



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER DCP-J132W. You'll find the answers to all your questions on the BROTHER DCP-J132W in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual BROTHER DCP-J132W**  
**User guide BROTHER DCP-J132W**  
**Operating instructions BROTHER DCP-J132W**  
**Instructions for use BROTHER DCP-J132W**  
**Instruction manual BROTHER DCP-J132W**

**brother.**

## Advanced User's Guide

**MFC-J245**  
**DCP-J132W**



Version 0  
UK/IRE/ROEN



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](http://yourpdfguides.com/dref/5514092)

<http://yourpdfguides.com/dref/5514092>



.....  
.....  
.....

.....  
*...2 Auto Power Off (DCP model)..*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*...2 LCD .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*..3 Changing the LCD language (depending on your country) .....*

.....  
.....  
.....

*..3 LCD Contrast.....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*3 Mode Timer (MFC model)....*

.....  
.....

.....  
.....  
.....

.....

.....

.....

.....

.....

.....4 2 Security features (MFC model) 5 TX Lock ....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....5 Setting and changing the TX Lock password .

.....

.....

.....

.....

.....

.....

....5 Turning TX Lock on/off .

.....

.....

.....

.....

.....

.....

.....

.....

.....

...6 3 Sending a fax (MFC model) 7 Additional sending options..

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....7 Sending faxes using multiple settings ..

.....

.....

.....

.....  
.....  
.....  
.....

.....7 Stop faxing.

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..7 Contrast .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....7 Changing the fax resolution.

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....8 Additional sending operations....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*.9 Sending a fax manually ....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*.....9 Sending a fax at the end of a conversation .*

.....  
.....  
.....  
.....  
.....  
.....

*..9 Dual Access (Monochrome only).....*

.....  
.....  
.....  
.....  
.....  
.....

*.9 Broadcasting (Monochrome only)....*

.....  
.....  
.....  
.....  
.....  
.....

*....9 Real Time Transmission.*

.....  
.....  
.....  
.....  
.....  
.....  
.....

*..... 11 Overseas Mode .*

.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*..11 Checking and cancelling waiting jobs ...*

.....  
.....

.....  
.....  
.....  
.....

.....  
*..12 4 Receiving a fax (MFC model) 13 Memory Receive (Monochrome only)..*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*... 13 Printing a fax from the memory ..*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*..... 13 PC-Fax Receive (Windows®) ...*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*.....13 Turning off Memory Receive operation .*

.....  
.....  
.....

.....  
.....  
.....  
.....

*..... 14 Changing Memory Receive operations ....*

.....  
.....  
.....  
.....

.....  
.....  
.....

*... 14 Additional receiving operations.....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*...15 Out of Paper Reception .*

.....  
.....  
.....  
.....

.....  
.....  
.....

*15 Printing a reduced incoming fax .....*

.....  
.....  
.....  
.....  
.....

*... 15 Receiving a fax at the end of a conversation..*

.....  
.....  
.....  
.....

*..... 15 ii 5 Dialling and storing numbers (MFC model) 16 Voice operations ...*

.....  
.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*16 BT Call Sign (U.K. only)...*



.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....16 Additional dialling operations ..

.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....

.....17 Combining Speed Dial numbers ...

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....17 Additional ways to store numbers .....

.....  
.....  
.....  
.....  
.....  
.....

.....  
.....

..18 Setting up Groups for Broadcasting ...

.....  
.....  
.....  
.....  
.....  
.....

....18 Changing or deleting a Group .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*18 6 Printing reports 20 Fax reports (MFC model).....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*.....20 Transmission Verification Report.....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*..20 Fax Journal (activity report) .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..20 Reports ...*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*.....21 How to print a report .*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....  
.....

.....21 7 Making copies 22 Copy options.....

.....  
.....  
.....  
.....  
.....

.....  
.....  
.....

....22 Stop copying.

.....  
.....  
.....  
.....

.....  
.....  
.....

.....22 Changing copy speed and quality ...

.....  
.....  
.....

.....  
.....  
.....

..22 Enlarging or reducing copies .....

.....  
.....  
.....

.....  
.....  
.....

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

.....

.....  
.....  
.....  
.....24 2 in 1 ID copy (Page Layout) ..

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....25 Sorting copies ....

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....26 Adjusting Density ...

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....27 Remove Background Colour ..

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....27 A Routine maintenance 28 Cleaning and checking the machine .....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....28 *Cleaning the outside of the machine .*

.....  
.....  
.....

.....  
.....  
.....

28 *Cleaning the machine's printer platen .....*

.....  
.....

.....  
.....  
.....

.....29 *Cleaning the paper feed rollers .*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

...30 *Cleaning the paper pick-up rollers ..*

.....

.....  
.....  
.....

.....  
.....  
.....

...31 *Checking the ink volume .....*

.....  
.....  
.....

.....  
.....  
.....

