

Getting Started with your Xerox®

Printing from a Computer

Print professional looking documents productively and securely from a Windows or Mac computer. Printing from your computer will follow the standard process of first selecting File > Print (Control + P). Doing so will provide the menu to the right.

Xerox® Printer Driver Features

Job Type – **Normal Print:** Print the job immediately.

- **Secure Print:** Print a job containing sensitive or confidential information. After you send the job, it is held on the device until you enter the passcode you specify.

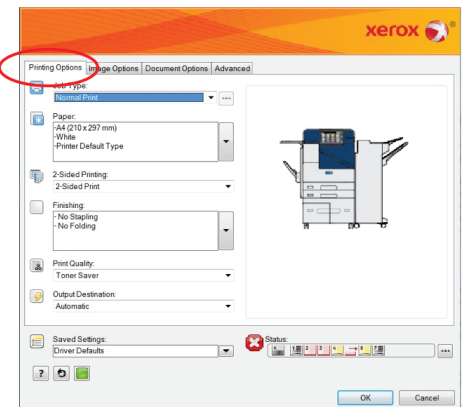
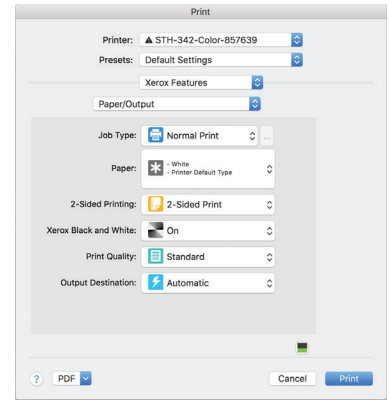
Paper – Specify the media type, color and size.

2-Sided Printing – Print on one or both sides of the output.

Finishing – Finishing options such as folding and stapling are available if finishing equipment is installed.

Print Quality – Specify the appearance of the printed output and how quickly it is produced.

Output Destination – Select the destination tray for the job from the list. If the device has only one output destination, the option is not shown.

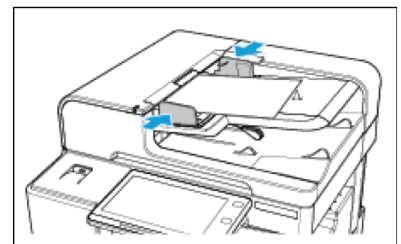


Loading Original Documents

Document Feeder

- For most types of good quality original documents.
- Original documents must be loose leaf and normal thickness.

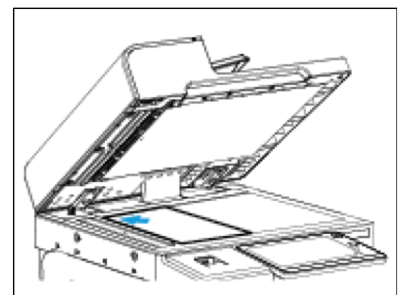
Place original documents in the document feeder face-up, aligned to the center, with the feed edge towards the left and then adjust the document feeder guides so that they gently touch the top and bottom edges of the document. A green indicator light on the front of the feeder is illuminated if originals are detected.



Document Glass

- For any type of original document, for example bound, stapled, lightweight, shiny or glossy, and damaged or torn.
- Any size of document up to Tabloid (11 x 17 in.)

Place original documents face down, registered to the top left corner. Place bound originals face down and align with the arrow in the top left corner of the document glass. If possible, close the document cover so it rests gently on the bound original. Do not force the document feeder closed.



Copying



The Copy App enables you to make physical copies of original documents.

Load original document. On the Home screen, touch Copy. Specify feature settings on the main menu. In the Quantity box, enter the required number of copies and then touch Start.

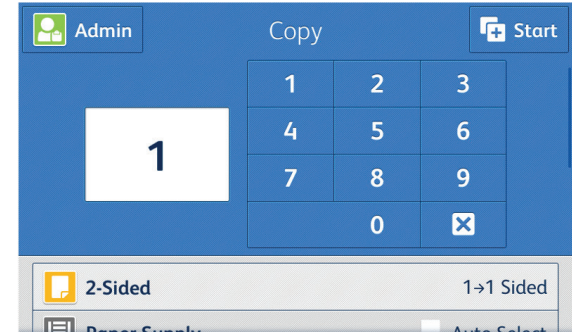
Copy App Features

2-Sided – Copy one or two sides of the original to one or two sides of the output. To rotate the second side of copies 180 degrees, touch Rotate Side 2.

Paper Supply – Automatically or manually select trays with the correct paper size. For more information about tray settings, touch More.

Reduce/Enlarge – Change the copy size proportionally. For more options, touch More.

Book Copying – Copy books, booklets, magazines, or any other bound documents. The device scans adjacent pages on the document glass and outputs each page on a separate page. Scan left, right, or both pages individually.



Scanning using the Email App



The Email App enables you to scan hardcopy documents and then send them as attachments to an email message.

Load the original document. On the Home screen, touch Email. Touch Add Recipient and select an email method. To change the subject line, touch the Subject: box below the list of recipients. Specify feature settings on the main menu and touch Send.

Email App Features

Address Book – Add email recipients from the Address Book. There are two types: Kent State Exchange, which includes our faculty/staff directory, and a Local Address Book, which can store contacts on the device.

File Format – Specify the file format such as PDF, TIFF, or JPEG and, using PDF, make the scanned document text searchable.

From – Change the sender's address in the email message.

Reply To – Specify an email address to which replies are forwarded.

Message – Add a brief message to the body of the email.

