Xerox Multifunction Printers
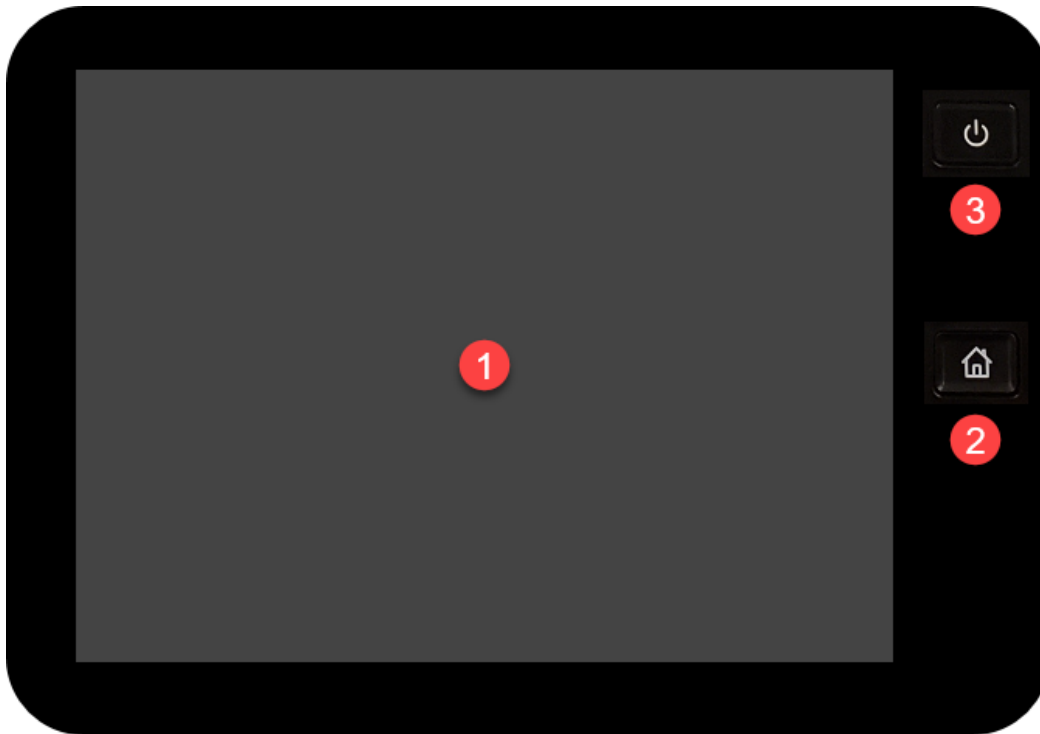# User Guide

September 2020

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Getting Started

Touchscreen

Each Xerox printer is controlled by a touchscreen on the front of the device. Depending on the size of your printer, you'll either have a large or small touchscreen.

Large Touchscreen

1) **Main Screen.** This touch-sensitive screen is where you will find the icons for all the device functions, as well as the documents in your print queue.

2) **Home Button.** Pressing this button will return you to the home screen described in this manual, which contains all your functional icons.

3) **Power Button.** If the device is asleep, this button will be glowing. Press it to wake up the device. This is also where you can restart the device.

Small Touchscreen

1) **Main Screen.** This touch-sensitive screen is where you will find the icons for all the device functions, as well as the documents in your print queue.

2) **Home Button.** Pressing this button will return you to the home screen described in this manual, which contains all your functional icons.

3) **Power Button.** If the device is asleep, this button will be glowing. Press it to wake up the device. This is also where you can restart the device.

Secure Entry/ Secure Print Release

In an effort to increase security and further comply with HIPAA/ FERPA regulations, the University of Toledo will use **secure entry and secure print release** on all print devices. This means in order to use the device, you will need to log on with your Rocket card or UTAD username & password.

What is "Secure Print Release"?

