

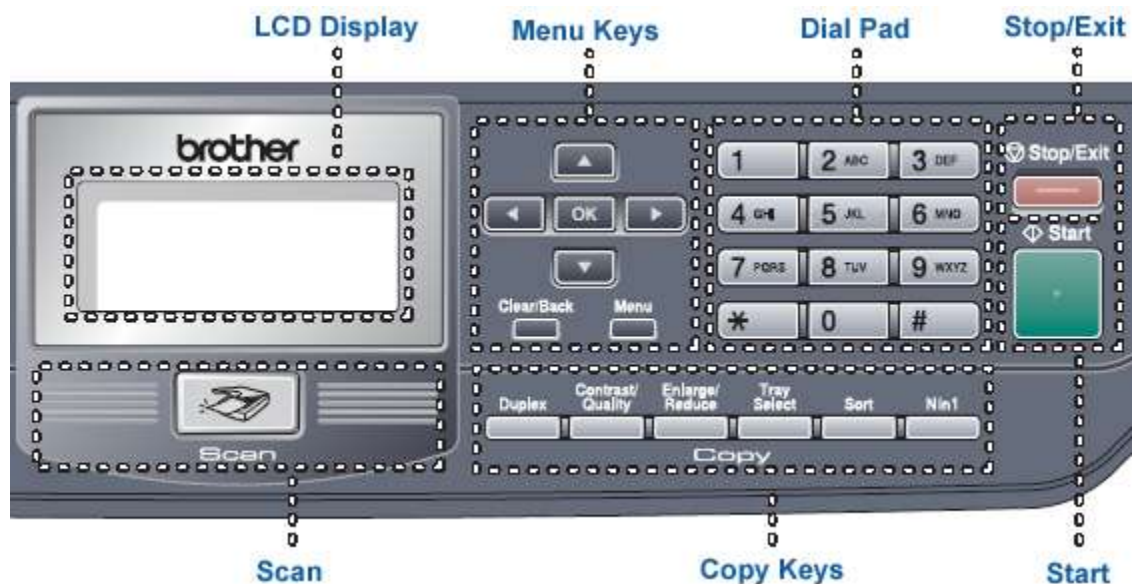
# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## HOW TO USE THE BROTHER DCP 8060

### Purpose

To better understand the functionalities of the Brother DCP 8060 Laser Printer, Copier, and Scanner. Remember that only one computer (HS123T01) is currently configured to use the Brother DCP 8060.

### Interface



**LCD Display** – Provides users with pertinent information

**Menu Keys** – Allows users to navigation options in the LCD Display

**Scan** – Allows users to scan documents and images

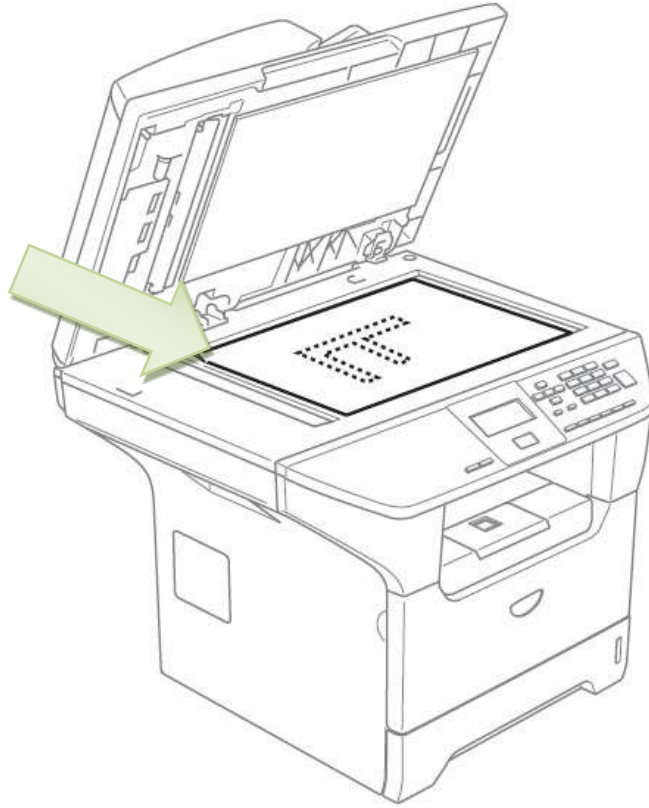
**Copy Keys** – Options for copying documents

**Dial Pad** – Select the number of copies

**Stop/Exit** – Stop current processes and exit

Start – Began the copying process

## Scanning



**Place** document on the scanner glass



Click the **Scan** button on the Brother DCP 8060.



Use the **Menu Buttons** to Navigate Scanning Options:

1. Scan to E-Mail – scans document to default E-Mail application to be used as an attachment
2. Scan to Image – scans document into an image editing application
3. Scan to OCP – scans document and converts it to editable text to be used with word processing software like Microsoft Word 2007
4. Scan to File – scans document as a file



Click **OK** button to began scanning

## Copying

One Copy:



**Place** document on the scanner glass



Click **Start** to create one copy

**Multiple Copies:**



**Place** document on the scanner glass



**Type** in the desired number of copies



Click **Start** to create copies