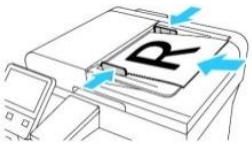
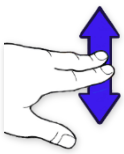
Copying/Printing/Scanning/Faxing on the Xerox VersaLink B405

To Clear Settings to default: Touch the Reset Button on the Home Screen

Load originals Face-Up.





This icon indicates swiping up or down anywhere on the touchscreen to navigate options.

Log In Button
Scans a document to an email address.

Email Button
Scans a document to an email address.

Fax Button
Sends a scanned document via a fax number.

Reset Button
Clears all temporary settings in all apps.

Copy Button
Creates a duplicate of an original document.

Scan To Button
Scans to a predefined destination.

Address Book Button
Adding/Deleting/Managing repetitive fax numbers and email addresses.

USB Button
Scans a document directly to a USB drive.

Home Button
Lists all features enabled on the device.
**Some features may not be available.*

Power Button
When the printer is powered on, pressing this button displays a menu on the control panel. From this menu, you can choose to enter Sleep mode, restart, or power off the printer.

Jobs Button
Lists all processing, held, completed and secure print jobs. This is where you delete a job.

Device Button
Allows you to view current *Supply* levels as well as the Billing usage.

Consumables

Toner is inside this cartridge

Service ID number

Service/Supplies Phone Number

Recycling Supplies

For more information on the Xerox® supplies recycling program, go to: www.xerox.com/gwa.

Deleting a Job

To pause the print job with the option to delete it:

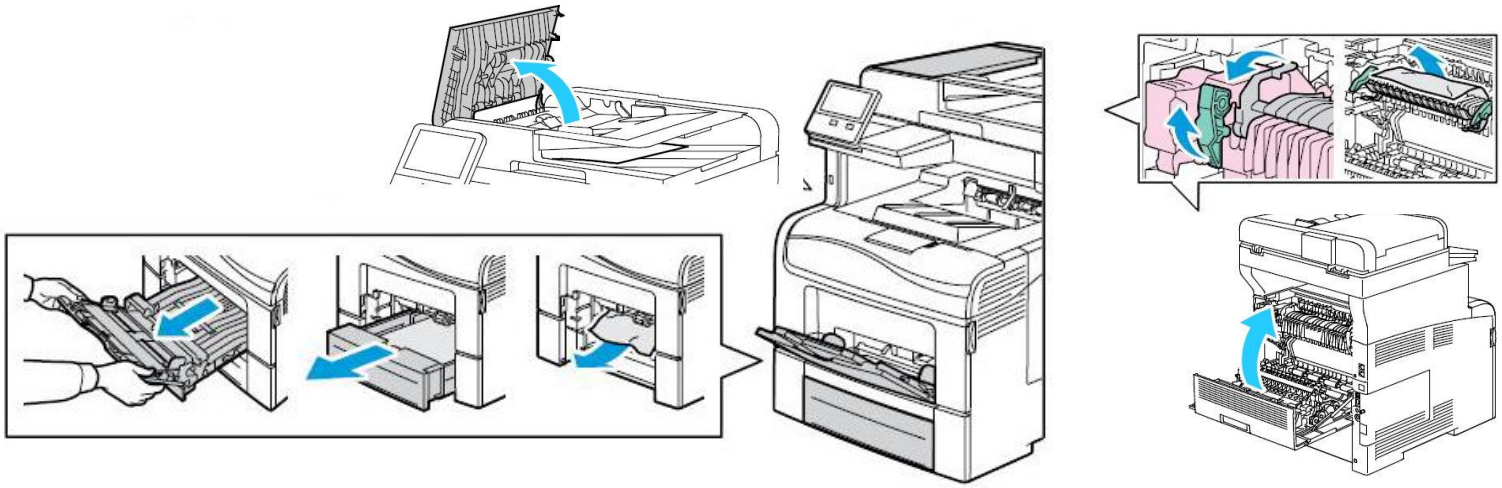
1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**, then touch the name of the desired print job.
3. Do one of the following:
   To pause the print job, touch **Pause**. To resume the print job, touch **Resume**.
   To delete the print job, touch **Delete**. At the prompt, touch **Delete**.

Note: If you do not make a selection within 60 seconds, the job automatically resumes.

