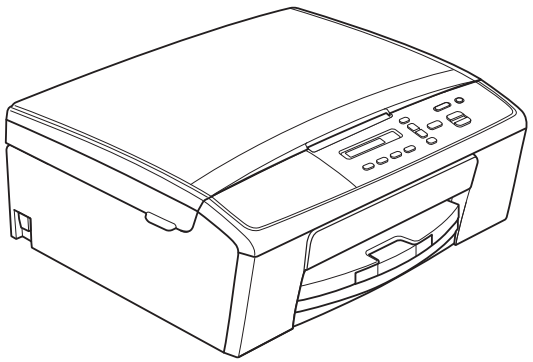
Advanced User's Guide

DCP-J140W



Version 0

USA/CAN

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 consumables. See troubleshooting tips.	Printed / In the box
Advanced User’s Guide	Learn more advanced operations: Copy, printing reports and performing routine maintenance.	PDF file / CD-ROM
Software User’s Guide	Follow these instructions for Printing, Scanning, Network Scanning, Web Services (Scan), and using the Brother ControlCenter utility.	PDF file / CD-ROM
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms.	PDF file / CD-ROM
Network User’s Guide	This Guide provides useful information about wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	PDF file / CD-ROM
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing JPEG and PDF [2] files 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 [1]

1 Visit us at http://solutions.brother.com/.

2 PDF printing is not supported on Windows® Phone.

Table of Contents

1 General setup 1

Memory storage 1
Sleep Mode 1
LCD display 2
Changing LCD language 2
LCD Contrast 2

2 Printing reports 3

Reports 3
How to print a report 3

3 Making copies 4

Copy settings 4
Stop copying 4
Enlarging or reducing the copied image 4
Changing copy quality 5
Copy Options 6
Adjusting Density 6
Making N in 1 copies or a poster (Page Layout) 6
2 in 1 ID Copy (Page Layout) 8

A Routine maintenance 9

Cleaning and checking the machine 9
Cleaning the outside of the machine 9
Cleaning the machine's printer platen 10
Cleaning the paper pick-up rollers 11
Checking the ink volume 12
Packing and shipping the machine 12

B Glossary 15

C Index 16

1 General setup

Memory storage

Your menu settings are stored permanently, and in the event of a power failure will not be lost. Temporary settings (for example, Page Layout) will be lost.

Sleep Mode

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

1. Press **Menu**.
2. Press ▲ or ▼ to choose `0.Initial Setup`.
   Press **OK**.
3. Press ▲ or ▼ to choose `3.Sleep Mode`.
   Press **OK**.
4. Press ▲ or ▼ 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**.
5. Press **Stop/Exit**.

LCD display

Changing 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 your language.
   Press **OK**.
5. Press **Stop/Exit**.

LCD Contrast

You can adjust the LCD contrast. 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**.

2 Printing reports

Reports

The following reports are available:

- `User Settings`

  Prints a list of your settings.

- `Network Config`

  Prints a list of your Network settings.

- `WLAN Report`

  Prints the result of the WLAN connection.

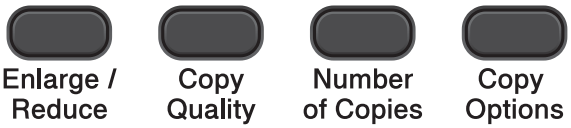
How to print a report

1. Press **Menu**.
2. Press ▲ or ▼ to choose `4.Print Reports`.
   Press **OK**.
3. Press ▲ or ▼ to choose the report you want to print.
   Press **OK**.
4. Press **Black Start**.
5. Press **Stop/Exit**.

3 Making copies

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.



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.

When you have finished changing settings, press **Black Start** or **Color Start**.

The machine returns to its default settings 1 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.

Stop copying

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

Enlarging or reducing the copied image

You can choose an enlargement or reduction ratio. If you choose `Fit to Page`, your machine will adjust the size automatically to the paper size you set.

Press	
Enlarge / Reduce	`Fit to Page`
	`Custom(25-400%)`
	`198% 4"x6"→A4`
	`186% 4"x6"→LTR`
	`104% EXE→LTR`
	`100%`
	`97% LTR→A4`
	`93% A4→LTR`
	`85% LTR→EXE`
	`83%`
	`78%`
	`46% LTR→4"x6"`

1. Load your document.
2. Enter the number of copies you want.
3. Press **Enlarge/Reduce**.
4. Do one of the following:
   - Press ▲ or ▼ to choose the enlargement or reduction ratio you want. Press **OK**.
   - Press ▲ or ▼ to choose `Custom(25-400%)`. Press **OK**. Press ▲ or ▼ repeatedly to enter an enlargement or reduction ratio from `25%` to `400%`. Press **OK**.
5. Press **Black Start** or **Color Start**.