..32 *Packing and shipping the machine ...*

.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

..32 B C Glossary Index 35 38 iii 1 General setup 1 IMPORTANT NOTE □ Most of the illustrations in this User's Guide show the MFC-J245. 1 1 Memory Storage Even if there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast, Overseas mode, and so on) will be lost. You may have to reset the date and time. 1 Automatic Daylight Saving Time (MFC model) You can set the machine to change automatically for daylight saving time. It will set itself forward one hour in the spring and backward one hour in the autumn. Make sure you have set the correct date and time in the Date&Time setting. 1 a b c Press Menu, 0, 1, 2.

Press a or b to choose On or Off. Press OK. Press Stop/Exit. 1 Chapter 1 Sleep Mode You can choose how long the machine will remain idle before it goes into Sleep Mode (up to 60 minutes). The timer will restart if any operation is carried out on the machine. (MFC-J245) 1 Auto Power Off (DCP model) 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 1hour. 1 1 a b Press Menu, 2, 6. Press a or b to choose 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins.

Press OK. Press Stop/Exit. 1 NOTE (DCP-J132W only) The machine will not power off automatically when: • the machine is connected to a wireless network • WLAN Enable is set to On. c a b c d (DCP-J132W) Press Menu. Press a or b to choose 0. Initial Setup. Press OK. a b c d e Press Menu. Press a or b to choose 0. Initial Setup.

Press OK. Press a or b to choose 5. Auto Power Off. Press OK. Press a or b to choose 1hour, 2hours, 4hours, 8hours or Off. Press OK. Press Stop/Exit. Press a or b to choose 3. Sleep Mode. Press OK.

Press a or b to choose 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins, which is the length of time the machine is idle before entering Sleep Mode. Press OK. Press Stop/Exit. e 2 General setup LCD Changing the LCD language (depending on your country) You can change the LCD language. (MFC-J245) 1 LCD Contrast If you are having difficulty reading the LCD, try changing the contrast setting. 1 1 1 1 (MFC-J245) 1 a b c a b c d e Press Menu, 2, 5. Press a or b to choose Light or Dark. Press OK. Press Stop/Exit. 1 a b c a b c d e Press Menu, 0, 0. Press a or b to choose your language. Press OK. Press Stop/Exit. 1 (DCP-J132W) Press Menu. Press a or b to choose 0. Initial Setup. Press OK. Press a or b to choose 2. LCD Contrast. Press OK.

Press a or b to choose Light or Dark. Press OK. Press Stop/Exit. (DCP-J132W) Press Menu. Press a or b to choose 0. Initial Setup. Press OK. Press a or b to choose 0. Local Language. Press OK.

Press a or b to choose your language. Press OK. Press Stop/Exit. 3 Chapter 1 Mode Timer (MFC model) The machine's control panel has three temporary mode keys: FAX, SCAN and COPY. You can change the amount of time the machine takes after the last SCAN or COPY operation before it returns to FAX mode. If you choose Off, the machine stays in the mode you used last. 1 a b Press Menu, 2, 1. Press a or b to choose 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off. Press OK. Press Stop/Exit.

c 4 2 Security features (MFC model) 2 2 TX Lock TX Lock lets you prevent unauthorized access to the machine.



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](http://yourpdfguides.com/dref/5514092)  
<http://yourpdfguides.com/dref/5514092>

While TX Lock is On, the following operations are available: □ Receiving faxes □ PC-Fax Receive 1 (If PC-Fax Receive was already On) 1 Setting and changing the TX Lock password NOTE If you have already set the password, you will not need to set it again. 2 2 Setting the password Make a careful note of your password. 2 While the TX Lock feature is turned on, your machine will receive faxes and store them in its memory. Then, when TX Lock is turned off, the faxes will be sent to your fax.

Enter the fax number. Press Mono Start or Colour Start. If you choose S.Fine or Photo and then use the Colour Start key to send a fax, the machine will send the fax using the Fine setting. 8 Sending a fax (MFC model) Additional sending operations Sending a fax manually Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.

3 Replace the handset of the external phone. 3 Dual Access (Monochrome only) You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number. The number of pages you can scan into the memory will vary depending on the data that is printed on them. 3 3 NOTE To send a multi-page fax, use the ADF. a b c d e Load your document. Press (FAX). NOTE If the Out of Memory message appears, press Stop/Exit to cancel or Mono Start to send the pages scanned so far. To listen for a dial tone, pick up the handset of the external telephone. Dial the fax number using the external telephone.

When you hear the fax tones, press Mono Start or Colour Start. If you are using the scanner glass, press 1 to send the fax. Replace the handset of the external phone. Broadcasting (Monochrome only) Broadcasting is automatically sending the same fax message to more than one fax number. You can include Groups, Speed Dial numbers, and up to 50 manually dialled numbers in the same broadcast. After the broadcast is finished, a Broadcast Report will be printed. 3 f Sending a fax at the end of a conversation At the end of a conversation, you can send a fax to the other party before you both hang up. 3 Before you begin the broadcast Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See Basic User's Guide: Storing Speed Dial numbers.) Group numbers must also be stored in the machine's memory before they can be used in a broadcast.

