Advanced User's Guide

DCP-8250DN

User's Guides and where do I find them?

Which Guide?	What's in it?	Where is it?
Product Safety Guide	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.	Printed / In the box
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	PDF file / Installer CD-ROM / In the box
Advanced User's Guide	Learn more advanced operations: Copy, security features, printing reports and performing routine maintenance.	PDF file / Installer CD-ROM / In the box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning and using the Brother ControlCenter utility.	PDF file / Installer CD-ROM / In the box
Network User's Guide	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.	PDF file / Installer CD-ROM / In the box
Google Cloud Print Guide	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 [2]
Mobile Print/Scan Guide for Brother iPrint&Scan	This Guide provides useful information about printing JPEG and PDF [1] 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 [2]
Web Connect Guide	This Guide provides details about how to configure and use your Brother machine to scan, load and view images and files on certain websites that provide these services.	PDF file / Brother Solutions Center [2]

[1]   PDF printing is not supported on Windows® Phone.

[2]   Visit us at http://solutions.brother.com/.

Table of Contents

1 General Setup

Memory storage

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

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 Autumn.

1. Press Menu.

2. Press ▲ or ▼ to display
   Initial Setup.
   Press Initial Setup.

3. Press Date&Time.

4. Press Auto Daylight.

5. Press On or Off.

6. Press **Stop/Exit**.

Ecology features

Toner Save

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

1. Press Menu.

2. Press ▲ or ▼ to display General Setup. Press General Setup.

3. Press ▲ or ▼ to display Ecology. Press Ecology.

4. Press Toner Save.

5. Press On or Off.

6. Press **Stop/Exit**.

Note

We do not recommend Toner Save for printing Photo or Greyscale 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.

The timer will restart if any operation is carried out on the machine, such as receiving a print job or making a copy. The default setting is 3 minutes.

When the machine goes into Sleep mode, the LCD backlight turns off.

1. Press Menu.

2. Press ▲ or ▼ to display General Setup. Press General Setup.

3. Press ▲ or ▼ to display Ecology. Press Ecology.

4. Press Sleep Time.

5. Using the dial pad on the Touchscreen, enter the length of time (0-90 minutes) the machine will remain idle before entering Sleep mode. Press OK.

6. 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. Deep Sleep mode uses less power than Sleep mode. The machine will wake up when it receives a print job.

When the machine is in Deep Sleep mode, the LCD backlight is Off and the Home key is dimmed.

If the machine has secure print data it will not enter Deep Sleep mode.

Power Down mode

If the machine is in Deep Sleep mode for 4 hours, it will then go into Power Down mode automatically and the Home key will illuminate pale green. Power Down mode is the lowest power consumption mode, which achieves a power consumption of approximately 0.45 W. To wake up the machine, press the Touchscreen.

You can enable or disable the Power Down mode feature by following these steps:

a Press Menu.

b Press ▲ or ▼ to display General Setup. Press General Setup.

c Press ▲ or ▼ to display Ecology Press Ecology.

d Press Auto Powerdown.

e Press On or Off.

f Press **Stop/Exit**

Note

The machine does not go into Power Down mode when the machine is connected to a wired network or has secure print data in the memory.

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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.

2. Press ▲ or ▼ to display
   General Setup.
   Press General Setup.

3. Press ▲ or ▼ to display Quiet Mode.
   Press Quiet Mode.

4. Press On or Off.

5. Press **Stop/Exit**.

LCD screen

Setting the backlight brightness

You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

1. Press Menu.

2. Press ▲ or ▼ to display
   General Setup.
   Press General Setup.

3. Press ▲ or ▼ to display LCD Settings.
   Press LCD Settings.

4. Press Backlight.

5. Press Light, Med or Dark.

6. Press **Stop/Exit**.

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after you go back to the Ready screen.

1. Press Menu.

2. Press ▲ or ▼ to display
   General Setup.
   Press General Setup.

3. Press ▲ or ▼ to display LCD Settings.
   Press LCD Settings.

4. Press Dim Timer.

5. Press 10 Secs, 20 Secs, 30 Secs or Off.

6. 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 [1]
- Direct Print
- Print [2]
- Page Limit [3]
- Web Connect

[1] Scan includes scan jobs sent via Brother iPrint&Scan.

[2] Print includes print jobs via Google Cloud Print and Brother iPrint&Scan.

[3] 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 user-defined 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

- Secure Function Lock can be set manually at the control panel, or by using Web Based Management or BRAdmin Professional 3 (Windows® only). We recommend using Web Based Management or BRAdmin Professional 3 (Windows® only) to configure this feature. (➤➤ Network User's Guide)

- Only administrators can set limitations and make changes for each user.

Setting and changing the Administrator Password

Setting up the password

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 and changing restricted users* ▶▶ page 7 and *Turning Secure Function Lock on/off* ▶▶ page 9.)

Note

Make a careful note of the administrator password. If you enter the wrong password, the LCD will show Wrong Password. Re-enter the correct password. If you forget it, please call your Brother dealer for service.

a Press Menu.

b Press ▲ or ▼ to display
General Setup.
Press General Setup.

c Press ▲ or ▼ to display Security.
Press Security.

d Press Function Lock.

e Enter a four-digit number for the password by pressing the buttons on the Touchscreen.
Press OK.

f Re-enter the password when the LCD shows Verify:.
Press OK.

g Press **Stop/Exit**.