When you send a document to the printer called "FollowMe", it gets stored in a virtual queue on the server until you enter your credentials to "release" it at the device of your choice.
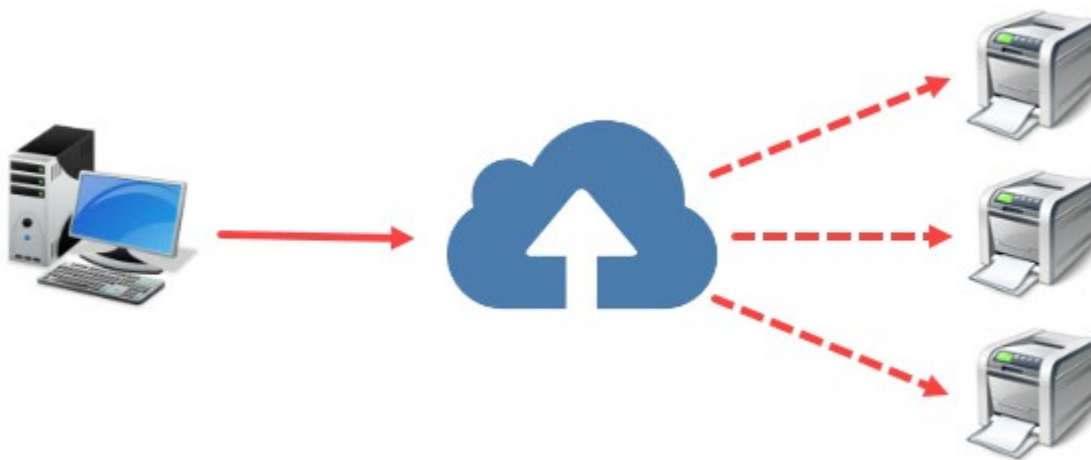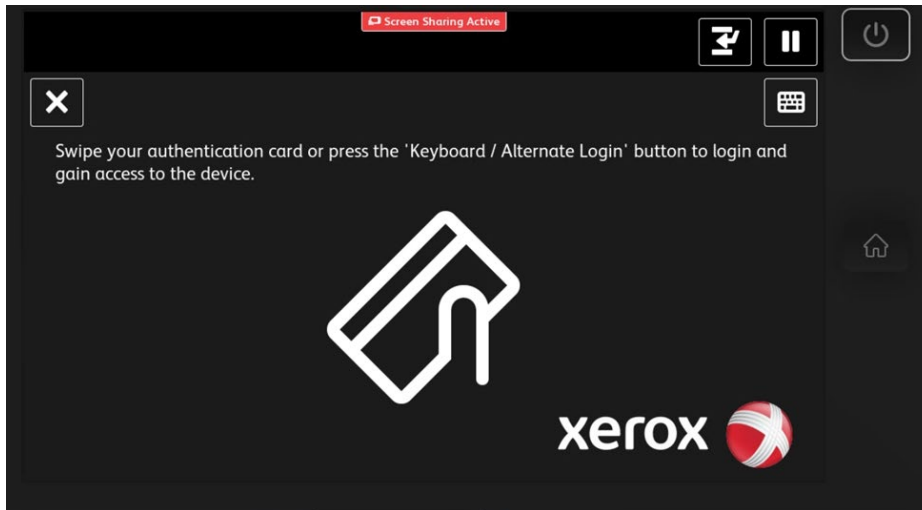

This means that for security, your document will not be released to print until you've logged into your chosen device. You will also need to log in for any other device functions, such as faxing and scanning.
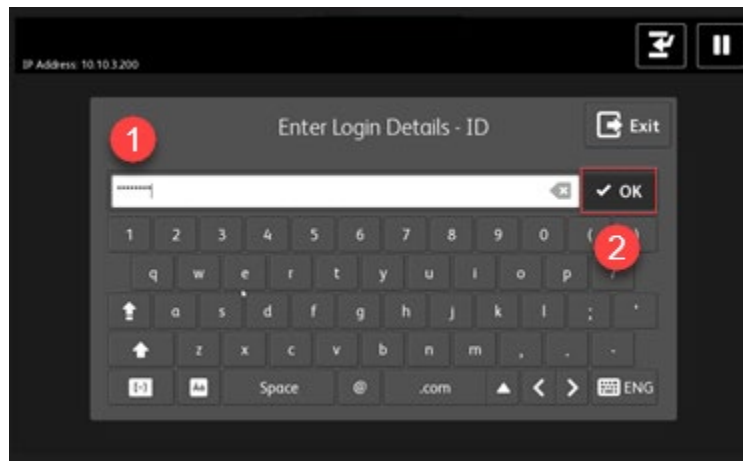
Using the Device

Step 1: Either swipe your Rocket card to login, OR on the touchscreen, tap on the **keyboard icon** in the upper right-hand corner.

Step 2: Enter your Network UTAD Username and tap OK, then your network Password, and tap OK.


This provides access to all functions of the device, including releasing your document(s) to print.

