Xerox Workcentre 7845

Machine Overview

Loading Trays 1 and 2

Open and place the paper in the tray.

Make sure the green guide are is the correct position.

Note: Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

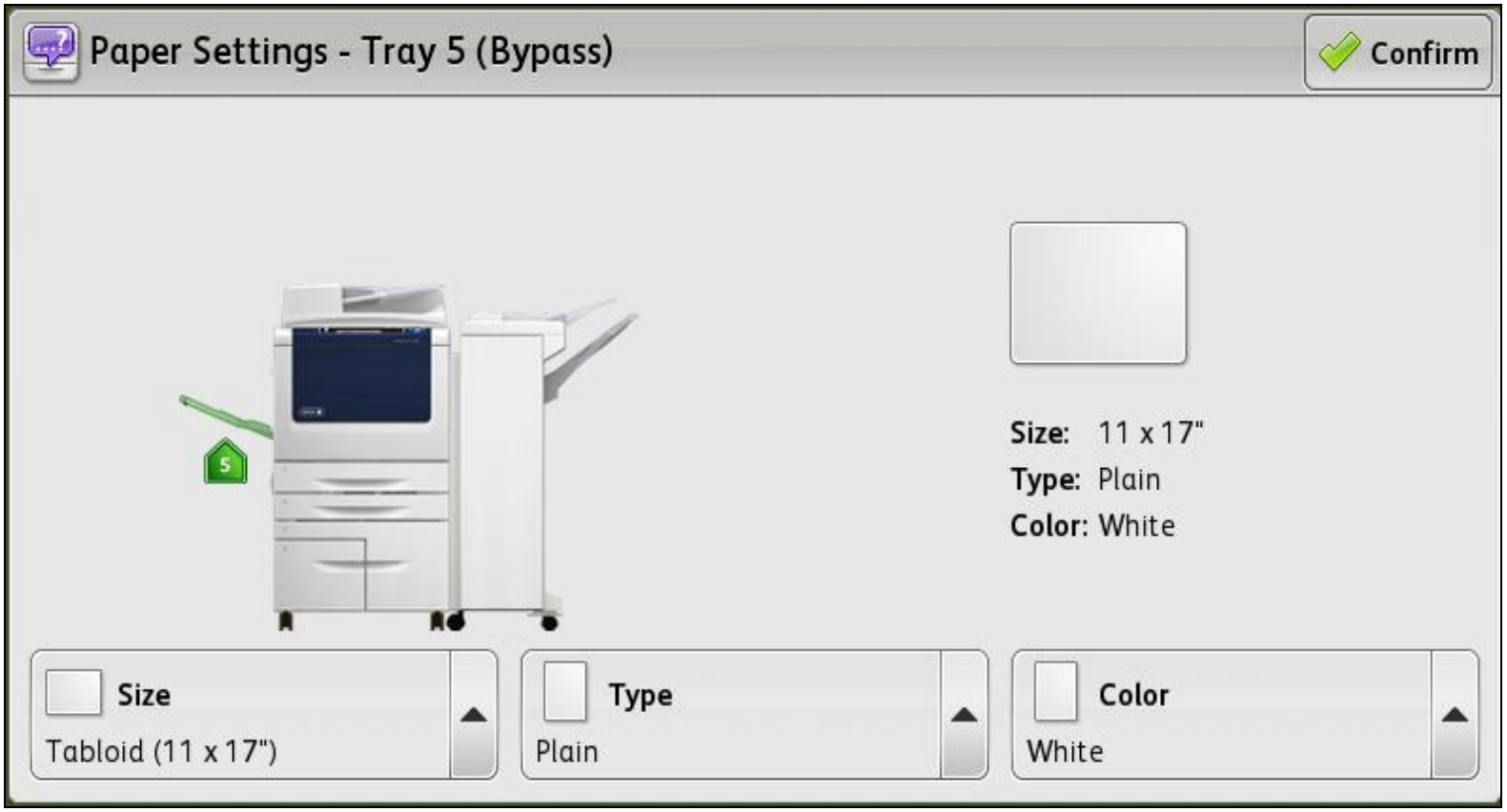
Loading Paper Trays 3 and 4

Trays 3 and 4 are dedicated for Letter 8.5 x 11 size paper. Make sure the Green Guide is right up again the paper .

Note: Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

Confirming Paper Changes

Once you close a tray or put something into the bypass tray the confirmation screen will appear and you will have the options to change the tray setting.



Adjust the paper size, paper type, and the color of the paper as needed.

Bypass Tray

1. Make sure the tray is in the down position.

2. Place the media onto the tray. Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

3. Make sure that guides just touch the paper.

Loading Originals

Document Feeder: One or more pages go Face Up. Make sure the gray guides are right up against the original.

Document Glass: Originals go Face Down on the glass in the Upper Left hand corner.

Changing Toner

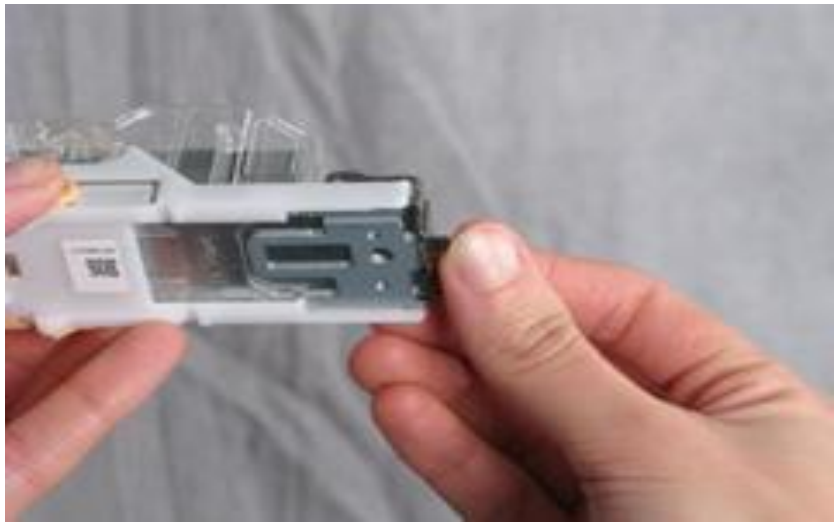
Note: When the toner is getting low, you will get a warning to order a new toner before it is empty.

