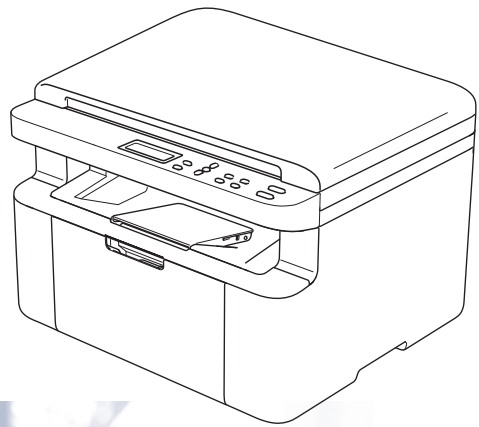


brother

User's Guide

DCP-1512
DCP-1612W



Not all models are available in all countries.

Version 0

CAN-ENG

Brother numbers

IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made **from within** that country.

Register your product

By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as a confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

Complete and fax the Brother Warranty Registration and Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

<http://www.brother.com/registration>

FAQs (frequently asked questions)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/Multi-Function Center needs. You can download the latest software and utilities and read FAQs and troubleshooting tips to learn how to get the most from your Brother product.

<http://support.brother.com>

NOTE

You can check here for Brother driver updates.

To keep your machine's performance up to date, check here for the latest firmware upgrade.

For Customer Service

In Canada: www.brother.ca/support
(Self-Service Videos/Email/Chat/Facebook/Twitter Help)

Service Center locations (Canada only)

For the location of a Brother authorized service center, visit www.brother.ca/support.

Ordering supplies

For best quality results use only genuine Brother supplies, which are available at most Brother retailers. If you cannot find the supply you need and have a Visa, MasterCard, Discover, or American Express credit card, or PayPal account, you can order directly from Brother. Visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.

NOTE

In Canada, only Visa and MasterCard are accepted.

In Canada:

<http://www.brother.ca>

Order information

Description	Item
Toner Cartridge	TN-1030 (Standard, Approx. 1,000 pages) ^{1 2}
Drum Unit	DR-1030 (Approx. 10,000 pages) ^{1 3}
User's Guide	LES329001 (English for Canada) LES329002 (French for Canada)
Quick Setup Guide	LES327001 (English for Canada) LES441001 (French for Canada)

¹ Letter or A4 size single-sided pages.

² Approximate cartridge yield is declared in accordance with ISO/IEC 19752.

³ Life is approximate and may vary by type of use.

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User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. 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
User's Guide	Learn the Scan and Copy operations. See troubleshooting tips and machine specifications.	Printed / In the Box PDF file / Brother Solutions Center ¹
Software and Network User's Guide	This Guide provides instructions for Scanning, Printing and other operations that can be performed by connecting your Brother machine to a computer. You can also find useful information about using the Brother ControlCenter utility, using your machine in a network environment, and frequently used terms.	(Windows®) HTML file / CD-ROM / In the Box (Macintosh) HTML file / Brother Solutions Center ¹
Mobile Print/Scan Guide for Brother iPrint&Scan (For Wireless network model)	This Guide provides useful information about printing 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 ¹

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

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Using the documentation

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

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

WARNING

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

IMPORTANT

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

NOTE

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



Prohibition icons indicate actions that must not be performed.



Electrical Hazard icons alert you to a possible electrical shock.



Hot Surface icons warn you not to touch machine parts that are hot.



Fire hazard icons alert you to the possibility of fire.

Bold Bold style identifies keys on the machine's control panel or on the computer screen.

Italics Italicized style emphasizes an important point or refers you to a related topic.


`Courier New` Courier New font identifies the messages shown on the LCD of the machine.

Follow all warnings and instructions marked on the product.


NOTE

- Most of the illustrations in this User's Guide show the DCP-1612W.
- This User's Guide applies to the following models:
 - For Wireless network models: DCP-1612W


Accessing Brother Utilities (Windows®)

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


- 1 (Windows® XP, Windows Vista®, Windows® 7, Windows Server® 2003, Windows Server® 2008 and Windows Server® 2008 R2)


Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**.

(Windows® 8 and Windows Server® 2012)

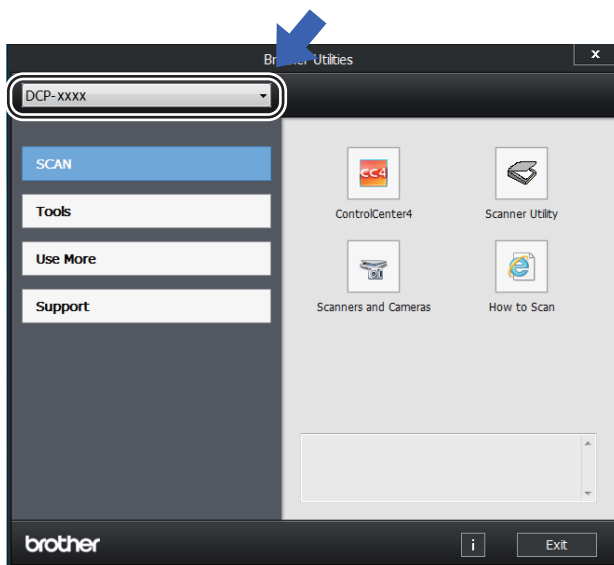
Tap or double-click  (**Brother Utilities**) either on the **Start** screen or the desktop.

(Windows® 8.1 and Windows Server® 2012 R2)

Move your mouse to the lower left corner of the **Start** screen and click  (if you are using a touch-based device, swipe up from the bottom of the **Start** screen to display the **Apps**

screen). When the **Apps** screen appears, tap or click  (**Brother Utilities**).

- 2 Select your machine.



- 3 Choose the function you want to use.

Accessing the Software and Network User's Guide

This User's Guide does not contain all the information about the machine such as how to use the advanced features for Printer, Scanner and Network ¹. When you are ready to learn detailed information about these operations, read the Software and Network User's Guide that is on the installer CD-ROM for Windows[®] users.

Macintosh users can read the Software and Network User's Guide by downloading it from the Brother Solutions Center (<http://support.brother.com>).

¹ Wireless network models

Viewing Documentation

Viewing Documentation (Windows[®])

(Windows[®] 7/Windows Vista[®]/Windows[®] XP)

Click  (Start) > **All Programs** >

Brother > **Brother Utilities**, and then click the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

(Windows[®] 8)

Click  (**Brother Utilities**), and then


click the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

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

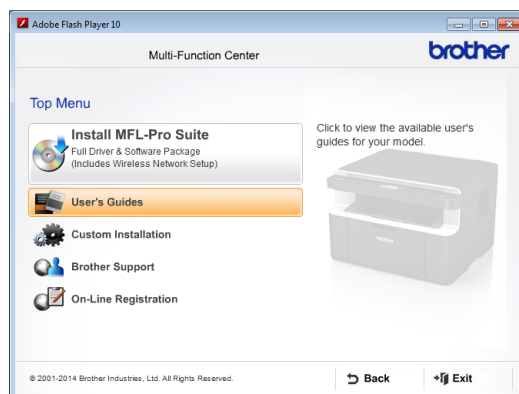
- 1 Turn on your computer. Insert the installer CD-ROM into your CD-ROM drive.

NOTE

If the Brother screen does not appear, go to **Computer (My Computer)**.

(For Windows[®] 8: Click the  (**File Explorer**) icon on the taskbar, and then go to **Computer (This PC)**.) Double-click the CD-ROM icon, and then double-click **start.exe**.

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



- 4 Click **User's Guides**.
- 5 Click **User's guides on the CD-ROM**. If the country screen appears, choose your country, and then click the document you want to read.

How to find Network setup instructions (For Wireless network models)

Your machine can be connected to a wireless network.

Basic setup instructions, see Quick Setup Guide.

If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, see Quick Setup Guide.

For more information about network setup, see Software and Network User's Guide.