Home Screen

After you've logged in, the touchscreen will display your **"Print Release Screen"** if you have jobs in the print queue (see Printing section below) If you have not printed, you will see the **"Home Screen"**. The Home Screen has icons that allow you to perform all the functions of the device.
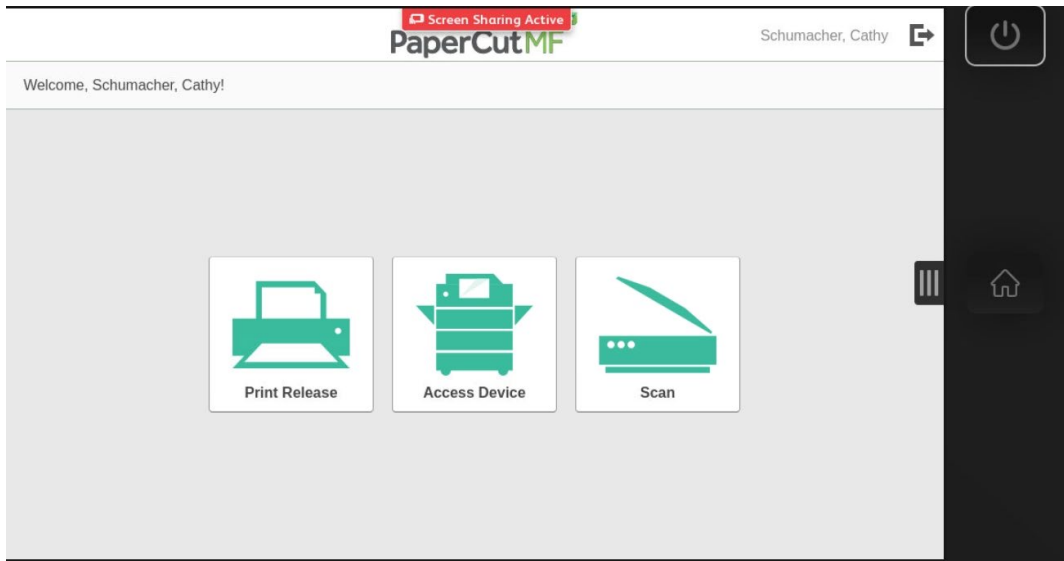
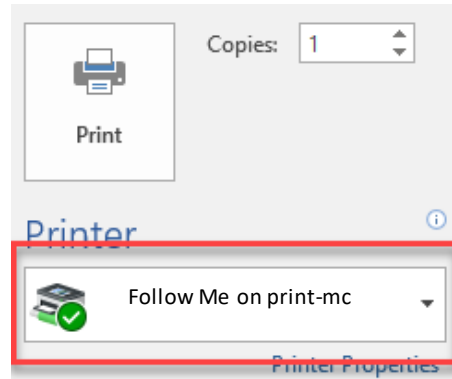*Note: Depending on the device, your home screen layout may vary.*

Hitting the home button or back arrow IN THE TOP LEFT at any point will bring you back to the home screen.

Printing

Step 1: To send a document for printing, select "FollowMe" printer:

Step 2: Walk to the device you'd like to print from. On the **touchscreen**, log in per the instructions above.

Step 3: As soon as you log in, you will be immediately presented with a list of print jobs you have waiting. Select the document and tap "Print". Or you can check "Select all jobs" to release all jobs at once.

If you change your mind about printing, you can tap on the trash can (next to the "Print" button) after selecting your document to remove it from the print queue.

⚠ Documents will remain in your queue for **2 hours**. After this time, they will be deleted from the queue.

One-Sided Printing

By default, your documents will print on both sides of the paper. However, you can change the settings to print one sided.

Step 1: Go to "File" then "Print…" in whatever program you are printing your document from (Word, Excel, Adobe PDF viewer, etc).

Step 2: Click on "Properties". This will open the Xerox "Print Properties" window. *Note:* Depending on what program you're using, this may be labeled "Printer Properties" or "Print Options".

Step 3: Go to the "2-Sided Printing" option and select "1-Sided Print" from the drop down menu. Click "OK".
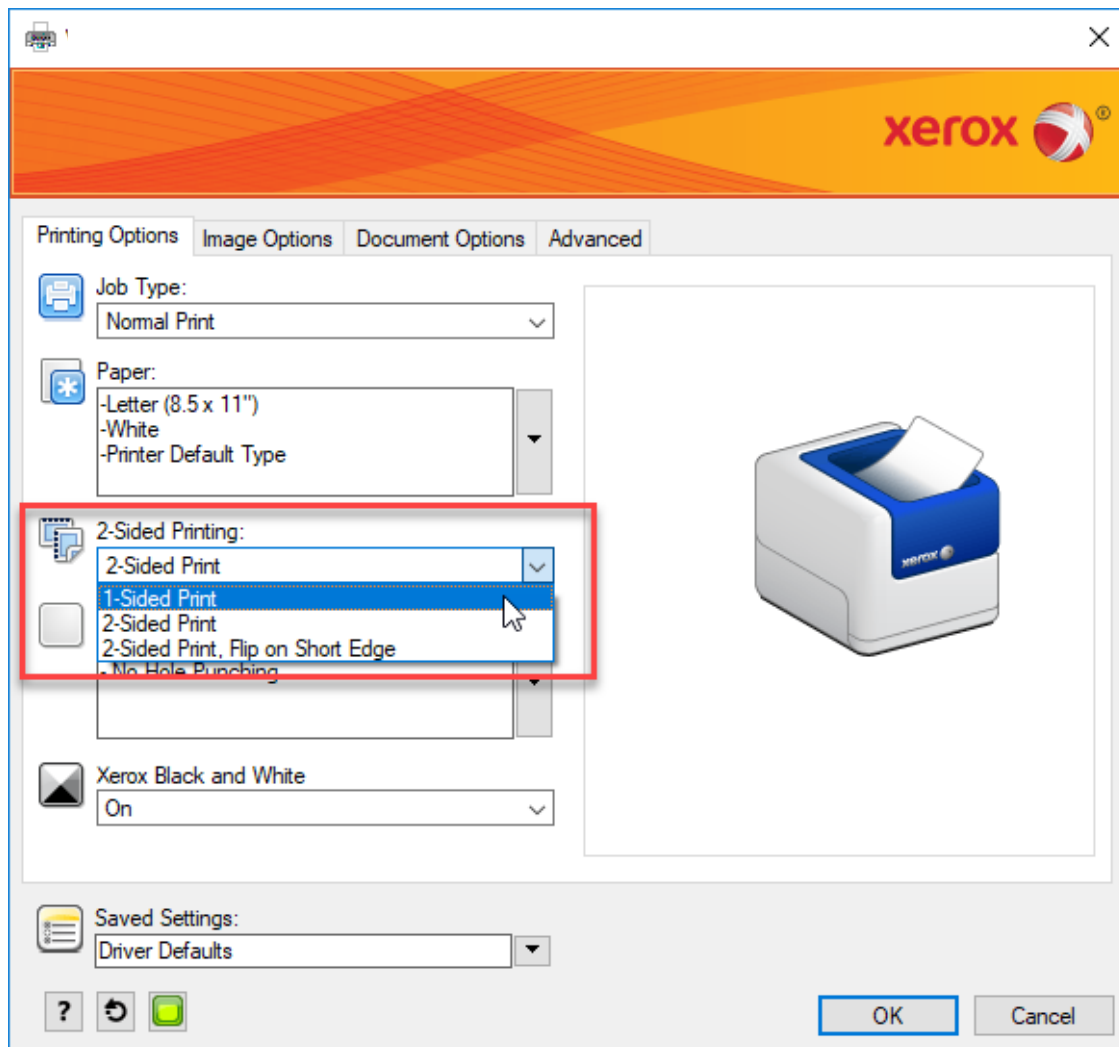
Scanning

