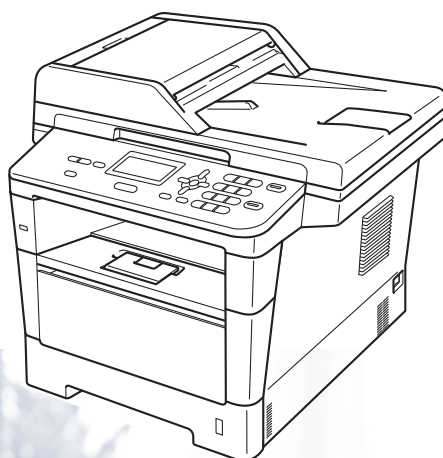


# Advanced User's Guide

DCP-8110DN  
DCP-8150DN  
DCP-8155DN



Not all models are available in all countries.

**(in USA):**

Please go to the Brother Solutions Center at <http://solutions.brother.com/> and click Manuals on your model page to download the other manuals.

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

Which Guide?	What's in it?	Where is it?
<b>Product Safety Guide</b>	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the Box
<b>Quick Setup Guide</b>	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the Box
<b>Basic User's Guide</b>	Learn the basic Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the Box
<b>Advanced User's Guide</b>	Learn more advanced operations: Copy, security features, printing reports and performing routine maintenance.	For USA: PDF file / Brother Solutions Center at <a href="http://solutions.brother.com/">http://solutions.brother.com/</a>
<b>Software User's Guide</b>	Follow these instructions for Printing, Scanning, Network Scanning and using the Brother ControlCenter utility.	
<b>Network User's Guide</b>	This Guide provides useful information about wired network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips.	For Other Countries: PDF file / Installer CD-ROM / In the Box
<b>Google Cloud Print Guide</b>	This Guide provides details on how to configure your Brother machine to a Google account and use Google Cloud Print services for printing over the Internet from devices using Gmail™ for mobile, GOOGLE DOCS™ for mobile and applications for the Chrome OS.	PDF file / Brother Solutions Center <sup>2</sup>
<b>Mobile Print/Scan Guide for Brother iPrint&amp;Scan</b>	This Guide provides useful information about printing JPEG and PDF <sup>1</sup> files from your mobile device and scanning from your Brother machine to your mobile device when connected on a Wi-Fi network.	PDF file / Brother Solutions Center <sup>2</sup>

<sup>1</sup> PDF printing is not supported on Windows® Phone.

<sup>2</sup> Visit us at <http://solutions.brother.com/>.

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## IMPORTANT NOTE

- Most of the illustrations in this User's Guide show the DCP-8155DN.

## Memory storage

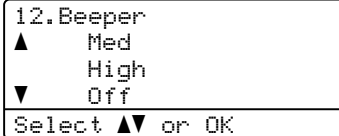
Your menu settings are stored permanently and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast) *will* be lost. During a power failure the machine will retain the date and time for approximately 60 hours.

## Volume settings

### Beeper volume

When the beeper is on, the machine will beep when you press a key or make a mistake. You can choose a range of volume levels, from High to Off.

- 1 Press **Menu**, **1**, **2**.



```
12. Beeper
▲      Med
      High
▼      Off
-----
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose Low, Med, High or Off.  
Press **OK**.
- 3 Press **Stop/Exit**.

## Automatic Daylight Saving Time

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

- 1 Press **Menu**, **6**, **1**, **2**.

```
61.Date&Time
 2.Auto Daylight
▲      On
▼      Off
Select ▲▼ or OK
```

- 2 Press ▲ or ▼ to choose On or Off.  
Press **OK**.
- 3 Press **Stop/Exit**.

## Ecology features

### Toner Save

You can save toner using this feature. When you set Toner Save to On, print appears lighter. The default setting is Off.

- 1 Press **Menu**, **1**, **3**, **1**.

```
13.Ecology
 1.Toner Save
▲      On
▼      Off
Select ▲▼ or OK
```

- 2 Press ▲ or ▼ to choose On or Off.  
Press **OK**.
- 3 Press **Stop/Exit**.



#### Note

We do not recommend Toner Save for printing Photo or Gray Scale images.

## Sleep Time

The Sleep mode Setting can reduce power consumption. When the machine is in Sleep mode (Power Save mode) it acts as though it is turned off. The machine will wake up and start printing when it receives a print job.

You can choose how long the machine must be idle before it goes into Sleep mode. When the machine receives a print job or makes a copy, the timer will be reset. The default setting is 3 minutes.

While the machine is in Sleep mode the LCD will show *Sleep*.

- 1 Press **Menu, 1, 3, 2**.

```
13.Ecology
 2.Sleep Time
    03Min
Enter & OK Key
```

- 2 Enter the length of time (0-90 minutes) the machine is idle before entering Sleep mode.  
Press **OK**.
- 3 Press **Stop/Exit**.

## Deep Sleep mode

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically and the LCD will show *Deep Sleep*. Deep Sleep mode uses less power than Sleep mode. The machine will wake up when it receives a print job.

## Quiet mode feature

### Quiet mode

The Quiet mode setting can reduce noise while printing. When Quiet Mode is turned **On**, the print speed becomes slower. The default setting is **Off**.

- 1 Press **Menu, 1, 4**.

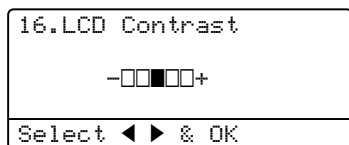
```
14.Quiet Mode
▲      On
▼      Off
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose **On** or **Off**.  
Press **OK**.
- 3 Press **Stop/Exit**.

## LCD Contrast

You can change the contrast to make the LCD look lighter or darker.

- 1 Press **Menu**, **1**, **6**.

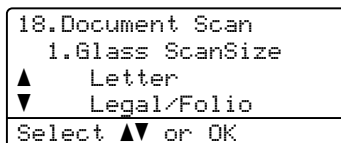


- 2 Press **▶** to make the LCD darker. Or, press **◀** to make the LCD lighter. Press **OK**.
- 3 Press **Stop/Exit**.

## Glass ScanSize

When scanning A4/Legal/Folio size documents, you will need to set the scan glass size to A4 or Legal/Folio; otherwise, a portion of your scanned documents will be missing.

- 1 Press **Menu**, **1**, **8**, **1**.



- 2 Press **▲** or **▼** to choose A4 or Legal/Folio. Press **OK**.
- 3 Press **Stop/Exit**.



### Note

Legal/Folio is available for DCP-8150DN and DCP-8155DN.



## User Settings List

You can print a list of the settings you programmed.

- 1 Press **Menu, 6, 4**.

```
64.User Settings
Press Start
```

- 2 Press **Start**.
- 3 Press **Stop/Exit**.

## Network Configuration Report

The Network Configuration Report is a report listing the current network configuration including the network print server settings.



### Note

The node name appears in the Network Configuration Report. The default node name is "BRNXXXXXXXXXXXXX".

- 1 Press **Menu, 6, 5**.

```
65.Network Config
Press Start
```

- 2 Press **Start**.
- 3 Press **Stop/Exit**.

# 2

## Security features

### Secure Function Lock 2.0

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

- Copy
- Scan <sup>1</sup>
- USB Direct
- Print <sup>2</sup>
- Page Limit <sup>3</sup>

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

<sup>2</sup> Print includes print jobs via Google Cloud Print and Brother iPrint&Scan.

<sup>3</sup> Page Limit is configured using Web Based Management.

This feature also prevents users from changing the default settings of the machine by limiting access to the Menu settings.

Before using the security features you must first enter an administrator password.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a password to use the machine.

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call Brother Customer Service.



#### Note

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- Secure Function Lock can be set manually at the control panel, or by using Web Based Management or BRAdmin Professional 3 (Windows<sup>®</sup> only). We recommend using Web Based Management or BRAdmin Professional 3 (Windows<sup>®</sup> only) to configure this feature. (See Network User's Guide.)
  - Only administrators can set limitations and make changes for each user.
-

## Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn the Secure Function Lock on or off. (See *Setting up restricted users* >> page 8 and *Turning Secure Function Lock on/off* >> page 9.)

- 1 Press **Menu, 1, 7, 1**.

```
17.Security
 1.Function Lock

New Passwd:XXXX
Enter & OK Key
```

- 2 Enter a four-digit number for the password using numbers 0-9. Press **OK**.
- 3 Re-enter the password when the LCD shows *Verify:.* Press **OK**.
- 4 Press **Stop/Exit**.

## Changing the password for the administrator

- 1 Press **Menu, 1, 7, 1**.

```
17.Security
 1.Function Lock
▲ Lock Off-On
▼ Set Password
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose *Set Password*. Press **OK**.
- 3 Enter the registered four-digit password. Press **OK**.
- 4 Enter a four-digit number for the new password. Press **OK**.
- 5 If the LCD shows *Verify:* re-enter the new password. Press **OK**.
- 6 Press **Stop/Exit**.

## Setting up the Public user mode

Public user mode restricts the functions that are available for Public users. Public users do not need to enter a password to access the features made available through this setting. You can set up one Public user.

- 1 Press **Menu, 1, 7, 1**.

