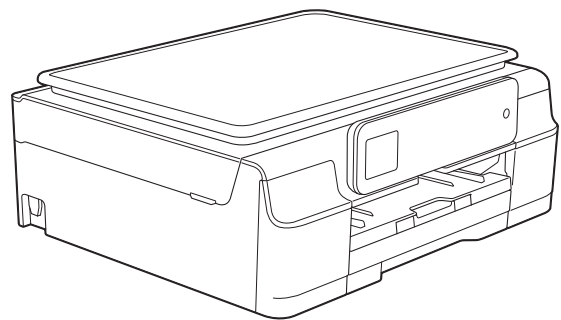


# Advanced User's Guide

DCP-J172W



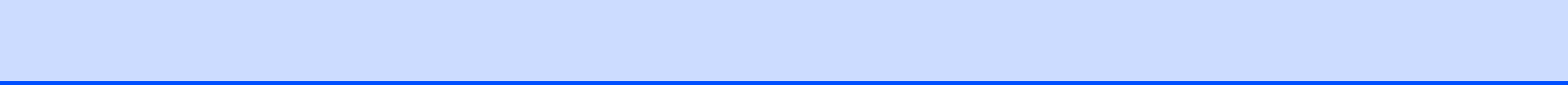
# User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
<b>Product Safety Guide</b>	Read this Guide first. Please 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.	Printed / In the box
<b>Advanced User's Guide</b>	Learn more advanced operations: Copy, printing reports, and performing routine maintenance.	PDF file / CD-ROM
<b>Software and Network User's Guide</b>	This Guide provides instructions for Scanning, Printing and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	HTML file/CD-ROM
<b>Web Connect Guide</b>	This Guide provides useful information about accessing Internet services from the Brother machine, as well as downloading images, printing data and uploading files directly to Internet services.	PDF file / Brother Solutions Center <sup>1</sup>
<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>
<b>Google Cloud Print Guide</b>	This Guide provides details on how to 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 to a Wi-Fi network.	PDF file / Brother Solutions Center <sup>1</sup>

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

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## Memory Storage

Your menu settings are stored permanently, and in the event of a power failure, will not be lost. Temporary settings (for example, Page Layout) will be lost. If you have chosen **Set New Default** for your preferred **Copy** settings, those settings will not be lost. However you may have to reset the date and time.

## Sleep Mode

You can choose how long the machine will remain idle before it goes into Sleep Mode (up to 60 minutes). The timer will restart if any operation is carried out on the machine.

- 1 Press  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **Sleep Mode**.
- 5 Press **Sleep Mode**.
- 6 Press **▲** or **▼** to display **1Min, 2Mins, 3Mins, 5Mins, 10Mins, 30Mins or 60Mins**, which is the length of time the machine must be idle before entering Sleep Mode. Press the option you want to set.
- 7 Press .

## Auto Power Off



The Auto Power Off feature will turn off the machine after it has been in Sleep Mode for the number of hours you set. When this feature is **Off**, the machine will remain in Sleep Mode and not turn itself off.

The default setting is 1h.

### NOTE

The machine will not power off automatically when:



- the machine is connected to a wireless network
- WLAN **Enable** is set to **On**.

- 1 Press  (Settings).
- 2 Press **^** or **v** on the Touchpanel to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **^** or **v** to display **Auto Power Off**.
- 5 Press **Auto Power Off**.
- 6 Press **^** or **v** to display 1h, 2h, 4h, 8h or **Off**, and then press the option you want to set.
- 7 Press .

## Touchscreen LCD



### Changing the Touchscreen language

You can change the Touchscreen language.

- 1 Press  (Settings).
- 2 Press **^** or **v** to display **Initial Setup**.
- 3 Press **Initial Setup**.
- 4 Press **^** or **v** to display **Local Language**.
- 5 Press **Local Language**.
- 6 Press your language.
- 7 Press .

## Setting the Dim Timer for the backlight

You can set how long the Touchscreen LCD backlight stays on after the last finger press.

- 1 Press  (Settings).
- 2 Press **▲** or **▼** on the Touchpanel to display `General Setup`.
- 3 Press `General Setup`.
- 4 Press **▲** or **▼** to display `LCD Settings`.
- 5 Press `LCD Settings`.
- 6 Press `Dim Timer`.
- 7 Press **▲** or **▼** to display `10Secs`, `20Secs`, `30Secs` or `Off`, and then press the option you want.
- 8 Press .