Group numbers include many stored Speed Dial numbers for easier dialling. (See Setting up Groups for Broadcasting on page 18.) 3 a b c d Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up. Load your document. Press (FAX). Press Mono Start or Colour Start. □ If you are using the scanner glass, press 1 to send a fax. 9 Chapter 3 How to broadcast a fax 3 NOTE • If you did not use up any of the numbers for Groups, you can "broadcast" faxes to as many as 90 different numbers. • The machine's available memory will vary depending on the types of jobs in the memory and the numbers used for broadcasting. If you broadcast to the maximum amount of numbers available, you will not be able to use Dual Access.

• If the Out of Memory message appears, press Stop/Exit to cancel or Mono Start to send the pages scanned so far. a b c Load your document. Press (FAX). Enter a number. Press OK. You can use either a Speed Dial, a Group or a manually entered number using the dial pad. Repeat step c until you have entered all the fax numbers to be included in the broadcast. Press Mono Start. Faxing from the ADF □ The machine starts scanning the document. Faxing from the scanner glass When the LCD asks you Next Page?, do one of the following: □ To send a single page, press 2 (or press Mono Start again).

The machine starts sending the document. □ To send more than one page, press 1 and place the next page on the scanner glass. Press OK. The machine starts scanning the page. (Repeat this step for each page.) After all the pages have been scanned, press 2 or Mono Start to begin faxing. d e Cancelling a Broadcast in progress 3 a Press Menu, 3, 5. The LCD will show the fax number or name being dialled and the Broadcasting job number. Press a or b to choose the Broadcasting job number. Press OK.

The LCD will ask you the following question: 1. Clear 2. Exit b c d e To cancel the broadcast, press 1. Press Stop/Exit. 10 Sending a fax (MFC model) Real Time Transmission When you are sending a fax, the machine will scan the documents into the memory before sending.

Then, as soon as the telephone line is free, the machine will start dialling and sending. Sometimes, you may want to send an important document immediately, without waiting for the machine to scan it into memory. You can set Real Time TX to On for all documents or Next Fax Only for the next fax only. 3 g h i Load your document. Enter the fax number.

Press Mono Start or Colour Start. NOTE • If you are sending a colour fax or if the memory is full and you are sending a monochrome fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). • In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass. • If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory. 3 Sending in real time for all faxes 3 a b c d e f g Press (FAX). Press Menu, 3, 2, 3. Press a or b to choose On (or Off). Press OK. Press 2 so you can continue sending your fax. Load your document.

Enter the fax number. Press Mono Start or Colour Start. Overseas Mode If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on Overseas Mode. After you send a fax using this feature, the feature will automatically turn itself off. 3 Sending in real time for the next fax only 3 a b c d e f Press (FAX). a b c d e f g Load your document. Press (FAX). Press Menu, 3, 2, 4. Press a or b to choose On (or Off). Press OK.

Press 2 so you can continue sending your fax. Enter the fax number. Press Mono Start or Colour Start. Press Menu, 3, 2, 3. Press a or b to choose Next Fax Only.

Press OK. Press a or b to choose Next Fax: Off or Next Fax: On. Press OK. Press 2 so you can continue sending your fax. 11 Chapter 3 Checking and cancelling waiting jobs You can check which jobs are still waiting in the memory to be sent, or cancel a job.

(If there are no jobs, the LCD shows No Jobs Waiting.) 3 a b Press Menu, 3, 5. Any waiting jobs appear on the LCD. Do one of the following: □ Press a or b to scroll through the jobs and choose the job you want to cancel. Press OK and then press 1 to cancel the job. □ Press 2 to exit without cancelling. c When you have finished, press Stop/Exit. 12 4 Receiving a fax (MFC model) PC-Fax Receive (Windows®) 4 4 Memory Receive (Monochrome only) Memory Receive lets you receive faxes while you are away from the machine.



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](http://yourpdfguides.com/dref/5514092)

<http://yourpdfguides.com/dref/5514092>

You can only use one Memory Receive operation at a time:  PC-Fax Receive  Off You can change your selection at any time. If received faxes are still in the machine's memory when you change the Memory Receive operation, a message will appear on the LCD.

(See Turning off Memory Receive operation on page 14.) 4 If you turn on the PC-Fax Receive feature, your machine will store received faxes in the memory and send them to your PC. You can then use your PC to view and store these faxes. Even if you have turned off your PC (for example, at night or at the weekend), your machine will receive and store your faxes in its memory. When you start your PC and the PC-FAX Receiving software runs, your machine transfers the faxes to your PC. To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (See Software and Network User's Guide.) 4 4 Printing a fax from the memory If you have chosen PC-Fax Receive, your machine will receive and store your faxes in its memory when your PC is turned off. To print faxes from the memory, follow the instructions. If you choose Backup Print:On, the machine will also print the fax.

a b c Press Menu, 3, 4. Press Mono Start. Press Stop/Exit. a b c d Press (FAX). Press Menu, 3, 1, 7.