You have 2 or 3 options for scanning: Scan to your email, Scan to your OneDrive, and if available, Scan to your department folder (Z Drive).

Scanning to Email

To scan a document to your email, log into the device following the instructions above to begin.

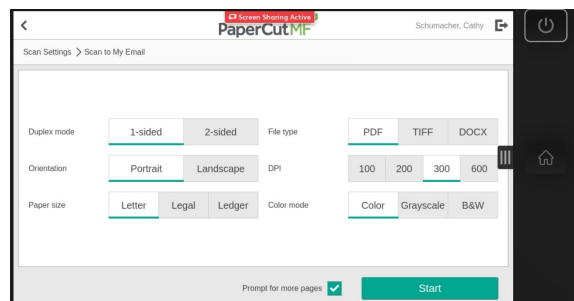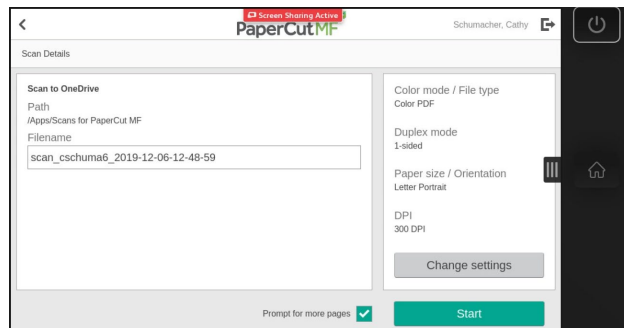**Step 1**: From the **home screen**, select the "Scan" icon:
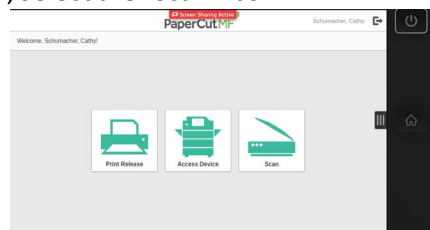
Step 2: Select "Scan to My Email"

Notice your email address appears in the "TO" field. If you do not need to change the default options (Color PDF), you can press the "START" button.
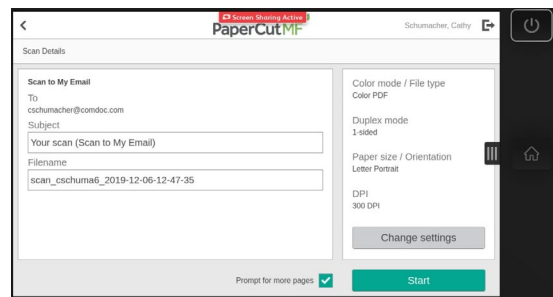
To change the default settings, press the "Change Settings" button.

When you have made your selections, Press "START".

Scanning to OneDrive

To scan a document to your OneDrive folder, log into the device following the instructions above to begin.

