


Overview

This document describes the basic functionality of the Brother DCP-7040 printer.

Configuring Your Printer

1. From your desktop, double-click the **My Documents** icon.
2. Create a folder by clicking **File, New, Folder**. Name the folder "Scans From Brother." Close **My Documents** by clicking **File, Close**.
3. Right-click the **ControlCenter** icon , located in the system tray next to the clock in the lower right hand corner of the screen.
4. From the shortcut menu, select **Open**.
5. Click the **Scan** tab on the left side.
6. Right-click the **File** icon and select **ControlCenter Configuration**. The ControlCenter Configuration window opens.



7. Click the **Device Button** tab.
8. Click the File Type drop-down list, and select **PDF**.
9. In the Destination Folder line, click the yellow folder icon on the right.
10. In the Browse For Folder window, double-click **My Documents**, then click the **Scans From Brother** folder you created. Click **OK**.
11. In the Document Size line, choose **Letter 8 ½ x 11** (or Legal for 8 ½ x 14).
12. Click the **Software Button** tab and repeat steps 7 through 10. Click **OK** when you are finished.

Scanning

1. Place the document face down on the printer's flatbed glass, or face up in the manual feeder.
2. Push the **Scan** button on the printer.
3. Using the arrow buttons next to the printer display window, toggle until **Scan to File** is displayed.
4. Push **OK**, then **Start**. The ControlCenter software will automatically open on the Pason Workstation and scanning will begin.
5. When scanning is complete, the My Documents folder will open. If it does not open, you can open your scanned document from your desktop by double-clicking **My Documents**, then **Scans From Brother**.
6. It is recommended you rename the file to reflect its contents, for example: "morning report for 3-10-07." To do so, right click on the file and select **Rename**.

Scanning a Document to Email

1. Place the document face down on the printer's flatbed glass, or face up in the manual feeder.
2. Push the **Scan** button on the printer.
3. Using the arrow buttons next to the printer display window, toggle until **Scan to Email** is displayed.
4. Push **OK**, then **Start**. The ControlCenter software will automatically open and scanning will begin.
5. When scanning is complete, Microsoft Outlook will open a blank email and the document you just scanned will be displayed in the Attached field. Send the email as you normally would.

Making a Copy

1. Place the document face down on the printer's flatbed glass, or face up in the manual feeder.
2. Select the number of copies you want by pressing the **Number of Copies** button on the front panel.
3. Push the green **Start** button, and copying will begin.

Printing

1. When your document is ready to be printed from the Pason Workstation, click **File, Print**. Ensure that the Brother DCP-7040 USB printer is selected in the Print setup window.
2. Click **OK** to begin printing.