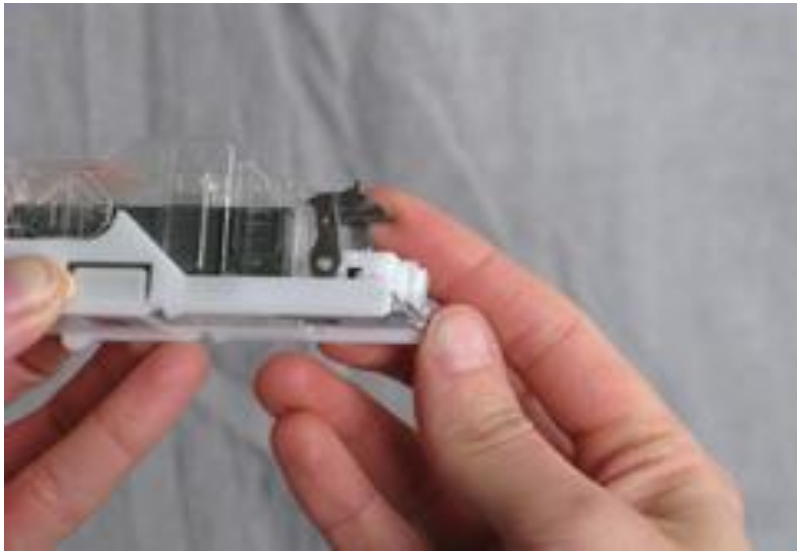
Changing Waste Toner

Just like the toner the machine will prompt you to order another waste toner when it is close to being full.

Changing Staples

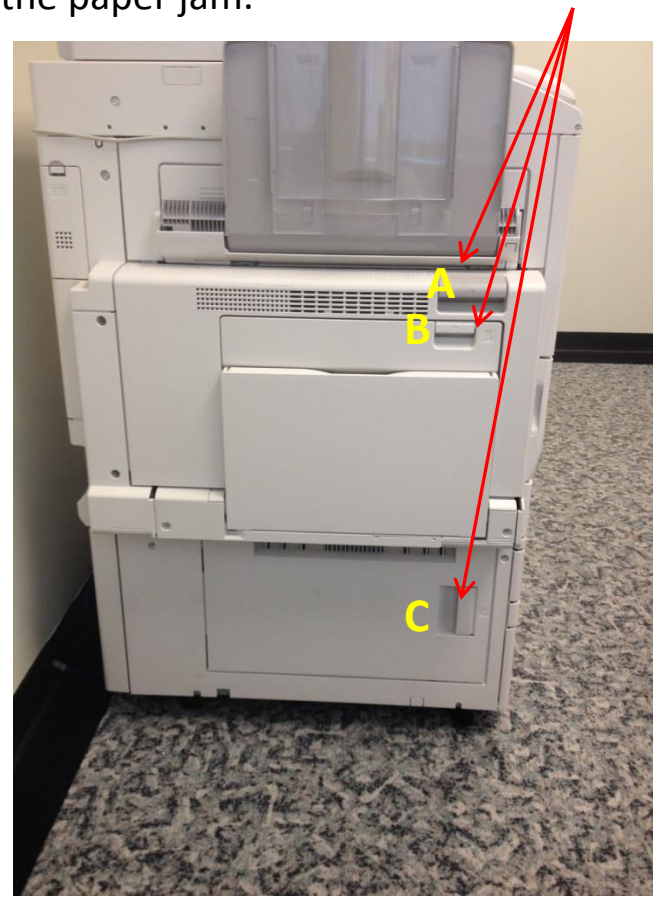
You could check the staple supply level under the Machine Status supplies tab. The machine will not prompt you to order new staples.



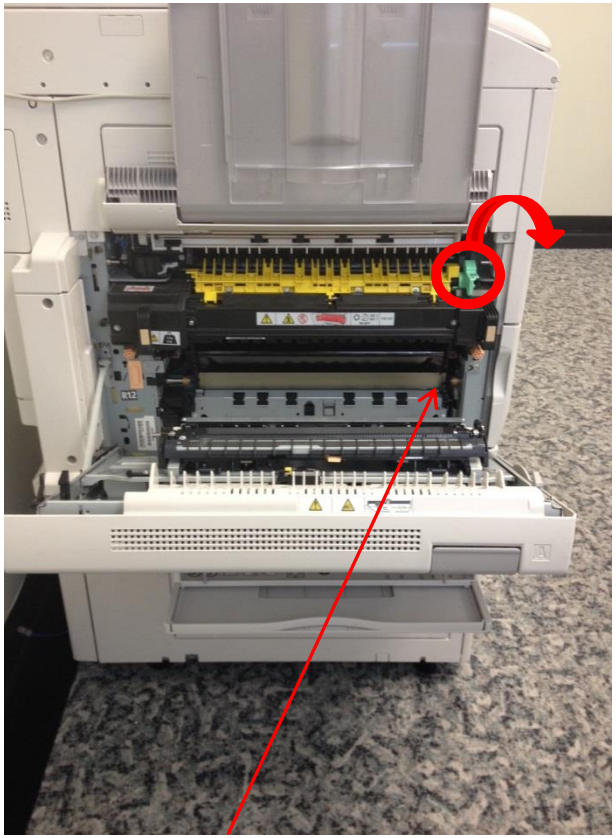


Clearing Paper Jams

There are three areas where a jam could occur (Labeled A,B,C). The user interface will direct you how to clear the paper jam.



Anything green colored is the paper path and where the jam would occur. Make sure to open or twist the green knobs before pulling the paper out.



Pull the green lever down and retrieve the paper. Be cautious, the fuser can get very hot.

User Interface

Services Home: Will always bring you back to the screen shown below.

Clear All: Will clear all sets back to the default settings such as the recipients list, fax numbers, and number of copies, etc.

Energy Saver: Press this button when the machine is in low power mode.

Machine Status: Basic information about the device.

Start: Press start to began a copy job, send a fax, or an email.

