

## Overview

This document describes the basic functionality of the Brother DCP-7065DN Multifunction printer. For a list of Brother DCP-7065DN user guides, follow the link below:

[http://welcome.solutions.brother.com/bsc/public/us/ca/en/doc/manual\\_index.html?reg=us&c=ca&lang=en&prod=dcp7065dn\\_all&dclid=&flang=English&type2=-1](http://welcome.solutions.brother.com/bsc/public/us/ca/en/doc/manual_index.html?reg=us&c=ca&lang=en&prod=dcp7065dn_all&dclid=&flang=English&type2=-1).

## Configuring Your Printer

To configure your printer, follow the steps below:

1. Click **Start > Documents > My Documents**.
2. Create a folder by clicking **File > New > Folder**. Name the folder "Scans from Brother." Close My Documents.
3. Open ControlCenter4 from the **Start** menu by selecting **All Programs > Printers > Brother, DCP-7065DN > ControlCenter4**.
4. From the ControlCenter4 main menu, select **Device Settings > Device Scan Settings**.
5. Select the **File** tab.
6. Change the destination folder to the one created above, in this case D:\My Documents\Scans from Brother.
7. Click **Apply > OK**.

## Scanning to File

To scan a document to your computer, follow the steps below:

1. Place your document face down on the printer's flatbed glass or face up in the manual feeder.
2. Press the **Scan** button on the printer.



3. Use the arrow buttons to select **Scan to PC**. Press **OK**.
4. Use the arrow buttons to select **Scan to PC File**. Press **OK**.
5. Press **Start** to begin scanning.
6. The **My Documents** folder will open with your scanned image. If it does not open, you can open your scanned document from your desktop by double-clicking **My Documents**, then **Scans from Brother**.

7. 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 Directly to Email

To scan a document directly to email, follow the steps below:

1. Place your document face down on the printer’s flatbed glass or face up in the manual feeder.
2. Press the **Scan** button on the printer.
3. Use the arrow buttons to select **Scan to PC**. Press **OK**.
4. Use the arrow buttons to select **Scan to PC E-mail**. Press **OK**.
5. Press **Start** to begin scanning.
6. When scanning is complete, Microsoft Outlook will open a blank email and the document you just scanned will be displayed in the Attached field.

### Making a Copy

To copy a document, follow the steps below:

1. Place your document face down on the printer’s flatbed glass or face up in the manual feeder.
2. Enter the number of copies you would like to make using the dial pad or the **+** and **-** buttons.
3. Press the **Start** button.

### Printing

To print a document, follow the steps below:

1. When your document is ready to be printed from the Pason Workstation, select **File>Print**. Ensure that the Brother DCP-7065DN printer is selected in the Print dialog box.
2. Select **OK** to begin printing.