# 2

## Printing reports

### Reports

The following reports are available:

■ User Settings

Prints a list of your settings.

■ Network Config







Prints a list of your Network settings.

■ WLAN Report

Prints a WLAN connection report.

### How to print a report

---

- 1 Press  (Settings).
- 2 Press  or  on the Touchpanel to display `Print Reports`.
- 3 Press `Print Reports`.
- 4 Press  or  to display the report you want to print, and then press it.
- 5 Press `Start`.
- 6 Press .

## Copy options

You can change the copy settings temporarily for the next copy.

The machine returns to its default settings after being idle for one minute.

To change a setting, press **Copy**, press **Options**, and then press **▲** or **▼** on the Touchpanel to scroll through the copy settings. When the setting you want is displayed, press it and choose your preferred option.

When you are finished choosing settings, press **Mono Start** or **Colour Start**.

### NOTE

You can save some of the settings you use most often by setting them as the default settings. These settings will remain until you change them again. (See *Setting your changes as a new default* on page 11.)

## Stop copying

To stop copying, press .

## Changing copy speed and quality

You can choose different settings to change the speed and quality of your copies. The factory default is **Normal**.



If you choose **Normal**, you can only choose **Plain Paper** in **Paper Type**.

### ■ Normal

**Normal** is the recommended mode for ordinary print outs. This produces good copy quality with good copy speed.


### ■ Best

Use **Best** mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.


- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **▲** or **▼** on the Touchpanel to display **Quality**.
- 6 Press **Quality**.
- 7 Press **Normal** or **Best**.
- 8 Press **OK**.
- 9 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.
- 10 Press .

## Enlarging or reducing copies

You can choose an enlargement or reduction ratio. If you choose **Fit to Page**, your machine will adjust to the size you set in **Paper Size**.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **▲** or **▼** on the Touchpanel to display **Enlarge/Reduce**.
- 6 Press **Enlarge/Reduce**.
- 7 Press **▲** or **▼** to display the available options, and then press the option you want to change.
- 8 Do one of the following:
  - If you chose **Enlarge** or **Reduce**, press the enlargement or reduction ratio you want to use.
  - If you chose **Custom (25-400%)**, enter an enlargement or reduction ratio from 25% to 400%. Press **OK**.
  - If you chose **100%** or **Fit to Page**, go to step 9.

198% 10x15cm→A4
186% 10x15cm→LTR
141% A5→A4
100%
97% LTR→A4
93% A4→LTR
83%
69% A4→A5
47% A4→10x15cm
Fit to Page
Custom (25-400%)

- 9 Press **▲** or **▼** to review and confirm the displayed list of settings for this copy. If you do not want to change additional settings, press **OK**.
- 10 Press **Mono Start** or **Colour Start**.
- 11 Press .

### NOTE

- **Page Layout** is not available with **Enlarge/Reduce**.
- **Page Layout**, **Sort** and **Remove Background** are not available with **Fit to Page**.
- **Fit to Page** does not work correctly when the document on the scanner glass is skewed by more than three degrees. Using the document guidelines on the left and top, place your document in the upper-left corner, with the document face down on the scanner glass.


## Making N in 1 copies or a poster (Page Layout)


The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page.

You can also produce a poster. When you use the poster feature, your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster.

### NOTE

Sort, Remove Background and Enlarge/Reduce are not available with Page Layout.

- 1 Load your document.
  - 2 Press  (Copy).
  - 3 Enter the number of copies you want.
  - 4 Press Options.
  - 5 Press **▲** or **▼** on the Touchpanel to display Page Layout.
  - 6 Press Page Layout.
  - 7 Press **▲** or **▼** to display Off (1in1), 2in1 (P), 2in1 (L), 2in1 (ID) <sup>1</sup>, 4in1 (P), 4in1 (L), Poster (2x1), Poster (2x2) or Poster (3x3). Press the option you want to set.
- <sup>1</sup> For information about 2 in 1 (ID), see 2 in 1 ID copy (Page Layout) on page 9.
- 8 Press **▲** or **▼** to review and confirm the displayed list of settings for this copy. If you do not want to change additional settings, press OK.
  - 9 Press Mono Start or Colour Start to scan the page. If you are making a poster, the machine scans the document and starts printing.