Accessing Brother CreativeCenter

If you are using Windows®, double-click the



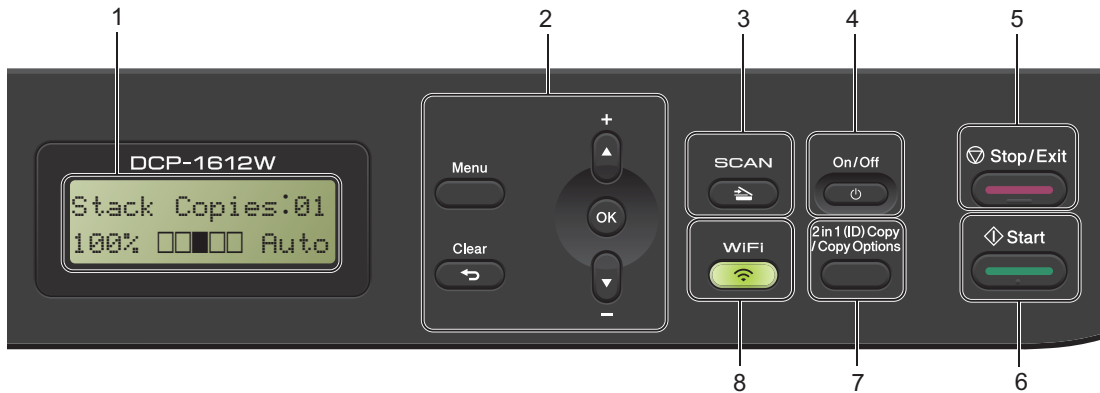
(Brother CreativeCenter) icon on your

desktop to access our FREE website designed as a resource to help you easily create and print customized materials for business and home use with photos, text and creative touch.

Mac users can access Brother CreativeCenter at this web address:
<http://www.brother.com/creativecenter>.

Control panel overview

The illustrations of the control panel in this User's Guide show the DCP-1612W.



1 LCD

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

2 Menu keys:

Menu

Lets you access the Menu to program your settings in the machine.

Clear

Deletes entered data or lets you cancel the current setting.

OK

Lets you store your settings and confirm LCD messages on the machine.



▼ or ▲

Press to scroll through the menus and options.

3 SCAN

Puts the machine in SCAN mode.

4 On/Off

Press  to turn the machine on. Press and hold down  to turn the machine off.

5 Stop/Exit

Stops an operation or exits from a menu. Press this key to cancel the print job.

6 Start

Lets you start making copies or scanning.

7 2 in 1 (ID) Copy/Copy Options (DCP-1612W)

You can copy both sides of your Identification card onto one page with the original size.

You can quickly and easily choose temporary settings for copying.

Copy Options (DCP-1512)

You can quickly and easily choose temporary settings for copying.

8 2 in 1 (ID) Copy (DCP-1512)

You can copy both sides of your Identification card onto one page with the original size.

WiFi (DCP-1612W)

Press the **WiFi** button and launch the wireless installer on your computer. Follow the on-screen instructions to set up a wireless connection between your machine and your network.

When the WiFi light is on, your Brother machine is connected to a wireless access point. When the WiFi light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

Menu and features

On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

How to access the menu mode

- 1 Press **Menu**.
- 2 Scroll through each menu level by pressing **▲** or **▼**.
- 3 Press **OK** when the option you want appears on the LCD.
The LCD will then show the next menu level.
- 4 Press **▲** or **▼** to scroll to your next menu selection, and then press **OK**.
- 5 Press **▲** or **▼** to display the option you want, and then press **OK**.
When you have finished setting an option, the LCD will show *Accepted*.
- 6 Press **Stop/Exit** to exit Menu mode.

Menu table

Using the menu table, you can change the settings in your machine by pressing ▲ and ▼ and **OK**. Press **Menu**, and then according to what is shown on the LCD, press ▲ and ▼ to display different menu options. Press **OK** to select an option.

In the below example, the paper type setting is changed from Plain to Recycled Paper.


1.General Setup

Level 2	Level 3	Descriptions 1	Options
1.Paper	1.Paper Type		Plain* Recycled Paper

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose 1.General Setup.
Press **OK**.
- 3 Press ▲ or ▼ to choose 1.Paper.
Press **OK**.
- 4 Press ▲ or ▼ to choose 1.Paper Type.
Press **OK**.
- 5 Press ▲ or ▼ to choose Recycled Paper.
Press **OK**.
- 6 Press **Stop/Exit**.

1. General Setup

1. General Setup

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1. Paper	1. Paper Type		Plain* Recycled Paper		18
	2. Paper Size	Sets the size of the paper in the paper tray.	A4 Letter* Legal Folio A5 ¹ A5 L ¹ B5 ¹ Executive ¹		18
2. Ecology	1. Toner Save	You can save toner using this feature.	On Off*	Increases the page yield of the toner cartridge. When you set Toner Save to On, print appears lighter.	
	2. Auto Power Off	If the machine remains in Deep Sleep mode for the time set in the Auto Power Off settings, it will automatically go into Power Off mode. To disable the Power Off mode, press and hold  .	Off* 1 hour 2 hours 4 hours 8 hours		17
3. LCD Contrast	—	Adjusts the contrast of the LCD.	-□□□■+ -□□□■+ -□□■□+* -□■□□+ -■□□□+	Press ▲ to make the LCD darker, or press ▼ to make the LCD lighter.	
The factory settings are shown in Bold with an asterisk.					

1. General Setup (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4. Replace Toner	—	Sets the machine to continue or stop printing after the LCD shows Replace Toner .	Continue	The machine will continue printing. Replace the toner cartridge with a new one after the LCD shows Toner Ended .	17
			Stop*	The machine will stop printing. Replace the toner cartridge with a new one.	
5. Reset	1. Machine Reset ¹	Restores all the function settings to factory default.	▲ Reset		
			▼ Exit	Cancel restore and exit the menu.	
	2. Network ¹	Restores all network settings to the factory default.	▲ Reset		
			▼ Exit	Cancel restore and exit the menu.	
	3. All Settings ²	Restores all the machine settings to factory default. Restores all the function settings to factory default.	▲ Reset		
			▼ Exit	Cancel restore and exit the menu.	
0. Local Language	—	Allows you to change the LCD language for your country.	English* Français		
The factory settings are shown in Bold with an asterisk.					

¹ For DCP-1612W only

² For DCP-1512, this menu is 1. All Settings.

2. Copy

2. Copy

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1. Quality	—	You can choose the Copy resolution for your type of document.	Auto*	Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.	
			Text	Suitable for documents containing mainly text.	
			Photo	Better copy quality for photographs.	
			Receipt	Suitable for copying receipts.	
2. Brightness	—	Adjusts the copy brightness for copies.	-□□□■+ -□□□■+ -□■□□+* -□■□□+ -■□□□+	Press ▲ to increase the brightness or press ▼ to decrease the brightness.	
3. Contrast	—	Adjust the contrast to help an image look sharper and more vivid.	-□□□■+ -□□□■+ -□■□□+* -□■□□+ -■□□□+	Press ▲ to increase the contrast or press ▼ to decrease the contrast.	
4. ID Copy	1. Quality	You can change the default settings for ID Copy.	Auto*	Auto is the standard mode for ordinary printouts. If you want to make it clearer, choose Lighter .	
			Lighter		
	2. Brightness		-□□□■+ -□□□■+* -□■□□+ -□■□□+ -■□□□+	Press ▲ to increase the brightness or press ▼ to decrease the brightness.	
	3. Contrast	-□□□■+ -□□□■+ -□■□□+* -□■□□+ -■□□□+	Press ▲ to increase the contrast or press ▼ to decrease the contrast.		
The factory settings are shown in Bold with an asterisk.					

2. Copy (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.ID Copy (Continued)	4.2in1/1in1		2in1*	Allows you to use the 2 in 1 (ID) Copy/Co py Options ¹ key or 2 in 1 (ID) Copy ² key as a double-sided copy.	21
			1in1	Allows you to use the 2 in 1 (ID) Copy/Co py Options ¹ key or 2 in 1 (ID) Copy ² key as a one-sided copy.	23
The factory settings are shown in Bold with an asterisk.					

¹ For DCP-1612W

² For DCP-1512

3. Printer

3. Printer

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Print Options	1.Test Print	Prints a test page.	—		
2.Auto Continue	—	If this setting is enabled, the machine will automatically clear a paper size error, and will use the paper loaded in the paper tray.	On*		
			Off	Size mismatch is displayed on the LCD and printing does not occur.	
3.Reset Printer	—	Restores the printer settings to the original factory default settings.	▲ Reset		
			▼ Exit		
The factory settings are shown in Bold with an asterisk.					

