Xerox® Print and Scan Experience App

User Guide (For Windows)

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Introduction to Xerox® Print and Scan Experience App

This chapter contains:

Overview

The Xerox® Print and Scan Experience (XPSE) application is a companion app for print drivers connected to supported Xerox devices. It is designed for Windows 10 and Windows 11 operating systems and works in conjunction with the drivers to provide enhanced print and scan experience for Xerox devices. The Xerox Print and Scan Experience app requires a print queue to be installed using one of the following print drivers:

- Microsoft IPP Class Driver

- Microsoft Universal Print Class Driver

- Xerox product specific v4 Print Drivers

- Xerox Global Print Driver (XGPD)

The Xerox Print and Scan Experience application can be launched as a stand-alone application to provide functionality, such as scanning and advanced editing of scanned documents, direct PDF print submission, ordering supplies, checking job status, and device configuration. To access Xerox Print and Scan Experience application as a stand-alone application, after you have installed it, click the Windows start menu button and type `Xerox` to search. The application should appear as one of the top results.

The Xerox Print and Scan Experience app also provides Print Support App (PSA) capability to Microsoft IPP Class Driver or Universal Print Class Driver queues connected to Xerox devices. In this capacity, it provides a Xerox tailored print time user interface augmenting functionality when printing from desktop applications. To access the customized Xerox print feature UI, click **Printer Properties** in the Print pane of the desktop applications.

With Xerox Print and Scan Experience app, the print-time notification provides the innovative options of Print Preview and Document Toolkit. The Print Preview allows you to change the print setting while viewing a graphical display of the print settings for the document you are printing. From Document Toolkit, you can access the file and edit according to your requirement before printing.

Summary of Features

Here are some highlights of the Xerox® Print and Scan Experience features:

- An advanced print driver user interface (UI) with Print Support App (PSA) capability that offers extended print features for IPP and UP queue printers.

- The print-time notification, when enabled in XPSE **Preferences > Printing from Apps**, allows you to intercept the print workflow when printing from an application. You can select **Print Preview**, **Document Toolkit** or **Print Now**. Print Preview provides a graphical view of the selected print settings applied to the original document. Document Toolkit allows additional edits and distribution options.

- Print Support App (PSA) has options to remove blank pages and add annotations to documents before printing.

- Scan documents and images from Xerox devices.

- Edit scanned images both in PDF and JPEG formats – straighten, crop, remove blank pages, markup, add signature and date, adjust brightness and contrast.

- Build jobs from PDF or JPEG files and scanned images.

- Save scanned images or documents as searchable PDF, JPEG, and PNG formats.

- Print PDF documents and JPEG files directly to the device.

- View device information and print queue settings.

- Create or add custom paper sizes.

- Install printers.

- 1-Touch print and scan presets for faster and easier use.

- Use computer camera to capture images, then edit and share them.

- Option to purchase printer supplies.

- Personalize the feature list by rearranging the features based on preference, as well as hide print and scan features on the settings page that are rarely used.

- Adaptive Learning functionality supplies suggestions for 1-Touch creation based on repetitive and complex changes in the print and scan settings.

For more information on functionalities, refer to Xerox® Print and Scan Experience App Features.

Xerox Print and Scan with Accessibility

To provide individuals with disabilities equal access to electronic information and data, the Xerox Print and Scan Experience app supports accessibility through NonVisual Desktop Access (NVDA) Screen Reader. NVDA is a free and open-source portable screen reader for MS-Windows. The Xerox Print and Scan Experience app has built-in Assistive Technologies, such as audible sounds, remote mobility access, personalized screens, and flexible time-out settings. The New 1-Touch Applet can automate complex multi-step workflows, save time, and reduce errors for disability inclusion.

For more information regarding Accessibility within Xerox, refer to Section 508 at Xerox: Designing for Accessibility.

Supported Printer Models

Refer to the Windows Xerox Print and Scan Experience information at Standard Document (xerox.com).

Refer to the Universal Print information at Universal Print - Xerox.

Installation for Windows

This chapter contains:

Installing the Xerox® Print and Scan Experience App

There are a few different ways that you can install the Xerox® Print and Scan Experience application on a Windows computer.

With Xerox® Smart Start Software

Xerox® Smart Start is the best way to install Xerox printers if you are not sure how to install a nearby office printer or a home printer connected to Wi-Fi. Smart Start can discover the printer, install the correct print driver, and then install the Xerox Print and Scan Experience. Refer to Xerox® Smart Start Software Installations.

Automatically when a Xerox IPP or Universal Print printer is created

Windows can automatically install the Xerox Print and Scan Experience for supported Xerox devices when an IPP printer or a Universal Print queue is created in Windows Settings.

- IPP printers are for Windows users who want to add a printer without the need to download a print driver or use a Third Party Installer.

- Universal Print printers are for organizations that have an Azure Universal Print subscription.

For more information, refer to Automatic Installations with IPP and Universal Print Printers.

Manually installed by a user

Manual installations are for users who work in an environment where the Microsoft Store is blocked and where running Xerox® Smart Start is not permitted. They are also for administrators who want to deploy the Xerox Print and Scan Experience in a network environment.

There are also some cases where the app needs to be manually installed from the Microsoft Store or downloaded from the Xerox support website. If you want to use the Xerox Print and Scan Experience with a USB printer or the Xerox Pull Print Driver, you are required to install it manually.

For more information, refer to Manual Installations.

Xerox® Smart Start Software Installations

The Xerox® Smart Start Installer is the most convenient and the recommended method to install Xerox print drivers. Smart Start first scans your system configuration and then scans your network for Xerox printers. Smart Start installs the appropriate drivers for printing to your Xerox device. After Xerox® Smart Start Software creates the printer, it installs the Xerox® Print and Scan Experience.

To install Xerox print and scan drivers using Xerox® Smart Start Software, do the following:

1. Go to the Xerox® Smart Start Software Installer Home page, Xerox Smart Start Printer Installer – Xerox.

2. From the Smart Start Home page, scroll down to **Free Download**. Click **Download Xerox Smart Start**. For reference, you can also download and read the *Xerox® Smart Start Software User Guide* from this page.

3. The Installer is downloaded to your Windows computer. To run the Smart Start Installer, double-click on the software icon for **XeroxSmartStart_(version).exe**.

4. Accept the License Agreement. Click **Agree**.

5. After the License Agreement, Xerox Smart Start proceeds to a new page with all listed printers in your network.

6. You can choose between two different types of installations:

   - **Quick Install**: Easy and recommended. Refer to Quick Install.

   - **Advanced Install**: Allows users to select which driver and options to install. Refer to Advanced Install.

   Both installation types, Smart Start Software Quick and Advanced installation, install the Xerox Print and Scan Experience app. For more detailed information regarding each installation type, refer to *Xerox® Smart Start User Guide* at Standard Document (xerox.com).

QUICK INSTALL

When Quick Install is selected, Xerox® Smart Start Software installs print drivers automatically, based on your operating system and printer model.

If you do not see a shield icon next to Quick Install, you do not need to elevate to install the printer. Select **Quick Install** and complete the installation.

If you do see a shield icon next to Quick Install, then Smart Start needs to elevate to install a print driver.

1. Select **Quick Install**.

2. Windows displays a User Access Control (UAC) prompt, select **Yes** to elevate.

3. Enter administrator credentials to continue.

4. Smart Start re-opens with administrator permissions and begins to install the printer.

ADVANCED INSTALL

When Advanced Install is selected, then Xerox® Smart Start Software shares a list of options that includes the option to install the Xerox® Print and Scan Experience App. Select this option along with any other option you want, then select **Install** to start the installation process.

If you do not see a shield icon next to **Install**, you do not need to elevate to install the printer. Select **Install** to install the printer.

If you do see a shield icon next to **Install**, then Smart Start needs to elevate to install a print driver.

1. On the Advanced Install page, click **Install**.

2. Windows displays a User Access Control (UAC) prompt, select **Yes** to elevate.

3. Enter administrator credentials to continue.

4. Smart Start reopens with administrator permissions. Click **Advanced Install**, then select the options according to your requirement.