Press a or b to choose PC Fax Receive. Press OK. Press a or b to choose Backup Print:On or Backup Print:Off. Press OK. Press Stop/Exit.

NOTE When you print a fax from the memory, the fax data will be erased from your machine. e 13 Chapter 4 NOTE • PC-Fax Receive is not supported by Mac OS. • Before you can set up PC-Fax Receive, you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (See Software and Network User's Guide.) • If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your PC. (See Basic User's Guide: Transferring your faxes or Fax Journal report.) • When you receive a colour fax, your machine prints the colour fax at your machine but does not send the fax to your PC. Changing Memory Receive operations If there are received faxes in your machine's memory when you change the Memory Receive operation, the LCD will ask you one of the following questions: 4 If all the received faxes have already been printed  Erase All Doc? • If you press 1 (Yes), faxes in the memory will be erased before the setting changes. • If you press 2 (No), faxes in the memory will not be erased and the setting will be remain unchanged.

4 If unprinted faxes remain in the memory  Print All Fax? 4 4 Turning off Memory Receive operation a b c d Press (FAX). Press Menu, 3, 1, 7. Press a or b to choose Off. Press OK. Press Stop/Exit. • If you press 1 (Yes), faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again. • If you press 2 (No), faxes in the memory will not be printed and the setting will be unchanged. The LCD will ask you the following question:  Send Fax to PC? • If you press 1 (Yes), faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print.

(For more information, see PC-Fax Receive (Windows®) on page 13.) • If you press 2 (No), faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged. NOTE The LCD will show you more options if there are still received faxes in the machine's memory. (See Changing Memory Receive operations on page 14.) 14 Receiving a fax (MFC model) Additional receiving operations Out of Paper Reception As soon as the paper tray becomes empty during fax reception, the LCD shows No Paper Fed.

Put some paper in the paper tray. (See Basic User's Guide: Loading paper and other print media.) If you don't put paper in the paper tray, the machine will continue receiving the fax. The remaining pages will be stored in the memory, if enough memory is available. Further incoming faxes will also be stored in memory until the memory is full.

To print the faxes, put fresh paper in the tray. When the memory is full, the machine will stop answering calls. Receiving a fax at the end of a conversation 4 4 At the end of a conversation, you can ask the other party to send you a fax before you both hang up. Make sure the ADF is empty. a b c d Ask the other party to place the document in their machine and to press the Start or Send key. When you hear the other machine's CNG tones, press Mono Start or Colour Start on your machine. Press 2 to choose Receive to receive the fax. Replace the handset of the external telephone. 4 Printing a reduced incoming fax If you choose On, the machine reduces each page of an incoming fax to fit on one sheet of A4 or Letter size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting.

(See Basic User's Guide: Paper Size.) 4 a b c d Press (FAX). Press Menu, 3, 1, 6. Press a or b to choose On (or Off). Press OK. Press Stop/Exit. 15 5 Dialling and storing numbers (MFC model) 5 5 Voice operations You can use your extension or external telephone to dial voice calls. To enable the machine to work with BT Call Sign (with your external telephone only) 5 BT Call Sign (U.K. only) This feature of the machine lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line.

Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine. 5 a b c Press Menu 3, 0, 2. Press a or b to choose On (or Off). Press OK.

Press Stop/Exit. NOTE If you turn off BT Call Sign, the receive mode stays in Manual. You will need to set receive mode again. (See Basic User's Guide: Choose the Receive Mode.) Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes.

NOTE • You can switch BT Call Sign off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number. • When you set the BT Call Sign feature to On, the receive mode is set to Manual automatically. Manual mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern. 16 Dialling and storing numbers (MFC model) Additional dialling operations Combining Speed Dial numbers 5 To temporarily change a number, you can use the dial pad to manually substitute part of the number. For example, to change the number to '01632-960556', you could enter the number (#03 '01632') using (Address Book), choose Search, press OK, press #, 03, and then press '960556' using the dial pad.



