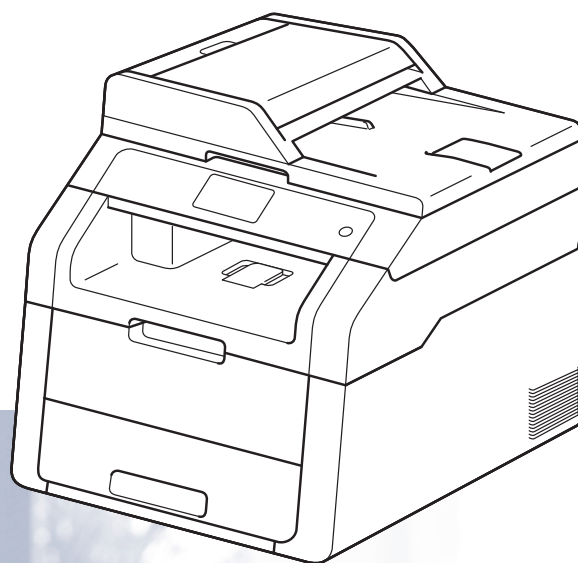


**brother**

# Advanced User's Guide

DCP-9015CDW  
DCP-9020CDW



Version A

UK/IRE

# User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
<b>Product Safety Guide</b>	Read this Guide first. Read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
<b>Quick Setup Guide</b>	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
<b>Basic User's Guide</b>	Learn the basic Copy and Scan operations and how to replace consumables. See troubleshooting tips.	PDF file / CD-ROM / In the box
<b>Advanced User's Guide</b>	Learn more advanced operations: Copy, security features, printing reports and performing routine maintenance.	PDF file / CD-ROM / In the box
<b>Software User's Guide</b>	Follow these instructions for Printing, Scanning, Network Scanning and using the Brother ControlCenter utility.	HTML file / CD-ROM / In the box
<b>Network User's Guide</b>	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
<b>Wi-Fi Direct™ Guide</b>	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 <sup>1</sup>
<b>Google Cloud Print Guide</b>	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 <sup>1</sup>
<b>Mobile Print/Scan Guide for Brother iPrint&amp;Scan</b>	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 <sup>1</sup>
<b>Web Connect Guide</b>	This Guide provides details about how to configure and use your Brother machine to scan, load and view images and files on certain websites that provide these services.	PDF file / Brother Solutions Center <sup>1</sup>

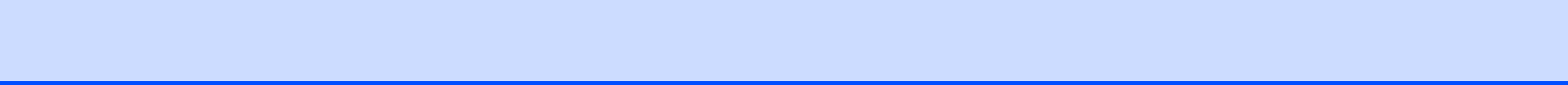
Which Guide?	What's in it?	Where is it?
<b>AirPrint Guide</b>	This Guide provides information for using AirPrint to print from OS X v10.7.x, 10.8.x and your iPhone, iPod touch, iPad, or other iOS device to your Brother machine without installing a printer driver.	PDF file / Brother Solutions Center 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

<sup>1</sup> Visit us at <http://solutions.brother.com/>.