5. Click **Install** to install the printer.

Automatic Installations with IPP and Universal Print Printers

Windows installs the Xerox® Print and Scan Experience App automatically, when a Xerox IPP printer or a Universal Print printer is added in Windows Settings. Refer to:

- Automatic Installation with an IPP Printer

- Automatic Installation with a Universal Print Printer

    Note: Automatic installations are not supported when a printer is added with a Xerox v3 or v4 print driver. If you want to use the Xerox® Print and Scan Experience with a v3 or v4 printer, use Smart Start to add the printer and install the app.

For troubleshooting information, refer to Why an Automatic Install Might Not Work.

AUTOMATIC INSTALLATION WITH AN IPP PRINTER

To create an Internet Printing Protocol or IPP print queue in Windows 11, do the following:

1. Open Windows **Start**, type **Settings**, then press **Enter**.

2. Click **Bluetooth & devices**, then select **Printers & scanners**.

3. Click **Add device**, then select **Add manually**.
   The **Find a printer by other options** page opens.

4. Select the option for **Add a printer using IP address or hostname**. Click **Next**.

5. Type a printer hostname or IP address, set the Device type to **IPP Device**, then enter the IP address or hostname of your printer.

6. Click **Next** and complete the queue installation.

Windows downloads and installs the Xerox Print and Scan Experience while it creates the print queue. The Windows Store displays a notification when the Xerox Print and Scan Experience app is installed.

For additional information, refer to Why an Automatic Install Might Not Work.

AUTOMATIC INSTALLATION WITH A UNIVERSAL PRINT PRINTER

Windows can also install the Xerox Print and Scan Experience App automatically when a Universal Print printer is added in Windows Settings.

1. Open Windows **Start**, type **Settings**, then press **Enter**.

2. Click **Bluetooth & devices**, then select **Printers & scanners**.

3. Click **Add device**.

4. Select **Search for devices**.

5. For the field Show printers and scanners associated with my, select **Work or school**.

6. If you do not see your printer in the list of discovered devices, enter the name of the printer in the keyword search field.

7. When you see your printer select it, then select **Add device** to complete the queue installation.

Windows downloads and installs the Xerox Print and Scan Experience while it creates the print queue. The Windows Store displays a notification when the Xerox Print and Scan Experience App is installed.

For additional information, refer to Why an Automatic Install Might Not Work.

Manual Installations

There are two ways you can manually install the Xerox Print and Scan Experience App:

- It can be installed from the Microsoft Store. This is the preferred way to install the application manually. Refer to Installing from the Microsoft Store.

- It can be downloaded from the Xerox support website, https://www.support.xerox.com/. This method is for users who cannot access the Microsoft Store or for administrators who want to deploy the app in a network print environment. Refer to Installing from the Xerox Support Website.

INSTALLING FROM THE MICROSOFT STORE

The fastest way to get the Xerox Print and Scan Experience App is to use the Microsoft Store.

1. In your Windows computer, open **Settings**, then add your Xerox printer.

2. Open the Microsoft Store, then search for **Xerox**.

3. Select **Xerox Print and Scan Experience**.

4. To download and install the app, click **Get**.

INSTALLING FROM THE XEROX SUPPORT WEBSITE

If Microsoft Store is blocked or you are unable to access it from your organization, you can download the Xerox Print and Scan Experience App from Xerox website. There are two installer packages available to download:

Xerox Print and Scan Experience App Installer

This installer is for individual users who want to use the Xerox Print and Scan Experience. If you are not sure which installer to download, pick this one.

Xerox Print and Scan Experience App Installer for Administrators

This installer is for administrators who want to deploy the Xerox Print and Scan Experience in a managed network print environment.

Refer to the following installation instructions for the standard Print and Scan Experience installer:

1. In your Windows computer, open **Settings**, then add your Xerox printer.
   For Windows 11, go to **Bluetooth & devices > Printers and Scanners > Add device**.

2. Open the Xerox Print and Scan Experience product support page, Support - Xerox Print and Scan Experience App - Xerox.

3. At the Xerox Print and Scan Experience product support page, click **Software**.

4. Under Utilities & Applications, for **Xerox Print and Scan Experience App Installer** click the check-box for **I agree to the Terms and Conditions**.

5. Click **Download**.

6. Extract the installer from the .zip file, then double-click on it to install the app. Follow the onscreen instructions.

   This installer downloads the Xerox® Print and Scan Experience from https://www.support.xerox.com/. Your Windows computer must have internet access for the installer to work.

If no printers are visible when you open the Xerox Print and Scan Experience, then it is possible that no Xerox printers are installed. For more information, refer to What If the Xerox® Print and Scan Experience Does Not Detect Any Xerox Printers After I Install the App?.

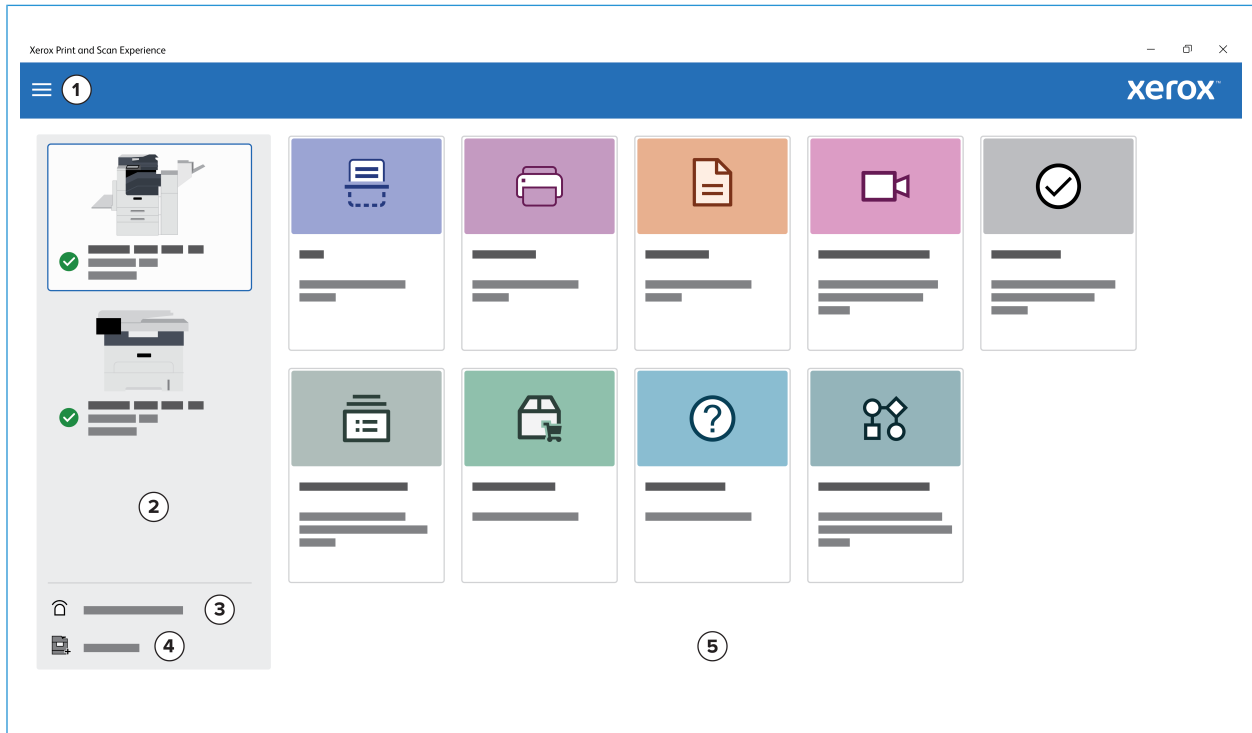# Xerox® Print and Scan Experience App Features

This chapter contains:

Xerox® Print and Scan Experience App Home Page

The Home page and different sections of Xerox Print and Scan Experience application:

ITEM	NAME	DESCRIPTION
1	Menu	Clicking the Menu icon, you can access to different pages related to XPSE application, such as Preferences, Welcome page, What's New page, Xerox website, and more. The About dialog in the XPSE application displays the following information:
		• Software version number
		• Printer model name
		• Terms of Use
		• Copyright information
2	Printers	This field lists all Xerox printers that are installed in your PC.
3	New 1-Touch Applet	Clicking **New 1-Touch Applet**, you can create new applets customized to your frequently used scan or print tasks. You can choose from the following options:
		• New 1-Touch Scan Applet
		• New 1-Touch Print Applet
		When created, the new applets are displayed in the main features field.