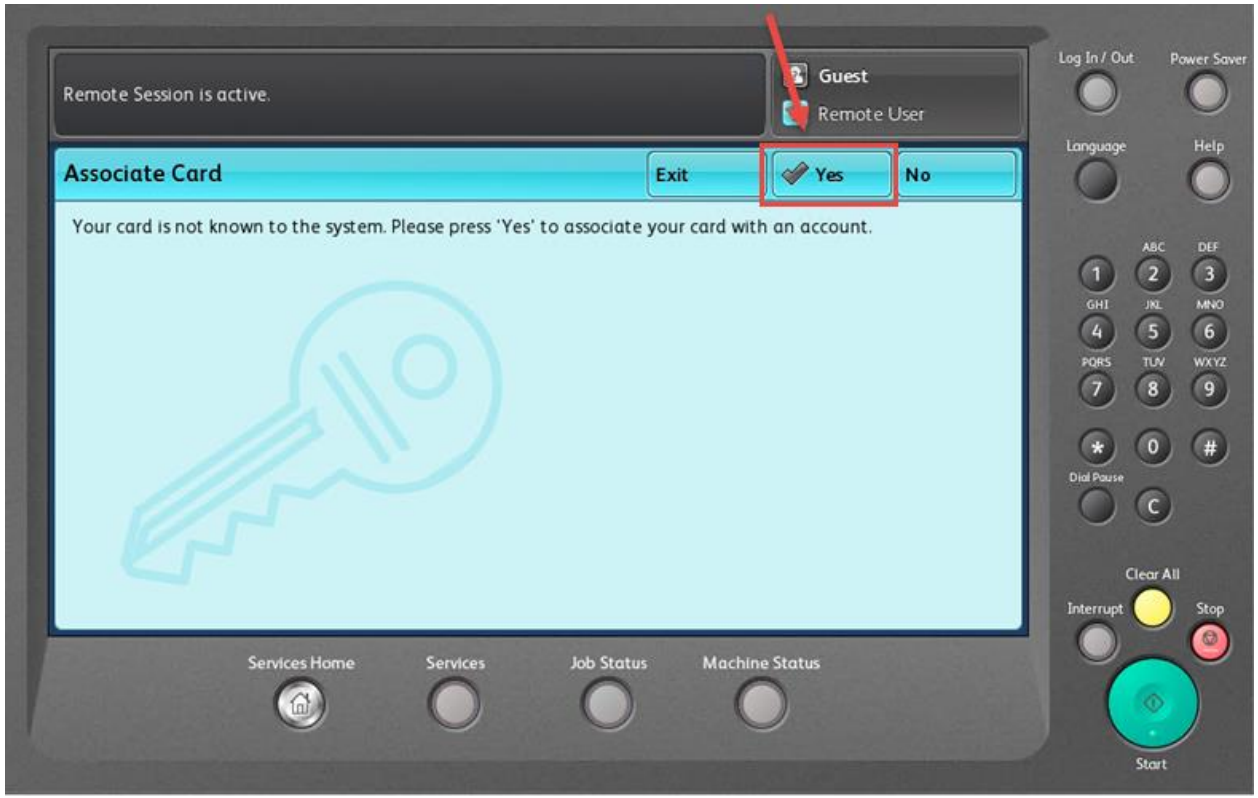
Job Status: Select this button to active job, completed jobs, and retrieve Secure Print jobs.

Stop

Standard Login

Swipe you're Connecticut College ID Card to login

If user's card number is not in the PaperCut Database the user will be prompted to enter their Connecticut College User Name and Password.

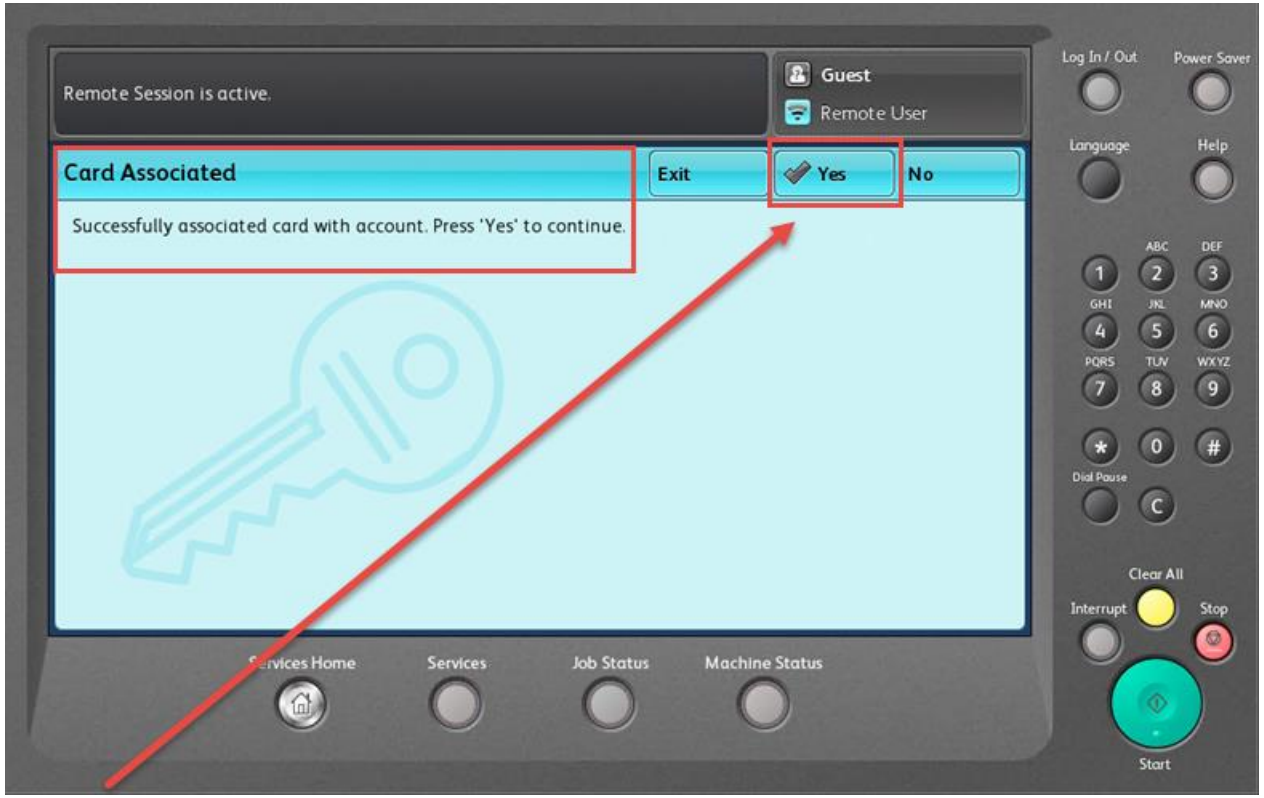


The first time you use your ID card you will need to register.

The machine will prompt you to enter both your Connecticut College User Name and Password.

Hit done after each request. Your card will now be registered to all machines. You will now be able to swipe to login and out of the machines.

Hit done after each request. If completed you will see the screen below confirming your card registration.



. Your card will now be registered to all machines. You will now be able to swipe to login and out of the machines.

Alternate Login

If you do not have your Connecticut College ID you can login to the machine by pressing the Alternate Login button on the MFP Screen

You will be prompted to enter your Connecticut College Username and Password.

Hit Done after each prompt to login

Fund-Org Selection

There are 3 Options for selecting the Fund-Org Number

1.

