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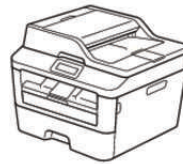
You can read the recommendations in the user guide, the technical guide or the installation guide for BROTHER DCP-L2520DW. You'll find the answers to all your questions on the BROTHER DCP-L2520DW in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual BROTHER DCP-L2520DW
User guide BROTHER DCP-L2520DW
Operating instructions BROTHER DCP-L2520DW
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brother

Basic User's Guide

DCP-L2500D
DCP-L2520DW
DCP-L2540DN
MFC-L2700DW



Online User's Guide
This Basic User's Guide does not contain all
the information about the machine.
To learn detailed information, read the Online
User's Guide at
solutions.brother.com/manual



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Manual abstract:

brother.com/html/registration. © 2014 Brother Industries, Ltd. All rights reserved. For the Latest Driver Updates Go to your model's Downloads page on the Brother Solutions Center at <http://support.brother.com> to download drivers. To keep your machine's performance up-to-date, check there for the latest firmware upgrades. i The Online User's Guide Helps You Get the Most Out of Your Machine Quicker navigation! Search box Navigation index in a separate panel Comprehensive! Every topic in one guide Simplified Layout! Provides step-by-step instructions Feature summary at the top of the page 1 2 3 4 1.

Search Box 2.

Navigation 3. Summary 4. Step-by-Step Where can I find this manual? (Windows®) Click (Start) > All Programs > Brother > Brother Utilities > Brother MFC-XXXX series > Support > User's Guides. (Windows® 8) Tap or click (Brother Utilities) > Brother MFC-XXXX series > Support > User's Guides.

(Select your model from the drop-down list if not already selected.

) (Macintosh or other options) Go to your model's Manuals page on the Brother Solutions Center at <http://support.brother.com> to download manuals. ii If you have questions or problems, please take a look at our FAQs. Provides several ways to search! Displays related questions for more information Receives regular updates based on customer feedback Since the Brother Solutions Center is updated regularly, this screen shot is subject to change without notice.

Where can I find these FAQs? Brother Solutions Center <http://support.brother.com> iii Definitions of Notes We use the following symbols and conventions throughout this User's Guide: WARNING WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries. CAUTION CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate 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. Tips icons provide helpful hints and supplementary information. Electrical Hazard icons alert you to possible electrical shock. Fire Hazard icons alert you to the possibility of a fire. Hot Surface icons warn you

not to touch hot machine parts.

Prohibition icons indicate actions you must not perform. Bold Bold style identifies buttons on the machine's control panel or computer screen. Italics Italicized style emphasizes an important point or refers you to a related topic. Courier New Courier New font identifies messages shown on the machine's LCD. iv Compilation and Publication Notice This manual has been compiled and published to provide the latest product safety information at the time of publication. The information contained in this manual may be subject to change. For the latest manual, visit us at <http://support.brother.com>. ©2014 Brother Industries, Ltd.

All rights reserved. v Table of Contents Basic User's Guide 1 General Information

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• (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 bring up the Apps screen). When the Apps screen appears, tap or click Utilities). (Brother 2 Select Brother MFC-XXXX series (where XXXX is the name of your model). 8 Initial Setup Set the Date and Time Related Models: MFC-L2700DW 4 5 6 Press a or b to display the Ring option, and then press OK.

Press a or b to display the High, Med, Low, or Off option, and then press OK. Press Stop/Exit. 1 2 3 4 5 6 7 8 9 Press Menu. 1 General Information Adjust the Beeper Volume Press a or b to display the Initial Setup option, and then press OK. Press a or b to display the Date&Time option, and then press OK. Press a or b to display the Date&Time option, and then press OK. Enter the last two digits of the year using the dial pad, and then press OK. Enter the two digits for the month using the dial pad, and then press OK. Enter the two digits for the day using the dial pad, and then press OK. Enter the time in the 24-hour format using the dial pad, and then press OK.

Press Stop/Exit. Related Models: MFC-L2700DW When the beeper is on, the machine will beep when you press a button, make a mistake, or after you send or receive a fax. You can choose from a range of volume levels. 1 2 3 4 5 6 Press Menu. Press a or b to display the General Setup option, and then press OK. Press a or b to display the Volume option, and then press OK. Press a or b to display the Beeper option, and then press OK. Press a or b to display the High, Med, Low, or Off option, and then press OK. Press Stop/Exit. Adjust the Ring Volume Related Models: MFC-L2700DW Adjust the Speaker Volume Related Models: MFC-L2700DW 1 2 3 Press Menu.

Press a or b to display the General Setup option, and then press OK. Press a or b to display the Volume option, and then press OK. 1 2 Press Menu. Press a or b to display the General Setup option, and then press OK. 9 3 4 5 6 Press a or b to display the Volume option, and then press OK.

Press a or b to display the Speaker option, and then press OK. Press a or b to display the High, Med, Low, or Off option, and then press OK. Press Stop/Exit. 10 2 Paper Handling Load Paper Load and Print using the Paper Tray • If the Check Size setting is set to On and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper size. Change the paper size and paper type settings if needed, following the on-screen instructions.

• When you load a different paper size in the tray, you must change the paper size setting in the machine or on your computer at the same time. 2 Paper Handling 3 1 Pull the paper tray completely out of the machine. Fan the stack of paper well. 4 Load paper with the printing surface face down in the paper tray. DO NOT load different types of paper in the paper tray at the same time. Doing this may cause the paper to jam or misfeed. 2 Press and slide the paper guides to fit the paper. Press the green release levers to slide the paper guides. 11 5 Make sure the paper is below the maximum paper mark (b b b). Overfilling the paper tray will cause paper jams.