```
17.Security
 1.Function Lock
▲ Lock Off-On
▼ Set Password
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose Setup ID. Press **OK**.
- 3 Enter the administrator password. Press **OK**.
- 4 Press **▲** or **▼** to choose Public. Press **OK**.
- 5 Press **▲** or **▼** to choose Enable or Disable for Copy. Press **OK**.  
After you have set Copy, repeat this step for Scan, USB Direct and Print. When the LCD shows Exit, press **OK**.
- 6 Press **Stop/Exit**.

## Setting up restricted users

You can set up users with a password and restrict the functions that are available to them. You can set up more advanced restrictions, such as by page count or PC user login name, through Web Based Management or BRAdmin Professional 3 (Windows® only). (See Network User's Guide.) You can set up to 25 restricted users with restrictions and a password.

- 1 Press **Menu, 1, 7, 1**.

```
17.Security
 1.Function Lock
▲ Lock Off-On
▼ Set Password
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose Setup ID. Press **OK**.
- 3 Enter the administrator password. Press **OK**.
- 4 Press **▲** or **▼** to choose UserXX. Press **OK**.
- 5 Use the numeric keys to enter the user name. (See Basic User's Guide: *Entering text*.) Press **OK**.
- 6 Enter a four-digit password for the user. Press **OK**.
- 7 Press **▲** or **▼** to choose Enable or Disable for Copy. Press **OK**.  
After you have set Copy, repeat this step for Scan, USB Direct and Print. When the LCD shows Exit, press **OK**.
- 8 Repeat steps 4 to 7 for entering each additional user and password.

- 9 Press **Stop/Exit**.



### Note

You cannot input the same name for different users.

## Turning Secure Function Lock on/off

If you enter the wrong password, the LCD will show `Wrong Password`. Re-enter the correct password.

### Turning Secure Function Lock on

- 1 Press **Menu, 1, 7, 1**.

```
17.Security
 1.Function Lock
▲   Lock Off-On
▼   Set Password
-----
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose `Lock Off-On`. Press **OK**.
- 3 Enter your four-digit administrator password. Press **OK**.

### Turning Secure Function Lock off

- 1 Press **Menu, 1, 7, 1**.

```
17.Security
 1.Function Lock
▲   Lock On-Off
▼   Change ID
-----
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose `Lock On-Off`. Press **OK**.
- 3 Enter your four-digit administrator password. Press **OK**.

## Switching Users

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

### Changing to the restricted user mode

- 1 Hold down **◀** as you press **Secure Print**.

```
Function Lock
Change ID
▲  BROTHER
▼  ABC
Select ▲▼ or OK
```

- 2 Press **▲** or **▼** to choose ID.  
Press **OK**.
- 3 Enter your four-digit password.  
Press **OK**.



#### Note

- If the current ID is restricted for the function you try to use, `Access Denied` will appear on the LCD. Then the LCD will show `Change ID` and other User IDs so you may switch to a User ID or Public mode that has access. If you are allowed to access the function you want to use, press **▲** or **▼** to choose your name and press **OK**. Enter your four-digit password and press **OK**.
- If your User ID has a page limit restriction and you have already reached the maximum number of pages, the LCD will show `Limit Exceeded` when you try to print data. Contact your administrator to check your Secure Function Lock Settings.

### Changing to the Public mode

After a restricted user has finished using the machine, it will return to the Public setting within one minute.

You can exit from the restricted user mode by pressing the following keys:

- **Clear** when you are in the copy mode.
- **(SCAN)** when you are in the scan mode.

Then LCD will ask you `Go to Public?`.

Press **1** to choose `1. Yes`.



#### Note

If the function you want to use is restricted for all users, `Not Available` will appear on the LCD and the machine will go back to the Ready mode. You cannot access the function you want to use. Contact your administrator to check your Secure Function Lock Settings.

## Setting Lock

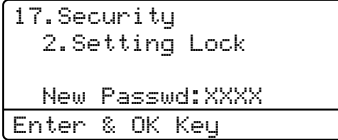
Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, you will have to reset the passwords stored in the machine. Please call your administrator or Brother Customer Service.

While Setting Lock is On, you cannot change the settings without a password.

## Setting up the password

- 1 Press **Menu, 1, 7, 2**.



```
17.Security
 2.Setting Lock

New Passwd:XXXX
Enter & OK Key
```

- 2 Enter a four-digit number for the password using numbers 0-9. Press **OK**.
- 3 Re-enter your password when the LCD shows *Verify:.* Press **OK**.
- 4 Press **Stop/Exit**.

## Changing your Setting Lock password

- 1 Press **Menu, 1, 7, 2**.

```

17.Security
 2.Setting Lock
▲      On
▼      Set Password
-----
Select ▲▼ or OK

```

- 2 Press ▲ or ▼ to choose **Set Password**. Press **OK**.
- 3 Enter your current four-digit password. Press **OK**.
- 4 Enter a four-digit number for the new password. Press **OK**.
- 5 Re-enter your new password when the LCD shows **Verify:**. Press **OK**.
- 6 Press **Stop/Exit**.

## Turning Setting Lock on/off

If you enter the wrong password when following the instructions below, the LCD will show **Wrong Password**. Re-enter the correct password.

### Turning Setting Lock on

- 1 Press **Menu, 1, 7, 2**.

```

17.Security
 2.Setting Lock
▲      On
▼      Set Password
-----
Select ▲▼ or OK

```

- 2 Press ▲ or ▼ to choose **On**. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.
- 4 Press **Stop/Exit**.

### Turning Setting Lock off

- 1 Press **Menu, 1, 7, 2**.

```

17.Security
 2.Setting Lock

Password:XXXX
-----
Enter & OK Key

```

- 2 Enter your four-digit password. Press **OK** twice.
- 3 Press **Stop/Exit**.

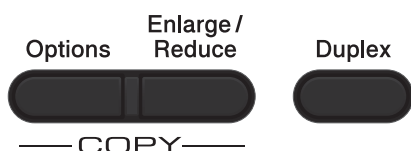


# 3

## Making copies

### Copy settings

When you want to quickly change the copy settings for the next copy, use the temporary **COPY** keys. You can change multiple settings in any combination.



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

To change a setting, press a temporary **COPY** key or **Duplex** and then press **▲** or **▼** and **◀** or **▶** to scroll through the COPY settings. When the setting you want is highlighted, press **OK**.

When you have finished changing the settings, press **Start** to begin printing.

### Stop copying

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

### Enlarging or reducing the image copied

You can choose the following enlargement or reduction ratios:

Press 	<b>100%*</b>
	97% LTR→A4
	94% A4→LTR
	91% Full Page
	85% LTR→EXE
	83% LGL→A4
	78% LGL→LTR
	70% A4→A5
	50%
	Custom (25-400%) <sup>1</sup>
	Auto <sup>2</sup>
	200%
141% A5→A4	
104% EXE→LTR	

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

<sup>1</sup> Custom (25-400%) allows you to enter a ratio from 25% to 400%.

<sup>2</sup> Auto sets the machine to calculate the reduction ratio that best fits the size of paper. Auto is only available when using the ADF.

To enlarge or reduce the next copy follow the instructions below:

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Enlarge/Reduce**, then press **▶**.

- 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**.  
Use the numeric keys to enter an enlargement or reduction ratio from 25% to 400%. (For example, press **5** and **3** to enter 53%.)  
Press **OK**.

- 5 Press **Start**.



**Note**



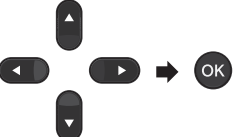
---

Page Layout Options 2 in 1 (P),  
2 in 1 (L), 2 in 1 (ID),  
4 in 1 (P) and 4 in 1 (L) are *not*  
available with Enlarge/Reduce.

---

## Using the Options key

Use the **Options** key to quickly set the following copy settings temporarily for the next copy.

Press	Menu selections	Options	Page
<p>Options</p> 	<p>Press ▲ or ▼, then press OK</p> 	<p>Press ▲, ▼, ◀ or ▶, then press OK</p> 	
	Stack/Sort	<b>Stack*</b> Sort	16
	Quality	<b>Auto*</b> Text Photo Graph	16
	Brightness	-■□□□+ -■□□□+ -□□■□+* -□□□■+ -□□□■+	17
	Contrast	-■□□□+ -■□□□+ -□□■□+* -□□□■+ -□□□■+	17
	Page Layout	<b>Off(1 in 1)*</b> 2 in 1 (P) 2 in 1 (L) 2 in 1 (ID) 4 in 1 (P) 4 in 1 (L)	18
	Tray Select	<b>MP&gt;T1*</b> Or <b>M&gt;T1&gt;T2*</b> <sup>1</sup> T1>MP Or T1>T2>M <sup>1</sup> #1 (XXX) <sup>2</sup> #2 (XXX) <sup>12</sup> MP (XXX) <sup>2</sup>	20

The factory settings are shown in Bold with an asterisk.

<sup>1</sup> T2 and #2 appear only if the optional lower tray is installed on DCP-8150DN or DCP-8155DN.

<sup>2</sup> XXX is the paper size you set in **Menu, 1, 1, 2.**

## Sorting copies

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Options**. Press ▲ or ▼ to choose *Stack/Sort*. Press **OK**.
- 4 Press ▲ or ▼ to choose *Sort*. Press **OK**.
- 5 Press **Start** to scan the page. If you placed the document in the ADF, the machine scans the pages and starts printing.

**If you are using the scanner glass, go to step 6.**

- 6 After the machine scans the page, press **1** to scan the next page.

