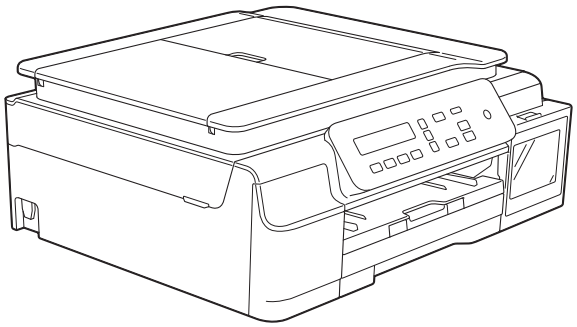
Basic User's Guide

DCP-T300
DCP-T500W
DCP-T700W



!CAUTION Before using this product, read carefully these instructions for correct operation.

Keep the User's Guide in a secure place for future reference.

Version A

CHN-ENG

To create a better environment

Please cooperate

Firstly, thank you very much indeed for using our Brother products!

Brother focuses on the earth environment concerned. And make a basic policy which is to concern about the earth environment, including any workflow from product development to discard. The local citizen should be responsible for local society and its environment during these environment protection activities.

Therefore, we hope you'll take part in this environment plan, and pay attention to environment protection points as below while discarding used consumables.

1 Please deliver the used package materials to relevant waste disposal office for recycle.

2 When you discard used consumables, please follow and carry on relevant local regulations properly.

3 When the machine need replacing parts for the maintenance and repair, please discard used circuit boards, used electrical parts and products as disposed electrical materials.

4 Some parts in the machine can be used on the same series model machines which produced by the same factory.

Note: If you want to replace the parts, please contact your local Brother repair station.

Register your product on-line at

http://www.brother.com/registration

Brother Numbers

IMPORTANT

For technical and operational assistance, call the call center in mainland China.

To seach Frequently asked questions (FAQs)/ASCs/Driver/Manuals, etc, please visit our service website:

http://www.95105369.com

To search where to purchase consumables, please visit the official website of BROTHER (CHINA) LTD.:

http://www.brother.cn

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User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Copy and Scan operations, and how to replace supplies. See troubleshooting tips.	PDF file / CD-ROM (Windows®) / Brother Solutions Center [2] (Macintosh)
Advanced User's Guide	Learn more advanced operations: Copy, printing reports and performing routine maintenance.	PDF file / CD-ROM (Windows®) / Brother Solutions Center [2] (Macintosh)
Software and Network User's Guide [1]	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 / CD-ROM (Windows®) / Brother Solutions Center [2] (Macintosh)
Google Cloud Print Guide [3]	This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.	PDF file / Brother Solutions Center [2]
Mobile Print/Scan Guide for Brother iPrint&Scan [3]	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 [2]

1 Network features are not supported by the DCP-T300.

2 Visit us at www.95105369.com.

3 DCP-T500W and DCP-T700W only.

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(Advanced User's Guide)

The Advanced User's Guide explains the following features and operations.

You can view the Advanced User's Guide on the CD-ROM.

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1 General information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Keep the User's Guide in a secure place for future reference.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold typeface identifies specific buttons on the machine's control panel, or on the computer screen.
Italics	Italicized typeface emphasizes an important point or refers you to a related topic.
`Courier New`	Text in the Courier New font identifies messages on the LCD of the machine.

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

NOTE

NOTE specifies the operating environment, conditions for installation, or special conditions of use.

Electrical Hazard icons alert you to possible electrical shocks.

About Brother Utilities (Windows®)

Brother Utilities is an application launcher that offers convenient access to all Brother applications installed on your device.

1. (Windows® XP, Windows Vista®, Windows® 7, Windows Server® 2003 [1] and Windows Server® 2008 [1])

   Click (**Start**) / **All Programs** / **Brother**, and (**Brother Utilities**).

   (Windows® 8 and Windows Server® 2012 [1])

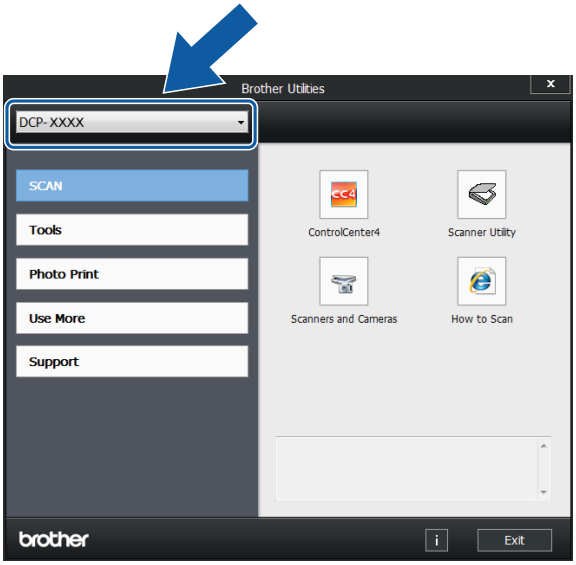
   Tap or click (**Brother Utilities**) either on the Start screen or the desktop.

   (Windows® 8.1 and Windows Server® 2012 R2 [1])

   Move your mouse to the lower left corner of the **Start** screen and click (if you are using a touch-based device, swipe up from the bottom of the **Start** screen to bring up the **Apps** screen). When the **Apps** screen appears, tap or click (**Brother Utilities**).

[1] DCP-T500W and DCP-T700W only

2. Select your machine.



3. Choose the function you want to use.

Accessing the Advanced User's Guide and Software and Network User's Guide

This Basic User's Guide does not contain all the information about the machine, such as how to use the advanced Copy, Printer, Scanner, and Network features. When you are ready to learn detailed information about these operations, you can read the **Advanced User's Guide** and **Software and Network User's Guide** in HTML format.

Viewing User's Guides

(Windows®)

Launch (**Brother Utilities**). Click **Support** in the left navigation bar, and then click **User's Guides**.

If you have not installed the software, you can find the documentation on the CD-ROM by following these instructions:

1. Turn on your PC. Insert the Brother CD-ROM into your CD-ROM drive.

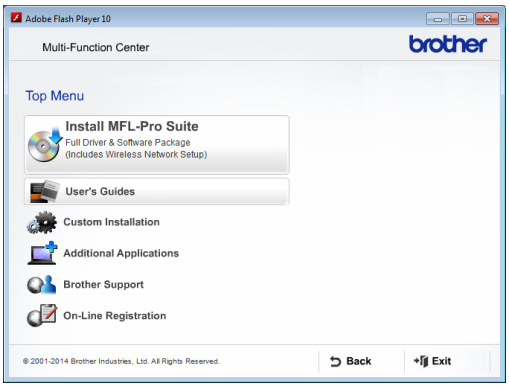
NOTE

If the Brother screen does not appear, go to **Computer** or **My Computer**. (For Windows® 8 and Windows Server® 2012 [1]/ Windows Server® 2012 R2 [1]: Click (**File Explorer**) on the taskbar, and then go to **Computer** (**This PC**).) Double-click the CD-ROM icon, and then double-click **start.exe**.

[1] DCP-T500W and DCP-T700W only

2. If the model name screen appears, click your model name.

3. If the language screen appears, click your language. The CD-ROM **Top Menu** will appear.



4. Click **User's Guides**.

5. Click **User's guides on the CD-ROM**. If the country screen appears, choose your country. After the list of User's Guides appears, choose the guide you want to read.

(Macintosh)

Visit Brother Solutions Center: solutions.brother.com/manuals.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software and Network User's Guide

- *Scan*
- *ControlCenter*

How to find Network setup instructions (DCP-T500W and DCP-T700W)

Your machine can be connected to a wireless network.

- Basic network setup instructions
  (See Quick Setup Guide.)
- The wireless access point or router supports Wi-Fi Protected Setup™ or AOSS™
  (See Quick Setup Guide.)
- More information about network setup

  (See Software and Network User's Guide.)

How to access Guides for Advanced Features

You can view and download these Guides from the Brother Solutions Center at: solutions.brother.com/manuals.

Google Cloud Print Guide (DCP-T500W and DCP-T700W)

This Guide provides details on how to use Google Cloud Print™ services for printing over the Internet.

Mobile Print/Scan Guide for Brother iPrint&Scan (DCP-T500W and DCP-T700W)

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.

Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as web support (Brother Solutions Center) on the CD-ROM.

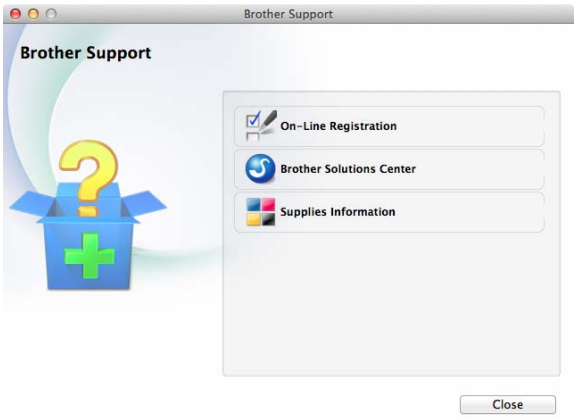
- Click **Brother Support** on the **Top Menu**. The following screen will appear:

- To access our website, click **Brother Home Page**.
- For the latest news and product support information, click **Brother Solutions Center**.
- To visit our website for original Brother Supplies, click **Supplies Information**.
- To access the Brother CreativeCenter for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the top menu, click **Back** or if you have finished, click **Exit**.

Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as web support (Brother Solutions Center).

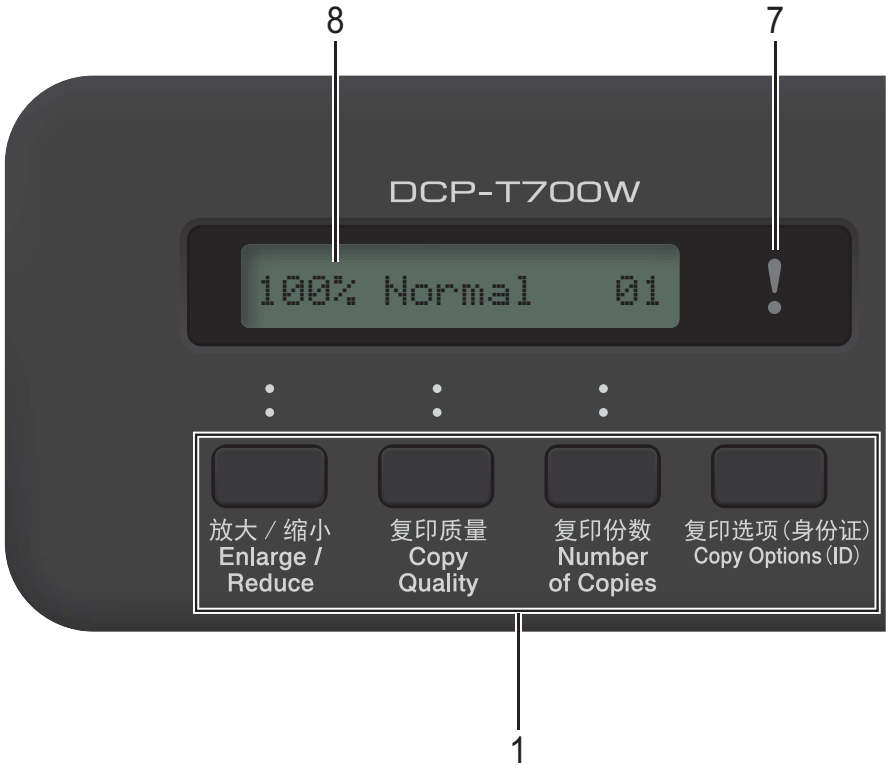
- Double-click the **Brother Support** icon. The following screen will appear:



- To register your machine from the Brother Product Registration Page, click **On-Line Registration**.
- For the latest news and product support information, click **Brother Solutions Center**.
- To visit our website for original Brother Supplies, click **Supplies Information**.

Control panel overview

The DCP-T300, DCP-T500W and DCP-T700W have the same control panel keys.



NOTE

Most of the illustrations in this User's Guide show the DCP-T700W.

1 Copy keys:

You can temporarily change the copy settings when in copy mode.

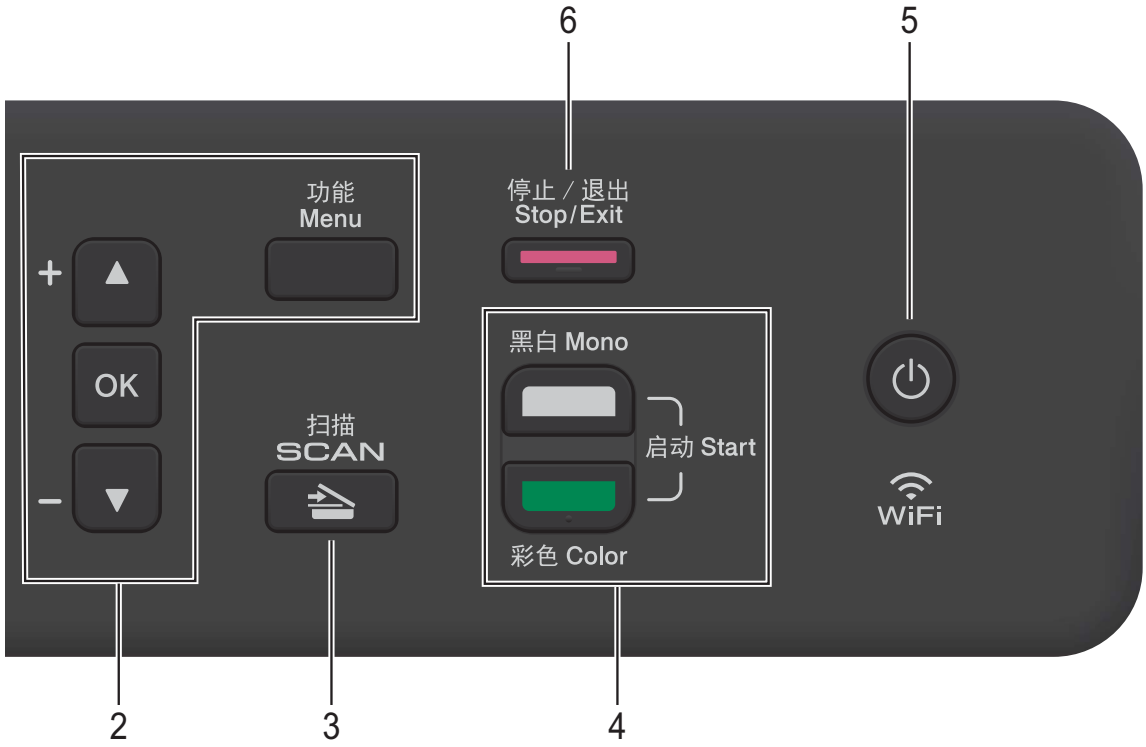
- **Enlarge/Reduce**
  Lets you enlarge or reduce size of copies depending on the ratio you select.
- **Copy Quality**
  Use this key to temporarily change the quality of your copies.
- **Number of Copies**
  Use this key to make multiple copies.
- **Copy Options**
  You can quickly and easily select temporary settings for copying.

2 Menu keys:

- **Menu**
  Lets you access the main menu.
- +▲ or -▼
  Press to scroll through the menus and options.
- **OK**
  Lets you select a setting.

3 SCAN

Lets you access Scan mode.



4 Start keys:

■ **Mono Start**

Lets you start making copies in monochrome. Also lets you start a scanning operation (in color or mono, depending on the scan setting in the ControlCenter software).

■ **Color Start**

Lets you start making copies in full color. Also lets you start a scanning operation (in color or mono, depending on the scan setting in the ControlCenter software).

5

You can turn the machine on and off.

If you turn the machine off, it will still periodically clean the print head to maintain print quality. To prolong print head life, provide the best ink economy, and maintain print quality, you should keep your machine connected to the power at all times.

6 Stop/Exit

Stops an operation or exits from a menu.

7 Warning LED

Blinks in orange when the LCD displays an error or an important status message.

8 LCD (Liquid Crystal Display)

Displays messages on the screen to help you set up and use your machine.

Warning LED indications

The Warning LED (Light Emitting Diode) is a light that shows the DCP status. The LCD shows the current machine status when the machine is idle.

LED	DCP status	Description
Off	Ready	The machine is ready for use.
Orange	Cover open	The cover is open. Close the cover. (See *Error and maintenance messages* on page 41.)
	Cannot print	Refill the ink tank. When you refill the ink tank, fill the ink up to the upper line, or fill with all of the ink in the bottle if it does not exceed the upper line. (See *Refilling the ink tanks* on page 33.)
	Paper error	Put paper in the tray or clear the paper jam. Check the LCD message. (See *If you are having difficulty with your machine* on page 55.)
	Other messages	Check the LCD message. (See *Error and maintenance messages* on page 41.)

LCD display

LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty reading the LCD, try changing the contrast setting.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `0.Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `2.LCD Contrast`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Light` or `Dark`.
   Press **OK**.
5. Press **Stop/Exit**.

LCD Language

You can change the LCD Language.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `0.Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `0.Local Language`.
   Press **OK**.
4. Press ▲ or ▼ to choose `English` or `Chinese`.
   Press **OK**.
5. Press **Stop/Exit**.

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 `Off`.

To turn on the machine after the Auto Power Off feature has turned it off, press Power On/Off.

NOTE

(DCP-T500W and DCP-T700W)

The machine will not power off automatically when:

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

1. Press **Menu**.
2. Press ▲ or ▼ to choose `0.Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `5.Auto Power Off`.
   Press **OK**.
4. Press ▲ or ▼ to choose `1hour`, `2hours`, `4hours`, `8hours` or `Off`.
   Press **OK**.
5. Press **Stop/Exit**.

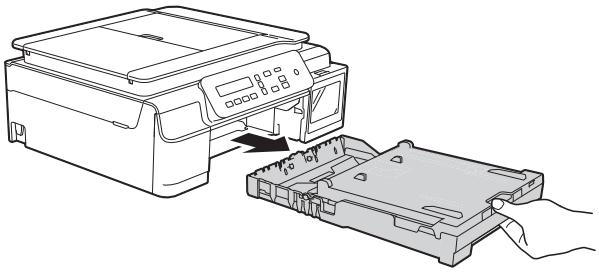
2 Loading paper

Loading paper and other print media

Load only one size of paper and one type of paper in the paper tray at any time.

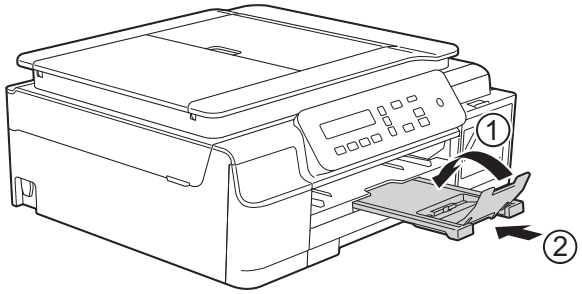
(For more information about paper size, weight and thickness, see *Choosing the right print media* on page 19.)