- 10 After the machine scans the page, press Yes to scan the next page.
- 11 Place the next page on the scanner glass. Press OK to scan the page. Repeat steps 10 and 11 for each page of the layout.
- 12 After all the pages have been scanned, press No to finish.
- 13 Press .

### NOTE

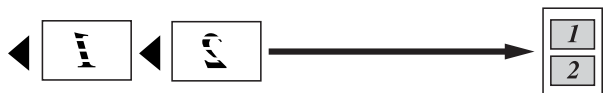
- Make sure the paper size is set to A4 or Letter.
- You can only make one colour copy at a time.
- You can only make one Poster copy at a time.
- Poster copy is not available when using transparencies.
- (P) means Portrait and (L) means Landscape.

Place the document face down in the direction shown below:

■ 2in1 (P)



■ 2in1 (L)



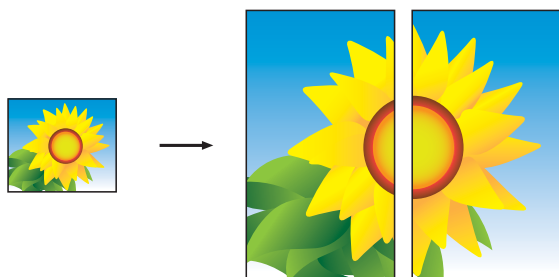
■ 4in1 (P)



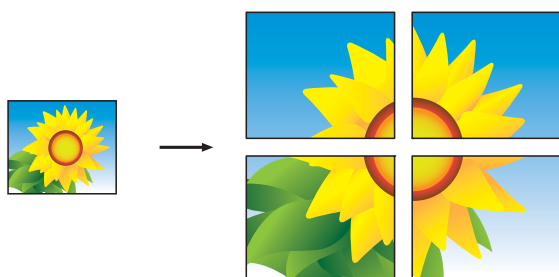
■ 4in1 (L)



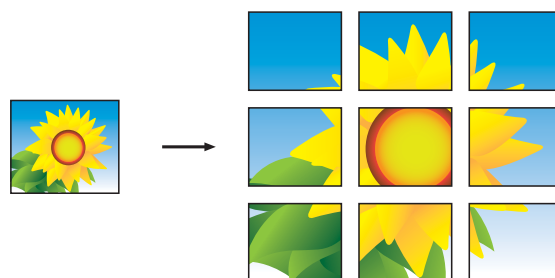
■ Poster (2x1)



■ Poster (2x2)



■ Poster (3x3)



**NOTE**

The poster copies have overlapping portions so that you can easily paste them together.

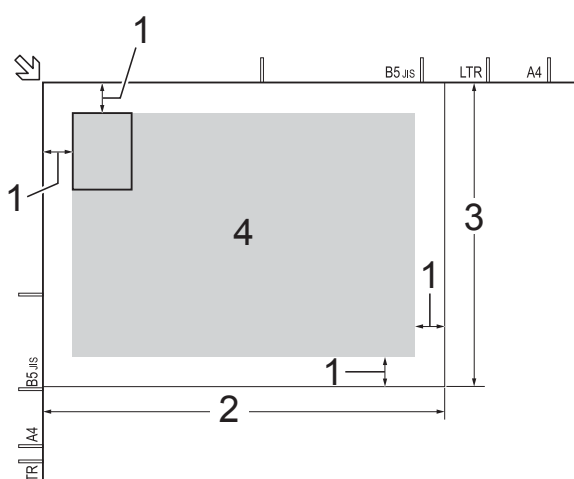
## 2 in 1 ID copy (Page Layout)

You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to A4 or Letter.



### NOTE




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

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



- 1 3 mm or greater (top, left)
- 2 210 mm
- 3 148 mm
- 4 scannable area

- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press Options.
- 5 Press  on the Touchpanel to display Page Layout.
- 6 Press Page Layout.



- 7 Press  or  to display 2in1 (ID).
- 8 Press 2in1 (ID).
- 9 Press OK.
- 10 Press Mono Start or Colour Start. The machine scans the first side of the identification card.
- 11 After the machine has scanned the first side, press Yes. Turn over the identification card and place it at the left side of the scanner glass. Press OK to scan the other side.
- 12 Press .


### NOTE

- Sort, Remove Background and Enlarge/Reduce are not available with 2in1 (ID).
- You can only make one colour copy at a time.