# Table of Contents

<b>1</b>	<b>General Setup</b>	<b>1</b>
	Memory storage .....	1
	Automatic Daylight Saving Time .....	1
	Ecology features .....	2
	Toner Save .....	2
	Sleep Time .....	2
	Deep Sleep mode .....	3
	Auto Power Off .....	3
	Touchscreen .....	4
	Setting the backlight brightness .....	4
	Setting the Dim Timer for the backlight .....	4
<b>2</b>	<b>Security features</b>	<b>5</b>
	Secure Function Lock 2.0 .....	5
	Before you begin to use Secure Function Lock 2.0 .....	6
	Setting and changing the Administrator Password .....	6
	Setting up restricted users .....	7
	Setting up and changing the Public user mode .....	7
	Turning Secure Function Lock on/off .....	8
	Switching Users .....	9
	Setting Lock .....	10
	Setting up the administrator password .....	10
	Changing the Setting Lock administrator password .....	11
	Turning Setting Lock on/off .....	11
<b>3</b>	<b>Printing reports</b>	<b>12</b>
	Reports .....	12
	How to print a report .....	12
<b>4</b>	<b>Making copies</b>	<b>13</b>
	Copy settings .....	13
	Stop copying .....	13
	Improving copy quality .....	13
	Enlarging or reducing copies .....	14
	2-sided Copying .....	15
	Adjusting Density and Contrast .....	16
	Sorting copies .....	17
	Making N in 1 copies (page layout) .....	17
	2 in 1 ID Copy .....	19
	Adjusting Colour Saturation .....	20
	Removing Background Colour .....	20
	Saving copy options as a Shortcut .....	21
	Saving paper .....	21

<b>A</b>	<b>Routine maintenance</b>	<b>22</b>
	Checking the machine .....	22
	Printing the Test Print.....	22
	Checking the Page Counters.....	22
	Checking the remaining life of toner cartridges .....	23
	Checking the remaining life of parts .....	23
	Replacing periodic maintenance parts.....	24
	Packing and shipping the machine .....	25
<b>B</b>	<b>Glossary</b>	<b>27</b>
<b>C</b>	<b>Index</b>	<b>28</b>



**NOTE**




Most of the illustrations in this User's Guide show the DCP-9020CDW.

## 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) *will* be lost. Also, during a power failure the machine will retain the date and time up to 60 hours.

## Automatic Daylight Saving Time



You can set the machine to change automatically for Daylight Saving Time. It will set itself forward one hour in the spring, and back one hour in the autumn.

- 1 Press .
- 2 Press  (Date & Time).
- 3 Press Auto Daylight.
- 4 Press On or Off.
- 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 job or making a copy. 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.



## Auto Power Off

If the machine is in Deep Sleep mode for a certain length of time, it will go into Power Off mode automatically. To wake the machine from Power Off mode, press  on the control panel.

You can choose how long the machine must be in Deep Sleep mode before it goes into Power Off mode. The factory setting is one hour.

### NOTE



The machine does not go into Power Off mode when the machine is connected to a wired (DCP-9020CDW) or wireless network or has secure print data in the memory.

- 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 Auto Power Off.
- 8 Swipe up or down, or press ▲ or ▼ to display a option you want.  
Press Off, 1hour, 2hours, 4hours or 8hours.
- 9 Press .

# 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 .

## Secure Function Lock 2.0

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

- **Copy**
- **Scan**<sup>1</sup>
- **Print**<sup>2</sup>
- **Web Connect (Upload)**
- **Web Connect (Download)**
- **Color Print**<sup>2 3</sup>
- **Page Limit**<sup>3</sup>

<sup>1</sup> Scan includes scan jobs via Brother iPrint&Scan.

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

<sup>3</sup> Available for **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.


## Before you begin to use Secure Function Lock 2.0

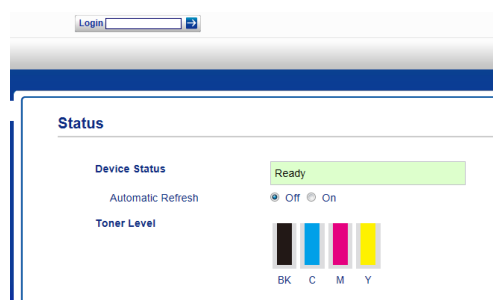
You can configure the Secure Function Lock 2.0 settings using a web browser. Before configuration, the following preparations are needed.