1. Pull the paper tray completely out of the machine.



NOTE

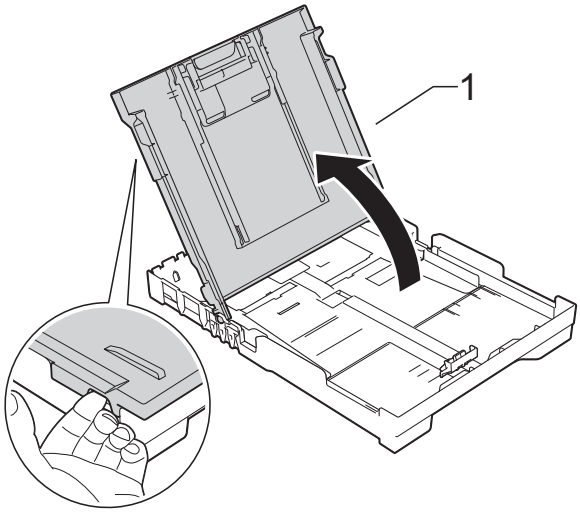
- If the paper support flap (1) is open, close it, and then close the paper support (2).



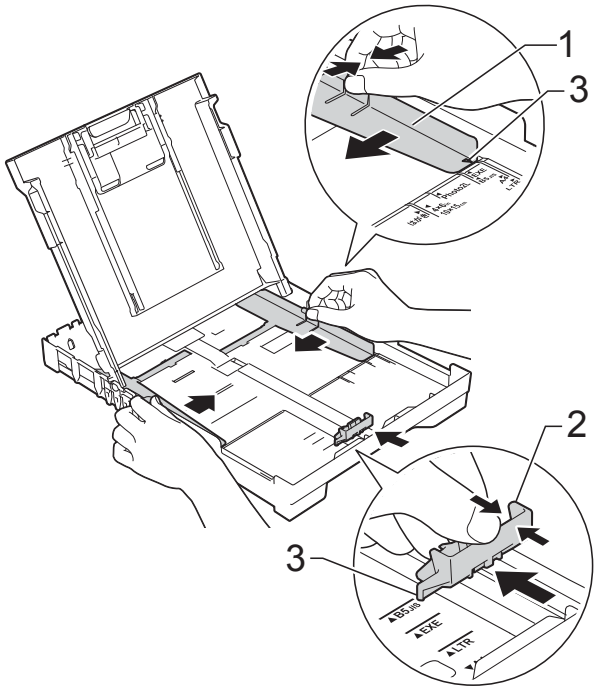
- When you load a different paper size in the tray, you will need to change the `Paper Size` setting in the menu of the machine at the same time.

  (See *Paper Size* on page 16.)

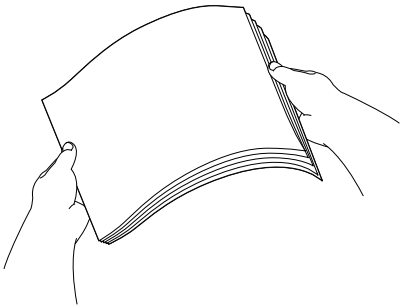
2. Lift the output paper tray cover (1).



3. Gently press and slide the paper width guides (1) and then the paper length guide (2) to fit the paper size.
   Make sure that the triangular marks (3) on the paper width guides (1) and paper length guide (2) line up with the marks for the paper size you are using.



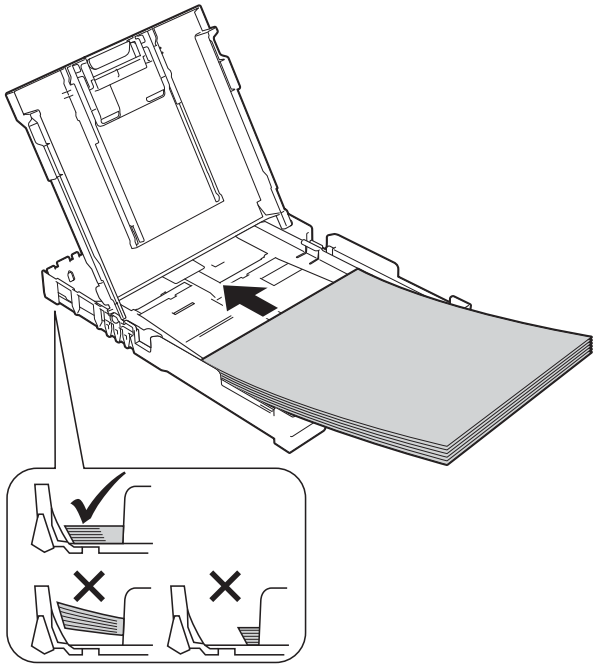
4 Fan the stack of paper well to avoid paper jams and misfeeds.



NOTE

Always make sure that the paper is not curled or wrinkled.

5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.



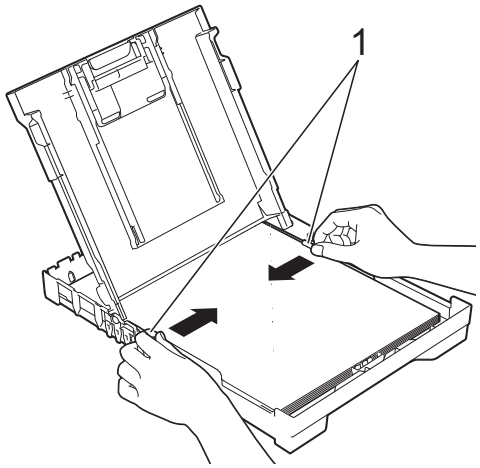
IMPORTANT

Be careful not to push the paper in too far; it may lift at the back of the tray and cause paper feed problems.

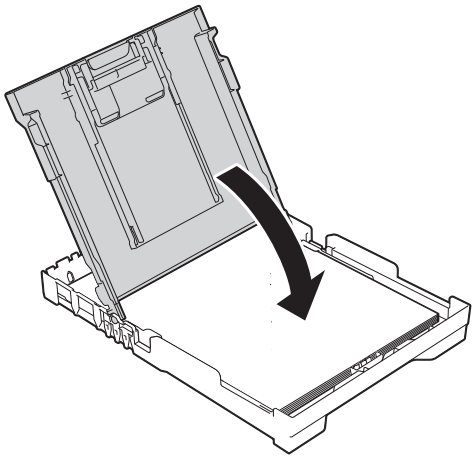
NOTE

If you want to add paper before the tray is empty, remove the paper from the tray and combine it with the paper you are adding. Always fan the stack of paper well before loading it in the tray. If you add paper without fanning the stack, the machine may feed multiple pages.

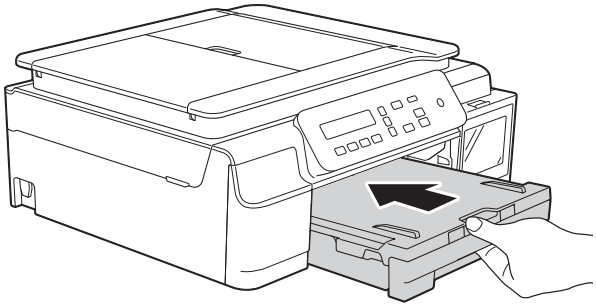
6 Gently adjust the paper width guides (1) to fit the paper.
Make sure the paper width guides lightly touch the sides of the paper.



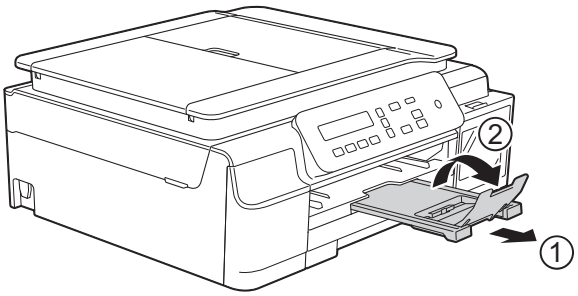
7 Close the output paper tray cover.



8 *Slowly* and *firmly* push the paper tray completely into the machine.



9 While holding the paper tray in place, pull out the paper support (1) until it locks into place, and then unfold the paper support flap (2).



Loading envelopes

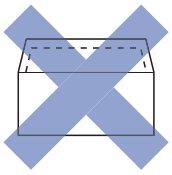
About envelopes

- Use envelopes that weigh between 80 to 95 g/m^2.
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing multiple envelopes.

IMPORTANT

DO NOT use the following types of envelopes, as they will not feed correctly:

- That are of a baggy construction.
- That have windows.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

Glue	Double flaps
	

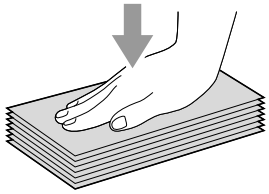
Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

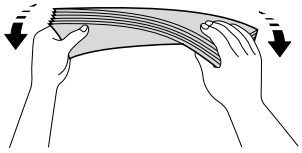
Loading envelopes

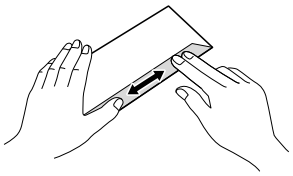
1. Before loading, press the corners and sides of envelopes to make them as flat as possible.

IMPORTANT

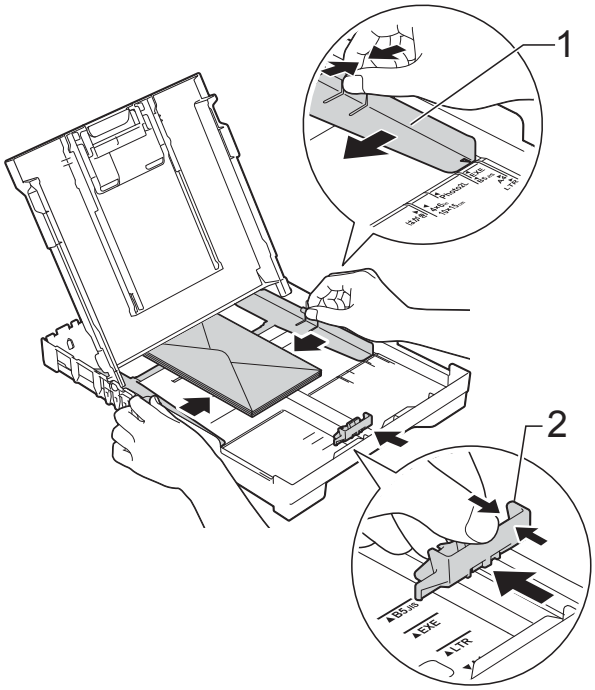
If envelopes are “double-feeding”, put one envelope in the paper tray at a time.







2 Put envelopes in the paper tray with the address side down. If the envelope flaps are on the long edge, load the envelopes in the tray with the flap on the left, as shown in the illustration. Gently press and slide the paper width guides (1) and paper length guide (2) to fit the size of the envelopes.

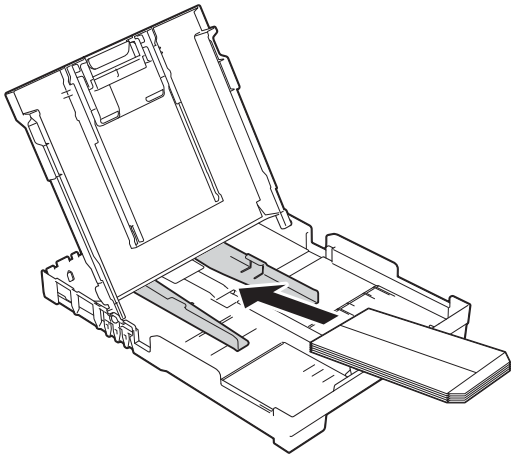


3 Select **Reverse Print** (Windows®) or **Reverse page orientation** (Macintosh) in the printer driver's dialog box, and then adjust the size and margins in your application.
(See Software and Network User's Guide.)

If you have problems printing on envelopes with the flap on the short edge, try the following:

1 Open the envelope flap.

2 Put the envelope into the paper tray with the address side down and the flap positioned as shown in the illustration.



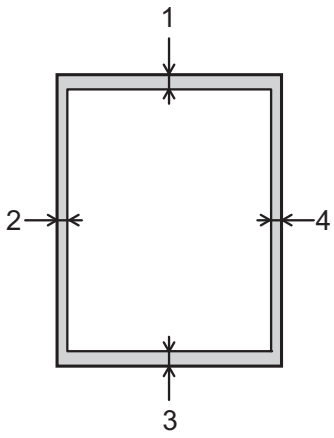
3 Select **Reverse Print** (Windows®) or **Reverse page orientation** (Macintosh) in the printer driver's dialog box, and then adjust the size and margins in your application.
(See Software and Network User's Guide.)

Unprintable area

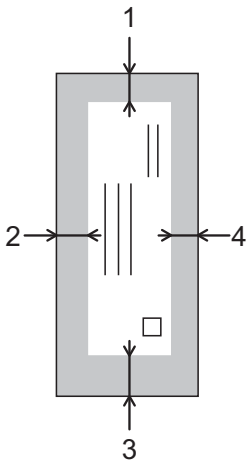
The printable area depends on the settings in the application you are using. The figures show the unprintable areas on cut-sheet paper and envelopes. The machine can print in the shaded areas of cut-sheet paper when the Borderless print feature is available and turned on.

(See Software and Network User's Guide.)

Cut-Sheet Paper



Envelopes



	Top (1)	Left (2)	Bottom (3)	Right (4)
Cut-Sheet	3 mm	3 mm	3 mm	3 mm
Envelopes	22 mm	3 mm	22 mm	3 mm

NOTE

The Borderless print feature is not available for envelopes and 2-sided printing.

Paper settings

Paper Type

To get the best print quality, set the machine for the type of paper you are using.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `2.Copy`.
   Press **OK**.
3. Press ▲ or ▼ to choose `1.Paper Type`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Plain Paper`, `Inkjet Paper`, `Brother BP71` or `Other Glossy`.
   Press **OK**.
5. Press **Stop/Exit**.

NOTE

The machine ejects paper with the printed surface face up onto the paper tray at the front of the machine. When you use glossy paper, remove each sheet at once to prevent smudging or paper jams.

Paper Size

You can use the following sizes of paper for copies: A4, A5, Photo (10 × 15 cm), and Letter. When you change the size of paper you load in the machine, you will need to change the `Paper Size` setting at the same time.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `2.Copy`.
   Press **OK**.
3. Press ▲ or ▼ to choose `2.Paper Size`.
   Press **OK**.
4. Press ▲ or ▼ to choose `A4`, `A5`, `10x15cm` or `Letter`.
   Press **OK**.
5. Press **Stop/Exit**.

Acceptable paper and other print media

The print quality can be affected by the type of paper you use in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper that is loaded in the tray.

You can use plain paper, inkjet paper (coated paper), glossy paper and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper) and glossy paper, be sure to choose the correct print media in the printer driver's **Basic** tab or the machine's Paper Type setting.

  (See *Paper Type* on page 16.)

- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When using photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended print media

To get the best print quality, we suggest using the Brother paper in the table.

If Brother paper is not available in your country, we recommend testing various papers before purchasing large quantities.

Brother paper

Paper Type	Item
A4 Plain	BP60PA
A4 Glossy Photo	BP71GA4
A4 Inkjet (Matte)	BP60MA
10 × 15 cm Glossy Photo	BP71GP

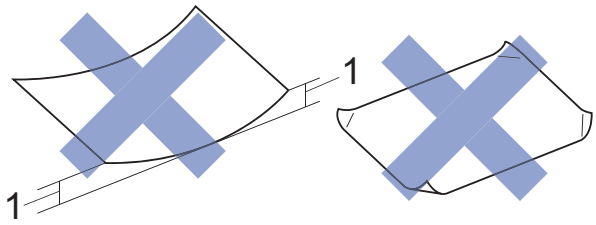
Handling and using print media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of the photo paper. Load photo paper with the shiny side facing down.

IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped paper



1 2 mm or greater curl may cause jams to occur.

- Extremely shiny or highly textured paper
- Paper that cannot be arranged uniformly when stacked
- Short grain paper

Paper capacity of the output paper tray cover

Up to 50 sheets of 80 g/m^2 A4 paper.

■ Photo paper must be picked up from the output paper tray cover one page at a time to avoid smudging.

Choosing the right print media

Paper type and size for each operation

Paper Type	Paper Size		Usage	
			Copy	Printer
Cut-Sheet	A4	210 × 297 mm (8.3 × 11.7 in.)	Yes	Yes
	Letter	215.9 × 279.4 mm (8 1/2 × 11 in.)	Yes	Yes
	Executive	184 × 267 mm (7 1/4 × 10 1/2 in.)	–	Yes
	JIS B5	182 × 257 mm (7.2 × 10.1 in.)	–	Yes
	A5	148 × 210 mm (5.8 × 8.3 in.)	Yes	Yes
	A6	105 × 148 mm (4.1 × 5.8 in.)	–	Yes
Cards	Photo	10 × 15 cm (4 × 6 in.)	Yes	Yes
	Photo 2L	13 × 18 cm (5 × 7 in.)	–	Yes
	Index Card	127 × 203 mm (5 × 8 in.)	–	Yes
Envelopes	C5 Envelope	162 × 229 mm (6.4 × 9 in.)	–	Yes
	DL Envelope	110 × 220 mm (4.3 × 8.7 in.)	–	Yes
	Com-10	105 × 241 mm (4 1/8 × 9 1/2 in.)	–	Yes
	Monarch	98 × 191 mm (3 7/8 × 7 1/2 in.)	–	Yes

Paper weight, thickness and capacity

Paper Type		Weight	Thickness	No. of sheets
Cut-Sheet	Plain Paper	64 to 120 g/m^2	0.08 to 0.15 mm	100 [1]
	Inkjet Paper	64 to 200 g/m^2	0.08 to 0.25 mm	20
	Glossy Paper	Up to 220 g/m^2	Up to 0.25 mm	20 [2]
Cards	Photo Card	Up to 220 g/m^2	Up to 0.25 mm	20 [2]
	Index Card	Up to 120 g/m^2	Up to 0.15 mm	30
Envelopes		80 to 95 g/m^2	Up to 0.52 mm	10

1 Up to 100 sheets of 80 g/m^2 paper.

2 BP71 (260 g/m^2) paper is especially designed for Brother inkjet machines.

3 Loading documents

How to load documents

You can make copies or scan from the ADF [1] (automatic document feeder) and from the scanner glass.

[1] DCP-T700W only

Using the ADF (DCP-T700W)

The ADF can hold up to 20 pages and feeds each sheet individually. Use paper that is within the sizes and weights shown in the table. Always fan the edges of the pages before placing them in the ADF.

