



Brother Nametag Printer Kit (UBRO2)

Instructions Set #1 - Printing with USB cable connected to Windows computer

****PLEASE NOTE****

- **PRINTER IS NOT COMPATIBLE WITH MAC COMPUTERS.**
- **Do not plug the USB cord into computer until prompted by driver installer.**

Step 1: Unbox printer, install battery, and plug in power cord.

Step 2: On your PC, download and install the printer driver.

1. Visit this link:
http://welcome.solutions.brother.com/bsc/public/us/us/en/dlf/download_top.html?reg=us&c=us&lang=en&prod=rj4040eus
Or search "Brother RJ-4040 driver" in Google and select the "Downloads" link by Brother.
2. Select your OS, and then click the "Software/Document Installer" link. Follow the steps of the installer to install the driver and some useful utilities (P-Touch editor and Printer Setting tool).

Step 3: Configure driver settings for the badge size you are using.

1. **Windows 7 users:** Click the Start Menu and select "Devices & Printers". You should see the "Brother RJ-4040" icon in the window. Right click on the icon and select "Printing Preferences".
2. **Windows 10 users:** Click the Start Menu and select the gear icon right above the Start Menu button. Select "Devices". Click on the "Brother RJ-4040" icon and select "Manage". Click "Printing Preferences" on the left-hand list.
3. **If using 4x3 Badges (PCN part #UPAPER55):** click the "Paper Size" drop-down menu and select **RD 4"x3"**. Then click "Apply" and "OK".
4. **If using 4x6 Double-sided Badges (PCN part #UPAPER55V):** you will need to create a custom size in the Printing Preferences. Click the "Paper Setup" button and select "New". Name the size "UPAPER55V". Change the width to 4.25" and the height to 12". Click "Add". Then click "Register Paper Size with Printer" and "Run". Select "OK" and "Exit". Then make sure the UPAPER55V size is selected from the "Paper Size" drop-down menu. Click "Apply" and "OK".

Step 4: Download the Microsoft Word template for printing badges one at a time, or for a Mail Merge.

1. Templates for both badge sizes are available at www.pcnametag.com. Just search for “UBRO2” and choose your template in the “Templates & Downloads” section.
2. Open the Word template and set up the badge design to your specifications.

Step 5: Load the paper into the printer.

- Refer to the following pictures to load fanfold badge paper:



1. Locate the slot on the bottom of the printer, between the rear hinge and the barcode label.



2. Feed the fanfold stock through that slot, with the glossier side of the paper facing down.



3. Bring the paper up and over the lip of the printer between the spool guides that are used with roll stock.



4. Close the printer cover and press the Feed  button on the front of the printer to feed out one name badge. Now you are ready to print!

Step 6: Print a test badge from Microsoft Word. Make adjustments as needed.

- Note: you may also use the Brother P-Touch editor to print badges. Please refer to Page 2 of this manual for the process:
http://download.brother.com/welcome/docp000680/cv_rj4030_usaeng_soft_a.pdf

For more information on the printer, as well as additional instructions and templates, please visit www.pcnametag.com and search for “UBRO2”.