Note

- `Fit to Page` does not work properly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.
- `Page Layout` is *not* available with **Enlarge/Reduce**.

Changing copy quality

You can choose the quality. The factory setting is `Normal`.

Press		
	`Normal`	Normal is the recommended mode for ordinary printouts. This produces good copy quality with good copy speed.
	`Fast`	Fast copy speed and lowest ink consumption. Use to save time printing documents to be proof-read, large documents or many copies.
	`Best`	Use Best mode to copy precise images such as photographs. This provides the highest resolution and the slowest speed.

1. Load your document.
2. Enter the number of copies you want.
3. Press **Copy Quality** repeatedly to choose `Normal`, `Fast` or `Best`.
4. Press **Black Start** or **Color Start**.

To change the default setting, follow the instructions below:

1. Press **Menu**.
2. Press ▲ or ▼ to choose `2.Copy`.
   Press **OK**.
3. Press ▲ or ▼ to choose `3.Quality`.
   Press **OK**.
4. Press ▲ or ▼ to choose `Normal`, `Fast` or `Best`.
   Press **OK**.
5. Press **Stop/Exit**.

Copy Options

Adjusting Density

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

Press	-□□■□□+
 and then ▲ or ▼ to choose Density	

1. Load your document.
2. Enter the number of copies you want.
3. Press **Copy Options** and ▲ or ▼ to choose Density.
   Press **OK**.

4. Press ▲ to make a darker copy or press ▼ to make a lighter copy.
   Press **OK**.
5. Press **Black Start** or **Color Start**.

To change the default setting, follow the instructions below:

1. Press **Menu**.
2. Press ▲ or ▼ to choose 2.Copy.
   Press **OK**.
3. Press ▲ or ▼ to choose 4.Density.
   Press **OK**.
4. Press ▲ to make a darker copy or press ▼ to make a lighter copy.
   Press **OK**.
5. Press **Stop/Exit**.

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.

Press	Off(1in1)
 and then ▲ or ▼ to choose Page Layout	2in1(P)
	2in1(L)
	2in1(ID)
	4in1(P)
	4in1(L)
	Poster(3x3)

1. Load your document.
2. Enter the number of copies you want. [1]

   [1] You can only make one copy at a time when you are using Poster(3x3) layout.
3. Press **Copy Options** and ▲ or ▼ to choose Page Layout.
   Press **OK**.
4. Press ▲ or ▼ to choose 2in1(P), 2in1(L), 2in1(ID) [1], 4in1(P), 4in1(L), Poster(3x3) or Off(1in1).
   Press **OK**.

   [1] For details about 2 in 1 (ID), see *2 in 1 ID Copy (Page Layout)* ➤➤ page 8.
5. Press **Black Start** to scan the document. You can also press **Color Start** if you are making only one color copy.
   If you are making a poster, the machine scans the page and starts printing.

6 After the machine has scanned the page, press ▲ (Yes) to scan the next page.

```
Next Page?

▲ Yes ▼ No
```

7 Place the next page on the scanner glass.
Press **OK**.

```
Set Next Page

Then Press OK
```

8 Repeat steps ❻ and ❼ for each page of the layout.

9 After all the pages have been scanned, press ▼ (No) to finish.

Note

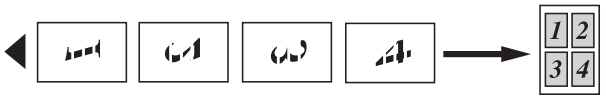
- (P) means Portrait and (L) means Landscape.
- Make sure the paper size is set to Letter, A4 or Executive.
- Poster copy is not available for Executive size paper.
- You can only make one color copy at a time.
- You can only make one Poster copy at a time
- **Enlarge/Reduce** is not available with Page Layout.