Set the Check Size Your Brother machine's Check Size setting causes the machine to display a message when you remove the paper tray from the machine, asking if you changed the paper size. The default setting is On. 1 2 3 6 7 Slowly push the paper tray completely into the machine. Lift the support flap to prevent paper from sliding off the output tray. Press Menu. Press a or b to display the General Setup option, and then press OK. Press a or b to display the Paper option, and then press OK. Press a or b to display the Check Size option, and then press OK. Press a or b to select the On or Off option, and then press OK. Press Stop/Exit.

4 5 6 Change the Paper Size When you change the size of the paper you load in the tray, you must change the paper size setting on the LCD at the same time. 1 2 8 Send your print job to the machine. Change your print preferences in the Print dialog box before sending the print job from your computer. Press Menu. Press a or b to display the General Setup option, and then press OK.

Press a or b to display the Paper option, and then press OK. Press a or b to display the Paper Size option, and then press OK. 3 4 12 5 6 Press a or b to display the A4, Letter, Legal, Executive, A5, A5 L, A6, or Folio option, and press OK. Press Stop/Exit. Recommended Print Media To get the best print quality, we recommend using the paper in the table.

Paper Type Plain Paper Item Xerox Premier TCF 80 g/m2 Xerox Business 80 g/m2 Recycled Paper Labels Envelopes Steinbeis Evolution White 80 g/m2 Avery laser label L7163 Antalis River series (DL) Change the Paper Type To get the best print quality, set the machine for the type of paper you are using. 2 Paper Handling 1 2 3 4 5 6 Press Menu. Press a or b to display the General Setup option, and then press OK. Press a or b to display the Paper option, and then press OK. Press a or b to display the Paper Type option, and then press OK. Press a or b to display the Thin, Plain, Thick, Thicker, Recycled Paper or Label option, and press OK. Press Stop/Exit. 13 Using Special Paper Always test paper samples before purchasing them to ensure desirable performance. • DO NOT use inkjet paper; it may cause a paper jam or damage your machine. • If you use bond paper, paper with a rough surface, or paper that is wrinkled or creased, the paper may exhibit degraded performance.

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 • 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. 14 3 Print Print from Your Computer (Windows®) Print a Document (Windows®) Print on Both Sides of the Paper (Windows®) 1 2 3 4 Select the print command in your application. Select Brother MFC-XXXX series (where XXXX is the name of your model). Click OK. 3 Print Complete your print operation. For more information, see the Online User's Guide: Print a Document • Select A4 size paper when using the automatic 2-sided printing option. 1 2 Select the print command in your application. Select Brother MFC-XXXX series (where XXXX is the name of your model), and then click the printing properties or preferences button.

The printer driver window appears.



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3 4 5 6 Click the 2-sided / Booklet drop-down list and select the 2-sided option. Click the 2-sided Settings button. Select an option from the 2-sided Type menu. Click OK.

15 7 Click OK again, and then complete your print operation. Print More Than One Page on a Single Sheet of Paper (N in 1) (Windows®) 1 2 Select the print command in your application. Select Brother MFC-XXXX series (where XXXX is the name of your model), and then click the printing properties or preferences button. The printer driver window appears. 3 4 5 Click the Multiple Page drop-down list and select the 2 in 1, 4 in 1, 9 in 1, 16 in 1, or 25 in 1 option.

Click OK. Complete your print operation. 16 Printing on Envelopes, Thick Paper, or Labels When the back cover (face-up output tray) is pulled down, the machine has a straight paper path from the manual feed slot on the front of the machine through the back of the machine and onto the face-up output tray. Use this manual feed and output method for printing on thick paper or envelopes. • Load the paper or envelope into the manual feed slot with the printing surface face up. • DO NOT load more than one sheet of paper or one envelope in the manual feed slot at any one time. Doing this may cause a jam. 2 (For printing envelopes) Pull down the two green levers, one on the left side and one on the right side, to the envelope position as shown in the illustration. 3 Print 3 1 Open the back cover (face-up output tray). On the front of the machine, open the manual feed slot cover.

4 Slide the manual feed slot paper guides to the width of the paper. 17 5 Push one sheet of paper or one envelope firmly into the manual feed slot. Continue pushing the paper until the top edge of the paper presses against the rollers for about two seconds, or until the machine grabs the paper and pulls it in further.

11 Click the Portrait or Landscape option to set the orientation of your printout. 12 Change other printer settings if needed. 13 Click OK. 14 Click Print. When 15 (For printing envelopes) the two you have finished printing, return green levers back to their original positions. 6 7 Select the print command in your application. Select Brother MFC-XXXX series (where XXXX is the name of your model), and then click the printing properties or preferences button.

The printer driver window appears. 8 9 Click the Paper Size drop-down list and select your paper size. Click the Media Type drop-down list and select the type of paper you are using. Click the First and 10 drop-down lists Pages select Other Pages and Manual. 18 Printing on Plain Paper, Thin Paper, Recycled Paper, or Bond Paper using the Manual Feed Slot • Load the paper into the manual feed slot with the printing surface face up. • DO NOT load more than one sheet of paper in the manual feed slot at any one time. Doing this may cause a jam. 3 Slide the manual feed slot paper guides to the width of the paper. 1 Lift up the support flap to prevent paper from sliding off the face-down output tray, or remove each page as soon as it comes out of the machine. 4 Push one sheet of paper firmly into the manual feed slot.