```
Flatbed Copy:
Next Page?
▲ 1.Yes
▼ 2.No
Select ▲▼ or OK
```

- 7 Place the next page on the scanner glass. Press **OK**. Repeat steps 6 and 7 for each page of the layout.
- 8 After all the pages have been scanned, press **2** in step 6 to finish.

## Improving copy quality

You can choose from a range of quality settings. The default setting is *Auto*.

- **Auto**  
Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.
- **Text**  
Suitable for documents containing only text.
- **Photo**  
Suitable for copying photographs.
- **Graph**  
Suitable for copying receipts.

To *temporarily* change the quality setting, follow the steps below:

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Options**. Press ▲ or ▼ to choose *Quality*. Press **OK**.
- 4 Press ◀ or ▶ to choose *Auto*, *Text*, *Photo* or *Graph*. Press **OK**.
- 5 Press **Start**.

To change the *default* setting, follow the steps below:

- 1 Press **Menu**, **2**, **1**.

```
21.Quality
▲ Auto
Text
▼ Photo
Select ▲▼ or OK
```

- 2 Press ▲ or ▼ to choose the copy quality. Press **OK**.
- 3 Press **Stop/Exit**.

## Adjusting Brightness and Contrast

### Brightness

Adjust the copy brightness to make copies darker or lighter.

To *temporarily* change the copy brightness setting, follow the steps below:

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Options**.  
Press ▲ or ▼ to choose **Brightness**.  
Press **OK**.
- 4 Press ► to make a lighter copy or press ◀ to make a darker copy.  
Press **OK**.

```
Quality :Auto
Enlg/Red:100%
Tray    :MP>T1
Bright  :-□□■□□+►
Select ◀ ▶ & OK 01
```

- 5 Press **Start**.

To change the *default* setting, follow the steps below:

- 1 Press **Menu, 2, 2**.

```
22.Brightness
      -□□■□□+
Select ◀ ▶ & OK
```

- 2 Press ► to make a lighter copy or press ◀ to make a darker copy.  
Press **OK**.
- 3 Press **Stop/Exit**.

### Contrast

Adjust the contrast to help an image look sharper and more vivid.

To *temporarily* change the contrast setting, follow the steps below:

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Options**.  
Press ▲ or ▼ to choose **Contrast**.  
Press **OK**.
- 4 Press ◀ to decrease the contrast or press ► to increase the contrast.  
Press **OK**.

```
Contrast:-□□■□□+►
Quality :Auto
Enlg/Red:100%
Tray    :MP>T1
Select ◀ ▶ & OK 01
```

- 5 Press **Start**.

To change the *default* setting, follow the steps below:

- 1 Press **Menu, 2, 3**.

```
23.Contrast
      -□□■□□+
Select ◀ ▶ & OK
```

- 2 Press ◀ to decrease the contrast or press ► to increase the contrast.  
Press **OK**.
- 3 Press **Stop/Exit**.

## Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see *2 in 1 ID Copy* >> page 19.

### Important

- Please make sure the paper size is set to Letter, A4, Legal or Folio.
- (P) means Portrait and (L) means Landscape.
- You cannot use the Enlarge/Reduce setting with the N in 1 feature.

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Options**. Press **▲** or **▼** to choose Page Layout. Press **OK**.
- 4 Press **▲** or **▼** to choose Off (1 in 1), 2 in 1 (P), 2 in 1 (L), 2 in 1 (ID)<sup>1</sup>, 4 in 1 (P) or 4 in 1 (L). Press **OK**.

<sup>1</sup> For details about 2 in 1 (ID), see *2 in 1 ID Copy* >> page 19.

- 5 Press **Start** to scan the page. If you placed the document in the ADF, the machine scans the pages and starts printing.

**If you are using the scanner glass, go to step 6.**

- 6 After the machine scans the page, press **1** to scan the next page.

```
Flatbed Copy:
Next Page?
▲ 1.Yes
▼ 2.No
Select ▲▼ or OK
```

- 7 Place the next page on the scanner glass. Press **OK**. Repeat steps 6 and 7 for each page of the layout.
- 8 After all the pages have been scanned, press **2** in step 6 to finish.

### If you are copying from the ADF:

Insert your document *face up* in the direction shown below:

#### ■ 2 in 1 (P)



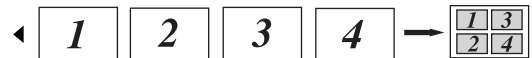
#### ■ 2 in 1 (L)



#### ■ 4 in 1 (P)



#### ■ 4 in 1 (L)



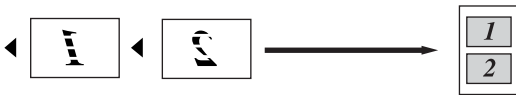
**If you are copying from the scanner glass:**

Insert your document *face down* in the direction shown below:

■ **2 in 1 (P)**



■ **2 in 1 (L)**



■ **4 in 1 (P)**



■ **4 in 1 (L)**



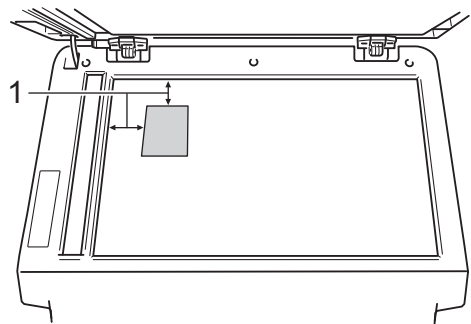
## 2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size.

 **Note**

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

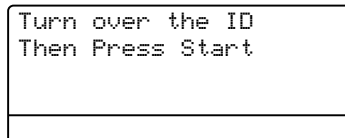
- 1 Place your identification card *face down* at the left corner of the scanner glass.



1 **0.16 in. (4 mm) or greater (top, left)**

- Even if a document is placed on the ADF, the machine scans the data from the scanner glass when in this mode.

- 2 Enter the number of copies you want.
- 3 Press **Options**. Press **▲** or **▼** to choose Page Layout. Press **OK**.
- 4 Press **▲** or **▼** to choose 2 in 1 (ID). Press **OK**.
- 5 Press **Start**.  
After the machine scans the first side of the card, the LCD will display the following instruction.



- 6 Turn over your identification card and place it at the left side of the scanner glass.
- 7 Press **Start**. The machine scans the other side of the card and prints the page.

**Note**

When 2 in 1 ID Copy is chosen, the machine sets the quality to **Photo** and the contrast to +2 (-□□□□■+).

## Tray selection

You can change the Tray Use only for the next copy.

- 1 Load your document.
- 2 Use the numeric keys to enter the number of copies (up to 99).
- 3 Press **Options**. Press **▲** or **▼** to choose **Tray Select**. Press **OK**.
- 4 Press **◀** or **▶** to choose the MP>T1, M>T1>T2<sup>1</sup>, T1>MP, T1>T2>M<sup>1</sup>, #1 (XXX)<sup>2</sup>, #2 (XXX)<sup>1 2</sup> or MP (XXX)<sup>2</sup>. Press **OK**.
  - <sup>1</sup> T2 and #2 appears only if the optional lower tray is installed on DCP-8150DN or DCP-8155DN.
  - <sup>2</sup> XXX is the paper size you set in **Menu, 1, 1, 2**.
- 5 Press **Start**.

**Note**

To change the default setting for Tray Select, see Basic User's Guide: *Tray Use in COPY mode*.

## Duplex (2-sided) copying

If you want to use the automatic duplex copy feature, load your document in the ADF.

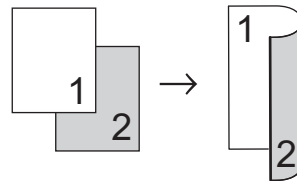
If you get an Out of Memory message while you are making duplex copies, try installing extra memory. (See *Installing extra memory* >> page 41.)

## Duplex Copy (long edge flip)

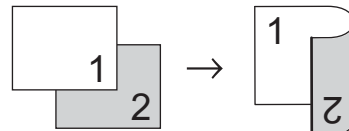
### DCP-8110DN and DCP-8150DN

#### ■ 1sided-2sided L

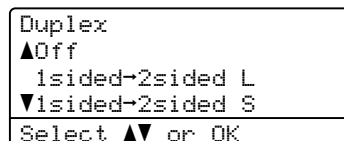
Portrait



Landscape



- 1 Load your document.
- 2 Enter the number of copies (up to 99) using the numeric keys.
- 3 Press **Duplex** and **▲** or **▼** to select **1sided-2sided L**.



Press **OK**.

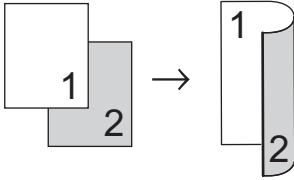
- 4 Press **Start** to copy the document.



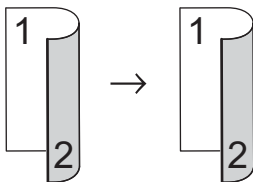
**DCP-8155DN**

Portrait

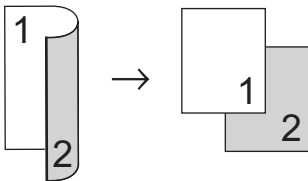
■ **1 sided → 2 Sided**



■ **2 sided → 2 Sided**

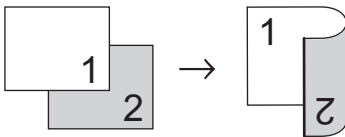


■ **2 sided → 1 Sided**

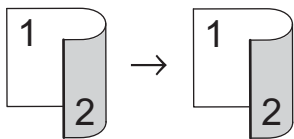


Landscape

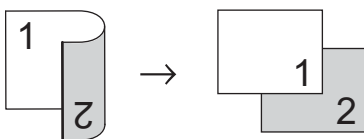
■ **1 sided → 2 Sided**



■ **2 sided → 2 Sided**



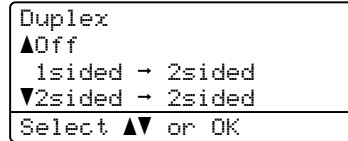
■ **2 sided → 1 Sided**



1 Load your document.

2 Enter the number of copies (up to 99) using the numeric keys.

3 Press **Duplex** and ▲ or ▼ to select 1sided → 2sided, 2sided → 2sided or 2sided → 1sided.



Press **OK**.

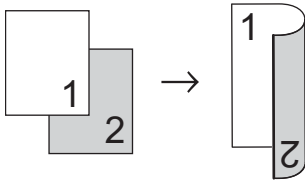
4 Press **Start** to copy the document.

## Advanced Duplex Copy (short edge flip)

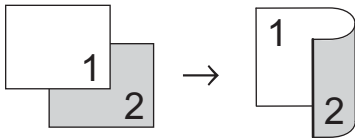
### DCP-8110DN and DCP-8150DN

#### ■ 1 sided - 2 Sided S

Portrait



Landscape



- 1 Load your document.
- 2 Enter the number of copies (up to 99) using the numeric keys.
- 3 Press **Duplex** and ▲ or ▼ to select 1sided-2sided S.

