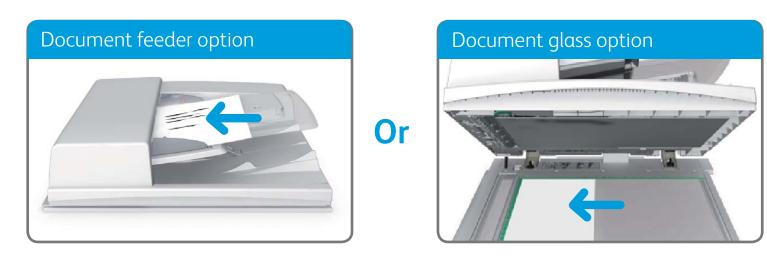


# How to make a copy

### Control panel





1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

- 2. Press the Clear All button on the control panel to cancel any previous programming selections.
- Press the Services Home button. 3.
- Select the Copy button on the touch screen. 4.
- If required, select the Copy tab. This is usually the active tab when the Copy service opens. 5.
- 6. Select any options required.
- 7. Enter the number of prints required using the numeric keypad on the control panel.
- 8. Press the **Start** button on the control panel to scan the original.

#### For more information

Please refer to the user guide available at http://www.support.xerox.com

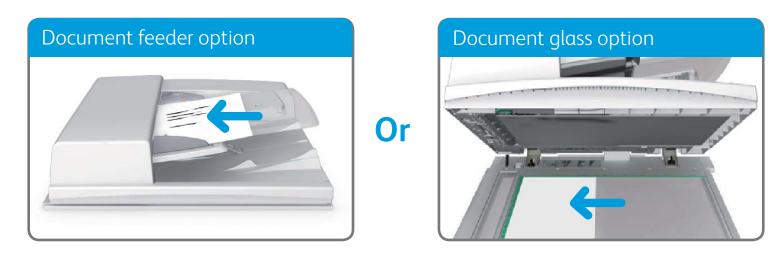
©2014 Xerox Corporation. All rights reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries.



# How to send a fax

#### Control panel





 Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

- 2. Press the Clear All button on the control panel to cancel any previous programming selections.
- 3. Press the Services Home button.
- 4. Select the Fax button on the touch screen.
- 5. If required, select the Fax tab. This is usually the active tab when the Fax service opens.
- 6. Select the Enter Fax Number entry box and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
- 7. Select the Add button.
  - If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the Add button again until all the recipients have been added.
- 8. Select the Close button to save the information you entered.
- 9. Select any options required.
- 10. Press the **Start** button on the control panel to scan the original.

For more information

Please refer to the user guide available at http://www.support.xerox.com

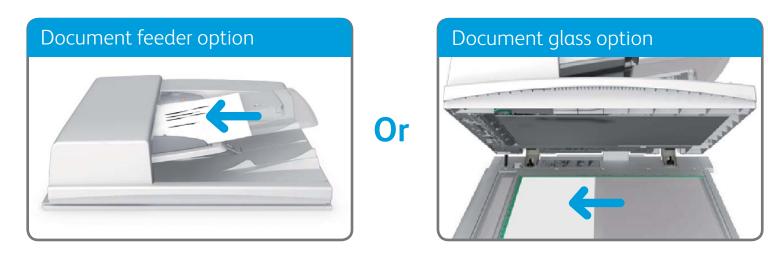
©2014 Xerox Corporation. All rights reserved. Xerox<sup>®</sup> and Xerox and Design<sup>®</sup> are trademarks of Xerox Corporation in the United States and/or other countries.



# How to send a server fax

#### Control panel





 Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

- 2. Press the Clear All button on the control panel to cancel any previous programming selections.
- 3. Press the Services Home button.
- 4. Select the Server Fax button.
- 5. If required, select the Server Fax tab. This is usually the active tab when the Server Fax service opens.
- 6. Select the Enter Fax Number entry box and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number.
- 7. Select the Add button.
  - If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the Add button again until all the recipients have been added.
- 8. Select the Close button to save the information you entered.
- 9. Select any options required.
- 10. Press the **Start** button on the control panel to scan the original.

#### For more information

Please refer to the user guide available at http://www.support.xerox.com

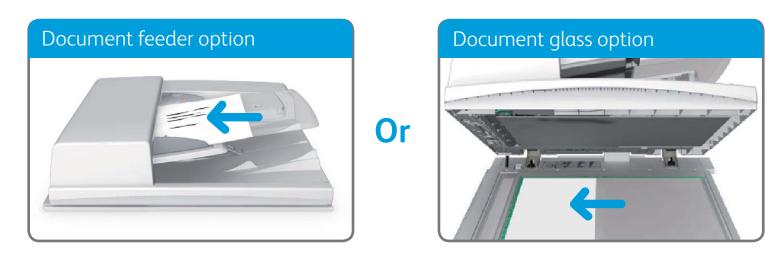
©2014 Xerox Corporation. All rights reserved. Xerox<sup>®</sup> and Xerox and Design<sup>®</sup> are trademarks of Xerox Corporation in the United States and/or other countries.