ITEM	NAME	DESCRIPTION
4	Add Printer	Clicking **Add Printer**, you can add new printers to Xerox Print and Scan Experience.
5	XPSE Main Features Field	The main features field of the XPSE application includes the following widgets: • Scan • Print • Document Toolkit • Acquire from Camera 🖉 Note: Acquire from Camera is only available on the Home screen when there is a camera installed and fully enabled in Windows settings. • Device Status • Print Queue Settings • Order Supplies • Support Center • Workflow Central

🖉 Note: In the main features field, you can drag and rearrange the available features or applets. If you create a new 1-Touch applet according to your frequent usage, that will also be displayed in this field.

Accessing Xerox Print and Scan Experience

To access Xerox Print and Scan Experience from your Windows PC, do the following:

1. From your Windows system, open the Start menu.

2. Click **All apps**. From the list of applications, search and click **Xerox Print and Scan Experience**.

   The Xerox Print and Scan Experience application page opens. You can view the list of Xerox® Printers that are installed on your PC.

3. From the list of installed printers, select a printer. Depending on the printer model, you can use the following features:

   - **Scan**: This feature is available for Multifunction Printers only. For more information, refer to Scanning.

   - **Print**: This feature is available for the printers that are installed with IPP queues only. For more information, refer to Printing.

   - **Acquire from Camera**: This feature is available for the PCs that have a camera. For more information, refer to Acquire from Camera.

   - **Device Status**: This feature provides the toner levels, tray occupancies, and other details for your printer. For more information, refer to Device Status.

   - **Print Queue Settings**: This feature provides the configuration and accounting details for your printer. For more information, refer to Print Queue Settings.

   - **Order Supplies**: You can order parts and supplies through Xerox Print and Scan Experience. For more information about this feature, refer to Order Supplies.

   - **Support Center**: Integrated Support Center in Xerox Print and Scan Experience helps you to request support and find solutions for the printer-related problems. For more information about this feature, refer to Support Center.

   - **Workflow Central**: Integrated Workflow Central allows you to scan a document and upload it to Xerox Workflow Central for various services. For more information about this feature, refer to Workflow Central.

4. Click the Menu icon at the top corner of the page. You can access the following functions from the menu:

- **Add Printer**: To add a new printer to Xerox Print and Scan Experience, click **Add Printer**, then follow the on-screen instructions. The XPSE **Add Printer** functionality installs an IPP queue printer.

- **New 1-Touch Applet**: You can create 1-Touch applets for your most frequent XPSE activities. For more information, refer to Setting Up New 1-Touch Applet.

- **Preferences**: From the **Preferences** tab, you can access and configure various settings available in Xerox Print and Scan Experience. For more information, refer to Xerox Print and Scan Experience – Preferences Page.

- **Welcome**: The **Welcome** page gives you information about Xerox Print and Scan Experience and its important features.

- **What's New**: The **What's New** page gives you information about the new feature updates in the current version of Xerox Print and Scan Experience.

- **Rate This App**: You can rate Xerox Print and Scan Experience application in Microsoft Store.

- **About**: From this tab, you can view the latest software version and download End-User License Agreement (EULA) for Xerox Print and Scan Experience application.

- **Xerox Workflow Central**: This tab takes you to Xerox Workflow Central at Xerox Workflow Central Platform.

- **Xerox.com**: This tab takes you to the Home page of Xerox web page Workplace and Digital Printing Solutions | Xerox.

5. From the Home screen, to configure 1-Touch app functions, click **New 1-Touch Applet**. For more information, refer to Setting Up New 1-Touch Applet.

6. To add a new Xerox printer in the list, click **Add Printer**. Follow the on-screen instructions. The XPSE **Add Printer** functionality installs an IPP queue printer.

   Note: If you have installed multiple Xerox printers, v3, v4, IPP, or Universal Print, then those printers are listed at the left side of the screen along with **Add Printer** icon.

7. To exit Xerox Print and Scan Experience, click the **Close** icon.

XEROX PRINT AND SCAN EXPERIENCE – PREFERENCES PAGE

From the **Preferences** page, you can access and configure the following information for your printer:

- **Printing from Apps**: This section manages the preferences for the PSA print-time notification as follows:

  - **Show an OS Notification**: You can use this option to set a time frame for print-time notification. The default time-out value for the OS notification is 15 seconds. If you do not acknowledge the OS notification, your job prints automatically. For more information about print-time notification, refer to Xerox Print and Scan Experience – Print-Time Notification and Setting Preferences for the XPSE Print-Time Notification.

  - **Open Print Preview**: When the Open Print Preview option is selected, the XPSE app opens the Print Settings page to preview and print the job.

- **Open Document Toolkit**: When the Open Document Toolkit option is selected, the XPSE app opens the Document Toolkit screen.

- **Print Immediately**: When the Print Immediately option is selected, the XPSE app submits the original job directly to the printer.

- **Acquire Job Notification**: You can choose to receive notifications from XPSE for the following events by enabling the toggle buttons for each item:

  - Completed Jobs

  - Completed but Altered Jobs

  - Failed or Cancelled Jobs

  - Play Alert Tone

- **Share Diagnostic Data**: You can choose to share the Diagnostic Data by enabling the toggle button.

- **Manage Suggestions**: You can manage suggestions for 1-Touch applet by enabling the toggle buttons for the following job settings:

  - Repetitive Settings

  - Complex Settings

  - Feature Order

- **Scan File Name Options**: You have the option to set a default name for your scanned image with Date and Time stamps as suffix. Type your preferred file name, set up the Date and Time according to the format, then click **Done**.

- **Custom Paper Sizes**: The Custom Paper Size option allows you to define specific dimensions for the paper you want to use by using the following information:

  - Name

  - Paper Width

  - Paper Height

  - Measurement Units: Inches or Millimeters

- **Default Units**: This option allows you to change the default measurement units with the following options:

  - Millimeters: Millimeters is the default measurement unit for regions other than North America, based on the local settings of the operating system.

  - Inches: Inches is the default measurement unit for North America, based on the local settings of the operating system.

Scanning

You can use the Scan feature to scan documents, edit scanned images, and save the images to multiple destinations. Through XPSE, a scanned document can be saved in a folder, shared with an app, copied to Clipboard, or it can be uploaded to Workflow Central.

For Multifunction Printers, you can use the different scanning attributes to enhance or modify your output. In the XPSE application, you can select and define scan features prior to scanning. You can also edit scanned images using the built in editing tools. For more information, refer to:

- Scan Settings
- Document Toolkit Options

You can also save your frequently used scan settings as a 1-Touch applet to simplify and accelerate scan workflows. From the Scan Settings page, select your preferred scanning options. From the **Personalization/Saved Settings** icon at the top of the Scan Settings screen, click **Save These Settings As > 1-Touch Applet**. Save the new 1-Touch applet with a name and preferred icon. For more information, refer to Setting Up New 1-Touch Applet.

If you are unable to access the **Scan** widget from the XPSE app Home screen, refer to Why the Scan Widget is Inaccessible in Xerox® Print and Scan Experience?.

SCAN SETTINGS

Open Xerox Print and Scan Experience application, then select the printer you want to scan from. Click **Scan**, then enable and use the following Scan Settings options:

OPTION	NAME	DESCRIPTION
	2-Sided Scanning	You can use the 2-sided scanning option to set the printer to scan one or both sides of an original document. If you are scanning from 2-sided original documents, then select 2-Sided Scan. If you are scanning from 1-sided original documents, then select 1-Sided Scan. Click **Scan > 2-Sided Scanning**, then select the options for **1-Sided Scan** or **2-Sided Scan**.
	Resolution	Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi). High Resolution is recommended for scanning vibrant, saturated, color prints, or photos. Jobs or images can take longer to process when scanned using high resolution mode. Click **Scan > Resolution**, then select from the following options for different resolutions: • 200 x 200 dpi (Medium size): suitable for most documents and e-mail • 300 x 300 dpi (Medium-large size): suitable for most photographs, images, and printing • 400 x 400 dpi (Large size): suitable for detailed images and printing