```
Duplex
▲Off
 1sided-2sided L
▼1sided-2sided S
Select ▲▼ or OK
```

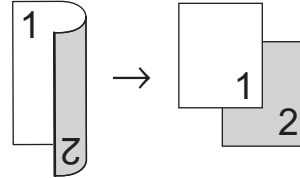
Press **OK**.

- 4 Press **Start** to copy the document.

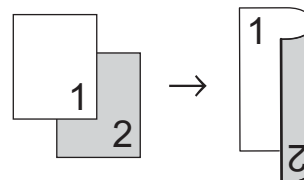
### DCP-8155DN

Portrait

#### ■ Advanced 2 sided - 1 sided

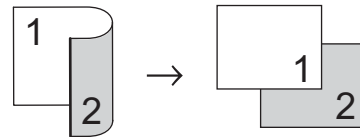


#### ■ Advanced 1 sided - 2sided

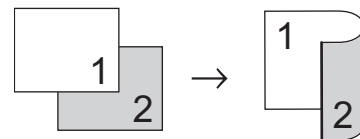


Landscape

#### ■ Advanced 2 sided - 1 sided



#### ■ Advanced 1 sided - 2sided



- 1 Load your document.
- 2 Enter the number of copies (up to 99) using the numeric keys.
- 3 Press **Duplex** and ▲ or ▼ to select Advanced.

```
Duplex
▲Off
 1sided - 2sided
▼2sided - 2sided
Select ▲▼ or OK
```

Press **OK**.

- 4 Press ▲ or ▼ to select  
2sided → 1sided or  
1sided → 2sided.  
Press **OK**.