Changing the password

a Press Menu.

b Press ▲ or ▼ to display
General Setup.
Press General Setup.

c Press ▲ or ▼ to display Security.
Press Security.

d Press Function Lock.

e Press Set Password.

f Enter the registered four-digit password by pressing the buttons on the Touchscreen.
Press OK.

g Enter a four-digit number for the new password by pressing the buttons on the Touchscreen.
Press OK.

h Re-enter the password when the LCD shows Verify:.
Press OK.

i Press **Stop/Exit**.

Setting up and changing 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.

2. Press ▲ or ▼ to display
   General Setup.
   Press General Setup.

3. Press ▲ or ▼ to display Security.
   Press Security.

4. Press Function Lock.

5. Press Setup ID.

6. Enter the administrator password by pressing the buttons on the Touchscreen.
   Press OK.

7. Press ▲ or ▼ to display Public.
   Press Public.

8. Do one of the following:

   ■ To set up the Public user, press Enable or Disable for each operation, as follows: Press Copy. Then press Enable or Disable. After you have set Copy, repeat these steps for Scan, Direct Print, Print and Web Connect.

   ■ To change the Public user settings, press▲ or ▼ to display the setting you want to change. Press the setting and press Enable or Disable. Repeat this step until you finish changing settings.

9. Press **Stop/Exit**.

Setting up and changing 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). (▶▶ Network User's Guide) You can set up to 25 restricted users.

Setting up restricted users

1. Press Menu.

2. Press ▲ or ▼ to display
   General Setup.
   Press General Setup.

3. Press ▲ or ▼ to display Security.
   Press Security.

4. Press Function Lock.

5. Press Setup ID.

6. Enter the four-digit administrator password by pressing the buttons on the Touchscreen.
   Press OK.

7. Press ▲ or ▼ to display UserXX.
   Press UserXX.

8. Enter the user name by pressing the buttons on the Touchscreen. (▶▶ Basic User's Guide: *Entering text*)
   Press OK.

9. Enter a four-digit user password by pressing the buttons on the Touchscreen.
   Press OK.

j To set up a restricted user, press
Enable or Disable for each operation,
as follows: Press Copy. Then press
Enable or Disable. After you have set
Copy, repeat these steps for Scan,
Direct Print, Print and
Web Connect.

k Press ⤺ and repeat steps g to j to
enter each additional user and
password.

l Press **Stop/Exit**.

Note

You cannot use the same name as
another user's name.

**Changing user name, password or
settings for restricted users**

a Press Menu.

b Press ▲ or ▼ to display
General Setup.
Press General Setup.

c Press ▲ or ▼ to display Security.
Press Security.

d Press Function Lock.

e Press Setup ID.

f Enter the four-digit administrator
password by pressing the buttons on the
Touchscreen.
Press OK.

g Press ▲ or ▼ to display the existing
restricted user you want to change.
Press the user name.

h Press Change.
To change the user name, enter a new
user name by pressing the buttons on
the Touchscreen. (▶▶ Basic User's
Guide: *Entering text*)
Press OK.

i To change the password, enter a new
four-digit user password by pressing the
buttons on the Touchscreen.
Press OK.

j To change a restricted user's settings,
press ▲ or ▼ to display the setting you
want to change. Press the setting and
then press Enable or Disable.
Repeat this step until you are finished
making changes.

k Press **Stop/Exit**.

Note

You cannot use the same name as
another user's name.

Reset existing restricted users

a Press Menu.

b Press ▲ or ▼ to display
General Setup.
Press General Setup.

c Press ▲ or ▼ to display Security.
Press Security.

d Press Function Lock.

e Press Setup ID.

f Enter the four-digit administrator
password by pressing the buttons on the
Touchscreen.
Press OK.

g Press ▲ or ▼ to display the existing
restricted user you want to reset.
Press the user name.

h Press Reset.

i Press Yes to reset the existing restricted
user.

j Press **Stop/Exit**.

Turning Secure Function Lock on/off

Turning Secure Function Lock on

1. Press `Menu`.

2. Press ▲ or ▼ to display `General Setup`.
   Press `General Setup`.

3. Press ▲ or ▼ to display `Security`.
   Press `Security`.

4. Press `Function Lock`.

5. Press `Lock Off⇒On`.

6. Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen.
   Press `OK`.

Turning Secure Function Lock off

1. Press `Public` or xxxxx (where xxxxx is the user's name).

2. Press `Lock On⇒Off`.

3. Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen.
   Press `OK`.

✎ Note

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

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 Press Public or xxxxx (where xxxxx is the user's name).
Press Change User.

2 Press ▲ or ▼ to display your user name.

3 Press your user name.

4 Enter the registered four-digit user password by pressing the buttons on the Touchscreen.
Press OK.

Note

• If the current ID is restricted for the function you want to use,
Access Denied will appear on the LCD.

• If your ID has page limit restrictions set and has already reached the maximum number of pages, the LCD will show Limit Exceeded when you print data. Contact your administrator to check your Secure Function Lock Settings.

Changing to the Public mode

1 Press xxxxx. (where xxxxx is the user's name.)

2 Press Go to Public.

Note

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

• If the function you want to use is restricted for all users, Access Denied will appear on the LCD; The machine will go back to the ready mode and you cannot access the function you want to use.

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 access the Menu button or edit the numbers you stored in the Address Book. You can still use the Address Book button to send E-mail messages to previously stored numbers.

