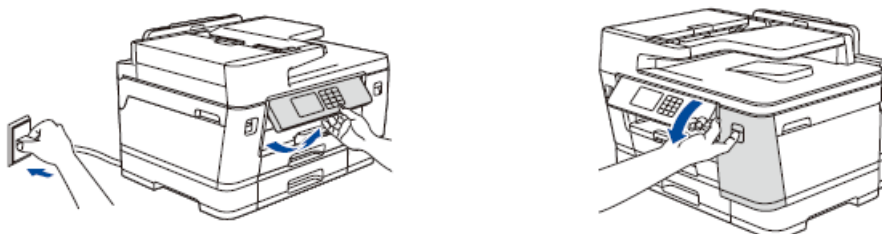
- Pull the paper tray completely out of the machine as shown by the arrow.
- Fan the paper well.
- Load the paper in the tray and adjust the paper guides.



- Slowly push the paper tray completely into the machine.
- Pull out the paper Support until it locks into place.



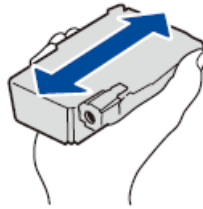
## Connect the power cord



### NOTE

- You can adjust the control panel angle to read the LCD more easily.
- Open the ink cartridge cover. MFC-J6540DW/ MFC-J6740DWw MFC-J6940DW: Remove the orange protective part from the machine. Follow the LCD instructions to store the orange protective part inside the machine. If you must transport the machine, remove the ink cartridges and replace this part.

## Install the starter ink cartridges



Quickly shake just the black ink cartridge horizontally 15 times as shown, before inserting it into the machine. Follow the LCD instructions to install the ink cartridges. Close the ink cartridge cover. The machine will prepare the ink tube system for printing.

#### NOTE

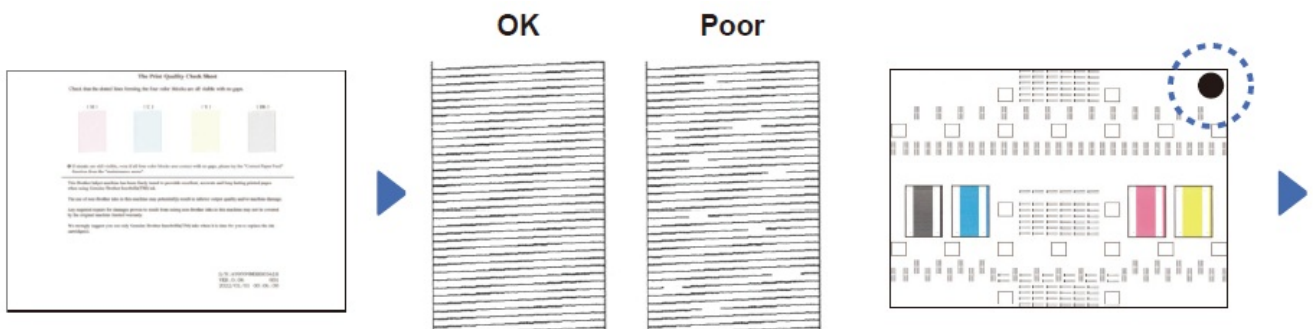
The first time you install the ink cartridges, the machine will use extra ink to fill the ink delivery tubes. This is a one-time process that enables high-quality printing.

### Set the date and time

Follow the LCD instructions to set the date and time. After setting the date and time, you can set the Brother LCDD Message defaults.

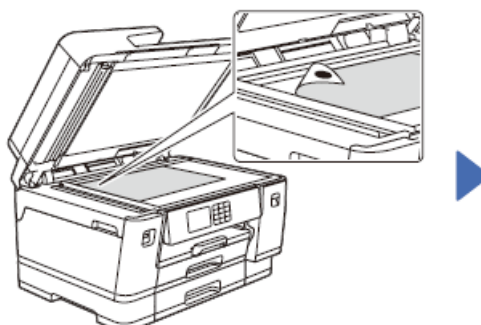
### Check the print quality

- Follow the LCD instructions, and then press [Start]. The machine prints the Print Quality Check Sheet.
- Follow the LCD instructions and check the quality of the four color blocks on the sheet, and then start the cleaning procedure if required.
- Follow the LCD instructions to print the Adjustment Sheet. The black circle mark is located in the upper right corner of the sheet.



