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Xerox® Instant Print Kiosk Quick Start Guide

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Getting Started

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Introduction

This document is intended to help you understand how to use the basic functions of the Xerox® Instant Print Kiosk. A separate User Guide provides further information about the safety, operation, and maintenance of the device. To access the User Guide, go to www.support.xerox.com.

Kiosk Overview

The Xerox® Instant Print Kiosk consists of:

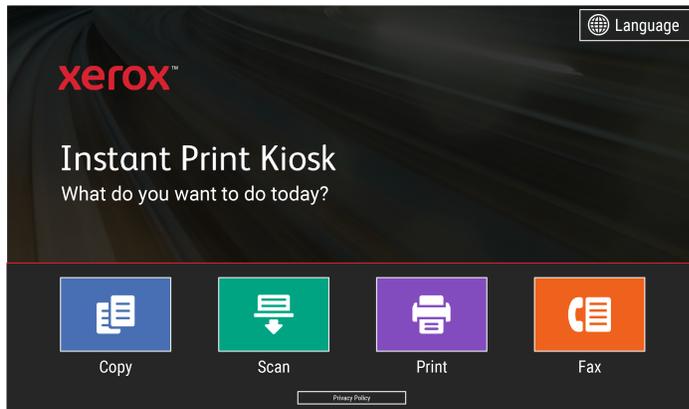
- A high-speed color multifunction printer
- A customized user interface (UI) module that integrates:
 - A high-resolution tablet
 - A credit card reader

The total solution allows customers to order, pay for, and execute their jobs. Specifically, the customer can:

- Copy
- Scan to and Print from:
 - Email
 - USB
 - Google Drive
 - Dropbox
 - OneDrive
 - SharePoint
- Fax (send)

Kiosk User Interface Overview

When you walk up to the Xerox Instant Print Kiosk, the following user interface screen appears.



From this screen you can do the following actions:

- Make copies
- Scan to the following locations: email, USB drive, Google Drive, Dropbox, OneDrive, or SharePoint
- Print from the following locations: email, USB drive, Google Drive, Dropbox, OneDrive, or SharePoint
- Send a fax

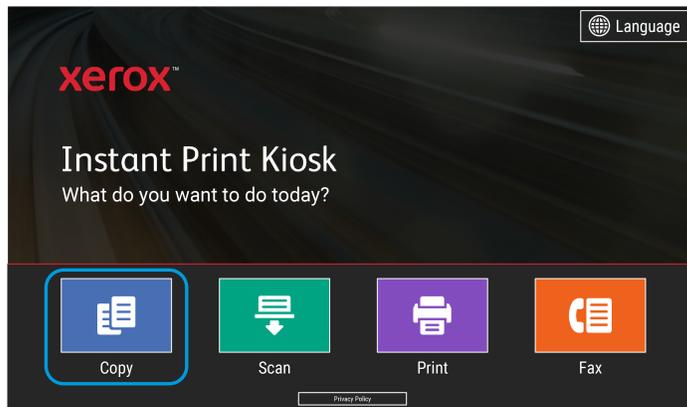
Making Copies

This chapter contains:

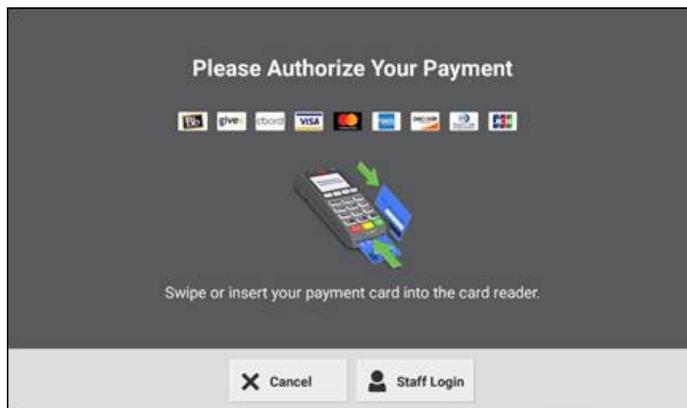
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Accessing the Copy Features

1. To access the copy features, touch **Copy**.



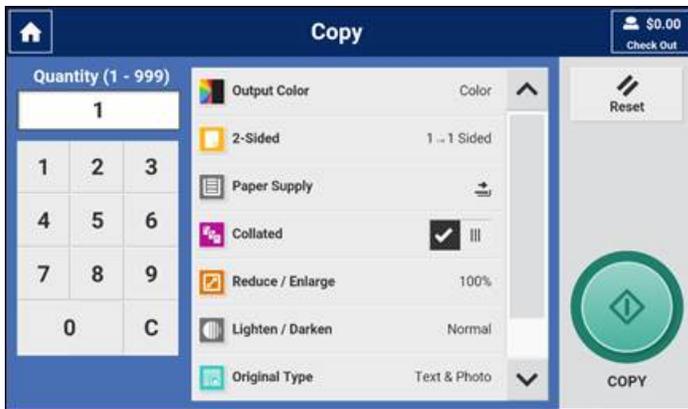
2. Insert or swipe your payment card.



3. Select the required Output Color option.



The Copy screen appears.



Making Copies

To copy a document, perform the steps that follow:

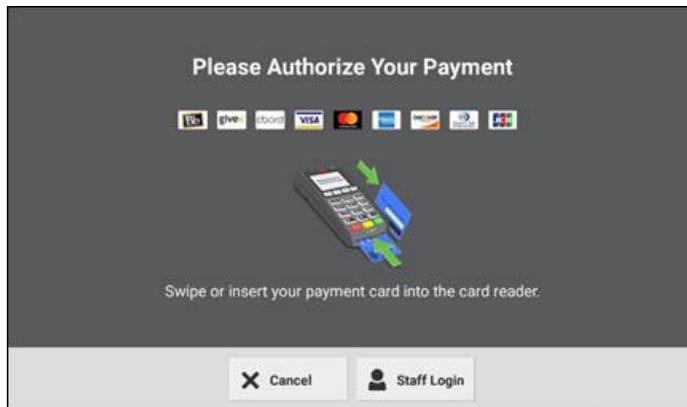
1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

 **Note:** For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **Copy**.



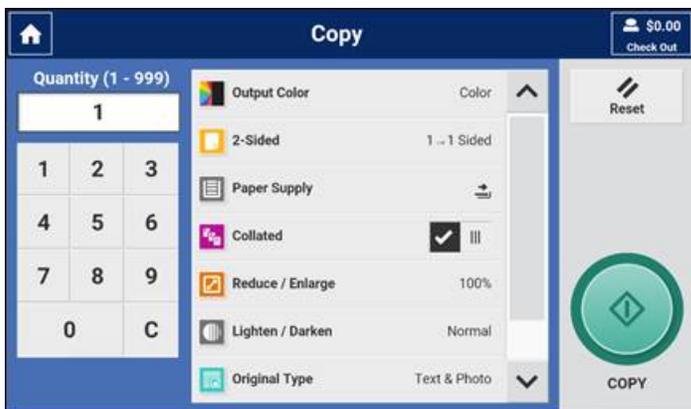
3. Insert or swipe your payment card.



4. Select the required Output Color option.



The Copy screen appears.



 **Note:** At any time, you can touch **Reset** to return to the default settings.

5. Adjust the settings as required:
 - Quantity
 - Output Color
 - 2-Sided
 - Paper Supply
 - Collated
 - Staple
 - Hole Punch
 - Reduce/Enlarge
 - Lighten/Darken
 - Original Type
 - Auto Background Suppression

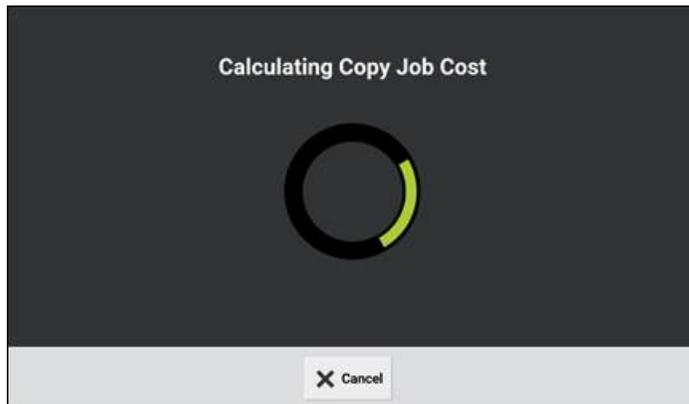
For more information about each of the settings, refer to [Copy Options](#).

Making Copies

6. Touch **Copy**.



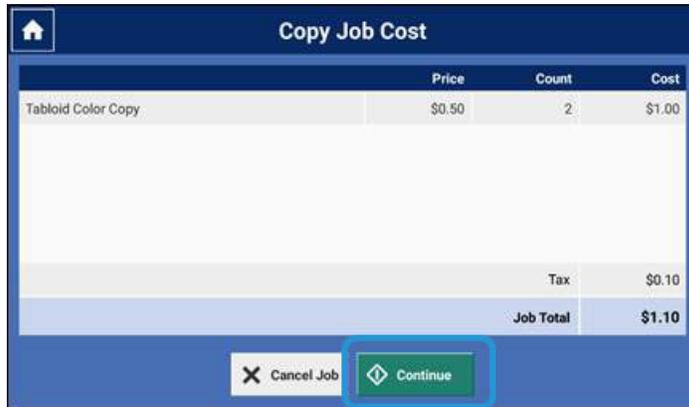
A screen appears that indicates that the system is calculating your job cost.



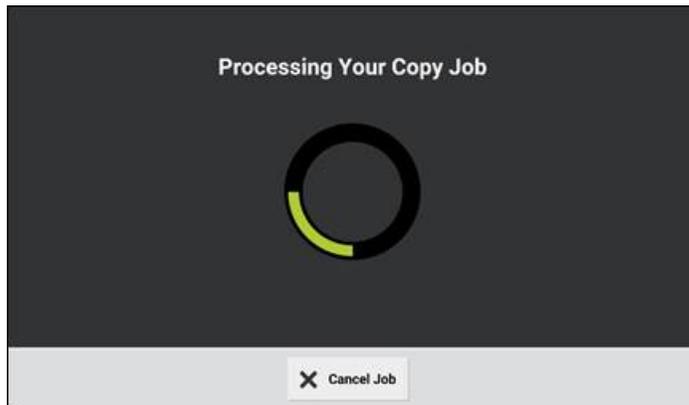
When the calculation is complete, the Job Cost screen appears.

7. Touch **Continue**.

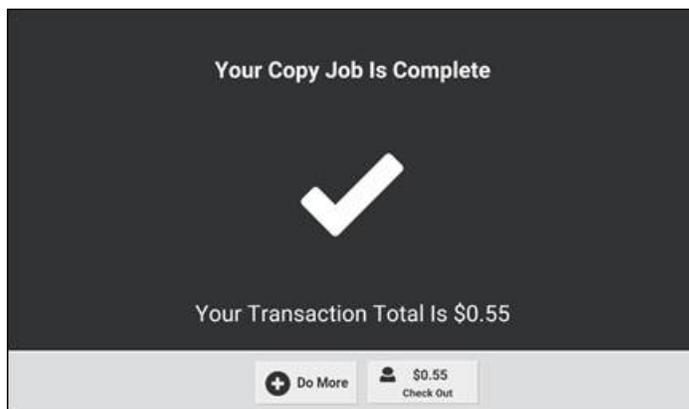
 **Note:** If you are making a single copy, the Copy Job Cost screen does not appear, and the job is processed automatically.



A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

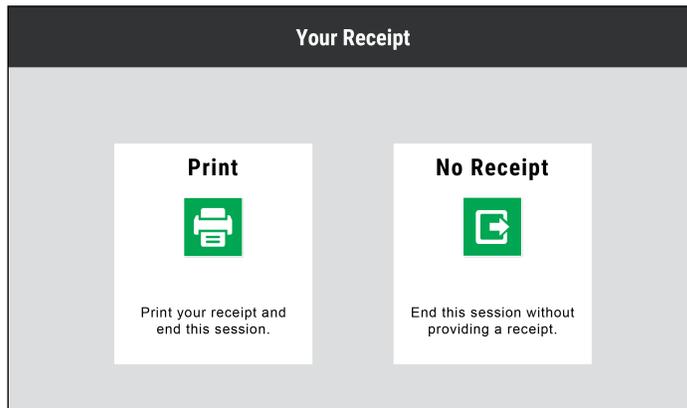


8. To copy another job, touch **Do More**.
The Copy screen appears.

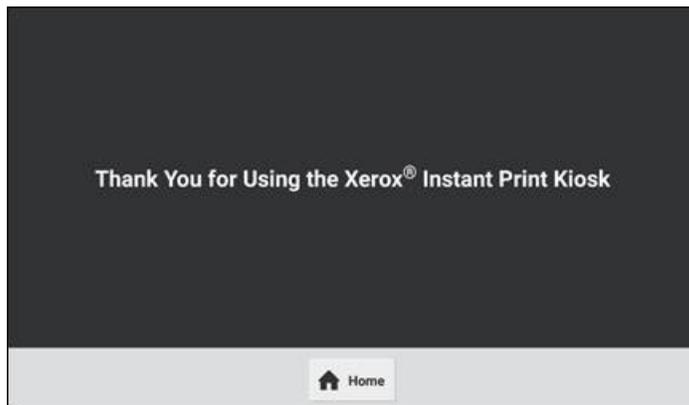
9. Repeat [Step 5.](#)—[Step 8.](#)

Making Copies

10. To end your session, touch **Check Out**.
11. Select a Receipt option.



The Thank You screen appears.



Copy Options

The following Copy options are available:

Option		Description
	Quantity	Use the Quantity option to enter the number of copies required. Using the touch pad, enter 1—999 copies. To clear an incorrect entry, use the C option.
	Output Color	Use Output Color to control the color rendering of the image. The following Output Color options are available: <ul style="list-style-type: none"> • Black & White • Color • Match Originals
	2-Sided	Use the 2-Sided options to set the device to scan one or both sides of an original document. For copy jobs, you can specify 1-Sided or 2-Sided output. If 2-Sided output is selected, use the Rotate Side 2 option to change the orientation of the image on the second-side pages. <p>The following 2-Sided options are available:</p> <ul style="list-style-type: none"> • 1–1 Sided • 1–2 Sided • 2–2 Sided • 2–1 Sided
	Paper Supply	Use Paper Supply to select the paper tray to use. If Auto Select is selected, the printer chooses the paper tray based on the original document size and the selected settings.
	Collated	You can collate multiple-page copy jobs automatically. For example, when making three 1-Sided copies of a six-page document: <ul style="list-style-type: none"> • If the Collate feature is activated, the copies are collated and printed in the order 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6. • If the Collate feature is deactivated, the copies are uncollated and printed in the order 1, 1,1; 2, 2, 2; 3, 3, 3; 4, 4, 4; 5, 5, 5; 6, 6, 6. <p>To activate the Collate feature, touch the toggle button.</p>
	Staple	Use the Staple option to produce stapled sets. The following Staple options are available: <ul style="list-style-type: none"> • No Staple • Portrait • Landscape • Dual Staple
	Hole Punch	Use the Hole Punch option to produce output with 2, 3, or 4 holes.

Making Copies

Option		Description
	Reduce/Enlarge	<p>You can reduce the image to as little as 25 % of its original size or enlarge the image as much as 400 %. The Auto % option allows the device to calculate the reduction or enlargement percentage based on the size of the original document and the size of the paper selected.</p> <p> Note: Auto Reduce/Enlarge and Auto Paper Supply cannot be selected together.</p>
	Lighten/Darken	Use the Lighten/Darken slider to make the output image or print lighter or darker.
	Original Type	<p>The printer optimizes the image quality of the copies based on the type of images in the original document and how the original document was created. The following Original Type options are available:</p> <ul style="list-style-type: none"> • Text & Photo • Text • Photo • Map • Newspaper
	Auto Background Suppression	Use the Auto Background Suppression setting to reduce the sensitivity of the printer to variations in light background colors. To activate the Auto Background Suppression feature, touch the toggle button.

For information about making copies, refer to [Making Copies](#).

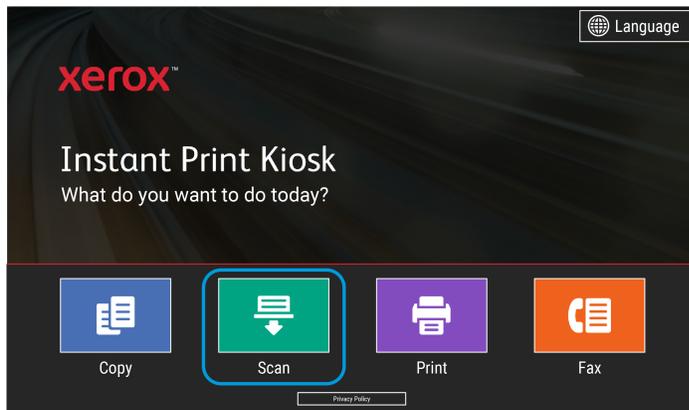
Scanning a Document

This chapter contains:

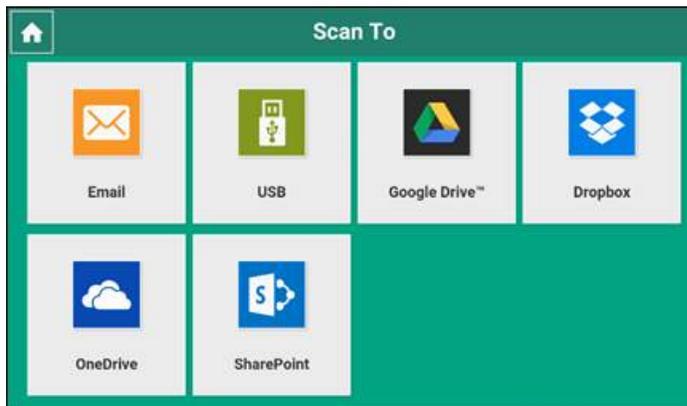
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Accessing the Scan Features

To access the scan features, touch **Scan**.



The main Scan To screen appears.



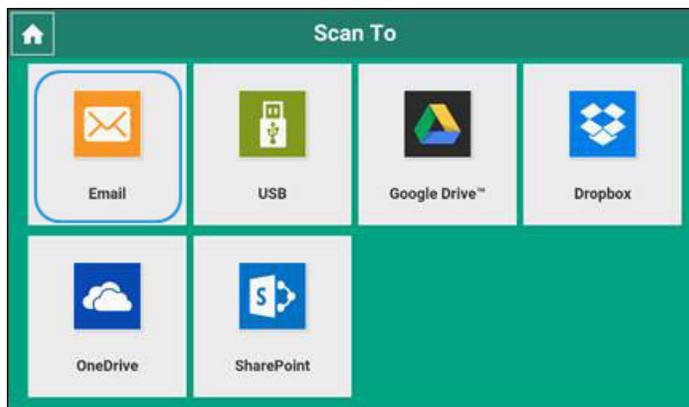
Scan to Email

To scan to email, perform the steps that follow:

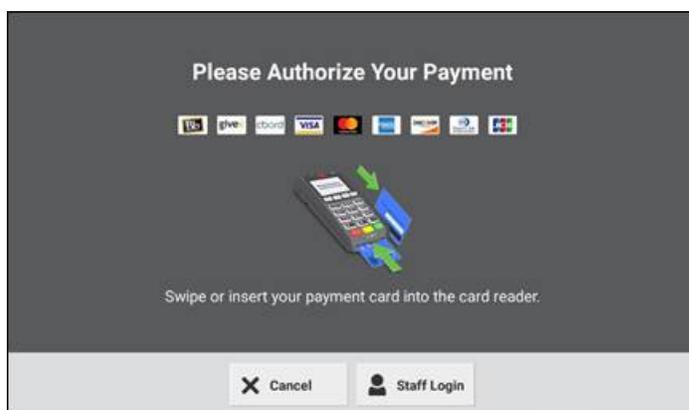
1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

 **Note:** For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **Email**.



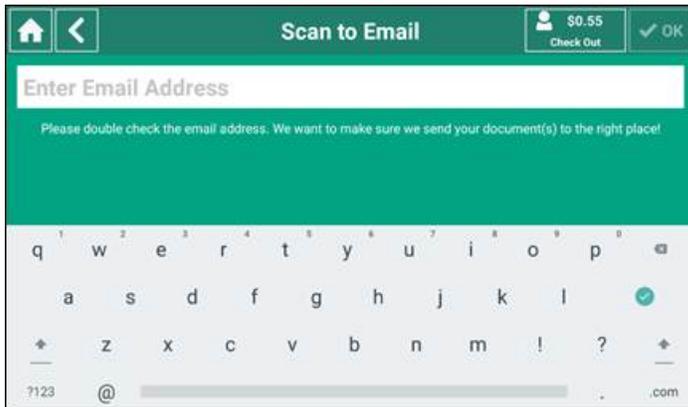
3. Insert or swipe your payment card.



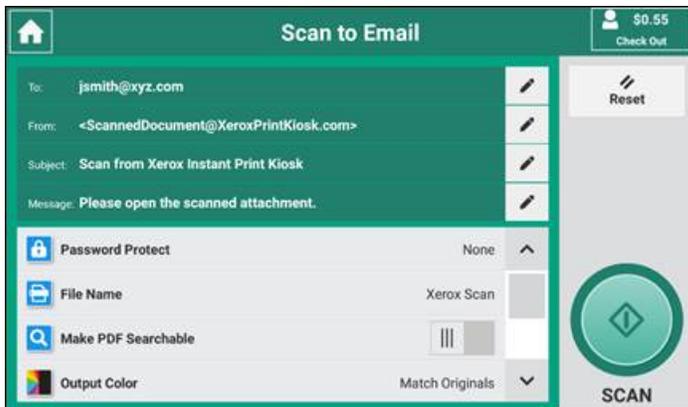
The Scan to Email screen appears.

Scanning a Document

4. Enter the recipient email address, then touch **OK**.



The Scan to Email screen appears.

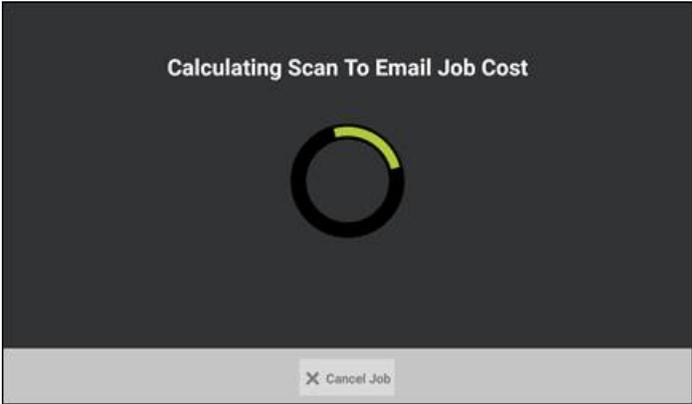


5. To enter additional recipients, sender, subject and message details, touch the edit icon for the field required, then use the touch screen keypad to enter the details. Touch **OK** to save your selections and return to the previous screen.
6. Adjust the settings as required:
 - Password Protect
 - File Name
 - Make PDF Searchable
 - Output Color
 - Original Type
 - Original Orientation
 - Auto Background Suppression
 - 2 Sided
 - Resolution
 - Original Size
 - Lighten/Darken

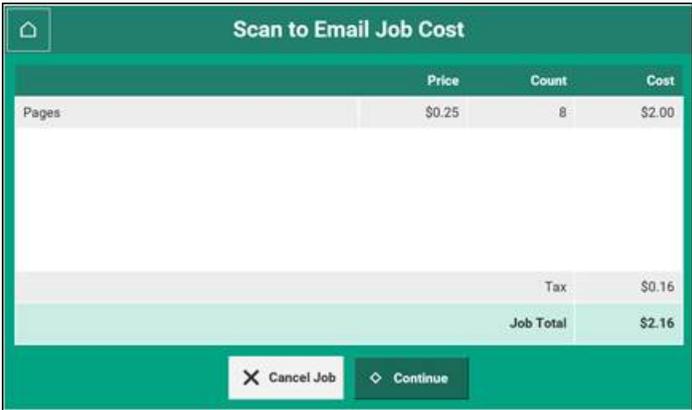
For more information about each of the settings, refer to [Scan Options](#).