Place the document face down in the direction shown below:

■ **2in1(P)**

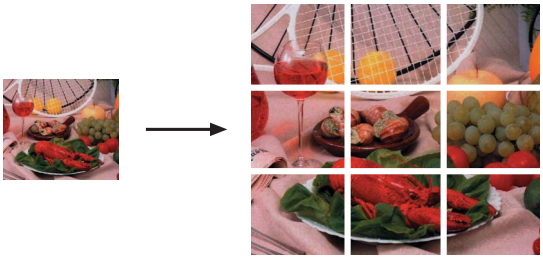
■ **2in1(L)**

■ **4in1(P)**



■ **4in1(L)**

■ **Poster(3x3)**



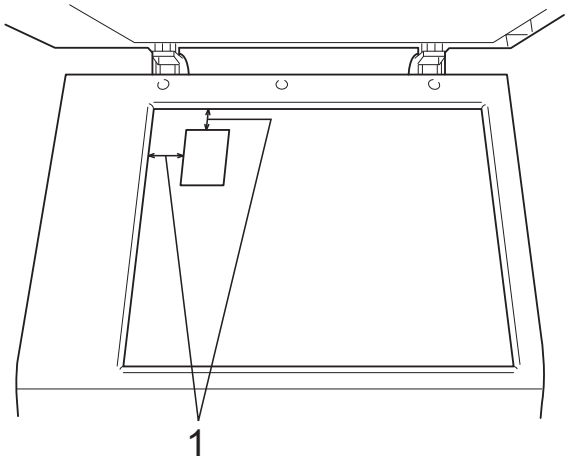
2 in 1 ID Copy (Page Layout)

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 Letter or A4.

Note

You can copy an identification card to the extent permitted under applicable laws. (➤➤Product Safety Guide: *Legal limitations for copying*)

1. Place your identification card face down at the left corner of the scanner glass.



1 0.12 in. (3 mm) or greater (top, left)

2. Enter the number of copies you want.
3. Press **Copy Options** and ▲ or ▼ to choose `Page Layout`.
   Press **OK**.
4. Press ▲ or ▼ to choose `2in1(ID)`.
   Press **OK**.
5. Press **Black Start** to scan the first side of the card. You can also press **Color Start** if you are making only one color copy.
6. After the machine has scanned the page, press ▲ (`Yes`) to scan the next page.

   `Next Page?`

   `▲ Yes ▼ No`
7. Turn over the identification card and place it at the left corner of the scanner glass.
   Press **OK**.

   `Set Next Page`

   `Then Press OK`

   The machine scans the other side of the card and prints the page.

Note

- You can only make one color copy at a time.
- **Enlarge/Reduce** is not available with `2in1(ID)`.

A Routine maintenance

Cleaning and checking the machine

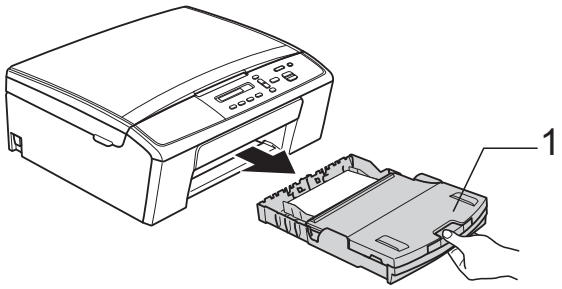
Cleaning the outside of the machine

Clean the outside of the machine as follows:

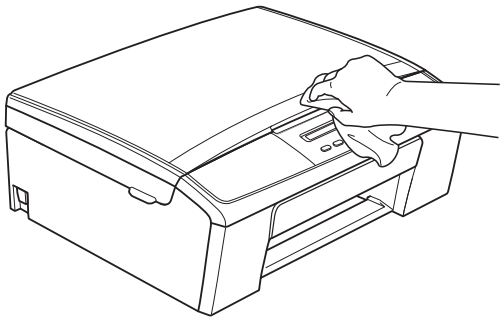
Important

- 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.