- 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 your 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 Re-type the password in the **Confirm New Password** field.
- 4 Click **Submit.**

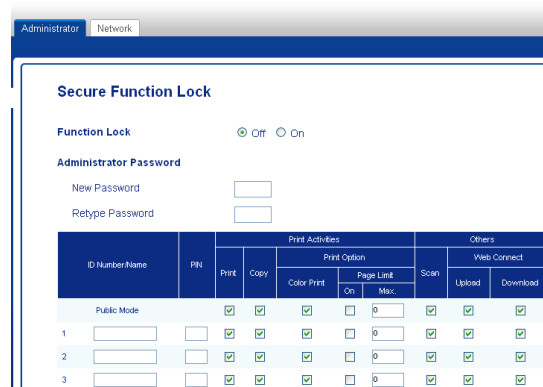
## Setting and changing the Administrator Password

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 6. 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 7 and *Turning Secure Function Lock on/off* on page 8.)

- 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 6. 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	Copy	Color Print	Page Limit	Scan	Web Connect	
				On	Max.	Upload	Download	
Public Mode		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" 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 setup restrictions for Public user, you must do it through Web Based Management or BRAdmin Professional 3 (Windows<sup>®</sup> 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	Copy	Color Print	Page Limit	Scan	Web Connect	
				On	Max.	Upload	Download	
Public Mode		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input checked="" 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 off

- 1 Press .
- 2 Press `Lock On→Off`.
- 3 Enter the registered four-digit administrator password using the keyboard on the Touchscreen. Press `OK`.

## 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 in the More screen.




## 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 .
- 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 set page limit restrictions and 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 .
- 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 the machine will go back to the Ready mode. Contact your administrator to check your Secure Function Lock Settings.
  - If your ID has set Color Print restrictions to `Disable`, the Touchscreen will show `No Permission` when you try to print coloured data. The machine prints the data in monochrome only.
-

## 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.



## 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 password using the keyboard on the Touchscreen.  
Press **OK**.
- 9 Enter the 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 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.

# 3

## Printing reports



### Reports

The following reports are available:

- 1 User Settings  
Prints a list of your current settings.
- 2 Network Configuration  
Prints a list of your current network settings.
- 3 Drum Dot Print  
Prints the drum dot check sheet to troubleshoot a dotted print problem.
- 4 WLAN Report  
Prints the result of wireless LAN connectivity diagnosis.

### 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 Press the report you want to print.
- 6 Press OK.
- 7 Press .

## 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.

<b>100%*</b>
200%
141% A5→A4
104% EXE→LTR
97% LTR→A4
94% A4→LTR
91% Full Page
85% LTR→EXE
83% LGL→A4 (DCP-9020CDW)
83% (DCP-9015CDW)
78% LGL→LTR (DCP-9020CDW)
78% (DCP-9015CDW)
70% A4→A5
50%
Custom (25-400%) <sup>1</sup>

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

<sup>1</sup> 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

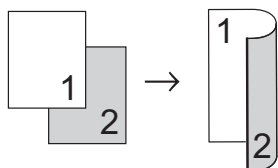
Page Layout is *not* available with **Enlarge/Reduce**.

## 2-sided Copying

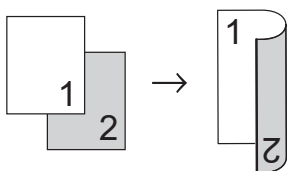
You must choose a 2-sided copy layout from the following options before you can start 2-sided copying. The layout of your document determines which 2-sided copy layout you should choose.

### Portrait

#### ■ 1side→2side Long Edge Flip

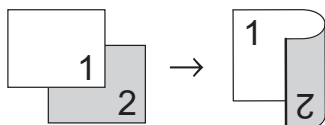


#### ■ 1side→2side Short Edge Flip

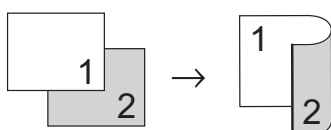



### Landscape

#### ■ 1side→2side Long Edge Flip



#### ■ 1side→2side 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 Press one of the following layout options:  
`Off`,  
`1-sided→2-sided Long Edge Flip`,  
`1-sided→2-sided Short Edge Flip`
  - 8 If you do not want to change additional settings, press `OK`.
  - 9 Press `Colour Start` or `Mono Start` to scan the page.  
(DCP-9020CDW)  
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 - 12 for each page of the layout.
  - 13 After scanning all the pages, press `Complete` in step 10 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 Read and confirm the displayed list of settings you have chosen. If you do not want to change any other settings, press **OK**.
  - 9 Press **Colour Start** or **Mono Start** to scan the page.  
(DCP-9020CDW)  
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 **Yes** to scan the next page.
  - 11 Place the next page on the scanner glass.
  - 12 Press **OK**.  
Repeat steps 10 - 12 for each page.
  - 13 After scanning all the pages, press **No** 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 19.