Document Sizes and Weights

Length:	148 to 355.6 mm
Width:	148 to 215.9 mm
Paper weight:	64 to 90 g/m^2

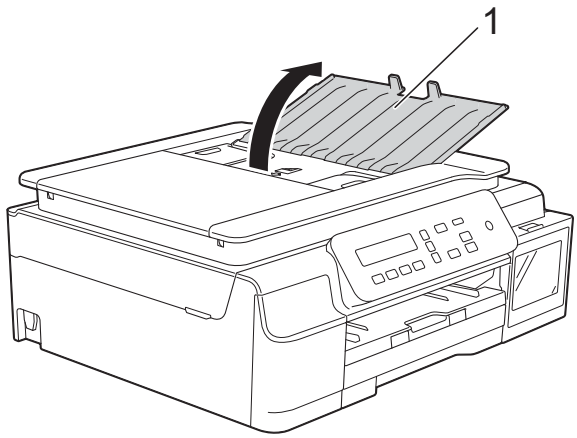
How to load documents

IMPORTANT

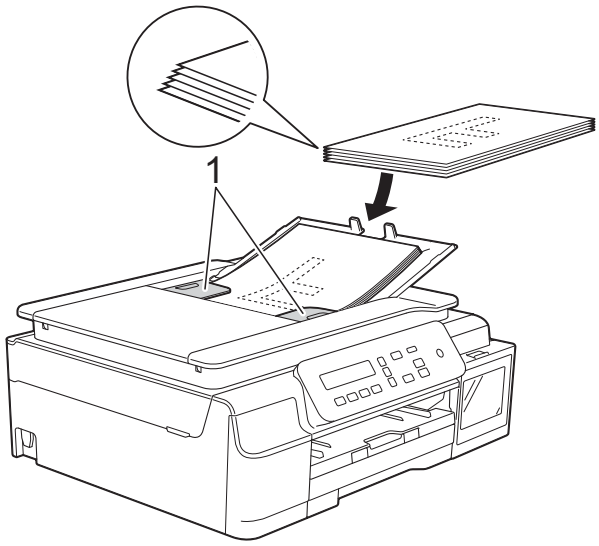
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, glued or taped.
- DO NOT use cardboard, newspaper or fabric with the ADF. Instead use the scanner glass.

Make sure documents written with ink or modified with correction fluid are completely dry.

1. Unfold the ADF Document Support (1).



2. Fan the pages well.
3. Adjust the paper guides (1) to fit the width of your documents.

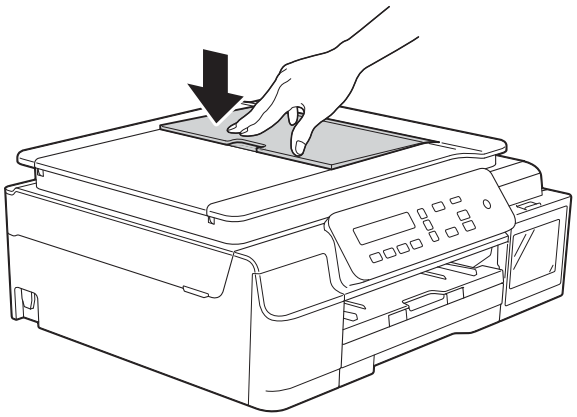


4. Place your documents **face down, top edge first** in the ADF underneath the guides until you feel them touch the feed rollers.
   The screen will display `ADF Ready`.

IMPORTANT

DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.

5 After using the ADF, close the ADF Document Support. Push down on the upper-left portion of the ADF Document Support to close it completely.



Using the scanner glass

You can use the scanner glass to copy, or scan single pages or pages of a book.

Document sizes supported

Length:	Up to 297 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

How to load documents

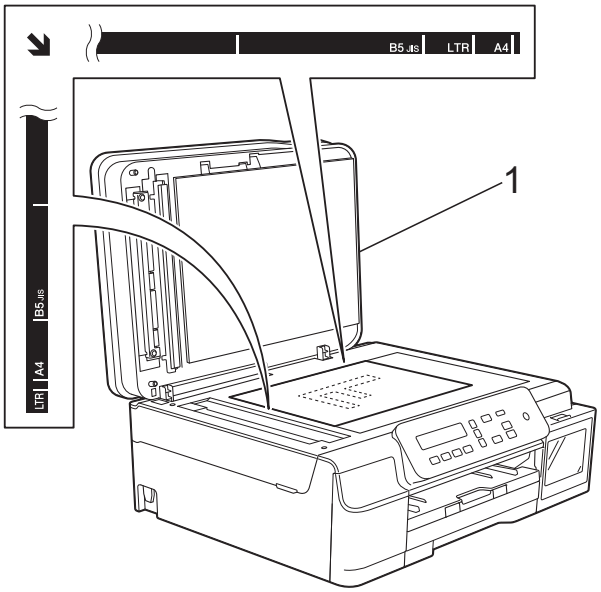
NOTE

To use the scanner glass, the ADF [1] must be empty.

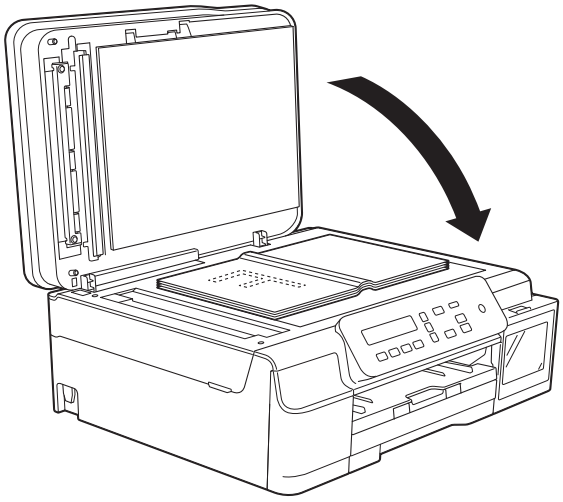
[1] DCP-T700W only

1 Lift the document cover.

2 Using the document guidelines on the left and top, place the document **face down** in the upper left corner of the scanner glass.



1 document cover



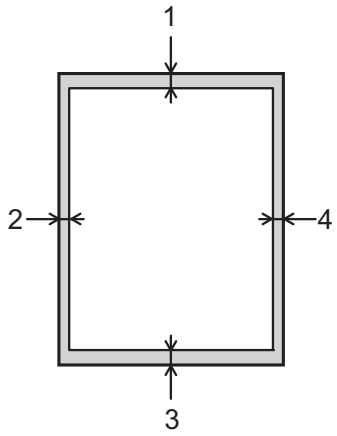
3 Close the document cover.

IMPORTANT

If you are scanning a book or thick document, DO NOT slam the cover down or press on it.

Unscannable area

The scannable area depends on the settings in the application you are using. The figures show the unscannable areas.



Usage	Document Size	Top (1) Bottom (3)	Left (2) Right (4)
Copy	All paper sizes	3 mm	3 mm
Scan		1 mm	1 mm

4 Making copies

How to copy

The following steps show the basic copy operation.

1. Do one of the following to load your document:
   - Place the document *face down* in the ADF [1].

     (See *Using the ADF (DCP-T700W)* on page 20.)
   - Place the document *face down* on the scanner glass.

     (See *Using the scanner glass* on page 21.)

   [1] DCP-T700W only
2. If you want more than one copy, press **Number of Copies** repeatedly until the number of copies you want appears (up to 99).
   Or press ▲ or ▼ to change the number of copies.
3. Press **Mono Start** or **Color Start**.

Stop copying

To stop copying, press **Stop/Exit**.

Copy settings

When you want to quickly change the copy settings temporarily for the next copy, use the Copy keys. You can use different combinations of settings.

The machine returns to its default settings one minute after it finishes copying.

NOTE

You can save some of the copy settings you use most often by setting them as the default. You can find instructions on how to do this in the section for each feature.

(Basic User's Guide)

For information about changing the following copy settings, see page 24.

- Paper Type
- Paper Size

(Advanced User's Guide)

For information about changing the following copy settings, see Advanced User's Guide: *Copy options*.

- Quality
- Enlarge/Reduce
- Page Layout
- 2in1(ID)
- Stack/Sort
- Density
- Remove Background

NOTE

If you want to sort copies, we recommend using the ADF [1].

[1] DCP-T700W only

Paper Options

Paper Type

If you are copying on a special type of paper, set the machine for the type of paper you are using to get the best print quality.

Press	Plain Paper
 复印选项(身份证) Copy Options(ID) and then ▲ or ▼ to choose Paper Type	Inkjet Paper
	Brother BP71
	Other Glossy

1. Load your document.
2. Enter the number of copies you want.
3. Press **Copy Options** and ▲ or ▼ to choose Paper Type.
   Press **OK**.
4. Press ▲ or ▼ to choose the type of paper you are using.
   Press **OK**.
5. Press **Mono Start** or **Color Start**.

NOTE

To change the default setting, see *Paper Type* on page 16.

Paper Size

If you are copying on paper other than A4 size, you will need to change the Paper Size setting. You can copy on A4, A5, Photo (10 × 15 cm) or Letter paper.

Press	A4
 复印选项(身份证) Copy Options(ID) and then ▲ or ▼ to choose Paper Size	A5
	10(W)x15(H)cm
	Letter

1. Load your document.
2. Enter the number of copies you want.
3. Press **Copy Options** and ▲ or ▼ to choose Paper Size.
   Press **OK**.
4. Press ▲ or ▼ to choose the size of paper you are using.
   Press **OK**.
5. Press **Mono Start** or **Color Start**.

NOTE

To change the default setting, see *Paper Size* on page 16.

5 How to print from a computer

Printing a document

The machine can receive and print data from your computer. To print from a computer, you must install the printer driver.

(For more information, see Software and Network User's Guide.)

1. Install the Brother printer driver. (See Quick Setup Guide.)
2. From your application, choose the Print command.
3. Choose the name of your machine in the **Print** dialog box and click **Properties** or **Preferences**, depending on the application you are using.
4. Choose the settings you want to change in the Properties dialog box. Commonly used settings include:
   - **Media Type**
   - **Print Quality**
   - **Paper Size**
   - **Orientation**
   - **Colour / Greyscale**
   - **Ink Save Mode**
   - **Scaling**
   - **2-sided / Booklet**
5. Click **OK**.
6. Click **Print** (or **OK** depending on the application you are using) to begin printing.

6 How to scan to a computer

Before scanning

To use the machine as a scanner, install a scanner driver.

If the machine is on a network (DCP-T500W and DCP-T700W), configure it with a TCP/IP address.

- Install the scanner drivers. (See Quick Setup Guide: *Install MFL-Pro Suite*.)
- Configure the machine with a TCP/IP address if network scanning does not work (DCP-T500W and DCP-T700W).

Scanning a document as a PDF file using ControlCenter4 (Windows®)

ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often. Using ControlCenter4 eliminates the need to manually launch specific applications.

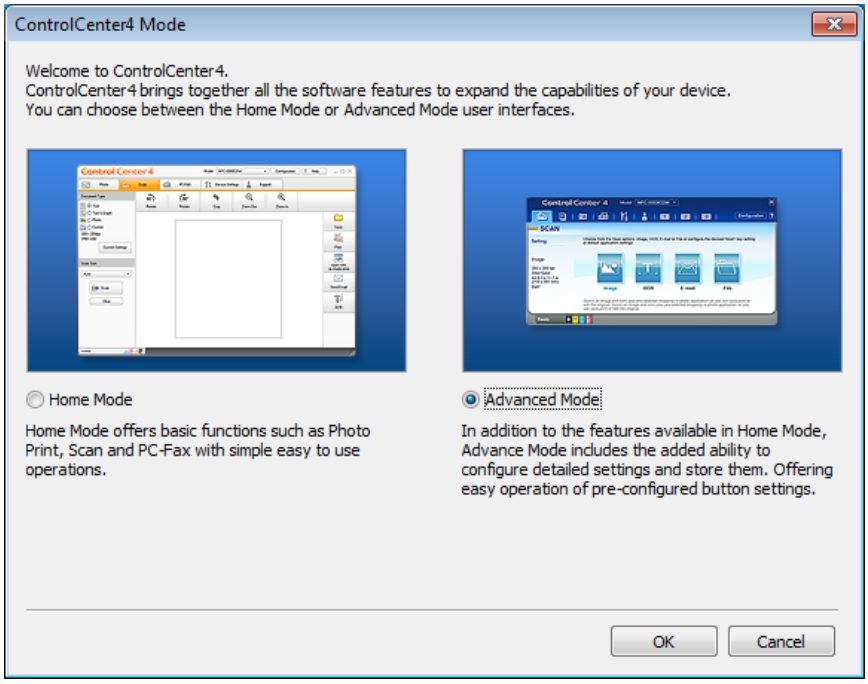
(For more information, see Software and Network User's Guide.)

NOTE

- The screens on your PC may vary depending on your model.
- This section is based on using the Advanced Mode of ControlCenter4.

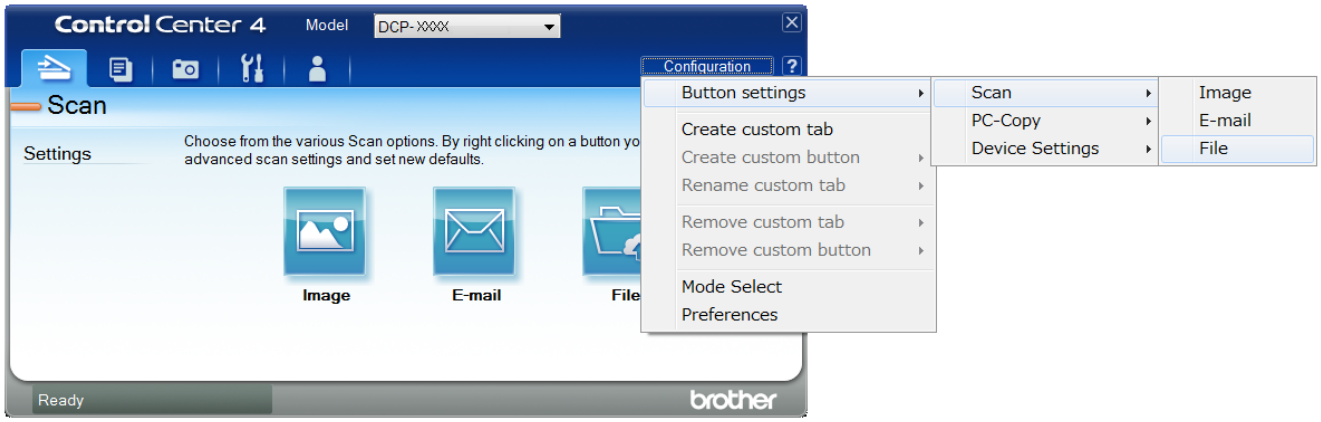
1. Load your document. (See *How to load documents* on page 20.)
2. Click the (**ControlCenter4**) icon in the task tray, and then click **Open**.

3 If the ControlCenter4 Mode screen appears, choose the **Advanced Mode**, and then click **OK**.

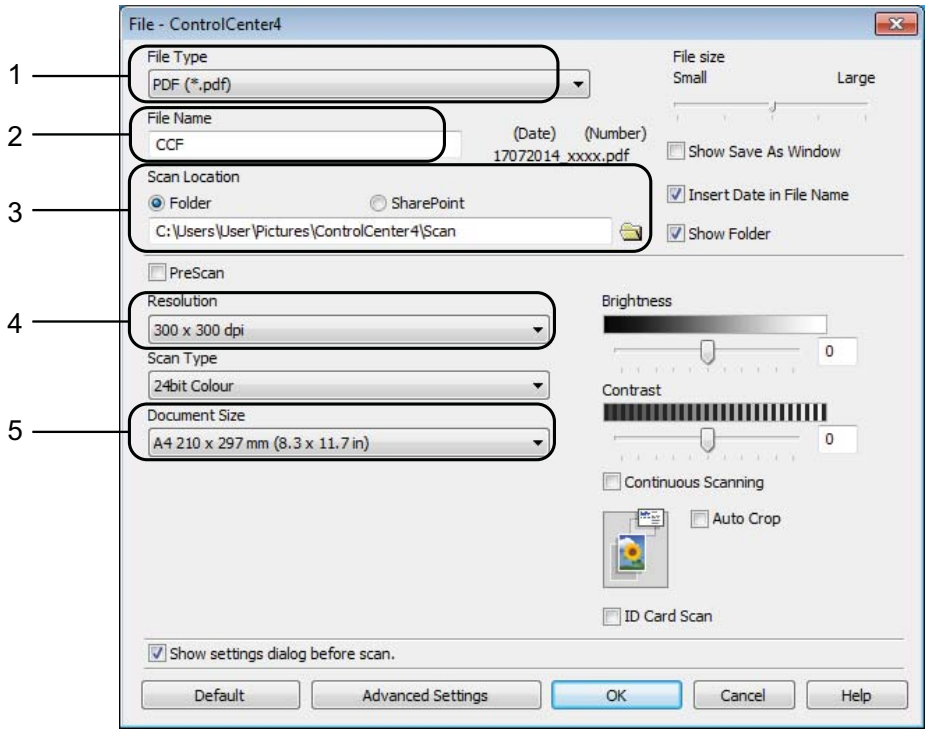


4 Make sure the machine you want to use is selected from the **Model** drop-down list.

5 Set the scanning configuration.
Click **Configuration**, and then select **Button settings**, **Scan** and **File**.



The configuration dialog box appears. You can change the default settings.



1 Choose **PDF (*.pdf)** from the **File Type** drop-down list.

2 You can enter the file name you want to use for the document.

3 You can save the file to the default folder, or choose your preferred folder by clicking the (**Browse**) button.

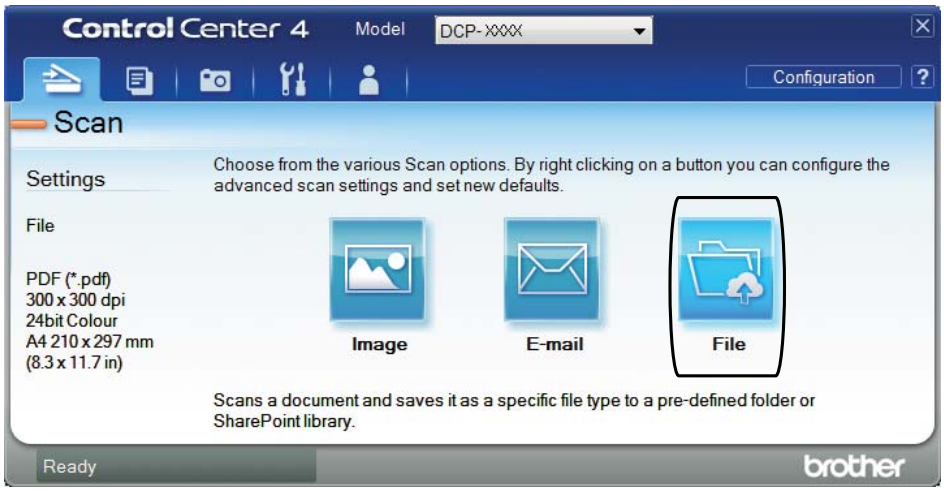
4 You can choose a scanning resolution from the **Resolution** drop-down list.

5 You can choose the document size from the **Document Size** drop-down list.

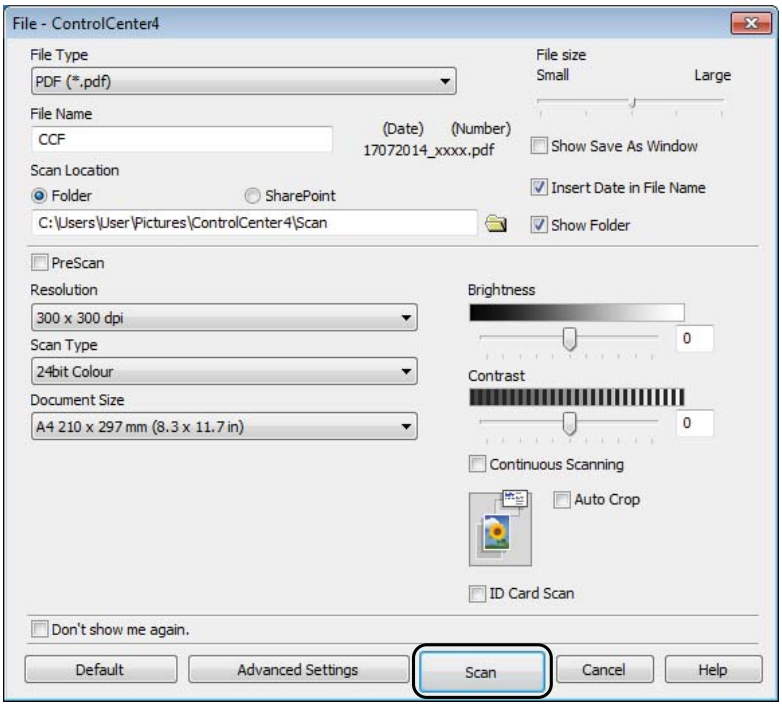
6 Click **OK**.