## Sorting copies

You can sort multiple copies. Pages will be sorted in the order 123, 123, 123, and so on.

- 1 Load your document.
- 2 Press  (Copy).
- 3 Enter the number of copies you want.
- 4 Press Options.
- 5 Press  on the Touchpanel to display Stack/Sort.
- 6 Press Stack/Sort.
- 7 Press Sort.
- 8 Press OK.



- 9 If you do not want to change additional settings, press **Mono Start** or **Colour Start**.
- 10 After the machine scans the page, press **Yes** to scan the next page.
- 11 Place the next page on the scanner glass. Press **OK** to scan the page. Repeat steps 10 and 11 until all the pages have been scanned.
- 12 Press **No** to finish scanning. The machine starts printing.
- 13 Press .

### NOTE

**Fit to Page** and **Page Layout** are not available with **Sort**.

## Adjusting Density

You can adjust the copy density to make copies darker or lighter.



- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **^** or **v** on the Touchpanel to display **Density**.
- 6 Press **Density**.
- 7 Press **◀** or **▶** to make a lighter or darker copy. Press **OK**.
- 8 If you do not want to change additional settings, press **OK**, and then press **Mono Start** or **Colour Start**.
- 9 Press .

## Remove Background Colour

Removes the background colour of the document when copying. This may make the copy more readable and will save some ink.

### NOTE

This function is for use only when making colour copies. The background colour is automatically removed for all monochrome copies.

- 1 Load your document.
- 2 Press  (**Copy**).
- 3 Enter the number of copies you want.
- 4 Press **Options**.
- 5 Press **^** or **v** on the Touchpanel to display **Advanced Settings**.
- 6 Press **Advanced Settings**.
- 7 Press **Remove Background**.
- 8 Press **^** or **v** to display **Low**, **Medium** or **High**.
- 9 Press **Low**, **Medium** or **High**.
- 10 Press **OK**.
- 11 Press **Colour Start**.
- 12 Press .



### NOTE

**Fit to Page** and **Page Layout** are not available with **Remove Background**.

## Setting your changes as a new default



You can save the settings for the copy options you use most often—such as *Quality*, *Enlarge/Reduce*, *Density*, *Page Layout* and *Remove Background*—by setting them as the defaults.

These settings will remain until you change them again.

- 1 Press  (Copy).
- 2 Press *Options*.
- 3 Press *▲* or *▼* on the Touchpanel to display the settings, and press on the setting you want to change. Then press the new option.  
Repeat this step for each setting you want to change.
- 4 After changing the last setting, press *▲* or *▼* to display *Set New Default*.
- 5 Press *Set New Default*.
- 6 Press *OK*.  
The Touchscreen asks you again to confirm if you want to set the changes as the new default settings.  
Press *Yes*.
- 7 Press .

## Restoring all settings to the factory default

You can restore the copy settings that you have changed—such as *Quality*, *Enlarge/Reduce*, *Density*, *Page Layout* and *Remove Background*—to the default factory settings.

- 1 Press  (Copy).
- 2 Press *Options*.
- 3 Press *▲* or *▼* on the Touchpanel to display *Factory Reset*.
- 4 Press *Factory Reset*.
- 5 Press *Yes*.
- 6 Press .

# A

## Routine maintenance


### Cleaning and checking the machine

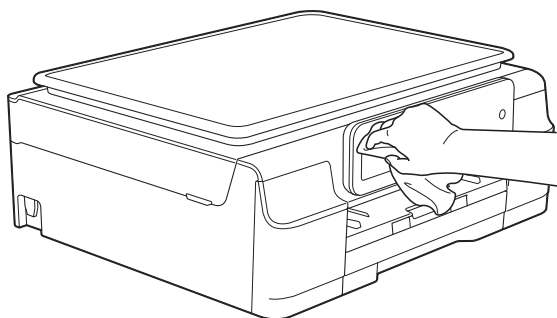
#### Cleaning the outside of the machine

Clean the Touchscreen as follows:

#### IMPORTANT

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

- 1 Press and hold down  to turn the machine off. The Touchscreen will show *Shutting Down* for a few seconds before the power goes off.
- 2 Clean the Touchscreen with a *dry*, soft lint-free cloth.