OPTION	NAME	DESCRIPTION
		• 600 x 600 dpi (Large size): suitable for capturing fine detail and printing
	Remove Blank Pages	Enable this option to remove blank pages from your scanned image, automatically.
		You can set the Sensitivity to one of several options ranging between **Most Conservative** and **Most Aggressive**. Most Conservative option removes only the pages that are completely blank. Most Aggressive option removes blank pages as well as pages with some content, such as the pages with numbers or small header or footer.
		Click **Scan > Remove Blank Pages**, then enable the toggle button for Remove Blank Pages. Select from the following Sensitivity options:
		• **Most Conservative**
		• **Conservative**
		• **Balanced**
		• **Aggressive**
		• **Most Aggressive**
		Blank pages are detected based on the page content, not on the color of the background. The Remove Blank Pages feature is disabled by default. The Remove Blank Pages feature is only applicable to files that have multiple pages.
		✎ Note: Document preview indicates which images are removed. In the Remove Blank Pages window, if you right-click on the image, you have the option to delete or restore the pages, manually.
	Automatic Adjustments	The Xerox Print and Scan Experience app can automatically perform certain actions on your scanned images.
		Click **Scan > Automatic Adjustments**, then enable the toggle buttons for different adjustments.
		• **Auto Crop** is a useful tool for removing white margins from scanned photos and cropping multiple images when scanned from the Document Glass. For example, you can crop receipts and photos from an original document and treat them as independent scanned images.
		– When **Auto Crop** is enabled, you can enable the **Verify Prior To Cropping** option. With **Verify Prior To Cropping** enabled, you can verify the scanned image before cropping the unwanted areas of the image.
		• **Auto Rotate** rotates scanned images to the proper reading orientation.
		• **Auto Straighten** is used to correct alignment issues in the scanned images.

OPTION	NAME	DESCRIPTION
	Color Scanning	Use this option for color scanning of original documents and images. Click **Scan > Color Scanning**, then select from the following options: • **Automatically Detect** • **Color** • **Grayscale**
	Original Size	Use the Original Size feature to set a standard or custom size for scanning, or for the printer to determine the original size of the document, automatically. There is also an option to scan the full document glass. You can scan different standard and custom sizes with Long Edge Feed (LEF) and Short Edge Feed (SEF) orientation. • North American Standard Sizes: Letter (8.5 x 11.0 in.) LEF/SEF, Legal (8.5 x 14.0 in.) SEF, Tabloid (11.0 x 17.0 in.) SEF, and so on. • European Standard Sizes: ISO A4 (210 x 297 mm) LEF/SEF, ISO A3 (297 x 420 mm) SEF, JIS B4 (257 x 364 mm) SEF, and so on. Click **Scan > Original Size**, then select from the available options for Original Sizes.
	Lightness/ Contrast	The Lightness feature allows you to adjust the overall lightness or the darkness of the text and images in your scanned job or image. You can use the Contrast feature to adjust the variation between light and dark areas of the scanned job or image. Click **Scan > Lightness/Contrast**, then use the scale to increase or decrease the Lightness and Contrast. The default value for lightness and contrast is 0.

OPTION	NAME	DESCRIPTION
	Build Job	Use the Build Job option for jobs that include a variety of original documents that require different settings, or to scan multiple-page jobs or multiple images from the document glass. The job is scanned in segments. After all, the segments are scanned, they are saved together as one job. Click **Scan > Build Job**, then enable the toggle button for Build Job.
	Destination	The XPSE app supports distribution of the acquired file and you can choose from the following options: • Document Toolkit • Save As • Copy to Clipboard • Share with App • Upload to Workflow Central • Print The scanned images appear in the Document Toolkit window that allows you to edit the images. For more information, refer to Document Toolkit Options. Note: If Document Toolkit window is disabled, then the app provides you with alternative distribution options. Refer to Document Toolkit – Destinations.

Scan Settings Menu Items

Access the following features available in the Menu icon from the top-left corner of the Scan Settings page:

• **Preferences**: From the **Preferences** tab, you can access and configure various settings available in Xerox Print and Scan Experience. For more information, refer to Xerox Print and Scan Experience – Preferences Page.

• **Personalize Scan Settings**: You can personalize the Scan Settings page by clicking **Show** or **Hide** the available scan features. Within the Personalize Scan Settings window, you can drag and drop the listed features to rearrange the order.

• **About**: The About dialog displays the following information for your reference:

    – Software version number

    – Printer model name

    – Terms of Use

    – Copyright information

Convenience Options within the Scan Settings Window

The navigation options available in the Scan Settings window are:

Reset

If you have changed the default scan settings, the **Reset** function allows you to reset the modified settings to the defaults again.

Find a Setting

You can search for supported features using feature synonyms or a keyword.

Settings

If you have changed the default scan settings, you have the option to save the current scan settings either as a New 1-Touch applet or as Defaults.

DOCUMENT TOOLKIT – EDIT OPTIONS

To access Document Toolkit features for editing scanned images, click **Scan > Start Scanning** with **Destination > Document Toolkit** enabled. When the scanning is completed, it opens in the Document Toolkit page.

At the Document Toolkit page, you can access multiple editing options when you right-click on the scanned image. You can also access these options from the tool bar located at the top of the Document Toolkit screen.

From the Document Toolkit page, you can use the following edit options for your scanned document:

Rotate

The **Rotate** tool allows you to rotate an image around a fixed point to ensure that the image looks as desired. From the Document Toolkit page, select the image or images you want to rotate, then click the **Rotate** icon. Each time you select the icon, you will rotate the selected images 90° clockwise.

Additionally, if you right-click on an image, you can access the following options for rotation:

- **Rotate Clockwise**
- **Rotate Counterclockwise**
- **Rotate 180 Degrees**

Delete

Delete allows you to remove images from your job. Select the image or images you want to remove, then click **Delete**. When you delete an image on the Document Toolkit page, it is grayed out and marked as **Removed**.

Note: To restore a deleted image, select the removed image, then right-click and **Restore**.

Add Pages

To add pages in the Document Toolkit window, click Add Pages, then Add acquire content or pages in the Document Toolkit window from the following sources:

- From scanner, if the selected printer supports scanning

- From camera, if the Windows device has a camera installed and if the Privacy & security settings of the Operating System allow XPSE to access the camera.

- Import File (PDF or JPEG)

Straighten

Straightening ensures that the horizontal and vertical lines of images appear straight and level. This allows you to keep the original size while straightening the image within it. Straightening adjusts the angle of the scanned image by rotating it clockwise or counterclockwise.

The following straightening options allow you to straighten and adjust the edges of your images:

- **Do Not Scale**: This feature retains the original scaling of the scanned image.

- **Scale to Fit Original Size**: If you have already defined the original size of your document before scanning, this feature aligns the scanned image to fit the original size.

- **Scale to Fill Original Size**: If you have already defined the original size of your document before scanning, this feature scales the scanned image to fill the original size.

- **Auto Straighten**: This feature is used to adjust the angle of the scanned images automatically.

- **Manual Adjustment**: This feature straightens the angle of the scanned image. The scanned image turns clockwise when you manually adjust it from the range 0–20. When you manually adjust it from the range 0 to –20, the scanned image rotates counterclockwise.

Crop

The **Crop** tool allows you to select a portion of a scanned image, then either remove or crop anything that is outside the selected area. Click **Crop** in the Document Toolkit window. You can view the crop handles around the border of the scanned image; there is one on the top, bottom, left, and right, and one in each corner. Click and drag the handles to adjust the size of the crop border according to your need.

The area within the border is the part of the image that is preserved, while the faded area outside the border is removed.

- To change the width and height values, use the **Orientation** option in the Crop window. You can easily switch between **Portrait** and **Landscape** modes.

- To crop to a specific aspect ratio, you can adjust the **Aspect Ratio** in the Crop window. You can choose to keep the **Original Aspect Ratio** or select other options from the drop-down menu.

Crop to Multiple Images

Additional to the **Crop** tool in the Document Toolkit window, you can right-click on the scanned image and access **Crop to Multiple Images**. With this feature you can crop multiple areas on the selected image. Each crop area is saved as an independent scanned image. The **Crop to Multiple Images** feature has the following options:

1. You can place multiple crop boxes on the same image and crop multiple areas at the same time.

2. To add more cropping boxes to the same image, click **Add Another Crop Maker** in the Crop to Multiple Images window.

3. If you want to remove crop boxes from the selected image, click **Delete This Crop Maker** in the Crop to Multiple Images window.