### How to send an internet fax

#### Control panel





 Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

- 2. Press the Clear All button on the control panel to cancel any previous programming selections.
- 3. Press the Services Home button.
- 4. Select the Internet Fax button.
- 5. If required, select the Internet Fax tab. This is usually the active tab when the Internet Fax service opens.
- 6. Select the New Recipient... button.
- 7. Use the touch screen keyboard to enter the e-mail address of the recipient.
- 8. Select the Add button.
  - If you want to send the document to more than one recipient enter the additional details, one recipient at a time, and select the Add button again until all the recipients have been added.
- 9. Select the Close button to save the information you entered.

10. Select any options required.

For more information

Please refer to the user guide available at http://www.support.xerox.com

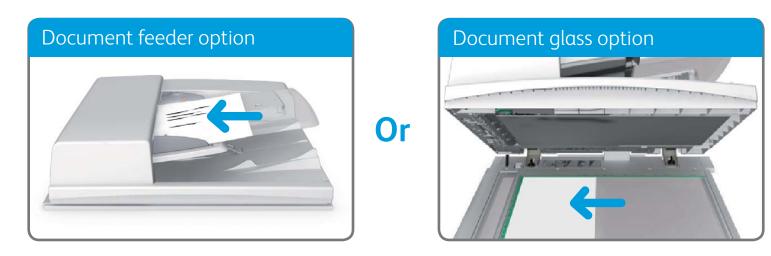
©2014 Xerox Corporation. All rights reserved. Xerox<sup>®</sup> and Xerox and Design<sup>®</sup> are trademarks of Xerox Corporation in the United States and/or other countries.



# How to send an e-mail

#### Control panel





1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

- 2. Press the Clear All button on the control panel to cancel any previous programming selections.
- Press the Services Home button. 3.
- Select the E-mail button on the touch screen. 4.
- 5. If required, select the E-mail tab. This is usually the active tab when the E-mail service opens.
- 6. Select the New Recipient... button.
- Use the touch screen keyboard to enter the e-mail address of the recipient.
- 8. Select the Add button.
  - If you want to send the document to more than one recipient enter the additional details, one recipient at a time, • and select the Add button again until all the recipients have been added.
- 9. Select the Close button to save the information you entered.

10. Select any options required.

11. Press the **Start** button on the control panel to scan the original.

For more information Please refer to the user guide available at http://www.support.xerox.com

©2014 Xerox Corporation. All rights reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries. BR7341



### How to save and reprint jobs

#### Control panel



#### Saving jobs using the print driver

- 1. Open the document to be printed. From most applications select the Office button or select File, then select Print from the file menu.
- 2. Select the Xerox driver from the list of print drivers available.
- 3. Open the print driver Properties window the method will vary depending on the application you are printing from. From most Microsoft applications select the Properties or Preferences button to open the window.
- 4. If required, click the **Printing Options** tab. This is usually the active tab when the print driver opens.
- Select Saved Job from the Job Type dropdown menu. 5.
- 6. Select the Job Name entry box and use your keyboard to enter a name for your job.
  - Select Use Document Name from the Job Name dropdown menu to save your • job with the same name as the original document.
- 7. Select the folder where your job should be saved from the Save To menu.
  - If your required folder does not display, you can use your keyboard to enter the • name of the folder where your job should be saved. The Default Public Folder is available for all users to save their jobs to.
- 8. Click the OK button.

#### **Reprinting saved jobs**

- 1. Press the Clear All button on the control panel to cancel any previous programming selections.
- 2. Press the Services Home button.
- 3. Select the Print From... button on the touch screen.
- 4. Select the Saved Jobs... button.
- 5. Select the folder required.
- 6. Select the saved job required.
- 7. Select any options required.
- 8. Press the Start button on the Control Panel to print the job.

Select the option(s) required. 9.

#### 10. Click the OK button to save your settings.

11. Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the OK or Print button.

#### For more information

Please refer to the user guide available at http://www.support.xerox.com

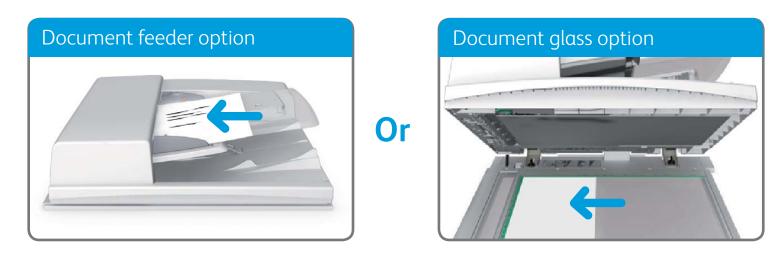
©2014 Xerox Corporation. All rights reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries.