Setting up the password

1. Press Menu.

2. Press ▲ or ▼ to display
   General Setup.
   Press General Setup.

3. Press ▲ or ▼ to display Security.
   Press Security.

4. Press Setting Lock.

5. Enter a four-digit number for the password by pressing the buttons on the Touchscreen.
   Press OK.

6. Re-enter the password when the LCD shows Verify:.
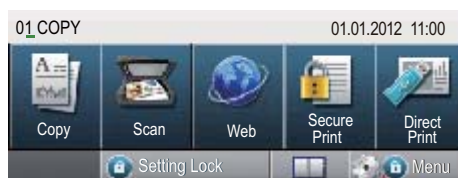   Press OK.

7. Press **Stop/Exit**.

Changing your Setting Lock password

1. Press Menu.

2. Press ▲ or ▼ to display General Setup. Press General Setup.

3. Press ▲ or ▼ to display Security. Press Security.

4. Press Setting Lock.

5. Press Set Password.

6. Enter the registered four-digit password by pressing the buttons on the Touchscreen. Press OK.

7. Enter a four-digit number for the new password by pressing the buttons on the Touchscreen. Press OK.

8. Re-enter the password when the LCD shows Verify:. Press OK.

9. 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.

2. Press ▲ or ▼ to display General Setup. Press General Setup.

3. Press ▲ or ▼ to display Security. Press Security.

4. Press Setting Lock.

5. Press Lock Off⇒On.

6. Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen. Press OK.

   The LCD will show locks on the Setting Lock and Menu buttons.

Turning Setting Lock off

1. Press Setting Lock on the LCD.

2. Enter the registered four-digit administrator password by pressing the buttons on the Touchscreen. Press OK.

3 **Using Address Book**

Additional ways to store numbers

Setting up Groups for Broadcasting

If you often want to send the same scan data to multiple E-mail addresses you can set up a Group.

Groups are stored on a Speed Dial number. Each Group uses up a Speed Dial location. You can then send the E-mail to all the numbers stored in a Group just by entering a Speed Dial number. Press `Send a E-mail`, and then press **Start**.

Before you can add numbers to a Group, you need to store them as Speed Dial numbers. You can have up to 20 small Groups, or you can assign up to 331 numbers to one large Group.

For a list of the options available when you set up Group numbers, see the table on page 15.

a Press 🔲 (Address Book).

b Press `Edit`.

c Press `Setup Groups (Speed Dial)` where you want to store the new Group.

Note

The machine automatically allocates an available Speed Dial number for the new Group.

d Do one of the following:

■ Press `OK` to accept the displayed Speed Dial number.

■ Enter a new number using the buttons on the Touchscreen.

Press `OK`.

e Enter the Group name (up to 15 characters) by pressing the buttons on the Touchscreen.

Press 🔤 to choose numbers, letters or special characters. (>> Basic User's Guide: *Entering text*)
Press `OK`.

f Do one of the following:

■ Press `OK` to accept the displayed Group number.

■ Enter a new Group number using the buttons on the Touchscreen.
Press `OK`.

g To select the Registration Type and the file type, press ◀ or ▶ to display
`E-Mail B&W PDF`,
`E-Mail B&W TIFF`,
`E-Mail Color PDF`,
`E-Mail Color JPEG`,
`E-Mail Color XPS`,
`E-Mail Gray PDF`,
`E-Mail Gray JPEG`,
`E-Mail Gray XPS`.
Press the option you want.

h Add Speed Dial numbers to the Group by pressing the check box to display a red check mark.
If you want to list the numbers in alphabetical order, press 🔳 .
Press `OK`.

Note

Speed Dial numbers begin with #.

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9 To choose the scan resolution for the Group number, go to the appropriate next step as shown in the following table.

Option selected in step ❼	Go to step
E-Mail B&W PDF	❿
E-Mail B&W TIFF	
E-Mail Color PDF	⓫
E-Mail Color JPEG	
E-Mail Color XPS	
E-Mail Gray PDF	⓬
E-Mail Gray JPEG	
E-Mail Gray XPS	

❿ Select the resolution from 300 dpi, 200 dpi or 200 x 100 dpi.

■ If you chose E-Mail B&W PDF, go to step ⓭.

■ If you chose E-Mail B&W TIFF, go to step ⓮.

⓫ Select the resolution from 100 dpi, 200 dpi, 300 dpi, 600 dpi or Auto.

■ If you chose E-Mail Color PDF, go to step ⓭.

■ If you chose E-Mail Color JPEG or E-Mail Color XPS, go to step ⓮.

⓬ Select the resolution from 100 dpi, 200 dpi, 300 dpi or Auto.

■ If you chose E-Mail Gray PDF, go to step ⓭.

■ If you chose E-Mail Gray JPEG or E-Mail Gray XPS, go to step ⓮.

⓭ Select the PDF type from PDF, PDF/A, Secure PDF or Signed PDF that will be used to send E-mail.

✎ Note

If you choose Secure PDF, the machine will ask you to enter a four-digit password using the numbers 0-9 before it starts scanning.

⓮ Press OK to confirm.

⓯ Press **Stop/Exit**.

Options for Setting Up Groups

The following chart shows the additional options for setting up Group numbers.
When you store numbers, the LCD instructs you to choose from the options shown in the following steps.