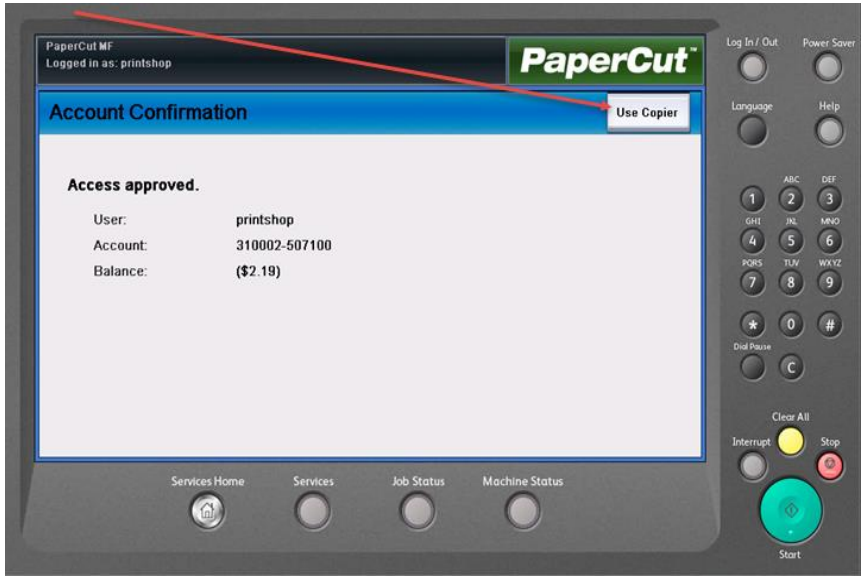
You can choose from the list of Fund-Org Numbers

2.

You can search for a Fund-Org by typing in a partial number and hitting the save button in the right hand corner

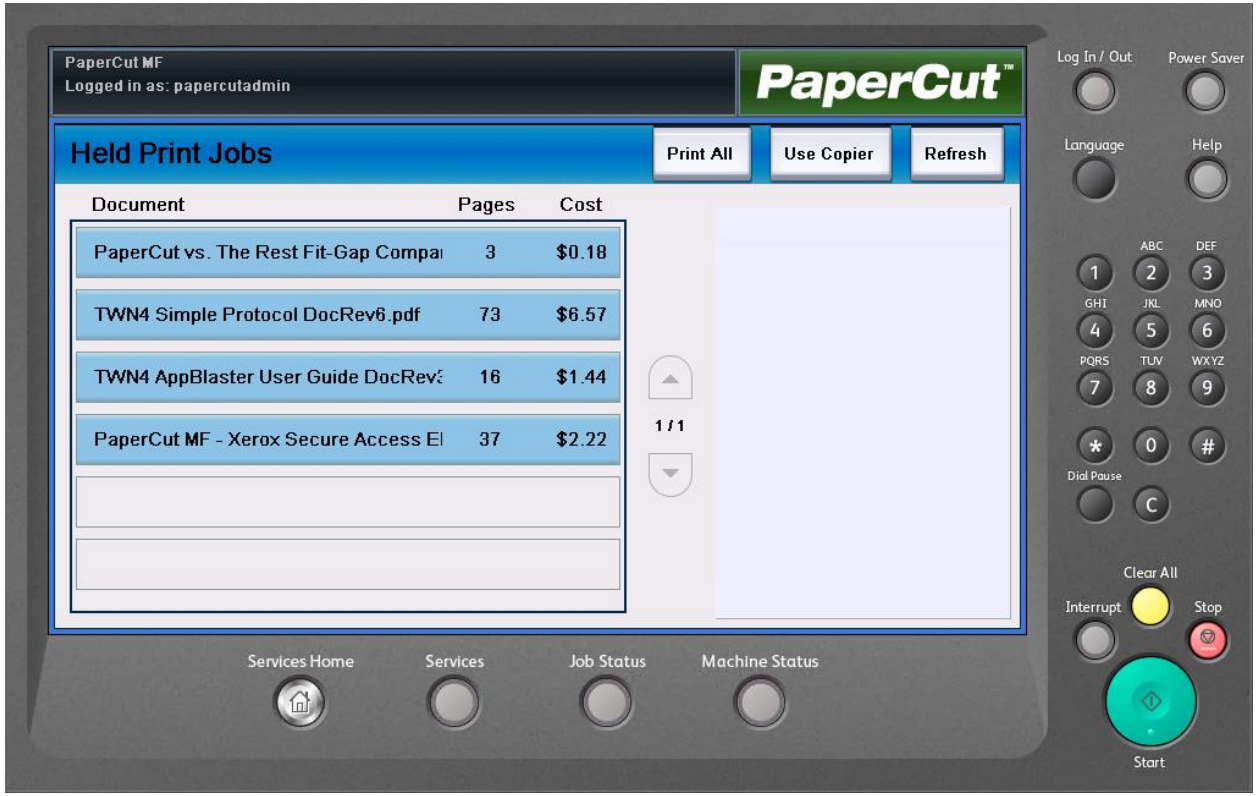
3.

You can also manually enter an entire Fund-org by typing in the number and hitting save

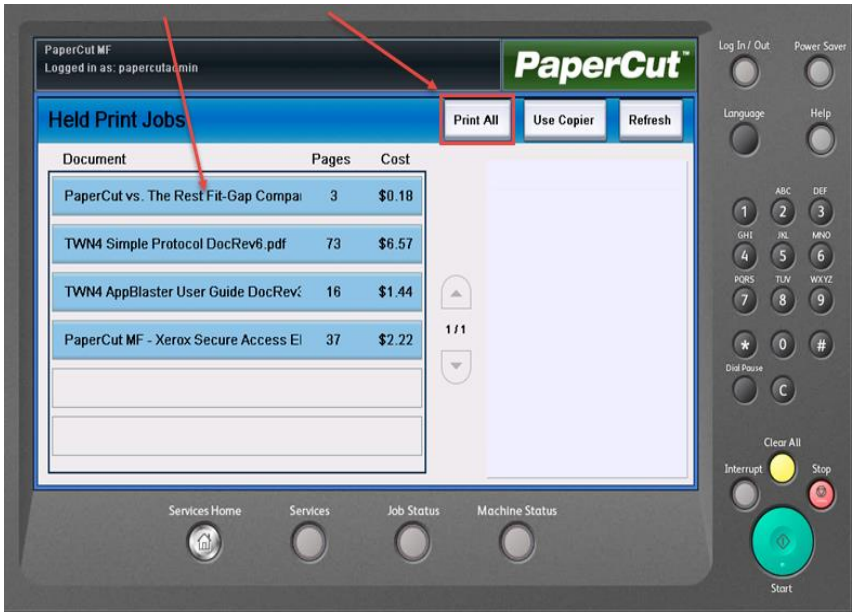


Once you've entered your Fund-Org info the machine will display a confirmation number including the department info. From here select the **Use Copier** button to access the machine functions