4. You can select the **Orientation** and adjust the **Aspect Ratio**.

5. You can enable **Auto Rotate**. Rotation is applied after the crop is selected on the screen.

6. You can enable **Auto Straighten**. Straightening is applied after the crop is selected on the screen.

7. To adjust the crop handles and ensure to remove blank spaces, use the slider for **Auto Crop Sensitivity**.

Sign and Date

This tool allows you to insert a signature and date in scanned images to make them personalized. Additionally, you can modify the size, font, and position of the date and signature to suit your scanned images. Signatures you create are automatically saved by the app for future use. When you select Add Signature, XPSE App displays the list of existing signatures available along with New Signature option. When no existing signatures available, XPSE App displays only New Signature option.

Adding Signature: To add a signature to the scanned image, click **Sign and Date** in the Document Toolkit window. Click **Add Signature > New Signature**, then select from the following options:

- **From Scanner**: Sign your name on a blank piece of white paper then scan it in.

- **Write Signature**: Use your cursor (or finger on a touch screen computer) to write your signature.

- **Type Signature**: Allows you to type your own text in the name field. You can change the font of the signature.

- **Import Signature**: Enables you to import or browse the signature file on the Import Signature Image screen from your computer or device. The supported image file formats are .jpeg, .jpg, .tiff, .png. When you add a signature or date, it follows the cursor movement until you click to place it on the scanned image.

Adding Date: To add a Date to the scanned image, click **Add Date**, then define the following parameters:

- You have the option to enter the date format as DD/MM/YYYY or MM/DD/YYYY.

- You have the option to manually input the date.

- You can change the regional format of the date using your computer or device.

After entering the date using any method above, you can change the font size of the date.

Snap to Line

This feature places Signature and Date objects on selected line locations on the page, automatically. It detects horizontal lines and snaps the signature to the nearest line as you drag it into position.The Snap to Line feature is enabled, by default.

Markup

You can use the **Markup** tools to highlight, strikethrough, and underline text in your images. To use the Markup tool, click **Markup** from the Document Toolkit window. You can use any of the following tools to modify your image, you can also erase and undo the markups, if required:

- **Ballpoint Pen**

- **Pencil**

- **Highlighter**

- **Eraser**

For **Ballpoint Pen**, **Pencil**, and **Highlighter**, you can select the size and color of the markup. Select the down arrow that is available in the markup icon, then select the desired color and size. The Ballpoint Pen and Pencil tools allow you to draw lines on each image, allowing you to underline or circle objects in the image. The Highlighter tool allows you to highlight multiple sections of scanned image.

To delete a markup, click **Eraser**, then remove the markup that you want to delete. You can also click the down arrow over Eraser and select **Erase all ink**.

To remove all the markups and return to initially scanned image, click **Undo**.

☼ Adjustments

To use the adjustment features for your scanned image, click **Adjustments** in the Document Toolkit window. Select from the following options:

- **Brightness**: Adjust the Brightness slider to change the overall brightness of the scanned images.

- **Contrast**: Adjust the Contrast slider to the right to increase contrast, or to the left to decrease contrast of the scanned images.

🖉 Note: Adjustment is one of the only edit features where you have the option to apply the settings to all scanned pages.

↩ Undo (CTRL + Z)

The Undo feature enables you to remove the last edit operation you performed. This feature enables you to undo any changes made to files that were opened or scanned. Each click of Undo removes the previous edit operation. It removes only one edit operation at the time.

Redo (CTRL + Y)

A Redo operation restores the most recent or last Undo operation that you have performed.

Reset All Pages

Resetting All Pages removes all the edits that you have made and cannot be undone.

NAVIGATION OPTIONS WITHIN THE DOCUMENT TOOLKIT WINDOW

To navigate in the Document Toolkit window of the Xerox Print and Scan Experience application, use the following navigation options:

Zoom In

To focus on the details or specific parts of the scanned image, click **Zoom In**.

Zoom Out

To reduce the specific parts of the scanned image after using the Zoom In option, click **Zoom Out** .

Maximum Zoom

To see the full view or maximize the scanned image, click **Maximize Zoom**.

Click **Zoom to Fit** to restore the original size of the image.

Previous and Next

When you scan or edit more than one image, you can view the Next and Previous navigation arrows in the Document Toolkit window. Next and Previous navigation arrows are used to move back and forth between each page of scanned image.

New 1–Touch Destination

With this feature, you can set up a 1-Touch option for default Destination. For more information about Destinations, refer to Document Toolkit – Destinations.

Rescan

Selecting **Rescan** deletes all the recently scanned images and returns you to the Scan Settings page. This allows you to start over your job again.

Note: Ensure to reload your originals into the document feeder, if necessary.

Cancel

To cancel the current scan job and return to Home page, click **Cancel**.

Document Toolkit Menu Items

Access the following features available in the Menu icon from the top-left corner of the Document Toolkit page:

- **Preferences**: From the **Preferences** tab, you can access and configure various settings available in Xerox Print and Scan Experience. For more information, refer to Xerox Print and Scan Experience – Preferences Page.

- **About**: The About dialog displays the following information for your reference:

    – Software version number

    – Printer model name

    – Terms of Use

    – Copyright information

DOCUMENT TOOLKIT – DESTINATIONS

After editing a PDF or an image file, the Xerox Print and Scan Experience application offers you the following Destination options to select:

- Save As

- Print

- Copy to Clipboard

- Share with App

- Upload to Workflow Central

 Save As

Saves the job to your computer or device, **Save As** method has the following features:

- Choose a folder on your computer or device where you want to save the scanned images, then click **Save As**.

- You have the option to save the file type as PDF, JPEG, or PNG formats.

- The File Name field allows you to name the scanned image by typing your own text.

- You have the option to enable Searchability.

- You can enter your own password to enable password protection for PDF files.

Print

The Print option allows you to print a PDF document or a JPEG image file, along with any changes that you may have made to the acquired files. Click **Print** in the Document Toolkit window, and you are directed to the Print Settings window. Depending on your printer configuration, the Xerox Print and Scan Experience App displays the print feature options along with a preview of the selected document. To know more about Print Setting features, refer to Print Settings.

Copy to Clipboard

You can copy the scanned images to your Operating System (OS) Clipboard. To copy the scanned images and files to Clipboard:

1. Click **Copy to Clipboard** on the Document Toolkit page.

2. Enter values for the save file attributes, such as File Type, File Name, Password (refer to Save As), then click **Copy to Clipboard**.

After you copy the scanned images to Clipboard, you can paste the copied file into another document, such as adding a JPEG image into a Word document or paste a scanned PDF document into an email.

Share with App

You can share your job to another app on the computer or with another person. To use the **Share with App** feature, follow these steps:

1. Click **Share with App** on the Document Toolkit page.

2. Enter values for save file attributes, such as File Type, File Name, Password (refer to Save As).

3. Click **Share with App**, then choose from the list provided.

The external sharing options are not controlled by Xerox Print and Scan Experience. Your Operating System (OS) provides the list of apps that are available to share with.

Upload to Workflow Central

This option uploads scanned images to Workflow Central. Enter a File Name, then select **Upload to Workflow Central**. You are directed to Xerox Workflow Central web page. You can select different options for the document you selected to upload. Follow the online instructions.

Printing

The Xerox Print and Scan Experience application allows you to print a PDF or JPEG file through Print applet on the home screen.

When you select Print, the Xerox Print and Scan Experience application shows a preview of the selected document and allows you to choose print options before printing.

Note: Print feature is available for IPP queues only.

You can also personalize and create 1-Touch applets by saving the frequently used Print Settings.