4. Network (For DCP-1612W only)

4. Network

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1.WLAN	1.TCP/IP	—	1.Boot Method	Auto* Static RARP BOOTP DHCP Chooses the BOOT method that best suits your needs.	
			2.IP Address	Enter the IP address.	
			3.Subnet Mask	Enter the Subnet mask.	
			4.Gateway	Enter the Gateway address.	
			5.Node Name	Enter the Node name. (Up to 32 characters)	
			6.WINS Config	Auto* Static Chooses the WINS configuration mode.	
			7.WINS Server	Specifies the IP address of the primary or secondary WINS server. Primary [000-255].[000-255].[000-255].[000-255] Secondary [000-255].[000-255].[000-255].[000-255]	
The factory settings are shown in Bold with an asterisk.					

4. Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1. WLAN (Continued)	1. TCP/IP (Continued)	—	8. DNS Server	Specifies the IP address of the primary or secondary DNS server. Primary [000-255].[000-255].[000-255].[000-255] Secondary [000-255].[000-255].[000-255].[000-255]	
			9. APIPA	On* Off Automatically allocates the IP address from the link-local address range.	
			0. IPv6	On Off* Enable or Disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://support.brother.com for more information.	
	2. WLAN Assistant	(Windows® only) You can configure your wireless network settings using the Brother CD-ROM.	—		
	3. Setup Wizard	The Setup Wizard guides you through the wireless network configuration.	—		
	4. WPS/AOSS	You can easily configure your wireless network settings using the one-button push method.	—		
5. WPS w/PIN Code	You can easily configure your wireless network settings using WPS with a PIN code.	—			
The factory settings are shown in Bold with an asterisk.					

4. Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1. WLAN (Continued)	6. WLAN Status	—	1. Status	You can see the current wireless network status.	
			2. Signal	You can see the current wireless network signal strength.	
			3. SSID	You can see the current SSID.	
			4. Comm. Mode	You can see the current Communication Mode.	
	7. MAC Address	Shows the MAC address of the machine.			
8. Set to Default	Restore the wireless network setting to factory default.	▲ Reset ▼ Exit			
9. WLAN Enable	Enable or Disable the Wireless LAN manually.	On Off*			
2. Network Reset	—	Restore all network settings back to the factory settings.	▲ Reset ▼ Exit		
The factory settings are shown in Bold with an asterisk.					

5. Machine Info.

5. Machine Info.¹

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Serial No.	—	You can check the serial number of your machine.	—		
2.Version	1.Main Version	You can check the firmware version of your machine.	—		
3.Page Counter	—	You can check the number of pages the machine has printed during its life.	Total	Displays the total page count.	
			List	Displays the page counter for lists.	
			Copy	Displays the page counter for copies.	
			Print	Displays the page counter for printed pages.	
4.Parts Life ²	1.Toner	You can check the percentage of life that remains.	—		
	2.Drum	You can check the percentage of Drum life that remains.	Remaining:xxx%		
5.Print Settings ³	—	Print a list of your settings for printing.			
6.User Settings ⁴	—	Lists your settings.	—		
7.Network Config ³	—	Print a list of your Network settings.	—		
8.WLAN Report ³	—	Prints the result of wireless LAN connectivity diagnosis.			
9.Reset Drum ⁵	—	You can reset the drum counter when you replace the drum unit with a new one.	▲ Reset		31
			▼ Exit		
The factory settings are shown in Bold with an asterisk.					

¹ For DCP-1512, this menu is 4.Machine Info..

² For DCP-1512, this menu is 5.Parts Life.

³ For DCP-1612W only

⁴ For DCP-1512, this menu is 4.User Settings.

⁵ For DCP-1512, this menu is 6.Reset Drum.

Entering text

Wireless network models

When setting certain options, such as the Network Key, you must enter characters on the machine.

- Hold down or repeatedly press ▲ or ▼ to select a character from this list:

0123456789abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ(space)!"#\$%&'()*+,-./:;<=>?@[]^_


- Press **OK** when the character or symbol you want is displayed, and then enter the next character.
- Press **Clear** to delete characters entered incorrectly.

Ecology features

Deep Sleep mode

If the machine 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`. The machine will wake up when it receives a print job.

Auto Power Off

If the machine remains in Deep Sleep mode for the time set in the Auto Power Off settings, it will automatically go into Power Off mode. Power Off mode is the lowest power consumption mode, which achieves a power consumption of approximately 0.5 W. To disable the Power Off mode, press .

- 1 Press **Menu** and then press **▲** or **▼** to choose `1.General Setup`. Press **OK**.
- 2 Press **▲** or **▼** to choose `2.Ecology`. Press **OK**.
- 3 Press **▲** or **▼** to choose `2.Auto Power Off`. Press **OK**.
- 4 Press **▲** or **▼** to choose how many hours before the machine goes into Power Off mode. Choose `1 hour`, `2 hours`, `4 hours`, `8 hours` or `Off`. Press **OK**.
- 5 Press **Stop/Exit**.

Toner Settings

Toner Setting (Continue mode)

You can set the machine to continue printing after the LCD shows `Replace Toner`. The machine will continue printing until the LCD shows `Toner Ended`.

- 1 Press **Menu** and then press **▲** or **▼** to choose `1.General Setup`. Press **OK**.
- 2 Press **▲** or **▼** to choose `4.Replace Toner`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Continue or Stop`. Press **OK**.
- 4 Press **Stop/Exit**.

NOTE

- If you continue printing in the Continue mode, the print may appear lighter.
- After replacing the toner cartridge with a new one, the Continue mode will go back to the default setting (`Stop`).

2

Paper Setting

Paper settings

Paper Type

- 1 Press **Menu** and then press **▲** or **▼** to choose **1.General Setup**. Press **OK**.
- 2 Press **▲** or **▼** to choose **1.Paper**. Press **OK**.
- 3 Press **▲** or **▼** to choose **1.Paper Type**. Press **OK**.
- 4 Press **▲** or **▼** to choose **Plain** or **Recycled Paper**. Press **OK**.
- 5 Press **Stop/Exit**.

Paper Size

- 1 Press **Menu** and then press **▲** or **▼** to choose **1.General Setup**. Press **OK**.
- 2 Press **▲** or **▼** to choose **1.Paper**. Press **OK**.
- 3 Press **▲** or **▼** to choose **2.Paper Size**. Press **OK**.
- 4 (For DCP-1512)
Press **▲** or **▼** to choose **A4, Letter, Legal** or **Folio**. Press **OK**.

(For DCP-1612W)
Press **▲** or **▼** to choose **A4, Letter, Legal, Folio, A5, A5 L, B5** or **Executive**. Press **OK**.
- 5 Press **Stop/Exit**.

Acceptable paper

Print quality may vary according to the type of paper you are using.

Recommended paper and print media

To get the best print quality, we suggest using the following paper.

Paper Type	Item
Plain paper	Xerox 4200 20 lb Hammermill Laser Print 24 lb (90 g/m ²)
Recycled Paper	(No specific brand recommended)

Paper tray capacity

Paper size	(DCP-1512) A4, Letter, Legal, Folio (DCP-1612W) A4, Letter, Legal, Folio, A5, A5(Long Edge), B5, Executive
Paper types	Plain paper, Recycled paper
No. of sheets	up to 150 (20 lb (80 g/m ²))
Paper weight	17 lb - 28 lb (65 - 105 g/m ²)

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 392 °F (200 °C).

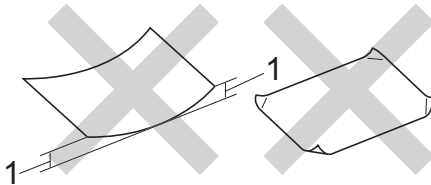
Types of paper to avoid

IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped



1 A curl of 0.08 in. (2 mm) or greater may cause jams to occur.

- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any Brother warranty or service agreement.