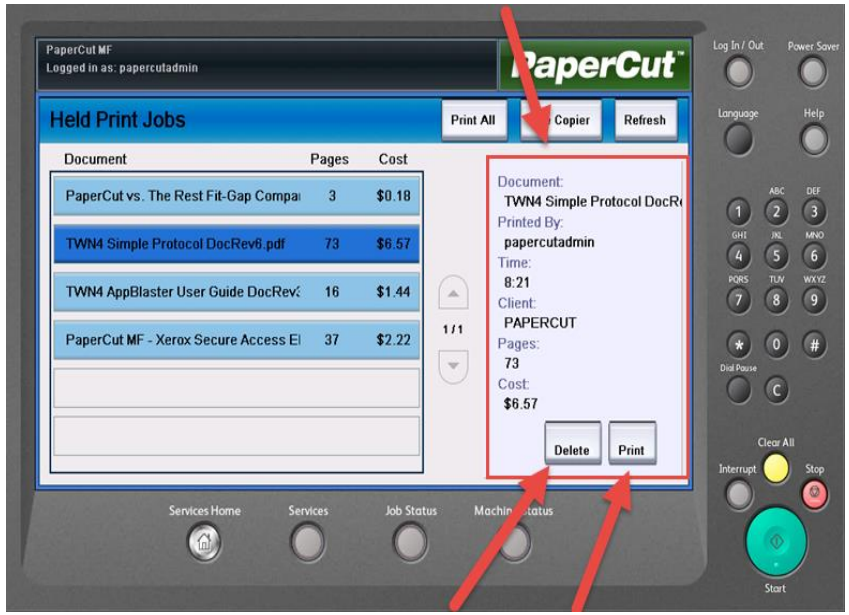
Releasing Print Jobs



Once logged in if you have print jobs waiting to be printed you will be presented with a list of jobs ready to be released



You can choose a single print job or print all of the jobs waiting



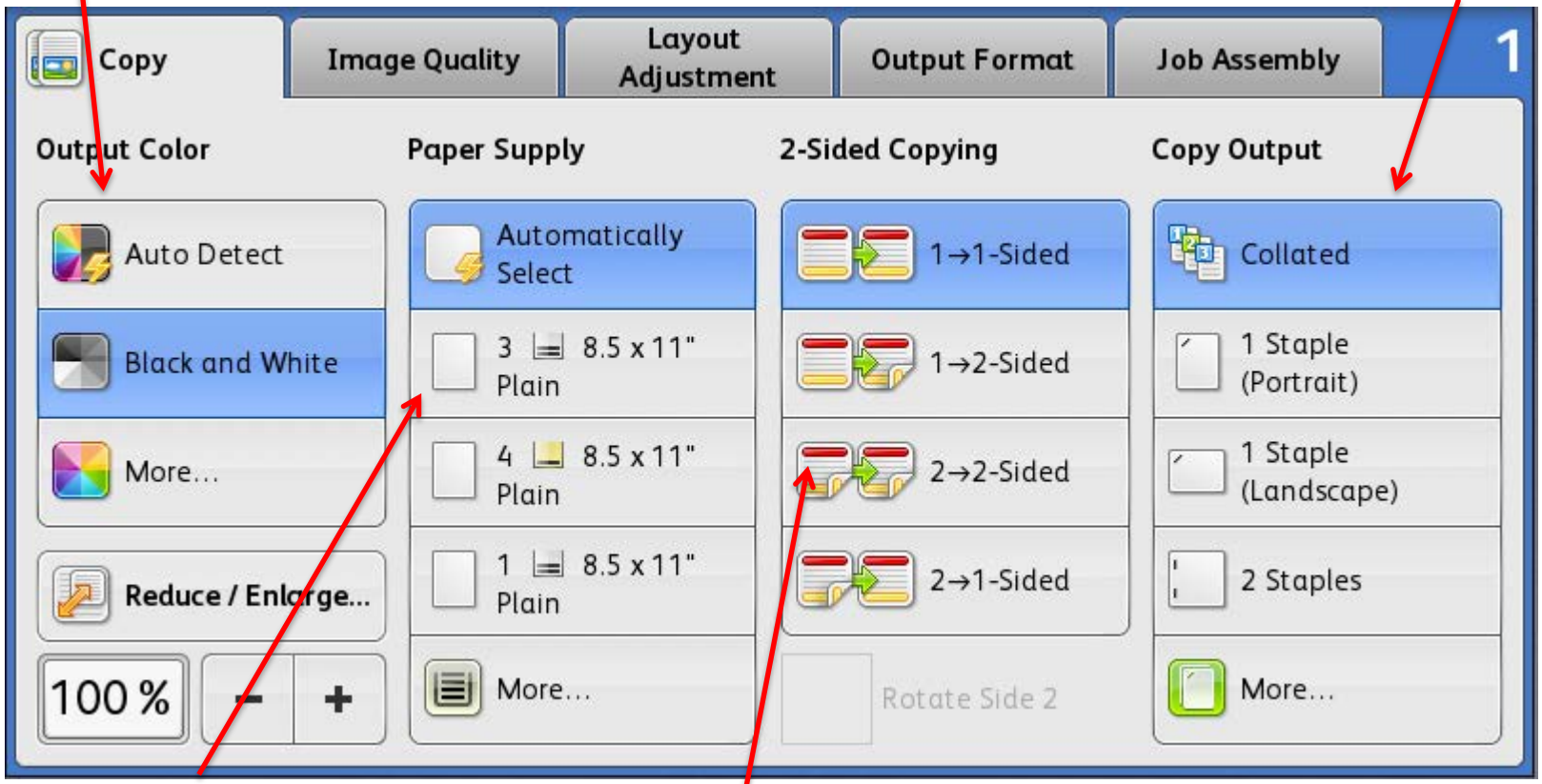
If you choose to print one document, the screen will display the job details

From here you can choose to print or delete your job.

Main Copy Screen

Output Color: You can choose to have a colored copy.

Copy Output: We select any of the finishing options that are installed on the copier including **Stapling** and **Hole Punching**.



Paper Supply: This is where you can choose an individual tray. When it is on Auto Select the machine will determine which tray to pull from the originals size.

2 Sided Copying:

1>1 sided: use this option if your originals are printed on one side and you want single-sided copies.

1>2 sided: use this option if your originals are printed on one side and you want double sided copies.

2>2 sided: use this option if your originals double sided and you want double sided copies.

2>1 sided: this option will make one-sided copies from double-sided originals.