```
Duplex Advanced
▲2sided → 1sided
▼1sided → 2sided
-----
Select ▲▼ or OK
```

- 5 Press **Start** to copy the document.

# A

## Routine maintenance

### Cleaning and checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

#### WARNING



- DO NOT put a toner cartridge or a toner cartridge and drum unit assembly into a fire. It could explode, resulting in injuries.
- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

(See Product Safety Guide: *To use the product safely.*)

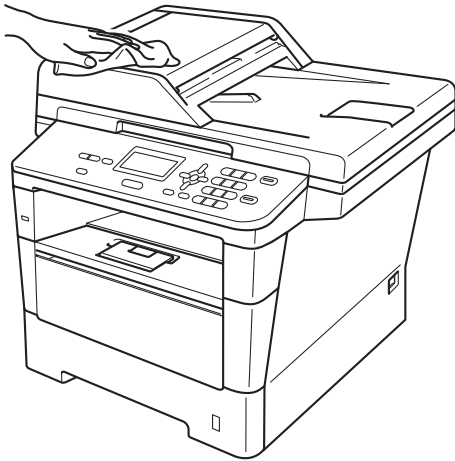


#### Important

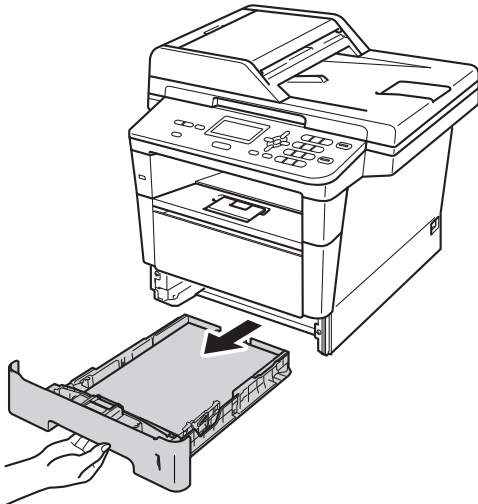
Use neutral detergents. Cleaning with volatile liquids such as thinner or benzene will damage the surface of the machine.

## Cleaning the outside of the machine

- 1 Turn off the machine's power switch.
- 2 Disconnect all cables, and then unplug the power cord from the AC power outlet.
- 3 Wipe the outside of the machine with a dry, lint-free cloth to remove dust.

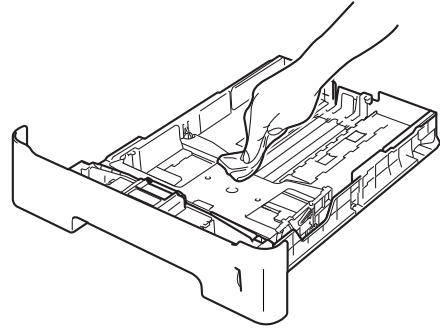


- 4 Pull the paper tray completely out of the machine.



- 5 If paper is loaded in the paper tray, remove it.

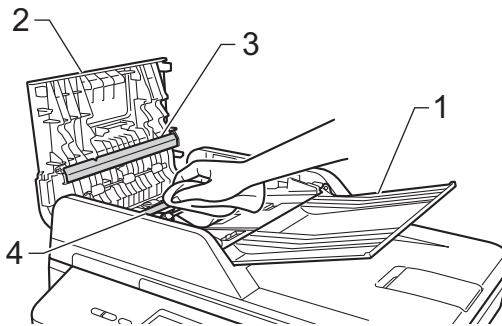
- 6 Remove anything that is stuck inside the paper tray.
- 7 Wipe the inside and the outside of the paper tray with a dry, lint-free cloth to remove dust.



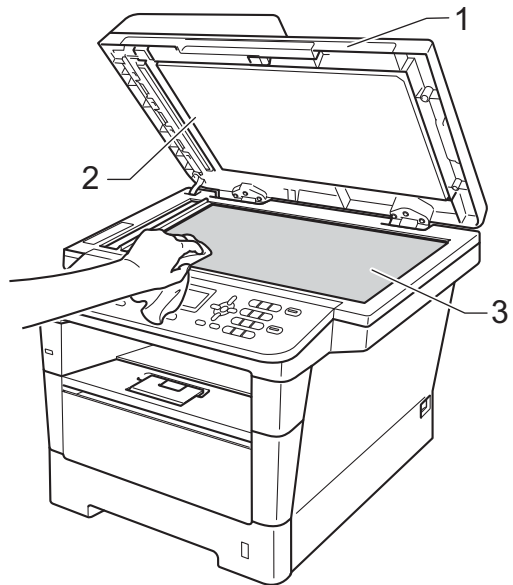
- 8 Re-load the paper and put the paper tray firmly back in the machine.
- 9 Plug the machine's power cord back into the AC power outlet first, then connect all cables.
- 10 Turn on the machine's power switch.

## Cleaning the scanner

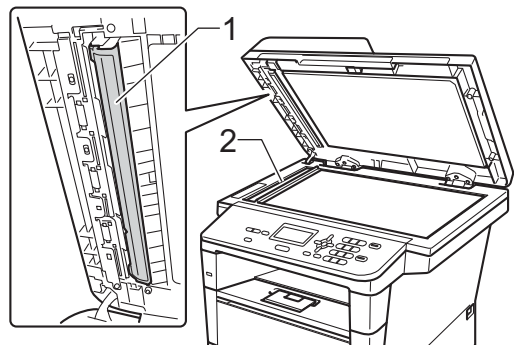
- 1 Turn off the machine's power switch.
- 2 Disconnect all cables, and then unplug the power cord from the AC power outlet.
- 3 (DCP-8155DN) Unfold the ADF document support (1) and then open the ADF cover (2).  
Clean the white bar (3) and the scanner glass strip (4) underneath it with a soft lint-free cloth moistened with water.  
Close the ADF cover (2) and fold the ADF document support (1).



- 4 Lift the document cover (1).  
Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



- 5 In the ADF unit, clean the white bar (1) and the glass strip (2) underneath it with a soft lint-free cloth moistened with water.



### Note

In addition to cleaning the scanner glass and glass strip with a soft lint-free cloth moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass 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.

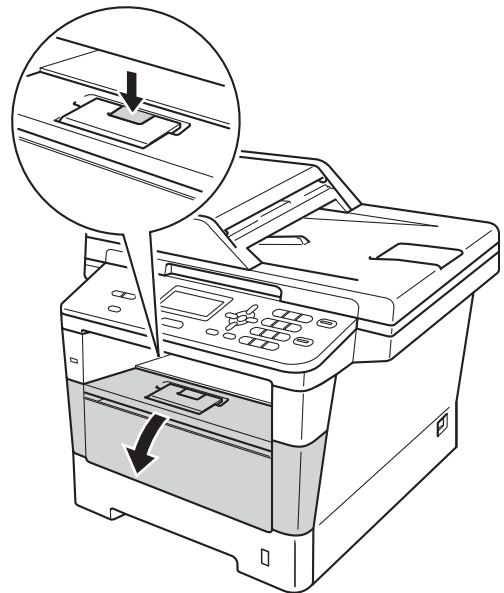
- 6 Close the document cover.

- 7 Plug the machine's power cord back into the AC power outlet first, then connect all cables.
- 8 Turn on the machine's power switch.

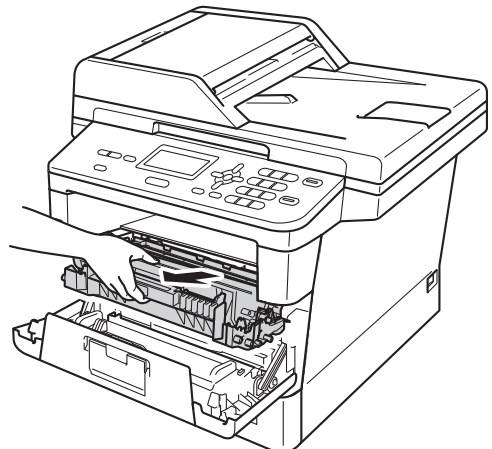
## Cleaning the corona wire

If you have print quality problems or the LCD shows **Drum Error**, clean the corona wire as follows:

- 1 Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
- 2 Press the front cover release button and then open the front cover.



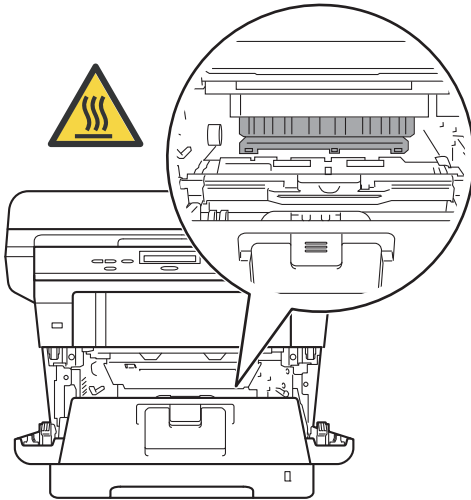
- 3 Take out the drum unit and toner cartridge assembly.



## WARNING

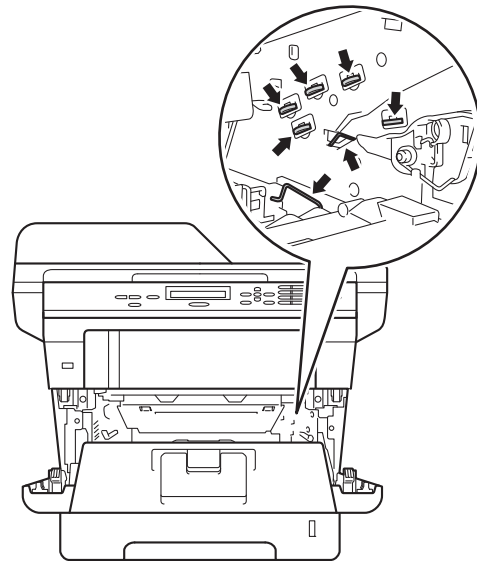
### HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.

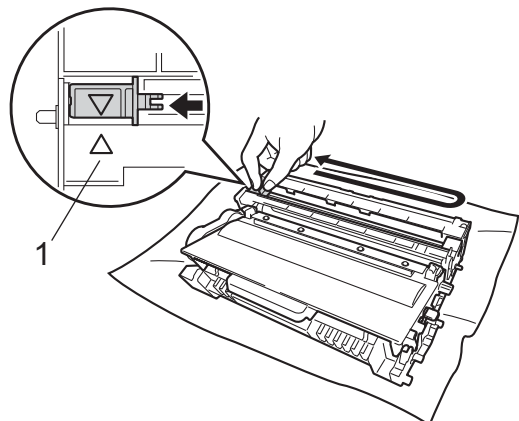


## Important

- We recommend that you put the drum unit and toner cartridge assembly on a piece of disposable paper or cloth in case you accidentally spill or scatter toner.
- Handle the drum unit and toner cartridge assembly carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



- 4 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.

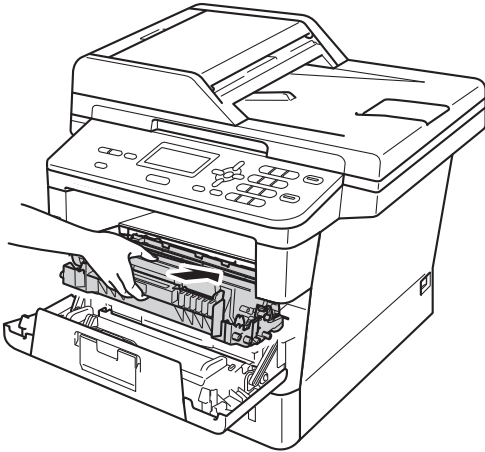




**Note**

Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

- Put the drum unit and toner cartridge assembly back into the machine.



- Close the front cover of the machine.

**Cleaning the drum unit**

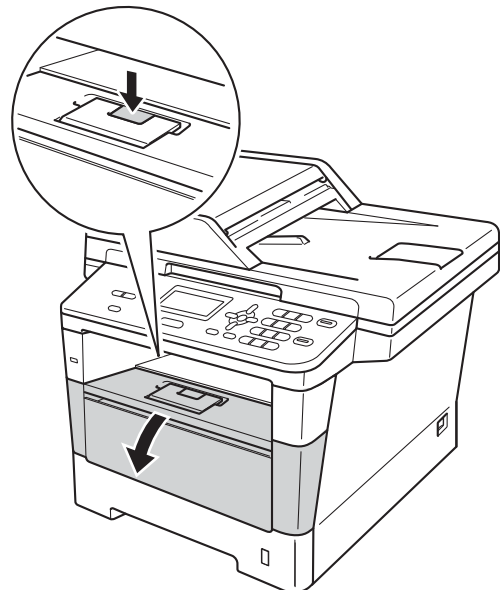
If your printout has black or white dots or other repeating marks at 3.7 in. (94 mm) intervals, the drum may have foreign material, such as glue from a label stuck on the drum surface. Follow the steps below to solve the problem.

- Make sure that the machine is in the Ready mode. Press **Menu**, **6**, **6**, then press **Start** to print the drum dot check sheet.

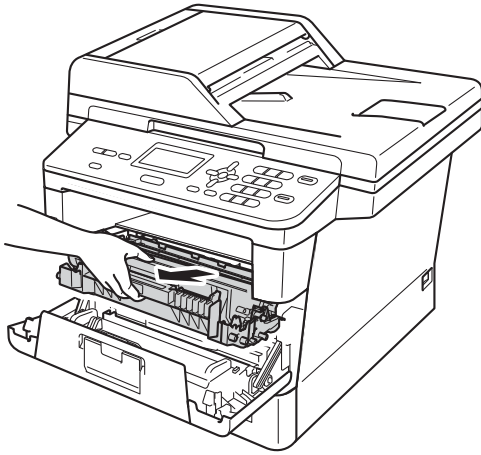
```
66.Drum Dot Print
```