Continue pushing the paper until the top edge of the paper presses against the rollers for about two seconds, or until the machine grabs the paper and pulls it in further. 3 Print 5 2 Open the manual feed slot cover. Select the print command in your application. 19 6 Select Brother MFC-XXXX series (where XXXX is the name of your model), and then click the printing properties or preferences button. The printer driver window appears. 7 8 9 Click the Paper Size drop-down list and select your paper size. Click the Media Type drop-down list and select the type of paper you are using. Click the First Page and Other Pages drop-down list and select Manual. 10 Click the Portrait or Landscape option to set the orientation of your printout. 11 Change other printer settings if needed.

12 Click OK. 13 Click Print. 20 4 1 2 Copy 3 Do one of the following: • For MFC models Press (COPY). Copy a Document Make sure you have loaded the correct size paper in the paper tray. Do one of the following: • Place the document face up in the ADF. (If you are copying multiple pages, we recommend using the ADF.) Use the dial pad to enter the number of copies you want. • For DCP models Press a or b to enter the number of copies you want. The LCD displays: Stack Copies: 01 100% □□□□□□ Auto 4 4 Press Start. If you placed the document in the ADF, the machine scans and prints the document.

If you placed the document on the scanner glass and the machine displays a message asking if you want to scan the next page, follow the instructions in the table. Copy • Place the document face down on the scanner glass. 21 Option Description Yes • For MFC models To scan the next page, press 1 to select the Yes option, and then place the next page on the scanner glass. Press OK to scan the page. • For DCP models To scan the next page, press a to select the Yes option, and then place the next page on the scanner glass.

Press OK to scan the page. No • For MFC models After you have scanned the last page, press 2 to select the No option (or press Start again). The machine prints the document. • For DCP models After you have scanned the last page, press b to select the No option (or press Start again). The machine prints the document.

22 Copy Settings Copy Option To change Copy settings, press the Options button. Menu selections Quality Options Auto Text Photo Receipt Stack/Sort Stack Sort B A B B A A B A B B A B 4 Copy Brightness Contrast Enlarge/Reduce Increase the brightness to make the text lighter. Decrease the brightness to make the text darker. Increase the contrast to make an image clearer. Decrease the contrast to make an image more subdued. 100% 97% LTR→A4 94% A4→LTR 91% Full Page 85% LTR→EXE 83% LGL→A4 78% LGL→LTR 70% A4→A5 50% Custom(25-400%) Auto 200% 141% A5→A4 104% EXE→LTR 23 Menu selections Page Layout Options Off(1 in 1) 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L) 2-sided (available only for certain models) Off 1-sided→2-sided L 1-sided→2-sided S 24 Copy Multiple Pages on Both Sides of the Paper You must choose a 2-sided copy layout from the following options before you can start 2-sided copying: Portrait 1-sided > 2-sided Long Edge Flip 2 Do one of the following: • Place the document face up in the ADF. (If you are copying multiple pages, we recommend using the ADF.) 1 1 2 2 1 1 1-sided > 2-sided Short Edge Flip 4 Copy • Place the document face down on the scanner glass. Landscape 1-sided > 2-sided Long Edge Flip 1-sided > 2-sided Short Edge Flip 1 1 2 2 1 Make sure you have loaded the correct size paper in the paper tray. 2 1 1 2 2 2 3 4 (For MFC models) Press (COPY).

Do one of the following: • Press 2-sided. • Press Options. Press a or b to display the 2-sided option, and then press OK.



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25 5 Press a or b to select one the following layout options, and then press OK. • 1-sided→2-sided L • 1-sided→2-sided S Copy a 2-sided Document Using the Scanner Glass You must choose a 2-sided copy layout from the following options before you can start 2-sided copying. Portrait 6 7 Enter the number of copies. Press Start to scan the page. If you are copying using the ADF, the machine feeds and scans the pages and starts printing. 2-sided > 2-sided 1 2 Landscape 1 2 If you are copying using the scanner glass, go to the next step. 8 After the machine scans the page, select the Yes or No option.

Option Description Yes Press 1 or a to scan the next page. Place the next page on the scanner glass, and then press OK. No Press 2 or b when you have scanned all the pages. 2-sided > 2-sided 1 2 1 2 1 2 3 4 Make sure you have loaded the correct size paper in the paper tray. Place your document face down on the scanner glass.

(For MFC models) Press (COPY). Do one of the following: • Press 2-sided. • Press Options. Press a or b to display the 2-sided option, and then press OK. 5 Press a or b to select one the following layout options, and then press OK.

• 1-sided→2-sided L • 1-sided→2-sided S 6 Enter the number of copies. 26 7 8 Press Start to scan the page. Copy Both Sides of an ID Card onto One Page Use the 2in1 (ID) Copy feature to copy both sides of an identification card onto one page, keeping the original card size. After the machine scans the page, select the Yes or No option. Option Description Yes Press 1 or a to scan the next page. Place the next page on the scanner glass, and then press OK. No Press 2 or b when you have scanned all the pages. • Copy an identification card only to the extent permitted under applicable laws. For more information, see the Product Safety Guide. 4 Copy 1 2 (For MFC models) Press (COPY).