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](http://yourpdfguides.com/dref/5514092)  
<http://yourpdfguides.com/dref/5514092>





1 f If you do not want to change additional settings, press Mono Start or Colour Start. MFC models only 23 Chapter 7 Making N in 1 copies or a poster (Page Layout) The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page. You can also produce a poster. When you use the poster feature, your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, use the scanner glass.

f 7 If you do not want to change additional settings, press Mono Start or Colour Start to scan the page. If you placed the document in the ADF 1 or are making a poster, the machine scans the document and starts printing. 1 MFC models only If you are using the scanner glass, go to step g. g NOTE Sort, Enlarge/Reduce - MFC-J245 (Enlarge/Reduce - DCP-J132W) and Remove Bkg. Clr are not available with Page Layout. (MFC-J245) After the machine has scanned the page, press 1 to scan the next page. (DCP-J132W) After the machine has scanned the page, press a to scan the next page. Place the next page on the scanner glass. Press OK to scan the page. Repeat steps g and h for each page of the layout. (MFC-J245) After all the pages have been scanned, press 2 to finish. (DCP-J132W) After all the pages have been scanned, press b to finish. h a b c d e Load your document. (MFC model) Press (COPY). i Enter the number of copies you want. 1 1 You can only make one copy at a time when you are using Poster layout. Press Copy Options and a or b to choose Page Layout. Press OK. Press a or b to choose Off(1in1), 2in1(P), 2in1(L), 4in1(P), 4in1(L), Poster(3x3) or 2in1(ID) 1. Press OK.

1 NOTE • Make sure the paper size is set to A4 or Letter. • You can only make one colour copy at a time. • You can only make one Poster copy at a time. • Poster copy is not available when using transparencies. • (P) means Portrait and (L) means Landscape. For information about 2 in 1 (ID), see 2 in 1 ID copy (Page Layout) on page 25. 24 Making copies Place the document face down in the direction shown below: □ 2in1(P) 2 in 1 ID copy (Page Layout) You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to A4 or Letter. 7 □ 2in1(L) NOTE You can copy an identification card to the extent permitted under applicable laws. (See Product Safety Guide: Unlawful use of copying equipment.) □ 4in1(P) a Place your identification card face down near the left corner of the scanner glass as shown in the illustration. 1 □ 4in1(L) 7 1 4 1 2 1 3 □

Poster(3x3) 1 2 3 3 mm or greater (top, left) 210 mm 148 mm scannable area NOTE The poster copies have overlapping portions so that you can easily paste them together. 4 b c d e (MFC model) Press (COPY). Enter the number of copies you want. Press Copy Options and a or b to choose Page Layout. Press OK. Press a or b to choose 2in1(ID). Press OK. 25 Chapter 7 f g Press Mono Start or Colour Start. The machine starts scanning one side of the identification card.

(MFC-J245) After the machine has scanned one side, press 1. Turn over the identification card and press OK to scan the other side. (DCP-J132W) After the machine has scanned one side, press a. Turn over the identification card and press OK to scan the other side. f If you do not want to change additional settings, press Mono Start or Colour Start. If you placed the document in the ADF 1, the machine scans the document and starts printing. 1 MFC models only If you are using the scanner glass, go to step g. g NOTE • Sort, Enlarge/Reduce - MFC-J245 (Enlarge/Reduce - DCP-J132W) and Remove Bkg. Clr are not available with 2in1(ID). • You can only make one colour copy at a time.

(MFC-J245) After the machine scans the page, press 1 to scan the next page. (DCP-J132W) After the machine scans the page, press a to scan the next page. Place the next page on the scanner glass. Press OK to scan the page. Repeat steps g and h until all the pages have been scanned. (MFC-J245) Press 2 to finish scanning. The machine starts printing. (DCP-J132W) Press b to finish scanning. The machine starts printing. h Sorting copies You can sort multiple copies.

Pages will be sorted in the order 123, 123, 123, and so on. We recommend you load single-sided documents in the ADF 1 for sorting copies. For 2-sided documents and books, use the scanner glass. 1 i 7 NOTE Fit to Page and Page Layout are not available with Sort. MFC models only a b c d e Load your document.

(MFC model) Press (COPY). Enter the number of copies you want. Press Copy Options and a or b to choose Stack/Sort. Press OK. Press a or b to choose Sort.

Press OK. 26 Making copies Adjusting Density You can adjust the copy density to make copies darker or lighter. 7 Remove Background Colour Removes the background colour of the document when copying. This can save ink and help you read the document clearly. 7 a b c d e f Load your document. (MFC model) Press (COPY). NOTE This function is for use only when making colour copies. The background colour is automatically removed for all monochrome copies. Enter the number of copies you want. Press Copy Options and a or b to choose Density.

Press OK. Press a or b to make a lighter or darker copy. Press OK. If you do not want to change additional settings, press Mono Start or Colour Start. a b c d e f Load your document. (MFC model) Press (COPY). Enter the number of copies you want. Press Copy Options and a or b to choose Remove Bkg. Clr. Press OK.

Press a or b to choose Low, Medium, High or Off. Press OK. Press Colour Start. 7 NOTE Fit to Page and Page Layout are not available with Remove Bkg. Clr.