### Adjust the print alignment (recommended)

To adjust the print alignment before using your machine, press [Start].



- Place the Adjustment Sheet face down on the scanner glass. Make sure the black circle is in the upper left corner of the scanner glass.
- Follow the LCD instructions and complete adjusting the alignment. When finished, remove the Adjustment Sheet from the Scanner glass.

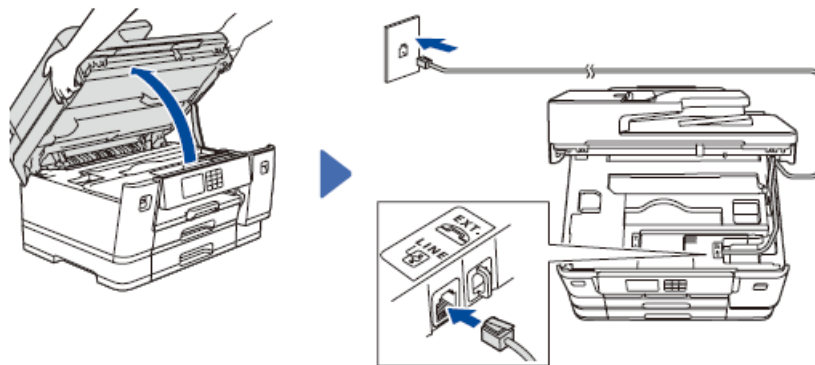
## Machine settings

Follow the LCD instructions to configure the machine settings.

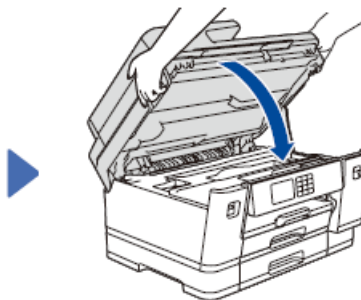
- Configure the tray settings and check the paper orientation information (not available on all models).
- Check the software installation information.

## Connect the telephone line cord

If you are not using your machine as a fax, go to 10 For more information on using the fax feature, see the Online User's Guide.



Lift the scanner cover. Connect the telephone line cord. Use the jack marked LINE and guide the cord out the back of the machine. Close the scanner cover.



## Select your language (if needed)



1. Press [Settings] > [All Settings] > [Initial Setup] > [Local Language].
2. Press your language.



3. Press

## Select the correct Receive Mode

If you are not using your machine as a fax, go to 13



1. Press [Settings] > [All Settings] > [Fax] > [Setup Receive] > [Receive Mode].
2. Press your preferred Receive Mode.



3. Press [Home].

## Set your Station ID

If you are not using your machine as a fax, go to 13 Store your name and fax number so the machine prints it on all outgoing fax pages.



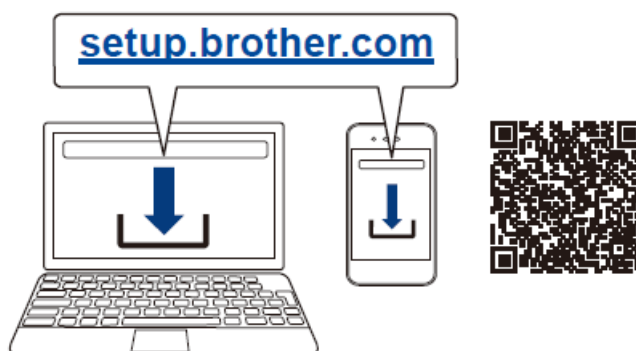
1. Press [settings] > [All Settings] > [Initial Setup] > [Station ID] > [Fax].
2. Enter your fax number (up to 20 digits) on the touchscreen and then press [OR].
3. Press [Name].
4. Enter your name (up to 20 characters) using the touchscreen, and then press [OK].



5. Press [Home].

## Connect your computer or mobile device to your machine

Follow these steps to complete the setup using one of the connection types available on your machine. Visit [setup.brother.com](http://setup.brother.com) to download and install Brother software.