Place an identification card face down near the upper left corner of the scanner glass. 1 1 4.0 mm or greater (top, left) 3 4 Press 2 in 1 (ID) Copy. Do one of the following: • For MFC models 27 Use the dial pad to enter the number of copies you want. • For DCP models Press a or b to enter the number of copies you want. 5 6 Press Start. The machine scans one side of the identification card. After the machine has scanned the first side, turn over the identification card. 7 Press Start to scan the other side. 28 5 Scan 2 Click Start > All Programs > Scan from Your Computer (Windows®) There are several ways you can use your computer to scan photos and documents on your Brother machine.

Use the software applications provided by Brother, or use your favourite scanning application. 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 opens. Save Scanned Documents and Photos to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows®) Scan documents and save them to a folder on your computer as PDF files.

5 Scan 3 4 When you open the ControlCenter4 application at the first time, select the display mode. Click the Scan tab. 1 Load your document. 29 5 Click the File button. The scan settings dialog box appears.

Scan Using the Scan Button on Your Brother Machine Scan Using the Scan Button on the Machine 1 Do one of the following: • Place the document face up in the ADF. (If you are scanning multiple pages, we recommend using the ADF.) 6 Change the scan settings if needed, and then click Scan. The machine scans the document and saves the file in the folder you have selected. The folder opens automatically. For more information, see the Online User's Guide: Scan from Your Computer • Place the document face down on the scanner glass. 2 Press (SCAN). 30 3 4 5 6 Press a or b to display the Scan to PC option, and then press OK. Press a or b to display the File option, and then press OK. If the machine is connected to a network, press a or b to display the computer where you want to send the document, and then press OK.

Do one of the following: • To change the scan settings for this document, press a or b to select Yes, and then press OK. Go to the next step. • To use the default scan settings, press a or b to select No, and then press OK. Press Start. The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job. In order to change scan settings, Brother's Control Center software must be installed on a computer connected to the machine. 5 Scan 7 Select the scan settings you want to change: • Scan Type • Resolution • File Type • Scan Size • Remove Bkg. Clr (available only for the Color and Gray options.) 8 Press Start.

The machine scans the document. 31 6 Related Models: MFC-L2700DW Fax Before Faxing Set Your Station ID Related Information • How to Enter Text on Your Brother Machine on page 61 Set the machine to print your Station ID and the fax's date and time at the top of each fax you send. 1 2 3 4 5 6 Press Press Menu. (FAX). Press a or b to display the Initial Setup option, and then press OK.

Press a or b to display the Station ID option, and then press OK. Enter your fax number (up to 20 digits) using the dial pad, and then press OK. Enter your telephone number (up to 20 digits) using the dial pad, and then press OK. If your telephone number and fax number are the same, enter the same number again. 7 Use the dial pad to enter your name (up to 20 characters), and then press OK.

• To enter text on your machine, see Related Information: How to Enter Text on Your Brother Machine 8 Press Stop/Exit. 32 Set Telephone Line Compatibility for Interference and VoIP Systems Related Models: MFC-L2700DW Option Basic(for VoIP) Description Select Basic(for VoIP) to reduce the modem speed to 9600 bps and turn off Error Correction Mode (ECM). Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed. To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to Basic(for VoIP). Problems sending and receiving faxes due to possible interference on the telephone line may be solved by lowering the modem speed to minimize errors in fax transmission. If you are using a Voice over IP (VoIP) service, Brother recommends changing the compatibility to Basic (for VoIP). • VoIP is a type of phone system that uses an Internet connection, rather than a traditional phone line. 1 2 3 4 5 Press Menu. 6 Press Stop/Exit. Press a or b to display the Fax option, and then press OK.

Press a or b to display the Miscellaneous option, and then press OK. Press a or b to display the Compatibility option, and then press OK. Press a or b to display the High, Normal, or Basic(for VoIP) option, and then press OK.



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Option High Description Select High to set the modem speed at 33600 bps. Select Normal to set the modem speed at 14400 bps. Related Information • Fax and Telephone Problems on page 50 6 Receive Modes Related Models: MFC-L2700DW Fax Some receive modes answer automatically (Fax Only Mode and Fax/Tel Mode). You may want to change the Ring Delay before using these modes. Fax Only Mode (Fax or Fax only in the Machine's Menu) Fax Only Mode automatically answers every call as a fax. Fax/Tel Mode (Fax/Tel in the Machine's Menu) Fax/Tel Mode helps you manage incoming calls, by recognising whether they are fax or voice calls and handling them in one of the following ways: • Faxes will be received automatically. Normal 33 • Voice calls will start the F/T ring to tell you to pick up the call.

The F/T ring is a fast pseudo/double-ring made by your machine. Manual Mode (Manual in the Machine's Menu) Manual Mode turns off all automatic answering operations unless you are using the BT Call Sign feature. To receive a fax in Manual Mode lift the handset of the external telephone. When you hear fax tones (short repeating beeps), press Start and then 2 to receive a fax. Use the Fax Detect feature to receive faxes when you have lifted a handset on the same line as the machine.

@@@The diagram below will help you select the correct mode. @@@@Press a or b to display the Setup Receive option, and then press OK. Press a or b to display the Receive Mode option, and then press OK. (U.K.

@@@@The number of rings is set in the Ring Delay option. @@@@Press a or b to display the Setup Receive option, and then press OK.