7. Touch **Scan**.

A screen appears that indicates that the system is calculating your job cost.



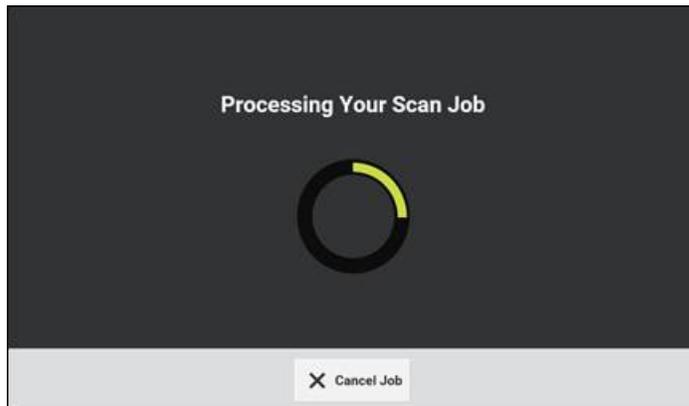
When the calculation is complete, the Job Cost screen appears.



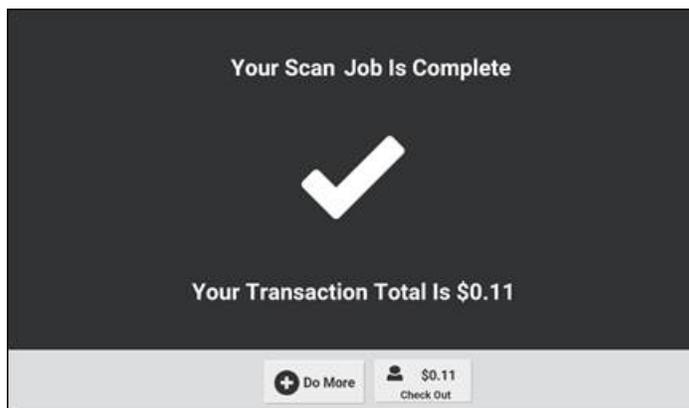
Scanning a Document

8. Touch **Continue**.

A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

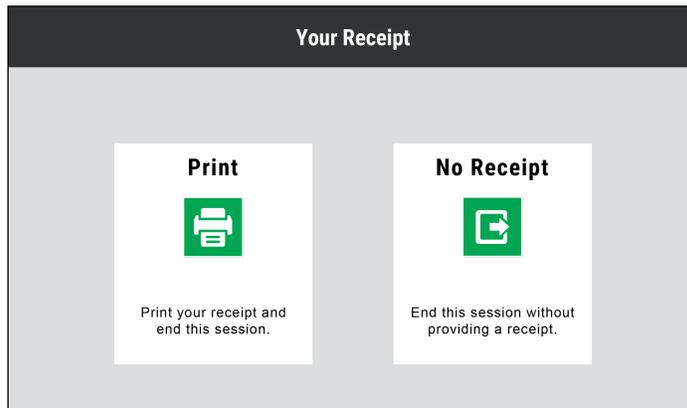


9. To scan another job, touch **Do More**.

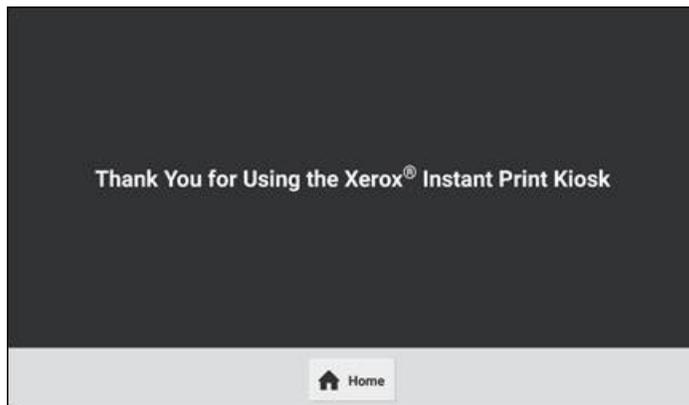
The first Scan to Email screen appears.

10. Repeat [Step 6.](#)—[Step 9.](#)

11. To end your session, touch **Check Out**.
12. Select a Receipt option.



The Thank You screen appears.



Scan to USB

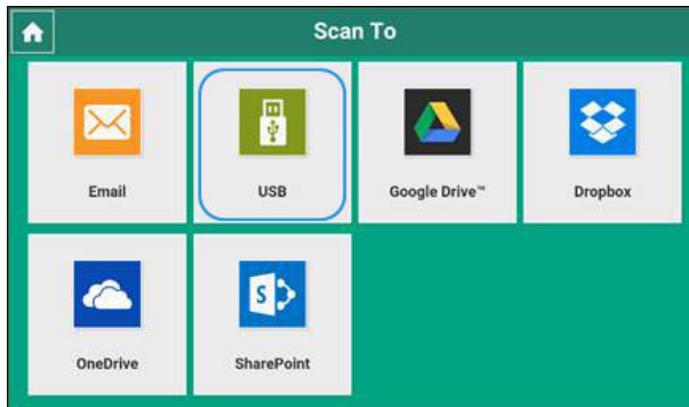
To scan to USB, perform the steps that follow:

1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.



Note: For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **USB**.



- 3. Insert or swipe your payment card.

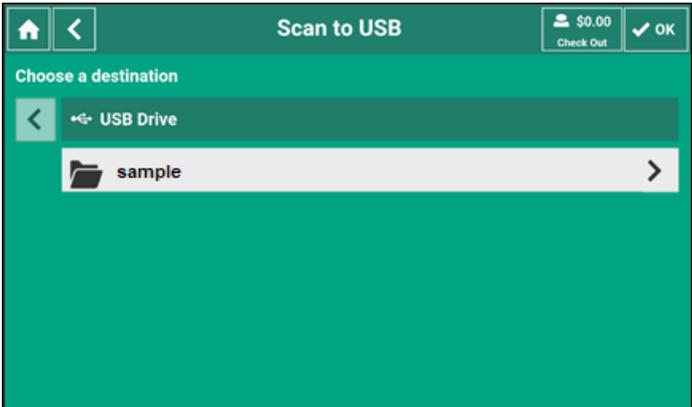


A message appears prompting you to insert your USB Drive.



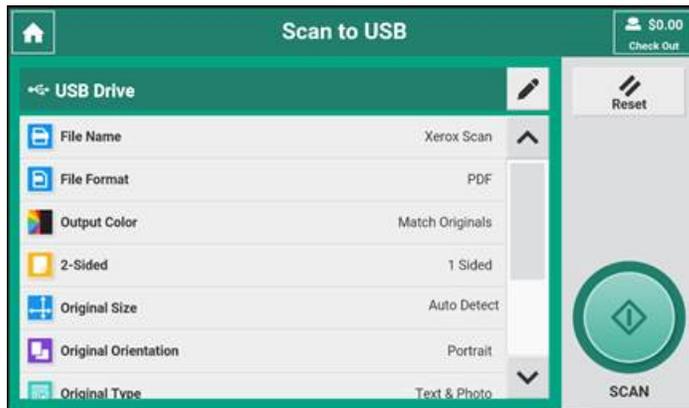
- 4. Insert your USB drive.

After the retrieval process completes, the message closes. A screen appears that shows the folders on your USB drive.



Scanning a Document

5. Navigate to the required destination folder for your scan, then touch **OK**.
The Scan to USB screen appears.

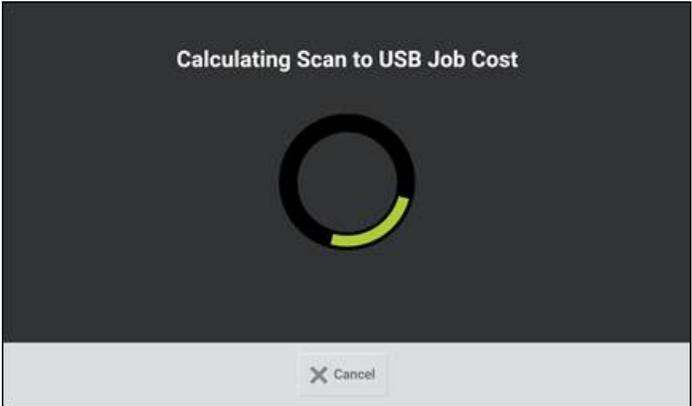


6. Adjust the settings as required:
 - File Name
 - File Format
 - Output Color
 - 2 Sided
 - Original Size
 - Original Orientation
 - Original Type
 - Resolution
 - Lighten/Darken
 - Auto Background Suppression

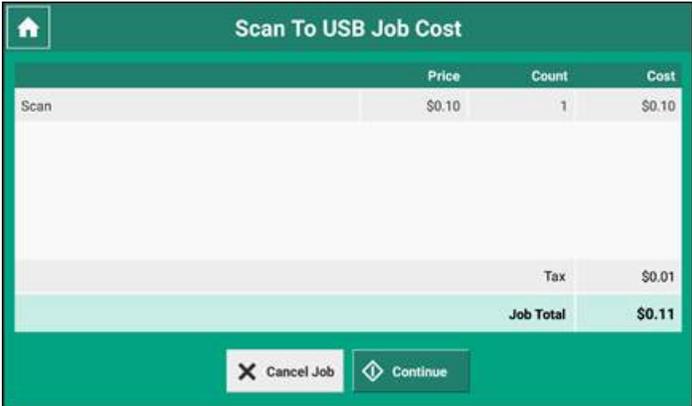
For more information about each of the settings, refer to [Scan Options](#).

7. Touch **Scan**.

A screen appears that indicates that the system is calculating your job cost.



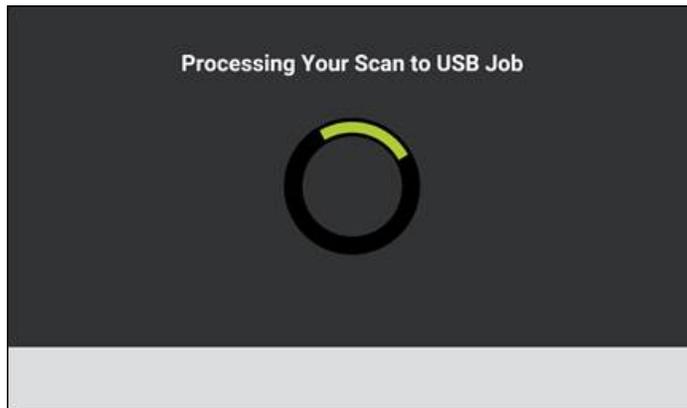
When the calculation is complete, the Job Cost screen appears.



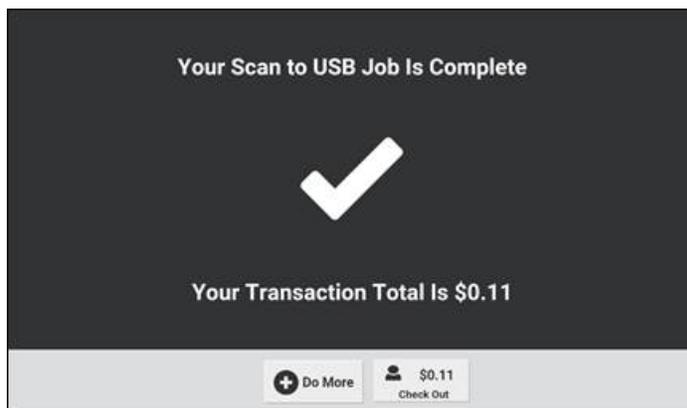
Scanning a Document

8. Touch **Continue**.

A screen appears that indicates that your job is processing.

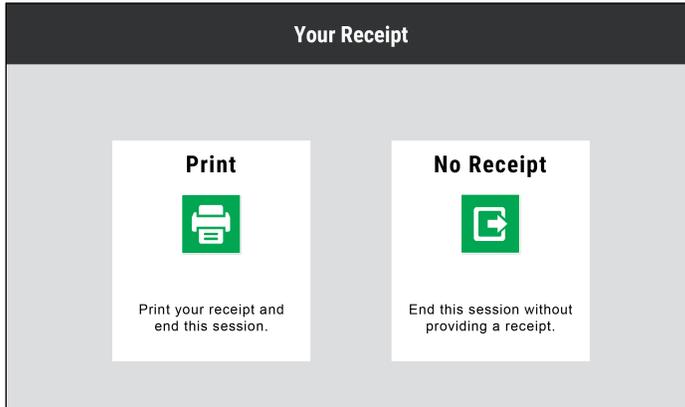


A screen appears that indicates that your job is complete.

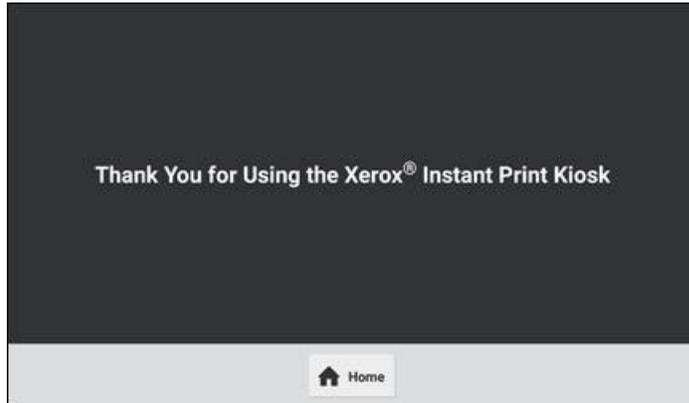


9. To scan another job, touch **Do More**.
The first Scan to USB Drive screen appears.
10. Repeat [Step 6.](#)—[Step 9.](#)

11. To end your session, touch **Check Out**.
12. Select a Receipt option.



The Thank You screen appears.



Scan to Google Drive

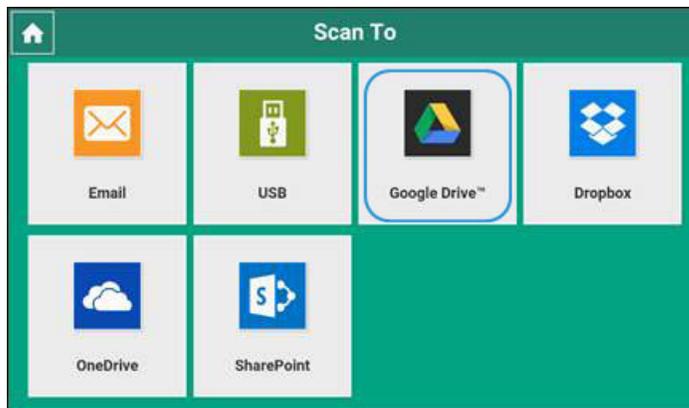
To scan to Google Drive, perform the steps that follow:

1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

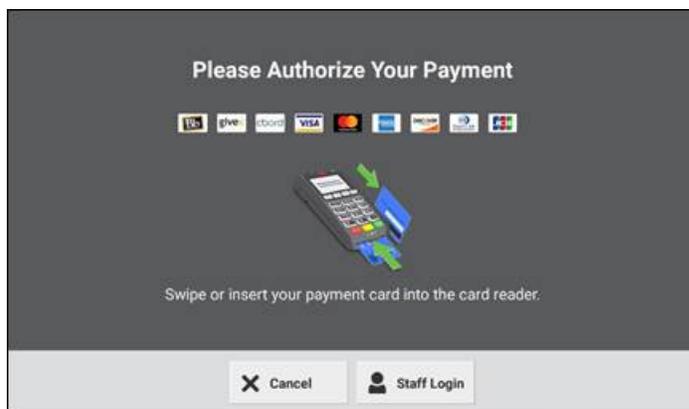


Note: For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

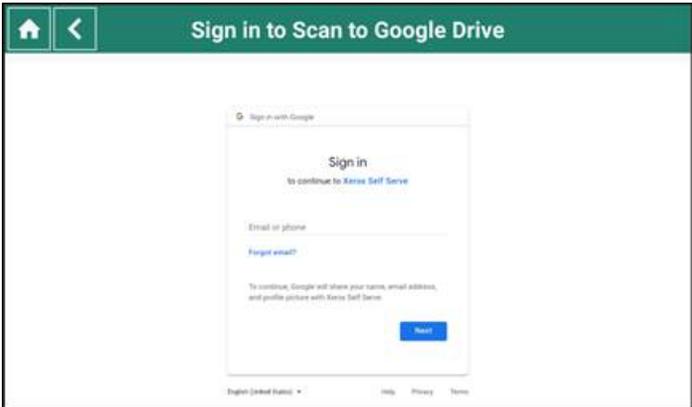
2. Touch **Google Drive**.



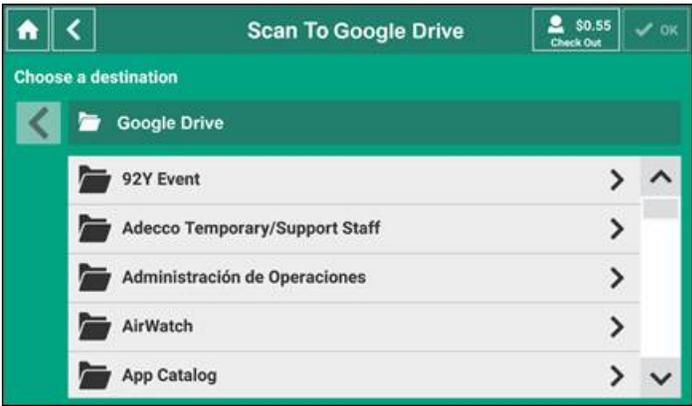
3. Insert or swipe your payment card.



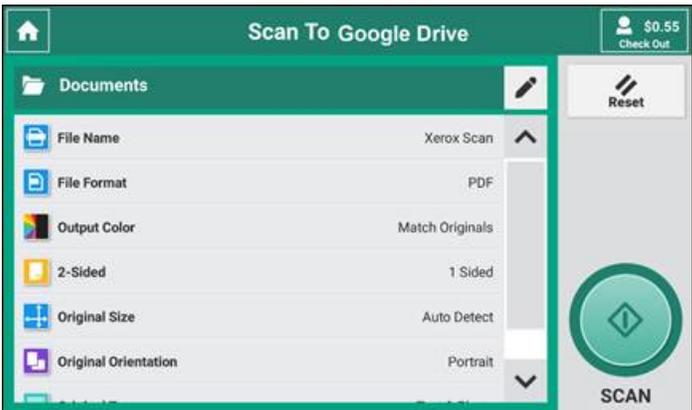
- 4. Enter your credentials, then touch **Next**.



- 5. To allow permissions, touch **Allow**.
A screen appears that shows the folders in your Google Drive location.



- 6. Navigate to the required destination folder for your scan, then touch **OK**.
The Scan to Google Drive screen appears.



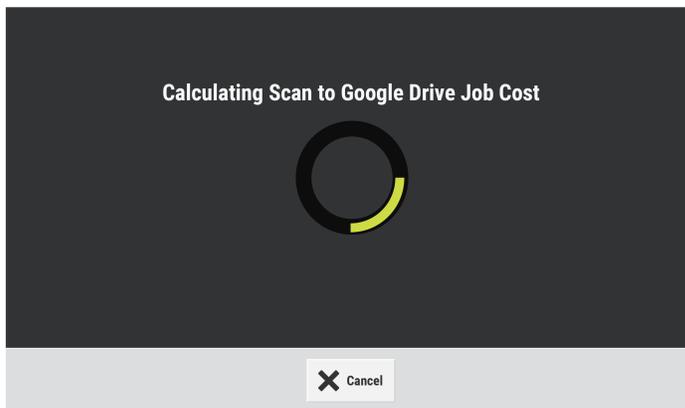
Scanning a Document

7. Adjust the settings as required:
 - File Name
 - File Format
 - Output Color
 - 2 Sided
 - Original Size
 - Original Orientation
 - Original Type
 - Auto Background Suppression
 - Resolution
 - Lighten/Darken

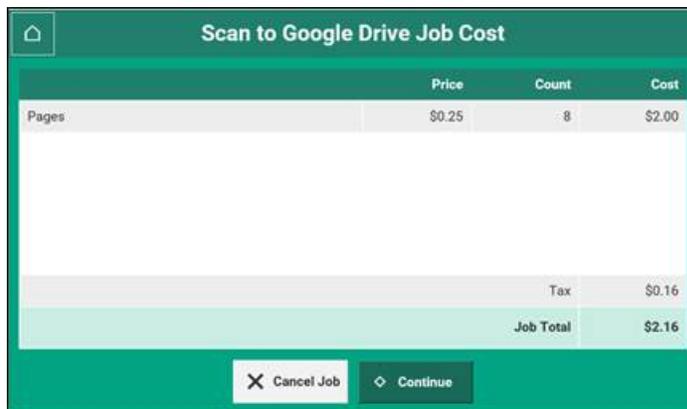
For more information about each of the settings, refer to [Scan Options](#).

8. Touch **Scan**.

A screen appears that indicates that the system is calculating your job cost.



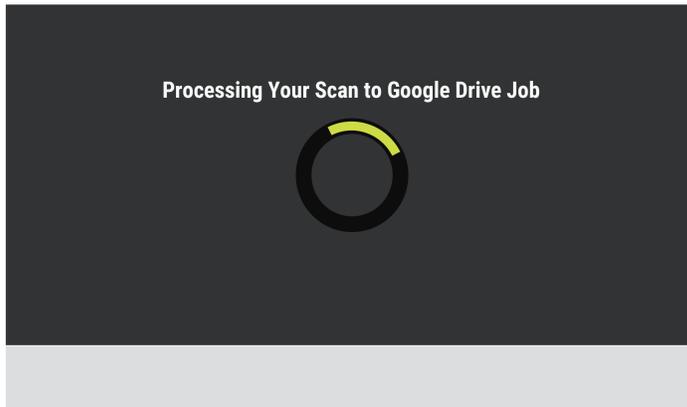
When the calculation is complete, the Job Cost screen appears.



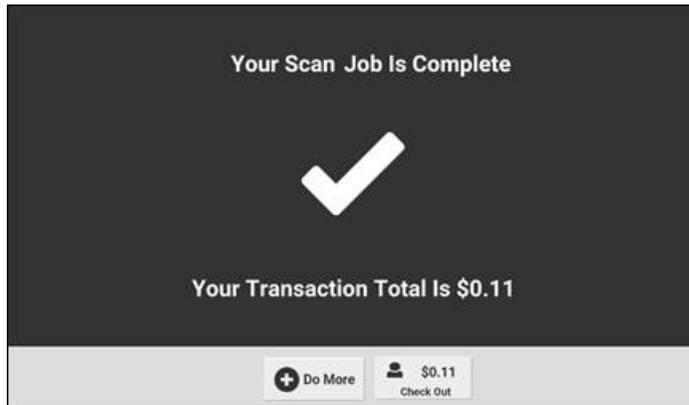
	Price	Count	Cost
Pages	\$0.25	8	\$2.00
		Tax	\$0.16
		Job Total	\$2.16

9. Touch **Continue**.

A screen appears that indicates that your job is processing.