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

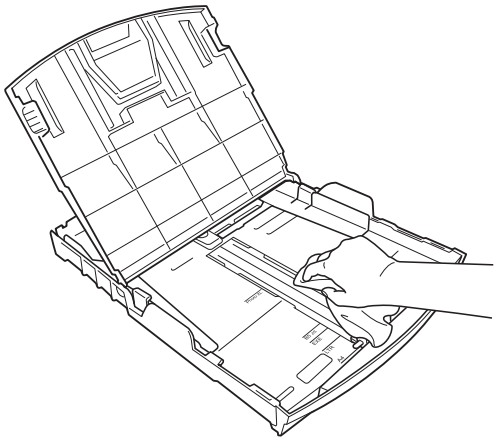


2. Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



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

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



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

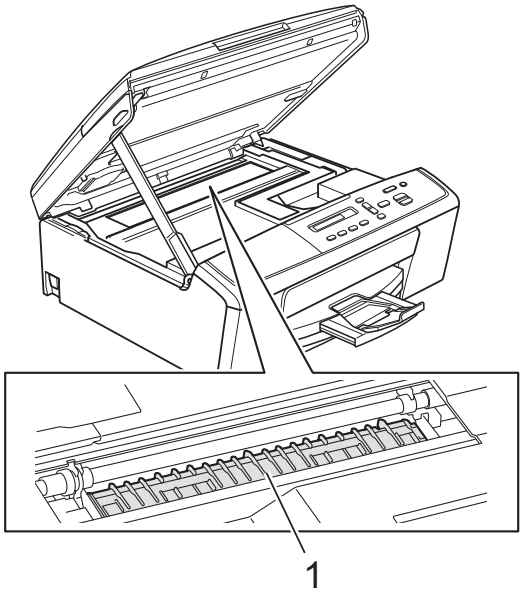
Cleaning the machine's printer platen

WARNING

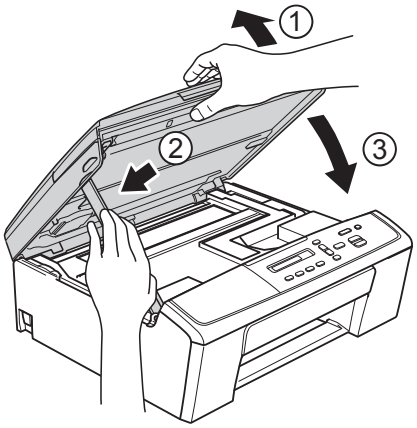
Be sure to unplug the machine from the AC power outlet before cleaning the printer platen to avoid an electrical shock.

1. Using both hands, grasp the plastic tabs on both sides of the machine and lift the scanner cover until it locks securely in the open position.

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



3. Lift the scanner cover to release the lock (1). Gently push the scanner cover support down (2) and close the scanner cover (3).