27 A Routine maintenance Clean the outside of the machine as follows: A A Cleaning and checking the machine Cleaning the outside of the machine Clean the LCD screen as follows: IMPORTANT • Use neutral detergents. Cleaning with volatile liquids, such as thinner or benzine, will damage the outside surface of the machine. • DO NOT use cleaning materials that contain ammonia. • DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

A IMPORTANT DO NOT use any type of liquid cleaners (including ethanol). a Press and hold down to turn the a machine off. The LCD will show Shutting Down for a few seconds before the power goes off. Pull the paper tray (1) completely out of the machine. b Clean the LCD screen with a dry, soft lint-free cloth. 1 b Wipe the outside of the machine with a dry, soft lint-free cloth to remove dust. c Lift the output paper tray cover and remove anything that is stuck inside the paper tray. 28 Routine maintenance d Wipe the inside and outside of the paper tray with a dry, soft lint-free cloth to remove dust. b Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a dry, soft lint-free cloth. e Close the output paper tray cover and put the paper tray firmly back in the machine.



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](http://yourpdfguides.com/dref/5514092)

<http://yourpdfguides.com/dref/5514092>

1 Cleaning the machine's printer platen 2 A A **IMPORTANT DO NOT** touch the encoder strip (2). Doing this may cause damage to the machine. **WARNING** Be sure to unplug the machine from the electrical socket before cleaning the printer platen to avoid an electrical shock. c Lift the scanner cover to release the lock. Gently push the scanner cover support down and close the scanner cover using both hands. Re-connect the power cord. a d Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position. 29 Cleaning the paper feed rollers If the paper feed rollers are stained with ink, it may cause paper feed problems. c A Put the paper tray firmly back in the machine. Re-connect the power cord. d **NOTE** Do not use the machine again until the rollers are completely dry. Using the machine before the rollers are dry may cause paper feed problems. a Unplug the machine from the electrical socket. Pull the paper tray (1) completely out of the machine. 1 **NOTE** If the paper support flap is open, close it, and then close the paper support.

b Clean the Paper Feed Rollers (1) with a soft lint-free cloth slightly moistened with water, using a side-to-side motion. After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture. 1 30 Routine maintenance Cleaning the paper pick-up rollers d A a b Unplug the machine from the electrical socket. Pull the paper tray completely out of the machine. Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth slightly moistened with water. Slowly turn the rollers so that the whole surface is cleaned. After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture. **NOTE** If the machine has been feeding multiple pages when there are only a few sheets of paper left in the tray, clean the Base Pad (1) with a soft lint-free cloth slightly moistened with water. After cleaning, wipe the pad with a dry, soft lint-free cloth to remove all moisture. 1 A e 1 Close the Jam Clear Cover. Make sure the cover is closed completely. c Open the Jam Clear Cover (1) at the back of the machine. f g 1 Put the paper tray firmly back in the machine. Re-connect the power cord. 31 Checking the ink volume You can check the amount of ink that is left in the cartridge.

(MFC-J245) A Packing and shipping the machine When you transport the machine, use the packing materials that came with your machine. Follow the instructions below to correctly package your machine. Damage caused to your machine during transit may not be covered by your warranty. The machine should be adequately insured with the carrier. A A a b c d a b c Press Menu, 1, 3. The LCD shows the ink volume. Press a or b to choose the colour you want to check. Press Stop/Exit. A **IMPORTANT** It is important to allow the machine to "park" the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noises have stopped.

Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head. (DCP-J132W) Press Menu. Press a or b to choose 1.Ink. Press OK.

Press a or b to choose 3.Ink Volume. Press OK. The LCD shows the ink volume. BK:-ooooon+ e a b Unplug the machine from the electrical socket. Place both hands under the plastic tabs on both sides of the machine to lift the scanner cover into the open position. Then unplug the machine from the telephone wall socket and take the telephone line cord out of the machine. Unplug the interface cable from the machine, if it is connected. d e Press a or b to choose the colour you want to check. Press Stop/Exit. **NOTE** You can check the ink volume from your computer. (See Software and Network User's Guide.) c 32 Routine maintenance d 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. 1 g Install the orange protective part, and then close the ink cartridge cover.

3 2 **CAUTION** Be careful not to pinch your fingers when you close the scanner cover. **IMPORTANT** • Make sure the plastic tab on the left side of the orange protective part (1) locks securely into place (2). A e f Open the ink cartridge cover. Remove all four ink cartridges. Press the ink release lever above each cartridge to release it. (See Basic User's Guide: Replacing the ink cartridges.) 1 2 • If you are not able to find the orange protective part, ship the machine without it. **DO NOT** install the ink cartridges as an alternative before shipping. 33 h Wrap the machine in the bag. i Pack the machine and the printed materials in the original carton with the original packing material as shown in the illustration.

Do not pack the used ink cartridges in the carton. j 34 Close the carton and tape it shut. B Glossary B This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased. Address Book Your list of Speed Dial and Group names and numbers that you have stored for easy dialling.

ADF (automatic document feeder) The document can be placed in the ADF and scanned one page at a time automatically. Auto Reduction Reduces the size of incoming faxes. Automatic fax transmission Sending a fax without picking up the handset of an external telephone. Automatic Redial A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy. Beeper Volume Volume setting for the beep when you press a key or make an error.

