

# Usage

RoboTeam Twente uses a **Brother DCP-L2620DW** multifunction printer for day-to-day printing, scanning, and copying. This document covers setup and everyday usage. For troubleshooting and maintenance, see [Page 2](#).

---

## Machine Details

| Field               | Value                                                                                     |
|---------------------|-------------------------------------------------------------------------------------------|
| Model               | DCP-L2620DW                                                                               |
| Serial Number       | E83132K5N175075                                                                           |
| Network Name (SSID) | RoboTeam Twente                                                                           |
| IP Address          | <a href="https://192.168.0.35/home/status.html">https://192.168.0.35/home/status.html</a> |
| Email Print Address | <a href="mailto:RoboTeamPrinter@print.brother.com">RoboTeamPrinter@print.brother.com</a>  |

---

## Unboxing and First Setup (Already Done??)

Follow these steps only if the machine is being set up from scratch (new printer, or a full reset). If the printer is already on the network, skip ahead to **Everyday Printing**.

1. **Unpack the machine** and remove all protective tape and film. In the box you should find the AC power cord, the toner cartridge and drum unit assembly, and the printed guides.
2. **Remove the packing materials** and install the toner cartridge and drum unit assembly — remove the orange packing part before pushing the assembly firmly into place.
3. **Load paper** into the paper tray, adjusting the paper guides and keeping the stack below the max-fill mark.
4. **Connect the power cord** at the back of the machine and turn the printer on.
5. **Select country/language** if prompted during initial setup, and follow any further on-screen instructions.

# Selecting the LCD Language (if needed, please keep English, but you can change it to the least spoken language in the office if you are evil like the last printer guy?)

Press **Menu**, press ▲ or ▼ to display **Initial Setup**, press **OK**, press ▲ or ▼ to display **Local Language**, press **OK**, select your language, then press **OK** again followed by **Stop/Exit**.

---

## Connecting the Printer to Wi-Fi (Already Done??)

The recommended way to connect is via the guided setup: visit **setup.brother.com** on the computer or mobile device you want to print from, download and install Brother software, and follow the on-screen prompts to connect the machine to the wireless network.

## Manual Wireless Setup

If the guided wireless setup is unsuccessful, the network can be configured manually on the machine itself. You'll need the SSID (Network Name) and Network Key (password), listed in the Machine Details table above.

1. For LCD models: press **Menu**, then select **Network → WLAN(Wi-Fi) → Find Wi-Fi Network**.
2. Select the SSID (**RoboTeam Twente**) for your access point or router and enter the Network Key (password) when prompted.
3. Press and hold (or press repeatedly) ▲ or ▼ to select each character of the password.

When the wireless setup is successful, the LCD displays **Connected, already does**®.

---

## Everyday Printing (Already Done??)

### Printing from a Device on the Network

Once your computer or mobile device is on the same network (**RoboTeam Twente**), install the Brother printer software from **setup.brother.com** if you haven't already, then select the DCP-

L2620DW as your printer as normal from any application's print dialog.

## Printing by Email (THE WAY TO GO??)

Files can also be printed by emailing them directly to the machine — handy when you don't have the printer driver installed.

1. Attach the file you want to print.
2. In the **To:** field, enter the machine's email address:  
**RoboTeamPrinter@print.brother.com.**
3. Send the email. The machine will start printing once it receives it.

## Managing Settings via Web Browser

Advanced settings (including the email print address, printer settings, and access control) can be managed from the machine's Web Based Management page. Enter the machine's IP address ( <https://192.168.0.35>) into a browser on a device connected to the same network, then go to the **Online Functions** tab → **Online Functions Settings** → **Online Functions Settings Page**.

---

Revision #2

Created 2026-07-13 10:21:57 UTC by Shishir Nambiar

Updated 2026-07-13 10:48:11 UTC by Shishir Nambiar