Step 1 Enter Group Location	Step 2 Enter Group Name	Step 3 Enter Group Number	Step 4 Select Registration Type (Dial Type)	Step 5 Add Stored Speed Dial Numbers to the Group	Step 6 Select Resolution	Step 7 Select File Type
Speed Dial	(Name) Press OK	(1 to 20)	`E-Mail B&W PDF`	E-mail Address	`300 dpi,200 dpi, 200 x 100 dpi`	`PDF, PDF/A, Secure PDF, Signed PDF`
			`E-Mail B&W TIFF`		`300 dpi,200 dpi, 200 x 100 dpi`	-
			`E-Mail Color PDF`		`100 dpi,200 dpi, 300 dpi,600 dpi, Auto`	`PDF, PDF/A, Secure PDF, Signed PDF`
			`E-Mail Color JPEG`		`100 dpi,200 dpi, 300 dpi,600 dpi, Auto`	-
			`E-Mail Color XPS`		`100 dpi,200 dpi, 300 dpi,600 dpi, Auto`	-
			`E-Mail Gray PDF`		`100 dpi,200 dpi, 300 dpi, Auto`	`PDF, PDF/A, Secure PDF, Signed PDF`
			`E-Mail Gray JPEG`		`100 dpi,200 dpi, 300 dpi, Auto`	-
			`E-Mail Gray XPS`		`100 dpi,200 dpi, 300 dpi, Auto`	-

Note

- PDF/A is a PDF file format intended for long-term archiving. This format contains all the necessary information to be able to reproduce the document after long-term storage.

- Secure PDF is a PDF file format that has been password-protected.

- Signed PDF is a PDF file format that helps prevent data tampering and the impersonation of an author by including a digital certificate within the document. If you choose Signed PDF, you must install a certificate on your machine using Web Based Management.
  Choose **Signed PDF** from **Administrator** in Web Based Management. (How to install a certificate ▶▶ Network User's Guide)

Changing Group E-mail addresses

You can change a Group that has already been stored.

Changing a Group name, Resolution or PDF type

1. Press ▭ (Address Book).

2. Press Edit.

3. Press Change.

4. Press ▲ or ▼ to display the Group you want to change.
   Press the Group.

5. You can change the Group settings:
   - If you choose Name, enter the name (up to 15 characters) by pressing the buttons on the Touchscreen.

     Press OK.

   - If you choose Resolution, press one of the available resolution options displayed on the LCD.

   - If you choose PDF type, press one of the available file type options displayed on the LCD.

   The LCD will display your new setting.

Note

How to change the stored name:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press ⌫. Re-enter the character.

6. When you are finished making changes to the Group, press OK.

7. Press **Stop/Exit**.

Adding and deleting addresses in a Group

1. Press ▭ (Address Book).

2. Press Edit.

3. Press Change.

4. Press ▲ or ▼ to display the Group you want to change.
   Press the Group.

5. Press Add/Delete.

6. Press ▲ or ▼ to display the number you want to add or delete.

7. Press the check box of each number you want to add to check it.
   Press the check box of each number you want to delete to uncheck it.
   Press OK to confirm.

8. Press OK.

9. Press **Stop/Exit**.

Deleting Group numbers

You can delete a Group number that has already been stored.

a Press ▢ (Address Book).

b Press Edit.

c Press Delete.

d Press ▲ or ▼ to display the Group you want to delete.
Press the check box of the Group you want to delete to check it.
Press OK.

e When the LCD shows
Erase This Data?, do one of the following:

■ To Delete the Group, press Yes.

■ To exit without deleting the Group, press No.

f Press **Stop/Exit**.

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4 Printing reports

Reports

The following reports are available:

1 `Journal Report`

Prints a list of information about your last 200 outgoing E-mails.
(TX: transmit.)

2 `User Settings`

Prints a list of your current settings.

3 `Network Config`

Prints a list of your network settings.

4 `Drum Dot Print`

Prints the drum dot check sheet to troubleshoot a dotted print problem.

How to print a report

1. Press `Menu`.

2. Press ▲ or ▼ to display `Print Reports`.
   Press `Print Reports`.

3. Press the report you want to print.

4. Press **Start**.

5. Press **Stop/Exit**.

5 Making copies

Copy settings

You can change the copy settings temporarily for the next copy.

Press Copy on the Touchscreen and then press ◀ or ▶ to scroll through the copy settings. When the setting you want is displayed, press the button.

When you have finished changing settings, press **Start**.

Stop copying

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

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 mainly text.

■ Photo

Better copy quality for photographs.

■ Graph

Suitable for copying receipts.

1 Press Copy.

2 Load your document.

3 Enter the number of copies you want.

4 Press ◀ or ▶ to display Quality. Press Quality.

5 Press Auto, Text, Photo or Graph.

6 If you do not want to change additional settings, press **Start**.

Enlarging or reducing the image copied

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

1 Press Copy.

2 Load your document.

3 Enter the number of copies you want.

4 Press ◄ or ► to display Enlarge/Reduce.
Press Enlarge/Reduce.

5 Press 100%, Enlarge, Reduce, Auto or Custom (25-400%).

6 Do one of the following:

■ If you chose Enlarge or Reduce, press the enlargement or reduction ratio button you want.

■ If you chose Custom (25-400%), enter an enlargement or reduction ratio from 25% to 400%.

Press OK.

■ If you chose 100% or Auto [1], go to step **7**.