Brightness Changing the Brightness makes the whole image lighter or darker. Broadcasting The ability to send the same fax message to more than one location. Caller ID A service purchased from the telephone company that lets you see the number (or name) of the party calling you. CNG tones The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling. Coding method Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability. Colour Enhancement Adjusts the colour in the image for better print quality by improving sharpness, white balance and colour density. Communication error (Comm. Error) An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups. Contrast Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker. Density Changing the Density makes the whole image lighter or darker. Dual Access Your machine can scan outgoing faxes or scheduled jobs into the memory at the same time it is sending a fax from memory, receiving or printing an incoming fax.



**You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide**  
<http://yourpdfguides.com/dref/5514092>

*ECM (Error Correction Mode) Detects errors during fax transmission and resends the pages of the fax that had an error. 35 B Extension telephone A telephone using the same line as your fax but plugged into a separate wall socket. External telephone A TAD (telephone answering device) or telephone that is connected to your machine. F/T Ring Time The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered. Fax Detect Enables your machine to respond to CNG tones if you interrupt a fax call by answering it. Fax Journal Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive. Fax tones The signals sent by sending and receiving fax machines while communicating information. Fax/Tel You can receive faxes and telephone calls.*

*Do not use this mode if you are using a telephone answering device (TAD). Fine resolution Resolution is 203 □ 196 dpi. It is used for small print and graphs. Greyscale The shades of grey available for copying, scanning and faxing photographs. Group number A combination of Speed Dial numbers that are stored in a Speed Dial location for Broadcasting.*

*Innobella™ Innobella™ is a range of genuine consumables offered by Brother. For best quality results, Brother recommends Innobella™ ink and paper. Journal Period The pre-programmed time period between automatically printed Fax Journal reports. You can print the Fax Journal report on demand without interrupting the cycle. LCD (Liquid Crystal Display) The display screen on the machine that shows interactive messages during OnScreen Programming and shows the date and time when the machine is idle. Manual fax When you lift the handset of your external telephone you can hear the receiving fax machine answer before you press Mono Start or Colour Start to begin sending the fax. Memory Receive Receives faxes into the machine's memory when the machine is out of paper. Menu mode Programming mode for changing your machine's settings. OCR (optical character recognition) (MFC model) Nuance™ PaperPort™ 12SE or Presto! PageManager software application converts an image of text to text you can edit. Overseas Mode Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.*

*Pause Allows you to place a 3.5 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing Speed Dial numbers.*

*Press Redial/Pause key on the control panel as many times as needed for longer pauses. 36 Glossary Photo resolution (Mono only) A resolution setting that uses varying shades of grey for the best representation of photographs. Pulse A form of rotary dialling on a telephone line. Real Time Transmission When the memory is full, you can send faxes in real time. Remaining jobs You can check which jobs are waiting in memory and cancel jobs individually. Remote Activation Code Press this code (1 5 1) when you answer a fax call on an extension or external telephone. Remote Deactivation Code (For Fax/Tel mode only)*

*When the machine answers a voice call, it pseudo/double-rings. @@Resolution The number of vertical and horizontal lines per inch.*

*@@Ring Volume Volume setting for the machine's ring. @@@@Speed Dial You can set up names and numbers for easy dialling. Standard resolution 203 □ 98 dpi (monochrome). 203 □ 196 dpi (colour). It is used for regular sized text and the quickest transmission.*

*Station ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number. Super Fine resolution (Mono only) 203 □ 392 dpi. Best for very small print and line art. TAD (telephone answering device) You can connect an external TAD to your machine.*

*Temporary settings You can choose certain options for each fax transmission and copy without changing the default settings. Tone A form of dialling on the telephone line used for touch-tone telephones. Transmission The process of sending faxes over the phone lines from your machine to the receiving fax machine. User Settings A printed report that shows the current settings of the machine. WLAN Report A printed report that shows the result of the WLAN Connection. XMIT Report (Transmission Verification Report) A listing for each fax sent, that shows its date, time and number. 37 B C Numerics A Index D*

*Dialling access codes and credit card numbers ....*

.....

.....

.....

.....

.....

... 17 Groups (Broadcasting) ..

.....

.....

.....

9 Dual Access .....

.....

.....

.....

.....

.....

..... 9 2 in 1 ID Copy ....

.....

.....

.....

.....

.....25 Access codes, storing and dialling ..

.....

....17 Address Book Broadcasting (Group dial) .

.....

.....

..9 Cancelling a Broadcast ...

.....

.....

...10 changing Groups .....

.....  
.....  
.....

.....18 deleting Groups .....

.....  
.....  
.....

.....  
18 setting up Groups for Broadcasting ...18 using Groups ..

.....  
.....

.....  
.....  
.....

...9 Apple Macintosh See Software and Network User's Guide. F Fax Storage printing from memory .....

.....  
.....  
.....