Press a or b to display the F/T Ring Time option, and then press OK. @@Press Stop/Exit. @@Press a or b to display the Setup Receive option, and then press OK. Press a or b to display the Ring Delay option, and then press OK. @@Press Stop/Exit. @@When you dial a stored number, the LCD displays the number. @@@@Do one of the following: • Enter the name using the dial pad (up to 15 characters), and then press OK. • To store the number without a name, press OK.

You can store eight One Touch Dial numbers on the four One Touch buttons. To access One Touch Dial Numbers 5 to 8, hold down Shift as you press the One Touch button. 1 2 3 4 5 Press (FAX). Press the One Touch button where you want to store the number. If a number is not stored there, the LCD displays Register Now?. Press 1 to select Yes. @@Do one of the following: • Enter the name using the dial pad (up to 15 characters), and then press OK. • To store the number without a name, press OK. Change or Delete One Touch Dial Numbers Related Models: MFC-L2700DW 1 2 3 4 Press Menu. Press a or b to display the Fax option, and then press OK.

Press a or b to display the Address Book option, and then press OK. Press a or b to display the One Touch Dial option, and then press OK. 3 8 5 6 Press the One Touch button you want to change or delete. Do one of the following: • To change the stored name and number: a. Press 1.

b. Edit the name and number: To edit the stored name or number, press d or c to move the cursor to the character you want to change, and then press Clear. Enter the correct character, and then press OK. • To delete the stored name and number: a. Press 2.

b. Press 1 to confirm. • To exit without making a change, press Stop/Exit. 6 Do one of the following: • To change the stored fax or telephone number and name: a. Press 1. b. Edit the number and name: To edit the stored number or name, press d or c to move the cursor to the character you want to change, and then press Clear. Enter the correct character, and then press OK. • To delete the stored fax or telephone number and name: a. Press 2.

b. Press 1. • To exit without making a change, press Stop/Exit. 7 Press Stop/Exit. 7 Press Stop/Exit. 6 Change or Delete Speed Dial Numbers Related Models: MFC-L2700DW Fax You can change or delete Speed Dial Codes. 1 2 3 4 5 Press Menu. Press a or b to display the Fax option, and then press OK. Press a or b to display the Address Book option, and then press OK. Press a or b to display the Speed Dial option, and then press OK.

Enter the Speed Dial code you want to change or delete, and then press OK. 3 9 Telephone Services and External Devices Related Models: MFC-L2700DW You may be able to use the following services and connections with your Brother machine. These are summaries of ways to connect your machine. For details about each topic, see the Online User's Guide. Voice Mail Related Models: MFC-L2700DW limiting your speaking to 20 seconds.

Set your machine's Receive Mode to External TAD. If you have a voicemail service on the telephone line that your Brother machine is connected to, they may conflict with one another when receiving incoming faxes. If using this service, we suggest setting the Brother machine's Receive Mode to Manual. External and Extension Telephones Related Models: MFC-L2700DW Voice Over Internet Protocol (VoIP) Related Models: MFC-L2700DW VoIP is a type of phone system that uses an Internet connection instead of a traditional telephone line. Your machine may not work with some VoIP systems.

*If you have questions about how to connect your machine to a VoIP system, contact your VoIP provider. You can connect a separate phone into the T-piece connector on your Brother line cable supplied with your machine. If you answer a fax call on an extension or external telephone, you can make your machine receive the fax by pressing * 5 1. If the machine answers a voice call and fast double rings for you to take over, press # 5 1 to take the call on an extension telephone. Connection of an External Telephone Answering Device (TAD) Related Models: MFC-L2700DW You may choose to connect an external answering device to your Brother machine. To receive faxes successfully, you must connect it correctly. Connect your external TAD to the T-piece connector on the Brother line cable supplied with your machine. When recording an outgoing message on your external TAD, we recommend recording 5 seconds of silence at the beginning of your message, and 40 Send and Receive a Fax Using Your Machine Send a Fax Related Models: MFC-L2700DW 3 Enter the fax number. • Using the dial pad Enter the fax number using the dial pad. 1 2 Press (FAX).*

Do one of the following: • Place the document face up in the ADF. (If you are faxing multiple pages, we recommend using the ADF.) • Using the One Touch Buttons Choose a contact stored on a One Touch button. 6 Fax • Place the document face down on the scanner glass. • Using the Speed Dial Codes Enter the fax number by pressing twice, and then enter the three-digit Speed Dial code. 4 1 4 Press Start. The machine scans and sends the document. If you placed the document on the scanner glass, follow the instructions in the table: Option Yes Description To scan the next page, press 1 to select the Yes option, and then place the next page on the scanner glass.



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Press OK to scan the page. No(Send) When you have scanned the last page, press 2 to select the No(Send) option (or press Start again). The machine sends the document. • To stop faxing, press Stop/Exit. 42 Fax Using Your Computer (PC-FAX) Send Faxes from Your Computer Related Models: MFC-L2700DW Receive Faxes on Your Computer (Windows® only) Related Models: MFC-L2700DW The Brother PC-FAX feature lets you send a file, created in any application on your computer, as a standard fax and even attach a cover page. For more information, see the Online User's Guide: PC-FAX Overview (Macintosh) Use Brother's PC-FAX software to receive faxes on your computer, screen them, and print only those faxes you want. 1 From your application select File, and then Print.

(The steps may vary depending on your application.) The Print dialog box appears. 2 3 4 Select the Brother PC-FAX. • Even if you turn off your computer (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory appears on the LCD.