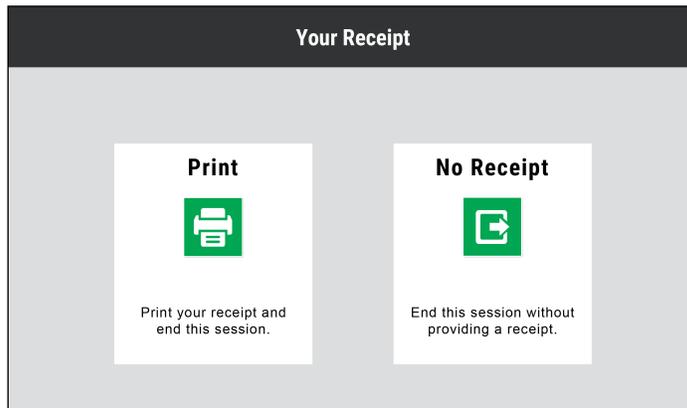
A screen appears that indicates that your job is complete.



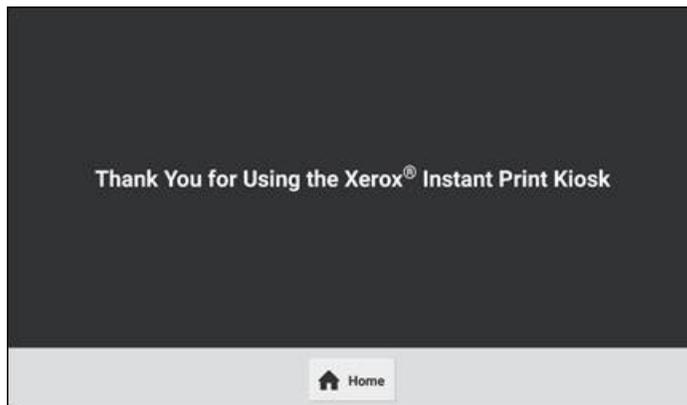
10. To scan another job, touch **Do More**.
The first Scan to Google Drive screen appears.
11. Repeat [Step 7.](#)—[Step 10.](#)

Scanning a Document

12. To end your session, touch **Check Out**.
13. Select a Receipt option.



A Thank You screen appears.



Scan to Dropbox

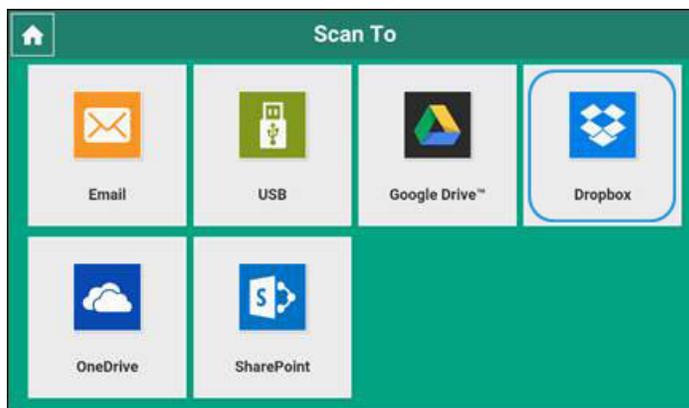
To scan to Dropbox, perform the steps that follow:

1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

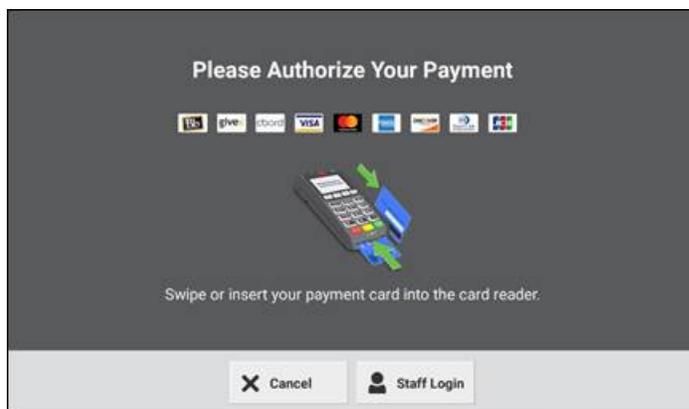


Note: For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **Dropbox**.

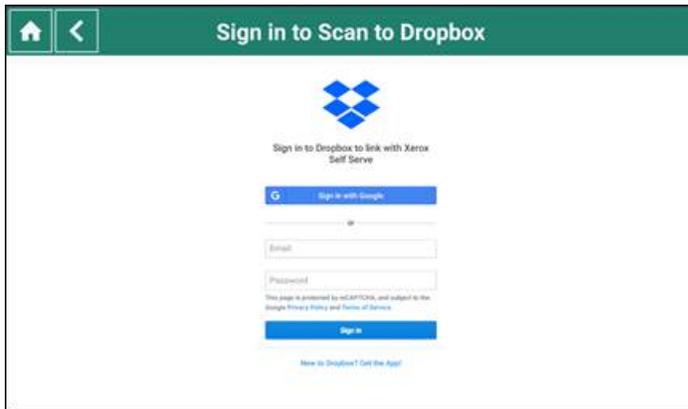


3. Insert or swipe your payment card.

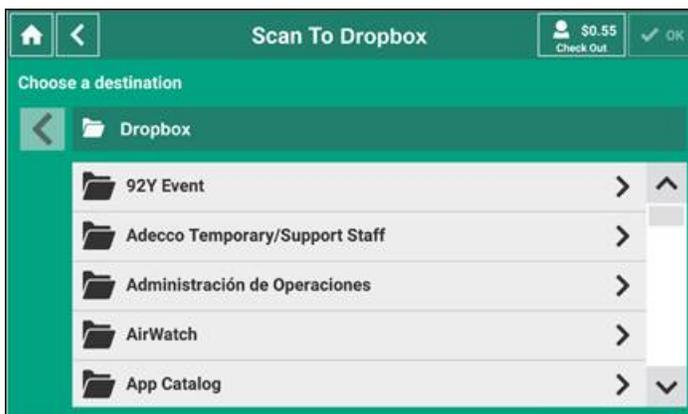


Scanning a Document

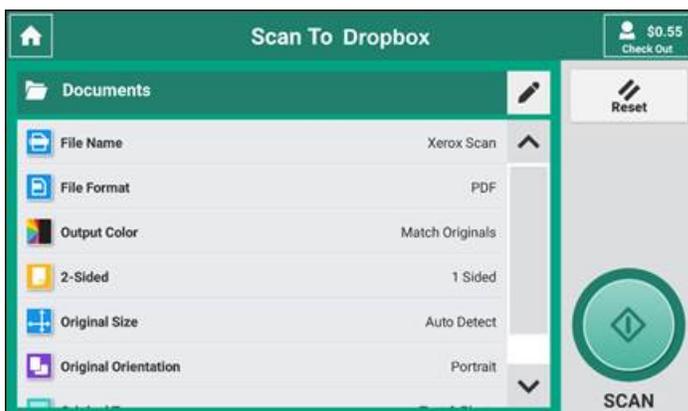
4. Enter your credentials, then touch **Sign In**.



5. To allow permissions, touch **Allow**.
A screen appears that shows the folders in your Dropbox location.



6. Navigate to the required destination folder for your scan, then touch **OK**.
The Scan to Dropbox screen appears.

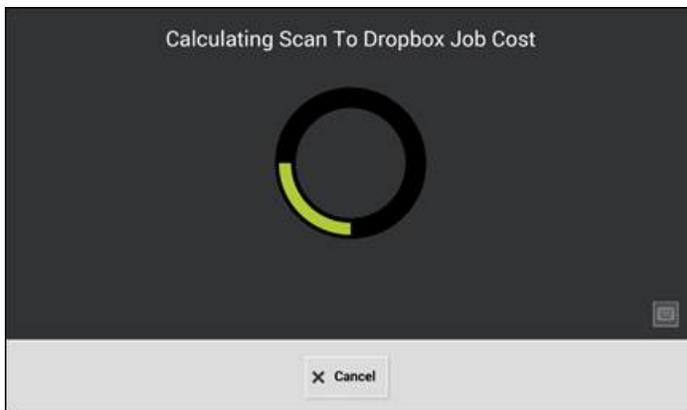


7. Adjust the settings as required:
 - File Name
 - File Format
 - Output Color
 - 2 Sided
 - Original Size
 - Original Orientation
 - Original Type
 - Auto Background Suppression
 - Resolution
 - Lighten/Darken

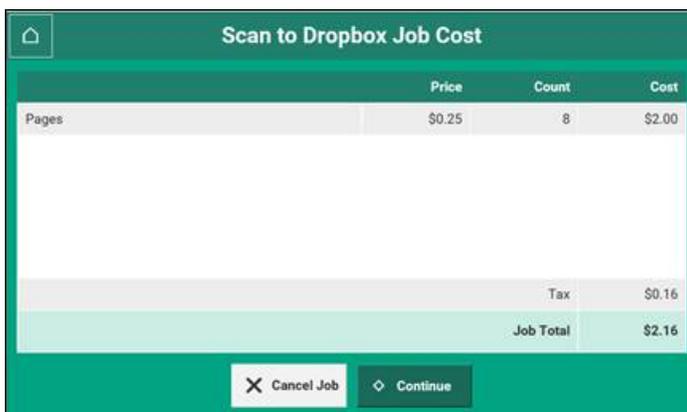
For more information about each of the settings, refer to [Scan Options](#).

8. Touch **Scan**.

A screen appears that indicates that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.



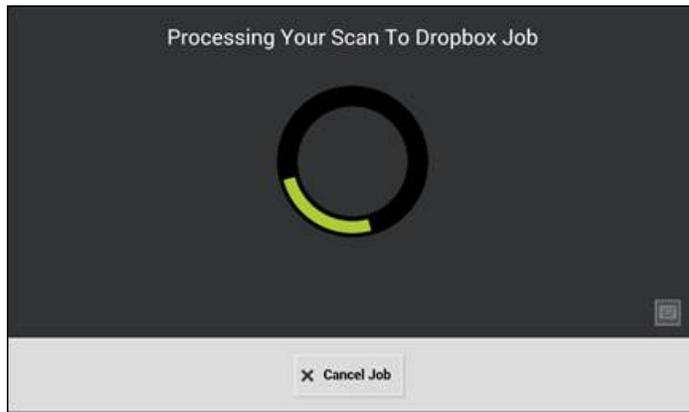
	Price	Count	Cost
Pages	\$0.25	8	\$2.00
		Tax	\$0.16
		Job Total	\$2.16

At the bottom of the screen, there are two buttons: 'Cancel Job' with an 'X' icon and 'Continue' with a diamond icon.

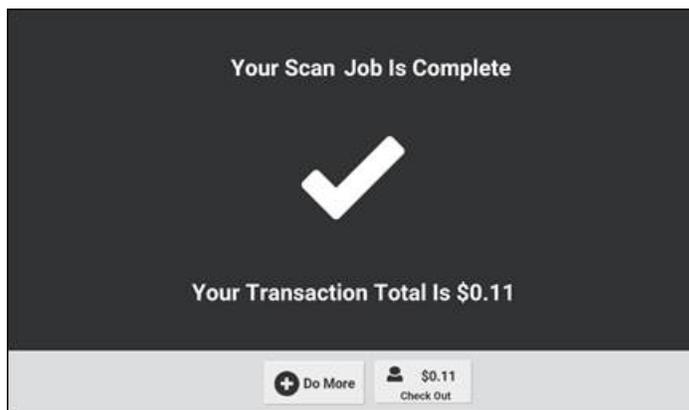
Scanning a Document

9. Touch **Continue**.

A screen appears that indicates that your job is processing.

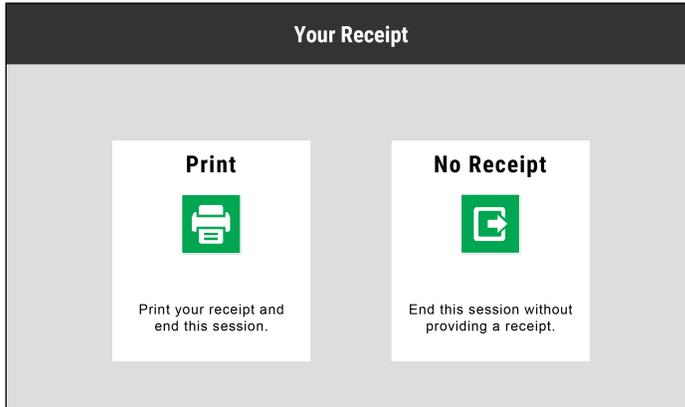


A screen appears that indicates that your job is complete.

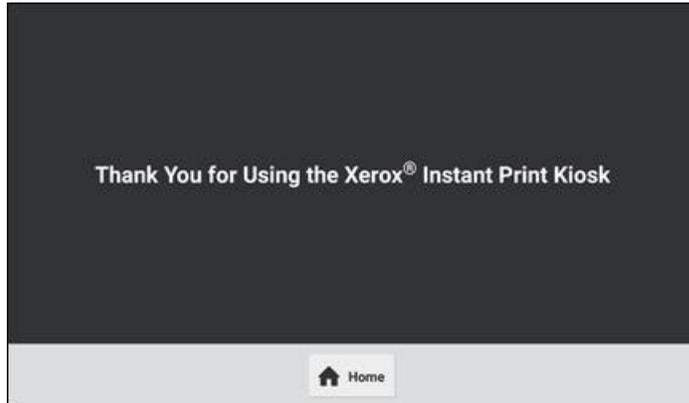


10. To scan another job, touch **Do More**.
The first Scan to Dropbox screen appears.
11. Repeat [Step 7.](#)—[Step 10.](#)

12. To end your session, touch **Check Out**.
13. Select a Receipt option.



A Thank You screen appears.



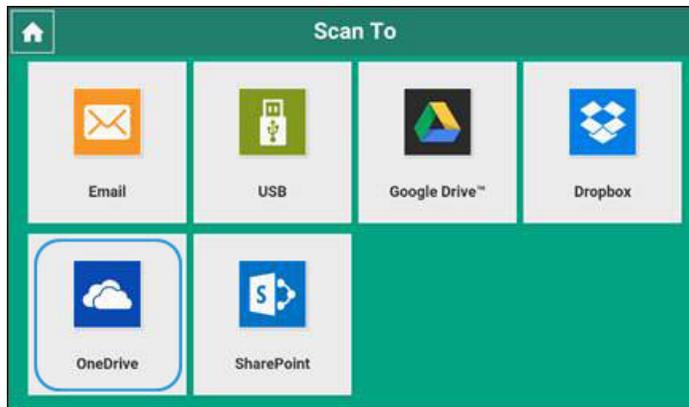
Scan to OneDrive

To scan to OneDrive, perform the steps that follow:

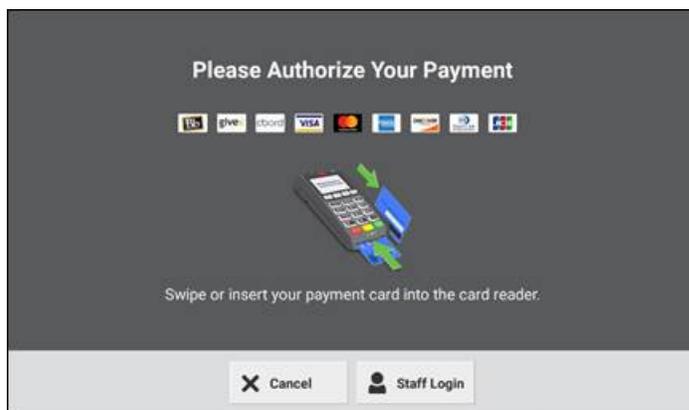
1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

 **Note:** For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **OneDrive**.



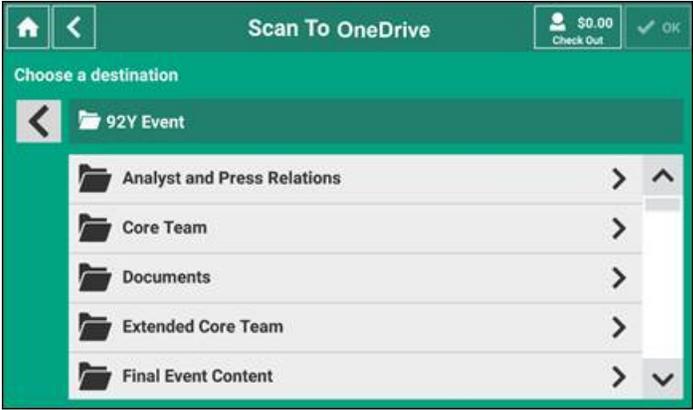
3. Insert or swipe your payment card.



- 4. Enter your credentials, then touch **Next**.

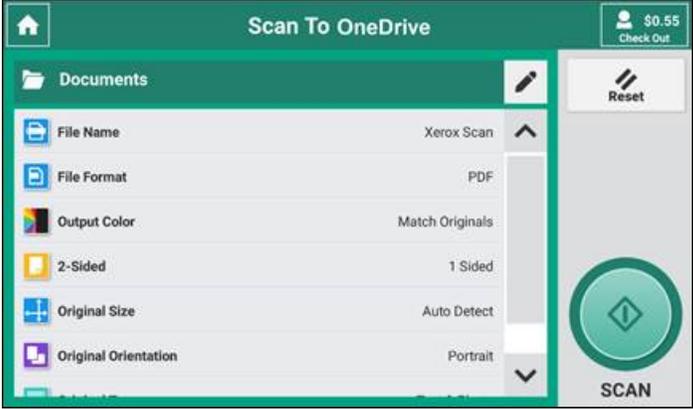


A screen appears that shows the folders in your OneDrive location.



- 5. Navigate to the required destination folder for your scan, then touch **OK**.

The Scan to OneDrive screen appears.



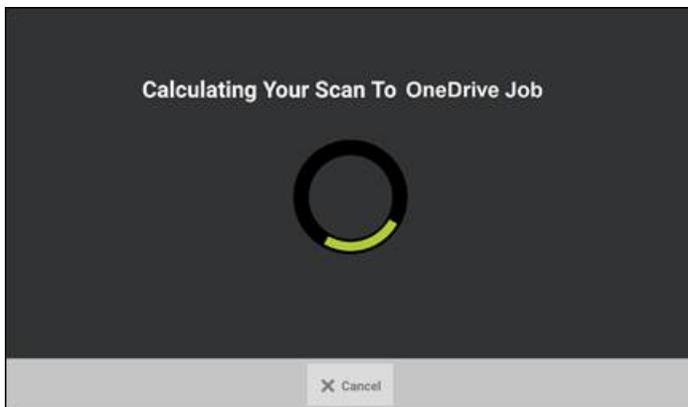
Scanning a Document

6. Adjust the settings as required:
 - File Name
 - File Format
 - Output Color
 - 2 Sided
 - Original Size
 - Original Orientation
 - Original Type
 - Auto Background Suppression
 - Resolution
 - Lighten/Darken

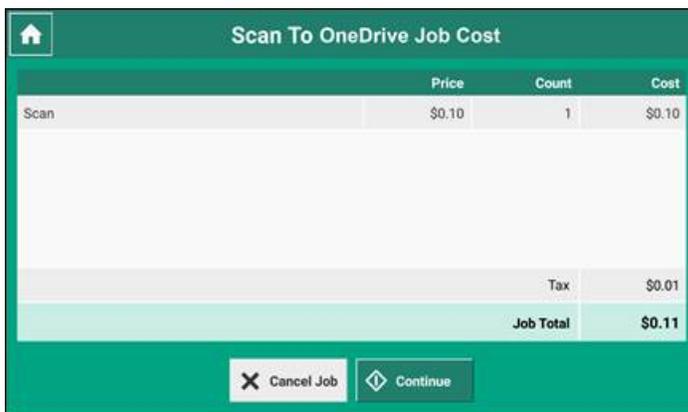
For more information about each of the settings, refer to [Scan Options](#).

7. Touch **Scan**.

A screen appears that indicates that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.

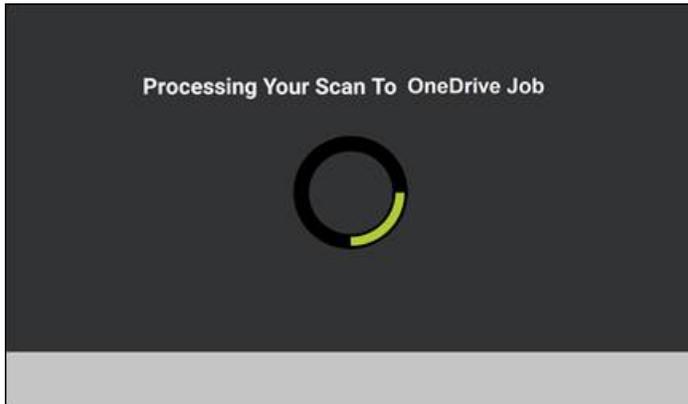


	Price	Count	Cost
Scan	\$0.10	1	\$0.10
			Tax \$0.01
			Job Total \$0.11

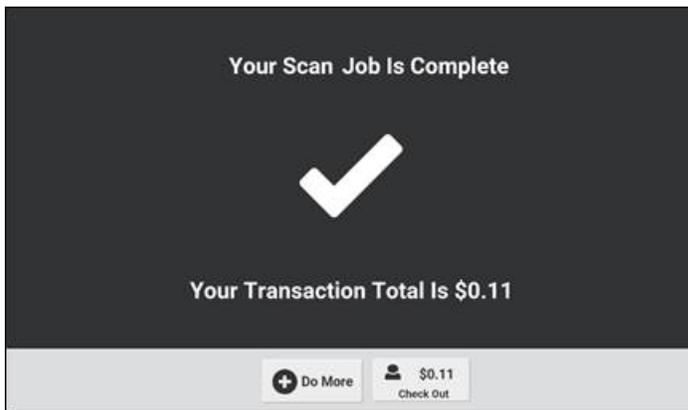
Buttons: **Cancel Job** (with X icon), **Continue** (with diamond icon)

8. Touch **Continue**.

A screen appears that indicates that your job is processing.



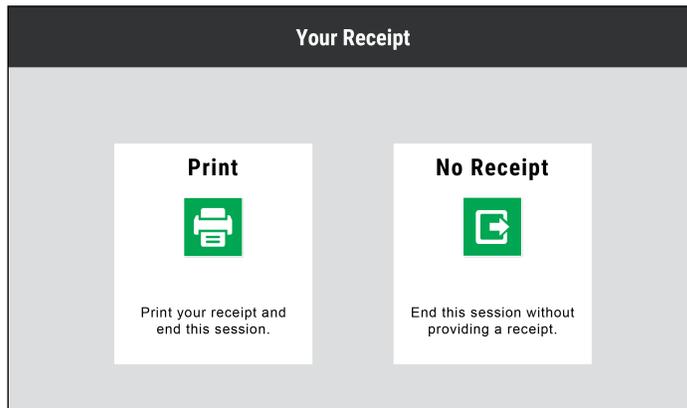
A screen appears that indicates that your job is complete.