### 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)**<sup>1</sup>, **4in1 (P)** or **4in1 (L)**.  
<sup>1</sup> For information about 2in1 (ID), see *2 in 1 ID Copy* on page 19.
- 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.  
(DCP-9020CDW)  
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 **Yes** to scan the next page.
- 12 Place the next page on the scanner glass.
- 13 Press **OK**. Repeat steps 11 - 13 for each page of the layout.
- 14 After scanning all the pages, press **No** in step 11 to finish.

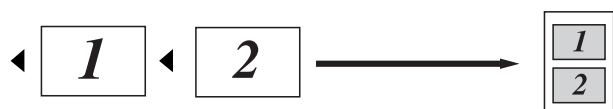
**If you are copying from the ADF (DCP-9020CDW):**

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

■ 2in1 (P)



■ 2in1 (L)



■ 4in1 (P)



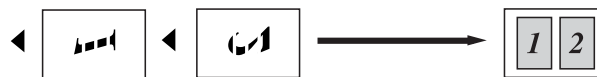
■ 4in1 (L)



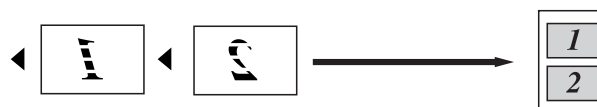
**If you are copying from the scanner glass:**

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

■ 2in1 (P)



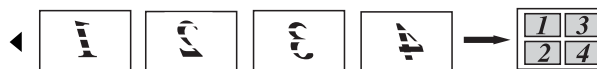
■ 2in1 (L)



■ 4in1 (P)



■ 4in1 (L)





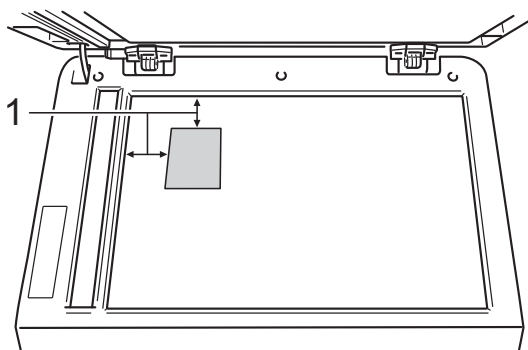
## 2 in 1 ID Copy

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)

- (DCP-9020CDW)

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 **Yes**. 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 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`.

## Removing Background Colour

`Remove Background Colour` removes the background colour of the document when copying. Using this function will make the document 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` or `Remove Background Colour`, and press the setting you want to change. Then press the new option you want. Repeat this step for each setting you want to change.
- 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 `Paper Save` to easily reduce the amount of consumed paper when copying. 4 in 1 layout and 2-sided copy options are set in the `Paper Save` preset as factory settings.

- 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 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 a Test Print page.
- 4 Press .

### Checking the Page Counters

---



You can see the machine's Page Counters for copies, printed pages 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 the number of pages for **Total, 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 12).

---

# 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 pages<sup>1</sup>. Contact Brother customer service when these messages appear on the Touchscreen.

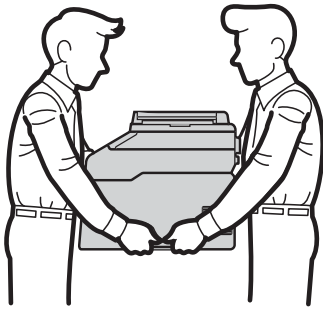
Touchscreen message	Description
Replace Fuser	Replace the fuser unit.
Replace PF kit	Replace the paper feeding kit for the paper tray.