100%*
104% EXE ⇒ LTR
141% A5 ⇒ A4
200%
50%
70% A4 ⇒ A5
78% LGL ⇒ LTR
83% LGL ⇒ A4
85% LTR ⇒ EXE
91% Full Page
94% A4 ⇒ LTR
97% LTR ⇒ A4
Auto [1]
Custom (25-400%)

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

[1] Auto sets the machine to calculate the reduction ratio that best fits the size of paper. Auto is only available when using the ADF.

7 If you do not want to change additional settings, press **Start**.

Note

Page Layout Options 2in1(P), 2in1(L), 2in1(ID), 4in1(P) and 4in1(L) are *not* available with Enlarge/Reduce.

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 35.)

You must choose a 2-sided copy layout from the following options before you can start duplex copying. The layout of your document determines which 2-sided copy layout you should choose.
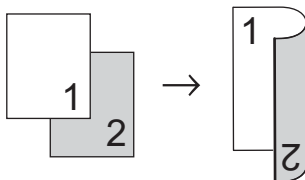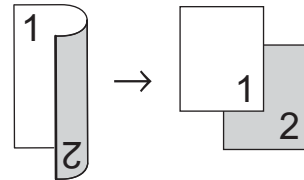
Portrait

■ **2side→2side**
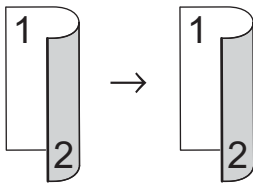
■ **1side→2side Long Edge Flip**
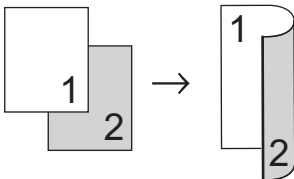
■ **2side→1side Long Edge Flip**
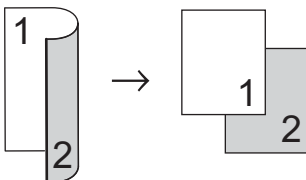
■ **1side→2side Short Edge Flip**

■ **2side→1side Short Edge Flip**

Landscape

■ **2side→2side**
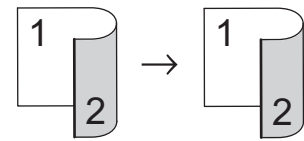
■ **1side→2side Long Edge Flip**
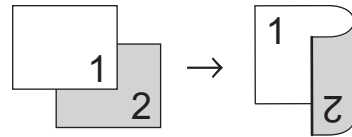
■ **2side→1side Long Edge Flip**
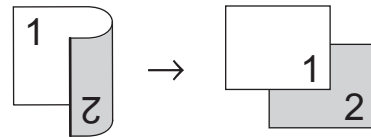
■ **1side→2side Short Edge Flip**
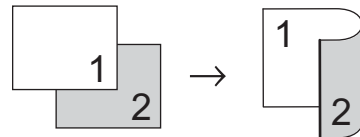
■ **2side→1side Short Edge Flip**
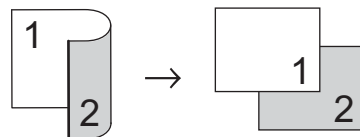
1. Press Copy.

2. Load your document.

3. Enter the number of copies you want.

d. Press ◀ or ▶ to display Duplex Copy.
Press Duplex Copy.

e. Press ◀ or ▶ to display the following
layout options:
2side⇒2side,
1side⇒2side LongEdgeFlip,
2side⇒1side LongEdgeFlip,
1side⇒2side ShortEdgeFlip,
2side⇒1side ShortEdgeFlip,
Off

Press the option you want.

f. If you do not want to change additional
settings, press **Start**.

Tray selection

You can temporarily change the Tray Use
option for the next copy.

a. Press Copy.

b. Load your document.

c. Enter the number of copies you want.

d. Press ◀ or ▶ to display Tray Use.
Press Tray Use.

e. Press MP>T1, MP>T1>T2 [1], T1>MP,
T1>T2>MP [1], Tray#1 Only,
Tray#2 Only [1] or MP Only.

   [1] T2 and Tray#2 Only appears only if Tray 2
        is installed.

f. If you do not want to change additional
settings, press **Start**.

Note

To change the default setting for Tray Use
▶▶ Basic User's Guide: *Tray Use in Copy
mode*

Adjusting Brightness and Contrast

Brightness

Adjust the copy brightness to make copies
darker or lighter.

a. Press Copy.

b. Load your document.

c. Enter the number of copies you want.

d. Press ◀ or ▶ to display Brightness.
Press Brightness.

e. Press ◀ to make a darker copy or press
▶ to make a lighter copy.
Press OK.

f. If you do not want to change additional
settings, press **Start**.

Contrast

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

a. Press Copy.

b. Load your document.

c. Enter the number of copies you want.

d. Press ◀ or ▶ to display Contrast.
Press Contrast.

e. Press ◀ to decrease the contrast or
press ▶ to increase the contrast.
Press OK.

f. If you do not want to change additional
settings, press **Start**.

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. Press Copy.

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Stack/Sort. Press Stack/Sort.

5. Press Sort.

6. If you do not want to change additional settings, 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 ➐**.**

7. After the machine scans the page, press Yes to scan the next page.

8. Put the next page on the scanner glass. Press **Start**. Repeat steps ➐ and ➑ for each page of the document.

9. After all the pages have been scanned, press No in step ➐ to finish.

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 25.

❗ Important

- Please make sure the paper size is set to A4, Letter, Legal or Folio.

- You cannot use the Enlarge/Reduce setting with the N in 1 feature.

- (P) means Portrait and (L) means Landscape.