3

Loading documents

How to load documents

Using the scanner glass

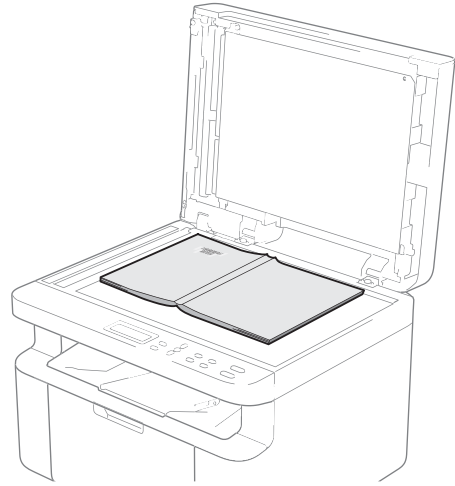
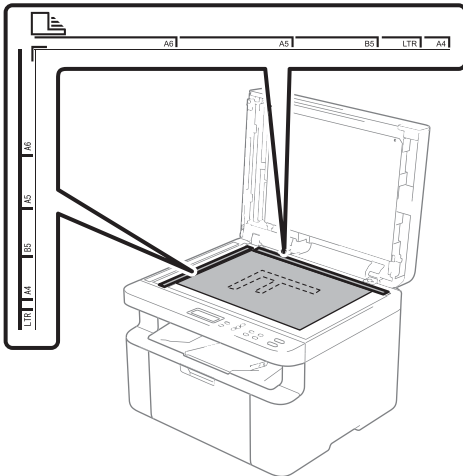
You can use the scanner glass to copy or scan pages of a book, one page at a time.

Document Sizes Supported

Length:	Up to 11.8 in. (300.0 mm)
Width:	Up to 8.5 in. (215.9 mm)
Weight:	Up to 4.4 lb (2.0 kg)

How to load documents

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



- 3 Close the document cover.

NOTE

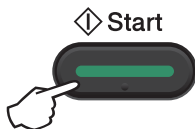
If the document is a book or is thick do not slam the cover or press on it.

4

Making copies

How to copy

- 1 Load your document.
After placing the document on the scanner glass, close the document cover.
- 2 Press ▲ or ▼ to enter the number of copies you want.
- 3 Press **Start** to copy.

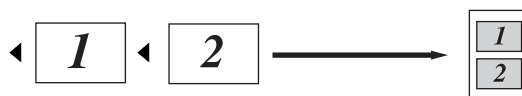


ID COPY

You can make one-sided and double-sided copies of identification cards.

Double-sided ID Copy can copy both sides of your identification card onto one page, keeping the original card size.

The result of the double-sided ID Copy is shown below.



NOTE

- You can copy an identification card to the extent permitted under applicable laws. (For more information, see Product Safety Guide: *Unlawful use of copying equipment*)
- For the ID Copy Settings, see 2. Copy on page 10.

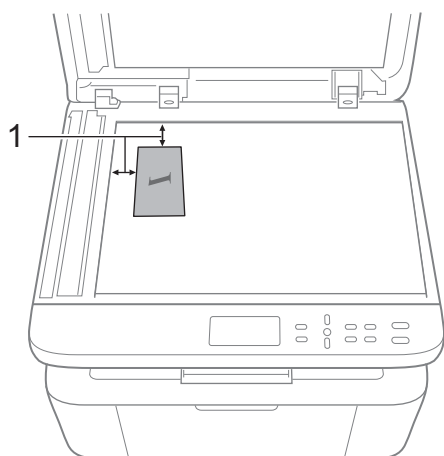
Double-sided ID Copy

- 1 Press **Menu** and then press ▲ or ▼ to choose 2. Copy.
Press **OK**.
- 2 Press ▲ or ▼ to choose 4. ID Copy.
Press **OK**.
- 3 Press ▲ or ▼ to choose 4.2in1/1in1.
Press **OK**.
Press ▲ or ▼ to choose 2in1 for double-sided copy as a default.
Press **OK** and then press **Stop/Exit**.
- 4 Press ▲ or ▼ to enter the number of copies you want.

- 5 (For DCP-1512)
Press **2 in 1 (ID) Copy**.

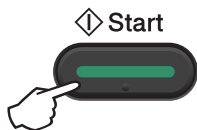
(For DCP-1612W)
Press **2 in 1 (ID) Copy/Copy Options**.
Press **▲** or **▼** to choose **Double-sided ID**.

- 6 Place your identification card *face down* as shown, towards the top left of the scanner glass. Make sure the identification card is at least 0.16 in. (4 mm) from the edges of the glass (1).

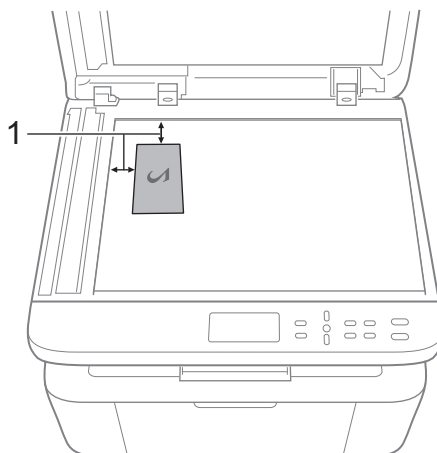


1 0.16 in. (4 mm) or greater (top, left)

- 7 Press **Start** to scan.

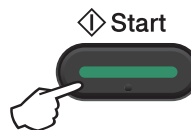


- 8 Turn over your identification card and place it at the left side of the scanner glass.



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

- 9 Press **Start** to scan.



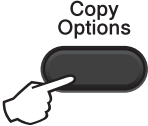



One-sided ID Copy

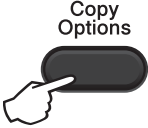



- 1 Press **Menu** and then press **▲** or **▼** to choose **2 . Copy**. Press **OK**.
- 2 Press **▲** or **▼** to choose **4 . ID Copy**. Press **OK**.
- 3 Press **▲** or **▼** to choose **4 . 2in1/1in1**. Press **OK**. Press **▲** or **▼** to choose **1in1** for one-sided copy as a default. Press **OK** and then press **Stop/Exit**.
- 4 Press **▲** or **▼** to enter the number of copies you want.
- 5 Place your identification card *face down* on the scanner glass.
- 6 (For DCP-1512)
Press **2 in 1 (ID) Copy**.

(For DCP-1612W)
Press **2 in 1 (ID) Copy/Copy Options**. Press **▲** or **▼** to choose **Double-sided ID**.

Other copies

Make sure you are in COPY mode. Use the **Copy Options** or **2 in 1 (ID) Copy/Copy Options** key to quickly set the following copy settings only for the next copy.

Press	Menu selections	Options
<p>(DCP-1512)</p>  <p>(DCP-1612W)</p> 	<p>Press ▲ or ▼, then press OK.</p> 	<p>Press ▲ or ▼, then press OK.</p> 
	<p>Quality</p>	<p>Auto*</p> <p>Text</p> <p>Photo</p> <p>Receipt</p>
	<p>Stack/Sort</p>	<p>Stack*</p> <p>Sort</p>
	<p>Brightness</p>	<p>- ■□□□+</p> <p>- □■□□+</p> <p>- □□■□+*</p> <p>- □□□■+</p> <p>- □□□□■+</p>
	<p>Contrast</p>	<p>- ■□□□+</p> <p>- □■□□+</p> <p>- □□■□+*</p> <p>- □□□■+</p> <p>- □□□□■+</p>
<p>The factory settings are shown in Bold with an asterisk.</p>		

Press	Menu selections	Options
<p>(DCP-1512)</p>  <p>(DCP-1612W)</p> <p>2 in 1 (ID) Copy / Copy Options</p> 	<p>Press ▲ or ▼, then press OK.</p> 	<p>Press ▲ or ▼, then press OK.</p> 
	<p>Enlarge/Reduce</p>	<p>100%*</p> <p>97% LTR-A4</p> <p>94% A4-LTR</p> <p>91% Full Page</p> <p>85% LTR-EXE¹</p> <p>70% A4-A5¹</p> <p>50%</p> <p>Custom (25-400%)</p> <p>200%</p> <p>141% A5-A4¹</p> <p>104% EXE-LTR¹</p>
	<p>Page Layout</p>	<p>Off (1 in 1)*</p> <p>2 in 1 (P)</p> <p>2 in 1 (L)</p> <p>4 in 1 (P)</p> <p>4 in 1 (L)</p>
<p>The factory settings are shown in Bold with an asterisk.</p>		

¹ For DCP-1612W only

5

How to scan to a computer

Scanning a document as a PDF file using ControlCenter4


(For further information, see Software and Network User's Guide: *Scanning*).


NOTE

The screens on your PC may vary depending on your model.