<sup>1</sup> A4 or Letter size single-sided pages.

## Packing and shipping the machine


### WARNING

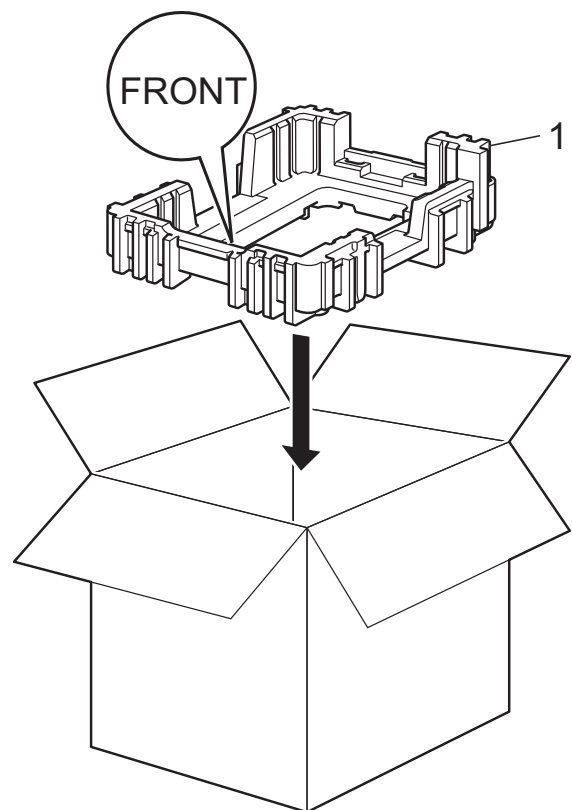
This machine is heavy and weighs more than 20.0 kg. To prevent possible injuries, at least two people should lift the machine. One person should hold the front of the machine, and one person should hold the back, as shown in the illustration. Be careful not to trap your fingers when you put the machine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



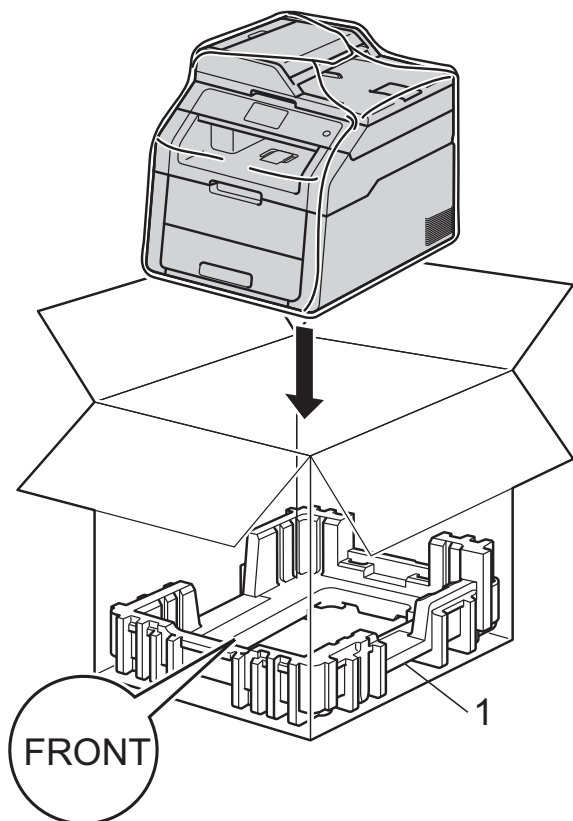
### NOTE

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.