4. Re-connect the power cord.

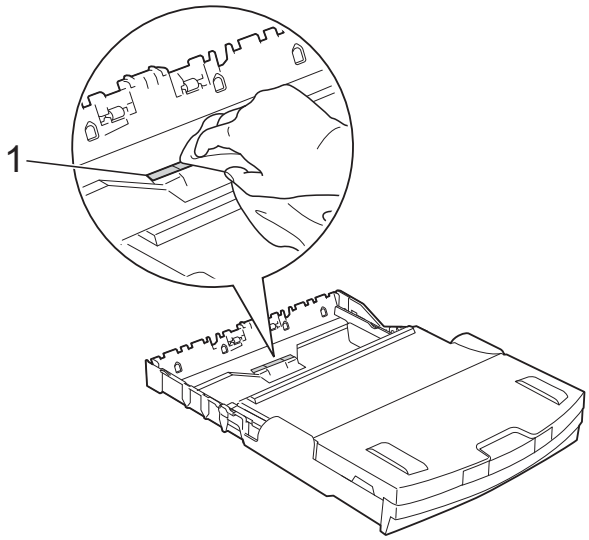
Cleaning the paper pick-up rollers

1. Unplug the machine from the AC power outlet.
2. Pull the paper tray completely out of the machine.

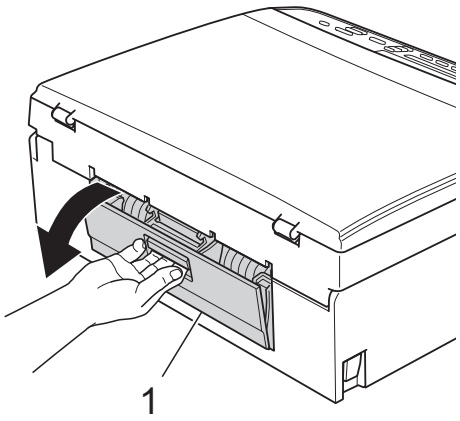
Note

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

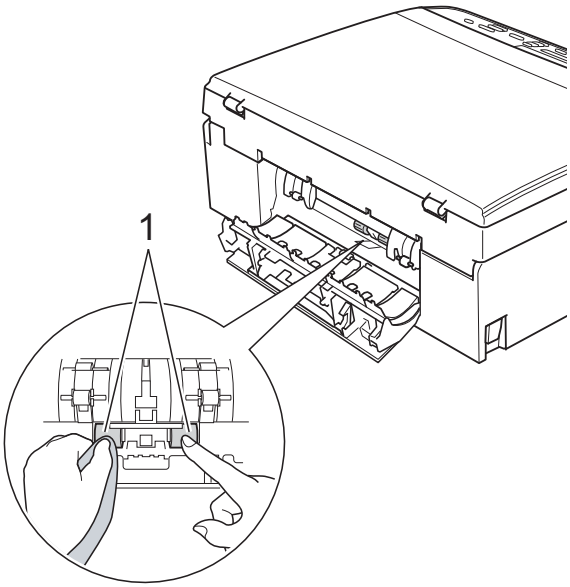
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.



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



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



5. Close the Jam Clear Cover.
Make sure the cover is closed completely.
6. Put the paper tray firmly back in the machine.
7. Re-connect the power cord.

Checking the ink volume

You can check the ink that is left in the cartridge.

1. Press **Menu**.
2. Press ▲ or ▼ to choose `1.Ink`.
   Press **OK**.
3. Press ▲ or ▼ to choose `3.Ink Volume`.
   Press **OK**.
   The LCD shows the ink volume.

4. Press ▲ or ▼ to choose the color you want to check.
5. Press **Stop/Exit**.

Note

You can check the ink volume from your computer.
➤➤Software User's Guide: *Printing* (Windows®)
➤➤Software User's Guide: *Printing* (Macintosh)

Packing and shipping the machine

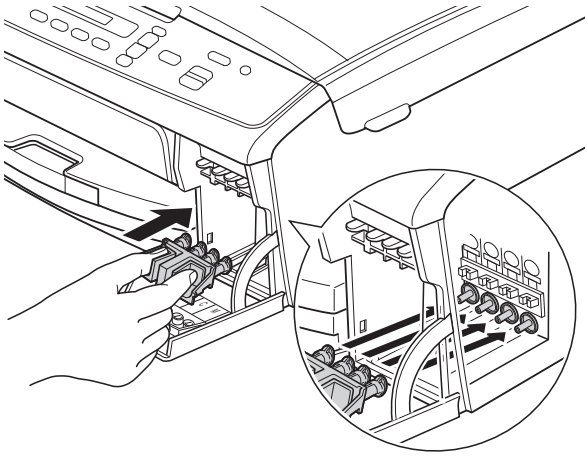
When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, any damage that may occur in transit may not be covered by your warranty. The machine should be adequately insured with the carrier.

Important

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

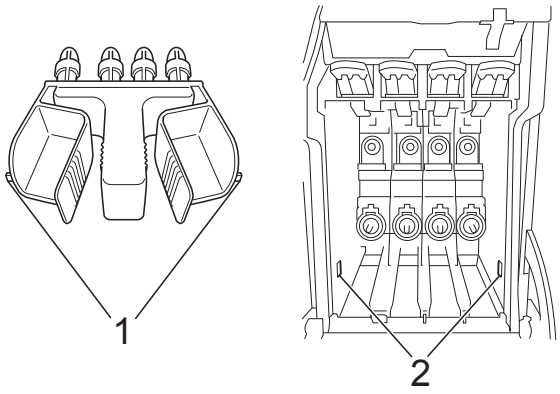
1. Open the ink cartridge cover.
2. Press the ink release levers to release the ink cartridges and then take out the ink cartridges.
   (➤➤Basic User's Guide: *Replacing the ink cartridges*)

3 Install the green protective part and then close the ink cartridge cover.



Important

- Make sure that the plastic tabs on both sides of the green protective part (1) have securely clicked into place (2).



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

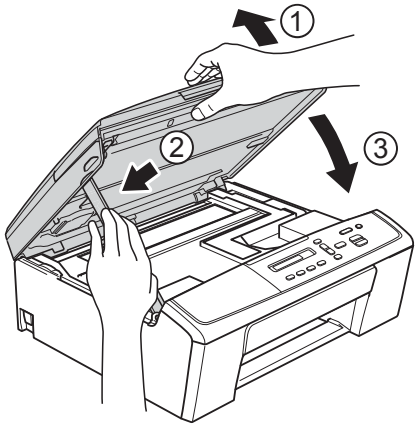
4 Unplug the machine from the AC power outlet.