. 13 turning off .....

.....  
.....  
.....  
.....

..... 14 Fax, from PC See Software and Network User's Guide. Fax, stand-alone receiving at end of conversation ...

.....  
.....  
.....

15 into PC .....

.....  
.....  
.....

. 13 into the memory .....

.....  
.....  
.....

... 15 out of paper reception ..

.....  
.....  
.....

. 15 printing from memory .....

.....  
.....  
.....

..... 13 reducing to fit on paper .....

.....  
.....  
.....

..... 15 sending .....

.....  
.....  
.....  
.....

.....  
.....  
.. 7 at end of conversation ...  
.....

.....  
.. 9 Broadcasting ...  
.....  
.....

.....  
.....  
.....  
. 9 cancelling from memory .....

.....  
. 12 contrast ....  
.....  
.....

.....  
.....  
.....  
..... 7 from memory (Dual Access) ..

.....  
.... 9 manual .  
.....  
.....

.....  
.....  
.....  
.....

.. 9 overseas .....

.....  
.....  
. 11 Real Time Transmission ....  
.....

..... 11 Resolution ....  
.....  
.....  
.....

.....  
.....  
.... 8 B Broadcasting .  
.....

.....  
.....  
.....  
.....

.....9 setting up Groups for .....

...18 C Caller ID Caller ID History report .....

.....  
.....21 Cancelling jobs awaiting redial ..

.....  
.....  
.....

.....12 Cleaning paper feed rollers .

.....  
.....  
.....  
.....

...30 printer platen .....

.....  
.....  
.....

.....  
....29 ControlCenter See Software and Network User's Guide.  
Copy 2 in 1 ID .....

.....  
.....  
.....  
.....  
.....

....25 density .....

.....  
.....  
.....

.....  
.....  
.....

....27 enlarge/reduce .....

.....  
.....  
.....  
.....

...23 page layout (N in 1) .....

.....  
.....  
.....

....24 poster .....

.....  
.....  
.....

.....  
.....  
.....

....24 quality .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....22 remove background colour ..

.....

.....27 sort ...

.....  
.....  
.....

...26 using ADF .....

.....  
.....  
.....

...26 G Groups for Broadcasting ..

.....

... 18 I ID Copy ..

.....  
.....

.....  
.....  
.....  
.....

.... 25 Ink cartridges checking ink volume .....

.....  
.....  
.....

... 32 38 L LCD (Liquid Crystal Display) Contrast .....

.....  
.....  
.....

.....  
.....  
.....

...3 Language .....

.....  
.....  
.....  
.....

.3 R Reducing copies ....

.....  
.....

.....  
.....  
.....

.. 23 incoming faxes .....

.....  
.....  
.....

..... 15 Remote Setup See Software and Network User's Guide.



*Reports .....*

.....  
.....  
.....  
.....  
.....

*.. 20 Address Book .....*

.....  
.....  
.....

*. 21 Caller ID history ....*

.....  
.....

*.. 21 Fax Journal ...*

.....  
.....

*..... 21 Journal Period .*

.....  
.....  
.....  
.....

*.... 20 how to print .....*

.....  
.....  
.....

*.. 21 Network Configuration ...*

.....

*... 21 Transmission Verification ..*

.....

*..... 20, 21 User Settings ..*

.....  
.....  
.....  
.....

*..... 21 WLAN Report ..*

.....  
.....  
.....

*.. 21 Resolution setting for next fax ...*

.....  
.....  
.....  
.....

. 8 M Macintosh See Software and Network User's Guide. Manual transmission .....

.....  
.....  
.....  
.....

.....9 Memory Storage ....

.....  
.....  
.....

.....  
.....

.1 Mode, entering Timer ....

.....  
.....  
.....  
.....

.....

.4 N Network Printing See Software and Network User's Guide. Scanning See Software and Network User's Guide. Nuance™ PaperPort™ 12SE See Software and Network User's Guide. Also see Help in the PaperPort™ 12SE application.  
S Scanning See Software and Network User's Guide. Shipping the machine ....

.....  
.....  
.....

. 32 Sleep Mode ....

.....  
.....  
.....  
.....

... 2 P Packing and shipping the machine .....

...32 Power failure ..

.....  
.....  
.....  
.....

.....1 Presto! PageManager See Software and Network User's Guide.

Also see Help in the Presto! PageManager application. Print fax from memory .....

.....  
.....  
.....

.....13 report ....

.....  
.....  
.....  
.....

.....21 Printing See Software and Network User's Guide. T Troubleshooting checking ink volume .

.....  
.....  
.....

..... 32 TX Lock turning on/off ..

.....  
.....  
.....  
.....

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



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](http://yourpdfguides.com/dref/5514092)  
<http://yourpdfguides.com/dref/5514092>

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



[You're reading an excerpt. Click here to read official BROTHER DCP-J132W user guide](#)

<http://yourpdfguides.com/dref/5514092>