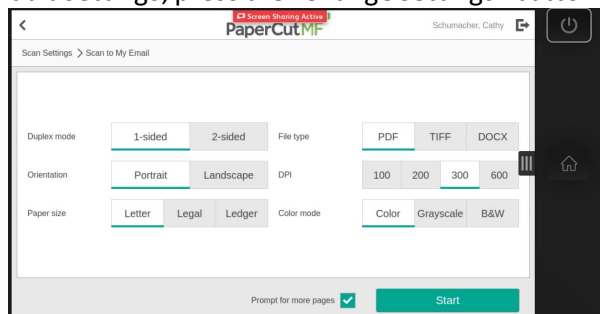**Step 1**: From the **home screen**, select the "Scan" icon:
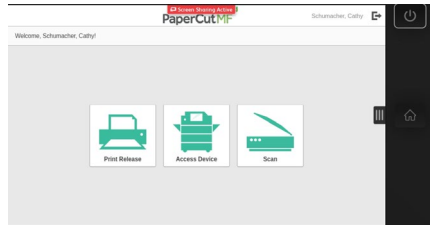
Step 2: Select "Scan to OneDrive"

Notice your home directory appears in the "PATH" field. If you do not need to change the default options (Color PDF), you can press the "START" button.

To change the default settings, press the "Change Settings" button.

When you have made your selections, Press "START".

Scanning to your department folder (Z drive)

If your department has a shared folder, you can scan to it by logging into the device following the instructions above to begin.
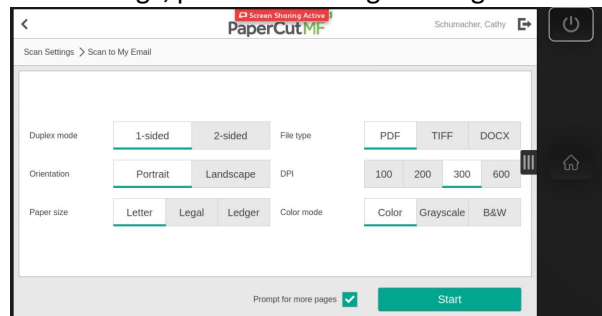
Step 1: From the **home screen**, select the "Scan" icon:
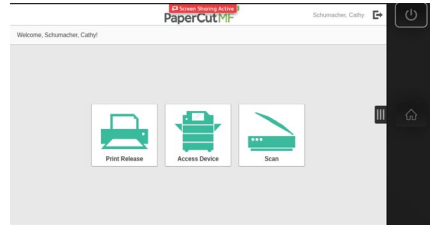
Step 2: Select the folder you would like to scan to. If you do not need to change the default options (Color PDF), you can press the "START" button.
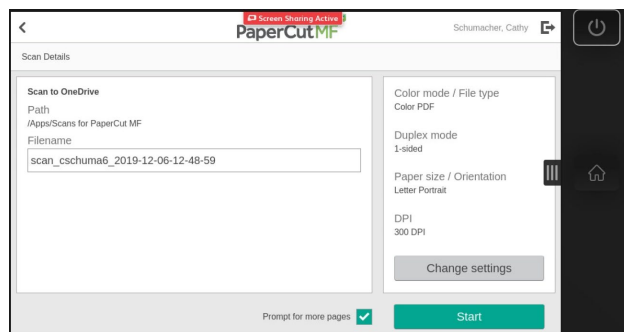
To change the default settings, press the "Change Settings" button.

When you have made your selections, Press "START".