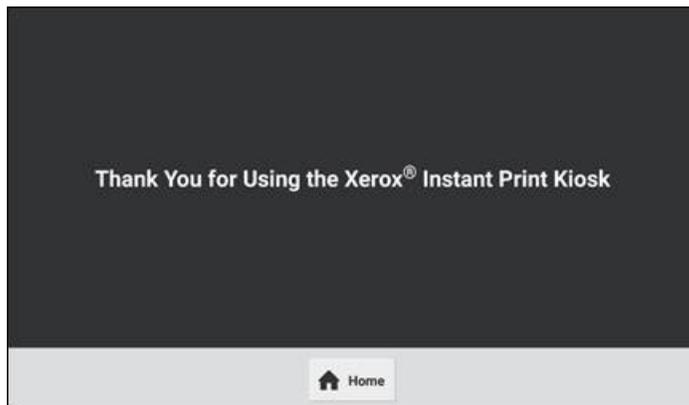
9. To scan another job, touch **Do More**.
The first Scan to OneDrive screen appears.
10. Repeat [Step 6.](#)—[Step 9.](#)

Scanning a Document

11. To end your session, touch **Check Out**.
12. Select a Receipt option.



A Thank You screen appears.



Scan to SharePoint

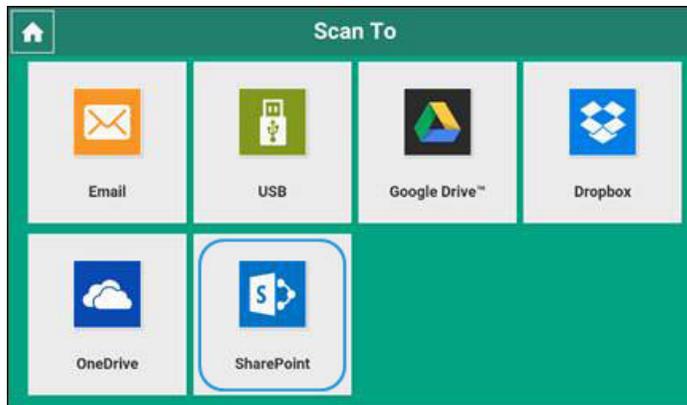
To scan to SharePoint, perform the steps that follow:

1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

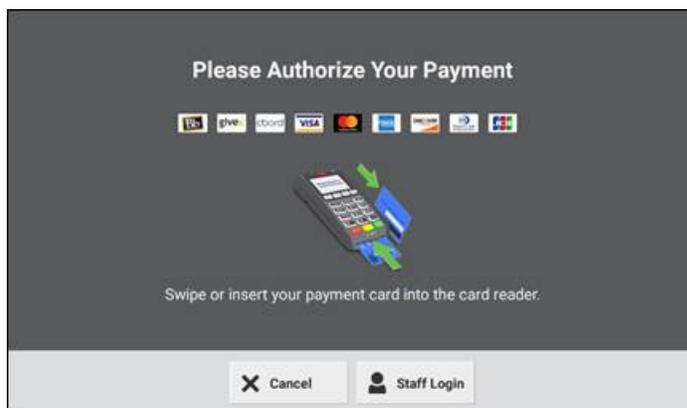


Note: For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **SharePoint**.



3. Insert or swipe your payment card.



Scanning a Document

4. Enter your credentials, then touch **Next**.

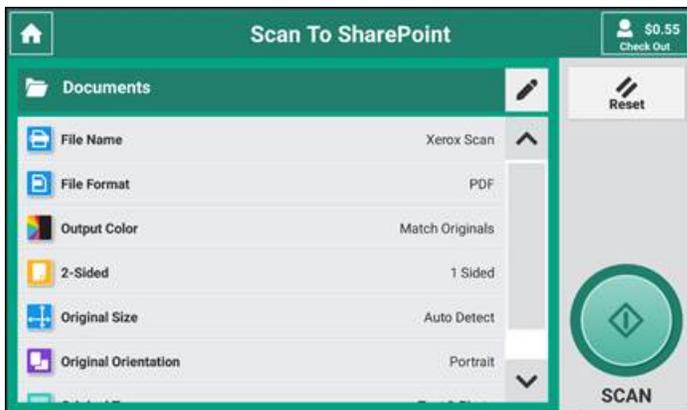


A screen appears that shows the folders in your SharePoint location.



5. Navigate to the required destination folder for your scan, then touch **OK**.

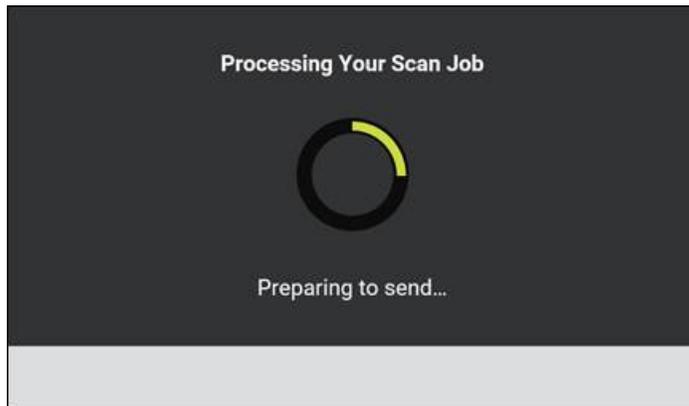
The Scan to Sharepoint screen appears.



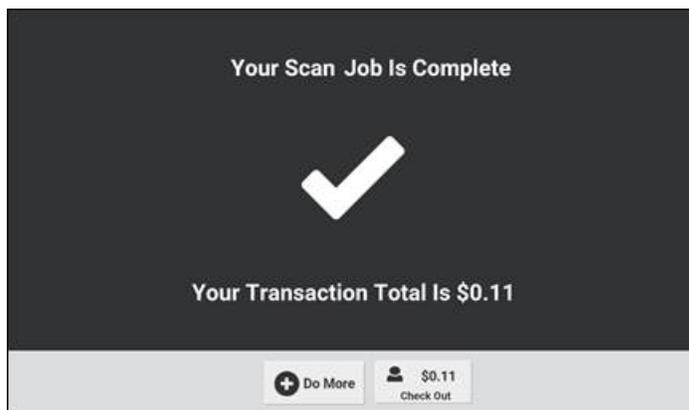
Scanning a Document

8. Touch **Continue**.

A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

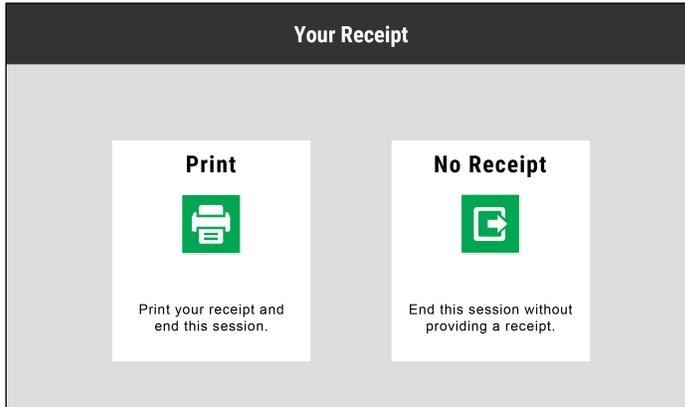


9. To scan another job, touch **Do More**.

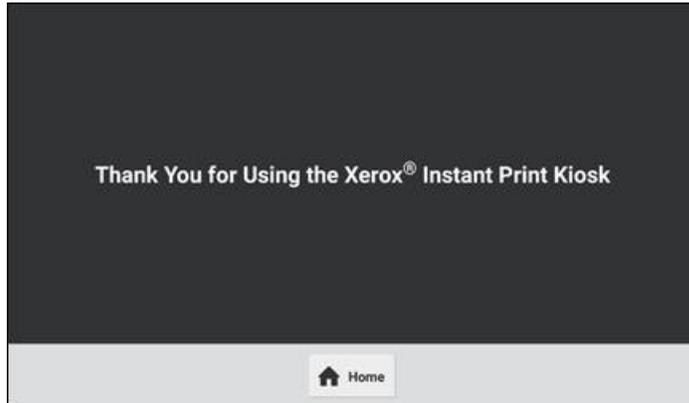
The first Scan to SharePoint screen appears.

10. Repeat [Step 6.](#)—[Step 9.](#)

11. To end your session, touch **Check Out**.
12. Select a Receipt option.



A Thank You screen appears.



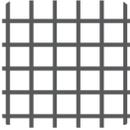
Scan Options

The following Scan options are available:



Note: The options available depend on the Scan destination. Not all options listed are available for all workflows.

Option	Description	
	Password Protect	Use the Password Protect option to add a secure password to the file that is sent in the email. To open the file, the email recipient is required to enter the password that you specify with the Password Protect option.
	File Name	Use the File Name option to specify a name for the file that contains the scanned images. Use the touch screen keyboard to enter an appropriate name for the file.
	File Format	Use the File Format option to specify the format of the saved image. The following file format options are available: <ul style="list-style-type: none"> • PDF • PDF/A • JPG For PDF and PDF/A, to create a searchable PDF, touch PDF Searchable (OCR) .
	Output Color	Use Output Color to control the color rendering of the scanned image. The following Output Color options are available: <ul style="list-style-type: none"> • Black & White • Color • Grayscale • Match Originals
	2-Sided	Use the 2-Sided options to set the device to scan one or both sides of an original document. To rotate the second-side page images, use the Rotate Side 2 option. <p>The following 2-sided options are available:</p> <ul style="list-style-type: none"> • 1 Sided • 2 Sided • 2 Sided, Rotate Side 2
	Original Size	To ensure that you are scanning the correct area of the documents, specify the original document size. Select the size of the original document, or to allow the device to detect the original document size, touch Auto Detect .

Option	Description	
	Original Orientation	<p>You can use the Original Orientation option to specify the layout of the original images that you scan. The printer uses the information to determine if images require rotation to produce the required output.</p> <p>The following Original Orientation options are available:</p> <ul style="list-style-type: none"> • Portrait • Landscape
	Original Type	<p>The printer optimizes the image quality of the scans based on the type of images in the original document and how the original image was created. The following Original Type options are available:</p> <ul style="list-style-type: none"> • Text & Photo • Text • Photo • Map • Newspaper
	Resolution	<p>Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi). The following Resolution options are available:</p> <ul style="list-style-type: none"> • 72 dpi • 100 dpi • 150 dpi • 200 dpi • 300 dpi • 400 dpi • 600 dpi
	Lighten/Darken	<p>Use the Lighten/Darken slider to make the output image lighter or darker.</p>

Scanning a Document

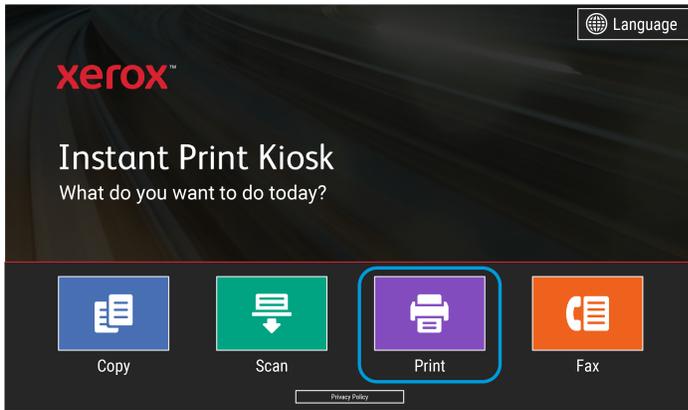
Printing a Document

This chapter contains:

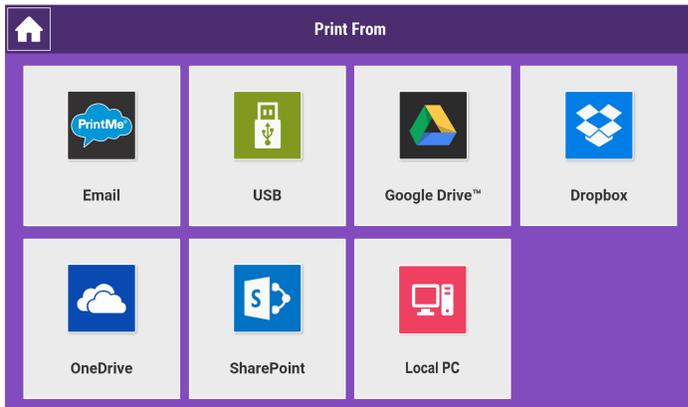
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- [Print from Email.....](#) 57
- [Print from USB.....](#) 64
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Accessing the Print Features

To access the Print features, Touch **Print**.



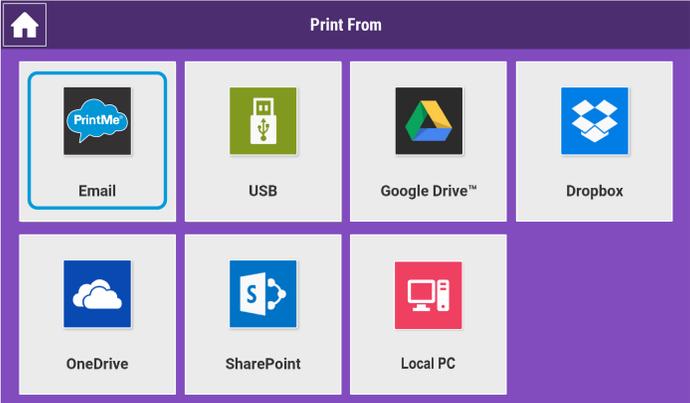
The main Print From screen appears.



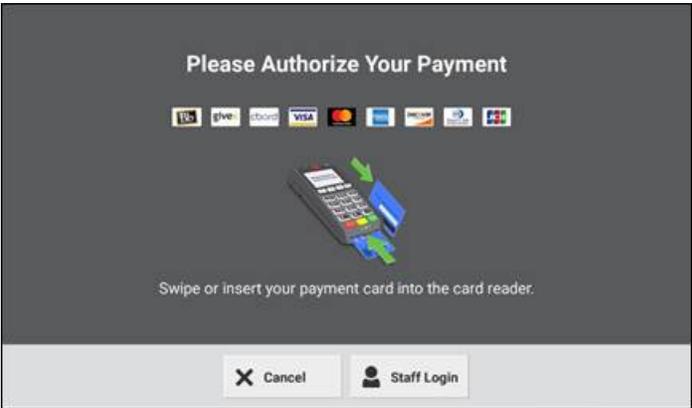
Print from Email

To print from email, perform the steps that follow:

- 1. Touch **Email**.



- 2. Insert or swipe your payment card.



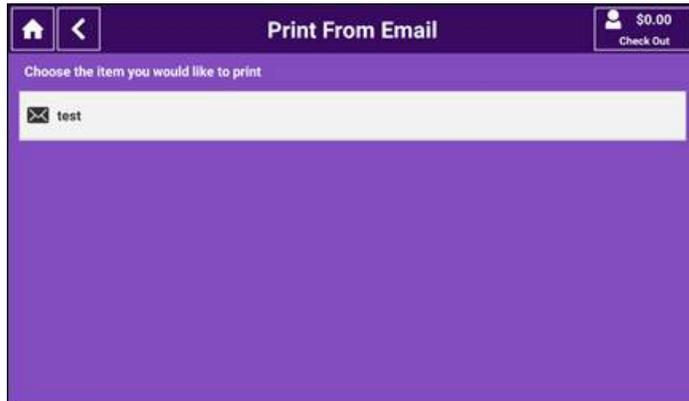
A message appears that prompts you to enter your release code.



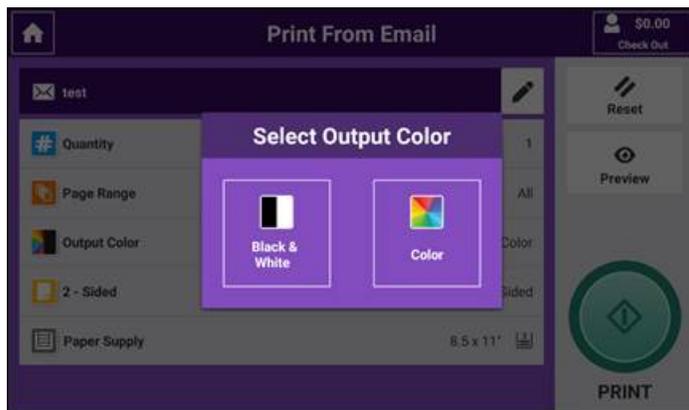
Printing a Document

3. Enter your release code, then touch **OK**.

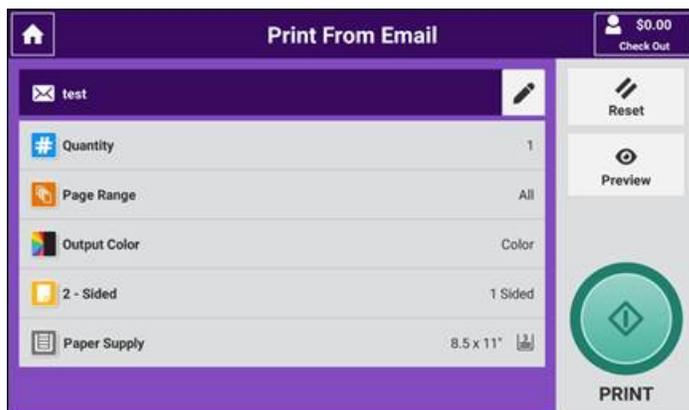
A screen appears that shows the Email items that are available to print.



4. Select the item that you want to print.
5. Select the required Output Color option.



The Print From Email screen appears.



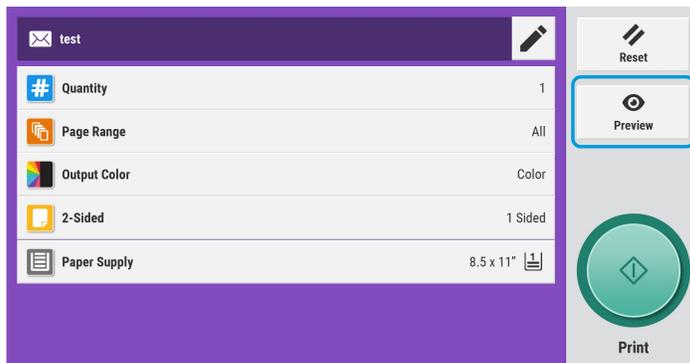
6. Adjust the settings as required:

- Quantity
- Page Range
- Output Color
- 2-Sided
- Staple
- Hole Punch
- Paper Supply

For more information about each of the settings, refer to [Print Options](#).

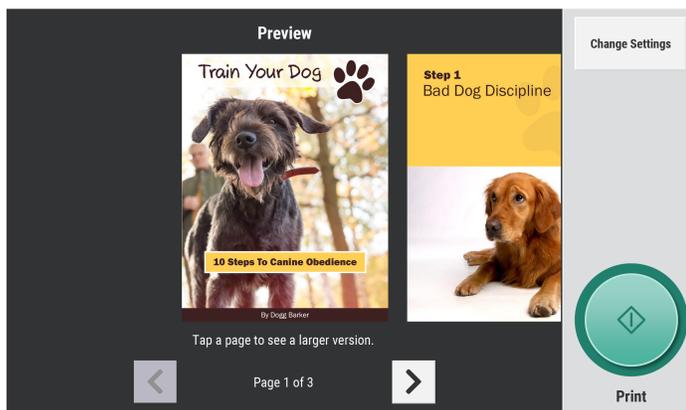
Printing a Document

7. To preview the document, touch **Preview**.

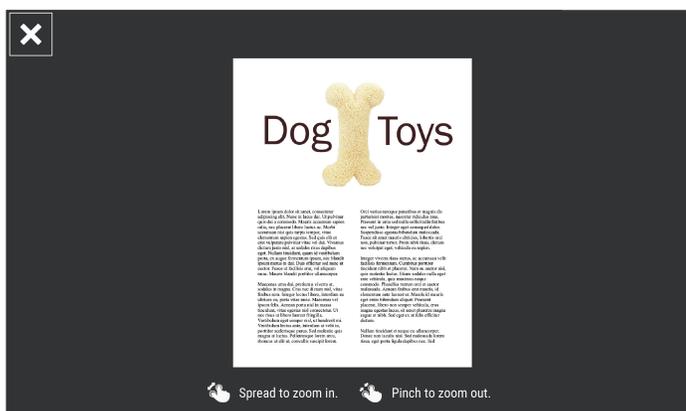


The Preview screen and page images appear.

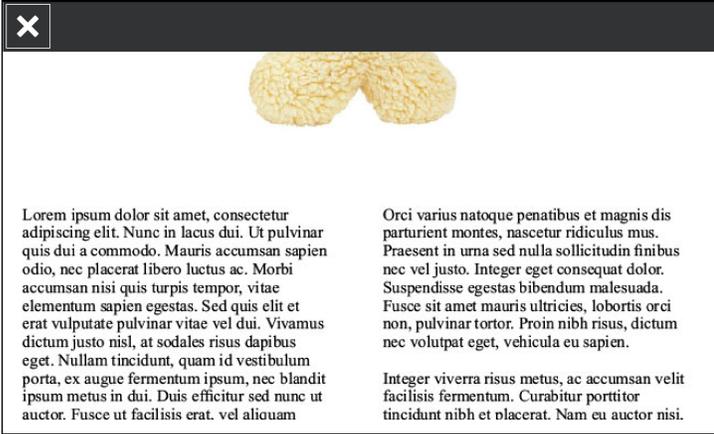
- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.



- To enlarge the view, tap the page. The single page view is shown.



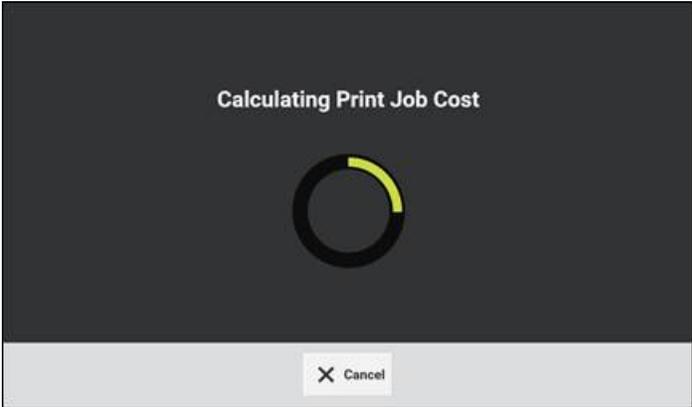
- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.



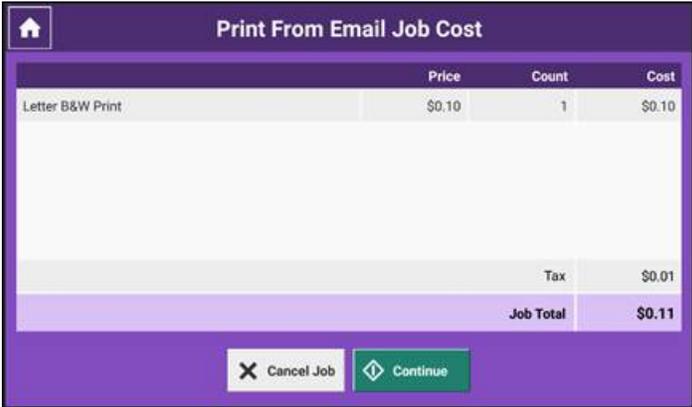
- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch **X**.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

8. Touch **Print**.

A screen appears that indicates that the system is calculating your job cost.