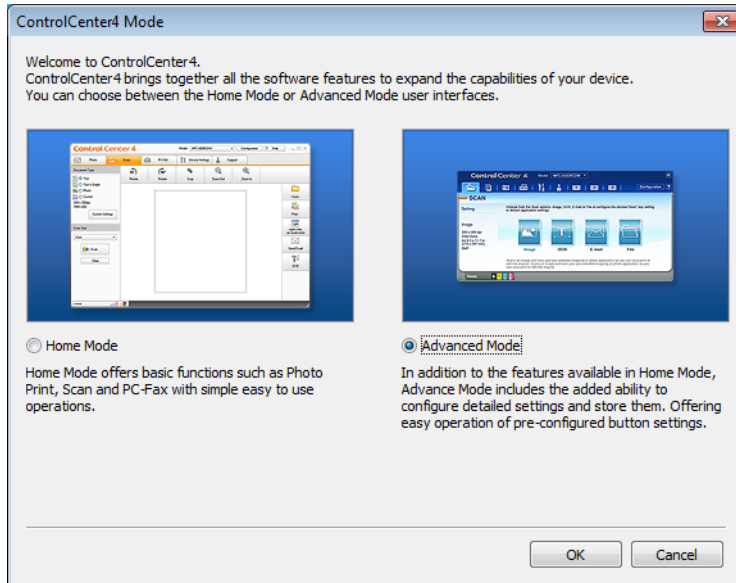
ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often.

- 1 Load your document.
- 2 Do one of the following:
(Windows® XP, Windows Vista® and Windows® 7)

Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**, and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.
(Windows® 8)

Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.

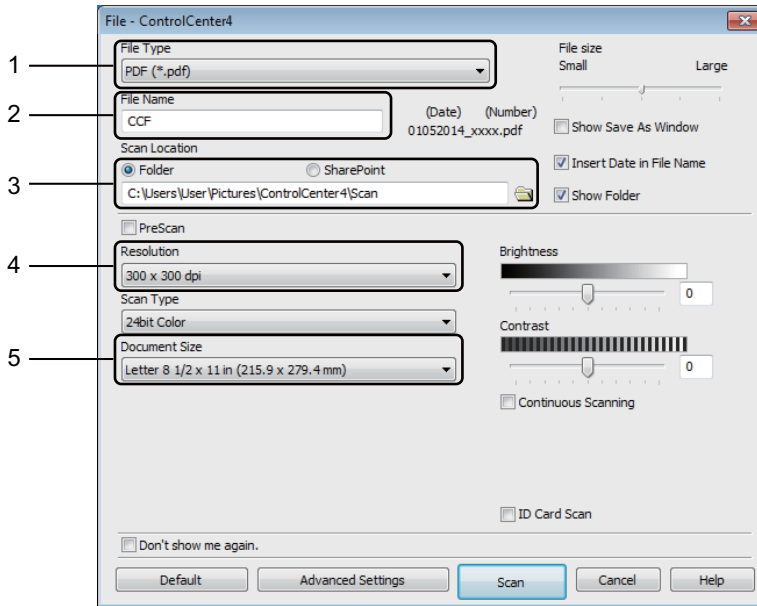
- 3 Choose **Advanced Mode** and then click **OK**.




5

- 4 Click **File** in the **Scan** tab.





- 1 Choose **PDF (*.pdf)** from the File Type drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 When you select the **Folder** check box, you can save the file to the default folder, or choose your preferred folder by clicking the  (**Browse**) button.

When you select the **SharePoint** check box, you can save the file to a SharePoint library by entering the address.

- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.


5 Click **Scan**.

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

Scanning using the SCAN key

NOTE


If you want to use this function, install the MFL-Pro Suite and connect the machine to your PC with a USB cable.


- 1 Load your document. (See *How to load documents* on page 20.)
- 2 Press  (**SCAN**).
- 3 Press ▲ or ▼ to choose **Scan to PC**.
Press **OK**.
- 4 Press ▲ or ▼ to choose a scan type (**File**, **E-mail** or **Image**).
Press **OK**.
- 5 Do one of the following:
 - To change the scan settings, press ▲ or ▼ to select **Yes**, and then press **OK**. Following the LCD instructions to change the settings you want.
 - To use the default scan settings, press ▲ or ▼ to select **No**, and then press **OK**.
- 6 Press **Start**.
The machine starts the scanning process.

SCAN key settings

You can change your machine's **SCAN** key settings using ControlCenter4.

- 1 Do one of the following:
(Windows® XP, Windows Vista® and Windows® 7)

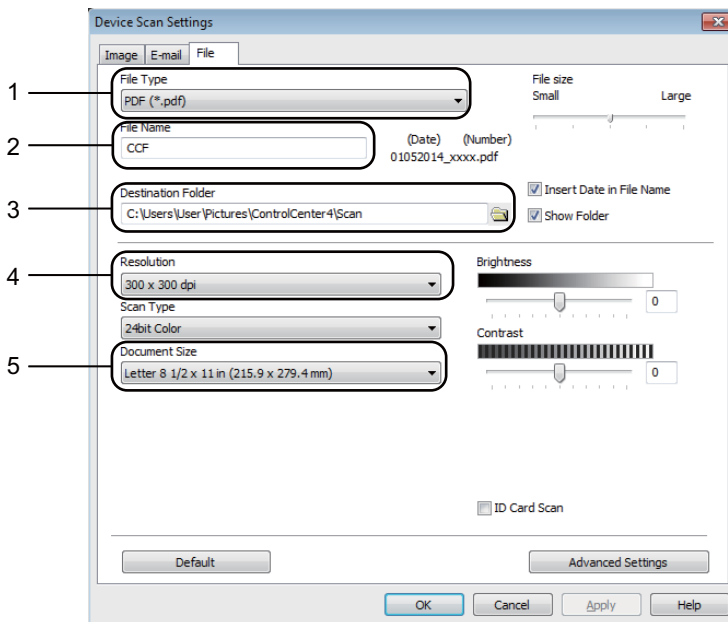
Click  (**Start**) > **All Programs** > **Brother** > **Brother Utilities**, and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.
(Windows® 8)


Click  (**Brother Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.
- 2 Click the **Device Settings** tab.

- 3 Click **Device Scan Settings**.



- 4 Choose the **File** tab. You can change the default settings.



- 1 You can choose the file type from the drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the  (**Browse**) button.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.

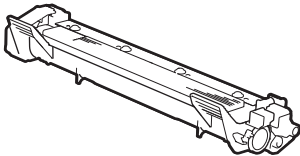
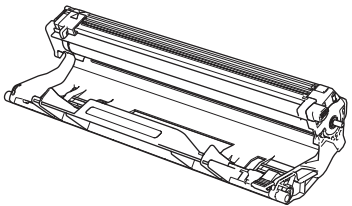
- 5 Click **OK**.

A

Troubleshooting and other information

Consumable items

The drum unit and toner cartridge are two separate consumables. Make sure both are installed as an assembly. For more information on how to replace the consumable items, see the instructions included with the drum unit for replacing the drum unit or see the instructions printed on the box of the toner cartridge for replacing the toner cartridge.

Toner cartridge	Drum unit
TN-1030	DR-1030
	

NOTE

- Brother machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with Brother Original toner cartridges. Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. The machine may not detect toner or toner cartridges of other specifications correctly but may instead detect such items as standard yield toner cartridges. Brother does not therefore recommend the use of cartridges other than Brother Original cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other parts of this machine as a result of the use of toner or toner cartridges other than Brother Original products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.
- For best performance, use a Brother Original drum and toner cartridge. Printing with a third party drum unit or toner cartridge may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage may not apply to problems caused by the use of a third party drum or toner cartridge.
- Go to <http://www.brother.com/original/index.html> for instructions on how to return your used consumable items to the Brother recycling program. If you choose not to return your used items, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See Product Safety Guide: *Recycling information in accordance with the WEEE and Battery Directives*)

A

NOTE

- The projected life for each of the toner cartridges is based on ISO/IEC 19752. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.
-

Identifying your problem

First, check the following:

- **The machine's power cord is connected correctly and the machine is turned on.**
- **All of the protective parts have been removed.**
- **Paper is inserted correctly in the paper tray.**
- **The interface cables are securely connected to the machine and the computer.**

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

Improving the print quality on page 35

If the machine is connected to a PC, depending on the error, a Popup application may appear on the PC.

Follow the instructions on the screen to resolve the error.

Error and maintenance messages

The most common error and maintenance messages are shown below.

If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

Visit us at <http://support.brother.com>.