7 Click the **Scan** tab.

8 Click **File**.



9 Click **Scan**.
The machine starts the scanning process. The folder where the scanned data is saved will open automatically.

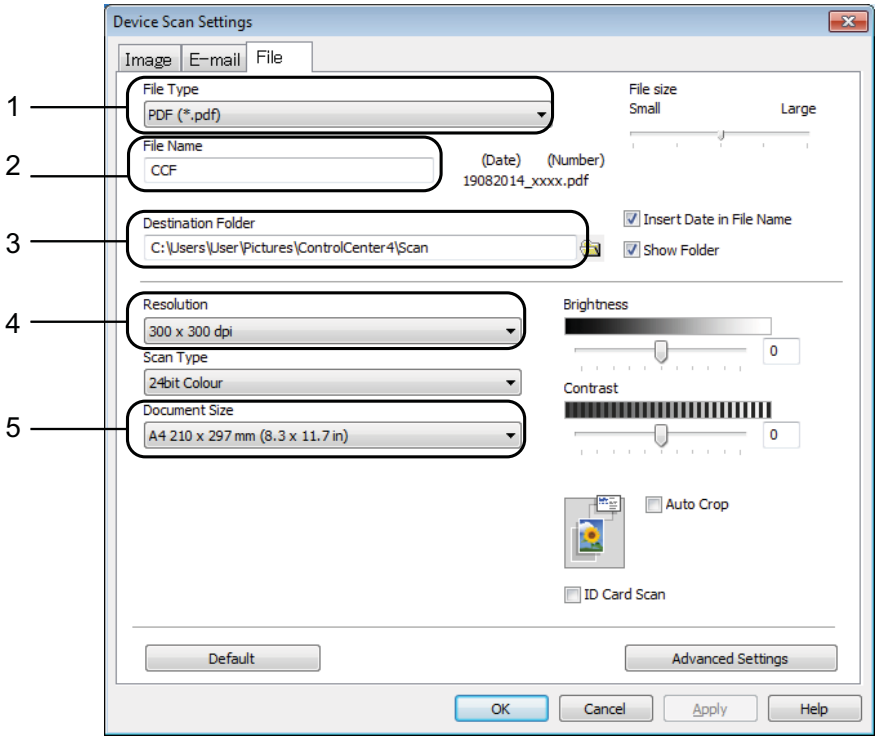


How to change the machine's SCAN mode settings for PDF scanning using ControlCenter4 (Windows®)

You can change your machine's SCAN mode settings using ControlCenter4. (Windows®)

1. Click the (**ControlCenter4**) icon in the task tray, and then click **Open**.
2. Make sure the machine you want to use is selected from the **Model** drop-down list.
3. Click the **Device Settings** tab.
4. Click **Device Scan Settings**.

5 Choose the **File** tab. You can change the default settings.



1 Choose **PDF (*.pdf)** from the **File Type** drop-down list.

2 You can enter the file name you want to use for the document.

3 You can save the file to the default folder, or choose your preferred folder by clicking the (**Browse**) button.

4 You can choose a scanning resolution from the **Resolution** drop-down list.

5 You can choose the document size from the **Document Size** drop-down list.

6 Click **OK**.

How to scan a document as a PDF file using the control panel (Windows® and Macintosh)

1. Load your document. (See *How to load documents* on page 20.)

2. Press (**SCAN**).

3. Press ▲ or ▼ to choose `Scan to File`.
   Press **OK**.

4. If the machine is connected to a network [1], press ▲ or ▼ to select the PC Name.
   Press **OK**.
   Do one of the following:
   - If you want to use the default settings, press ▲ or ▼ to choose `Off`.
     Press **OK**.
     Go to step ❼.
   - If you want to change the default settings, go to step ❺.

5. Press ▲ or ▼ to choose `On`.
   Press **OK**.

6. Choose the settings for `Scan Type` as required.
   Press **OK**.
   Repeat this step for the settings for `Resolution`, `File Type`, `Scan Size` and `Remove Bkg. Clr`.

7. Press **Mono Start** or **Color Start**.
   The machine starts the scanning process.

NOTE

The following scan modes are available.

- `Scan to File`
- `Scan to Image`
- `Scan to E-mail`
- `Web Service` [1] [2]

[1] (DCP-T500W and DCP-T700W)

[2] Windows® users only. (Windows Vista® SP2 or later, Windows® 7 and Windows® 8)
(See Software and Network User's Guide.)

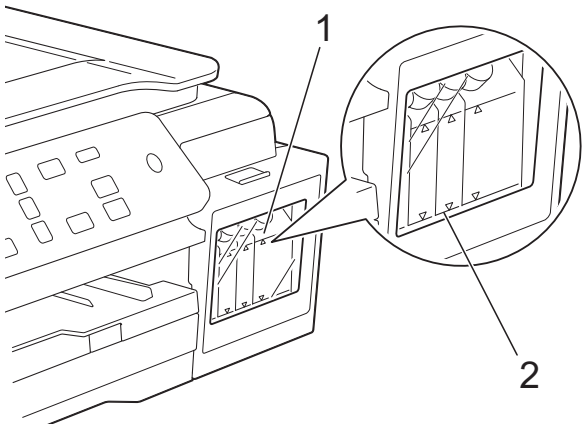
A Routine maintenance

Refilling the ink tanks

When the machine detects it is running out of ink, the machine will display a message.

The LCD will show which ink tank is low or needs refilling. Be sure to follow the LCD prompts to refill the ink tanks in the correct order.

You can assess the actual amount of remaining ink visually by looking through the see-through cover (1) of the ink tank.
If the remaining ink level is at or below the lower line (2) under the triangle mark, refill the ink tank.



To prevent print head assembly from drying out and getting damaged, it is necessary to keep the ink above the lower line in the tank.

Refill the ink tank when the remaining ink level is at or below the lower line.

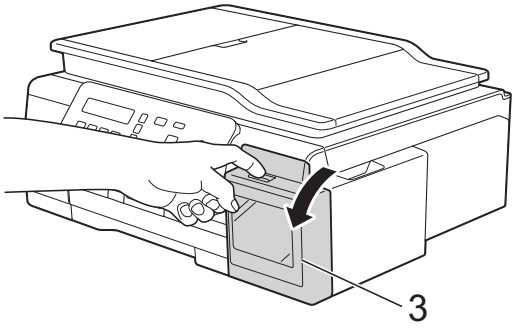
⚠ CAUTION

If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

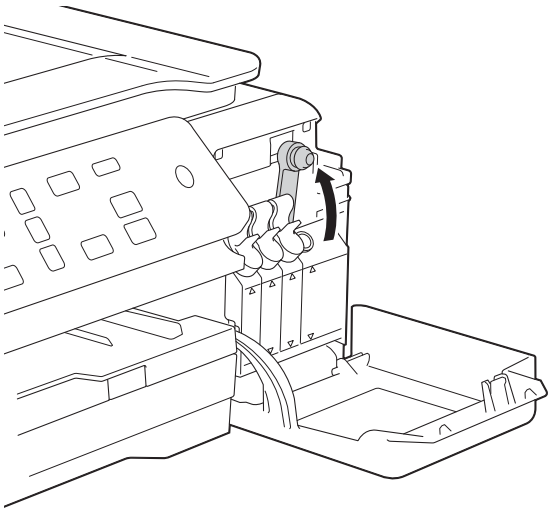
IMPORTANT

Brother multifunction machines are designed to work with ink of a particular specification and will work to a level of optimum performance and reliability when used with Brother Original ink. Brother cannot guarantee this optimum performance and reliability if ink of other specifications is used. Brother does not therefore recommend the use of ink from other sources. Damage to the product caused by the use of consumables manufactured by third parties may not be covered by the product warranty. Please refer to the terms of the product warranty.

1. Open the ink tank cover (3).



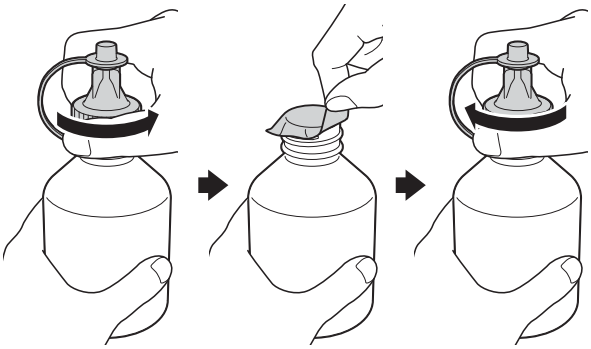
2 Remove the cap of the ink tank for the color you want to refill.



NOTE

Be careful to avoid touching any ink liquid when handling the cap of the ink tank.

3 Remove the cap of the ink bottle, remove the film from the ink bottle, and then replace the cap.

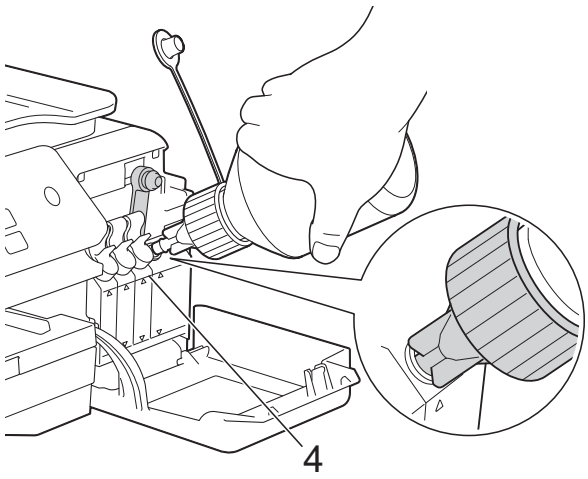


IMPORTANT

- Tighten the cap securely onto the ink bottle. Otherwise ink may leak.
- DO NOT shake the ink bottles. If ink stains your skin or clothing, wash with soap or detergent at once.

4 Remove the cap tip of the ink bottle.

5 Make sure that the color of the ink tank cap matches the ink color you want to refill.
Insert the nozzle of the ink bottle firmly so that the ink will not be spilled.
Refill the ink by squeezing the middle of the bottle gently as shown.



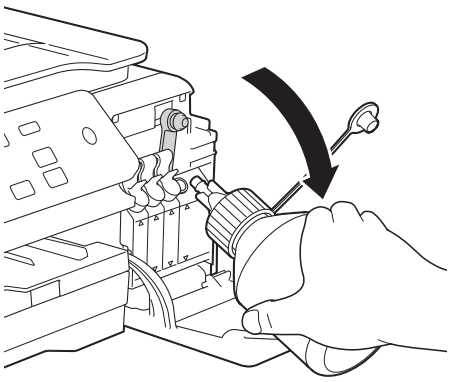
IMPORTANT

Be careful to avoid filling the ink past the upper line (4) above the triangle mark.

NOTE

- Be careful to avoid spilling any ink when refilling the ink tank.
- Refill with all of the ink in the bottle, if it does not exceed the upper line.

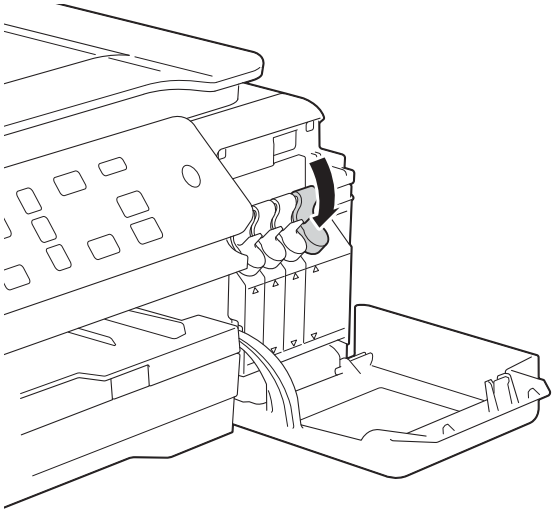
6 Point the nozzle upward so that the ink will not be spilled, and then remove the nozzle from the ink tank.



NOTE

If some ink remains in the bottle, tighten the cap securely onto the ink bottle, and store the ink bottle on a level surface in a cool, dark place.

7 Push down to tighten the cap securely onto the ink tank.



8 Repeat steps ❷ to ❼ for each ink tank you want to refill.

9 Close the ink tank cover.
When you open and close the ink tank cover, a message may appear on the LCD to verify whether the ink tanks were refilled.
If you have refilled the ink tanks, press ▲ (Yes).
If you have not refilled the ink tank, be sure to press ▼ (No).

If you pressed ▲ (Yes), you are asked which color ink tanks you have refilled. (For example,
Did You Refill [BK]? ▲Yes ▼No
may be displayed for the black ink tank.)
Press ▲ (Yes) to reset the ink dot counter for the refilled colors.
Press ▼ (No) for the non-refilled colors.

IMPORTANT

- If you accidentally mix the colors by filling the wrong ink tank, contact Brother customer service or your local Brother dealer.
- Once you open an ink bottle, use it up within six months. Use unopened ink bottles by the expiration date written on the bottle package.

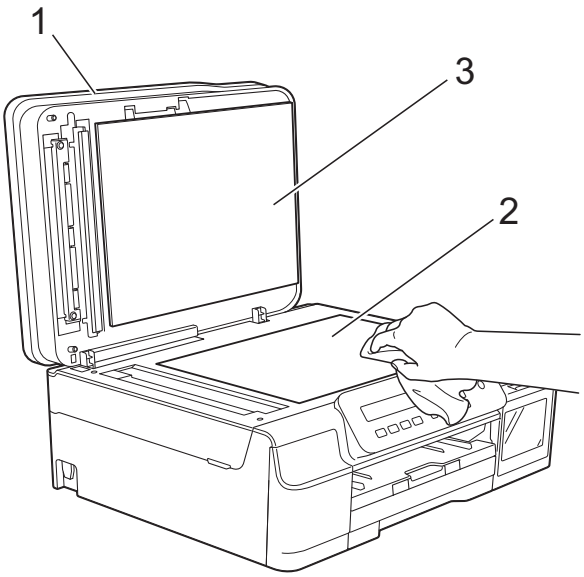
A

Cleaning and checking the machine

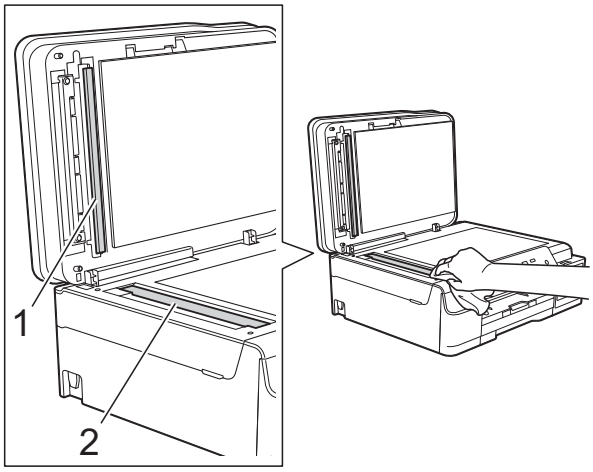
Cleaning the scanner glass

1. Unplug the machine from the electrical socket.

2. Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



3. (DCP-T700W)
In the ADF unit, clean the white bar (1) and the glass strip (2) with a lint-free cloth moistened with a non-flammable glass cleaner.



NOTE

In addition to cleaning the glass strip with a non-flammable glass cleaner, run your finger tip over the glass strip to see if you can feel anything on it. If you feel dirt or debris, clean the glass strip again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.

When there is a spot of dirt or correction fluid on the glass strip, the printed sample shows a vertical line.

→

After the glass strip is cleaned, the vertical line is gone.

Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head when needed. You can start the cleaning process manually if there is a print quality problem.

Clean the print head if you get a horizontal line in the text or graphics, or blank text on your printed pages. You can clean Black only; Yellow, Cyan, and Magenta at once; or all four colors at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.Ink`.
   Press **OK**.
3. Press ▲ or ▼ to choose `2.Cleaning`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Black`, `Colour` or `All`.
   Press **OK**.
   The machine cleans the print head. When cleaning has finished, the machine is ready to use.

NOTE

- If you clean the print head at least five times and the print has not improved, try cleaning the print head again up to three more times. If the print has not improved, contact Brother customer service or your local Brother dealer.
- You can also clean the print head from your PC.

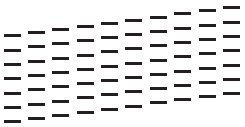
  (See Software and Network User's Guide.)

Checking the print quality

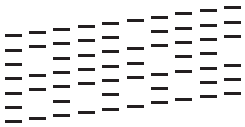
If faded or streaked colors and text appear on your printouts, some of the print head nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.Ink`.
   Press **OK**.
3. Press ▲ or ▼ to choose `1.Test Print`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Print Quality`.
   Press **OK**.
5. Press **Color Start**.
   The machine starts printing the Print Quality Check Sheet.
6. Check the quality of the four color blocks on the sheet.
7. The LCD asks you if the print quality is OK.
   Do one of the following:
   - If all lines are clear and visible, press ▲ (`Yes`) to finish the Print Quality check and go to step ⓫.
   - If you can see missing short lines as shown below, press ▼ to choose `No`.

OK



Poor



8. The LCD asks you if the print quality is OK for black and the three colors.
   Press ▲ (`Yes`) or ▼ (`No`).

9 The LCD asks you if you want to start cleaning.
Press ▲ (Yes).
The machine starts cleaning the print head.

10 After the cleaning procedure is finished, press **Color Start**.
The machine prints the Print Quality Check Sheet again. Return to step ❽.

11 Press **Stop/Exit**.

If you clean the print head at least five times and the print has not improved, try cleaning the print head again up to three more times. If the print has not improved, contact Brother customer service or your local Brother dealer.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

NOTE

When a print head nozzle is clogged the printed sample looks like this.

After the print head nozzle is cleaned, the horizontal lines are gone.

Checking the print alignment

If your printed text becomes blurred or images become faded, you may need to adjust the print alignment after transporting the machine.

1 Press **Menu**.

2 Press ▲ or ▼ to choose 1.Ink.
Press **OK**.

3 Press ▲ or ▼ to choose 1.Test Print.
Press **OK**.

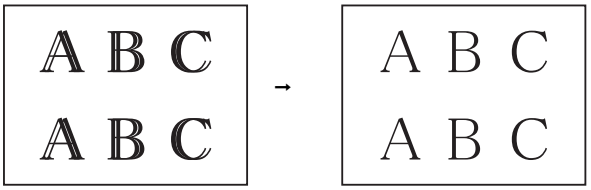
4 Press ▲ or ▼ to choose Alignment.
Press **OK**.