PRINT SETTINGS

To print PDF and JPEG files with the app, select the Print applet on the home screen. Follow the onscreen instructions and browse to a PDF or JPEG document. Select the document, then click **Open**. Depending on your printer configuration, the Xerox Print and Scan Experience App displays some or all the following Print options:

OPTION	NAME	DESCRIPTION
	Secure Print	Use Secure Print to print sensitive or confidential information. You are required to enter a pin before you send the PDF. Your print job is held at the printer until you enter the pin at the printer control panel.
	Paper Supply (Trays)	Use this option to select a specific paper size and type from the available paper trays. The default option is selected automatically. **Hold for Paper**: You can use this option to program a job with a paper that is not currently loaded on the printer. The job will remain on the printer until the correct paper is loaded.
	2-Sided Printing	You can use the 2-sided options to set the printer to print on one or both sides of document. The supported 2-sided printing feature options are: • 1-Sided Print • 2-Sided Print • 2-Sided Print, Flip on Short Edge Note: This feature displays a graphical print preview of the document.
	Finishing	Based on your printer configuration, you can add the following finishing options to your print: • Stapling • Hole Punching • Folding
	Color Printing	This option allows you to select the color or black and white option before printing. Based on your printer configuration, you can select from the following options: • Color

OPTION	NAME	DESCRIPTION
		• Xerox Black and White ✎ Note: This feature displays a graphical print preview of the document.
◯	Print Quality	Print Quality determines how fine or grainy graphic images appear. Print Quality is measured in dots per inch (dpi). You can add the following Print Quality options to your print: • High Resolution • High Speed • High Quality • Toner Saver ✎ Note: The Toner Saver setting displays a graphical print preview of the document.
▨	Output Destination	Use this option to select the output tray for your print job. The default option is selected automatically.
⊞	Page Layout	Use this option to change layout for the print image. You can print the selected number of pages on one side of a sheet of paper. Selecting multiple pages per sheet saves paper and provides a way to review the layout of a document. ✎ Note: This feature displays a graphical print preview of the document.
📖	Booklet Creation	The Booklet Creation feature prints two pages on each side of the paper. The printer reorders and reorients the pages so that they are in the correct order and orientation when folded. If more finishing options are available, the pages can be stapled and folded to create a booklet. This option is disabled by default. ✎ Note: This feature displays a graphical print preview of the document.
🗇	Covers	You can print the first and last pages of your PDF on different papers, such as colored or heavyweight paper. The printer selects the paper from a different tray. The covers can be blank or printed. You can enable or disable the following options to modify the covers settings: • Front Cover • Back Cover This option is disabled by default.
💬	Annotations	This feature enables you to add annotations to your document. You can access the following types of annotations:

OPTION	NAME	DESCRIPTION
		• Text • Time Stamp • Image For each annotation, you can select the following attributes: • Text • Font • Rotation • Alignment • Transparency The XPSE app allows you to create annotations that are saved and available in the annotation list for selection. The following predefined annotations are available in the annotation list: • Confidential • Copy • Draft 🖉 Note: This feature displays a graphical print preview of the document.
#️⃣	Copies/Collation	This option allows you to print more than one copy of your PDF. You can choose collated (1,2,3 1,2,3) or uncollated (1,1 2,2 3,3) copies. You can also enable a Sample Set if it is supported. This allows you to print just one copy of your PDF for review. If the print is acceptable, you can release the other copies from the printer control panel.
📄	Job ID	Enable this option to print your PDF with your username printed on a banner page or in the margin. 🖉 Note: This feature displays a graphical print preview of the document.
☰	Offset Output	Use this option to print your PDF with Offset On or Off. If offset is On, the finisher of your printer will slightly offset each copy of your PDF in the output tray, making it easier to separate each copy. This option is enabled by default.
🔄	Rotate Image 180°	Use this option to rotate the PDF image by 180° before printing it. You have the option to enable or disable any of the following rotation modes: • Intelligent Rotation (Recommended) • Subsequent Rotation
📋	Remove Blank Pages	Enable this option to remove blank pages from your scanned image, automatically. You can set the Sensitivity to one of several options ranging between **Most Conservative** and **Most Aggressive**. Most Conservative option

OPTION	NAME	DESCRIPTION
		removes only the pages that are completely blank. Most Aggressive option removes blank pages as well as pages with some content, such as the pages with numbers or small header or footer. Click **Scan > Remove Blank Pages**, then enable the toggle button for Remove Blank Pages. Select from the following Sensitivity options: • **Most Conservative** • **Conservative** • **Balanced** • **Aggressive** • **Most Aggressive** Blank pages are detected based on the page content, not on the color of the background. The Remove Blank Pages feature is disabled by default. The Remove Blank Pages feature is only applicable to files that have multiple pages. 🖉 Note: This feature displays a graphical print preview of the document. 🖉 Note: Document preview indicates which images are removed. In the Remove Blank Pages window, if you right-click on the image, you have the option to delete or restore the pages, manually.
	Image Shift	This feature allows you to select image shift options. This option is disabled by default. Image Shift is applied to all pages based on the values for X and Y directions. The default measurement unit is inches (in.). Image Shift is a printer-specific feature, may not be available to all printer models.

OPTION	NAME	DESCRIPTION
	Saved Job	Saved Job retains the job on the device for future printing. Until you delete it from the printer, the job remains saved even after printing. When enabling a Saved Job, you have the option to enter a Job Name, Save To location, and choose privacy setting.

Saved Job is a printer-specific feature, may not be available to all printer models. |
| | Earth Smart | Earth Smart settings allow you to reduce environmental pollution while printing by reducing the use of materials and energy. You can select **Earth Smart** settings as the default for all your print settings. You have the option to enable or disable the following Earth Smart settings:
- 2–Sided Print
- Eliminate Banner Page (Job ID)
- Secure Print
- Xerox Black and White
- 2 Pages Per Sheet |

Print Settings Menu Items

Access the following features available in the Menu icon from the top-left corner of the Print Settings page:

- **Preferences**: From the **Preferences** tab, you can access and configure various settings available in Xerox Print and Scan Experience. For more information, refer to Xerox Print and Scan Experience – Preferences Page.

- **Personalize Print Settings**: You can personalize the Print Settings page by clicking **Show** or **Hide** the available print features. Within the Personalize Print Settings window, you can drag and drop the listed features to rearrange the order.

- **About**: The About dialog displays the following information for your reference:
  – Software version number
  – Printer model name
  – Terms of Use
  – Copyright information

Convenience Options within the Print Settings Window

The navigation options available in the Print Settings window are:

Reset

If you have changed the default print settings, the **Reset** function allows you to reset the modified settings to the defaults again.

⊚
Find a Setting

You can search for supported features using feature synonyms or a keyword.

❈
Settings

If you have changed the default print settings, you have the option to save the current print settings as a New 1-Touch applet.

When you have multiple pages in the document, navigation arrows appear to help you navigate through each page of the document.

Document Toolkit

The **Document Toolkit** applet allows you to open a file from the directory on the Windows client where XPSE app is installed. It is supported for IPP and UP queues.

The Xerox Print and Scan Experience application allows you to open a PDF or JPEG file. You can preview, print, edit, save, or do other activities through the **Document Toolkit** applet on the home screen.

ACCESSING DOCUMENT TOOLKIT FEATURES

The Document Toolkit feature supports only PDF and JPEG file types. You can click on **Document Toolkit** or drag and drop a PDF or JPEG file onto the XPSE app home screen. To access the feature, do the following:

1. Click **Document Toolkit**, then select your PDF or JPEG file.

2. XPSE app launches the Document Toolkit screen. You can preview and edit your file, and choose from the following destination options:

- **Save As**

- **Print**

- **Copy to Clipboard**

- **Share with App**

- **Upload to Workflow Central**

For more information on above activities, refer to Document Toolkit – Destinations.

3. On the Document Toolkit screen, you can navigate and edit the original file. Editing options are:

- **Rotate**

- **Delete**

- **Add Pages**

- **Straighten**

- **Crop**

- **Sign and Date**

- **Markup**

- **Adjustments**

- **Undo**

For more information on above editing options, refer to Document Toolkit – Edit Options.

4. On the Document Toolkit screen, you can choose from the following navigation options:

- **Zoom In**

- **Zoom Out**

- / **Maximum Zoom** or **Zoom to Fit**

When you have multiple pages in the document, navigation arrows appear to help you navigate through each page of the document.

For more information on above navigation options, refer to Navigation Options within the Document Toolkit Window.

5. To create a destination folder or method that you will use frequently, click **New 1-Touch Destination**. Enter required information and define the settings according to your need.

Setting Up New 1-Touch Applet

1-Touch Applets are individual apps that allow quick completion of frequent jobs or tasks. You can create 1-Touch Applets for both Print and Scan. You can configure a selection of Print or Scan settings and save them as 1-Touch App. From the Home screen, you can choose from the following options:

- **New 1-Touch Scan Applet**: You can create a new 1-Touch applet for specific scanning activity on the Home screen.

- **New 1-Touch Print Applet**: You can create a new 1-Touch applet for specific printing activity on the Home screen.

The new app appears on the XPSE Home page as a new applet featuring your customized settings.