### How to scan to your network

#### Control panel





 Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. Or

Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.

- 2. Press the Clear All button on the control panel to cancel any previous programming selections.
- 3. Press the Services Home button.
- 4. Select the Workflow Scanning button on the touch screen.
- 5. If required, select the Workflow Scanning tab. This is usually the active tab when the Workflow Scanning service opens.
- 6. Select a template type from the All Templates dropdown menu.
- 7. Select the template required.
- 8. Select any options required.
- 9. Press the **Start** button on the control panel to scan the original.

#### For more information

Please refer to the user guide available at http://www.support.xerox.com

©2014 Xerox Corporation. All rights reserved. Xerox<sup>®</sup> and Xerox and Design<sup>®</sup> are trademarks of Xerox Corporation in the United States and/or other countries.



### Machine overview

#### Machine overview Features Depending on the configuration of your device, it is capable of the following; Сору 8 3 0 4 One-Touch Scan Ц 6 5 $\Sigma\Sigma$ li li J THI Workflow Scanning 1 Document Feeder and Document Glass 6 Paper tray 4 (optional) 2 Control Panel **7** Bypass tray C Server Fax 3 Paper tray 1 8 Finisher (optional) 4 Paper tray 2 5 Paper tray 3 E-mai Control panel ID Card Copy 11 24 (12<sup>0</sup> 7 6 3 Scan To. 2 MINO 6 WXYZ 9 5 (15) 0 0 Fax (16) C10 9 Internet Fax **1** Services Home **11** Language

2 Services

3 Job Status

4 Machine Status

5 Touch Screen

🬀 Log In / Out

7 Help

8 Numeric Keypad

9 Dial Pause

10 Cancel Entry



Clear All
Interrupt Printing
Stop



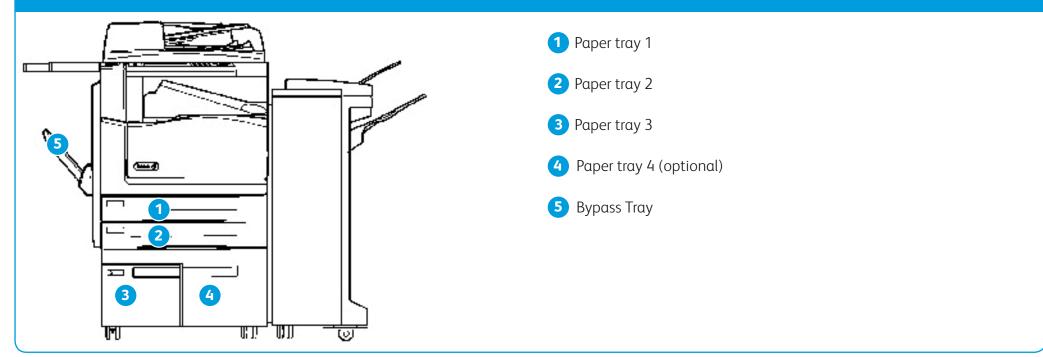


©2014 Xerox Corporation. All rights reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries.



# How to load paper

#### Machine overview



#### Paper trays 1 and 2

- 1. Open the tray.
- 2. Place the media in the tray. Media must be positioned against the left side of the tray.
  - Paper must not be loaded above the maximum fill line.
- 3. Make sure that the guides just touch the paper.
- 4. Close the paper tray.
  - If the tray is set to Dedicated this is the end of the loading process.
  - If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the Confirm button. If the settings are not correct change the settings as required.

#### **Bypass Tray**

•

- 1. Make sure the tray is in the down position. For larger media, use the tray extension.
- 2. Place the media in the tray. Media must be positioned against the left side of the tray.
  - Paper must not be loaded above the maximum fill line.
    - Load pre-printed paper and labels face-up and with the top towards the front of the device.
  - Load hole punched paper with the holes on the right.
  - Load transparencies face-up. If the transparencies have a white strip load them with the white strip on the right.
- 3. Make sure that the paper guides just touch the paper.
  - The tray detects the position of the side guide to determine the size of the media.
- 4. If the tray is set to Dedicated this is the end of the loading process.
  - If the tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. If the settings are correct select the Confirm button. If the settings are not correct change the settings as required.

#### Paper trays 3 and 4

- 1. Open the tray.
- 2. Place the media in the tray. Media must be positioned against the left side of the tray.
  - Paper must not be loaded above the maximum fill line.
- 3. Close the paper tray.

#### For more information

Please refer to the user guide available at http://www.support.xerox.com

©2014 Xerox Corporation. All rights reserved. Xerox<sup>®</sup> and Xerox and Design<sup>®</sup> are trademarks of Xerox Corporation in the United States and/or other countries.