Error Message	Cause	Action
Cartridge Error Put the Toner Cartridge back in.	The toner cartridge is not installed correctly.	Put the toner cartridge firmly into the drum unit, and then put it back in the machine.
	Verify you are using a Brother toner cartridge.	Use only a Brother Original drum unit and Brother Original toner cartridge.
Drum End Soon Replace Drum	It is time to replace the drum unit. The drum unit counter was not reset when a new drum was installed.	Replace the drum unit or reset the drum unit counter when a new drum is installed. (See the instructions that are supplied with the new drum unit.)
Out of Memory	The machine's memory is full.	<p>Copy operation in process</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Press Start to copy the scanned pages. ■ Press Stop/Exit and wait until the other operations in progress finish, and then try again. <p>Print operation in process</p> <ul style="list-style-type: none"> ■ Press Stop/Exit. The machine will cancel the print job and clear it from the memory. ■ Lower the print quality. <p>(For more information, see Software and Network User's Guide: <i>Printing</i>)</p>
Self-Diagnostic	The temperature of the fuser unit does not rise to a specified temperature within the specified time.	Turn the machine off, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on.
	The fuser unit is too hot.	
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the size of paper to the tray.
Toner Low	If the LCD shows Toner Low you can still print; however, the machine is telling you that the toner cartridge is near the end of its life.	Order a new Brother toner cartridge now so a replacement toner cartridge will be available when the LCD shows Replace Toner or Toner Ended .

Improving the print quality

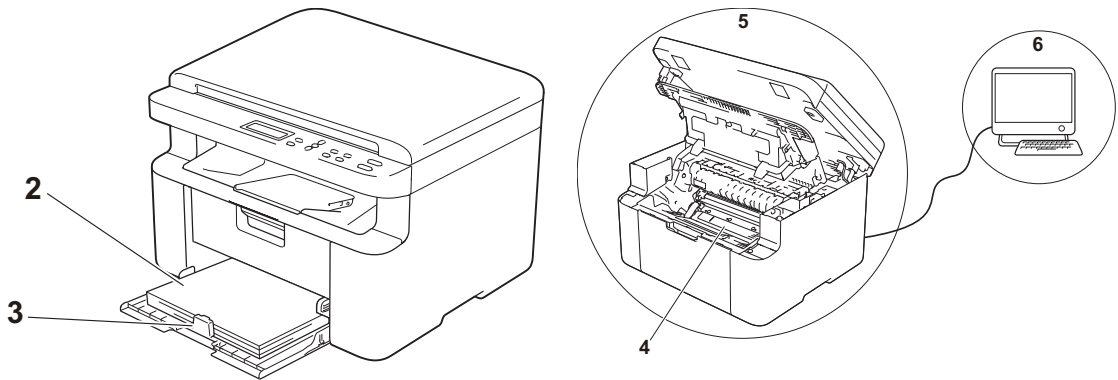
NOTE

Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with toner from other sources.

If you are having problems with print results, check the following:

1 The machine's environment.

Choose a location where the temperature remains between 50 °F and 90 °F (10 °C and 32 °C) and the humidity is between 20% to 80% (without condensation).



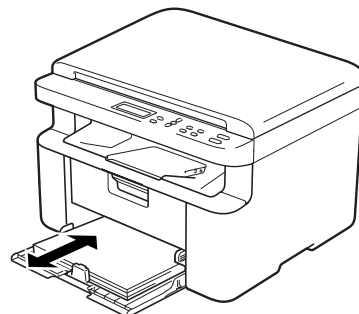
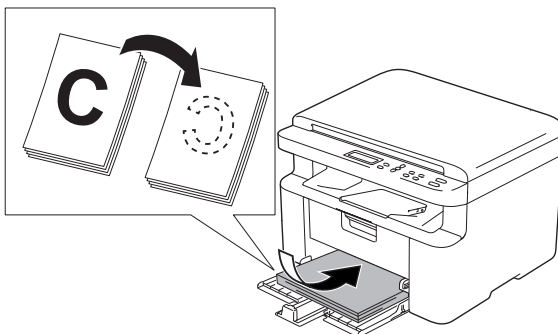
2 Acceptable paper is loaded in the paper tray.

See *Acceptable paper* on page 18

3 The paper is loaded correctly in the machine.

Turning the paper over may help paper loading become smoother.

Adjusting the guide may help paper loading become smoother.



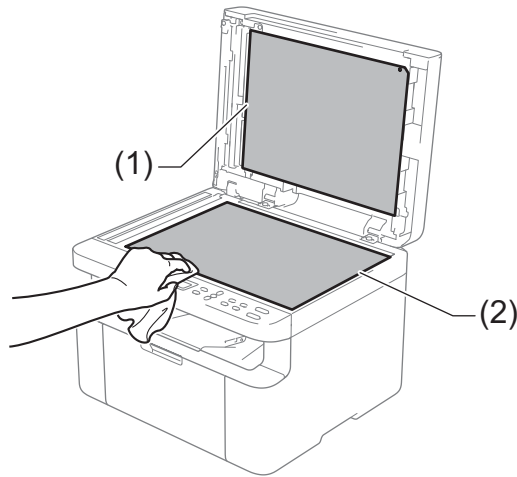
4 Replace the toner cartridge or the drum unit.

For more information on how to replace the consumable items, see the instructions included with the drum unit for replacing the drum unit or see the instructions printed on the box of the toner cartridge for replacing the toner cartridge.

5 Clean the inside of the machine.

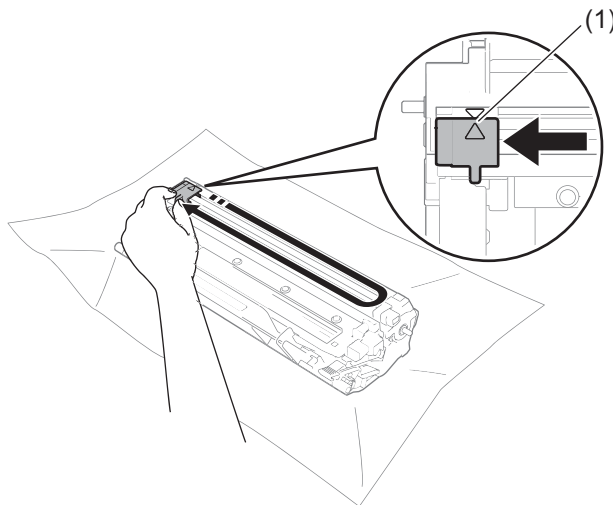
■ Cleaning the scanner glass

Clean the white plastic surface (1) and scanner glass (2).



■ Cleaning the corona wire

Slide the green tab from left to right and right to left several times.

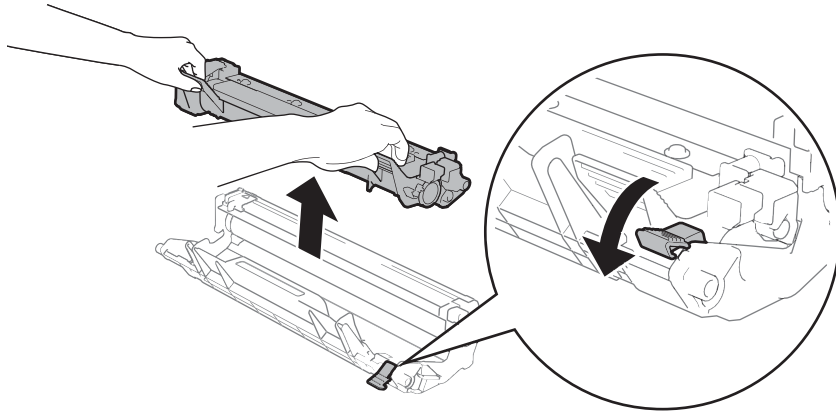


NOTE

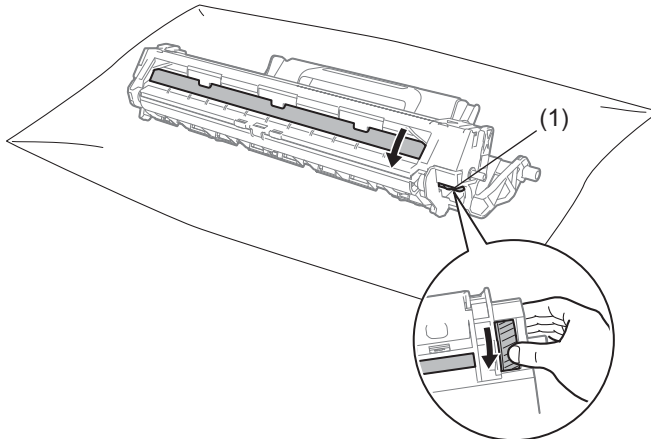
Be sure to return the tab to the home position (▲) (1). If you do not, printed pages may have a vertical stripe.