5 Press **Mono Start** or **Color Start**.
The machine starts printing the Alignment Check Sheet.

6 For the “A” pattern, press ▲ or ▼ to choose the number of the test print that has the least visible vertical stripes (1-9).
Press **OK**.
Repeat this step for the B, C, D and E patterns. In the example number 6 is the best choice for A, B, C, D and E.

7 Press **Stop/Exit**.

NOTE



When the print alignment is not adjusted correctly, text looks blurry like this.

After the print alignment is adjusted correctly, text looks like this.

Setting the date and time

Setting the date and time allows the machine to clean the print head regularly and maintain optimum print quality.

1 Press **Menu**.

2 Press ▲ or ▼ to choose `0.Initial Setup`.
Press **OK**.

3 Press ▲ or ▼ to choose `1.Date&Time`.
Press **OK**.

4 Press ▲ or ▼ to enter the last two digits of the year, and then press **OK**.

5 Press ▲ or ▼ to enter the two digits for the month, and then press **OK**.

6 Press ▲ or ▼ to enter the two digits for the day, and then press **OK**.

7 Press ▲ or ▼ to enter the two digits for the hour in 24-hour format, and then press **OK**.
(For example, enter 1 5 for 3:00 P.M.)

8 Press ▲ or ▼ to enter the two digits for the minute, and then press **OK**.

9 Press **Stop/Exit**.

B Troubleshooting

If you think there is a problem with your machine, check each of the items below first and follow the troubleshooting tips.

You can correct most problems by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at www.95105369.com.

Identifying the problem

First, check the following:

- The machine's power cord is connected correctly and the machine's power switch is turned on.
- All of the protective parts have been removed.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- LCD messages

  (See *Error and maintenance messages* on page 41.)

If you did not solve your problem with the above checks, identify your problem and then go to the suggested page.

Paper handling and Printing problems:

- *Printing Difficulties* on page 56
- *Print Quality Difficulties* on page 58
- *Paper Handling Difficulties* on page 60

Copying problems:

- *Copying Difficulties* on page 61

Scanning problems:

- *Scanning Difficulties* on page 61

Software and Network problems:

- *Software Difficulties* on page 61
- *Network Difficulties (DCP-T500W and DCP-T700W)* on page 62

Error and maintenance messages

As with any sophisticated office product, errors may occur and supply items may need to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown in the table.

You can clear most errors and perform routine maintenance by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

Visit us at www.95105369.com.

Error Message	Cause	Action
`B&W Print Only` `Refill [XX] Ink`	The amount of remaining ink in one or more of the ink tanks (except black) is low. This error message may appear if the ink dot counter is incorrect even if some ink remains. While this message appears on the LCD, each operation works in the following way: ■ Printing If you choose **Greyscale** in the **Advanced** tab of the printer driver, you can use the machine as a monochrome printer. 2-sided printing is not available when this message appears. ■ Copying If the paper type is set to `Plain Paper` you can make copies in monochrome.	Refill the ink tank. When you refill the ink tank, fill the ink up to the upper line, or fill with all of the ink in the bottle if it does not exceed the upper line. A message may appear on the LCD to verify whether the ink tanks were refilled. Press ▲ (`Yes`) to reset the ink dot counter if ink tank has been refill. Press ▼ (`No`) if ink tank has not been refilled. (See *Refilling the ink tanks* on page 33.) **NOTE** The machine will stop all print operations, you cannot use the machine until you refill the ink tank in the following cases: • If you unplug the machine. • If the paper type is set to anything except `Plain Paper`. • (Windows®) If you check **Slow Drying Paper** in the **Basic** tab of the printer driver. (Macintosh) If you check **Slow Drying Paper** in the **Print Settings** of the printer driver.

Error Message	Cause	Action
Cannot Print Refill [XX] Ink	The amount of remaining ink in one or more of the ink tanks is low. The machine will stop all print operations. This error message may appear if the ink dot counter is incorrect even if some ink remains.	Refill the ink tank. When you refill the ink tank, fill the ink up to the upper line, or fill with all of the ink in the bottle if it does not exceed the upper line. A message may appear on the LCD to verify whether the ink tanks were refilled. Press ▲ (Yes) to reset the ink dot counter if ink tank has been refill. Press ▼ (No) if ink tank has not been refilled. (See *Refilling the ink tanks* on page 33.)
Clean Unable XX Init Unable XX Print Unable XX Scan Unable XX	The machine has a mechanical problem.	Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes and reconnect it.
	A foreign object, such as a paper clip or a piece of ripped paper, is in the machine.	
Close Ink Cover	The ink tank cover is not locked in the closed position.	Firmly close the ink tank cover until it locks into place.
Cover is Open	The scanner cover is not locked in the closed position.	Lift the scanner cover, and then close it again.
		Make sure the USB cable (if used) has been guided correctly through the cable channel and out the back of the machine.
Data Remaining	Print data is left in the machine's memory.	Press **Stop/Exit**. The machine will cancel the job and clear it from the memory. Try to print again.
Document Jam (DCP-T700W)	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	(See *Using the ADF (DCP-T700W)* on page 20.) (See *Document jam (DCP-T700W)* on page 46.)
High Temperature	The room temperature is too high.	After lowering the room temperature, allow the machine to cool down to room temperature and then try again.

Error Message	Cause	Action
Ink Box Full	The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. Because these components are periodic maintenance items, the replacement is not covered under the warranty. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans itself upon power up. The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality, which is resolved by cleaning. The more cleaning the machine requires, the faster these boxes will fill up. **NOTE** *Repairs resulting from the use of non-Brother supplies may not be covered under the stated product warranty.*	The ink absorber box or flushing box will need to be replaced. Contact Brother customer service or your local Brother dealer to have your machine serviced. Other reasons for cleaning are: 1 After a paper jam has been cleared, the machine automatically cleans itself. 2 The machine automatically cleans itself after sitting idle for more than 30 days (infrequent use).
InkBox NearFull	The ink absorber box or flushing box is nearly full.	Contact Brother customer service or your local Brother dealer.

Error Message	Cause	Action
Ink Low XXXXXXX	The amount of remaining ink in one or more of the ink tanks is low. This error message may appear if the ink dot counter is incorrect even if a lot of ink remains.	Look through the see-through cover of the ink tank to assess the actual amount of remaining ink. If the remaining ink level is at or below the lower line under the triangle mark, refill the ink tank. A message may appear on the LCD to verify whether the ink tanks were refilled. Press ▲ (Yes) to reset the ink dot counter if ink tank has been refill. Press ▼ (No) if ink tank has not been refilled. (See *Refilling the ink tanks* on page 33.)
Low Temperature	The room temperature is too low.	After increasing the room temperature, allow the machine to warm up to room temperature and then try again.
No Paper Fed	The machine is out of paper or paper is not correctly loaded in the paper tray.	Do one of the following: ■ Refill the paper in the paper tray, and then press **Mono Start** or **Color Start**. ■ Remove and reload the paper, then press **Mono Start** or **Color Start**. (See *Loading paper and other print media* on page 10.)
	The paper tray was not fully inserted.	Remove the paper tray and re-install it until it locks into place, and then press **Mono Start** or **Color Start** on the control panel.
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (See Advanced User's Guide: *Cleaning the paper pick-up rollers*.)
	The Jam Clear Cover is not closed correctly.	Make sure the Jam Clear Cover is closed evenly at both ends. (See *Printer jam or paper jam* on page 47.)
	The paper is jammed in the machine.	Remove the jammed paper by following the steps in *Printer jam or paper jam* on page 47.
		If this error occurs often during 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Advanced User's Guide: *Cleaning the paper feed rollers*.)

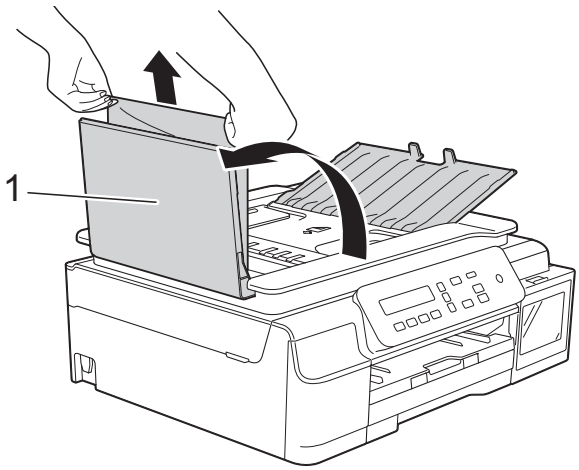
Error Message	Cause	Action
Out of Memory	The machine's memory is full.	**If a copy operation is in progress:** ■ Press **Stop/Exit** and wait until the other operations that are in progress finish, and then try again. ■ Press **Mono Start** or **Color Start** to print the pages scanned so far.
Paper Jam	The paper is jammed in the machine.	Remove the jammed paper by following the steps in *Printer jam or paper jam* on page 47. Make sure the paper length guide is set to the correct paper size.
		If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See *Additional paper jam clear operations* on page 50.)
	Paper dust has accumulated on the surface of the paper pick-up rollers.	Clean the paper pick-up rollers. (See Advanced User's Guide: *Cleaning the paper pick-up rollers*.)
Wrong Paper Size	The Paper Size setting does not match the size of paper in the tray. Or, you did not set the paper guides in the tray to the indicators for the paper size you are using.	1 Check that the Paper Size you chose matches the size of paper in the tray. (See *Paper Size* on page 16.) 2 Make sure you loaded the paper in a Portrait position, by setting the paper guides to the indicators for your paper size. (See *Loading paper and other print media* on page 10.) 3 After you have checked the paper size and the paper position, press **Mono Start** or **Color Start**.
		If you are printing from your computer, make sure the paper size you chose in the printer driver matches the size of paper in the tray. (See Software and Network User's Guide.)

Document jam (DCP-T700W)

Documents can jam in the ADF unit if they are not inserted or fed correctly, or if they are too long. Follow these steps to clear a document jam.

Document is jammed in the top of the ADF unit

1. Take out any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Remove the jammed document by pulling it upward.



1 ADF cover

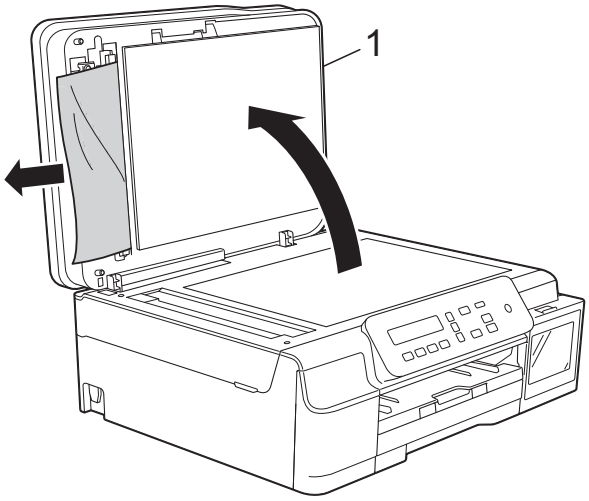
4. Close the ADF cover.
5. Press **Stop/Exit**.

IMPORTANT

To avoid document jams, close the ADF cover correctly by pushing it gently in the centre.

Document is jammed inside the ADF unit

1. Take any paper that is not jammed out of the ADF.
2. Lift the Document Cover.
3. Pull the jammed document out to the left.

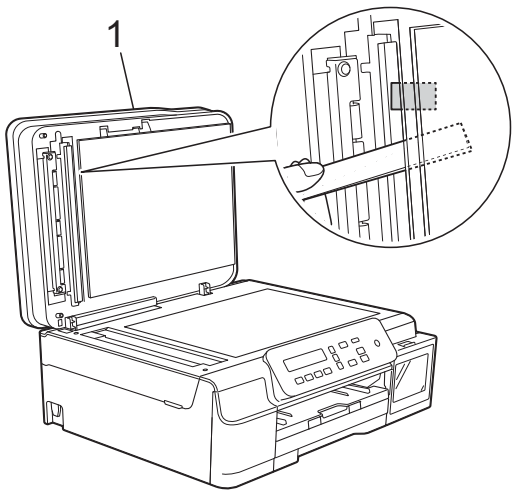


1 Document Cover

4. Close the document cover.
5. Press **Stop/Exit**.

Removing small documents jammed in the ADF

1. Lift the Document Cover.
2. Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



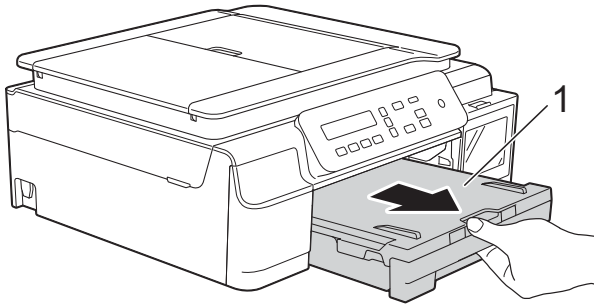
1 Document Cover

3. Close the document cover.
4. Press **Stop/Exit**.

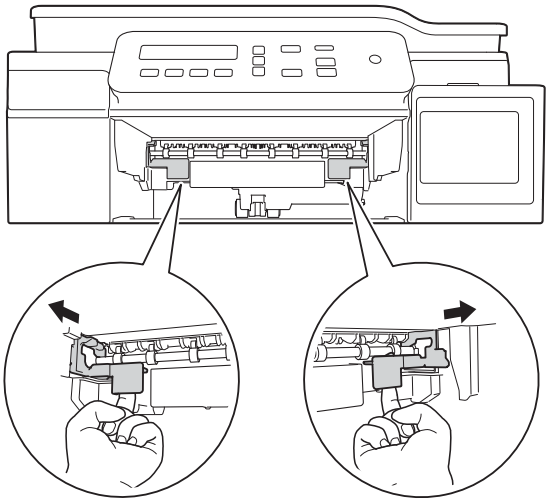
Printer jam or paper jam

Locate and remove the jammed paper by following these steps:

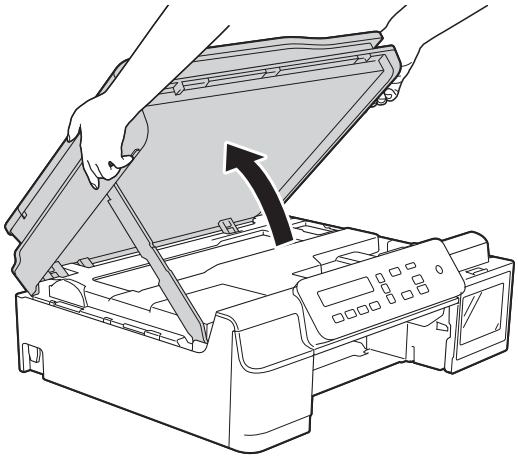
1. Unplug the machine from the electrical socket.
2. Pull the paper tray (1) completely out of the machine.



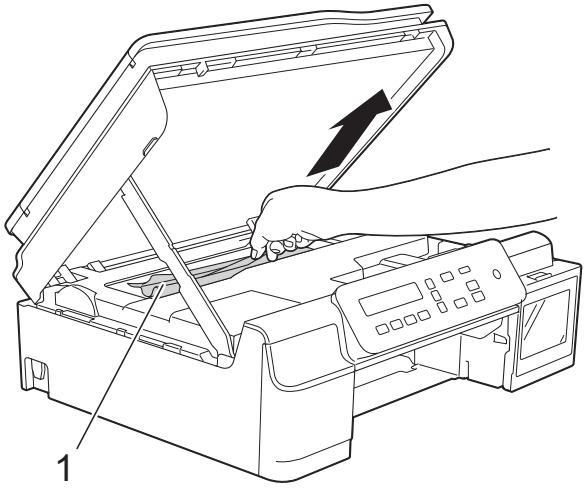
3. Pull the two green levers inside the machine towards you to release the jammed paper.



4. Place both hands under the plastic tabs on both sides of the machine and lift the scanner cover into the open position.

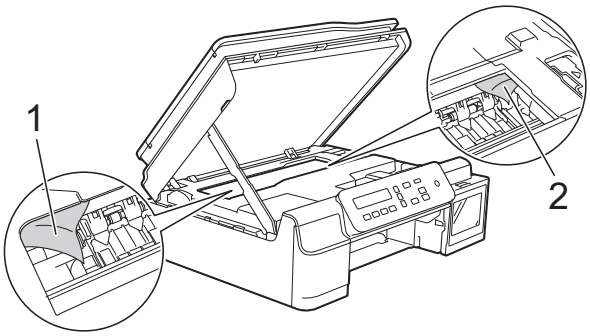


5. Pull the jammed paper (1) out of the machine.



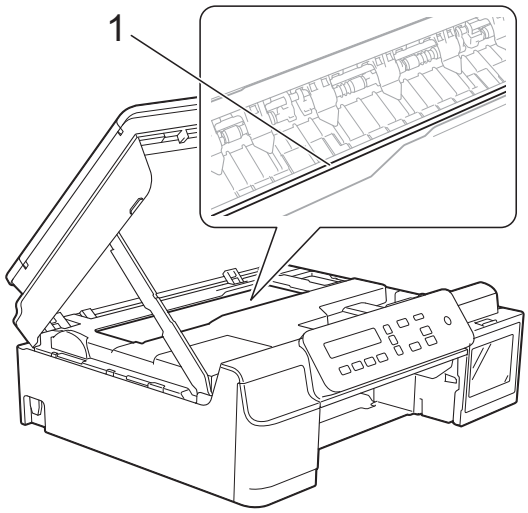
B

6 Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (1) and (2).



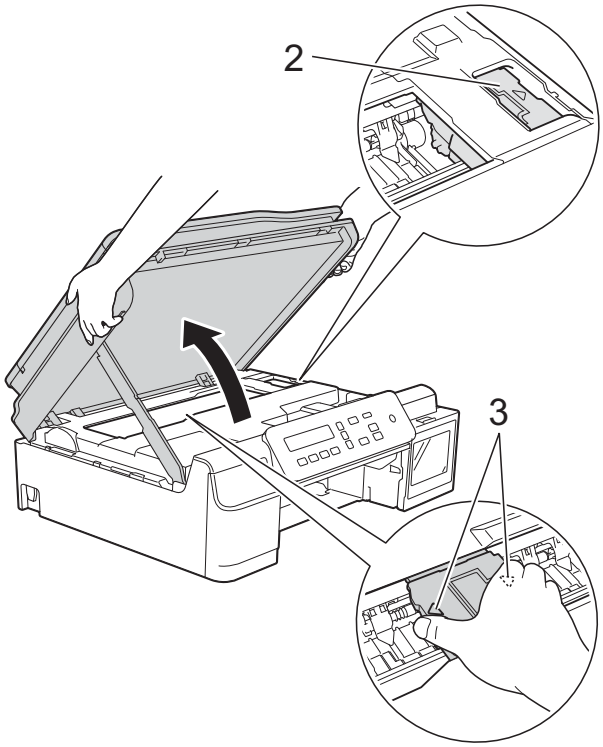
IMPORTANT

- DO NOT touch the encoder strip (1). Doing this may cause damage to the machine.