```
Printing
```

- Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
- After the machine has cooled down, turn off the machine's power switch.
- Press the front cover release button and then open the front cover.



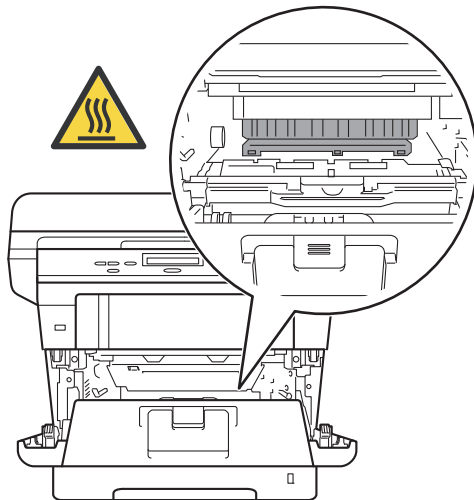
- 5 Take out the drum unit and toner cartridge assembly.



## ! WARNING

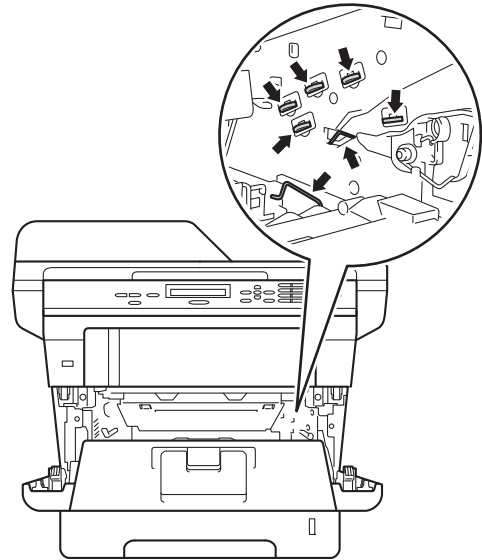
### ! HOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.

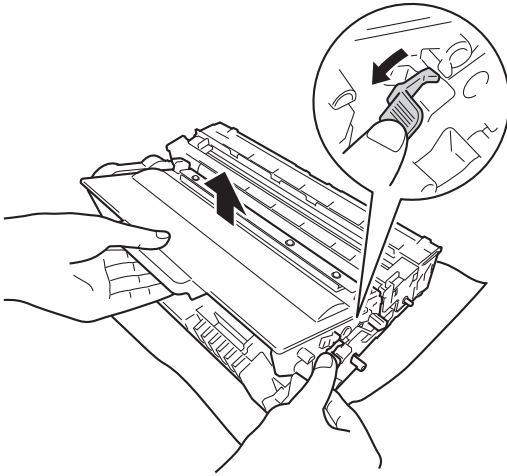


### ! Important

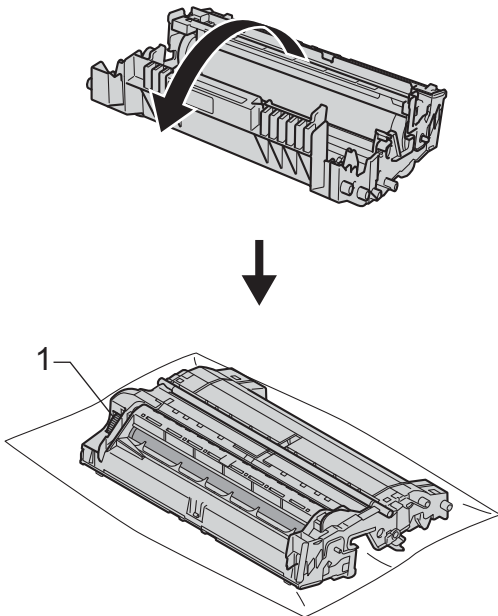
- We recommend that you put the drum unit and toner cartridge assembly on a piece of disposable paper or cloth in case you accidentally spill or scatter toner.
- Handle the drum unit and toner cartridge assembly carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



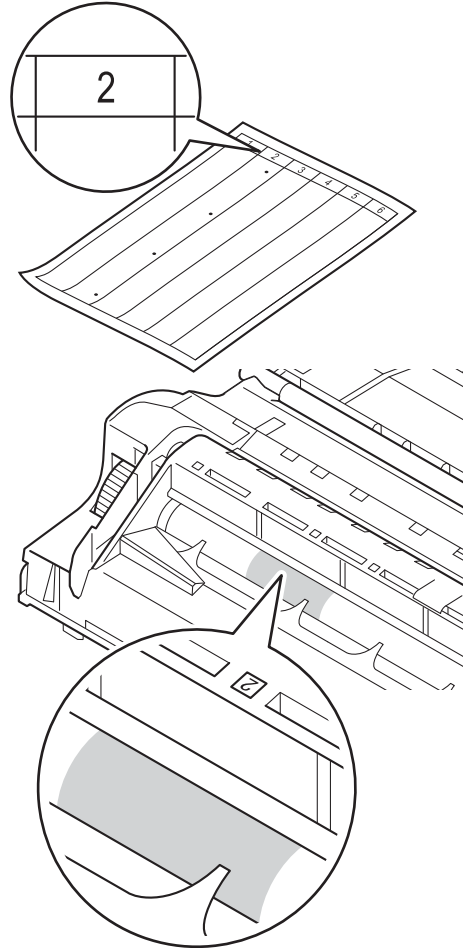
- 6 Push down the green lock lever and take the toner cartridge out of the drum unit.



- 7 Turn the drum unit as shown in the illustration. Make sure that the drum unit gear (1) is on the left hand side.

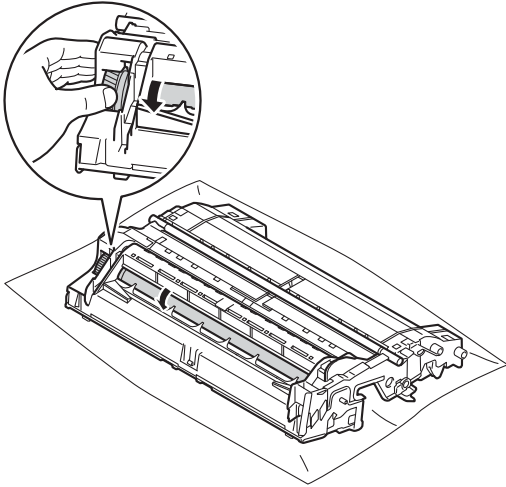


- 8 Use the numbered markers next to the drum roller to find the mark. For example, a dot in column 2 on the check sheet would mean that there is a mark in the "2" region of the drum.

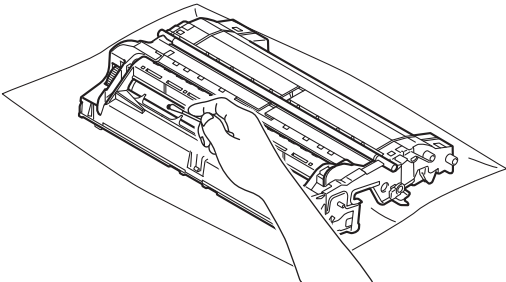


A

- 9 Turn the drum unit gear toward you by hand while checking the surface of the suspected area.



- 10 When you have found the mark on the drum that matches the drum dot check sheet, wipe the surface of the drum gently with a cotton swab until the mark on the surface comes off.

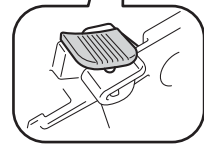
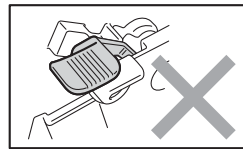
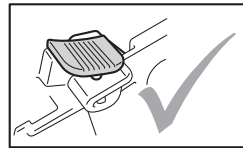
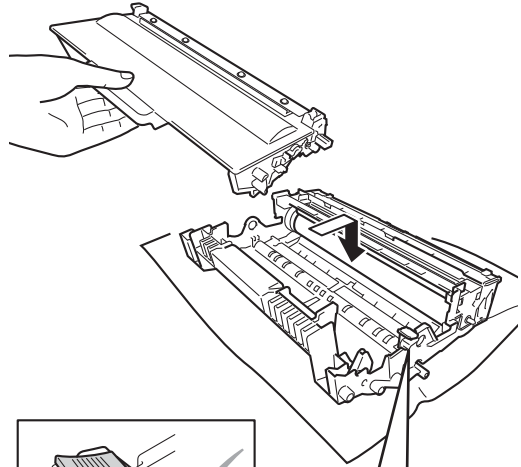


**! Important**

DO NOT clean the surface of the photosensitive drum with a sharp object or any liquids.

- 11 Turn the drum unit back over.

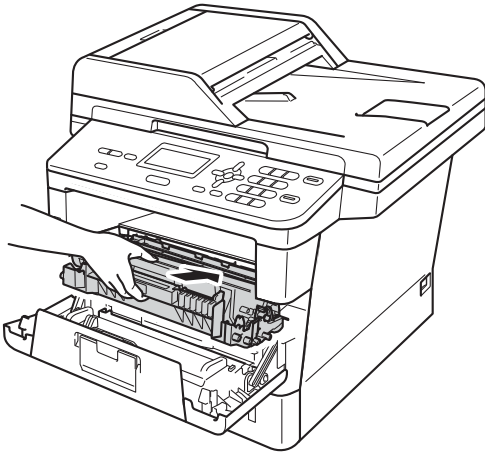
- 12 Put the toner cartridge back into the drum unit until you hear it lock into place. If you put the cartridge in correctly, the green lock lever will lift automatically.



**Note**

Make sure that you put in the toner cartridge correctly or it may separate from the drum unit.

- 13 Put the drum unit and toner cartridge assembly back into the machine.



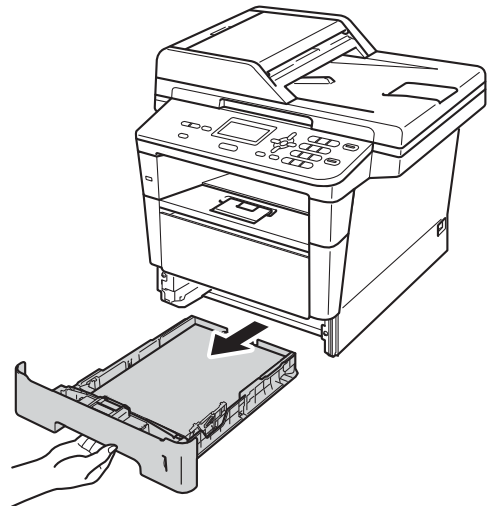
- 14 Close the front cover of the machine.
- 15 Turn on the machine's power switch.

## Cleaning the paper pick-up rollers

Cleaning the paper pick-up roller periodically may prevent paper jams by ensuring the proper feeding of the paper.

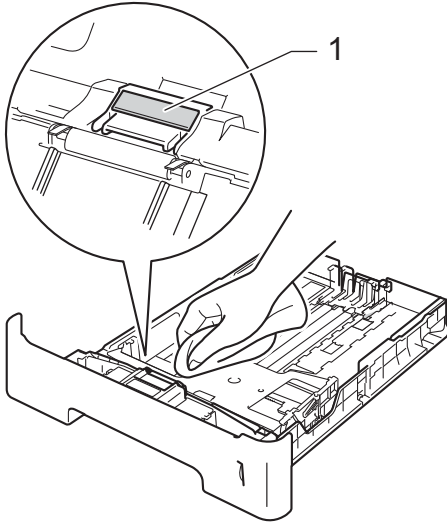
If you have paper feed problems, clean the pick-up rollers as follows:

- 1 Turn off the machine's power switch.
- 2 Disconnect all cables, and then unplug the power cord from the AC power outlet.
- 3 Pull the paper tray completely out of the machine.

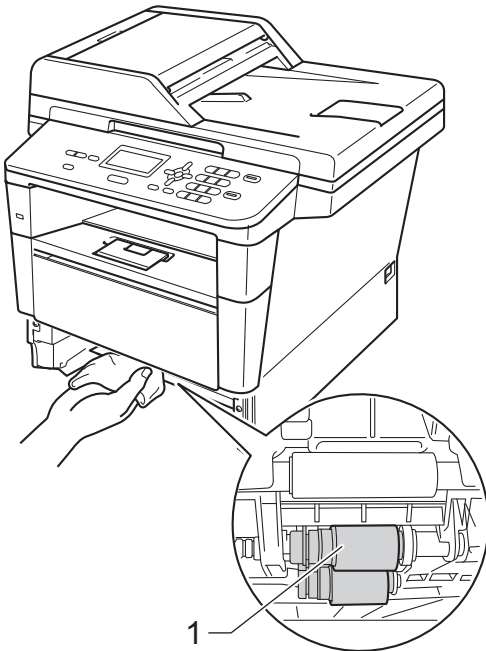


A

- 4 Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) of the paper tray with it to remove dust.



- 5 Wipe the two pick-up rollers (1) inside of the machine to remove dust.



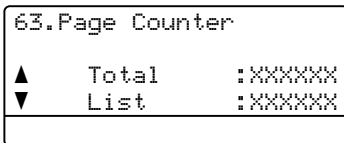
- 6 Put the paper tray back in the machine.
- 7 Plug the machine's power cord back into the AC power outlet.

- 8 Turn on the machine's power switch.

## Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages, reports and lists or a summary total.

- 1 Press **Menu**, **6**, **3**.

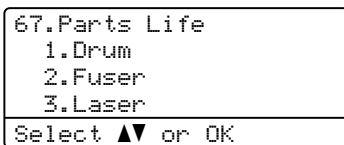


- 2 Press **▲** or **▼** to see **Total**, **List**, **Copy** or **Print**.
- 3 Press **Stop/Exit**.

## Checking the remaining life of parts

You can see the machine's parts life on the LCD.

- 1 Press **Menu**, **6**, **7**.



- 2 Press **▲** or **▼** to choose **1. Drum**, **2. Fuser**, **3. Laser**, **4. PF Kit MP**, **5. PF Kit 1** or **6. PF Kit 2**<sup>1</sup>. Press **OK**.