Copy & Fax

To copy once you have logged onto the device, select the "Access Device" button from the main screen.
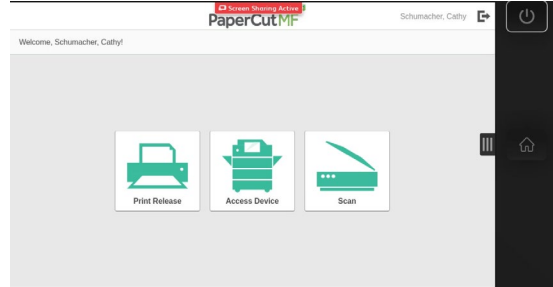
Then you will see the copier's main screen:
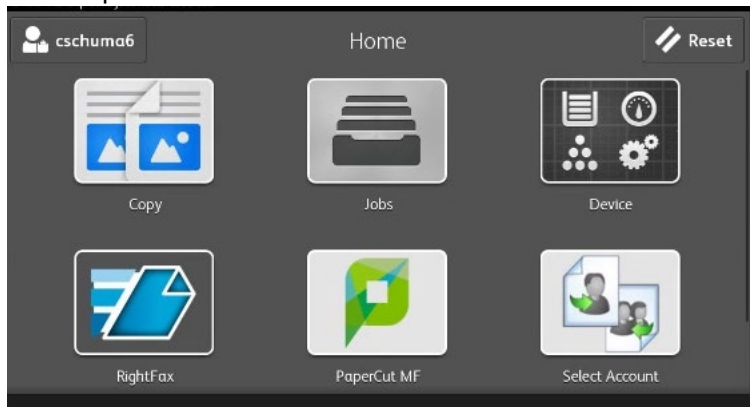
Touch the "Copy" button to make copies. You will see the following screen. Scroll down for all copy options, including Color (if applicable), double-sided, reduce/ enlarge, and quality adjustments.
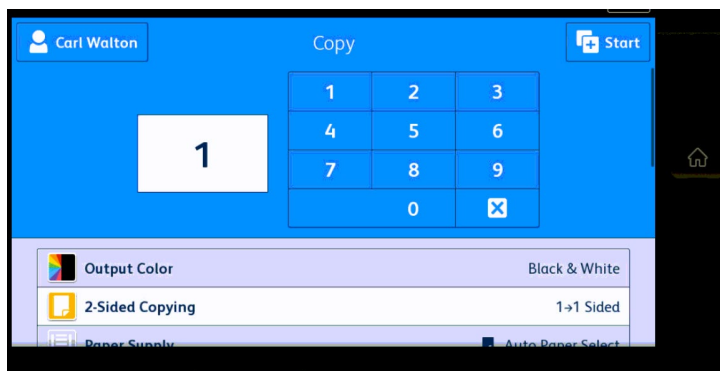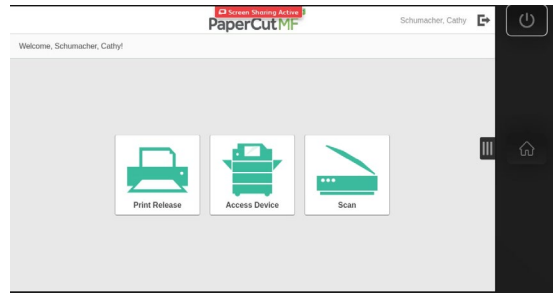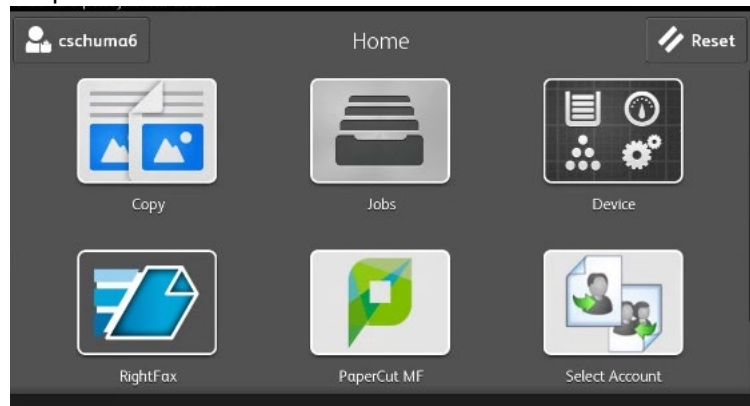
Faxing

Note: Your ComDoc device must be enabled for faxing.

To fax a document, log into the device per the instructions above, then select the "Access Device" button from the main screen.

Then you will see the copier's main screen:

From the Copier's Main screen, select the "RighFax" icon.
At the logon screen, press Cancel to log you in as Guest (Log in as the Xerox Device itself)

Select the Fax number box and enter in the 10-digit fax number you are sending to, put your documents either in the Automatic Document Feeder (ADF) or lift up the lid and place the page on the glass and press Start.

Please Note: The ADF will only do single sided processing in the Right Fax app. If your document is double sided, please lift up the lid and use the glass to scan each individual page.
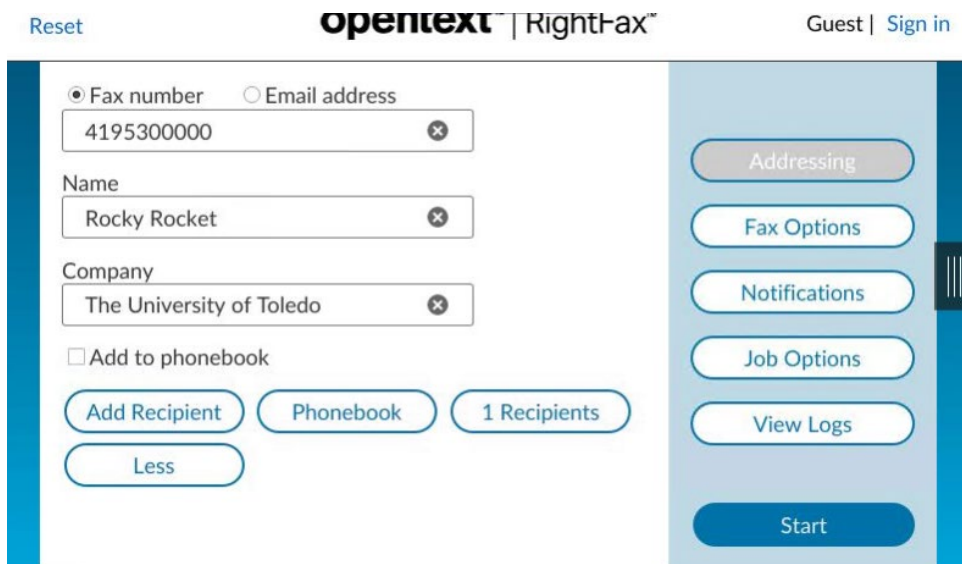

For more options before sending your fax, press the More button.