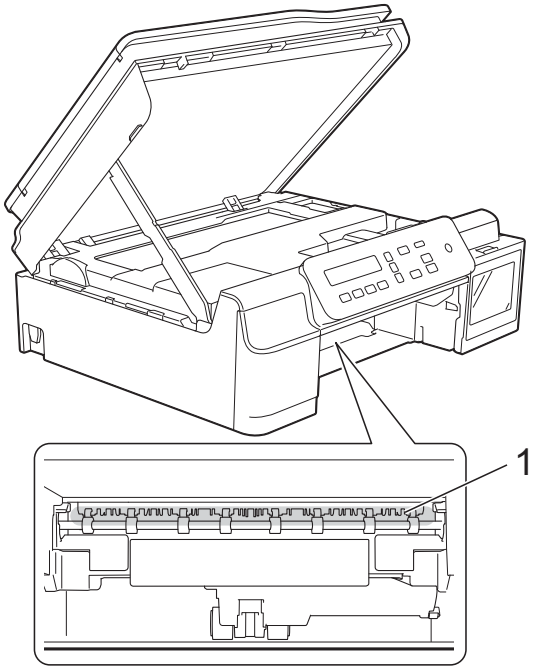
- If the print head is in the right corner as shown in the illustration (2), you cannot move it. Re-connect the power cord. Hold down **Stop/Exit** until the print head moves to the centre. Then unplug the machine from the power source and take out the paper.
- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to take out the paper.

  Hold the concave areas with the triangle marks shown in the illustration (3) to move the print head.

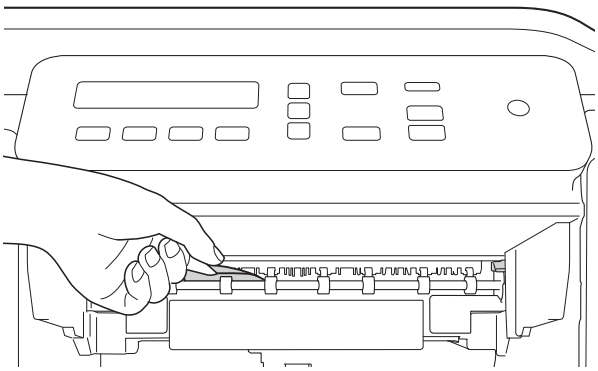


- If ink gets onto your skin, immediately wash with soap and plenty of water.

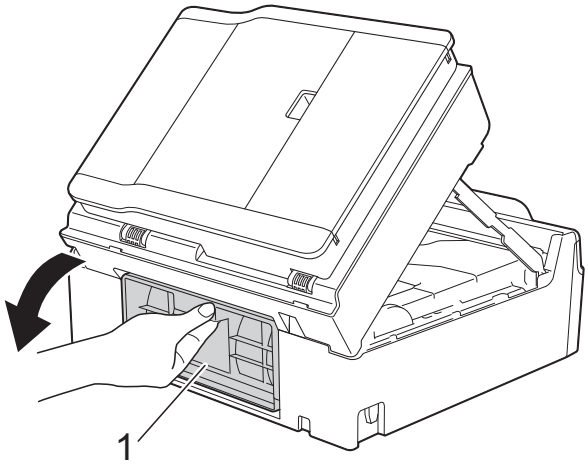
7 Be sure to look carefully inside the machine (1) for any pieces of paper.



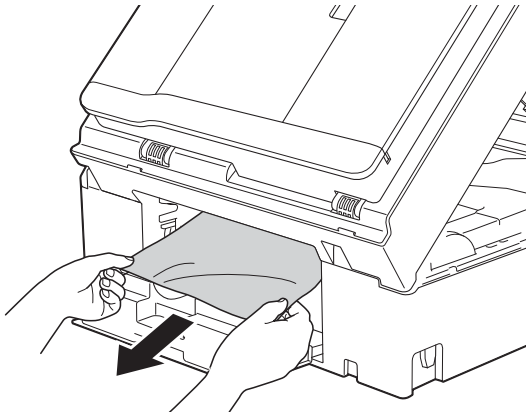
8 Look inside the machine from a lower angle, and make sure there are no pieces of paper remaining.



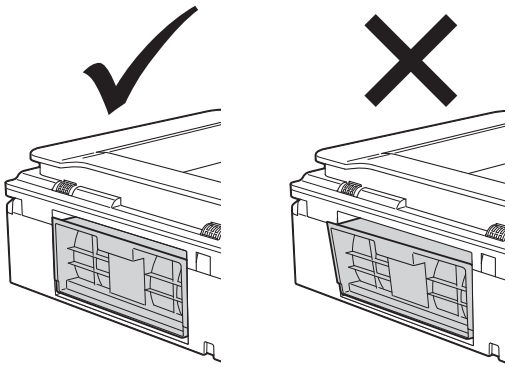
9 Open the Jam Clear Cover (1) at the back of the machine.



10 Remove the jammed paper.

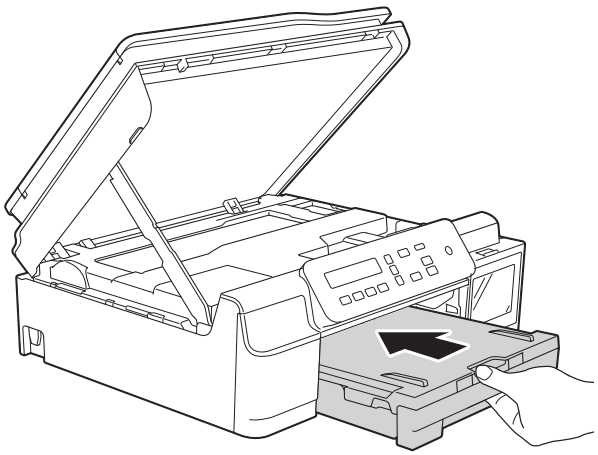


11 Close the Jam Clear Cover.
Make sure the cover is closed correctly.

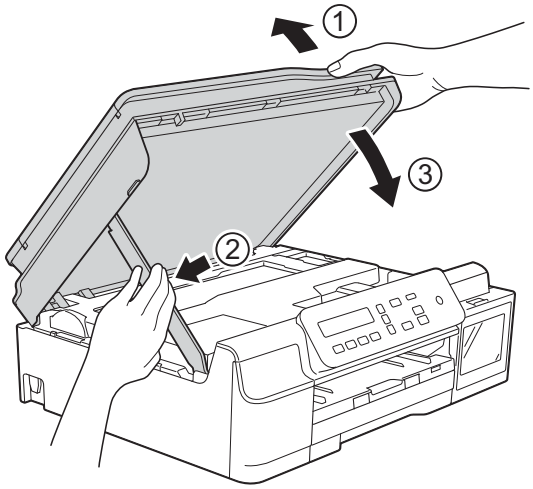


B

12 Put the paper tray firmly back in the machine.



13 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.

14 While holding the paper tray in place, pull out the paper support until it locks in the open position, and then unfold the paper support flap. Make sure you pull out the paper support until it locks into place.

15 Re-connect the power cord.

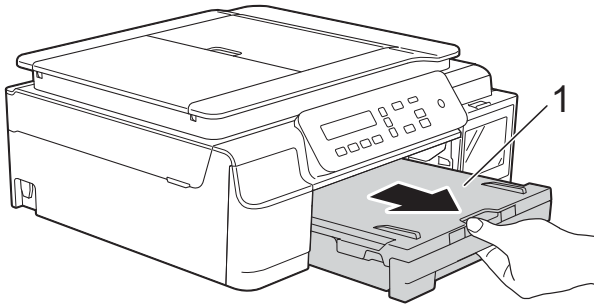
NOTE

If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 50.)

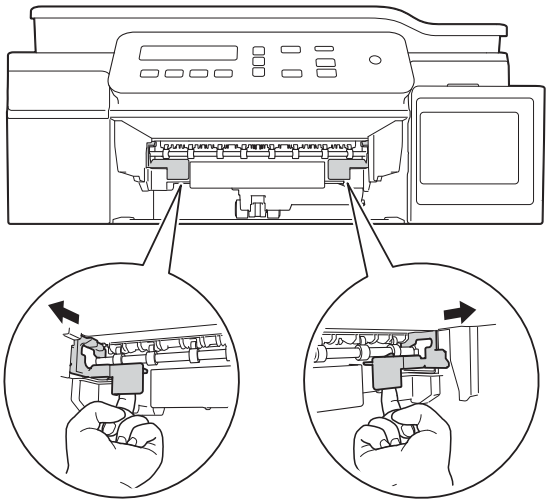
Additional paper jam clear operations

1 Unplug the machine from the electrical socket.

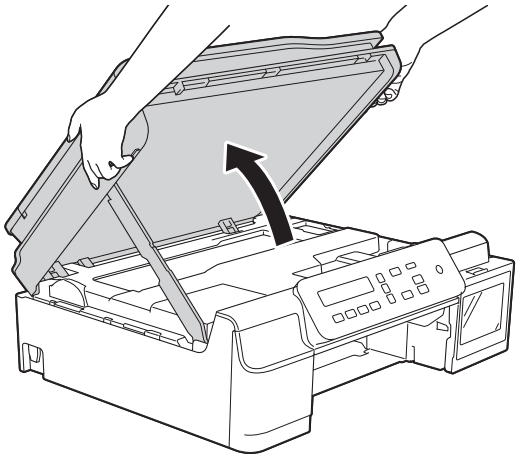
2 Pull the paper tray (1) completely out of the machine.



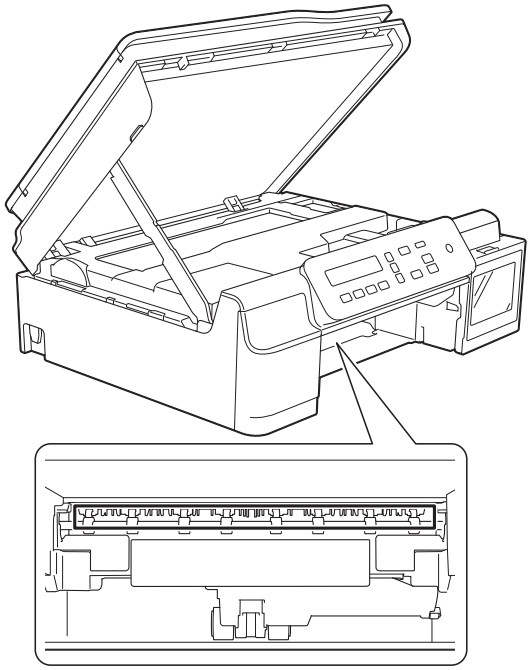
3 Pull the two green levers inside the machine towards you to release the jammed paper.

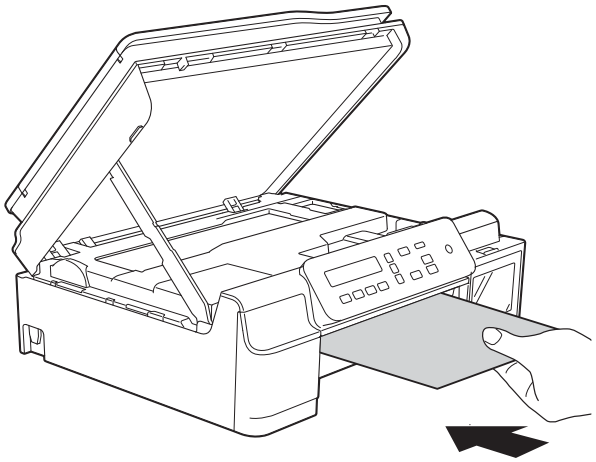


4 Place both hands under the plastic tabs on both sides of the machine and lift the scanner cover into the open position.

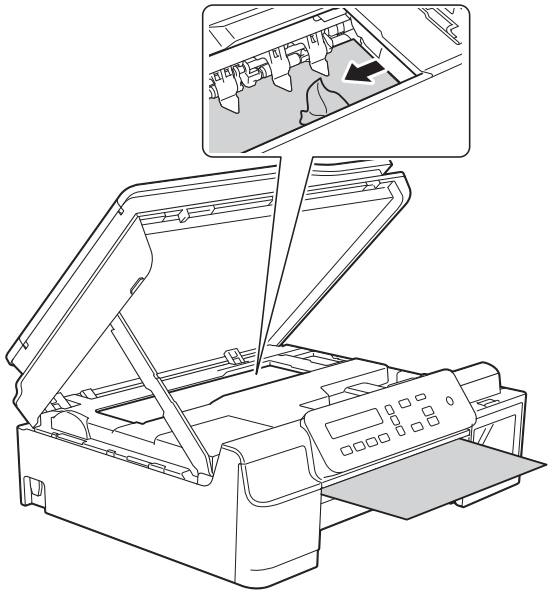


5 Load one sheet of thick A4 or Letter sized paper, such as glossy paper, deep into the machine as shown in the illustration.



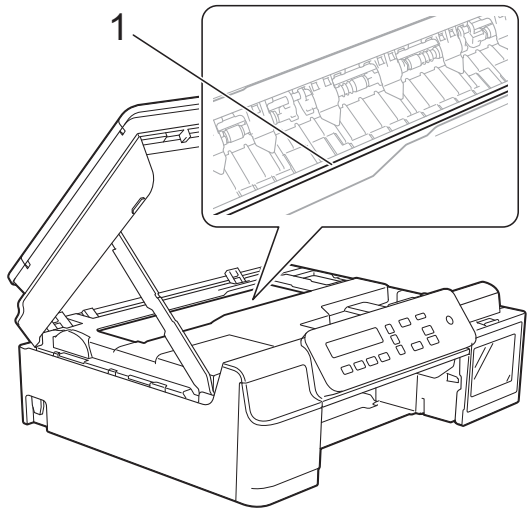


6 If the thick paper is pushing any jammed paper out, remove the jammed paper.



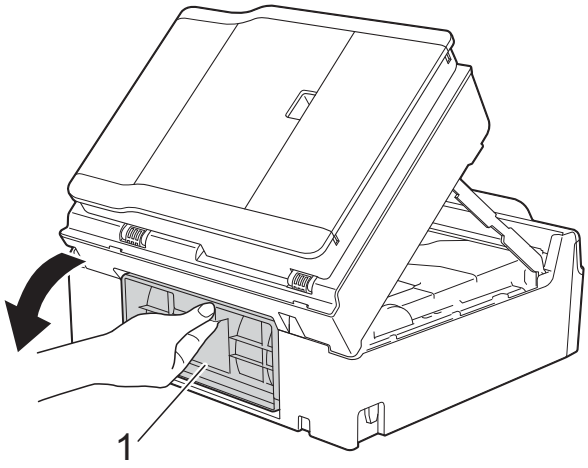
IMPORTANT

DO NOT touch the encoder strip (1). Doing this may cause damage to the machine.

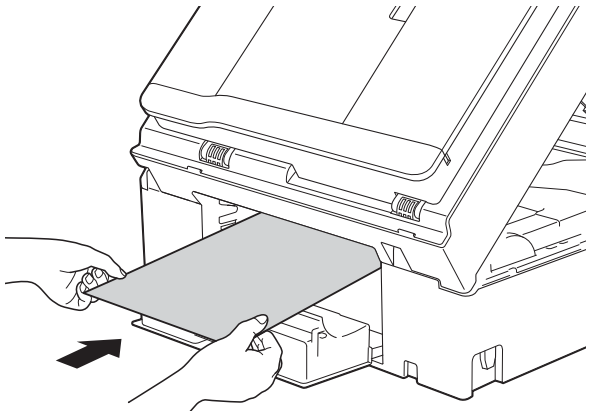


7 Pull the thick paper out of the machine.

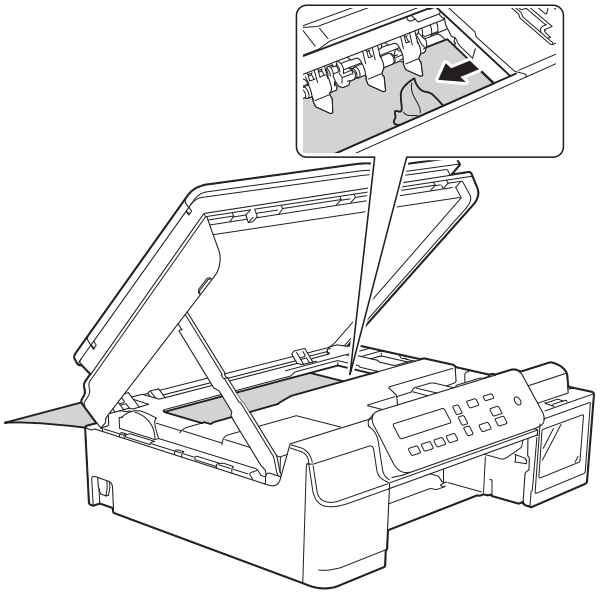
8 Open the Jam Clear Cover (1) at the back of the machine.



9 Load one sheet of thick A4 or Letter sized paper, such as glossy paper, deep into the machine as shown in the illustration.

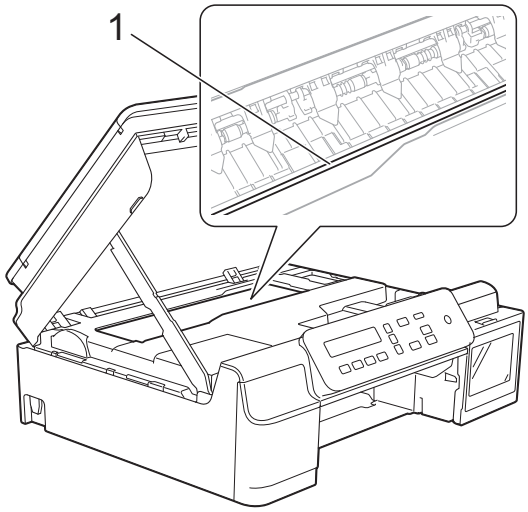


10 If the thick paper is pushing any jammed paper out, remove the jammed paper.



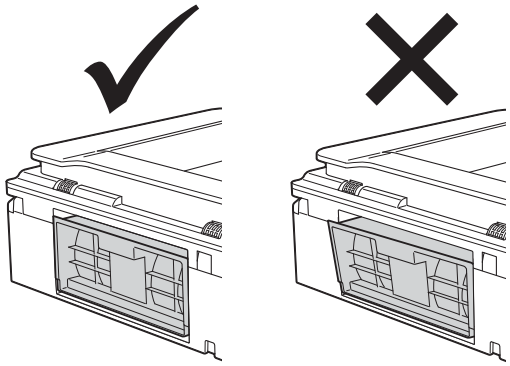
IMPORTANT

DO NOT touch the encoder strip (1). Doing this may cause damage to the machine.

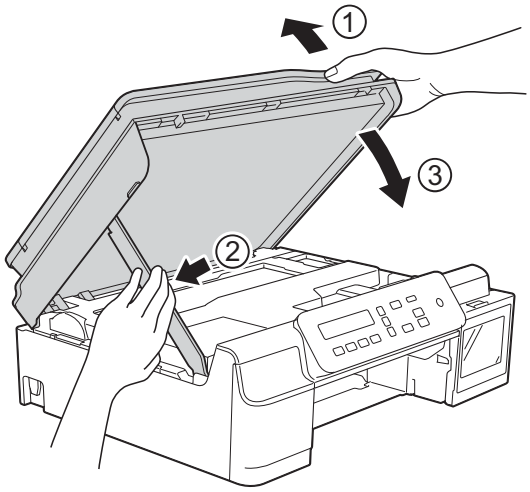


11 Pull the thick paper out of the machine.

12 Close the Jam Clear Cover.
Make sure the cover is closed correctly.



13 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.