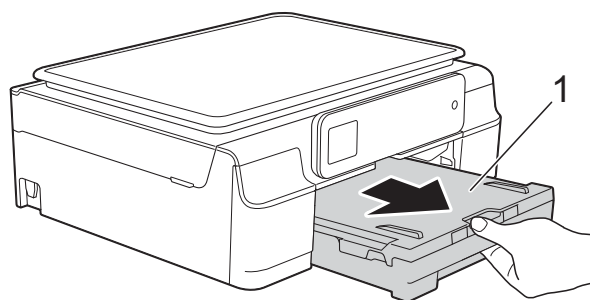


Clean the outside of the machine as follows:

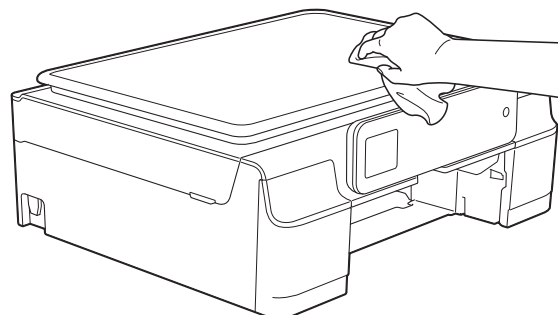
#### IMPORTANT

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

- 1 Pull the paper tray (1) completely out of the machine.

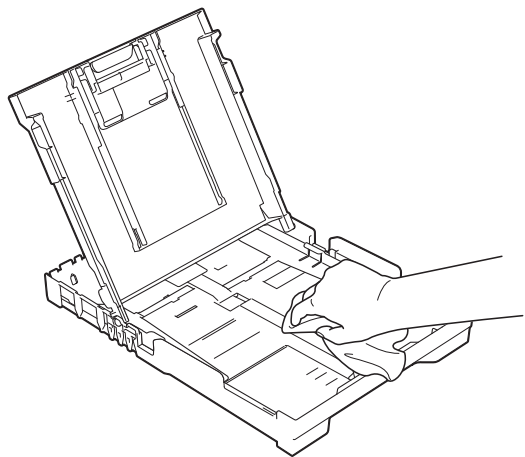


- 2 Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



- 3 Lift the output paper tray cover and remove anything that is stuck inside the paper tray.

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



- 5 Close the output paper tray cover and put the paper tray firmly back in the machine.

## Cleaning the machine's printer platen

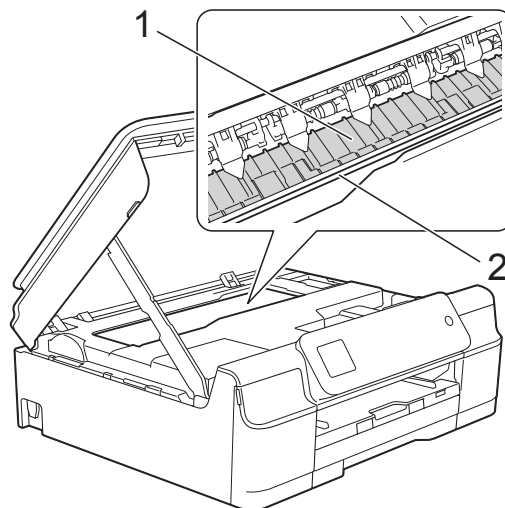
### WARNING



Be sure to unplug the machine from the electrical socket before cleaning the printer platen to avoid an electrical shock.

- 1 Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position.

- 2 Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a *dry*, soft lint-free cloth.



### IMPORTANT

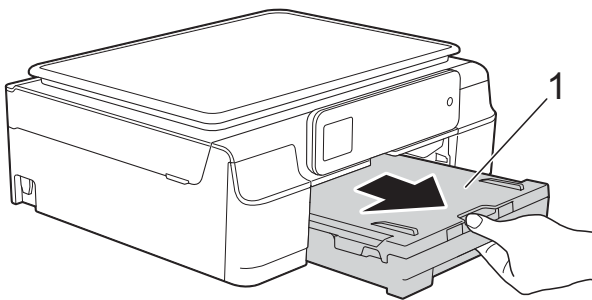
DO NOT touch the encoder strip (2). Doing this may cause damage to the machine.

- 3 Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands.
- 4 Re-connect the power cord.

## Cleaning the paper feed rollers

If the paper feed rollers are stained with ink, it may cause paper feed problems.