To create 1-Touch Applets for repetitive and frequent scanning or printing tasks, do the following:

1. At the XPSE Home screen, select **New 1-Touch Applet**.

2. Choose between a new 1-Touch Print or Scan Applet.

3. At the New 1-Touch Applet screen, you can select and set print or scan options that you want to save. For detailed information about each scan and print options, refer to Printing and Scanning.

4. To save the changes, click **OK**.

5. You are prompted to assign a name to this newly created 1-Touch applet. Type a name in the required field, then click **OK**.

6. The new 1-Touch applet appears on the XPSE Home screen. You can drag and rearrange the available features in the Home screen.

At any point during the process, to exit the page without saving the settings, click **Cancel**.

You can also create a 1-Touch applet from within Scan and Print. Open the respective Print or Scan Applet, then select your preferred print or scan options. From the **Personalization/Saved Settings** icon at the top of the Print or Scan Settings screen, click **Save These Settings As > 1-Touch Applet**. Save the new 1-Touch Applet with a name and preferred icon.

You can edit or delete an existing 1-Touch Applet at any time. From the Home screen, right-click on the 1-Touch Applet, then select either **Edit** or **Delete**.

Acquire from Camera

You can use your device camera to capture and edit documents and images.

Xerox Print and Scan Experience app needs access to camera of your computer or other devices, else the applet will not be available. For Windows, to enable access to camera, go to **Privacy & security > Camera**.

To capture documents or images using the Acquire from Camera feature, perform the following steps:

1. Ensure that you have a camera installed and working on your computer or device prior to using this feature.

2. Click **Acquire from Camera** in Xerox Print and Scan Experience application. This opens the camera app of your PC and turn on the camera.
   The High Dynamic Range (HDR) option can be found on the left side of the window, which allows you to scan documents in HDR pro or HDR off modes.

   • **HDR Off**: Using this mode, documents and images can be captured without any HDR processing. It is the default and recommended for situations with uniform lighting.

   • **HDR Pro**: This mode captures documents and photos with advanced HDR processing. It is recommended for situations where there are extreme lighting conditions, such as sunsets or backlit scenes.

3. To capture documents or images, click **Take Photo** button on the right side of the window.

4. After you capture a document or an image, click **Accept** to proceed further or click **Retake** to capture the document again.

5. Once you click **Accept**, the preview page for Acquire from Camera appears. You can use all scanning features to edit the scanned object. For more information about all scanning features, refer to Scanning.

6. To capture more documents or images, click **Acquire More** on the lower left side of the Acquire from Camera Preview window.

Device Status

The Device Status feature gives you access to information about your printer, including the serial number and model. You can view the status of the paper trays, billing, and supplies information. You can also order supplies and visit the device web page.

Printer Information and Notifications

From this section of Device Status, you can view the name, location, and the IP Address of your printer. This section also highlights the notifications regarding your printer, such as Idle or Sleep modes, Customer Replaceable Units (CRU), and so on.

Toner Levels

This section provides a graphical representation of the available toner levels and states the percentage of remaining toner in your printer.

Paper Trays

This section provides a graphical representation of the available paper trays of the printer with paper attribute information. It shows the amount of paper loaded into each tray and the percentage of remaining paper.

Meters

In the Meters section, you can view the Printer Serial Number, Black, Color, and Total Impressions.

Order Supplies

Through Order Supplies, you can add new suppliers and order supplies, such as toners, for you printer. For more information, refer to Order Supplies.

Device Web Page

Provides a link to the Embedded Web Server (EWS) of the printer. From the Embedded Web Server, you can access the printer remotely and can also change the default settings of the printer. You might require Administrator access to change printer settings.

Print Queue Settings

Through the Print Queue Settings, you can view Device Configuration and enable or disable the settings for Accounting, Privacy, Access, and Verification.

To enable or disable the Print Queue Settings, open the XPSE application and click **Print Queue Settings**. You can see the following print queue settings:

- **Device Configuration**: To view Device Configuration properties and settings, such as Paper Trays, Finisher, Envelop Tray, LAN Fax Module, LAN Fax Email Confirmation, Hole Punch Module, Tri-Fold Module, and so on, click **Device Configuration** icon.

- **Accounting**: To enable or disable accounting settings, click **Accounting** icon.

  🖉 Note: If the Xerox Print and Scan Experience reads accounting settings from your printer though bi-directional communication, you will not be allowed to enable or disable accounting here. You are required to sign into the Embedded Web Server (EWS) of your printer with an administrator account and change the accounting setting from there.

- **Privacy, Access and Verification**: To enable or disable the following options, click **Privacy, Access, and Verification** icon.

  – Secure Print Only

  – Black And White Only

  – Access and Verification

Once you have enabled or disabled all the configuration and settings, click **Save Changes**.

Order Supplies

You can order parts and supplies through Xerox Print and Scan Experience. You can add your own supply provider and order supplies from them. **Xerox Retail Store** is your default option to order supplies directly from Xerox. Also, in the Order Supplies page, you can view the following information of your printer:

- Supply Levels
- Supplies Plan
- Supplies Log

To add a new supply provider and order supplies, do the following:

1. If the toner level appears to be low, to order a new toner, click **Order Supplies**.

2. When you click **Order Supplies**, if a custom supplier has not been added previously, then a prompt appears for you to set up a supplier. From the prompt, click **Add Supplier**.

3. A new prompt appears for Supplier Profile. In the Supplier Profile page, fill up the details of your supplier, such as Name, Contact Information, Phone Number, and Website URL.

4. After you complete setting up your custom supply provider, click **Buy**. It takes you to the web page of your supply provider.

5. To exit from Order Supplies page, click **Done**.

Support Center

Through the Support Center integrated in Xerox Print and Scan Experience, you can request support and find solutions for the XPSE or printer-related problems.

Support Center includes the following services:

- **FAQ**: You can search through a list of the most common questions about Xerox Print and Scan Experience. To access the list, select your printer, then click **Support Center > FAQ > Go To FAQ**.or refer to Xerox Print and Scan Experience App To access the Product Support, click **Support Center > FAQ > Go To Product Support** or refer to Xerox MFP Printer Support.

- **Sustainability**: To access this feature, select your printer, then click **Support Center > Sustainability**. You can learn more about environment, health, safety, and sustainability efforts from Xerox. The Xerox sustainability efforts include the following features associated with its services:

  - **Waste**: Takeback, Sorting and Recycling for Supplies, Equipment, and Packing.

  - **Health and Safety**: Safety Data sheets, Declarations, and Fact sheets

  - **Other Initiatives**: Carbon Footprint, Paper, Clean Air and Water, and Chemical Management.

You can also access Xerox Sustainability web page Environmental Health & Sustainability - Xerox.

Workflow Central

Xerox Print and Scan Experience is integrated with Xerox Workflow Central. This allows you to scan a document and upload it to Xerox Workflow Central for services, such as translation, conversion to MS Office, conversion to audio, and more.

The option to upload your scan to Xerox Workflow Central is one of the distribution options available in the Xerox Scan and Print Experience app. You can set the distribution options either in the pre-scan settings before you scan or in the scan preview window. Ten guest trial uploads are available for free. To learn more about Xerox Workflow Central, refer to Xerox® Workflow Central Platform.

Xerox Print and Scan Experience – Print Support App

This chapter contains:

Xerox Print and Scan Experience – Print-Time Notification

Xerox Print and Scan Experience is also a Print Support App (PSA) for IPP and UP queue printers. In PSA mode, when you print from an application, such as MS Office (for Word) or Adobe Acrobat (for PDF) using an IPP queue printer, you can access the advance print options of XPSE app. As a Print Support Application, one of the unique features of Xerox Print and Scan Experience is the print-time notification that gives you the ability to intercept the print job for either an interactive print preview through **Print Preview** option or further possible edits through the **Document Toolkit** option. You also have multiple options for the final document to be saved or shared digitally.

For example, if you have a form or letter that needs your signature, instead of printing it, signing and scanning it, then email it, you can just do a **Print** or press **Ctrl+P**, then use the print-time notification dialog to open and edit the file, add signature, then print it. You can save the file in local drive or you can email it from the **Document Toolkit** window, as required.

WORKING WITH XPSE PRINT-TIME NOTIFICATION

For print-time notification to work, make sure that **Notifications** of Windows System is turned on.