- Clean the drum unit if black or white dots appear on printed pages

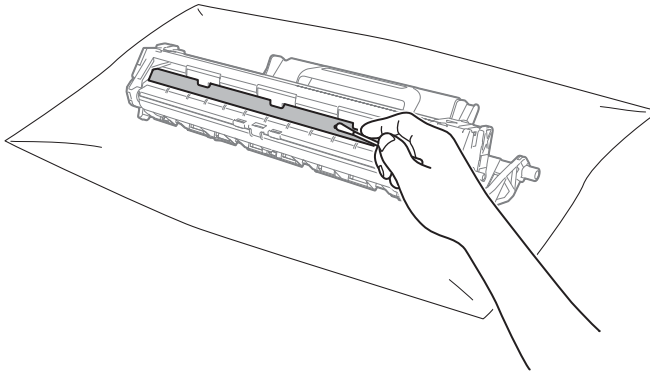
Push down the lock lever and take the toner cartridge out of the drum unit.



Turn the drum unit gear by hand while looking at the surface of the drum roller (1).

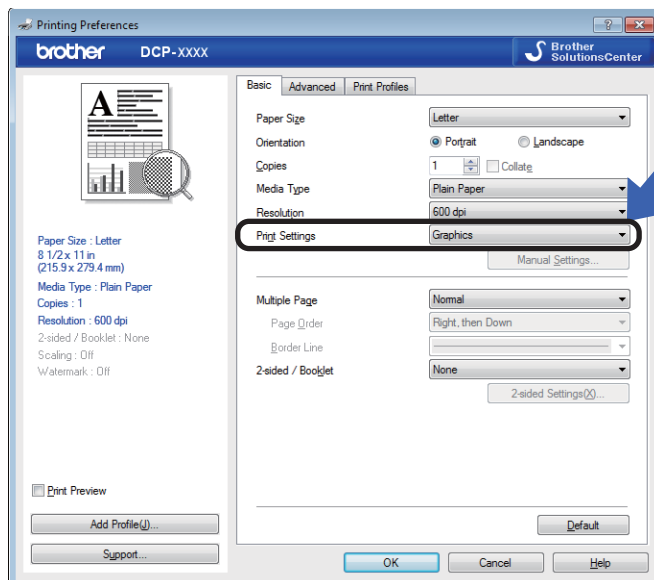


Wipe the surface of the drum gently with a dry cotton swab until the dust or glue on the surface comes off.

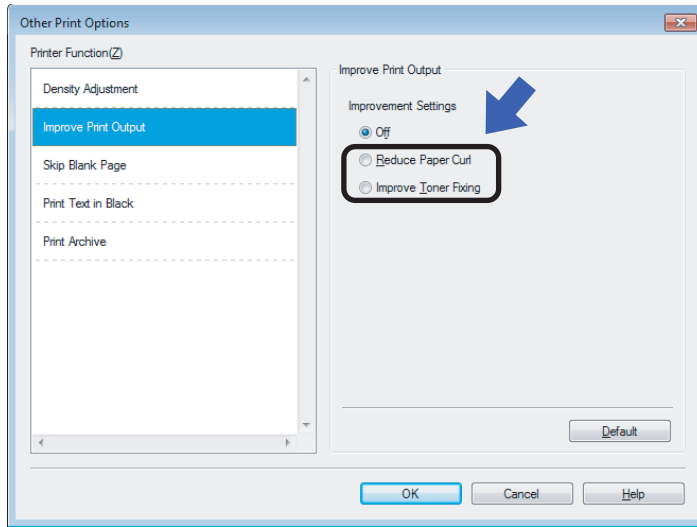


6 Check the printer driver settings.

Try changing the **Print Settings** in the **Basic** tab.



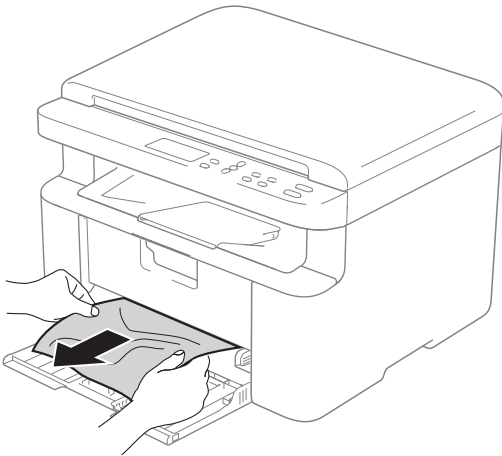
If the paper is curled or the toner is not fixed well on the paper, you can adjust these settings in **Improve Print Output**. Click **Other Print Options** in the **Advanced** tab.



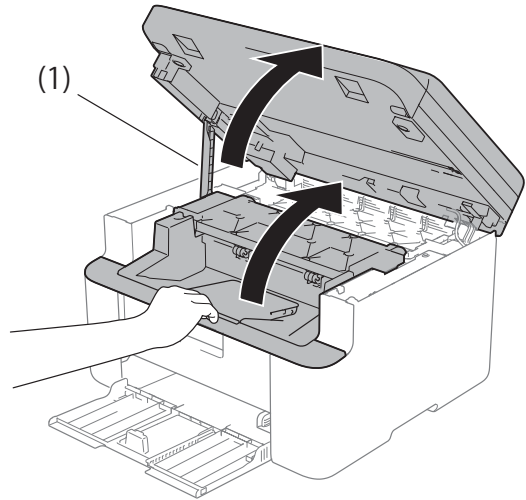
Paper Jams

Always remove all paper from the paper tray and straighten the stack when you add new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

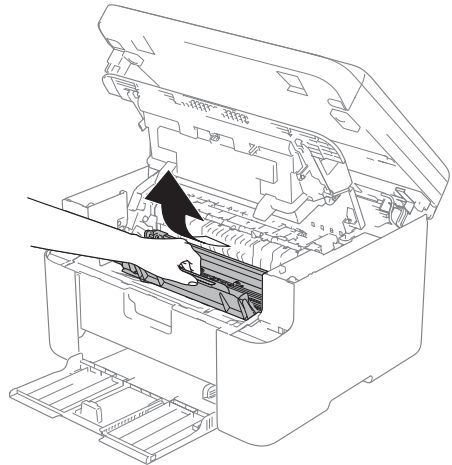
- 1 Turn the machine off.
- 2 Wait at least 15 minutes for the product to cool down before you touch the internal parts of the product.
- 3 Remove all paper loaded in the tray.
- 4 Use both hands to slowly pull out the jammed paper.



- 5 Open the scanner cover. The pull-arm (1) on the left side of the machine will lock. Open the top cover.

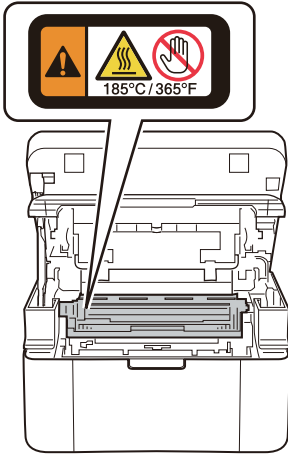


- 6 Slowly take out the drum unit and toner cartridge assembly.

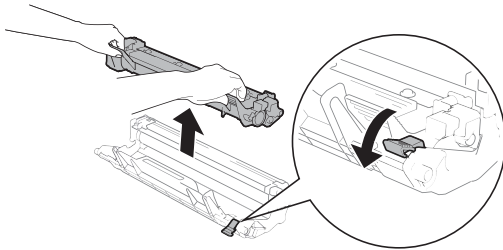


! WARNING

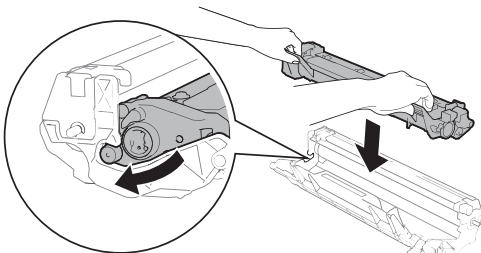
! HOT SURFACE



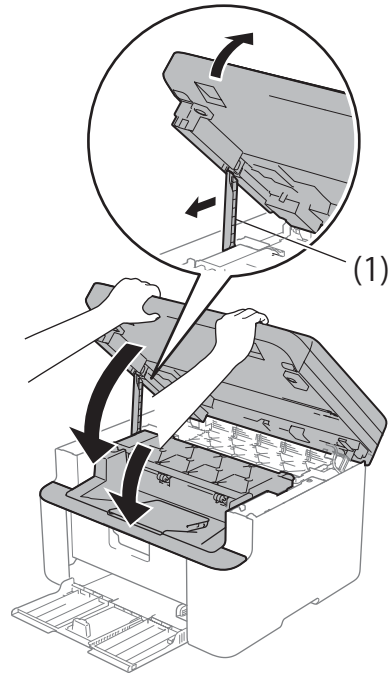
- 7** Push down the lock lever and take the toner cartridge out of the drum unit. Remove the jammed paper if there is any inside the drum unit.