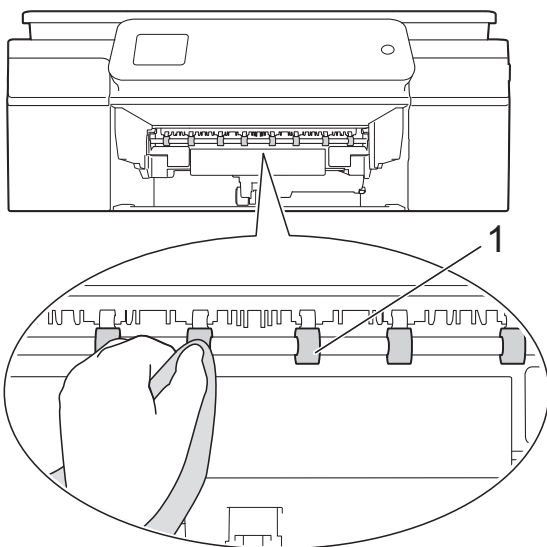
- 1 Unplug the machine from the electrical socket. Pull the paper tray (1) completely out of the machine.



### NOTE

If the paper support flap is open, close it, and then close the paper support.

- 2 Clean the Paper Feed Rollers (1) with a soft lint-free cloth slightly moistened with water, using a side-to-side motion. After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 3 Put the paper tray firmly back in the machine.
- 4 Re-connect the power cord.

### NOTE

Do not use the machine again until the rollers are completely dry. Using the machine before the rollers are dry may cause paper feed problems.

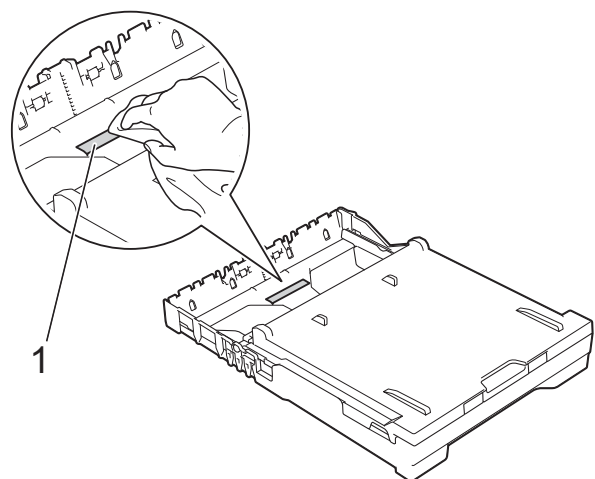
## Cleaning the paper pick-up rollers

- 1 Unplug the machine from the electrical socket.
- 2 Pull the paper tray completely out of the machine.

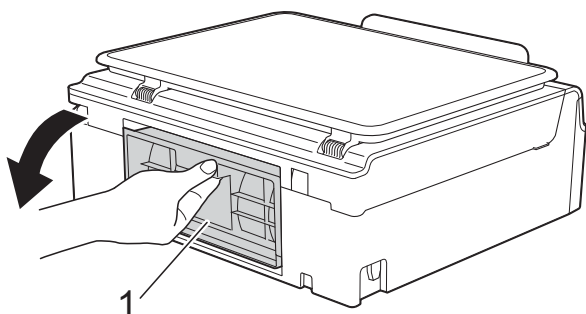
### NOTE

If the machine has been feeding multiple pages when there are only a few sheets of paper left in the tray, clean the Base Pad (1) with a soft lint-free cloth slightly moistened with water.

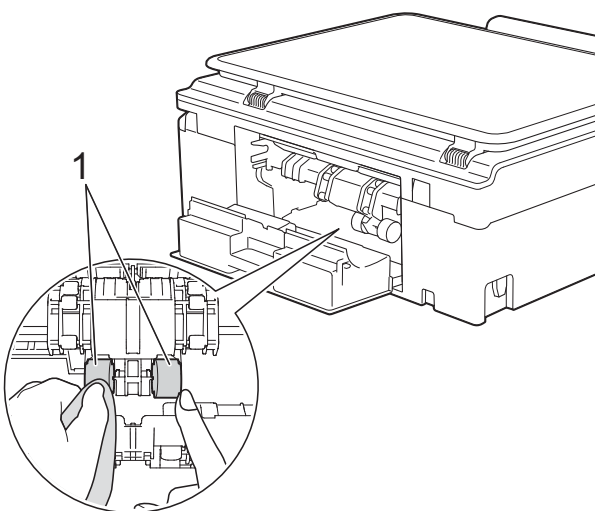
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.