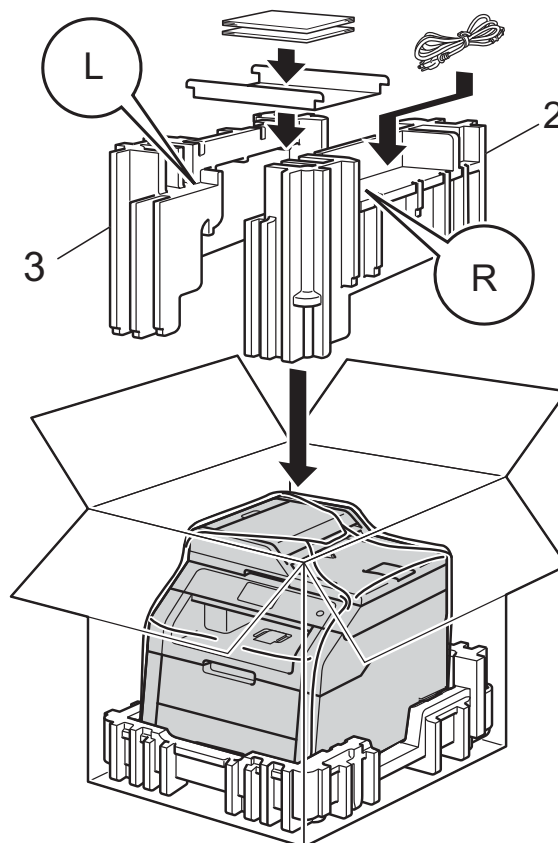
- 1 Press and hold down  to turn off the machine. Leave the machine turned off for at least 10 minutes to cool down.
- 2 Disconnect all the cables, and then unplug the power cord from the electrical socket.
- 3 Place the packing material (1) into the carton.



- 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.



# B

# Glossary

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.

## **ADF (automatic document feeder)**

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

## **Beeper Volume**

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

## **Cancel Job**

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

## **Contrast**

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

## **Density**

Changing the Density makes the whole image lighter or darker.

## **Greyscale**

The shades of grey available for copying photographs.

## **OCR (optical character recognition)**

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

## **Resolution**

The number of vertical and horizontal lines per inch.

## **Scanning**

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

## **Settings Tables**

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

## **Temporary settings**

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

## **User Settings List**

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

# C

# Index

## Numerics

---

2-sided copy ..... 15

## A

---

Apple Macintosh  
See Software User's Guide.

## C

---

ControlCenter2 (for Macintosh)  
See Software User's Guide.

ControlCenter4 (for Windows®)  
See Software User's Guide.

### Copy

2 in 1 ID Copy ..... 19  
2-sided ..... 15  
button ..... 13  
contrast ..... 16  
Density ..... 16  
Enlarge/Reduce ..... 14  
N in 1 (page layout) ..... 17  
quality ..... 13  
sort ..... 17  
temporary settings ..... 13  
using ADF ..... 18  
using scanner glass ..... 15, 17, 18

## D

---

Daylight Saving Time ..... 1  
Deep Sleep mode ..... 3  
Drum unit  
checking (remaining life) ..... 23

## E

---

Enlarge/Reduce ..... 14

## M

---

Machine information  
checking remaining life of parts ..... 23  
page counts ..... 22  
Macintosh  
See Software User's Guide.  
Maintenance, routine ..... 22  
checking the remaining life of parts ..... 23  
Memory  
storage ..... 1

## N

---

N in 1 (page layout) ..... 17  
Network  
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.

## P

---

Page layout (N in 1) ..... 17  
Power failure ..... 1  
Power Off mode ..... 3  
Presto! PageManager  
See Software User's Guide. See also Help  
in the Presto! PageManager application.  
Print  
reports ..... 12  
Printing  
See Software User's Guide.

## Q

---

Quality  
copying ..... 13

## R

---

Reducing	
copies .....	14
Reports .....	12
Drum Dot Print .....	12
how to print .....	12
Network Configuration .....	12
User Settings .....	12
WLAN Report .....	12

## S

---

Scanning	
See Software User's Guide.	
Security	
Secure function lock	
administrator password .....	6
Setting lock .....	10
Sleep mode .....	2
Sort .....	17

## T

---

Temporary copy settings .....	13
Toner Save .....	2
Touchscreen	
backlight brightness .....	4

## 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/>**



[www.brotherearth.com](http://www.brotherearth.com)