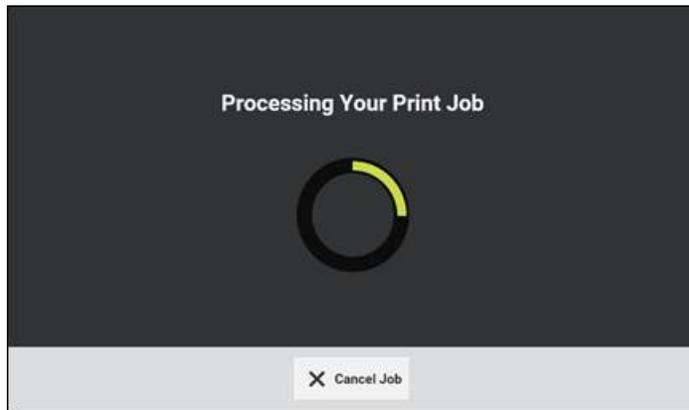
When the calculation is complete, the Job Cost screen appears.



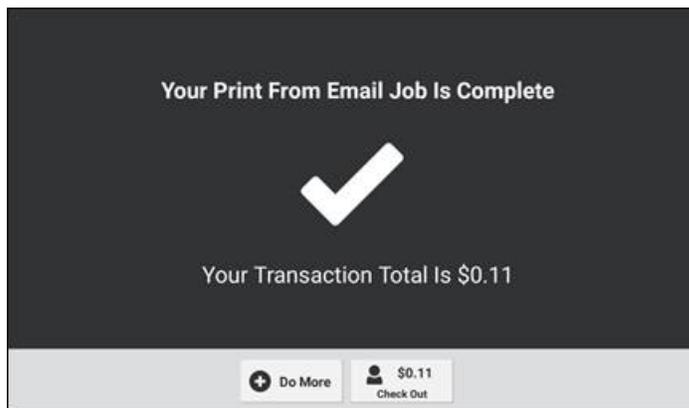
Printing a Document

9. Touch **Continue**.

A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

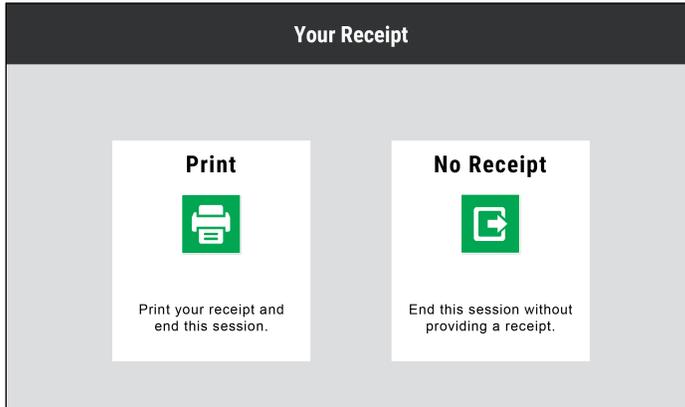


10. To print another job, touch **Do More**.

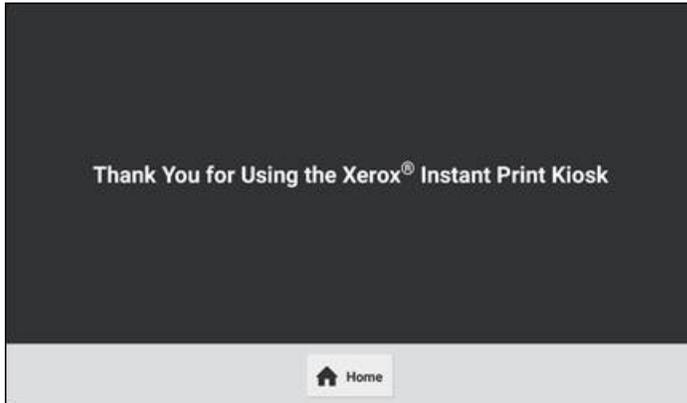
The first Print From Email screen appears.

11. Repeat [Step 6.](#)—[Step 10.](#)

12. To end your session, touch **Check Out**.
13. Select a Receipt option.



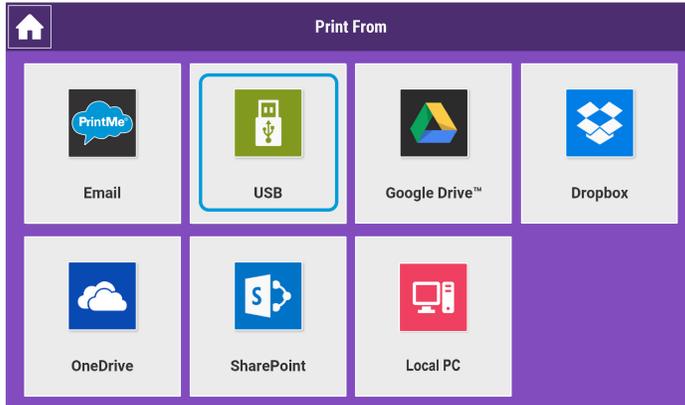
The Thank You screen appears.



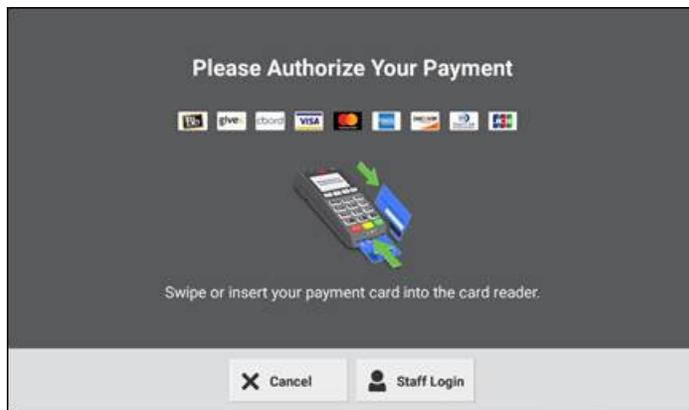
Print from USB

To print from USB, perform the steps that follow:

1. Touch **USB**.



2. Insert or swipe your payment card.

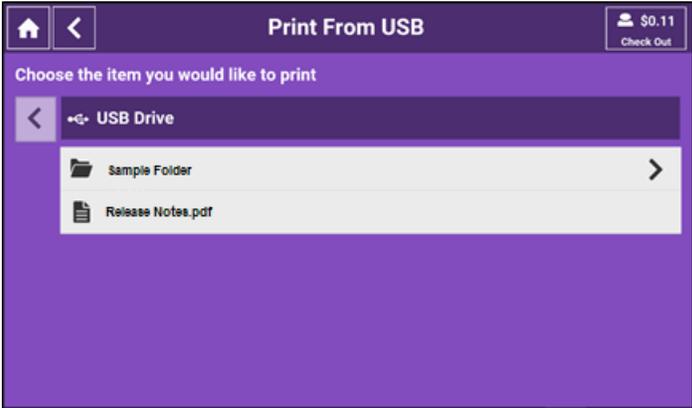


A message appears that prompts you to insert your USB drive.

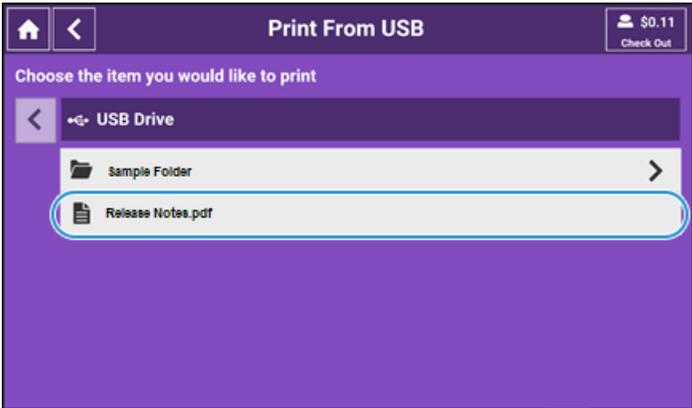


- 3. Insert your USB drive.

A screen appears that shows the folders and items that are available to print on your USB drive.

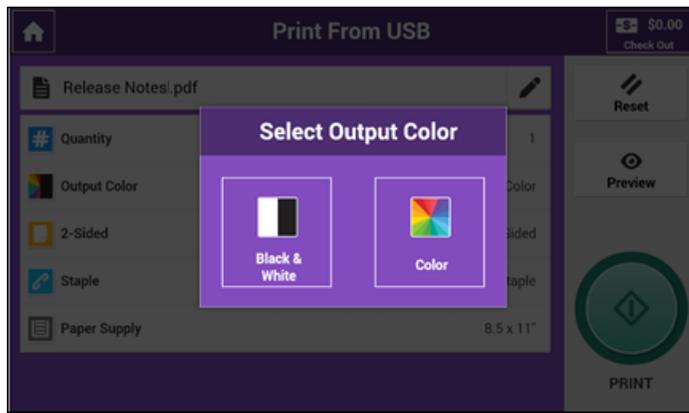


- 4. Select the item that you want to print.

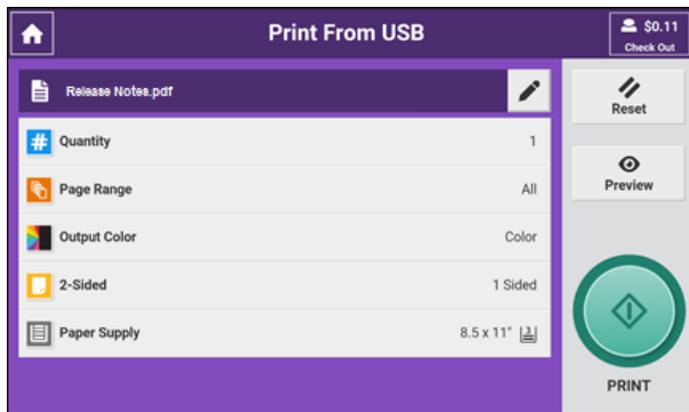


Printing a Document

5. Select the required Output Color option.



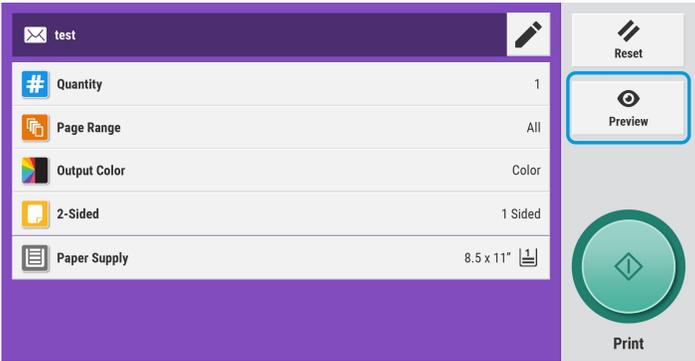
The Print from USB screen appears.



6. Adjust the settings as required:
 - Quantity
 - Page Range
 - Output Color
 - 2-Sided
 - Staple
 - Hole Punch
 - Paper Supply

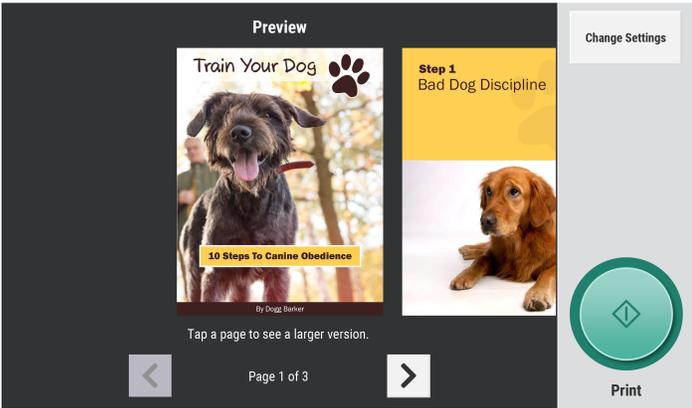
For more information about each of the settings, refer to [Print Options](#).

7. To preview the document, touch **Preview**.



The Preview screen and page images appear.

- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.



- To enlarge the view, tap the page. The single page view is shown.



- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.

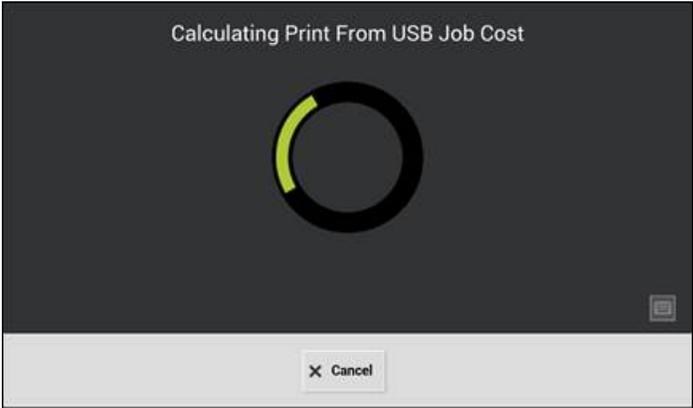
Printing a Document



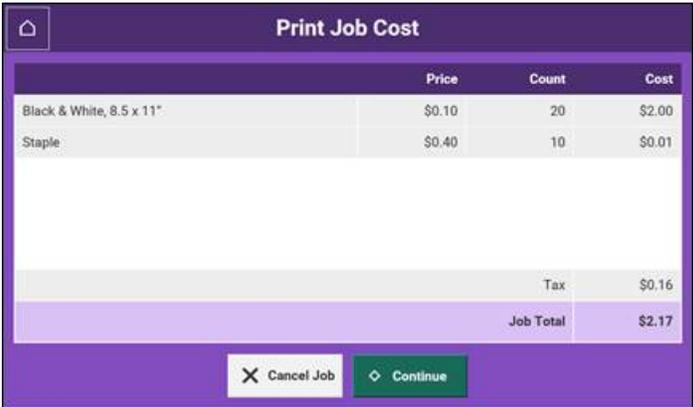
- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch **X**.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

8. Touch **Print**.

A screen appears that indicates that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.



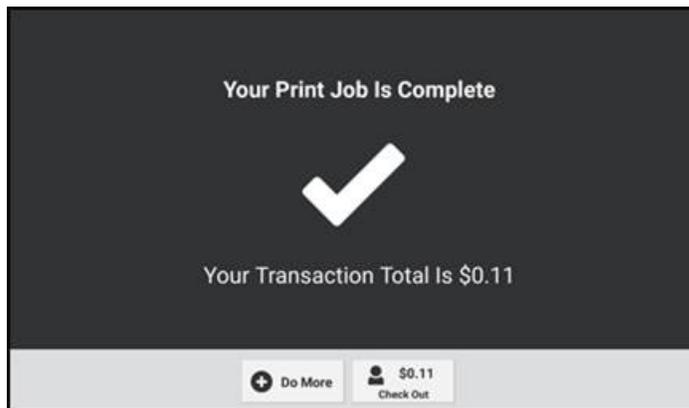
Printing a Document

9. Touch **Continue**.

A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

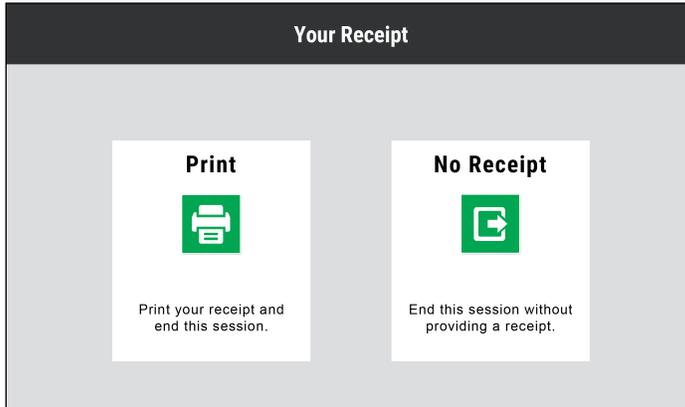


10. To print another job, touch **Do More**.

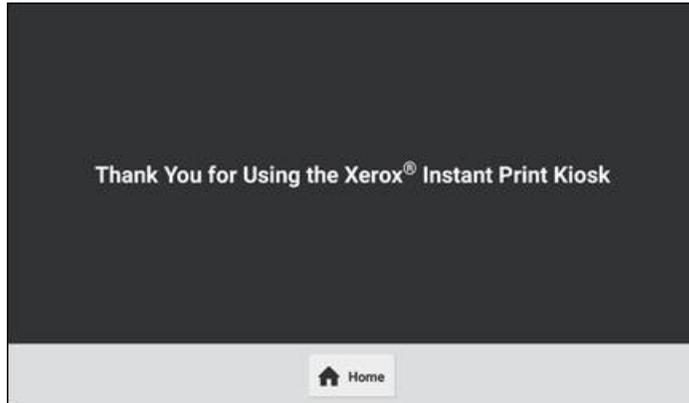
The first Print from USB Drive screen appears.

11. Repeat [Step 6.](#)—[Step 10.](#)

12. To end your session, touch **Check Out**.
13. Select a Receipt option.



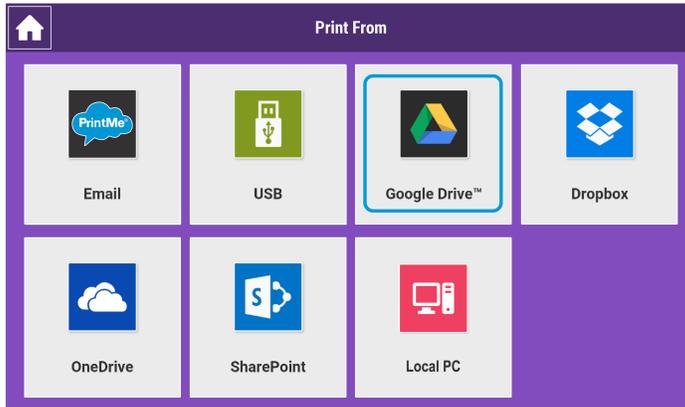
The Thank You screen appears.



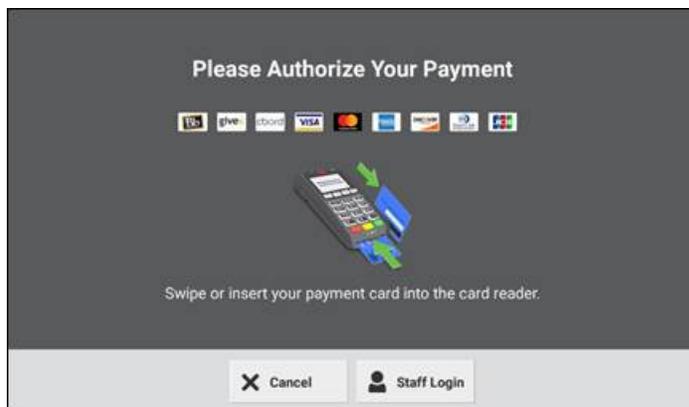
Print from Google Drive

To print from Google Drive, perform the steps that follow:

1. Touch **Google Drive**.



2. Insert or swipe your payment card.

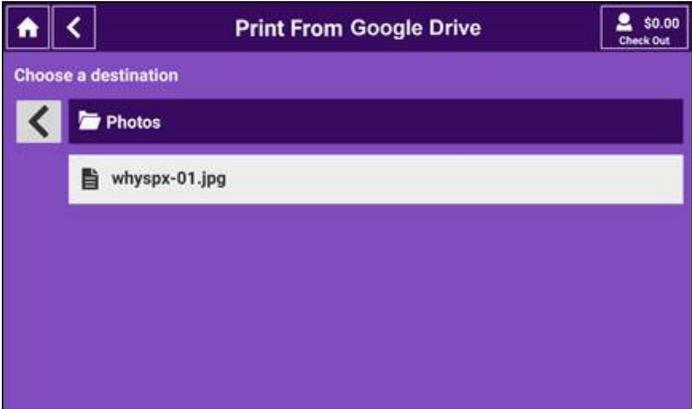


3. Enter your Google Drive credentials, then touch **Next**.



- 4. To allow permissions, touch **Allow**.

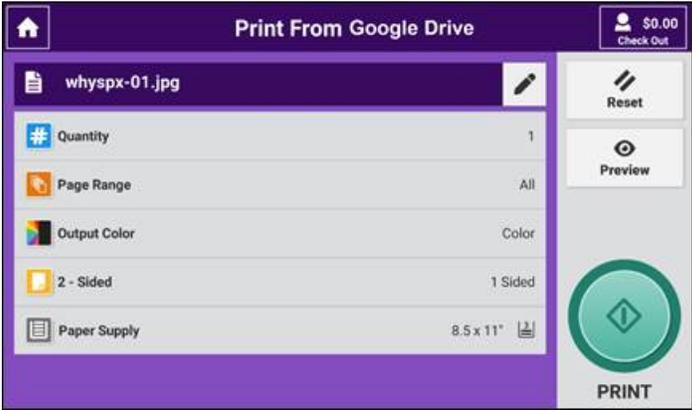
A screen appears that shows the folders and items that are available to print in your Google Drive location.



- 5. Select the item that you want to print.
- 6. Select the required Output Color option.



The Print from Google Drive screen appears.

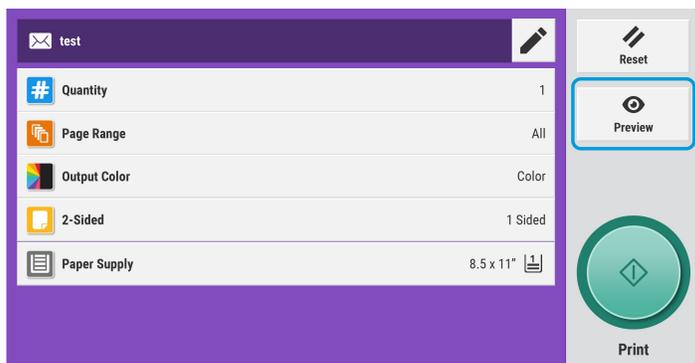


Printing a Document

7. Adjust the settings as required:
 - Quantity
 - Page Range
 - Output Color
 - 2-Sided
 - Staple
 - Hole Punch
 - Paper Supply

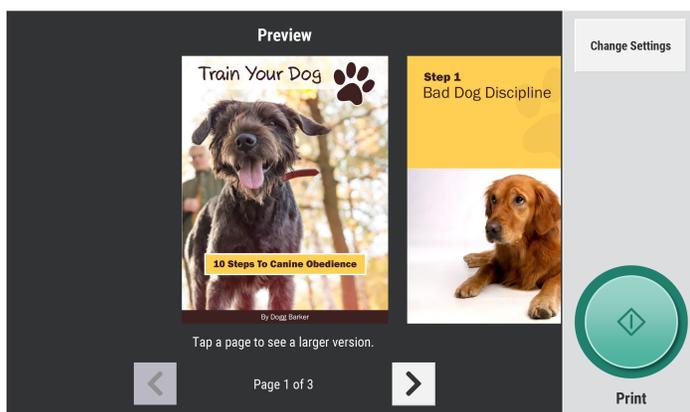
For more information about each of the settings, refer to [Print Options](#).

- To preview the document, touch **Preview**.

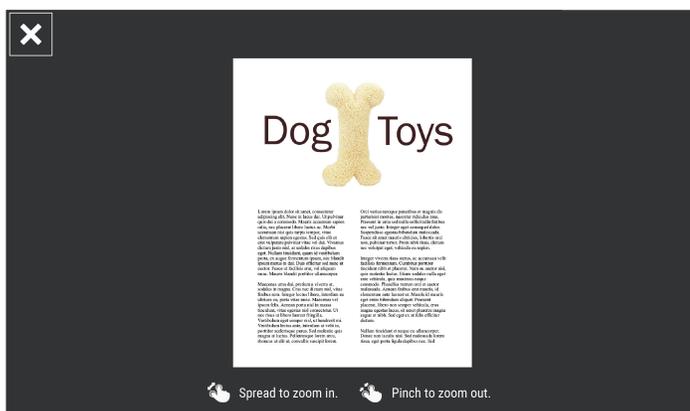


The Preview screen and page images appear.

- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.



- To enlarge the view, tap the page. The single page view is shown.



- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.

Printing a Document



- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch **X**.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

9. Touch **Print**.

A screen appears indicating that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.

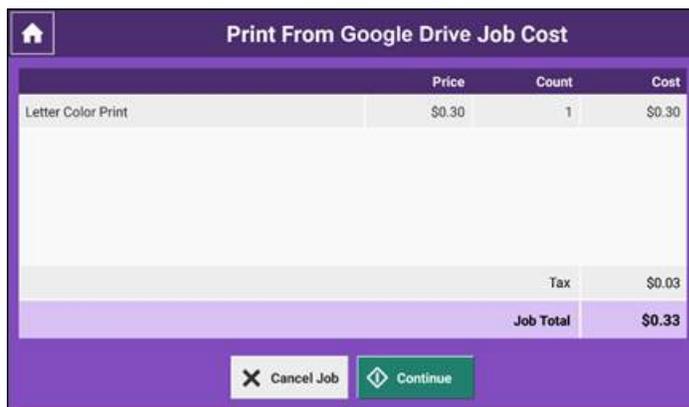


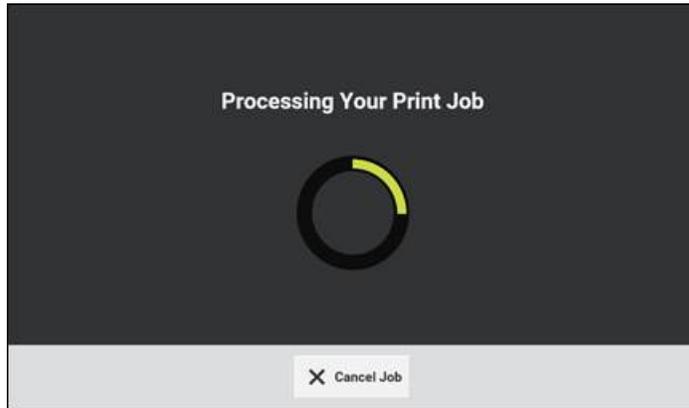
Diagram illustrating the Job Cost screen. The screen has a purple header with a home icon and the text "Print From Google Drive Job Cost". Below the header is a table with the following data:

	Price	Count	Cost
Letter Color Print	\$0.30	1	\$0.30
		Tax	\$0.03
		Job Total	\$0.33

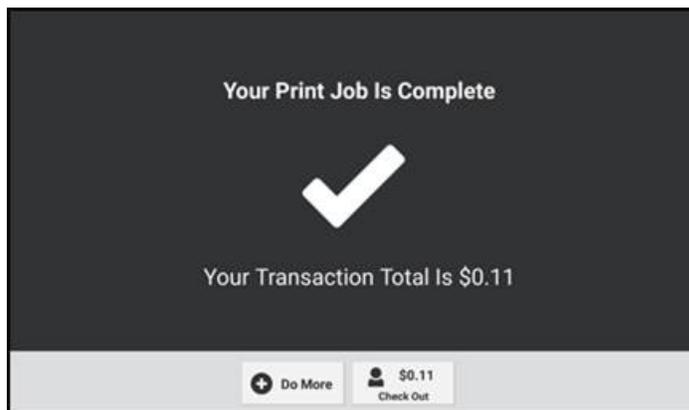
At the bottom of the screen, there are two buttons: "Cancel Job" with an X icon and "Continue" with a diamond icon.

10. Touch **Continue**.

A screen appears that indicates that your job is processing.



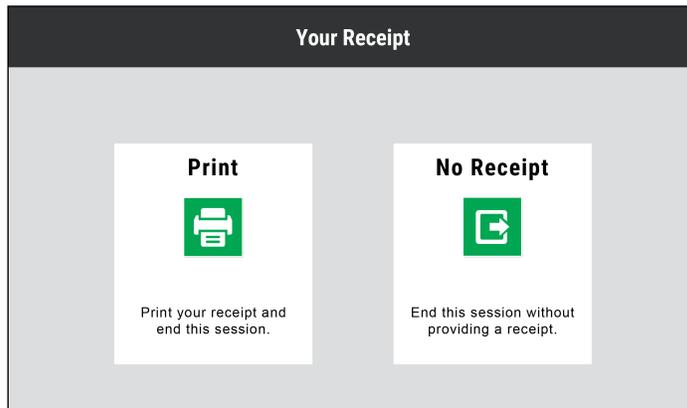
A screen appears that indicates that your job is complete.



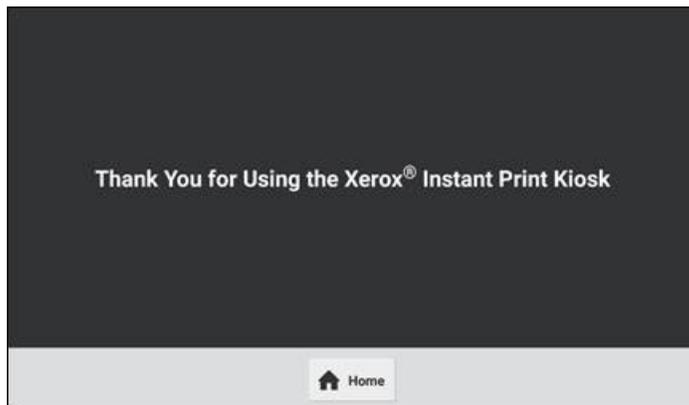
11. To print another job, touch **Do More**.
The first Print from Google Drive screen appears.
12. Repeat [Step 7.](#)—[Step 11.](#)

Printing a Document

13. To end your session, touch **Check Out**.
14. Select a Receipt option.



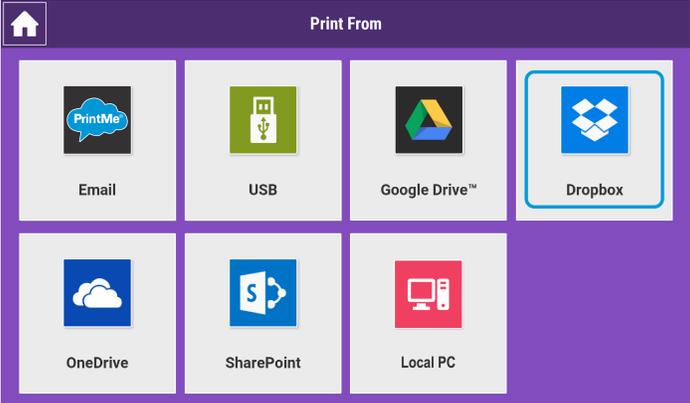
The Thank You screen appears.



Print from Dropbox

To print from Dropbox, perform the steps that follow:

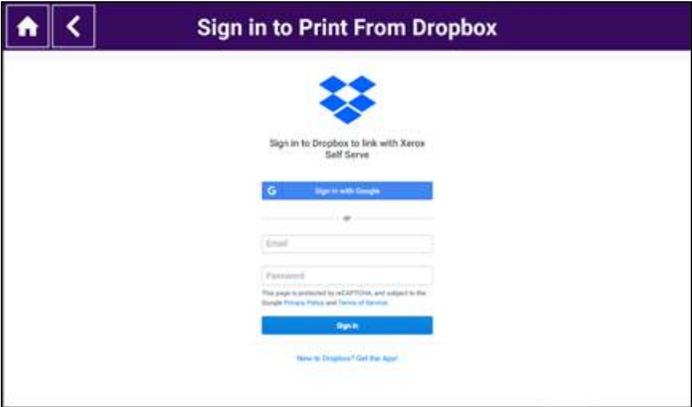
- 1. Touch **Dropbox**.



- 2. Insert or swipe your payment card.



- 3. Enter your Dropbox credentials, then touch **Sign In**.



Printing a Document

4. To allow permissions, touch **Allow**.

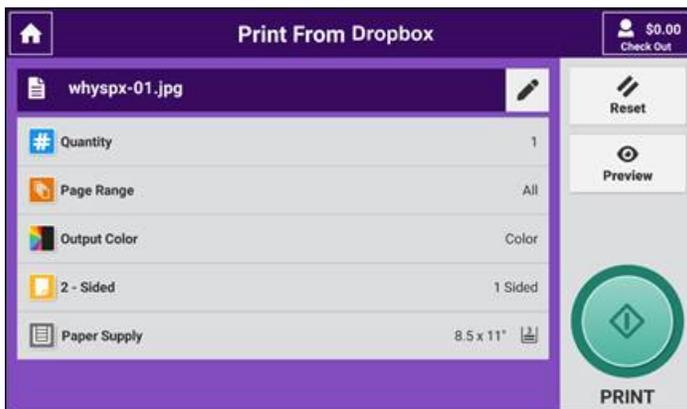
A screen appears that shows the folders and items that are available to print in your Dropbox location.



5. Select the item that you want to print.
6. Select the required Output Color option.



The Print from Dropbox screen appears.



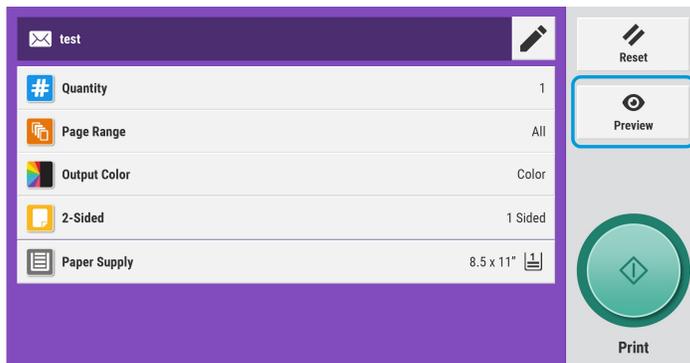
7. Adjust the settings as required:

- Quantity
- Page Range
- Output Color
- 2-Sided
- Staple
- Hole Punch
- Paper Supply

For more information about each of the settings, refer to [Print Options](#).

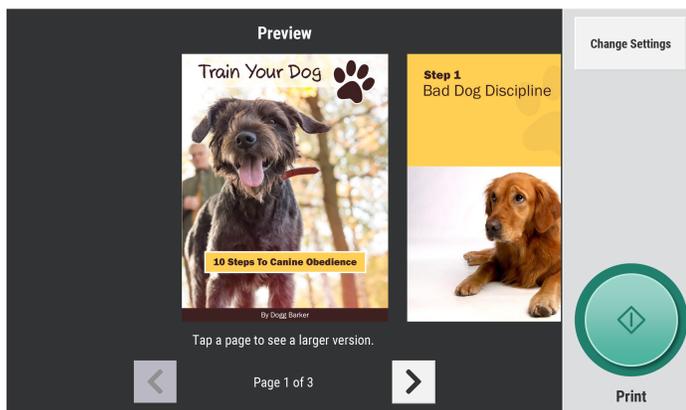
Printing a Document

8. To preview the document, touch **Preview**.

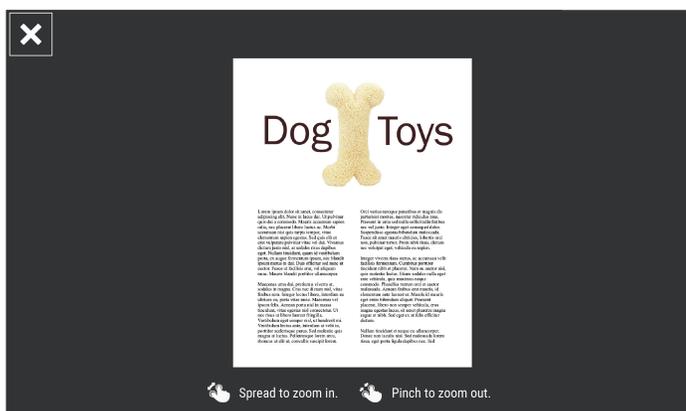


The Preview screen and page images appear.

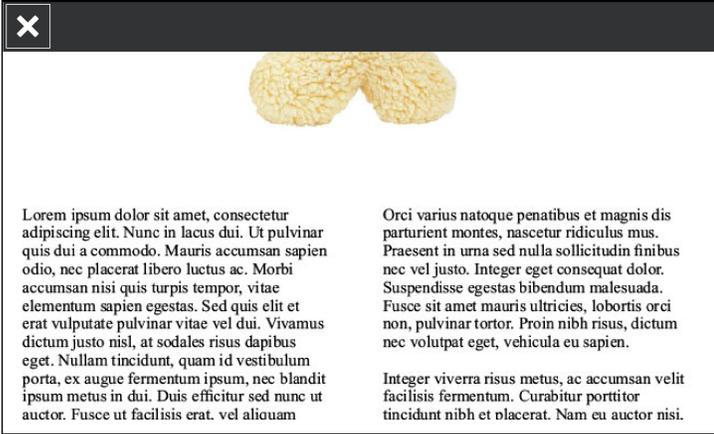
- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.



- To enlarge the view, tap the page. The single page view is shown.



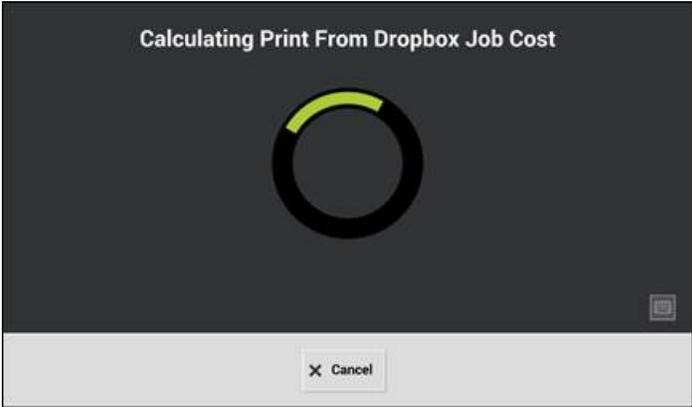
- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.



- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch X.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

9. Touch **Print**.

A screen appears that indicates that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.

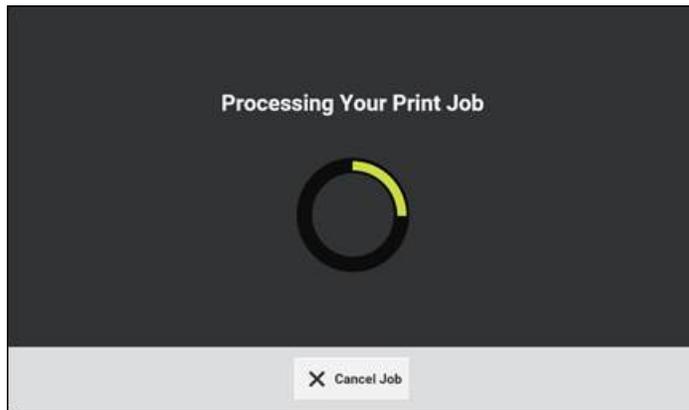
	Price	Count	Cost
Black & White, 8.5 x 11"	\$0.10	20	\$2.00
Staple	\$0.40	10	\$0.01
		Tax	\$0.16
		Job Total	\$2.17

Buttons: Cancel Job, Continue

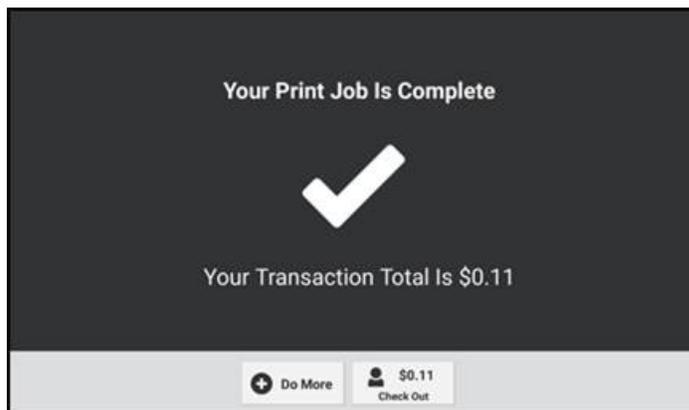
Printing a Document

10. Touch **Continue**.

A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

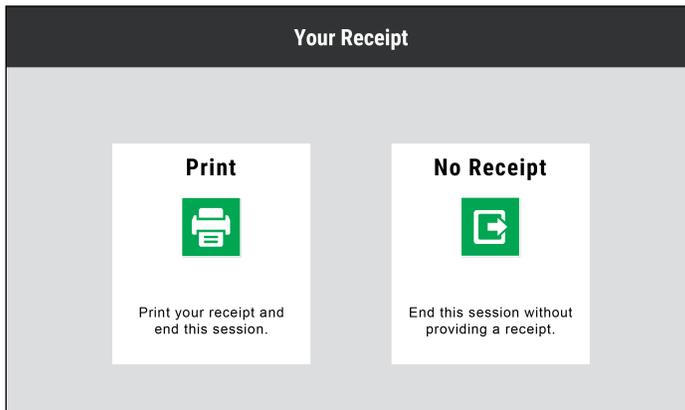


11. To print another job, touch **Do More**.

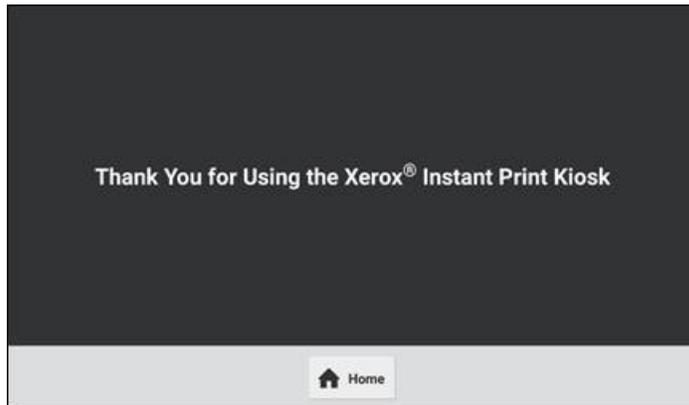
The first Print from Dropbox screen appears.

12. Repeat [Step 7.](#)—[Step 11.](#)

13. To end your session, touch **Check Out**.
14. Select a Receipt option.



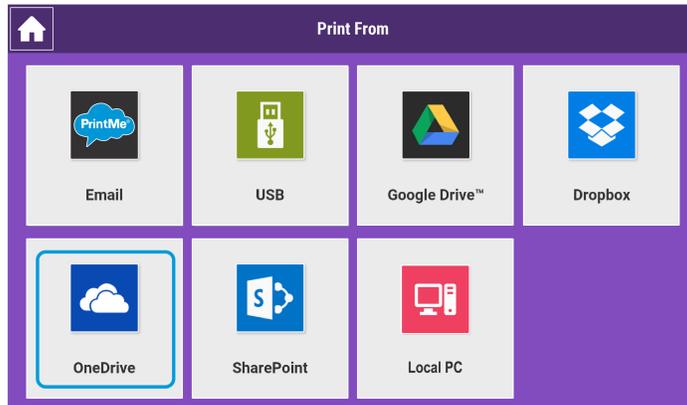
The Thank You screen appears.



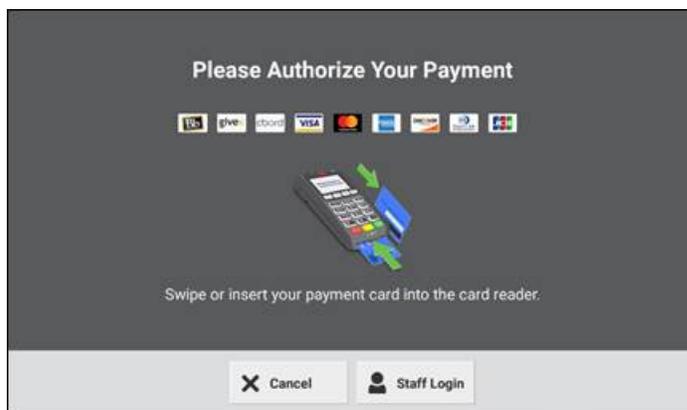
Print from OneDrive

To print from OneDrive, perform the steps that follow:

1. Touch **OneDrive**.



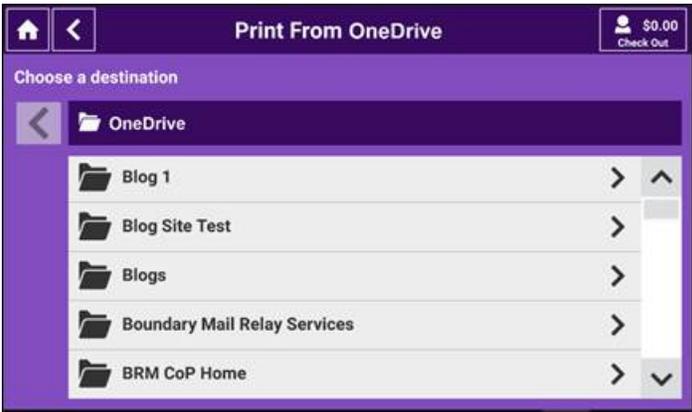
2. Insert or swipe your payment card.



- 3. Enter your OneDrive credentials, then touch **Next**.



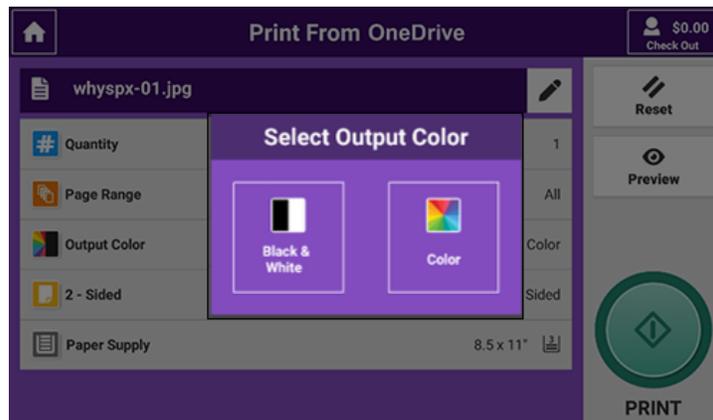
A screen appears that shows the folders and items that are available to print in your OneDrive location.



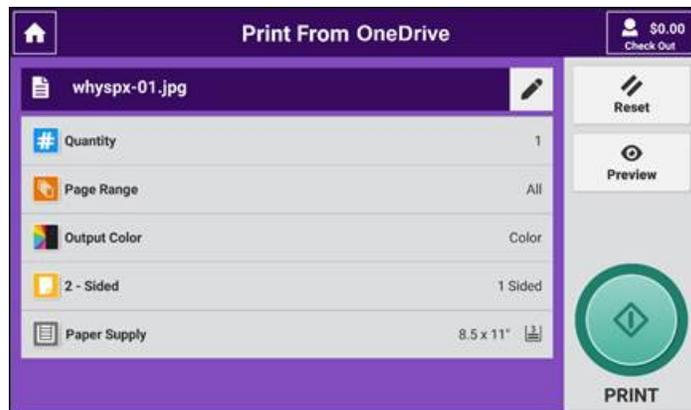
- 4. Select the item that you want to print.

Printing a Document

5. Select the required Output Color option.



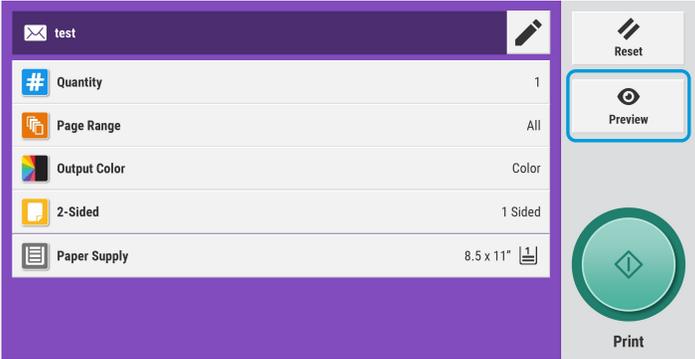
The Print from OneDrive screen appears.