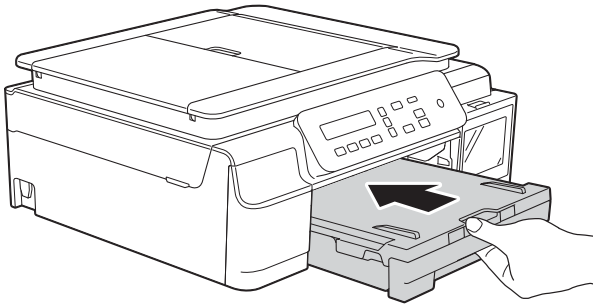


⚠ CAUTION

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

B

14 Put the paper tray firmly back in the machine.



15 Re-connect the power cord.

If you are having difficulty with your machine

IMPORTANT

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.

If you think there is a problem with your machine, check the following chart and follow the troubleshooting tips. You can correct most problems by yourself.

If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at www.95105369.com.

NOTE

For technical help, you must contact Brother customer support.

Printing Difficulties

Difficulty	Suggestions
No printout.	Check that the correct printer driver has been installed and chosen.
	Check to see if the LCD is showing an error message. (See *Error and maintenance messages* on page 41.)
	Make sure that the machine is online. (Windows® XP and Windows Server® 2003 (DCP-T500W and DCP-T700W)) Click **Start**/**Printers and Faxes**. Right-click **Brother DCP-XXXX Printer** (where XXXX is your model name). If the printer is offline, it will show **Use Printer Online**. Select this option to enable the printer. (Windows Vista® and Windows Server® 2008 (DCP-T500W and DCP-T700W)) Click /**Control Panel**/**Hardware and Sound**/**Printers**. Right-click **Brother DCP-XXXX Printer** (where XXXX is your model name). If the printer is offline, it will show **Use Printer Online**. Select this option to enable the printer. (Windows® 7 and Windows Server® 2008 R2 (DCP-T500W and DCP-T700W)) Click /**Devices and Printers**. Right-click **Brother DCP-XXXX Printer** (where XXXX is your model name) and choose **See what's printing**. Click **Printer** and make sure that **Use Printer Offline** is unchecked. (Windows® 8 and Windows Server® 2012 (DCP-T500W and DCP-T700W)) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** (**Hardware**) group, click **View devices and printers**. Right-click **Brother DCP-XXXX Printer** (where XXXX is your model name) and select **See what's printing**. If printer driver options appear, select your printer driver. Click **Printer** in the menu bar and make sure that **Use Printer Offline** is not selected. (Windows Server® 2012 R2 (DCP-T500W and DCP-T700W)) Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**. Right-click **Brother DCP-XXXX Printer** (where XXXX is your model name) and select **See what's printing**. If printer driver options appear, select your printer driver. Click **Printer** in the menu bar and make sure that **Use Printer Offline** is not selected.
	Look through the see-through cover of the ink tank to assess the actual amount of remaining ink. If the remaining ink level is at or below the lower line under the triangle mark, refill the ink tank. A message may appear on the LCD to verify whether the ink tanks were refilled. Press ▲ (`Yes`) to reset the ink dot counter if ink tank has been refill. Press ▼ (`No`) if ink tank has not been refilled. (See *Refilling the ink tanks* on page 33.)

Printing Difficulties (continued)

Difficulty	Suggestions
No printout. (continued)	The document will not print if old, unprinted data remains in the printer driver spooler. Open the printer icon, and then delete all the data. Your printer icon can be found in the following way: (Windows® XP and Windows Server® 2003 (DCP-T500W and DCP-T700W)) Click **Start**/**Printers and Faxes**. (Windows Vista® and Windows Server® 2008 (DCP-T500W and DCP-T700W)) Click **/Control Panel**/**Hardware and Sound**/**Printers**. (Windows® 7 and Windows Server® 2008 R2 (DCP-T500W and DCP-T700W)) Click **/Devices and Printers**/**Printers and Faxes**. (Windows® 8 and Windows Server® 2012 (DCP-T500W and DCP-T700W)) Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**/**Control Panel**/**Hardware and Sound** (**Hardware**) group/**View devices and printers**/**Printers**. (Windows Server® 2012 R2) Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**/**Printers**. (OS X v10.7.5, 10.8.x) Click **System Preferences**/**Print & Scan**. (OS X v10.9.x) Click the **System Preferences**/**Printers & Scanners**.
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. (See *Unprintable area* on page 15.)
Cannot perform “Page Layout” printing.	Check that the paper size setting in the application and in the printer driver are the same.
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver as follows: (Windows®) Click **Colour Settings** on the **Advanced** tab, and make sure you uncheck **Colour Enhancement**. (Macintosh) Choose **Color Settings**, click **Advanced Color Settings**, and make sure you uncheck **Color Enhancement**.
	Turn the Borderless feature off. Borderless printing is slower than normal printing. (See Software and Network User’s Guide.)
Color Enhancement is not working correctly.	If the image data is not full color in your application (such as 256 color), Color Enhancement will not work. Use at least 24 bit color data with the Color Enhancement feature.
Machine does not print from Adobe® Illustrator®.	Try to reduce the print resolution. (See Software and Network User’s Guide.)

Print Quality Difficulties

Difficulty	Suggestions
Poor print quality.	Check the print quality. (See *Checking the print quality* on page 37.)
	Make sure that the **Media Type** setting in the printer driver or the `Paper Type` setting in the machine's menu matches the type of paper you are using. (See *Paper Type* on page 16.) (See Software and Network User's Guide.)
	Make sure that your ink is fresh. The following may cause ink to clog: ■ The expiration date written on the bottle package has passed. ■ The ink has been in your machine for over six months. ■ The ink bottle may not have been stored correctly before use. Store the ink bottle on a level surface in a cool, dark place.
	Make sure you are using Brother Original ink. Brother does not recommend using or refilling with any kind of ink other than Brother Original ink.
	Make sure you are using one of the recommended types of paper. (See *Acceptable paper and other print media* on page 17.)
	The recommended environment for your machine is between 20 °C to 33 °C.
The printout is faint, even after refilling with Brother Original ink.	The refilled ink may not have reached the print head. Perform the following special cleaning operation: Press **Menu** and then press ▲ or ▼ and the **OK** button to select `1.Ink` > `2.Cleaning`. Press and hold down **Menu**, while pressing **OK**. The machine will begin its cleaning procedure. **NOTE** This cleaning method requires enough ink to fill the ink delivery tubes. Before cleaning, refill all ink tank colors.
White horizontal lines appear in text or graphics. 	Clean the print head. (See *Cleaning the print head* on page 37.)
	Make sure you are using Brother Original ink.
	Try using the recommended types of paper. (See *Acceptable paper and other print media* on page 17.)
	To prolong print head life, provide the best ink economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using to power down the machine. Using allows minimal power to the machine ensuring periodic cleanings of the print head occur.

Print Quality Difficulties (continued)

Difficulty	Suggestions
The machine prints blank pages.	Clean the print head. (See *Cleaning the print head* on page 37.)
	Make sure you are using Brother Original ink.
	To prolong print head life, provide the best ink economy and maintain print quality, we do not recommend frequently unplugging the machine and/or leaving the machine unplugged for extended periods of time. We recommend using to power down the machine. Using allows minimal power to the machine ensuring periodic cleanings of the print head occur.
Characters and lines are blurred.	Check the printing alignment. (See *Checking the print alignment* on page 38.)
Printed text or images are skewed.	Make sure the paper is loaded correctly in the paper tray and the paper guides are adjusted correctly. (See *Loading paper and other print media* on page 10.)
	Make sure the Jam Clear Cover is closed correctly.
Smudge or stain at the top centre of the printed page.	Make sure the paper is not too thick or curled. (See *Acceptable paper and other print media* on page 17.)
Printing appears dirty or ink seems to run.	Make sure you are using the recommended types of paper. (See *Acceptable paper and other print media* on page 17.) Don't handle the paper until the ink is dry.
	Make sure the print side is face down in the paper tray.
	Make sure you are using Brother Original ink.
	If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the **Media Type** in the printer driver.
Ink is smudged or wet when using glossy photo paper.	Be sure to check the front and back of the paper. Place the glossy surface (printing surface) face down. (See *Paper Type* on page 16.)
	If you use glossy photo paper, make sure that the paper type setting is correct.
Stains appear on the reverse side or at the bottom of the page.	Make sure the printer platen is not dirty with ink. (See Advanced User's Guide: *Cleaning the machine's printer platen*.)
	Make sure you are using Brother Original ink.
	Make sure you are using the paper support flap. (See *Loading paper and other print media* on page 10.)
	Make sure the paper feed rollers are not dirty with ink. (See Advanced User's Guide: *Cleaning the paper feed rollers*.)
The machine prints dense lines on the page.	(Windows®) Check **Reverse Order** in the **Basic** tab of the printer driver.
The printouts are wrinkled.	(Windows®) In the printer driver **Advanced** tab, click **Colour Settings** and uncheck **Bi-Directional Printing**. (Macintosh) In the printer driver, choose **Print Settings**, click **Advanced**, choose **Other Print Options** and uncheck **Bi-Directional Printing**.
	Make sure you are using Brother Original ink.

Paper Handling Difficulties

Difficulties	Suggestions
The machine does not feed paper.	Make sure the paper tray is pushed in all the way until it clicks into place.
	Make sure the Jam Clear Cover at the back of the machine is closed.
	If the LCD shows the Paper Jam message and you still have a problem, see *Error and maintenance messages* on page 41.
	If there is no paper, load a new stack of paper into the paper tray.
	If there is paper in the paper tray, make sure it is straight. If the paper is curled, straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray.
	Reduce the amount of paper in the paper tray, and then try again.
	Clean the paper pick-up rollers. (See Advanced User's Guide: *Cleaning the paper pick-up rollers*.)
Photo paper does not feed correctly.	When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
Machine feeds multiple pages.	Do the following: ■ Make sure the paper is loaded correctly in the paper tray. ■ Remove all the paper from the tray and fan the stack of paper well, then put it back in the tray. ■ Make sure you do not push the paper in too far. (See *Loading paper and other print media* on page 10.)
	Make sure the Jam Clear Cover is closed correctly. (See *Printer jam or paper jam* on page 47.)
	Make sure the Base Pad in the paper tray is not dirty. (See Advanced User's Guide: *Cleaning the paper pick-up rollers*.)
There is a paper jam.	See *Printer jam or paper jam* on page 47. Make sure the paper guides are set to the correct paper size.
Paper jam reoccurs.	If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See *Additional paper jam clear operations* on page 50.)
The paper jams when you use 2-sided print.	Use one of the jam prevention settings, 2-sided1 or 2-sided2. (For more information, see Software and Network User's Guide.)
	If paper jams occur often during 2-sided printing, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See Advanced User's Guide: *Cleaning the paper feed rollers*.)

Copying Difficulties

Difficulty	Suggestions
Vertical black lines or streaks appear in copies. (DCP-T700W)	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip, scanner glass, white bar and white plastic above them. (See *Cleaning the scanner glass* on page 36.)
Black marks or spots appear in copies.	Black marks or spots on copies are typically caused by dirt or correction fluid on the scanner glass. Clean the scanner glass and white plastic above it. (See *Cleaning the scanner glass* on page 36.)
Copies are blank.	Make sure you are loading the document correctly. (See *Loading documents* on page 20.)
Poor copy results when using the ADF. (DCP-T700W)	Try using the scanner glass. (See *Using the scanner glass* on page 21.)
Fit to Page does not work correctly.	Make sure the document is not skewed on the scanner glass. Reposition the document and try again.

Scanning Difficulties

Difficulty	Suggestions
TWAIN or WIA errors appear when starting to scan. (Windows®)	Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application.
TWAIN or ICA errors appear when starting to scan. (Macintosh)	Make sure the Brother TWAIN driver is chosen as the primary source. You can also scan documents using the ICA Scanner Driver. (See Software and Network User's Guide.)
Poor scanning results when using the ADF. (DCP-T700W) ■ Vertical black lines appear in the scanned data.	Clean the white bar in the ADF and the glass strip underneath it. (See *Cleaning the scanner glass* on page 36.)
	Try using the scanner glass. (See *Using the scanner glass* on page 21.)

Software Difficulties

Difficulty	Suggestions
Cannot install software or print.	(Windows®) Run the **Repair MFL-Pro Suite** program on the CD-ROM. This program will repair and reinstall the software.
"Device Busy"	Make sure the machine is not showing an error message on the LCD.

Network Difficulties (DCP-T500W and DCP-T700W)

Difficulty	Suggestions
Cannot print over the network.	Make sure that your machine is powered on and is online and in the Ready mode. Print a Network Configuration Report (See Advanced User's Guide: *Reports*) and check the current Network settings printed in this list. If you are using a wireless connection or are having Network problems see Software and Network User's Guide.
The network scanning feature does not work.	(Windows®) It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below: In Name: Enter any description, for example Brother NetScan. In Port number: Enter 54925. In Protocol: UDP is selected. Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer. (Macintosh) Select **Other** from the **Model** drop-down list in the main screen of ControlCenter2. The **Device Selector** window appears. Reselect your network machine, make sure **Status** is **idle**, and then click **OK**.
The Brother software cannot be installed.	(Windows®) If the Security Software warning appears on the PC screen during the installation, change the Security Software settings to permit the Brother product setup program or other Brother program to run. (Macintosh) If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software.
Cannot connect to wireless network.	Investigate the problem using the `WLAN Report`. Press **Menu**, and then press ▲ or ▼ to choose `4.Print Reports`. Press **OK**. Press ▲ or ▼ to choose `3.WLAN Report`, and then press **OK**. See Software and Network User's Guide.
Reset the network settings.	Press **Menu**, and then press ▲ or ▼ to choose `3.Network`. Press **OK**. Press ▲ or ▼ to choose `0.Network Reset`, and then press **OK**. See Software and Network User's Guide.

Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

1. Press **Menu**.
2. (DCP-T300)
   Press ▲ or ▼ to choose `4.Machine Info.`
   Press **OK**.
   (DCP-T500W and DCP-T700W)
   Press ▲ or ▼ to choose `5.Machine Info.`
   Press **OK**.
3. Press ▲ or ▼ to choose `1.Serial No.`
   Press **OK**.
   Your machine's serial number will appear on the LCD.
4. Press **Stop/Exit**.

Checking the firmware version

You can see the machine's firmware version on the LCD.

1. Press **Menu**.
2. (DCP-T300)
   Press ▲ or ▼ to choose `4.Machine Info.`
   Press **OK**.
   (DCP-T500W and DCP-T700W)
   Press ▲ or ▼ to choose `5.Machine Info.`
   Press **OK**.
3. Press ▲ or ▼ to choose `2.Version`.
   Press **OK**.
   Your machine's firmware version will appear on the LCD.
4. Press **Stop/Exit**.

Reset functions

The following reset functions are available:

1 `Machine Reset`

You can reset the machine's settings, such as the Date and Time.

2 `Network`
(DCP-T500W and DCP-T700W)

You can reset the print server back to its factory settings, such as the password and IP address information.

3 `All Settings`

You can restore all settings to the factory default.

Brother strongly recommends performing this procedure before handing over or disposing of the machine.

How to reset the machine

1. Press **Menu**.
2. Press ▲ or ▼ to choose `0.Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `4.Reset`.
   Press **OK**.
4. (DCP-T300)
   Press ▲ or ▼ to choose the type of reset, `1.Machine Reset` or `2.All Settings`.
   Press **OK**.
   (DCP-T500W and DCP-T700W)
   Press ▲ or ▼ to choose the type of reset, `1.Machine Reset`, `2.Network` or `3.All Settings`.
   Press **OK**.
5. Press ▲ to choose ▲ `Reset`.
6. Press ▲ to confirm.

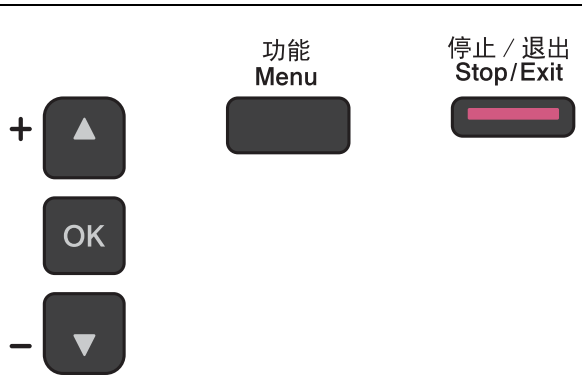
C Settings and features tables

Using the Settings tables

Your machine is easy to set up and operate. All you have to do is press the Menu keys to choose the settings and options you want to set as they are displayed on the screen.

We have created step-by-step Settings tables so you can see all the available choices for each setting and feature at-a-glance. You can use these tables to quickly choose your preferred settings in the machine.

Menu keys

<table>
<tr><td colspan="2"> 
</td></tr>
<tr><td>
</td><td>Access the menu.</td></tr>
<tr><td>
</td><td>Scroll through the current menu level.</td></tr>
<tr><td>
</td><td>Go to the next menu level.
Accept an option.</td></tr>
<tr><td>
</td><td>Exit the menu or stop the current operation.</td></tr>
</table>

To access the menu mode:

1. Press **Menu**.
2. Choose an option.
   You can scroll quickly through each menu level by pressing ▲ or ▼.

   ```
   1.Ink
   ```

   ```
   2.Copy
   ```

   ```
   3.Network
   ```

   ```
   4.Print Reports
   ```

   ```
   5.Machine Info.
   ```

   ```
   0.Initial Setup
   ```
3. Press **OK** when that option appears on the LCD.
   The LCD will then show the next menu level.
4. Press ▲ or ▼ to scroll to choose the setting you want to change.
   Press **OK**.
5. Press ▲ or ▼ to choose the option you want.
   Press **OK**.
   The LCD will show `Accepted`.
6. Press **Stop/Exit**.

Menu table

The menu table will help you understand the menu selections of your machine. The factory settings are shown in bold with an asterisk.

Menu (功能 Menu)

Level1	Level2	Level3	Options	Descriptions	Page
1.Ink	**1.Test Print**	—	Print Quality Alignment	Lets you check the print quality or alignment.	37 38
	2.Cleaning	—	Black Colour All	Lets you clean the print head.	37
	3.Ink Low Notice	—	**On*** Off	If you do not need the notification, you may customize the setting on machine so that Ink low error message will not be displayed.	—
2.Copy	**1.Paper Type**	—	**Plain Paper*** Inkjet Paper Brother BP71 Other Glossy	Sets the type of paper in the paper tray.	16
	2.Paper Size	—	**A4*** A5 10x15cm Letter	Sets the size of the paper in the paper tray.	16
	3.Quality	—	**Normal*** Best	Chooses the copy resolution for your type of document.	See ◆.
	4.Density	—	-■□□□□+ -□■□□□+ **-□□■□□+*** -□□□■□+ -□□□□■+	Adjusts the density of copies.	
◆ See Advanced User's Guide.					
The default settings are shown in Bold with an asterisk.					