- 3 Press **Stop/Exit**.

<sup>1</sup> If the optional lower tray is installed on DCP-8150DN or DCP-8155DN.



### Note

The life check will be accurate only if you have reset the part counter when you installed a new part. It will not be accurate if that part's life counter was reset during the life of the used part.

The remaining life of the toner cartridge is listed on the User Settings report. (See *User Settings List* ►► page 5.)

## Replacing periodic maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The parts listed below will have to be replaced after printing approximately 50,000 pages<sup>1</sup> for PF Kit MP and 100,000 pages<sup>1</sup> for PF Kit 1, PF Kit 2<sup>2</sup>, Fuser and Laser. Please call Brother Customer Service when the following messages appear on the LCD.

LCD message	Description
Replace Parts Fuser Unit	Replace the fuser unit.
Replace Parts Laser Unit	Replace the laser unit.
Replace Parts PF Kit 1	Replace the paper feeding kit for the paper tray.
Replace Parts PF Kit 2 <sup>2</sup>	Replace the paper feeding kit for the lower tray (option).
Replace Parts PF Kit MP	Replace the paper feeding kit for the multi-purpose tray.

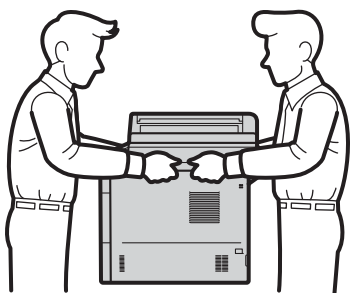
<sup>1</sup> Letter or A4 size single-sided pages.

<sup>2</sup> If the optional lower tray is installed on DCP-8150DN or DCP-8155DN.

# Packing and shipping the machine

## WARNING

This machine is heavy and weighs more than 34.4 lb (15.6 kg). To prevent possible injuries at least two people should lift the machine. (except DCP-8110DN) Be careful not to pinch your fingers when you put the machine down.

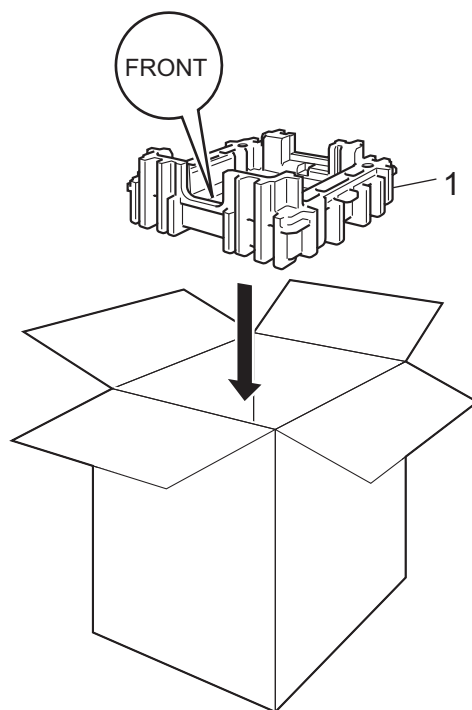


If you use a Lower Tray, DO NOT carry the machine with the Lower Tray as you may be injured or cause damage to the machine because it is not attached to the Lower Tray.

## Note

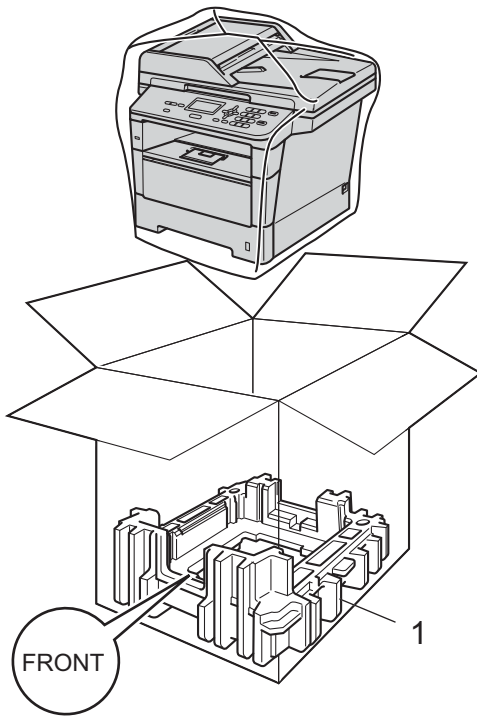
- If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.
- If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, the toner cartridge, and printed materials to use with your 'Exchange' machine.

- 1 Turn off the machine. Leave the machine turned off for at least 10 minutes to cool down.
- 2 Disconnect all the cables, and then unplug the power cord from the AC power outlet.
- 3 Put the packing material (1) into the carton.

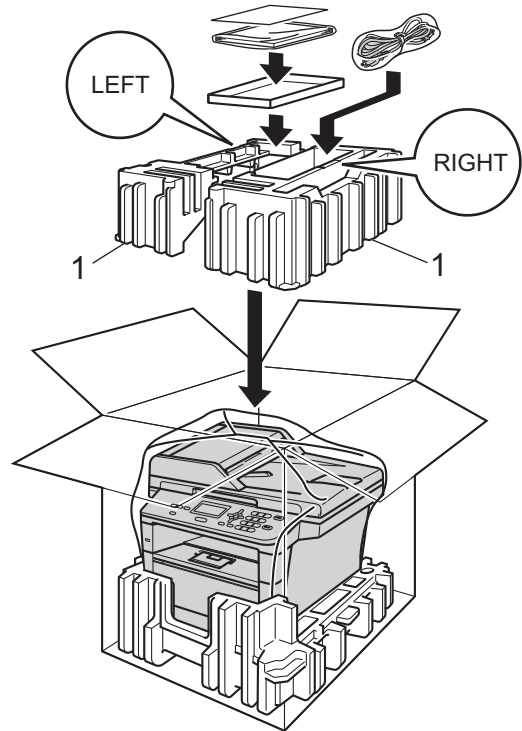




- 4 Wrap the machine in a plastic bag. Put the machine on the packing material (1).



- 5 Put the two packing material pieces (1) into the carton matching the right of the machine to the “RIGHT” mark on one of the packing material pieces, and the left of the machine to the “LEFT” mark on the other packing material pieces. Put the AC power cord and printed materials in the original carton as shown in the illustration.

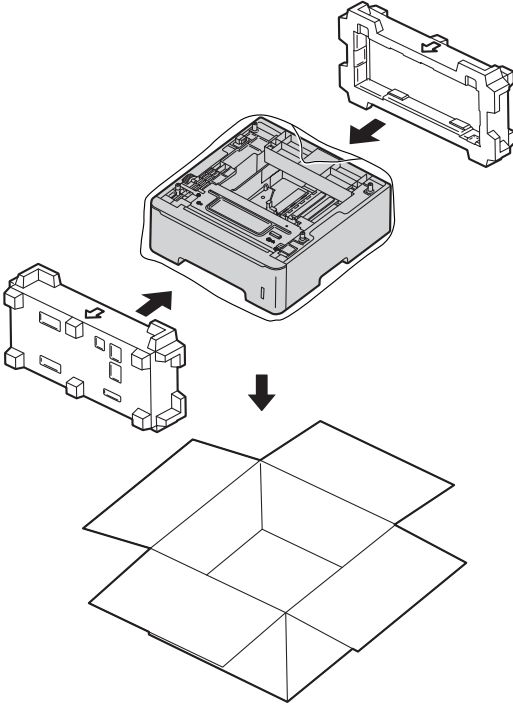


**Note**

If you are returning your machine to Brother as part of the Exchange Service, pack only the machine. Keep all separate parts, including the drum unit, toner cartridge, and printed materials to use with your 'Exchange' machine.

- 6 Close the carton and tape it shut.

- 7 <If you have a Lower Tray>  
Repack the lower tray as shown in the illustration.

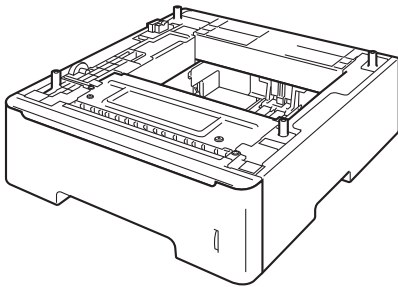


## Options

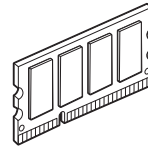
This machine has the following optional accessories. You can increase the capabilities of the machine with these items.

### Lower tray unit <sup>1</sup>

LT-5400



### SO-DIMM memory

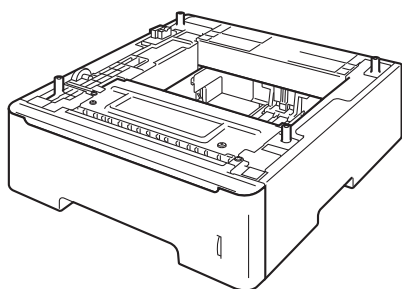


<sup>1</sup> The lower tray unit is available for DCP-8150DN and DCP-8155DN.

## Optional paper tray (LT-5400)

An optional lower tray can be installed on the DCP-8150DN and DCP-8155DN, and it can hold up to 500 sheets of 20 lb / 80 g/m<sup>2</sup> paper.