Scan To Email

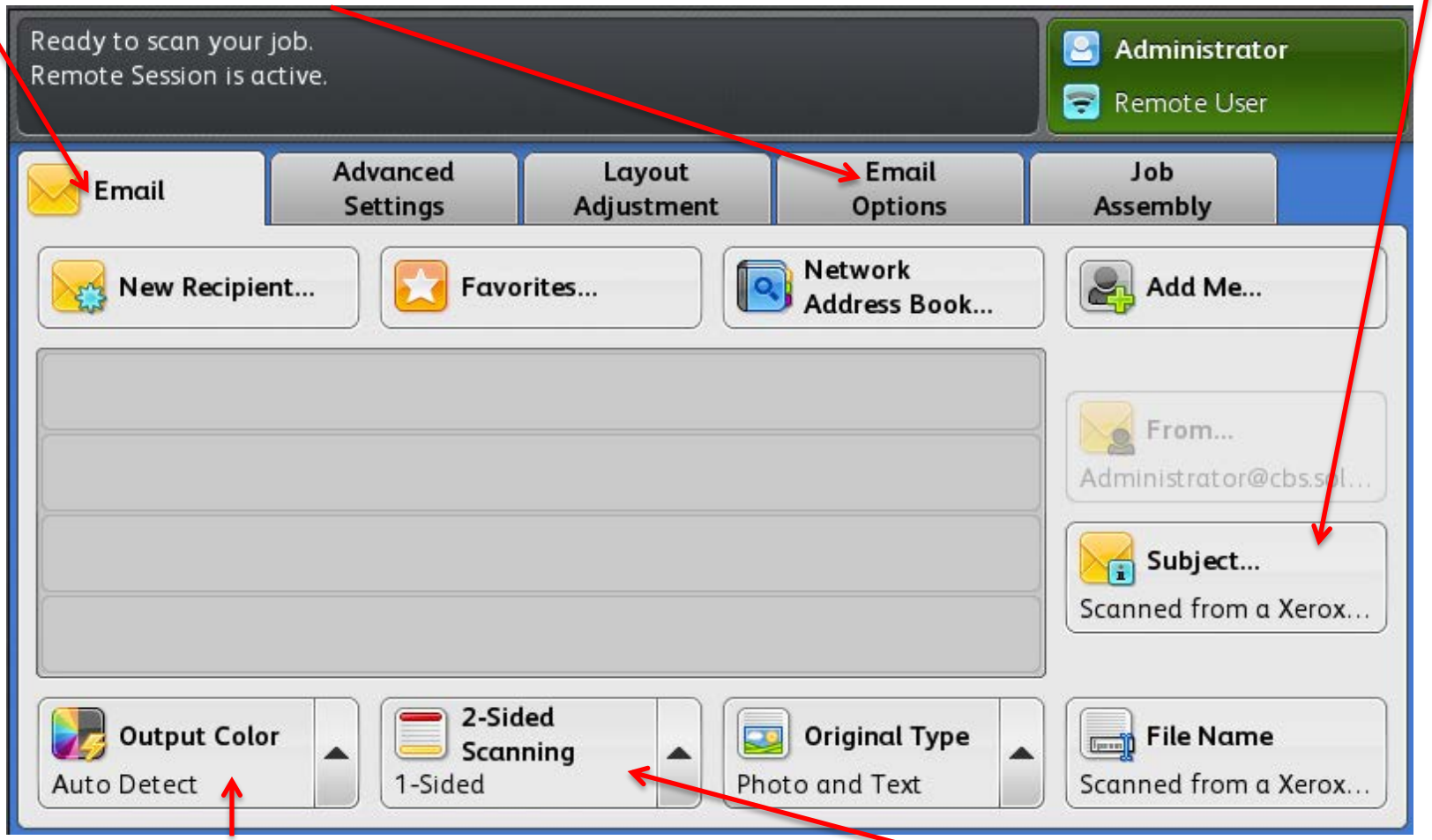
When you choose Scan to Email, PaperCut will populate your email address in the To: and From: addresses

Main Email Screen

New Recipient: You can search the active directory for yourself or other users in the organization.

You can adjust the Subject line to each individual email.

E-mail Option: You can adjust the File Format and File Name of the attachment.