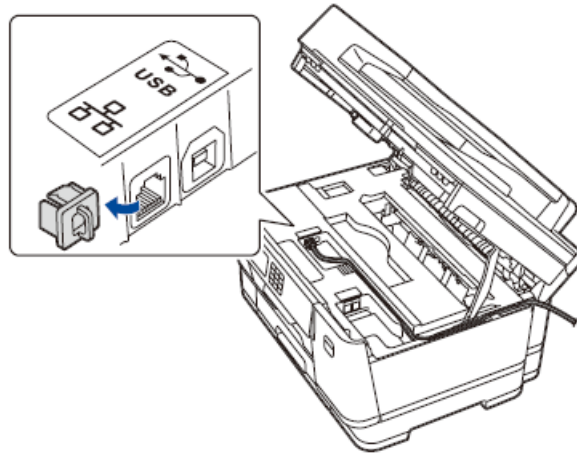
### NOTE

For Windows only, CD installation is also available (for some countries).

**Follow the on-screen instructions and prompts.**

### NOTE

For Wired Network Connection and USB Connection, locate the correct port (based on the cable you are using) inside the machine as shown.





## Setup Finished

You can now print and scan using your machine. To check for the latest firmware, visit [Support.brother.com/up7](http://Support.brother.com/up7).

## Important Notice for Network Security:

The default password to manage this machine's settings is located on the back of the machine and marked "Pwd". Ne recommends immediately changing the default password to protect your machine from unauthorized access.

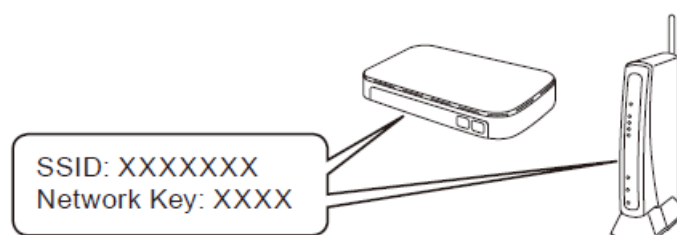
## Can't Connect? Check the following:

-  Wireless network
-  Wired network USB connection
- Restart your wireless access point/ router (if possible).
- Disconnect the cable.
- Restart your machine and computer, and then go to 13
- If still not successful, go to 14
- If still not successful, visit [support.brother.com](http://support.brother.com) for FAQs and Troubleshooting


## Manual wireless setup

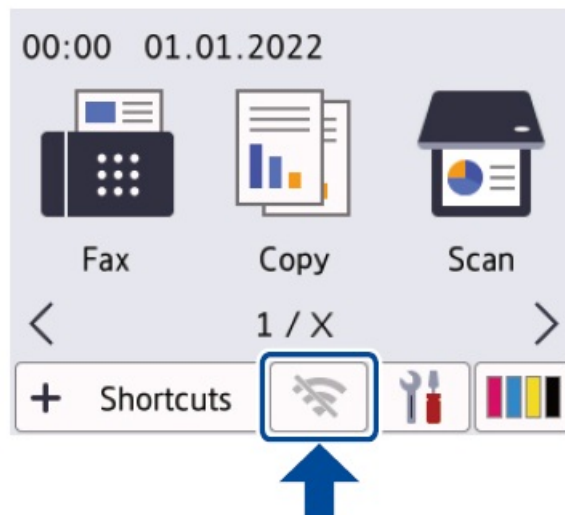
if the wireless setup is not successful, try to set up the connection manually. Find your sSID (Network Name) and Network Key (Password) on your wireless access point/router and write them in the table provided below

<b>SSID (Network Name)</b>	
<b>Network Key (Password)</b>	



If you cannot find this information, ask your network administrator or wireless access point/router manufacturer.


- Go to your machine, and press >  [Find Wi-Fi Network]> [Yes].



Select the SSID (Network Name) for your access point/ router and enter the Network Key (Password). When the wireless setup is successful, the LCD displays [Connected]. Go to 13 to install the software. If the setup is not successful, restart your Brother machine and your wireless access point/router, and repeat 14

For detailed machine information and product specifications, see the Online User's Guide at [SUport.brother.com/manuals](http://SUport.brother.com/manuals). 2021 Brother Industries, Ltd. All rights reserved.

## Documents / Resources

	<p><a href="#">brother MFC-J6940DW A3 Inkjet Multi-Function Printer</a> [pdf] User Guide MFC-J6540DW, MFC-J6555DW, MFC-J6740DW, MFC-J6940DW, A3 Inkjet Multi-Function Printer, MFC-J6940DW A3 Inkjet Multi-Function Printer, Inkjet Multi-Function Printer, Multi-Function Printer, Printer</p>
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