In PSA mode, to access the print-time notification of Xerox Print and Scan Experience, do the following:

1. Open the document you need to print from its application, such as MS Word or Adobe Acrobat.

2. Select **Print** or press **Ctrl+P** from your keyboard. For MS Word, select **File > Print**.

   The Print menu page appears.

3. Select a printer associated with IPP queue, then select necessary print settings.

4. Click **Print**. Allow a few seconds to process.

   A small Xerox Print and Scan Experience notification window appears at the bottom of your Windows screen.

5. From the XPSE notification window, you can choose the following options for your document:

- **Print Preview**: If you click **Print Preview**, the document is opened with Xerox Print and Scan Experience in Print Settings page. You can choose from the XPSE Print Settings options. This page allows you to do an interactive print preview of the document. You can add Covers, Annotations, Rotate an image, Remove blank pages, Create a booklet, and access other settings. Select your required print settings, then click **Print**. For detailed Print Setting options, refer to Print Settings.

  ⊙ Important: Not all Print Setting options are available in PSA mode. The Print Setting options depend on the device you have selected to print from. Also, not all Print Setting options have a visible graphical display shown in the document preview. A few common Print Setting options that are available in PSA mode are:

  - Secure Print
  - Paper Supply (Trays)
  - 2-Sided Printing
  - Color Printing
  - Print Quality
  - Page Layout
  - Booklet Creation
  - Covers

  - Annotations
  - Copies/Collation
  - Job ID
  - Rotate Image 180°
  - Remove Blank Pages
  - Saved Job
  - Earth Smart

  For detailed Print Setting options for the features, refer to Print Settings.

- **Document Toolkit**: If you click **Document Toolkit**, the document is opened with Xerox Print and Scan Experience in Document Toolkit page. With the options available in XPSE, you can Rotate, Delete, Add pages, Straighten, Crop, Sign with date, and do other adjustments. You can also Save As, Print, Copy to Clipboard, Share the document with an App, or Upload to Workflow Central. For detailed information on the Document Toolkit features, refer to Document Toolkit – Edit Options.

- **Print Now**: If you click **Print Now**, or on the notification pop-up, the printer prints the original document as submitted.
  Print Now is the default option. If you do not acknowledge the print-time notification pop-up, your job prints automatically.

As the Xerox Print and Scan Experience notification window is timed and available only for a specific duration, refer to Setting Preferences for the XPSE Print-Time Notification for adjusting the time frame.

SETTING PREFERENCES FOR THE XPSE PRINT-TIME NOTIFICATION

The Xerox Print and Scan Experience print-time notification window is usually available for 15 seconds, by default. For a new user, this time frame can be too short to make a choice either to print or edit a document. To increase or adjust the time frame of the notification window, do the following:

1. Open Xerox Print and Scan Experience app.

2. Click the Menu icon at the top corner of the Home page, then select **Preferences**.
   You can also access the **Preferences** page from the **Document Toolkit** or **Print Settings** window. Click the Menu icon at the top-left corner of the page, then select **Preferences**.

3. Click **Printing from Apps**.

4. For Show an OS Notification, adjust the time in **Time Out (Seconds)**, according to your requirement.

5.   To save the setting, click **Done**.

The new time frame will reflect on the XPSE notification window when you print a document from an application, such as MS-Word or Adobe Acrobat.

From the **Preferences** page, you can also select the option **Print Immediately** to skip the notification and print directly. For more information about the options available in **Preferences**, refer to Xerox Print and Scan Experience – Preferences Page.

Troubleshooting

This chapter contains:

General Troubleshooting

The troubleshooting information helps you to resolve some basic problems you may encounter with the app. If the problem persists after following the instructions, contact your Xerox Representative or the Customer Support Center.

For all general and specific problems and solutions, refer to Support - Xerox Print and Scan Experience App - Xerox.

Note: Before contacting Customer Support, refer to all the topics within the Troubleshooting section of Xerox Print and Scan Experience web page.

WHY AN AUTOMATIC INSTALL MIGHT NOT WORK

There are a few reasons why the Xerox Print and Scan Experience might not be automatically installed when an IPP or Universal Print printer is added in Windows Settings of your PC.

PROBABLE CAUSES	SOLUTIONS
Microsoft Store is disabled by a company policy. IT administrators can turn off the Microsoft Store using a security policy built into Windows. This policy stops the Windows from downloading the app.	Open the Microsoft Store. If you see a message stating the Microsoft Store is blocked, then you are required to download the Xerox Print and Scan Experience from the Xerox support website, Support - Xerox Print and Scan Experience App - Xerox.
Microsoft Store Applications are disabled by a company policy. IT administrators can prevent Microsoft Store applications from running with another security policy built into Windows. This policy prevents the Xerox Print and Scan Experience from running.	When you try to open the Xerox Print and Scan Experience, you see an error message stating, `This app has been blocked by your system administrator`. Contact your company help desk to request an exception to the policy for your PC.
Xerox driver updates are blocked in Windows Update. IT administrators can manage Windows updates through the Windows Server Update Service, (WSUS). This service can block Xerox driver updates from Windows Update, preventing clients from seeing them. Automatic installs require a Xerox extension driver from Windows Update to work. If the Xerox extension is blocked, Windows will not download the Xerox Print and Scan Experience from the Windows Store.	Check optional driver updates in Windows Update. Go to **Settings > Windows Update > Update history > Driver Updates**. If Driver Updates do not contain a Xerox extension update, or if Driver Updates do not exist, then install the Xerox Print and Scan Experience with Smart Start or with one of the manual install methods. Refer to • Xerox® Smart Start Software Installations • Manual Installations
A network issue is preventing the PC from accessing the Microsoft Store or Windows Update.	Open the Microsoft Store and verify that you can connect to it. If you cannot connect, make sure the PC is connected to Wi-Fi network. If you are connected to a corporate network, ensure proxy server settings are correct. Contact your company help desk if you are still unable to connect to the Microsoft Store.

WHAT IF THE XEROX® PRINT AND SCAN EXPERIENCE DOES NOT DETECT ANY XEROX PRINTERS AFTER I INSTALL THE APP?

If no printers are visible when you open the Xerox® Print and Scan Experience, then it is possible that no Xerox printers are installed. To install a printer, click **Add Printer**. The Xerox® Print and Scan Experience guides you through the printer process.

WHY THE SCAN WIDGET IS INACCESSIBLE IN XEROX® PRINT AND SCAN EXPERIENCE?

Scanning capability depends on the printer model. For a multifunction printer, if you are unable to access the Scan widget from the Xerox® Print and Scan Experience application, refer to the *System Administrator Guide* of your printer. Go to Product Support and Drivers – Xerox, then search for the **Documentation** related to your printer model. Log in at the printer as a system administrator and configure the scan settings.

To configure the scan settings or enable scanning is different for each printer model. Each printer model has a subset of the following scan settings:

- Airprint and Mopria protocols

- Allow Scanning to be initiated from Airprint or Mopria-supported devices

- EIP Scan Extension

- Start Job via Remote Program

- Scan under Mobile Service Management

If the Scan widget is still inaccessible in Xerox® Print and Scan Experience, contact Xerox Support http://support.xerox.com.

Additional Information

ADDITIONAL INFORMATION

Additional information about the MS V3 print architecture is available at Introduction to Printing - Windows drivers | Microsoft Learn.

Additional information on Windows V4 print architecture is available at V4 Printer Driver - Windows drivers | Microsoft Learn.

Additional information on MS Print Support App (PSA) is available at Print Support App Design Guide - Windows drivers | Microsoft Learn.

Additional information on Xerox® Smart Start Installer, refer to Xerox Smart Start Printer Installer – Xerox.

Additional information about the Xerox Global Print Driver is available at Global Printer Driver - Xerox.

For information on Xerox® V3 and V4 Print Driver Platforms Overview, refer to SFTWP-02UC-21.pdf (xerox.com).

For information on Xerox® Print Driver Comparison, refer to Xerox Pull Print Driver.

For information on Universal Print, refer to Universal Print – Cloud Based Print Solution (microsoft.com).

For information on XML Configuration Editor for Print Drivers, refer to Xerox® XML Configuration Editor for Print Drivers.

For information on Xerox Workflow Central, refer to Xerox Workflow Central for Workflow Automation.

CONTACT CUSTOMER SUPPORT

If you experience problems that cannot be resolved, then contact customer support at www.xerox.com.