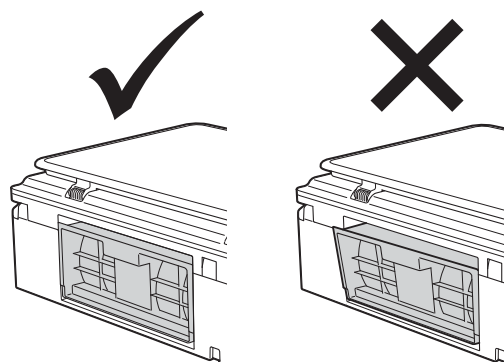
- 3 Open the Jam Clear Cover (1) at the back of the machine.



- 4 Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth slightly moistened with water. Slowly turn the rollers so that the whole surface is cleaned. After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 5 Close the Jam Clear Cover. Make sure the cover is closed completely.



- 6 Put the paper tray firmly back in the machine.
- 7 Re-connect the power cord.



## Checking the ink volume

Although an ink volume icon appears on the Touchscreen, you can use the ink menu to see a large graph showing the ink left in each cartridge.

- 1 Press .

### NOTE




You can also press  (Settings),  
General Setup and Ink.

- 2 Press  or  to display Ink Volume.
- 3 Press Ink Volume.  
The Touchscreen shows the ink volume.



### NOTE

When the ink cartridge is near the end of its life or having a problem, one of the following icons is displayed.

	The ink level is low.
	The ink cartridge is at the end of its life.
	There is a problem with the ink cartridge.

- 4 Press .

### NOTE

You can check the ink volume from your computer.

(See Software and Network User's Guide.)

## Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to correctly package your machine. Damage caused to your machine during transit may not be covered by your warranty.

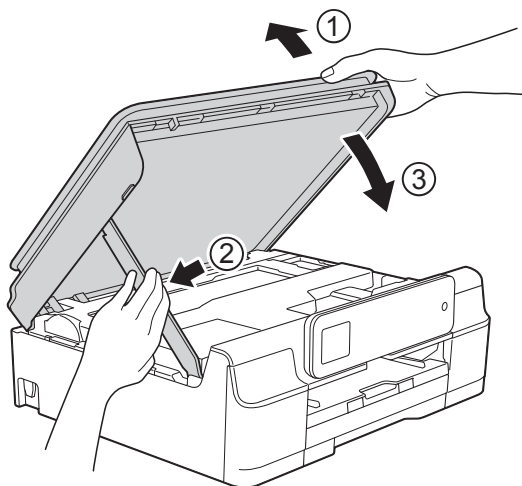
The machine should be adequately insured with the carrier.

### IMPORTANT

It is important to allow the machine to “park” the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noises have stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head.

- 1 Unplug the machine from the electrical socket.
- 2 Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position.
- 3 Unplug the interface cable from the machine, if it is connected.

- 4 Lift the scanner cover (1) to release the lock. Gently push the scanner cover support down (2) and close the scanner cover (3) using both hands.

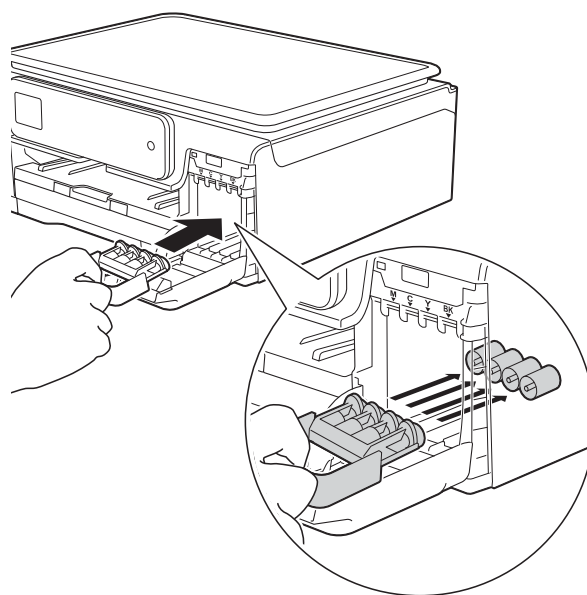


### ⚠ CAUTION

Be careful not to pinch your fingers when you close the scanner cover.