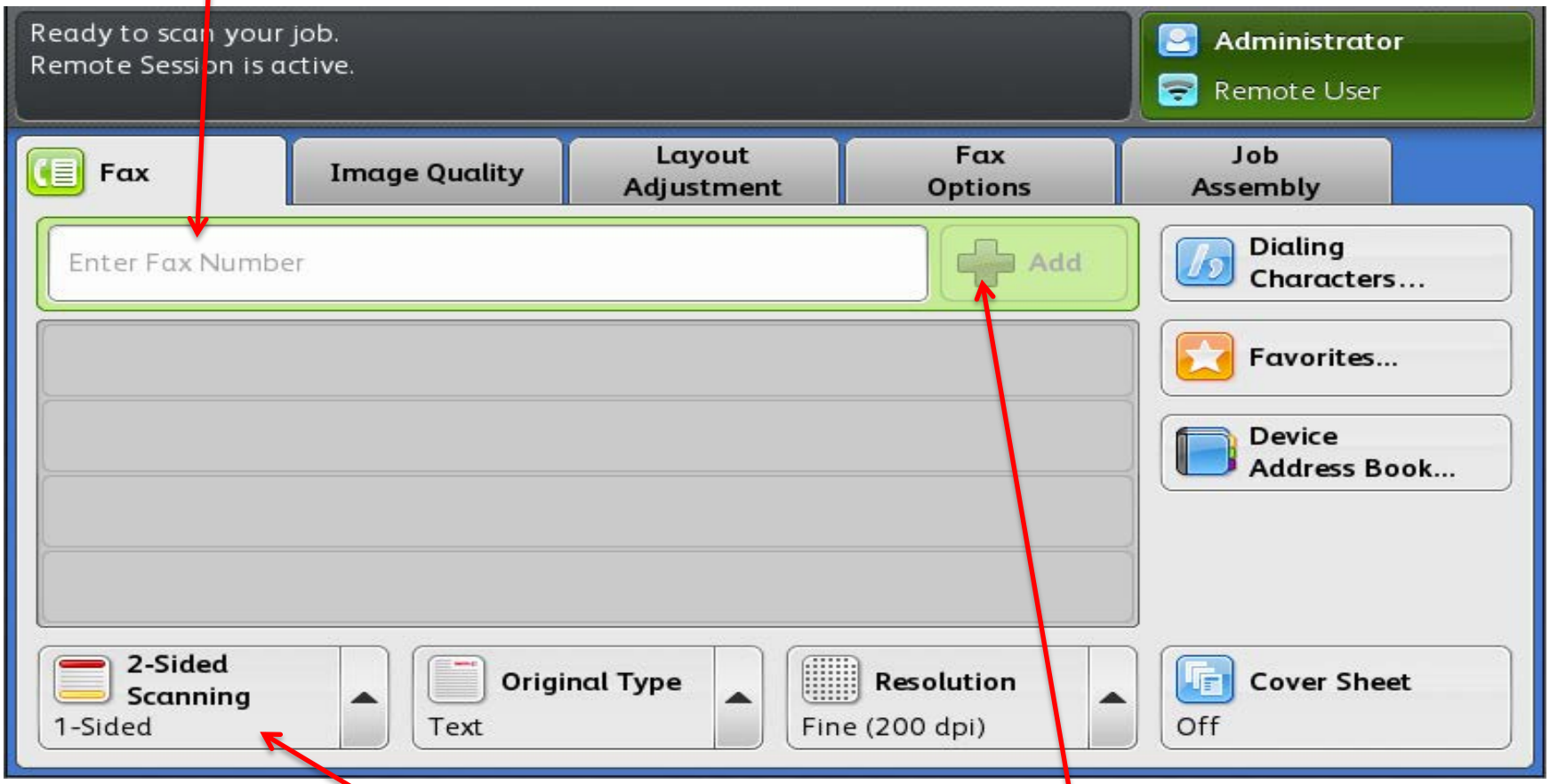


Output Color: You can choose either a Black and White or Color Scan.

2-Sided Scanning: You can choose either a single-sided or double-sided document.

Main Fax Screen

Enter the Fax Number here by using the keypad to the right of the touch screen …



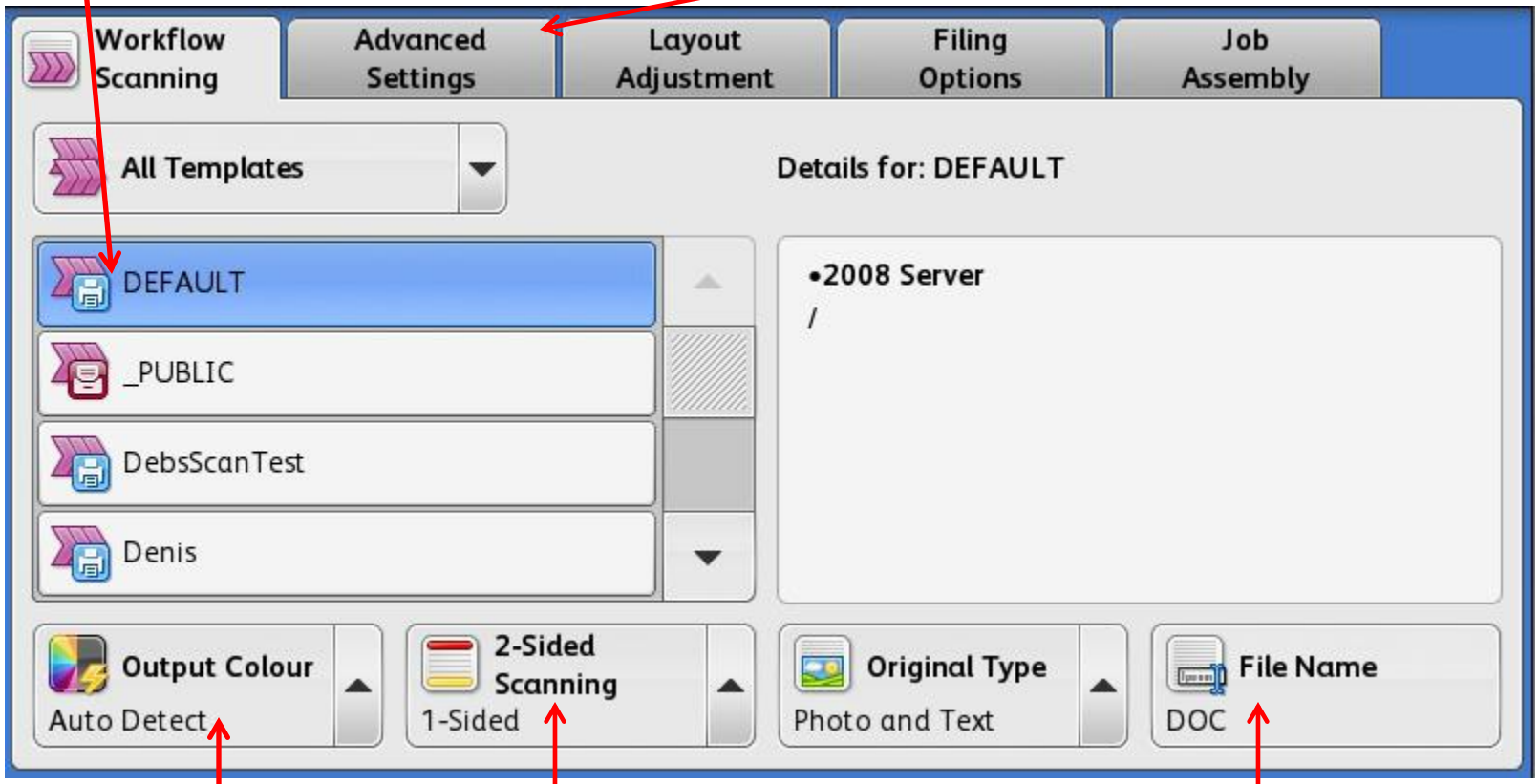
If you have a **2 Sided** original. Change 1-Sided to 2-Sided .

Select **Add** to send the same Fax to multiple Fax numbers.

Network Scanning

Search for your name or department in the queue.