1. Press Copy.

2. Load your document.

3. Enter the number of copies you want.

4. Press ◀ or ▶ to display Page Layout. Press Page Layout.

5. Press ◀ or ▶ to display Off(1in1), 2in1(P), 2in1(L), 2in1(ID) [1], 4in1(P) or 4in1(L). Press the button you want.

   [1] For details about 2in1(ID), see *2 in 1 ID Copy* ▶▶ page 25.

6. If you do not want to change additional settings, 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 ➐**.**

5

g After the machine scans the page, press
Yes to scan the next page.

h Put the next page on the scanner glass.
Press **Start**.
Repeat steps g and h for each page of
the document.

i After all the pages have been scanned,
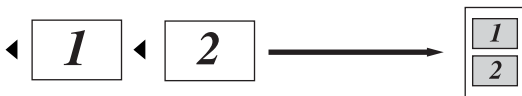press No in step g to finish.

If you are copying from the ADF:

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

■ **2in1(P)**
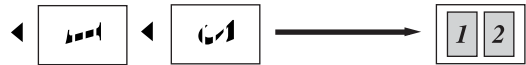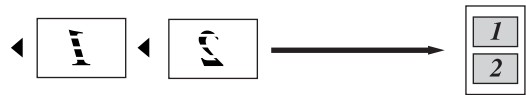
■ **2in1(L)**

■ **4in1(P)**

■ **4in1(L)**

If you are copying from the scanner glass:

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

■ **2in1(P)**

■ **2in1(L)**

■ **4in1(P)**

■ **4in1(L)**

24
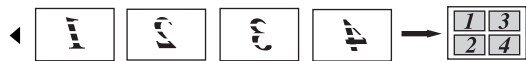
2 in 1 ID Copy

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. (▶▶ Product Safety Guide: *Unlawful use of copying equipment (MFC and DCP only)*)

a Press Copy.

b Place your identification card *face down* at the left corner of the scanner glass.
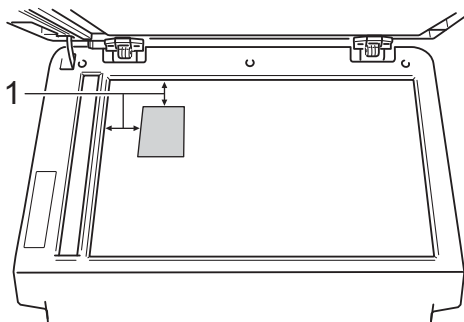
1 4 mm or greater (top, left)

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

c Enter the number of copies you want.

d Press ◀ or ▶ to display Page Layout. Press Page Layout.

e Press ◀ or ▶ to display 2in1(ID). Press 2in1(ID).

f Press **Start**.
After the machine scans the first side of the card, the LCD will display Turn over the ID Card Then Press Start.

g Turn over your identification card and place it on the left side of the scanner glass.

h 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.

5

Setting your changes as the new default

You can save the copy settings for Quality, Brightness and Contrast you use most often by setting them as the default. These settings will stay until you change them again.

1. Press Copy.

2. Press ◀ or ▶ to choose the setting you want to change, and then press the new option.
Repeat this step for each setting you want to change.

3. After changing the last setting, press ◀ or ▶ to display Set New Default. Press Set New Default.

4. Press Yes.

5. Press **Stop/Exit**.

Restoring all copy settings to the factory settings

You can restore all the copy settings you have changed to the factory settings. These settings will stay until you change them again.

1. Press Copy.

2. Press ◀ or ▶ to display Factory Reset. Press Factory Reset.

3. Press Yes.

4. Press **Stop/Exit**.

Setting your favourites

You can store the copy settings that you use most often by setting them as a favourite. You can set up to three favourites.

1. Press Copy.

2. Choose the copy option and settings you want to store.

3. Press ◀ or ▶ to display Favorite Settings. Press Favorite Settings.

4. Press Store.

5. Press the location where you want to store your setting Favorite:1, Favorite:2 or Favorite:3.

6. Do one of the following:

   - If you want to rename your setting, press ⌫ to delete characters. Then enter the new name (up to 12 characters). Press OK.

   - If you do not want to rename your setting, press OK.

7. Press **Stop/Exit**.

Retrieving your favourite setting

When you are ready to use one of your favourite set of settings, you can recall it.

1. Press Copy.

2. Press Favorite.

3. Press the favourite setting you want to retrieve.

4. Press **Start**.

Rename your favourite setting

After you have stored your favourite setting, you can rename it.

1 Press Copy.

2 Press ◄ or ► to display
Favorite Settings.
Press Favorite Settings.

3 Press Rename.

4 Press the favourite setting you want to rename.

5 Enter the new name (up to 12 characters).

6 Press OK.

7 Press **Stop/Exit**.

5

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.

  (➤➤ Product Safety Guide: *General precautions*)

❶ Important

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

Checking the Page Counters

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

a Press Menu.

b Press ▲ or ▼ to display
Machine Info..
Press Machine Info..

c Press Page Counter.
The LCD shows number of pages for
Total, List, Copy or Print.

d Press **Stop/Exit**.

Checking the remaining life of parts

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

a Press Menu.

b Press ▲ or ▼ to display
Machine Info..
Press Machine Info..

c Press Parts Life.

d Press ▲ or ▼ to see the approximate remaining parts life of the Drum, Fuser, Laser, PF Kit MP, PF Kit 1 and PF Kit 2 [1].

[1] When Tray 2 is installed.

e Press **Stop/Exit**.