• When you start your computer and the PC-Fax Receive software runs, your MFC transfers your faxes to your computer automatically. • For PC-Fax Receive to work, the PCFAX Receive software must be running on your computer. • Before you can set up PC-Fax Receive, you must install the MFL-Pro Suite software on your computer. Make sure your Brother machine is connected to your computer and turned on. • If your machine displays an error and is unable to print faxes from memory, use PC-FAX to transfer your faxes to a computer. • PC-Fax Receive is not available for Macintosh. 6 Click OK. The Brother PC-FAX user interface appears. Enter the recipient's fax number. a.

Use your computer keyboard or click the Brother PC-FAX user interface's numeric keypad. b. Click . Fax You can also select a stored number from the Address Book. 5 Click Start. Your document is sent to the Brother machine and then faxed to the recipient. Contact the application's vendor if you need more support. 43 1 Do one of the following: • (Windows® XP, Windows Vista® and Windows® 7) Click Start > All Programs > Brother > Brother Utilities. Click the drop-down list and select your model name (if not already selected). Click PC-FAX Receive in the left navigation bar, and then click Receive.

• (Windows® 8) Click (Brother Utilities), and 9 Press a or b to select the On or Off option for the Backup Print option, and then press OK. If you choose On, the machine will print the fax at your machine before transferring it to your computer so you will have a copy. 10 Press Stop/Exit. then click the drop-down list and select your model name (if not already selected). Click PC-FAX Receive in the left navigation bar, and then click Receive.

2 3 4 5 6 Press Menu. Press a or b to display the Fax option, and then press OK. Press a or b to display the Remote Fax Opt option, and then press OK. Press a or b to display the PC Fax Receive option, and then press OK. Press a or b to select the On option, and then press OK.

The LCD displays a reminder to start the PC-FAX Receive program on your computer. 7 8 Press OK. Press a or b to display <USB> or your computer name, and then press OK. 44 A Troubleshooting Use this section to resolve problems you may encounter when using your Brother machine. Identify the Problem Even if there seems to be a problem with your machine, you can correct most problems yourself. First, check the following: • The machine's power cord is connected correctly and the machine's power is on. • All of the machine's orange 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. • Check the LCD or the machine's status in Status Monitor on your computer.

Find the Error Using the Status Monitor Find the Solution • A green icon indicates the normal stand-by condition. • A yellow icon indicates a warning. • A red icon indicates an error has occurred. A Troubleshooting • A grey icon indicates the machine is offline. • Click the Troubleshooting button to access Brother's troubleshooting website. • Double-click the icon in the task tray. • (Windows®) If you check Load Status Monitor on Startup, the Status Monitor will launch automatically each time you start your PC. 45 Find the Error Using the LCD Find the Solution 1. Follow the messages on the LCD. 2.

See the Online User's Guide: Error and Maintenance Messages 3. Visit Frequently Asked Questions (FAQs) on the Brother Solutions Center at <http://support.brother.com> Toner Low xxxxxxxxxx Error and Maintenance Messages The most common error and maintenance messages are shown in the table. Error Message 2-sided Disabled Cause The back cover of the machine is not closed completely.

The toner cartridge is not installed correctly. Action Close the back cover of the machine until it locks in the closed position. Remove the toner cartridge and drum unit assembly. Take out the toner cartridge, and put it back in the drum unit again. Reinstall the toner cartridge and drum unit assembly in the machine. Cartridge Error Put the Toner Cartridge back in. Document Jam The document was not Remove the jammed paper from the inserted or fed correctly, or ADF unit. the document scanned from the ADF was too long. The drum unit is near the end of its life. Order a new drum unit before you get the Replace Drum message. Drum End Soon 46 Error Message Drum ! Cause The corona wire on the drum unit must be cleaned. Action Clean the corona wire on the drum unit. The drum unit or the toner cartridge and drum unit assembly is not installed correctly. Jam 2-sided The paper is jammed underneath the paper tray or the fuser unit. Put the toner cartridge in the drum unit.

Then reinstall the toner cartridge and drum unit assembly in the machine. Pull the paper tray and the 2-sided tray out completely, open the back cover and then remove the jammed paper. Close the back cover, and put the paper tray and the 2-sided tray firmly back in the machine. Jam Inside The paper is jammed inside Open the front cover and remove the the machine. toner cartridge and drum unit assembly. Pull out the jammed paper. Close the front cover. If the error message remains, press Start. The paper is jammed in the back of the machine. Open the fuser cover and remove the jammed paper. Close the fuser cover. If the error message remains, press Start. Pull the paper tray out completely and remove the jammed paper. Put the paper tray firmly back in the machine. A Troubleshooting Jam Rear Jam Tray The paper is jammed in the paper tray.

Manual Feed Manual was selected as Place paper in the manual feed slot. the paper source in the printer driver when there was no paper in the manual feed slot.



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47 Error Message No Paper Cause The machine is out of paper, or paper is not loaded correctly in the paper tray. Action Do one of the following: • Refill paper in the paper tray. Make sure the paper guides are set to the correct size.
• Remove the paper and load it again. Make sure the paper guides are set to the correct size. • Make sure not to overfill the paper tray. No Toner The toner cartridge is not installed or is not installed correctly. Remove the drum unit and toner cartridge assembly. Install the toner cartridge in the drum unit correctly. Reinstall the toner cartridge and drum unit assembly in the machine. If the problem continues, replace the toner cartridge. • Press and hold to turn off the Print Unable XX The machine has a mechanical problem. machine, wait a few minutes, and then turn it on again.