6. Adjust the settings as required:
 - Quantity
 - Page Range
 - Output Color
 - 2-Sided
 - Staple
 - Hole Punch
 - Paper Supply

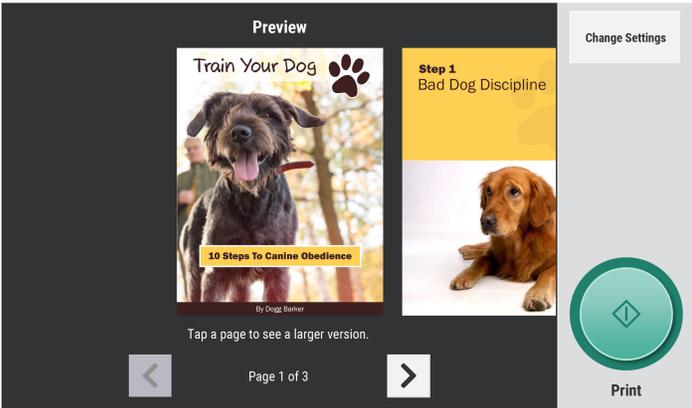
For more information about each of the settings, refer to [Print Options](#).

7. To preview the document, touch **Preview**.



The Preview screen and page images appear.

- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.



- To enlarge the view, tap the page. The single page view is shown.



- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.

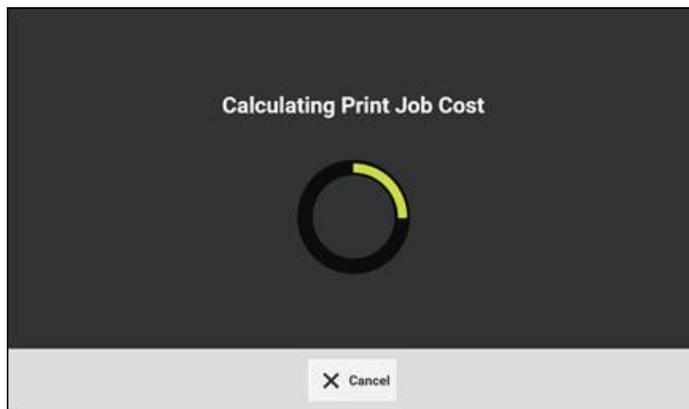
Printing a Document



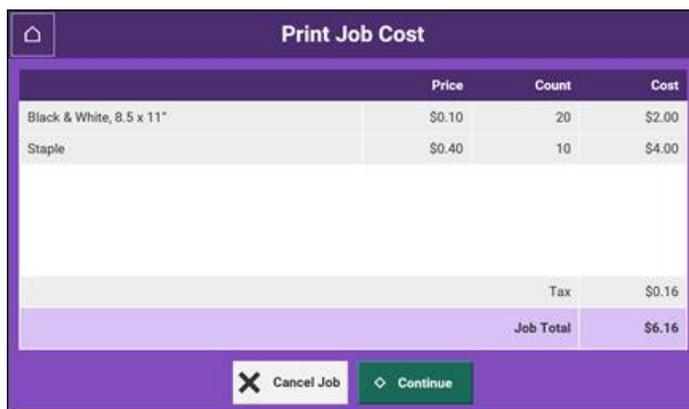
- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch **X**.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

8. Touch **Print**.

A screen appears that indicates that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.

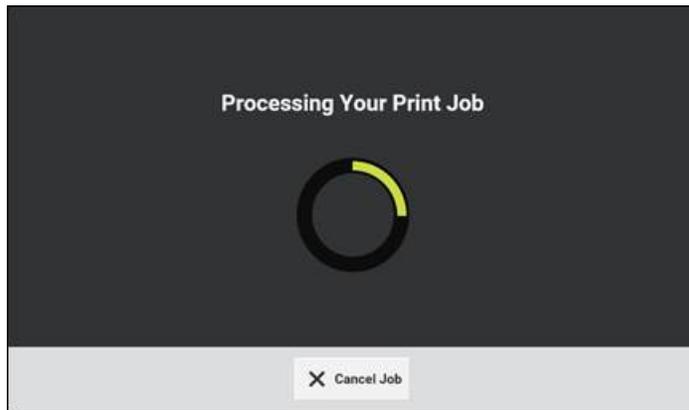


	Price	Count	Cost
Black & White, 8.5 x 11"	\$0.10	20	\$2.00
Staple	\$0.40	10	\$4.00
		Tax	\$0.16
		Job Total	\$6.16

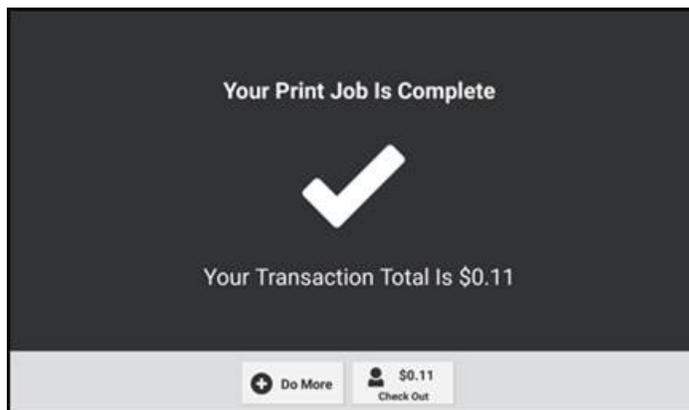
At the bottom of the screen are two buttons: "Cancel Job" with an "X" icon and "Continue" with a diamond icon.

9. Touch **Continue**.

A screen appears that indicates that your job is processing.



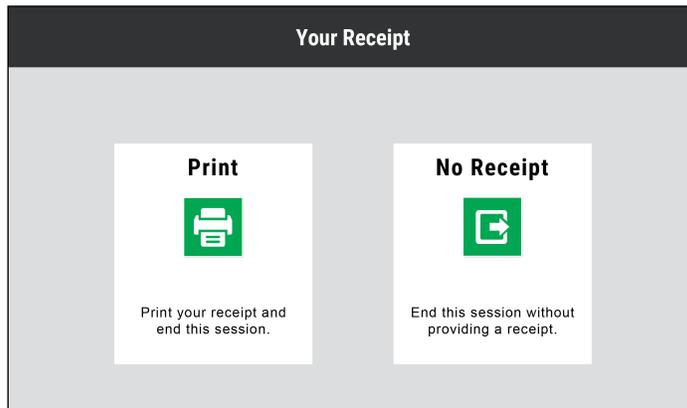
A screen appears that indicates that your job is complete.



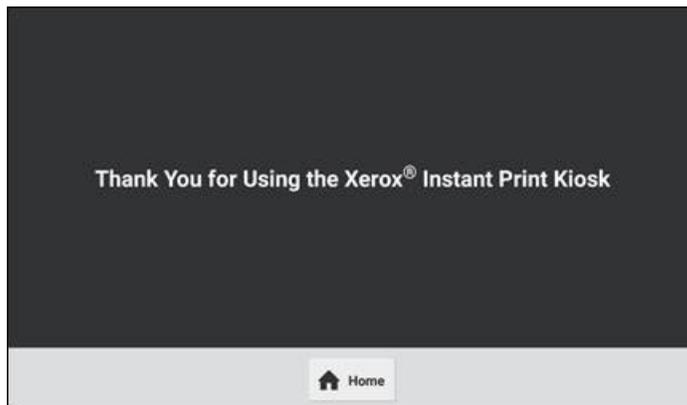
10. To print another job, touch **Do More**.
The first Print from OneDrive screen appears.
11. Repeat [Step 6.](#)—[Step 10.](#)

Printing a Document

12. To end your session, touch **Check Out**.
13. Select a Receipt option.



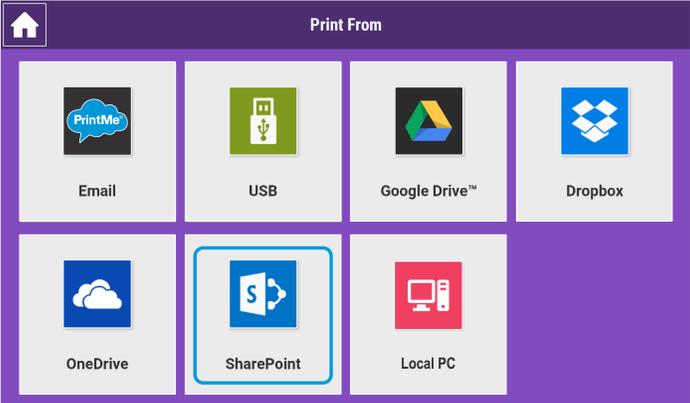
The Thank You screen appears.



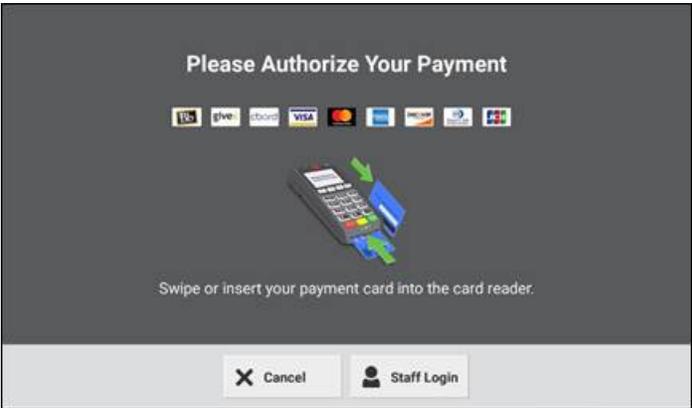
Print from SharePoint

To print from SharePoint, perform the steps that follow:

- 1. Touch **SharePoint**.



- 2. Insert or swipe your payment card.



Printing a Document

3. Enter your SharePoint credentials, then touch **Next**.

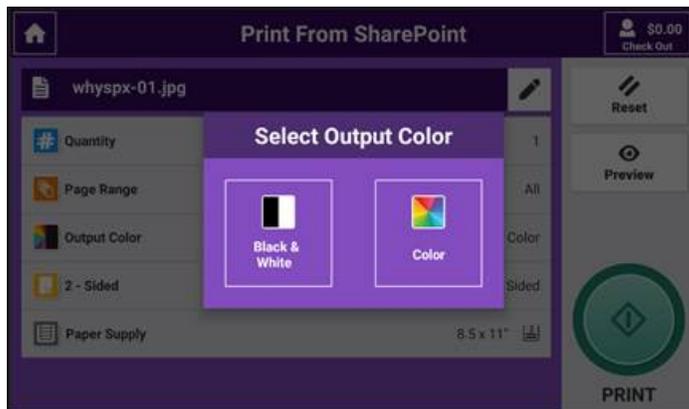


A screen appears that shows the folders and items that are available to print in your Sharepoint location.

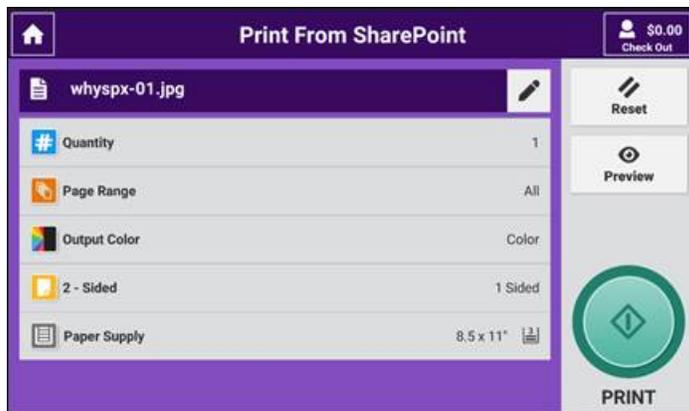


4. Select the item that you want to print.

5. Select the required Output Color option.



The Print from SharePoint screen appears.

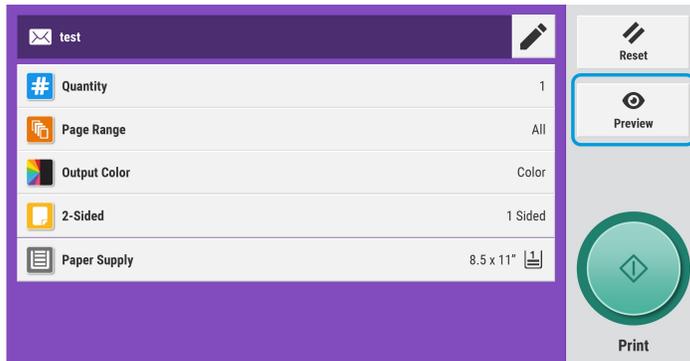


6. Adjust the settings as required:
 - Quantity
 - Page Range
 - Output Color
 - 2-Sided
 - Staple
 - Hole Punch
 - Paper Supply

For more information about each of the settings, refer to [Print Options](#).

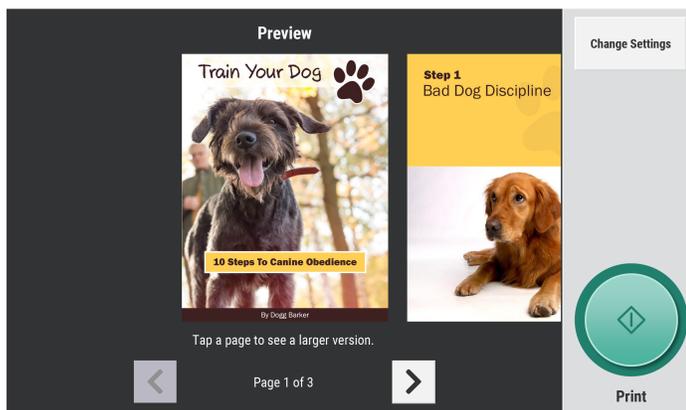
Printing a Document

7. To preview the document, touch **Preview**.

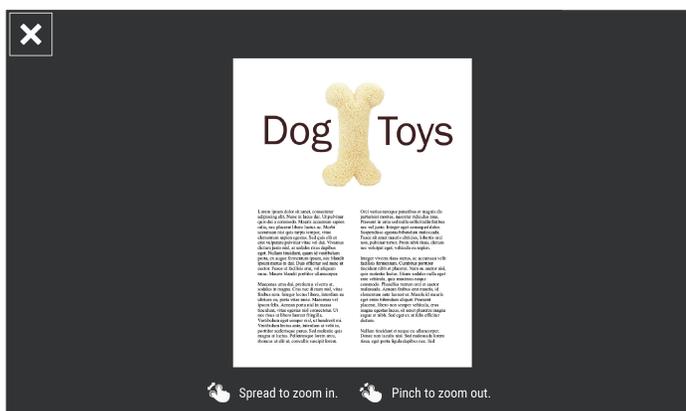


The Preview screen and page images appear.

- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.



- To enlarge the view, tap the page. The single page view is shown.



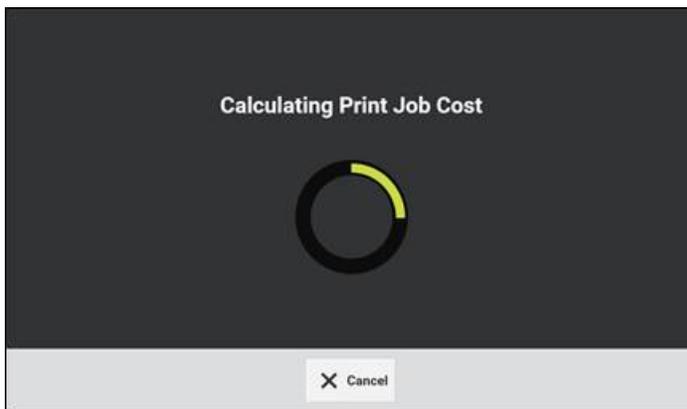
- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.



- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch **X**.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

8. Touch **Print**.

A screen appears that indicates that the system is calculating your job cost.



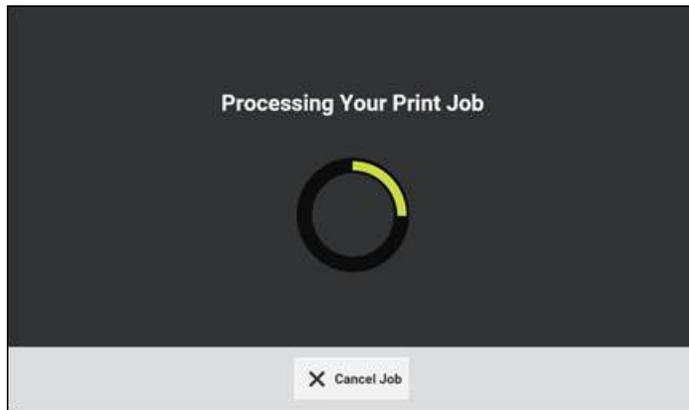
When the calculation is complete, the Job Cost screen appears.

	Price	Count	Cost
Black & White, 8.5 x 11"	\$0.10	20	\$2.00
Staple	\$0.40	10	\$4.00
		Tax	\$0.16
		Job Total	\$6.16

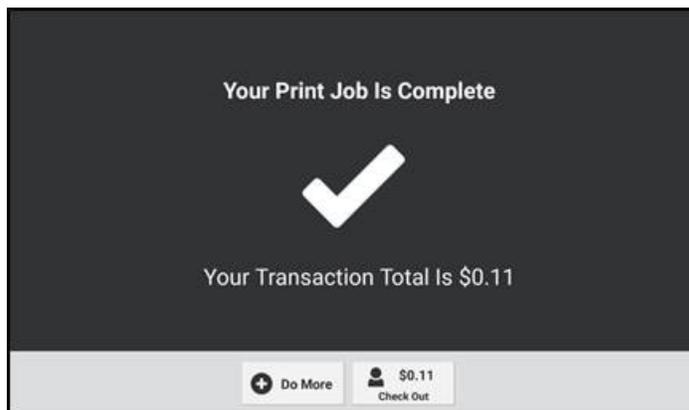
Printing a Document

9. Touch **Continue**.

A screen appears that indicates that your job is processing.



A screen appears that indicates that your job is complete.

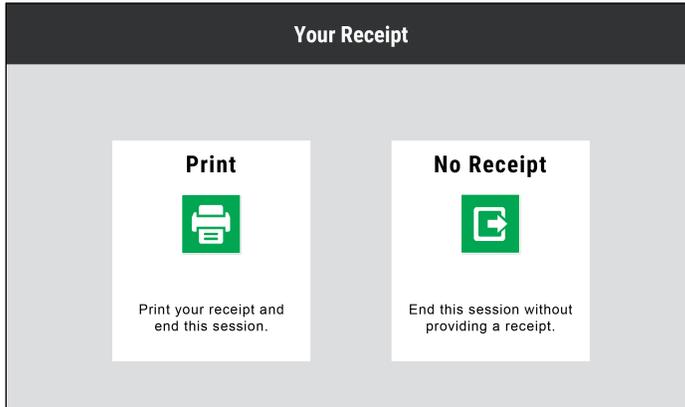


10. To print another job, touch **Do More**.

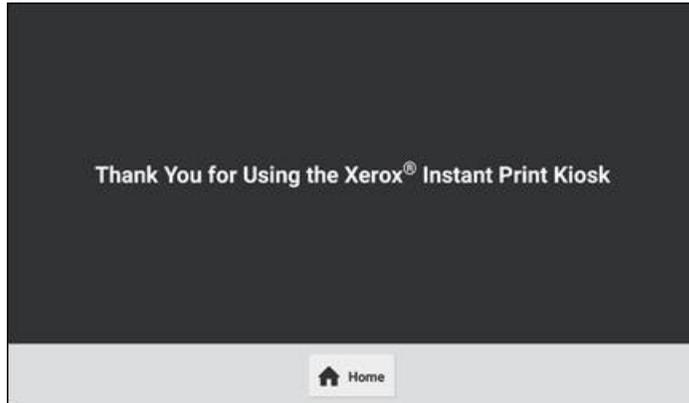
The first Print from SharePoint screen appears.

11. Repeat [Step 6.](#)—[Step 10.](#)

12. To end your session, touch **Check Out**.
13. Select a Receipt option.



The Thank You screen appears.



Print from a Personal Computer

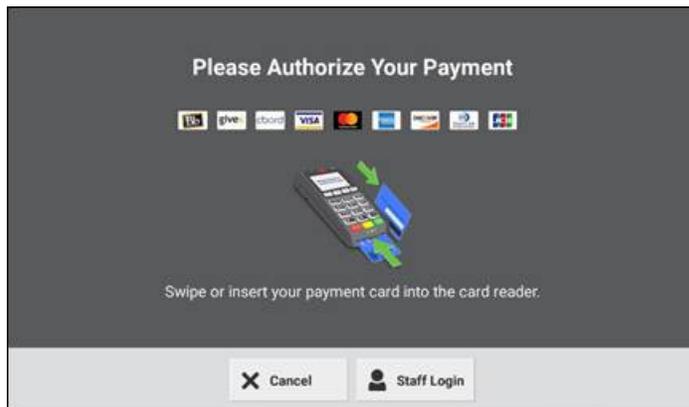
To print from a personal computer to the kiosk, perform the steps that follow:

 **Note:** This procedure requires installation of the PrintMe print driver on the personal computer.

1. At the personal computer, select **File**→**Print**.
2. Choose the **PrintMe** print driver.
3. Click **Print**.

Your print job is submitted to the print kiosk. The Document ID appears on the personal computer screen.

4. To view the release code, enter optional Email ID, or touch **Skip**.
5. Note the Release Code, then go to the kiosk.
6. Select **Print**, then select **Email**.
7. Insert or swipe your payment card.

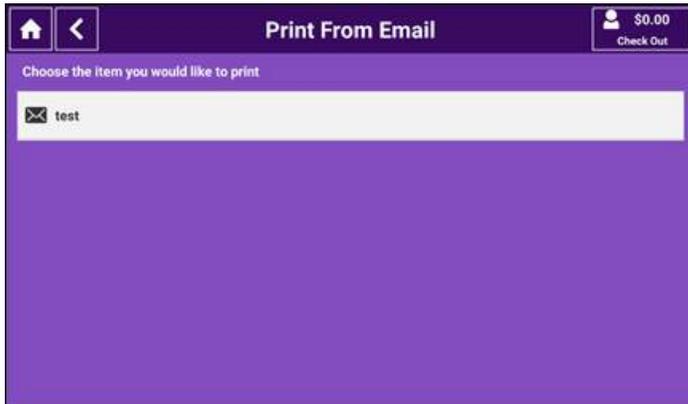


A message appears prompting you to enter your release code.