A

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 [1] for PF Kit MP and 100,000 pages [1] for PF Kit 1, PF Kit 2 [2], 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 [2]	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.

[1] A4 or Letter size single-sided pages.

[2] When Tray 2 is installed.

Packing and shipping the machine

⚠ WARNING

This machine is heavy and weighs more than 17.5 kg. To prevent possible injuries at least two people should lift the machine. Be careful not to pinch your fingers when you put the machine down.
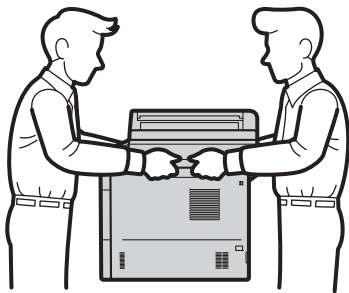
If you use a Lower Tray, DO NOT carry the machine with the Lower Tray as you may be injured or cause damage to the machine because it is not attached to the Lower Tray.

📝 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.

1. Leave the machine turned on for at least 10 minutes to cool down.

2. After the machine has cooled down, turn off the machine.

3. Disconnect all the cables, and then unplug the power cord from the electrical socket.

4. Put the packing material (1) into the carton.
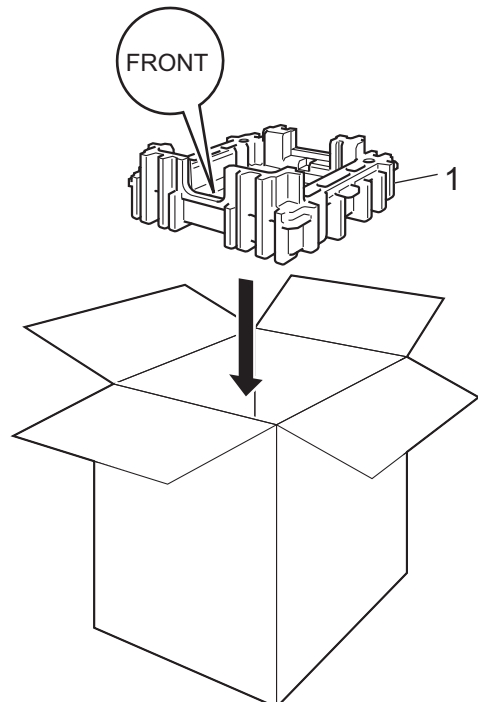
e Wrap the machine in a plastic bag, then put it on the bottom packing material (1).
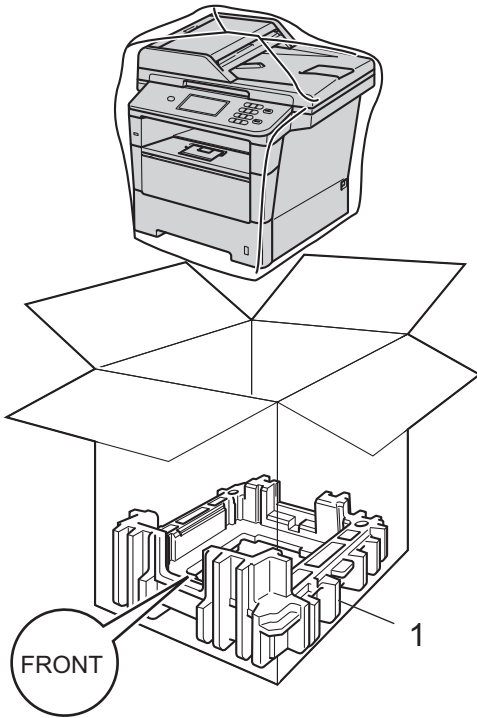
f Put the packing material piece (2) marked "RIGHT" on the right of the machine. Put the packing material piece (3) marked "LEFT" on the left of the machine. Put the AC power cord and printed materials in the original carton as shown in the illustration.
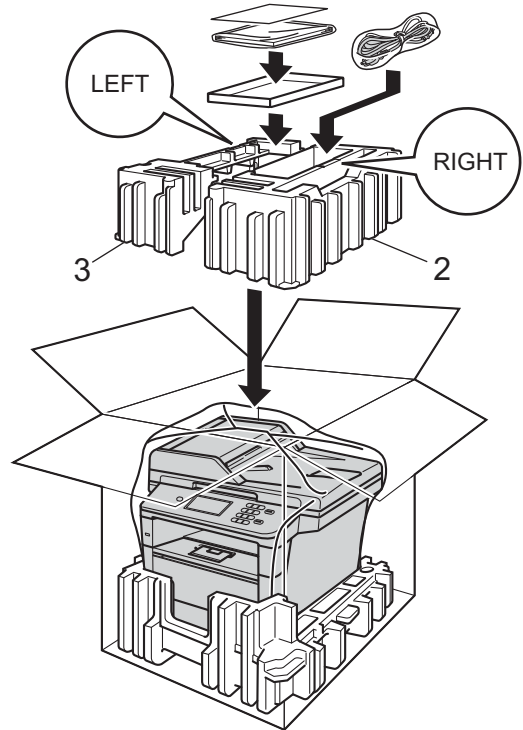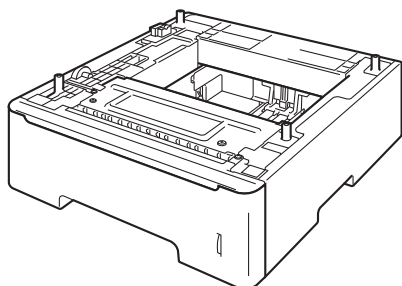

g Close the carton and tape it shut.