5 Do one of the following:

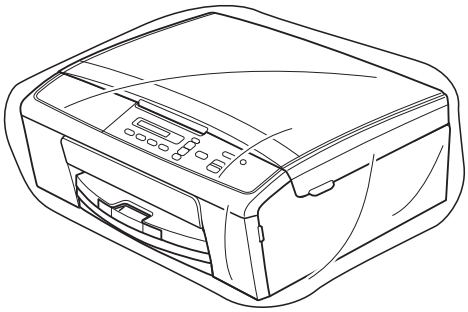
- If you have connected the machine to your computer using the USB interface cable, go to step 6.
- If you have not connected the interface cable, go to step 8.

6 Using both hands, use the plastic tabs on both sides of the machine to lift the scanner cover until it locks securely in the open position. Then unplug the interface cable from the machine.

7 Lift the scanner cover to release the lock (1). Gently push the scanner cover support down (2) and close the scanner cover (3).



8 Wrap the machine in the bag.

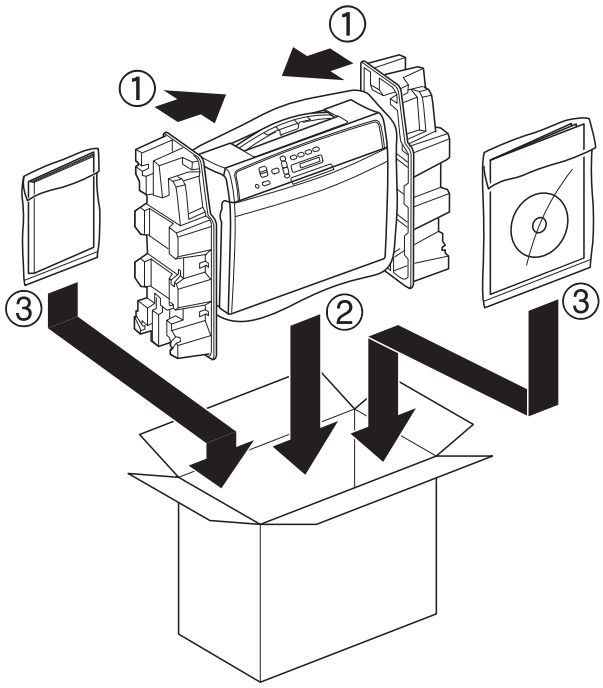


A

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

Note

If you are returning your machine to Brother as part of the Exchange Service, pack *only* the machine. Keep all separate parts and printed materials to use with your “Exchange” machine.



10 Close the carton and tape it shut.

B Glossary

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

Density

Changing the Density makes the whole image lighter or darker.

Gray Scale

The shades of gray available for copying and scanning.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

LCD (Liquid Crystal Display)

The display screen on the machine that shows interactive messages during On-Screen Programming.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

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

Scanning

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

Temporary settings

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

User Settings

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

WLAN Report

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

C Index

Numerics

2 in 1 ID Copy 8

A

Apple Macintosh
  See Software User's Guide.

C

Cleaning
  paper pick-up rollers 11
  printer platen 10
ControlCenter
  See Software User's Guide.
Copy
  2 in 1 ID 8
  density 6
  enlarge/reduce 4
  page layout (N in 1) 6
  poster 6
  quality 5

I

ID Copy 8
Ink cartridges
  checking ink volume 12

L

LCD (Liquid Crystal Display)
  Contrast 2
  Language 2

M

Macintosh
  See Software User's Guide.
Memory Storage 1

N

Network
  Printing
    See Network User's Guide.
  Scanning
    See Software User's Guide.
Nuance™ PaperPort™ 12SE
  See Software User's Guide. Also see Help in the PaperPort™ 12SE application.

P

Packing and shipping the machine 12
Power failure 1
Presto! PageManager
  See Software User's Guide. Also see Help in the Presto! PageManager application.
Print
  report 3
Printing
  See Software User's Guide.

R

Reducing
  copies 4
Reports 3
  how to print 3
  Network Configuration 3
  User Settings 3
  WLAN Report 3

S

Scanning
  See Software User's Guide.
Shipping the machine 12
Sleep Mode 1

T

Troubleshooting
  checking ink volume 12

W

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

C

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