• If the problem continues, contact Brother customer service. 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. Reset the drum unit counter. See the instructions included with the new drum unit. Replace Toner The toner cartridge is at the Replace the toner cartridge with a end of its life. The machine new one. stops all print operations. While memory is available, faxes are stored in the memory.

Scan Unable Scan Unable XX The document is too long for 2-sided scanning. The machine has a mechanical problem. Press Stop/Exit. Use an appropriate size paper for 2-sided scanning. • Press and hold to turn off the machine, and then turn it on again.

• If the problem continues, contact Brother customer service. 48 Error Message Self-Diagnostic Cause The temperature of the fuser unit does not rise to a specified temperature within the specified time. The fuser unit is too hot. Action • Press and hold to turn off the machine, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on.

Press Stop/Exit. Choose a paper size supported by 2-sided printing. Paper size available for automatic 2sided printing is A4. Load the correct size of paper in the tray and set the tray for that paper size. Paper size available for automatic 2sided printing is A4. Load the correct size of paper in the tray and set the size of paper to the tray. Size Error DX The paper size specified in the printer driver and the machine's menu are not available for automatic 2sided printing. The paper in the tray is not the correct size and is not available for automatic 2sided printing. Size mismatch The paper in the tray is not the correct size. Toner Ended Toner Low The toner cartridge is at the Replace the toner cartridge with a end of its life.

new one. If the LCD displays this message you can still print. The toner cartridge is near the end of its life. Order a new toner cartridge now so you have it ready when the LCD displays Replace Toner. A Troubleshooting 49 Fax and Telephone Problems Related Models: MFC-L2700DW If you cannot send or receive a fax, check the following: 1 Connect one end of the telephone line cord to the area labelled "LINE", and then connect the other end of the telephone line cord directly to a telephone wall socket. If you can send and receive faxes when the telephone line is directly connected to the fax, the problem may be unrelated to the machine. Please contact your telephone service provider for connection issues. 2 Check the receive mode. See Related Information: • Receive Modes • Choose the Correct Receive Mode 3 Try changing the compatibility settings. You may be able to send and receive faxes by lowering the connection speed.

For more information, see Related Information: Set Telephone Line Compatibility for Interference and VoIP Systems If the problem still is not resolved, turn the machine off, and then turn it on. Related Information • Choose the Correct Receive Mode on page 35 • Set Telephone Line Compatibility for Interference and VoIP Systems on page 33 50 Troubleshooting for Other Fax Problems Related Models: MFC-L2700DW Difficulties Cannot receive a fax. Suggestions If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. 1. Record the outgoing message on your answering machine.

• Record five seconds of silence at the beginning of your outgoing message. • Limit your speaking to 20 seconds. • End your outgoing message with your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax." 2.

Set your answering machine to answer calls. 3. Set your Brother machine's Receive Mode to External TAD. Make sure your Brother machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone.

Received faxes Turn on Auto Reduction. appear as split pages. Dialling does not work. Check all line cord connections. (No dial tone) Poor sending quality.

Try changing your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. For more information, see the Online User's Guide: Telephone and Fax Problems Vertical black lines when sending. Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. For more information, see the Online User's Guide: Clean the Scanner A Troubleshooting 51 Print or Scan Problems If you cannot print or scan a document, check the following: already selected). Click SCAN in the left navigation bar, and then click Scanners and Cameras. b. Do one of the following: (Windows® XP) Right-click a scanner device, and then select Properties.

The Network Scanner Properties dialog box appears. (Windows Vista®, Windows® 7 and Windows® 8) Click the Properties button. c. Click the Network Setting tab to confirm the machine's IP address. Try printing with your machine.

If the problem still remains, uninstall and reinstall the printer driver. 1 2 3 All of the machine's protective parts have been removed. The interface cables are securely connected to the machine and the computer. The printer or scanner driver has been installed correctly. To make sure the printer or scanner driver is installed on your computer, see Related Information: Other Problems 4 (Scan problem only) Confirm the machine is assigned with an available IP address. (Windows®) a. Do one of the following: (Windows® XP) Click Start > Control Panel > Printers and Other Hardware > Scanners and Cameras. (Windows Vista®) Click > (Start) > Control Panel 5 If the problem still remains after trying all the above, try the following: For a USB interface connection • Change the USB cable for a new one. • Use a different USB port.



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For a Wired Network connection • Change the LAN cable for a new one. • Use a different LAN port on your hub. • Make sure your machine's wired connection is on. For more information, see the Online User's Guide: Select Your Network Connection Type For a Wireless Network connection • Confirm your machine's Wi-Fi light status. If the Wi-Fi light on your machine's control panel is blinking, your machine has not been connected to the WLAN access point. Set up the wireless network connection again.

If the Wi-Fi light on your machine's control panel is off, the WLAN connection setting is disabled. > Hardware and Sound > Scanners and Cameras. (Windows® 7) Click (Start) > All Programs > Brother > Brother Utilities. Click the drop-down list and select your model name (if not already selected). Click SCAN in the left navigation bar, and then click Scanners and Cameras. (Windows® 8) Click (Brother Utilities), and then click the drop-down list and select your model name (if not 52 Enable the WLAN connection and set up the wireless network connection. For more information, see the Online User's Guide: Introduction to Your Brother Machine If you cannot print on both sides of paper, check the following: 6 Change the paper size setting in the printer driver to A4. A Troubleshooting 53 Document and Paper Jams Find the Jammed Document or Paper If your document or paper jams inside the machine, the LCD message or Status Monitor will help you to find it. Clear the Document Jam The Document is Jammed in the Top of the ADF 1 1 2 2 3 Open the ADF cover. Pull the jammed document out to the left.