Advanced Settings: Change the resolution (dpi)



Output Color: Scan in color or in black&white

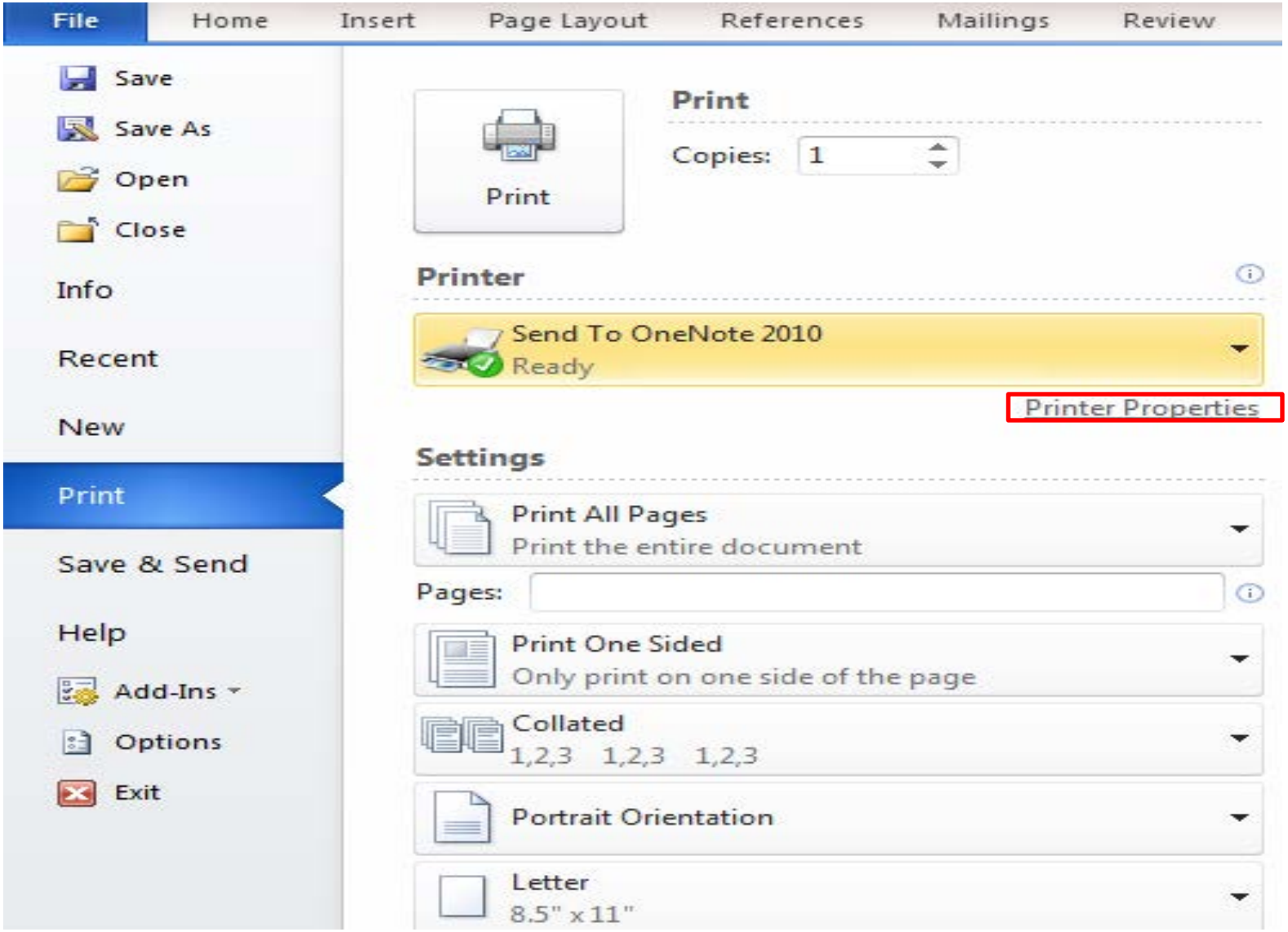
2-Sided Scanning: Scan a single-sided or a double-sided document

File Name: Change the file name at the device

Logging Out

Press the Upper Right hand corner of the screen and choose “Remote User” 1st the “Logout” 2nd

The Print Driver can be found by clicking on Printer Properties on your print screen.

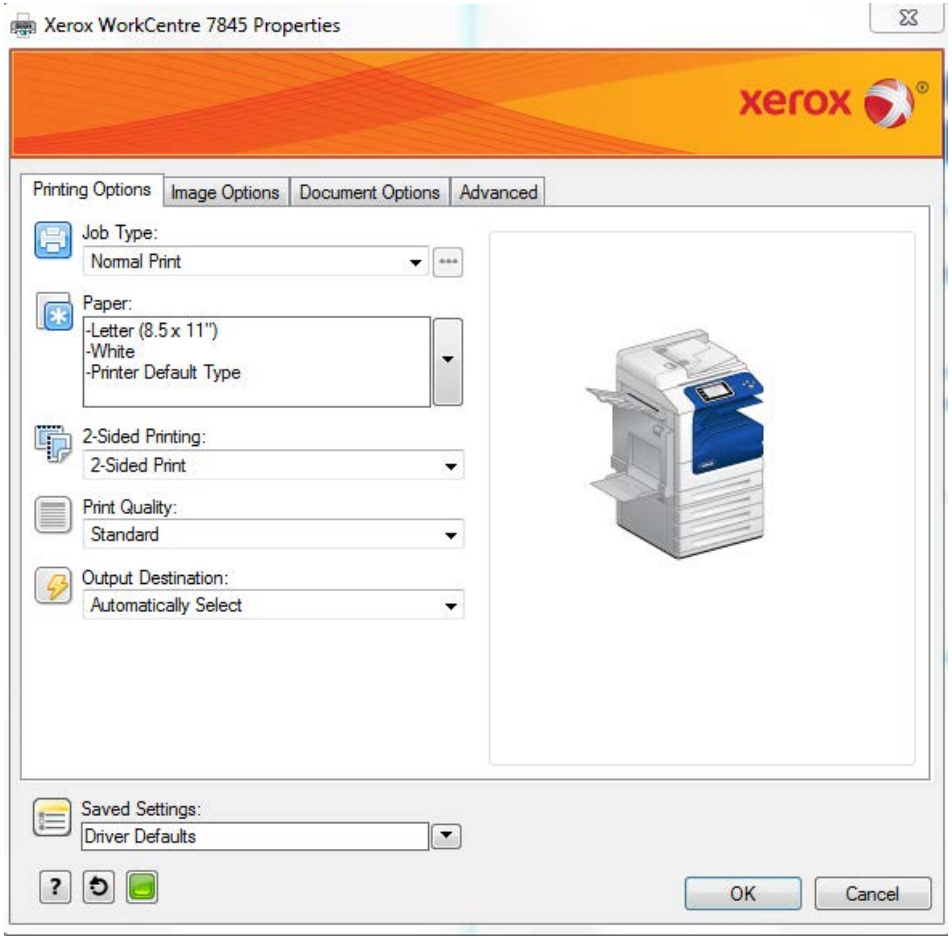


Remote Printing using the Xerox Print Driver

The print driver interface gives you quick access to common features of the device at your work station.

Including:

- Job Type
- Paper Supply
- 2-Sided Printing
- Finishing
- Image Options
- Layout Options



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Press the help button on our website to access customer knowledge basic. Where you can find the full user guides and a keyword search for frequently asked questions .

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