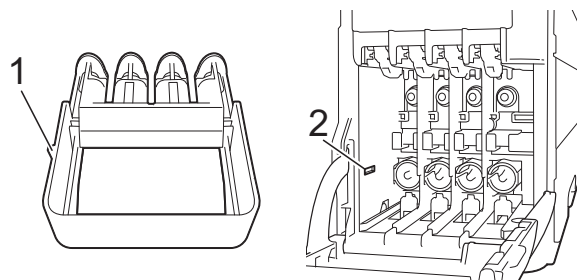
- 5 Open the ink cartridge cover.
- 6 Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See Basic User's Guide: *Replacing the ink cartridges*.)

- 7 Install the orange protective part, and then close the ink cartridge cover.



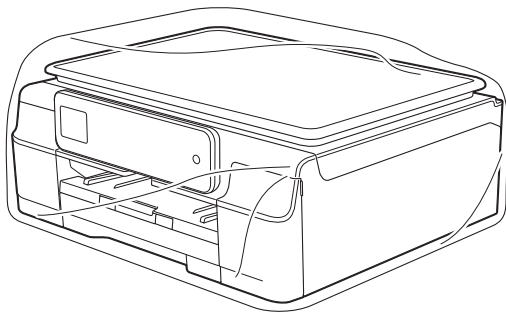
### IMPORTANT

- Make sure the plastic tab on the left side of the orange protective part (1) locks securely into place (2).

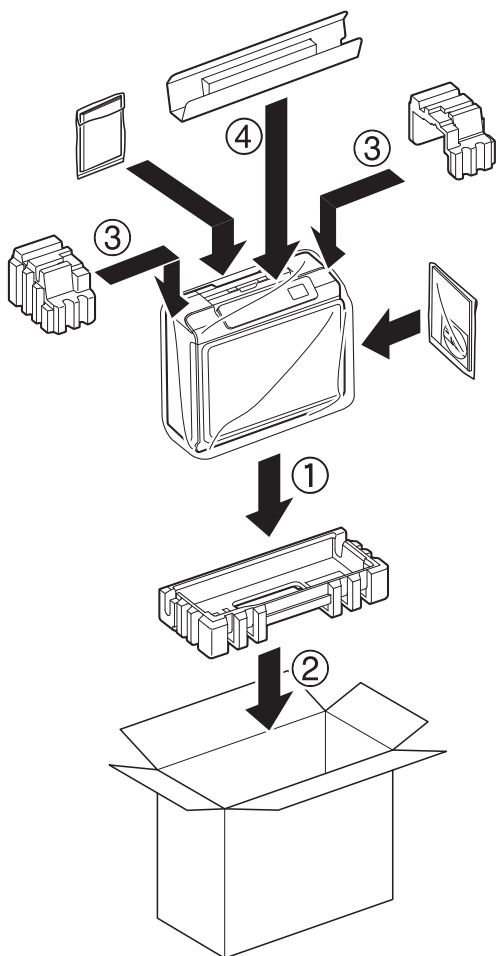


- If you are not able to find the orange protective part, ship the machine without it. DO NOT install the ink cartridges as an alternative before shipping.

- 8 Wrap the machine in the bag.



- 9 Pack the machine and the printed materials in the original carton with the original packing material as shown in the illustration.  
Do not pack the used ink cartridges in the carton.



- 10 Close the carton and tape it shut.

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

## **1.8"(44.9 mm) Touchscreen LCD and Touchpanel**

The Touchscreen LCD (Liquid Crystal Display) on the machine shows interactive messages and prompts for using the machine. You can operate the Touchscreen by pressing or swiping on the screen.

The Touchpanel, on the right side of the Touchscreen LCD, illuminates its LEDs when they are available for the current operation.

## **Beep Volume**

Volume setting for the beep when you press the Touchscreen, the Touchpanel, or make an error.

## **Brightness**

Changing the Brightness makes the whole image lighter or darker.

## **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, scanning photographs.

## **Innobella™**

Innobella™ is a range of genuine consumables offered by Brother. For best quality results, Brother recommends Innobella™ ink and paper.

## **Scanning**

The process of sending an electronic image of a paper document to 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**

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

## **WLAN Report**

A printed report that shows the result of the WLAN Connection.

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

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