Additional Options

Select the Fax number box and enter in the 10-digit fax number you are sending to. (Email Address option, if presented, is not available at this time).

Place documents in the Automatic Document Feeder (ADF) or lift the lid and place document on the glass.

At any point after entering your first fax number, you may press Start to begin faxing your document.

(Optional) You may enter Name and/or Company Name by selecting the text box and entering the information.
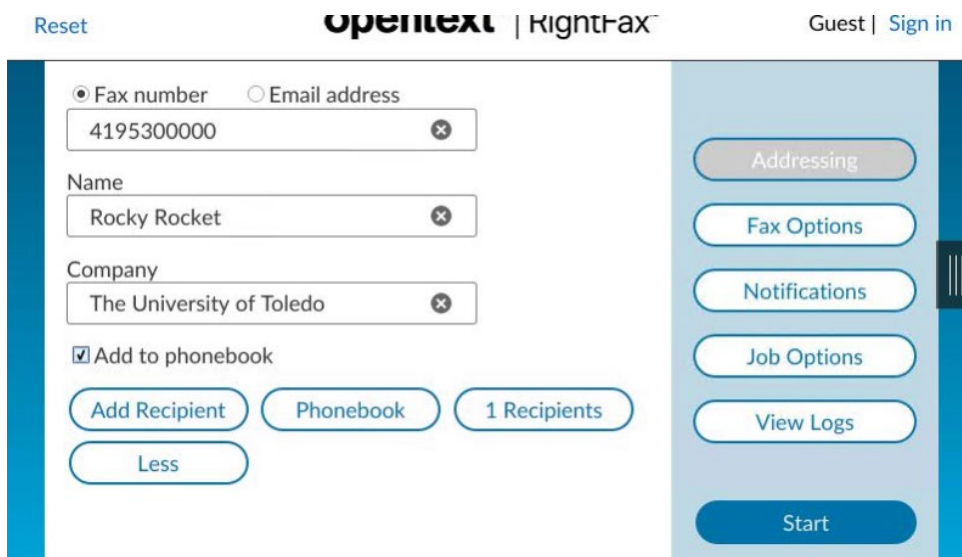
If the information you just entered will be a frequent contact that you will send future faxes to, you may select the Add to phonebook checkbox.
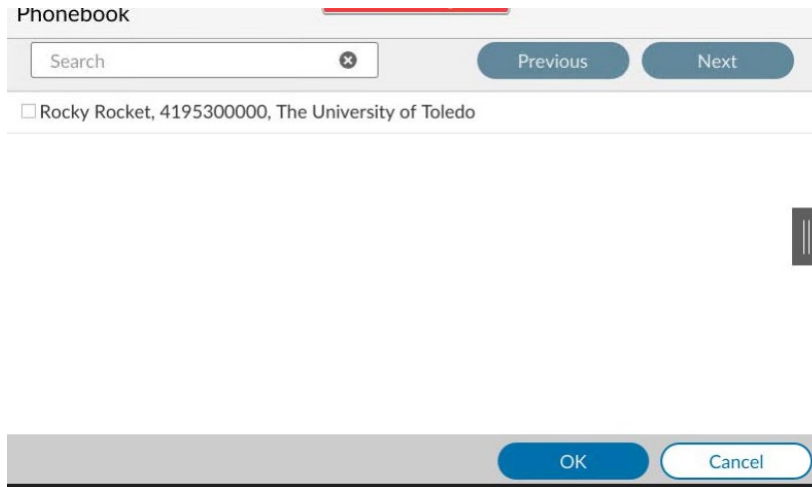
If you have multiple fax destinations that you need to send the same fax to, after entering in the fax number, name and/company, press Add Recipient. This will add the information you added into a recipient list and enter in your next fax number.

If you have contacts that are already in your phone book, press the phone book button and select one or more recipients that you would like to fax to and press OK.
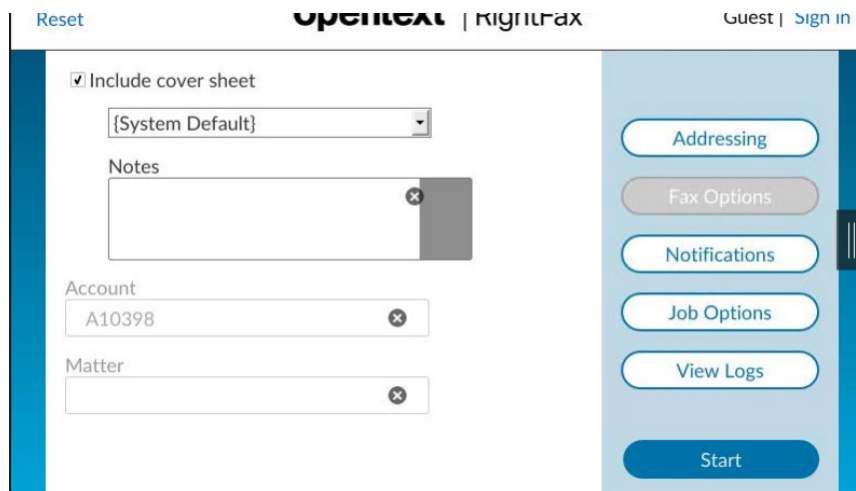
If you would like to either remove the system generated cover page or add notes to the cover page, press the Fax Options button.