8 <If you have a Lower Tray>
Repack the lower tray as shown in the illustration.
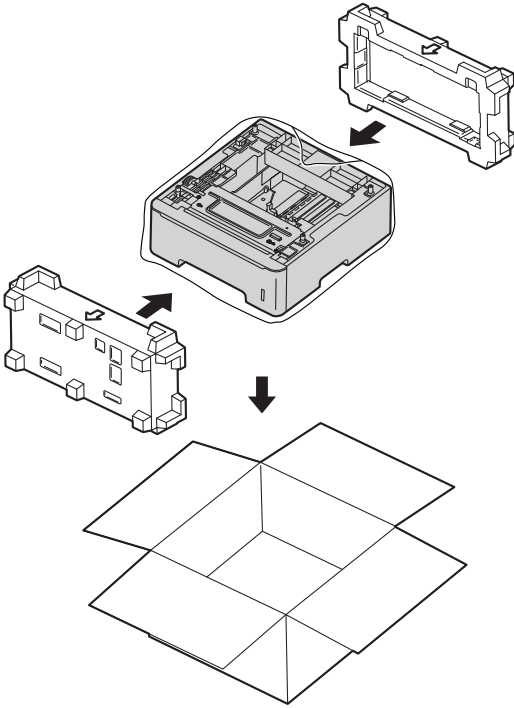
B Options

Optional paper tray (LT-5400)

An optional lower tray can be installed, and it can hold up to 500 sheets of 80 g/m^2 paper.

When an optional tray is installed, the machine can hold up to 1050 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-8250DN has 128 MB of standard memory. The machine has one slot for optional memory expansion. You can increase the memory up to a maximum of 384 MB by installing one SO-DIMM (Small Outline Dual In-line Memory Module).

SO-DIMM Types

You can install the following SO-DIMMs:

■ 256 MB Kingston KTH-LJ2015/256

■ 256 MB Transcend TS256MHP423A

📝 **Note**
- For more information, visit the Kingston Technology website at http://www.kingston.com/.

- For more information, visit the Transcend website at http://www.transcend.com.tw/.

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	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.
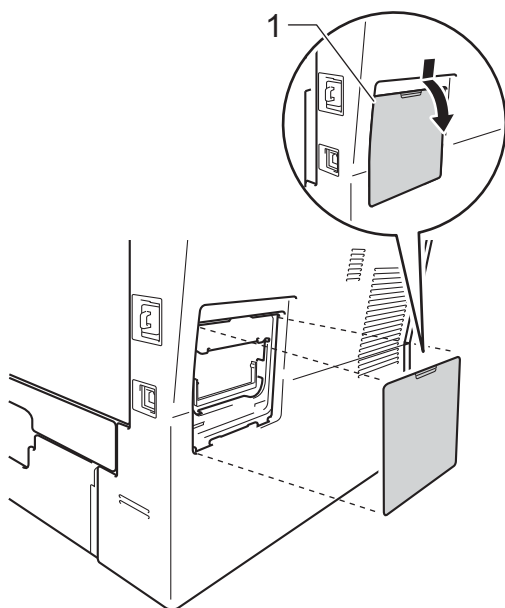
Installing extra memory

1. Turn off the machine's power switch.

2. Disconnect the interface cable from the machine, and then unplug the power cord from the electrical socket.

Note

Be sure to turn off the machine's power switch before you install or remove the SO-DIMM.
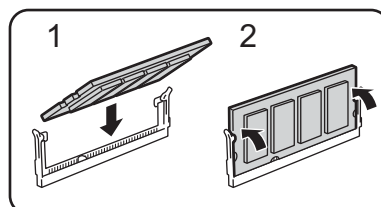
3. Remove the plastic SO-DIMM cover (1).


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 plastic SO-DIMM cover (1) back on.

B
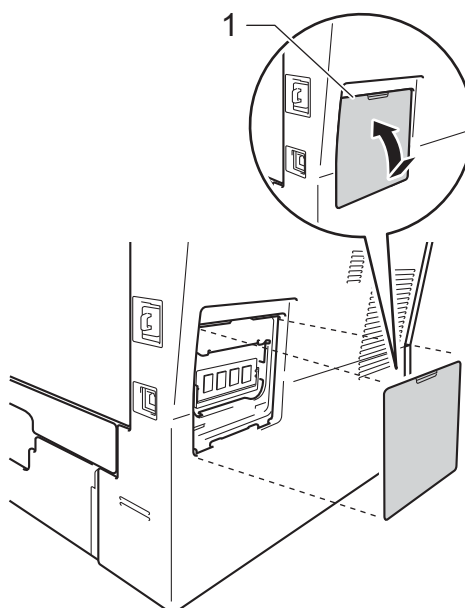
7 Plug the machine's power cord back into the electrical socket first, and then connect the interface cable.

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 *How to print a report* ▸▸ page 18.)

C Glossary

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

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.

Greyscale

The shades of grey available for copying photographs.

Group number

A combination of Speed Dial numbers that are stored in a Speed Dial location for Broadcasting.

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.

Search

An electronic, alphabetical listing of stored Speed Dial, Group numbers and LDAP.

Speed Dial

A pre-programmed number for easy dialling.

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.

C

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D

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http://www.brother.com/**