Network menu (DCP-T500W and DCP-T700W)

Level1	Level2	Level3	Options	Descriptions	Page
3.Network	1.TCP/IP	1.BOOT Method	**Auto*** Static RARP BOOTP DHCP	Chooses the BOOT method that best suits your needs.	See +.
		2.IP Address	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address.	
		3.Subnet Mask	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Subnet mask.	
		4.Gateway	[000-255]. [000-255]. [000-255]. [000-255]	Enter the Gateway address.	
		5.Node Name	BRWXXXXXXXXXXXX	Lets you check the Node name.	
		6.WINS Config	**Auto*** Static	Chooses the WINS configuration mode.	
		7.WINS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary WINS server.	
		8.DNS Server	(Primary) 000.000.000.000 (Secondary) 000.000.000.000	Specifies the IP address of the primary or secondary DNS server.	
		9.APIPA	**On*** Off	Automatically allocates the IP address from the link-local address range.	
	2.WLAN Assistant	—	—	You can configure your wireless network settings using the Brother CD-ROM.	
	3.Setup Wizard	—	—	You can manually configure your print server for a wireless network.	
+ See Software and Network User's Guide.					
The default settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
3.Network (Continued)	**4.WPS/AOSS**	—	—	You can easily configure your wireless network settings using the one-button push method.	See +.
	5.WPS w/PIN Code	—	—	You can easily configure your wireless network settings using WPS with a PIN code.	
	6.WLAN Status	**1.Status**	—	You can see the current wireless network status.	
		2.Signal	—	You can see the current wireless network signal strength.	
		3.SSID	—	You can see the current SSID.	
		4.Comm. Mode	—	You can see the current Communication Mode.	
	7.MAC Address	—	—	You can see your machine's MAC address from the control panel.	
	8.WLAN Enable	—	On **Off***	Lets you use the wireless network connection.	
	0.Network Reset	—	—	Restores all network settings to the factory default.	
+ See Software and Network User's Guide.					
The default settings are shown in Bold with an asterisk.					

Menu (continued) (DCP-T300, DCP-T500W and DCP-T700W)

Level1	Level2	Level3	Options	Descriptions	Page
3.Print Reports (DCP-T300) 4.Print Reports (DCP-T500W and DCP-T700W)	1.User Settings	—	—	Prints these lists and reports.	See ◆.
	2.Network Config (DCP-T500W and DCP-T700W)	—	—		
	3.WLAN Report (DCP-T500W and DCP-T700W)	—	—		
4.Machine Info. (DCP-T300) 5.Machine Info. (DCP-T500W and DCP-T700W)	1.Serial No.	—	—	Lets you check the serial number of your machine.	63
	2.Version	—	—	Lets you check the firmware version of your machine.	
◆ See Advanced User's Guide.					
The default settings are shown in Bold with an asterisk.					

C

Level1	Level2	Level3	Options	Descriptions	Page
0.Initial Setup	1.Date&Time	—	—	Sets the date and time in your machine.	39
	2.LCD Contrast	—	Light **Dark***	Adjusts the contrast of the LCD.	See ◆.
	3.Sleep Mode	—	1 Min 2 Mins 3 Mins **5 Mins*** 10 Mins 30 Mins 60 Mins	You can choose how long the machine will remain idle before it goes into Sleep mode.	
	4.Reset	1.Machine Reset	▲ Reset ▼ Exit	Resets all the machine's settings that you have changed, such as the Date and Time.	63
		2.Network (DCP-T500W and DCP-T700W)	▲ Reset ▼ Exit	Resets the print server back to the factory defaults, such as the password and IP address information.	
		2.All Settings (DCP-T300) 3.All Settings (DCP-T500W and DCP-T700W)	▲ Reset ▼ Exit	Resets all the machine's settings back to the factory default.	
	5.Auto Power Off	—	**Off*** 1hour 2hours 4hours 8hours	This feature will turn off the machine after it has been in Sleep Mode for the number of hours you set. When set to Off, the machine will not power off automatically.	9
	0.Local Language	—	(Choose the language you want to use)	Allows you to change the LCD language.	See ◆.
◆ See Advanced User's Guide.					
The default settings are shown in Bold with an asterisk.					

Enlarge/Reduce (

) (Temporary settings)

Level1	Level2	Level3	Options	Descriptions	Page
—	—	—	Fit to Page Custom(25-400%) 198% 10x15cm→A4 186%10x15cm→LTR 141% A5→A4 **100%*** 97% LTR→A4 93% A4→LTR 83% LGL→A4 (DCP-T700W) 83% (DCP-T300 and DCP-T500W) 69% A4→A5 47% A4→10x15cm	You can choose the enlargement and reduction ratio.	See ◆.
◆ See Advanced User's Guide.					
The default settings are shown in Bold with an asterisk.					

C

Copy Quality (

) (Temporary settings)

Level1	Level2	Level3	Options	Descriptions	Page
—	—	—	**Normal*** Best	Choose the Copy resolution.	See ◆.
◆ See Advanced User's Guide.					
The default settings are shown in Bold with an asterisk.					

Copy Options ( ) (Temporary settings)

复印选项(身份证)
Copy Options (ID)

Level1	Level2	Level3	Options	Descriptions	Page
Layout(2in1 ID)	—	—	**Off(1in1)*** 2in1(ID) 2in1(P) 2in1(L) 4in1(P) 4in1(L) Poster(3x3)	You can make N in 1 or Poster copies.	See ◆.
Paper Type	—	—	**Plain Paper*** Inkjet Paper Brother BP71 Other Glossy	Choose the paper type.	24
Paper Size	—	—	**A4*** A5 10(W)x15(H)cm Letter	Choose the paper size.	24
Density	—	—	-■□□□□+ -□■□□□+ **-□□■□□+*** -□□□■□+ -□□□□■+	Adjusts the density.	See ◆.
Stack/Sort	—	—	**Stack*** Sort	You can choose to stack or sort multiple copies.	
Remove Bkg. Clr	—	—	**Off*** Low Medium High	Changes the amount of background color that is removed.	
◆ See Advanced User's Guide.					
The default settings are shown in Bold with an asterisk.					

SCAN ( )

Level1	Level2	Level3	Options	Descriptions	Page
Scan to E-mail	**Set Options**	—	**Off*** On	If you want to use the control panel to change the machine's settings, choose On.	See +.
	The settings below will appear when On is selected in Set Options.				
	Scan Type	—	**Color*** Black and White	You can choose the scan type for your document.	
	Resolution	—	100dpi **200dpi*** 300dpi 600dpi	You can choose the scan resolution for your document.	
	File Type	—	(If you choose the Color option in the Scan Type setting) **PDF*** JPEG (If you choose the Mono option in the Scan Type setting) **PDF*** TIFF	You can choose the file format for your document.	
	Scan Size	—	**A4*** A5 10x15cm Business Card Letter	You can choose the scan size for your document.	
	Remove Bkg. Clr	—	**Off*** Low Medium High	Changes the amount of background color that is removed.	
+ See Software and Network User's Guide.					
The default settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Scan to Image	**Set Options**	—	**Off*** On	If you want to use the control panel to change the machine's settings, choose On.	See +.
	The settings below will appear when On is selected in Set Options.				
	Scan Type	—	**Colour*** Black and White	You can choose the scan type for your document.	
	Resolution	—	100dpi **200dpi*** 300dpi 600dpi	You can choose the scan resolution for your document.	
	File Type	—	(If you choose the Color option in the Scan Type setting) **PDF*** JPEG (If you choose the Mono option in the Scan Type setting) **PDF*** TIFF	You can choose the file format for your document.	
	Scan Size	—	**A4*** A5 10x15cm Business Card Letter	You can choose the scan size for your document.	
	Remove Bkg. Clr	—	**Off*** Low Medium High	Changes the amount of background color that is removed.	
+ See Software and Network User's Guide.					
The default settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Scan to File	**Set Options**	—	**Off***	If you want to use the control panel to change the machine's settings, choose On.	See +.
			On		
	The settings below will appear when On is selected in Set Options.				
	Scan Type	—	**Colour***	You can choose the scan type for your document.	
			Black and White		
	Resolution	—	100dpi	You can choose the scan resolution for your document.	
			200dpi*		
			300dpi		
			600dpi		
	File Type	—	(If you choose the Color option in the Scan Type setting)	You can choose the file format for your document.	
			PDF*		
			JPEG		
			(If you choose the Mono option in the Scan Type setting)		
			PDF*		
			TIFF		
	Scan Size	—	**A4***	You can choose the scan size for your document.	
			A5		
			10x15cm		
			Business Card		
			Letter		
	Remove Bkg. Clr	—	**Off***	Changes the amount of background color that is removed.	
			Low		
			Medium		
			High		
+ See Software and Network User's Guide.					
The default settings are shown in Bold with an asterisk.					

Level1	Level2	Level3	Options	Descriptions	Page
Web Service (DCP-T500W and DCP-T700W) (Appears when you install a Web Services Scanner, which is displayed in your computer's Windows® Explorer.)	**Scan**	—	—	You can scan data by using the Web Services protocol.	See +.
	Scan for E-mail	—	—		
	Scan for Fax	—	—		
	Scan for Print	—	—		
+ See Software and Network User's Guide.					
The default settings are shown in Bold with an asterisk.					

Entering Text

You may need to enter text into the machine.

Entering numbers, letters and symbols

Press ▲ or ▼ repeatedly to select the number, letter or symbol you want to choose, and press **Number of Copies** to enter that character. Repeat for each character until the number or name is complete and then press **OK**.

Inserting spaces

To enter a space, press **Number of Copies**.

NOTE

The characters that are available may differ depending on your country.

Making corrections

If you entered an incorrect number or letter and want to change it, press **Enlarge/Reduce** or **Number of Copies** several times to move the cursor under the incorrect character.
Then press ▲ or ▼ repeatedly to re-enter the correct letter.

D Specifications

General

NOTE

This chapter provides a summary of the machine's specifications. For additional specifications visit http://www.brother.com.

Printer Type	Inkjet	
Print Head	Mono:	Piezo with 210 nozzles × 1
	Color:	Piezo with 70 nozzles × 3
Memory Capacity	64 MB	
LCD (Liquid Crystal Display)	16 characters × 1 line	
Power Source	AC 220 to 240V 50/60Hz	
Power Consumption [1]	Copying Mode:	Approx. 16 W [2]
	Ready Mode:	Approx. 3 W [3]
	Sleep Mode:	Approx. 1.1 W [3]
	Off:	Approx. 0.4 W [3] [4]

1 Measured when the machine is connected to the USB interface. Power consumption varies slightly depending on the usage environment or part wear.

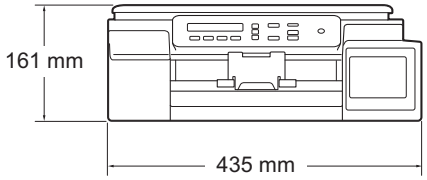
2 (DCP-T300 and DCP-T500W)
When resolution: standard / document: ISO/IEC 24712 printed pattern.
(DCP-T700W)
When using ADF, resolution: standard / document: ISO/IEC 24712 printed pattern.

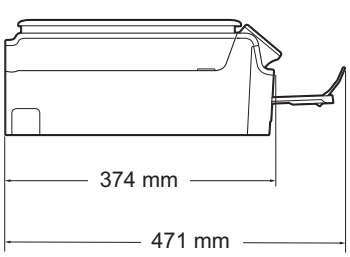
3 Measured according to IEC 62301 Edition 2.0.

4 Even when the machine is turned off, it will automatically turn itself on periodically for print head maintenance, and then turn itself off.

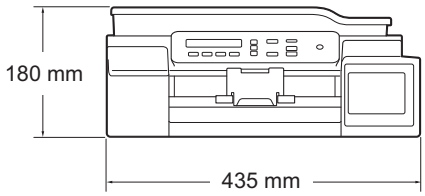
Dimensions

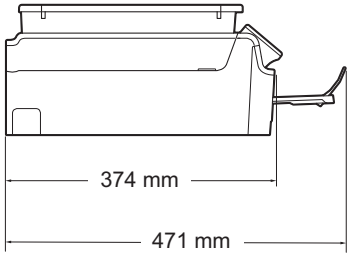
(DCP-T300 and DCP-T500W)





(DCP-T700W)





Weight	(DCP-T300 and DCP-T500W) 7.1 kg (DCP-T700W) 8.3 kg	
Noise Level	**Sound Pressure**	
	Operating:	50 dB(A) (Maximum) [1]
Temperature	Operating:	10 to 35 °C
	Best Print Quality:	20 to 33 °C
Humidity	Operating:	20 to 80% (without condensation)
	Best Print Quality:	20 to 80% (without condensation)
ADF (automatic document feeder) [2]	Up to 20 pages Paper: 80 g/m^2 A4 or Letter size	
Document Size	ADF [2] Width: 148 mm to 215.9 mm ADF [2] Length: 148 mm to 355.6 mm Scanner Glass Width: Max. 215.9 mm Scanner Glass Length: Max. 297 mm	

1 Noise depends on printing conditions.

2 DCP-T700W only

D

Print media

Paper Input	**Paper Tray** ■ Paper type: Plain Paper, Inkjet Paper (coated paper) and Glossy Paper [1] ■ Paper size [2]: A4, Executive, Letter, JIS B5, A5, A6, Envelopes (Com-10, DL, C5, Monarch), Photo (10 × 15 cm), Photo 2L (13 × 18 cm) and Index Card (127 × 203 mm) Width: 98 mm - 215.9 mm Length: 148 mm - 297 mm For more details, see *Paper weight, thickness and capacity* on page 19. ■ Maximum paper tray capacity: Approx. 100 sheets of 80 g/m^2 plain paper
Paper Output	Up to 50 sheets of 80 g/m^2 plain paper (face up print delivery to the output paper tray) [1]

1 For glossy paper, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

2 See *Paper type and size for each operation* on page 19.

Copy

Color/Monochrome	Yes/Yes
Copy Width	204 mm [1]
Multiple Copies	Stacks/Sorts up to 99 pages
Enlarge/Reduce	25% to 400% (in increments of 1%)
Resolution	Prints up to 1200 × 2400 dpi

[1] When copying on A4 size paper.

Scanner

Color/Monochrome	Yes/Yes
TWAIN Compliant	Yes (Windows® XP [1]/Windows Vista®/Windows® 7/Windows® 8) (Mac OS X v10.7.5 / 10.8.x /10.9.x)
WIA Compliant	Yes (Windows® XP [1]/Windows Vista®/Windows® 7/Windows® 8)
ICA Compliant	Yes (Mac OS X v10.7.5 / 10.8.x /10.9.x)
Color Depth	30 bit color Processing (Input) 24 bit color Processing (Output) / 256 levels per color
Greyscale	10 bit color Processing (Input) 8 bit color Processing (Output) / 256 levels per color
Resolution	Up to 19200 × 19200 dpi (interpolated) [2] Up to 1200 × 2400 dpi (optical) (Scanner Glass) Up to 1200 × 600 dpi (optical) (ADF) [3]
Scanning Width and Length	(Scanner Glass) Width: Up to 213.9 mm Length: Up to 295 mm (ADF) [3] Width: Up to 213.9 mm Length: Up to 353.6 mm

1 Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

2 Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP, Windows Vista®, Windows® 7 and Windows® 8 (resolutions up to 19200 × 19200 dpi can be selected by using the Brother scanner utility).

3 DCP-T700W only

Printer

Resolution	Up to 1200 × 6000 dpi
Printing Width [3]	204 mm [210 mm (borderless) [1]]
Borderless [2]	A4, Letter, A6, Photo (10 × 15 cm), Index Card (127 × 203 mm), Photo 2L (13 × 18 cm)
Print Speed [4]	

1 When the Borderless feature is set to On.

2 See *Paper type and size for each operation* on page 19.

3 When printing on A4 size paper.

4 For detailed specifications visit http://www.brother.com.

Interfaces

USB [1] [2]	A USB 2.0 interface cable that is no longer than 2 m.
Wireless LAN [3]	IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)

1 Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

2 Third party USB ports are not supported.

3 DCP-T500W and DCP-T700W only

Network (DCP-T500W and DCP-T700W)

NOTE

For more information about the Network specifications, see the Software and Network User's Guide.

You can connect your machine to a network for Network Printing and Network Scanning [1]. Also included is Brother BRAdmin Light [2] Network Management software.

Wireless Network Security	SSID (32 characters), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Wireless Setup Support Utility	**AOSS™**	Yes
	WPS	Yes

1 See *Computer requirements* on page 86.

2 (Windows®) If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from www.95105369.com.
(Macintosh) The latest Brother BRAdmin Light is available as a download from www.95105369.com.

D

Computer requirements

<table>
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<tr><th colspan="2" rowspan="2">Computer Platform & Operating System Version</th><th colspan="2">PC Interface</th><th rowspan="2">Processor</th><th>Hard Disk Space to install</th></tr>
<tr><th>USB [2]</th><th>Wireless 802.11b/g/n [3]</th><th>For Drivers</th><th>For Applications (including Drivers)</th></tr>
<tr><td rowspan="6">Windows® Operating System</td><td>Windows® XP Home [1]
Windows® XP Professional [1]</td><td colspan="2" rowspan="3">Printing
Scanning</td><td rowspan="5">32bit (x86) or 64bit (x64) processor</td><td>150 MB</td><td>1 GB</td></tr>
<tr><td>Windows Vista® [1]</td><td>500 MB</td><td rowspan="2">1.3 GB</td></tr>
<tr><td>Windows® 7 [1]
Windows® 8 [1]
Windows® 8.1 [1]</td><td>650 MB</td></tr>
<tr><td>Windows Server® 2003 [3]
Windows Server® 2003 R2 [3]
Windows Server® 2008 [3]</td><td>N/A</td><td>Printing</td><td>50 MB</td><td>N/A</td></tr>
<tr><td>Windows Server® 2008 R2 [3]
Windows Server® 2012 [3]
Windows Server® 2012 R2 [3]</td><td colspan="3">64bit (x64) processor</td></tr>
<tr><td>Macintosh Operating System</td><td>OS X v10.7.5
OS X v10.8.x
OS X v10.9.x</td><td colspan="2">Printing
Scanning</td><td>Intel® Processor</td><td>80 MB</td><td>550 MB</td></tr>
<tr><td colspan="6">Conditions:
[1] For WIA, 1200 × 1200 resolution. Using the Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi.
[2] Third party USB ports are not supported.
[3] DCP-T500W and DCP-T700W only

For the latest driver updates, visit us at www.95105369.com.
All trademarks, brand and product names are the property of their respective companies.</td></tr>
</table>

Supply Specifications

Service Life of Ink Bottle	The first time you fill the ink tank the machine will use an amount of ink to fill the ink delivery tubes for high quality printouts. This process will only happen once. After this process is complete the ink bottles provided with your machine will have a lower yield than replacement ink bottles. With all following ink bottles you can print the specified number of pages.
Replacement Consumables	<Black Ink Bottle> BT6009BK <Yellow Ink Bottle> BT5009Y <Cyan Ink Bottle> BT5009C <Magenta Ink Bottle> BT5009M Black - Approximately 6,000 pages [1] Yellow, Cyan and Magenta - Approximately 5,000 pages [1]

[1] Quoted yields are extrapolated based on Brother original methodology using Test Patterns ISO/IEC 24712.
Quoted yields are not based on ISO/IEC 24711.

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E

brother

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

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

Brother Earth

www.brotherearth.com