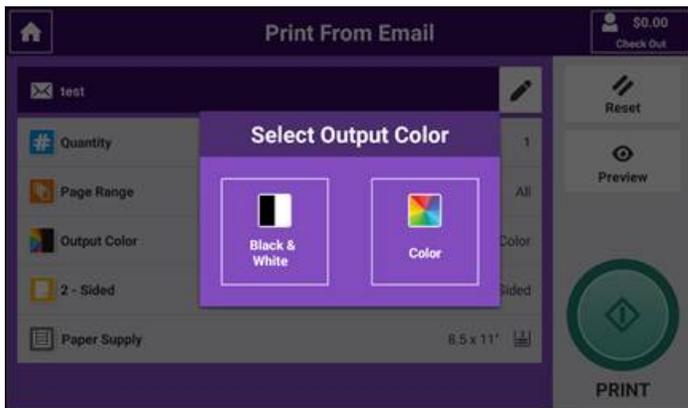


8. Enter your release code, then touch **OK**.

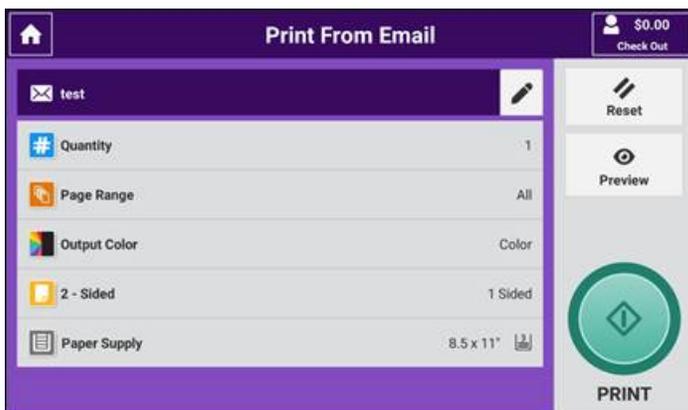
A screen appears showing the Email items available to print.



9. Select the item that you want to print.
10. Select the required Output Color option.



The Print from Email screen appears.



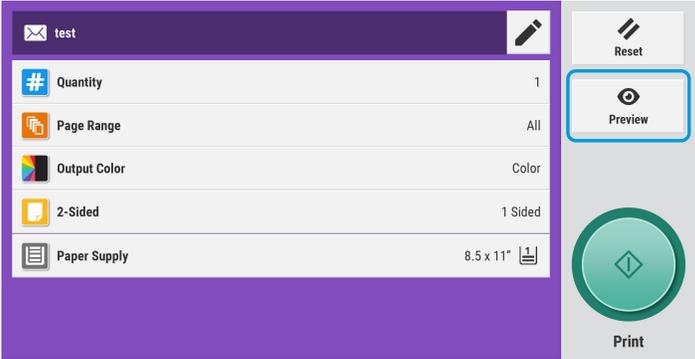
Printing a Document

11. Adjust the settings as required:

- Quantity
- Page Range
- Output Color
- 2-Sided
- Staple
- Hole Punch
- Paper Supply

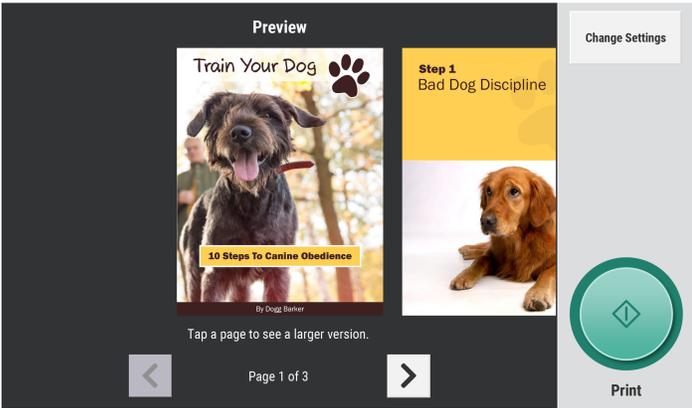
For more information about each of the settings, refer to [Print Options](#).

12. To preview the document, touch **Preview**.



The Preview screen and page images appear.

- To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required.

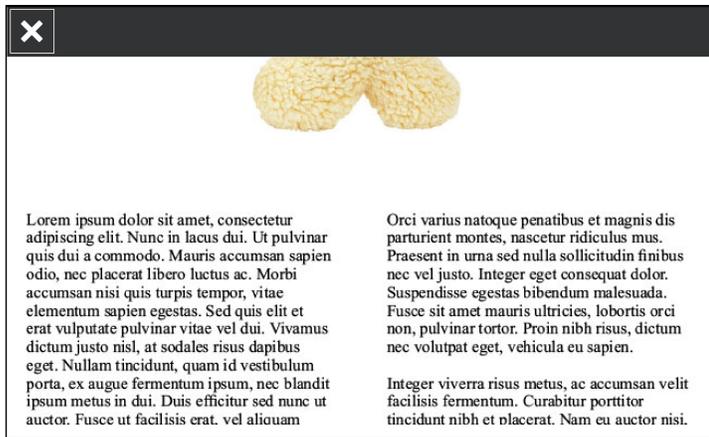


- To enlarge the view, tap the page. The single page view is shown.



- To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown.

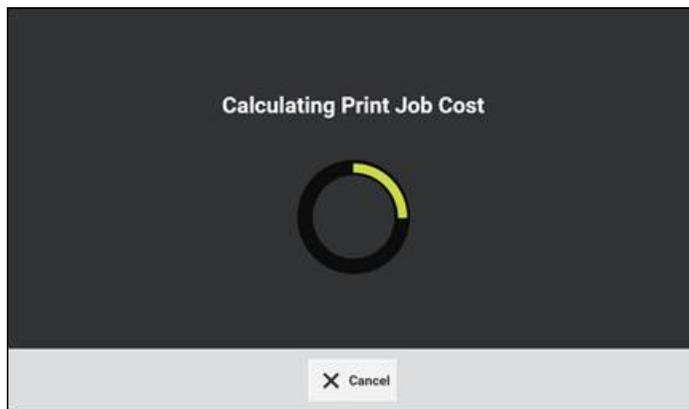
Printing a Document



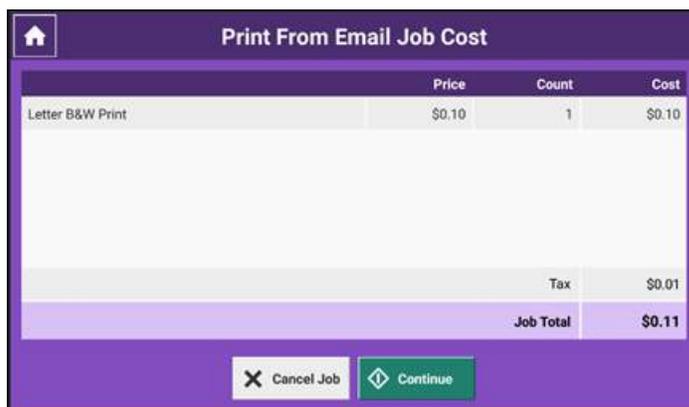
- To view a different area of the page, using your finger, drag the image to pan to the area required.
- To zoom out, using two spread fingers, pinch the area inward.
- To exit the enlarged page view, touch **X**.
- To print the job from the Preview screen, touch **Print**. To adjust further settings, to exit the Preview option, touch **Change Settings**. The main print screen is shown.

13. Touch **Print**.

A screen appears that indicates that the system is calculating your job cost.



When the calculation is complete, the Job Cost screen appears.

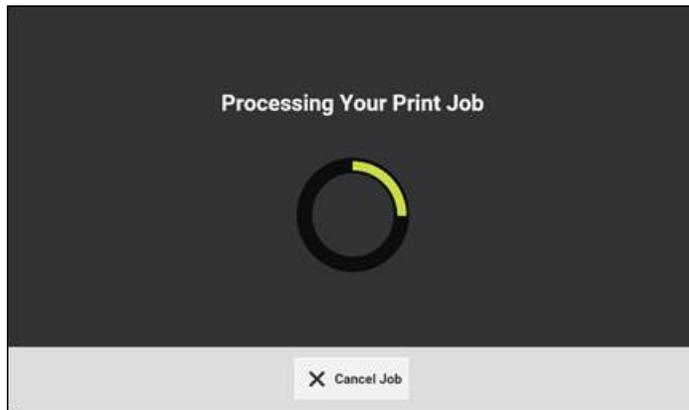


	Price	Count	Cost
Letter B&W Print	\$0.10	1	\$0.10
		Tax	\$0.01
		Job Total	\$0.11

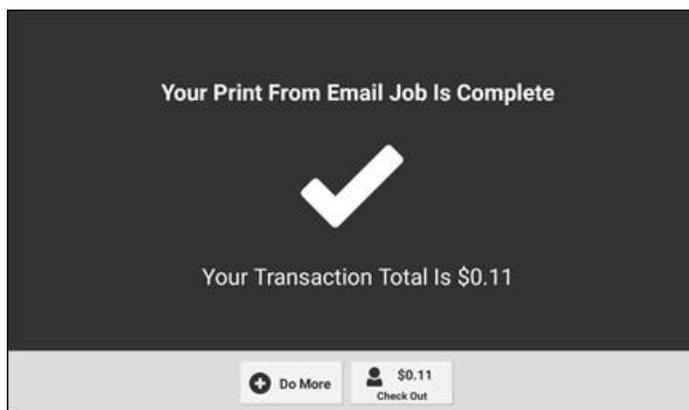
At the bottom of the screen, there are two buttons: "Cancel Job" (with an X icon) and "Continue" (with a diamond icon).

14. Touch **Continue**.

A screen appears that indicates that your job is processing.



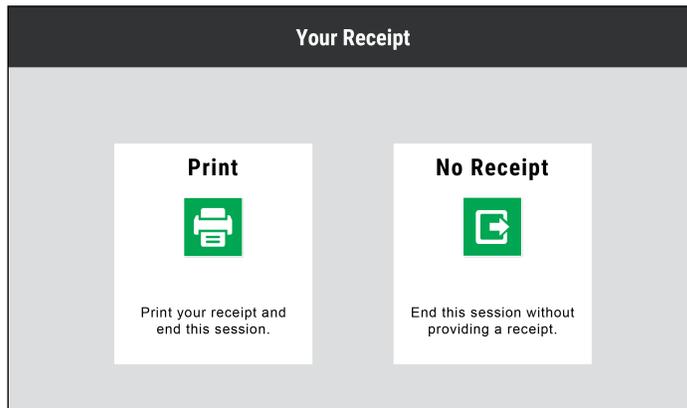
A screen appears that indicates that your job is complete.



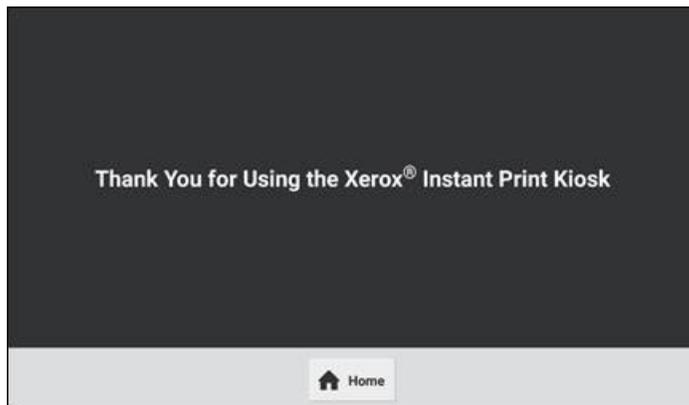
15. To print another job, touch **Do More**.
The first Print from Email screen appears.
16. Repeat [Step 11](#).—[Step 15](#).

Printing a Document

17. To end your session, touch **Check Out**.
18. Select a Receipt option.



The Thank You screen appears.



Print Options

The following Print From options are available:

Option		Description
	Preview	Use this option to view the pages for printing. Touch Preview . The Preview screen and the page images appear: <ul style="list-style-type: none"> • To scroll to the left or right, use the arrow buttons or swipe the screen in the direction required. • To enlarge the view, tap the page. The single page view is shown. • To zoom in on a specific area, using two fingers, touch and spread out the area required. The zoomed in view is shown. • To view a different area of the page, using your finger, drag the image to pan to the area required. • To zoom out, using two spread fingers, pinch the area inward. • To exit the enlarged page view, touch X.
	Quantity	Use the Quantity option to enter the number of prints required. Using the touch pad, enter 1—999 prints. To clear an incorrect entry, use the C option.
	Page Range	Use this option to enter the page range required. The following Page Range options are available: <ul style="list-style-type: none"> • All • Single • Page Range
	Output Color	Use Output Color to control the color rendering of the image. The following Output Color options are available: <ul style="list-style-type: none"> • Black & White • Color
	2-Sided	Use the 2-Sided options to set the device to print the document 1-sided or 2-sided. To rotate the second-side page images, use the Rotate Side 2 option. The following 2-Sided options are available: <ul style="list-style-type: none"> • 1 Sided • 2 Sided • 2 Sided, Rotate Side 2
	Staple	Use the Staple option to produce stapled sets. The following Staple options are available: <ul style="list-style-type: none"> • No Staple • Portrait • Landscape • Dual Staple

Printing a Document

Option		Description
	Hole Punch	Use the Hole Punch option to produce output with 2, 3, or 4 holes.
	Paper Supply	Use Paper Supply to select the paper tray to use. If Auto Select is selected, the printer chooses the paper tray based on the original document size and the selected settings.

5

Faxing a Document

This chapter contains:

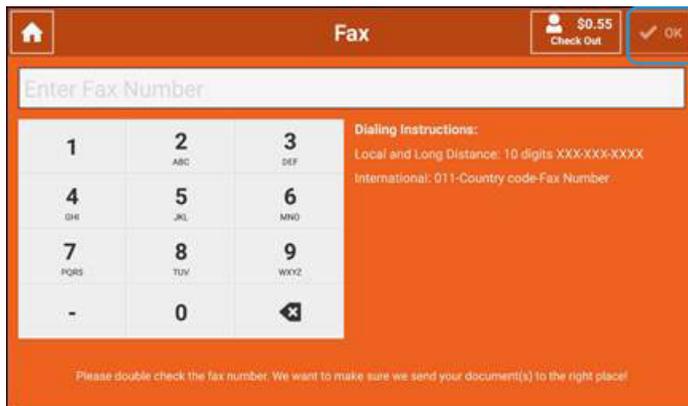
- [Accessing the Fax Features.....](#) 110
- [Faxing a Document.....](#) 111
- [Fax Options.....](#) 116

Accessing the Fax Features

To access the fax features, touch **Fax**.



The Fax screen appears.



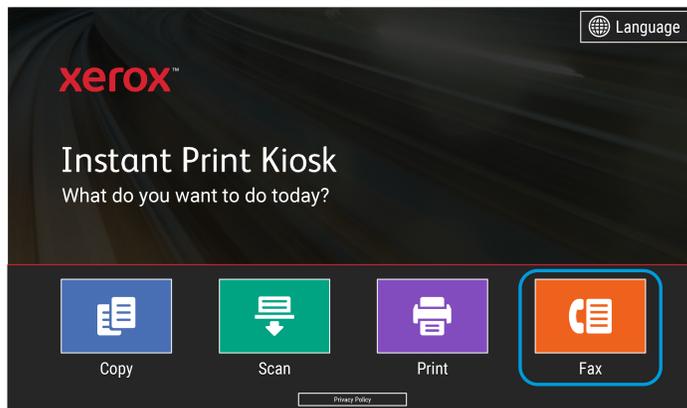
Faxing a Document

To fax a document, perform the steps that follow:

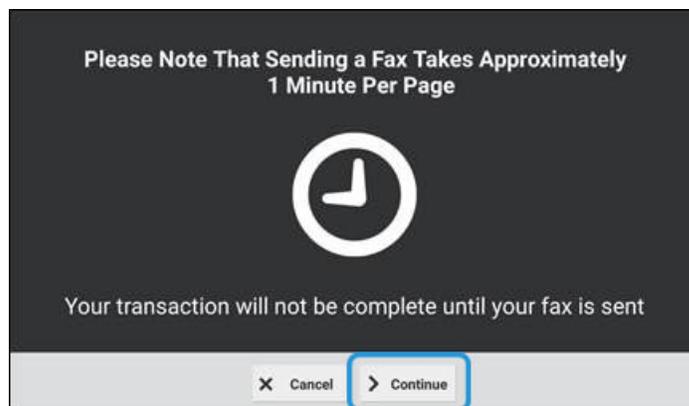
1. Load your original documents.
 - For single pages or paper that cannot be fed using the duplex automatic document feeder, use the document glass. Lift the duplex automatic document feeder, then place the original document face down in the upper-left corner of the document glass.
 - For multiple, single, or 2-sided pages, use the duplex automatic document feeder. Remove any staples and paper clips from the pages. Insert the original documents face up in the duplex automatic document feeder, with the left side entering the feeder first, and the top of the page away from you. Adjust the paper guides so that they fit against the original documents.

 **Note:** For information about parts of the printer, including the duplex automatic document feeder and the document glass, refer to the *User Guide* at www.support.xerox.com.

2. Touch **Fax**.

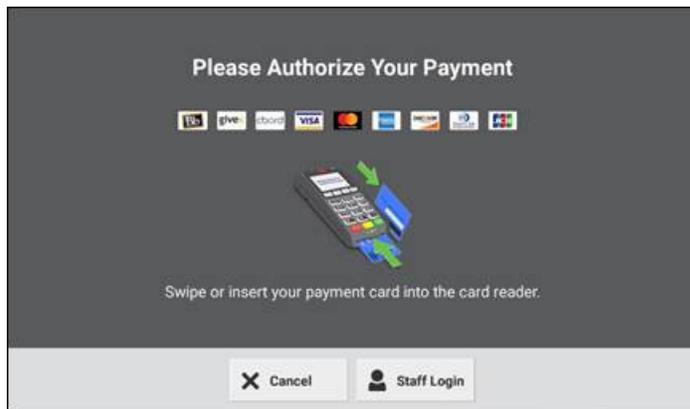


3. Touch **Continue**.



Faxing a Document

4. Insert or swipe your payment card.

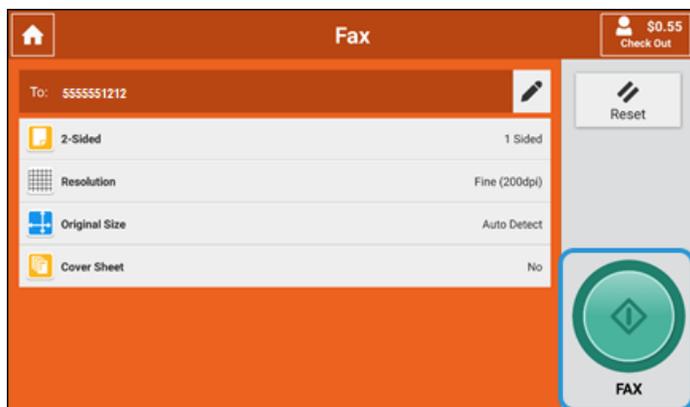


The Fax screen appears.

5. Use the screen keypad to enter the 10digit fax number, then touch **OK**.



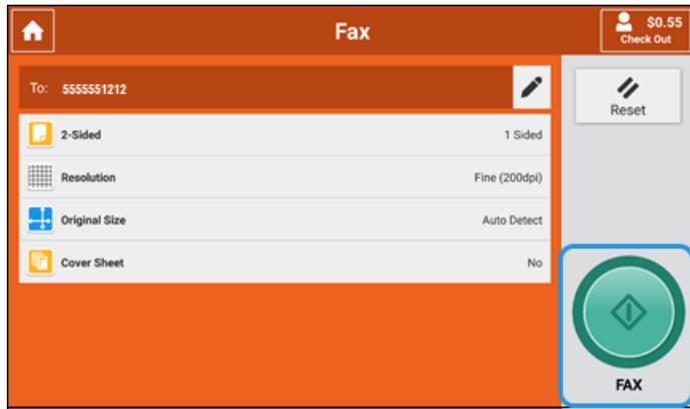
The Fax screen appears.



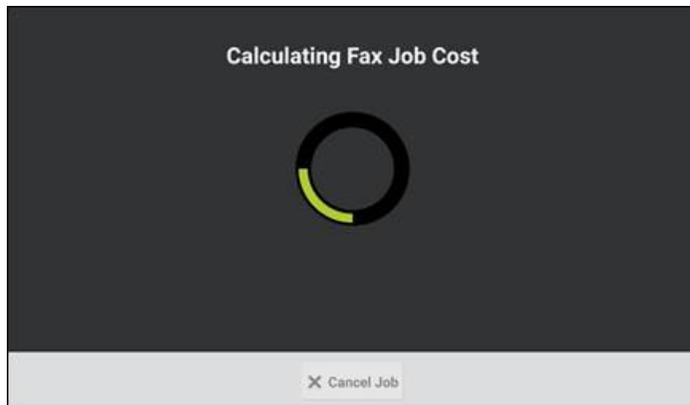
6. Adjust the settings as required:
 - 2-Sided
 - Resolution
 - Original Size
 - Cover Sheet

For more information about each of the settings, refer to [Fax Options](#).

7. Touch **Fax**.

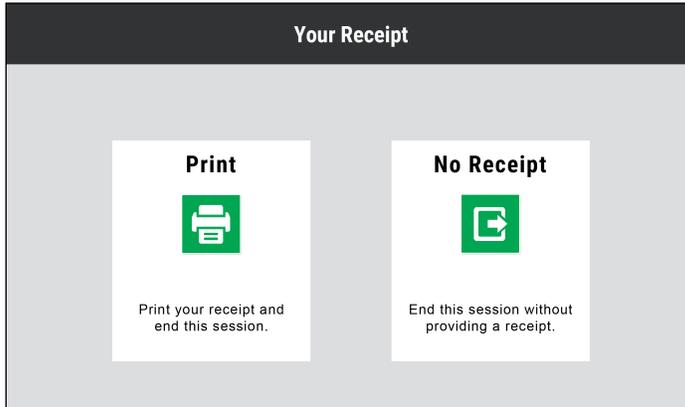


A screen appears that indicates that the system is calculating your job cost.

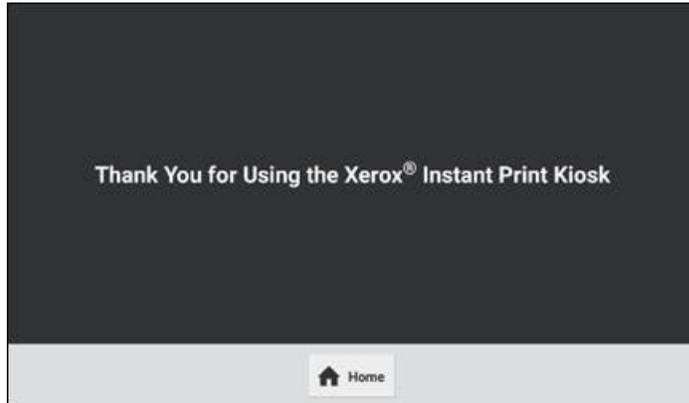


When the calculation is complete, the Job Cost screen appears.

11. To end your session, touch **Check Out**.
12. Select a Receipt option.

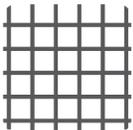


The Thank You screen appears.



Fax Options

The following Fax options are available:

Option		Description
	2-Sided	Use the 2-Sided options to set the device to scan one or both sides of an original document. To rotate the second-side page images, use the Rotate Side 2 option. The following 2-sided options are available: <ul style="list-style-type: none"> • 1 Sided • 2 Sided • 2 Sided, Rotate Side 2
	Resolution	Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi). The following Resolution options are available: <ul style="list-style-type: none"> • Standard (200 x 100 dpi) • Fine (200 dpi)
	Original Size	To ensure that you are scanning the correct area of the documents, specify the original document size. Select the size of the original document, or to allow the device to detect the original document size, select Auto Detect .
	Cover Sheet	You can use the Cover Sheet option to add an introduction page to the beginning of your fax. You can add a short message to the cover sheet, and add From and Attention details.

For information about faxing a document, refer to [Faxing a Document](#).