- 8** Place the toner cartridge back into the drum unit until the lock lever lifts automatically.



- 9** Place the drum unit and toner cartridge assembly back in to the machine.
- 10** Close the top cover. After pulling the pull-arm (1) on the left side of the machine down, close the scanner cover using both hands.



- 11** Load the paper back in to the tray. Make sure that the paper is below the protruding section of the rear guide. Slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.
- 12** Turn the machine on.

Cleaning and Checking the machine

Make sure to read the guidelines in the Product Safety Guide before cleaning 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 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: *General precautions*)



B

Specifications

General

Model		DCP-1512	DCP-1612W
Printer Type		Laser	
Print Method		Electrophotographic Laser Printer	
Memory Capacity		16 MB	32 MB
Power Source		110-120 V AC 50/60 Hz	
Power Consumption (Average)	Peak ¹	Approx. 1,068 W	
	Printing ¹	Approx. 380 W at 77 °F (25 °C)	Approx. 390 W at 77 °F (25 °C)
	Copying ¹	Approx. 380 W at 77 °F (25 °C)	Approx. 390 W at 77 °F (25 °C)
	Ready ¹	Approx. 40 W at 77 °F (25 °C)	Approx. 50 W at 77 °F (25 °C)
	Deep Sleep ¹	Approx. 0.8 W	Approx. 0.9 W
	Power Off ^{1 2 3}	Approx. 0.28 W	
Dimensions			
Weights (with consumables)		7.0 kg	7.2 kg
Noise Level	Sound Pressure	Printing LPAM = 52 dB(A)	LPAM = 52 dB (A)
	Sound Power	Printing LWad = 6.59 B(A)	LWad = 6.6 B (A)
Temperature	Operating	50 to 90 °F (10 to 32 °C)	
	Storage	32 to 104 °F (0 to 40 °C)	
Humidity	Operating	20 to 80% (without condensation)	
	Storage	35 to 85% (without condensation)	
Interface	USB	Hi-Speed USB 2.0 ^{4 5} It is recommended you use a USB 2.0 cable (Type A/B) that is no more than 2 meters long.	

B

Model	DCP-1512	DCP-1612W
Support OS	Windows®	Windows® XP Home, Windows® XP Professional, Windows® XP Professional x64 Edition, Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1, Windows Server® 2003, Windows Server® 2003 x64 Edition, Windows Server® 2008, Windows Server® 2008 R2, Windows Server® 2012, Windows Server® 2012 R2
	Mac OS	OS X 10.7.5, 10.8.x, 10.9.x
Consumables	Toner Cartridge (Inbox)	Approx. 700 pages A4 or Letter page ⁶
	Toner Cartridge (Standard)	Approx. 1,000 pages A4 or Letter page ⁶
	Model Name	TN-1030
	Drum Unit	Approx. 10,000 pages A4 or Letter pages (1 page / job) ⁷
	Model Name	DR-1030

¹ Measured when the machine is connected to the USB interface.

² Power consumption varies slightly depending on the usage environment or part wear.

³ Measured according to IEC 62301 Edition 2.0.

⁴ Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

⁵ Third-party USB ports are not supported.

⁶ Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

⁷ Drum life is approximate and may vary by type of use.

Document Size

Model	DCP-1512	DCP-1612W
Scanner Glass	One sheet per time	
Document Size	Length: Up to 11.8 in. (300.0 mm) Width: Up to 8.5 in. (215.9 mm)	
Weight	Up to 4.4 lb (2.0 kg)	

Print Media

Model		DCP-1512	DCP-1612W
Paper Input	Paper Tray	Paper Type	Plain Paper, Recycled Paper
		Paper Size	A4, Letter, Legal, Folio A4, Letter, Legal, Folio, A5, A5(Long Edge), B5, Executive Width: 5.8 to 8.5 in. (148 to 216 mm) Length: 5.8 to 14 in. (148 to 355.6 mm)
		Paper Weight	17 lb to 28 lb (65 to 105 g/m ²)
		Maximum Paper Capacity	Up to 150 sheets of 20 lb (80 g/m ²) Plain paper
Paper Output	Face-Down Output Tray	Up to 50 sheets of 20 lb (80 g/m ²) Plain Paper (face-down delivery to the face-down output paper tray)	

B

Copy

Model	DCP-1512	DCP-1612W
Copy Width	Max. 8.27 in. (210 mm)	
Multiple Copies	Stacks or Sorts up to 99 pages	
Reduce/Enlarge	25% to 400% (in increments of 1%)	
Resolution	Up to 600 × 600 dpi	
First Copy Out Time ¹	Less than 16 seconds at 73.4 °F (23 °C) / 115V	

¹ From Ready mode and standard tray

Scanner

Model		DCP-1512	DCP-1612W
Color		Yes	
TWAIN Compliant		Yes (Windows® XP/ Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1 / OS X v10.7.5, 10.8.x, 10.9.x ¹)	
WIA Compliant		Yes (Windows® XP / Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1)	
ICA Compliant		Yes (OS X v10.7.5, 10.8.x, 10.9.x)	
Color Depth	Color	24 bit color processing (Input) 24 bit color processing (Output)	
	Greyscale	8 bit color processing (Input) 8 bit color processing (Output)	
Resolution		Up to 19,200 × 19,200 dpi (interpolated) ²	
		Up to 600 × 1200 dpi (optical) ²	
Scanning Width		Max. 8.27 in. (210 mm)	

¹ For the latest driver updates for the version of OS X you are using, visit us at <http://support.brother.com>.

² Maximum 1200 × 1200 dpi scanning with the WIA driver in Windows® XP, Windows Vista®, Windows® 7, Windows® 8 and Windows® 8.1 (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

Printer

Model		DCP-1512	DCP-1612W
Resolution		Up to 2400 × 600 dpi (HQ1200 technology)	
Print Speed ¹		Up to 20 pages/minute (A4 size) Up to 21 pages/minute (LTR size)	
First Print Out Time ²		Less than 10 seconds at 73.4 °F (23 °C) / 115V	

¹ The print speed may vary depending on the type of document you print.

² From Ready mode and standard tray

Network (LAN) (DCP-1612W only)

NOTE

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

Model		DCP-1612W
LAN		You can connect your machine to a network for Network Printing and Network Scanning. Also included is Brother BRAdmin Light ^{1 2} Network Management software.
Protocols	IPv4	ARP, RARP, BOOTP, DHCP, APIPA(Auto IP), WINS/NetBIOS name resolution, DNS resolver, mDNS, LLNMR responder, LPR/LPD, Custom Raw Port/Port 9100, IPP, FTP Server, SNMPv1/v2c, HTTP Server, TFTP Client and Server, SMTP Client, ICMP, Web Services (Print/Scan)
	IPv6	NDP, RA, DNS Resolver, mDNS, LLNMR responder, LPR/LPD, Custom Raw Port/ Port 9100, IPP, FTP Server, SNMPv1/v2c, HTTP Server, TFTP Client and Server, SMTP Client, ICMPv6, Web Services (Print/Scan)
Security Protocols	Wireless	SMTP-AUTH
Wireless Network Security		WEP 64/128, WPA-PSK (TKIP/AES), WPA2-PSK (AES)
Wireless Network Setup Support Utility	AOSS™	Yes
	WPS	Yes

¹ (For Windows® users) Brother BRAdmin Light is available from the CD-ROM provided with the machine.
(For Macintosh users) Brother BRAdmin Light is available as a download from <http://support.brother.com>.

² (For Windows® users) If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from <http://support.brother.com>.

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