5 4 1. Document Jam 2. Jam Rear 3. Jam 2-sided 4. Jam Tray 5.

Jam Inside 3 Close the ADF cover. The Document is Jammed under the Document Cover 4 Pull the jammed document out to the right. If the document rips or tears, remove all small paper scraps to prevent future jams. 54 Remove Small Paper Scraps Jammed in the ADF Clear the Paper Jam Always remove the remaining paper from the paper tray and straighten the stack when you are adding new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

5 Insert a strip of stiff paper, such as cardstock, into the ADF to push any small paper scraps through. Paper is Jammed in the Paper Tray If the LCD displays Jam Tray, do the following: 1 Pull the paper tray completely out of the machine. If the document rips or tears, remove all small paper scraps to prevent future jams. 6 Press Stop/Exit. 2 Slowly pull out the jammed paper. A Troubleshooting The easiest way to remove the paper is to use both hands to pull it downward.

55 3 Fan the stack of paper to prevent further jams, and slide the paper guides to fit the paper size. Paper is Jammed in the Output Paper Tray When the paper is jammed in the output paper tray, do the following: 1 Use both hands to open the scanner. 2 4 Make sure the paper is below the maximum paper mark (b b b). Remove the paper.

3 Push the scanner down with both hands to close it. 5 Put the paper tray firmly back in the machine. 56 Paper is Jammed at the Back of the Machine If the machine's control panel or the Status Monitor indicates that there is a jam in the back (Rear) of the machine, complete the following: WARNING HOT SURFACE The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them. 1 2 Leave the machine turned on for 10 minutes. This allows the internal fan to cool the extremely hot parts inside the machine. Open the back cover. 4 Use both hands to gently pull the jammed paper out of the fuser unit. 3 Pull the blue tabs at the left and right sides toward you to release the fuser cover. A Troubleshooting 57 5 Close the fuser cover. Make sure the blue tabs at the left and right sides lock into place. Paper is Jammed inside the Machine If the machine's control panel or the Status Monitor indicates that there is a jam inside the machine, complete the following: 1 2 Leave the machine turned on for 10 minutes. This allows the internal fan to cool the extremely hot parts inside the machine. Open the front cover. 6 Close the back cover until it locks in the closed position.

3 Remove the toner cartridge and drum unit assembly. 58 WARNING HOT SURFACE The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them. Paper is Jammed in the 2-sided Tray If the machine's control panel or the Status Monitor indicates that there is a jam in the 2-sided paper tray, do the following: 1 2 Leave the machine turned on for 10 minutes. This allows the internal fan to cool the extremely hot parts inside the machine.

Pull the paper tray completely out of the machine. 4 Pull out the jammed paper slowly. 3 5 Install the toner cartridge and drum unit assembly into the machine. At the back of the machine, pull the 2-sided tray completely out of the machine. A Troubleshooting 6 Close the front cover. 59 4 Pull the jammed paper out of the machine or out of the 2-sided tray. 6 If paper is not caught inside the 2-sided tray, open the back cover. WARNING HOT SURFACE The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them. 5 Remove paper that may have jammed under the machine due to static electricity.

7 Use both hands to gently pull the jammed paper out of the back of the machine. 8 9 Close the back cover until it locks in the closed position. @@@@The available number and letters are printed on each dial pad button. The buttons 0, # and * are used for special characters. @@Press button 1 2 3 4 5 6 7 8 9

One time @ a d g j m p t w Two times . @ @ C F I L O Q V X Seven times / 2 3 4 5 6 R 8 Y Eight times l a d g j m S t Z Nine times @ b e h k n 7 u 9 B Appendix For options that do not allow lower case characters, use the following table: 61 Press button 2 3 4 5 6 7 8 9 • Inserting spaces One time A D G J M P T W Two times B E H K N Q U X Three times C F I L O R V Y Four times 2 3 4 5 6 S 8 Z Five times A D G J M 7 T 9 To enter a space in a fax number, press c once between numbers. To enter a space in a name, press c twice between characters. • Making corrections If you entered a character incorrectly and want to change it, press d or c to move the cursor to the incorrect character, and then press Clear. • Repeating letters To enter a letter on the same button as the previous letter, press c to move the cursor right before pressing the button again. • Special symbols and characters Press *, # or 0, then press d or c to move the cursor to the symbol or character you want.

Press OK to select it. The symbols and characters that are available on dial pad buttons are shown in the table. Press * Press # Press 0 (space) ! " # \$ % & ' () * + , - . / € ; < = > ? @ [] ^ _ ~ \ { } Ä Ë Ö Ü À Ç È É 0 Related Information • Set Your Station ID on page 32 62 Supplies When the time comes to replace supplies such as the toner or drum, an error message will appear on your machine's control panel or in the Status Monitor.



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For more information about the supplies for your machine, visit <http://www.brother.com/original/index.html> or contact your local Brother reseller. The toner cartridge and drum unit are two separate parts. Toner Cartridge Standard Toner: TN-2310 High Yield Toner:TN-2320 Drum Unit DR-2300 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> B Appendix 63 C A Index LCD (Liquid Crystal Display).....

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...9 C Index 65 These machines are approved for use in the country of purchase only. Local Brother companies or their dealers will support only machines purchased in their own countries. LEM598004-00 UK Version 0 .



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