When an optional tray is installed, the machine can hold up to 800 sheets of plain paper.



For setup, see the Instructions that we have supplied with the lower tray unit.

### **WARNING**

If you use a Lower Tray, DO NOT carry the machine with the Lower Tray as you may be injured or cause damage to the machine because it is not attached to the Lower Tray.

## Memory board

DCP-8110DN and DCP-8150DN have 64 MB of standard memory, and DCP-8155DN has 128 MB. All models have one slot for optional memory expansion. You can increase the memory up to maximum of 320 MB for DCP-8110DN and DCP-8150DN, and 384 MB for DCP-8155DN by installing one SO-DIMM (Small Outline Dual In-line Memory Module).

### SO-DIMM Types

For information regarding memory for your Brother machine please visit us at:

<http://www.brother-usa.com/support/memory/>

In general, the SO-DIMM must have the following specifications:

Type	144-pin and 16-bit output
CAS latency	4
Clock frequency	267 MHz (533 Mb/S/Pin) or more
Capacity	256 MB
Height	1.18 in. (30.0 mm)
DRAM type	DDR2 SDRAM



### Note

- There might be some SO-DIMMs that will not work with the machine.
- For more information, call the dealer you bought the machine from or Brother Customer Service.

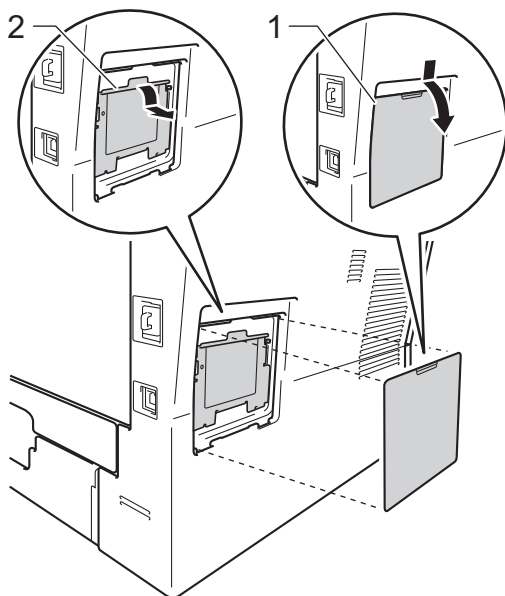
## Installing extra memory

- 1 Turn off the machine's power switch.
- 2 Disconnect the interface cable from the machine, and then unplug the power cord from the AC power outlet.

### Note

Be sure to turn off the machine's power switch before you install or remove the SO-DIMM.

- 3 Remove the plastic (1) and then metal (2) SO-DIMM covers.

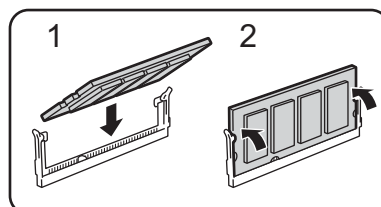


- 4 Unpack the SO-DIMM and hold it by its edges.

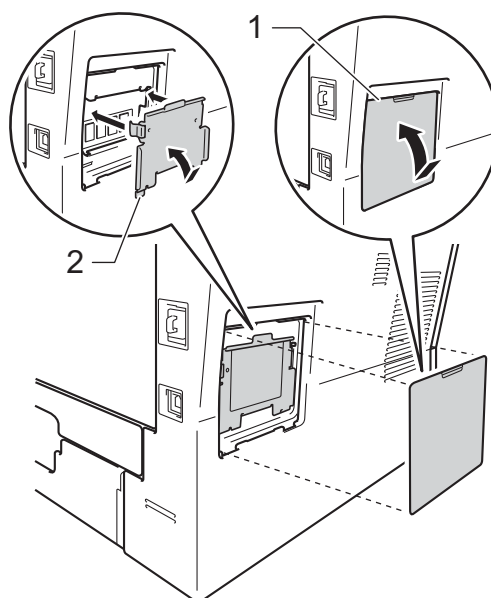
### Important

To prevent damage to the machine from static electricity, DO NOT touch the memory chips or the board surface.

- 5 Hold the SO-DIMM by the edges and align the notches in the SO-DIMM with the protrusions in the slot. Insert the SO-DIMM diagonally (1), then tilt it toward the interface board until it clicks into place (2).



- 6 Put the metal (2) and then the plastic (1) SO-DIMM covers back on.



- 7 Plug the machine's power cord back into the AC power outlet first, and then connect the interface cable.
- 8 Turn on the machine's power switch.



---

**Note**

To make sure that you have installed the SO-DIMM correctly, you can print the User Settings List that shows the current RAM SIZE. (See *User Settings List* >> page 5 .)

---

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

**ADF (automatic document feeder)**

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

**Beeper Volume**

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

**Cancel Job**

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

**Contrast**

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

**Fine resolution**

Resolution is 203 × 196 dpi. It is used for small print and graphs.

**Gray Scale**

The shades of gray available for copying photographs.

**LCD (liquid crystal display)**

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

**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.

**Resolution**

The number of vertical and horizontal lines per inch.

**Scanning**

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

**Temporary settings**

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

**User Settings List**

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

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Brother International Corporation  
100 Somerset Corporate Boulevard  
P.O. Box 6911  
Bridgewater, NJ 08807-0911 USA

Brother International Corporation (Canada) Ltd.  
1 rue Hôtel de Ville,  
Dollard-des-Ormeaux, QC, Canada H9B 3H6

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