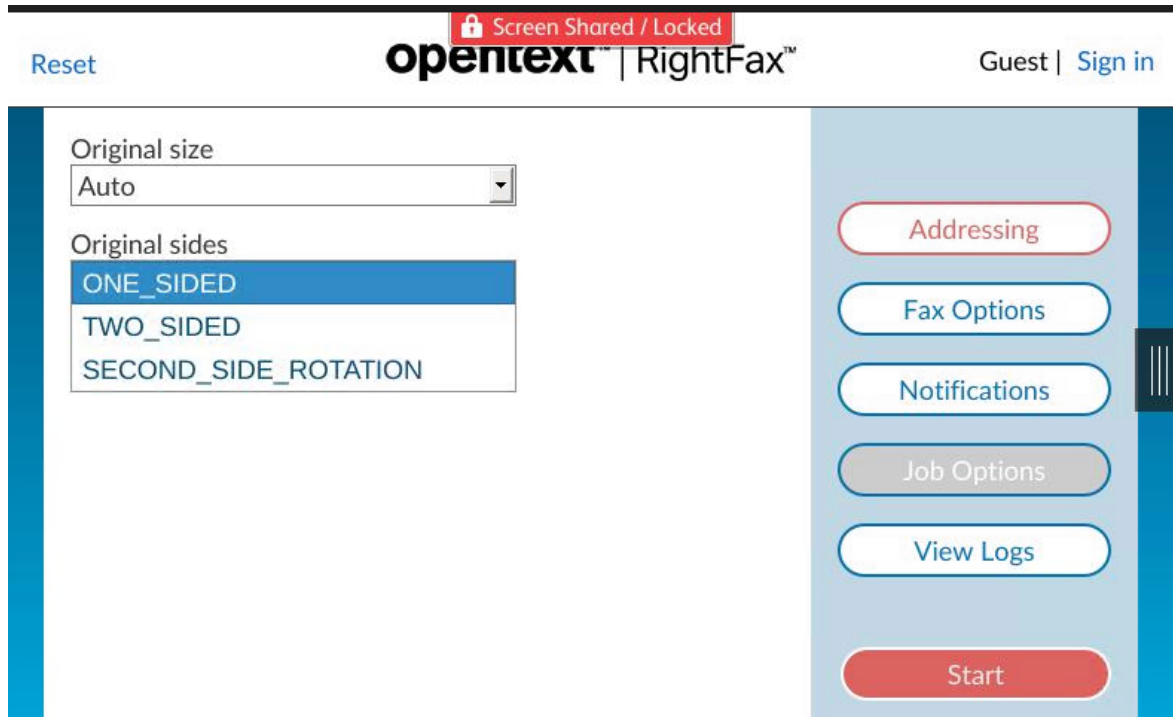If you would like to add notes that will appear on the cover sheet, tap in the Notes box and begin typing.

To remove the system generated cover sheet from being sent with your fax, uncheck Include cover sheet.

If you would like to fax a 2-sided document, tap the Job Options select **Two_Sided** or **Second_Side_Rotation**


When you are ready to send your fax, press the Start button.

Note: You will not hear any dial or fax tone while your fax is being sent. A confirmation page will be printed on the Xerox printer after the fax has been successfully or unsuccessfully sent to its destination.

Returning to Scan/ Print Release Screen

To return to your print release / scan screen, press the "Papercut" ICON.
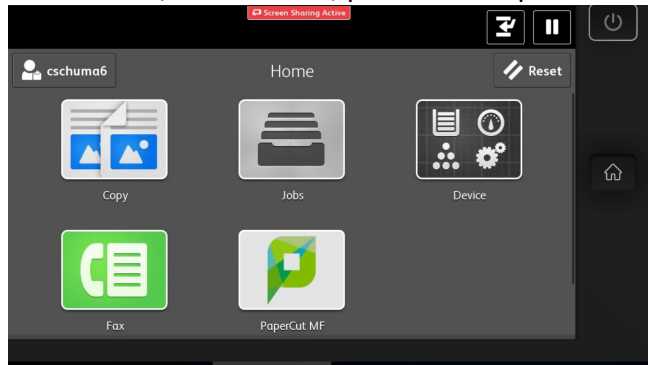
Logging Out

When you're finished, tap on your name in the upper right-hand corner and tap "Log out":