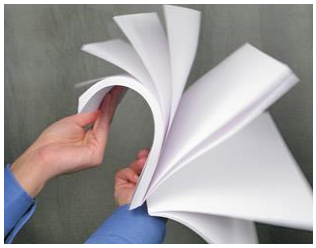
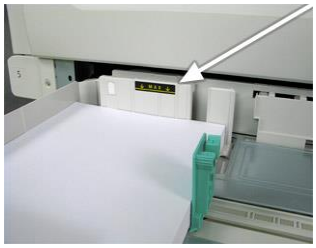
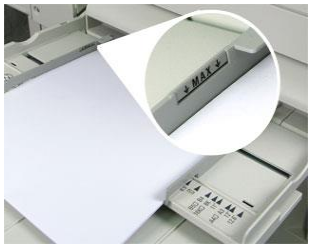
4. To return to the Home screen, press the **Home** button.

Paper Misfeeds

If a paper misfeed occurs, a fault screen is displayed on the touchscreen which provides recovery instructions. Follow these instructions to clear the fault. Any printed sheets removed will automatically be reprinted once the misfeed is cleared.



Bypass Tray / Manual Feed and Loading Paper Trays

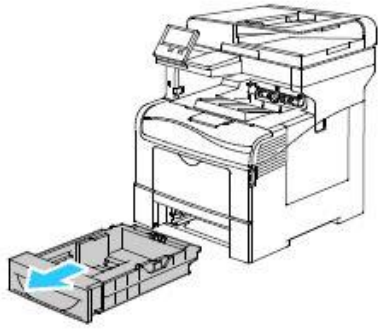
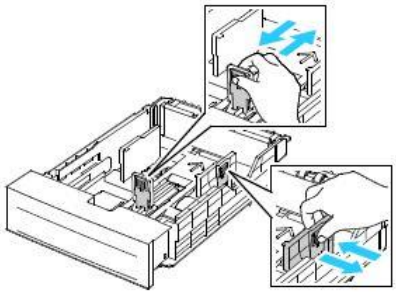
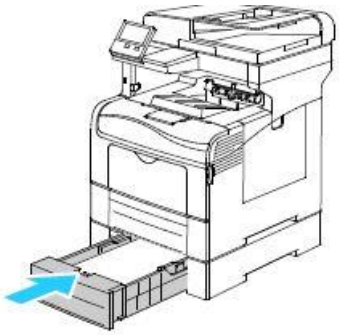
1. Open the required paper tray.

- If necessary, move the paper edge guides further out to load the new paper. To adjust the guides, pinch the guide lever on each guide and slide them to the new position. To secure the guides in position, release the levers.

- **Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together and reduce the possibility of paper jams.**

NOTE: To avoid paper misfeeds, do not remove paper from its packaging until necessary.

If the tray does not go all the way in, ensure that the paper lift at the back of the tray is locked down by, press the paper lift tray down until it locks.

For pre-punched, letterhead and preprinted stock:

- ❖ Place letterhead face-up in the tray, with the top of the paper towards the back of the tray
- ❖ Load hole-punched paper with the holes to the left.
- ❖ Adjust the paper edge guides so they just touch the edges of the paper stack.

2. Confirm the settings on the touch screen by verifying the Size, Type and Color loaded in the tray and press OK.

When paper is placed in the Bypass Tray, a *Paper Settings screen is displayed on the touch screen. Select the **size**, **type**, (transparencies, labels, etc.) and color of the paper you have* loaded and select ***OK*.**

The Bypass tray will not automatically take what is loaded when you are in Copy mode and press the Start button.
To use the bypass tray, you must select the tray under Paper Supply.

If the control panel prompts you, verify the size, type, and color on the screen. If you are not prompted, change the paper settings.

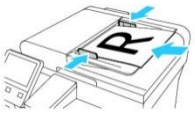
1. At the printer control panel, press the **Home** button.
2. Touch **Device** > **Paper Trays**.
3. In the Paper Trays menu, touch the bypass tray icon.
   - To select a paper or envelope size, touch the current size setting, then select a size.
   - To select a paper type, touch the current paper type, then select a paper type.
   - To select a paper color, touch the current paper color, then select a paper color.
4. To save the settings, touch **OK**.

CAUTION: Do not use any sheet where labels are **missing, curled, or pulled away from the backing** sheet.
Do NOT use Inkjet or Construction paper. These could damage the printer.

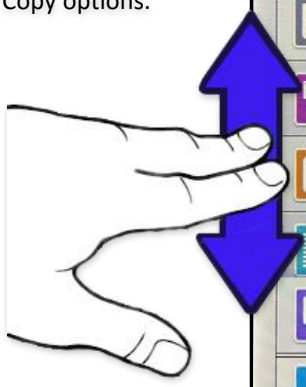
Making a Copy

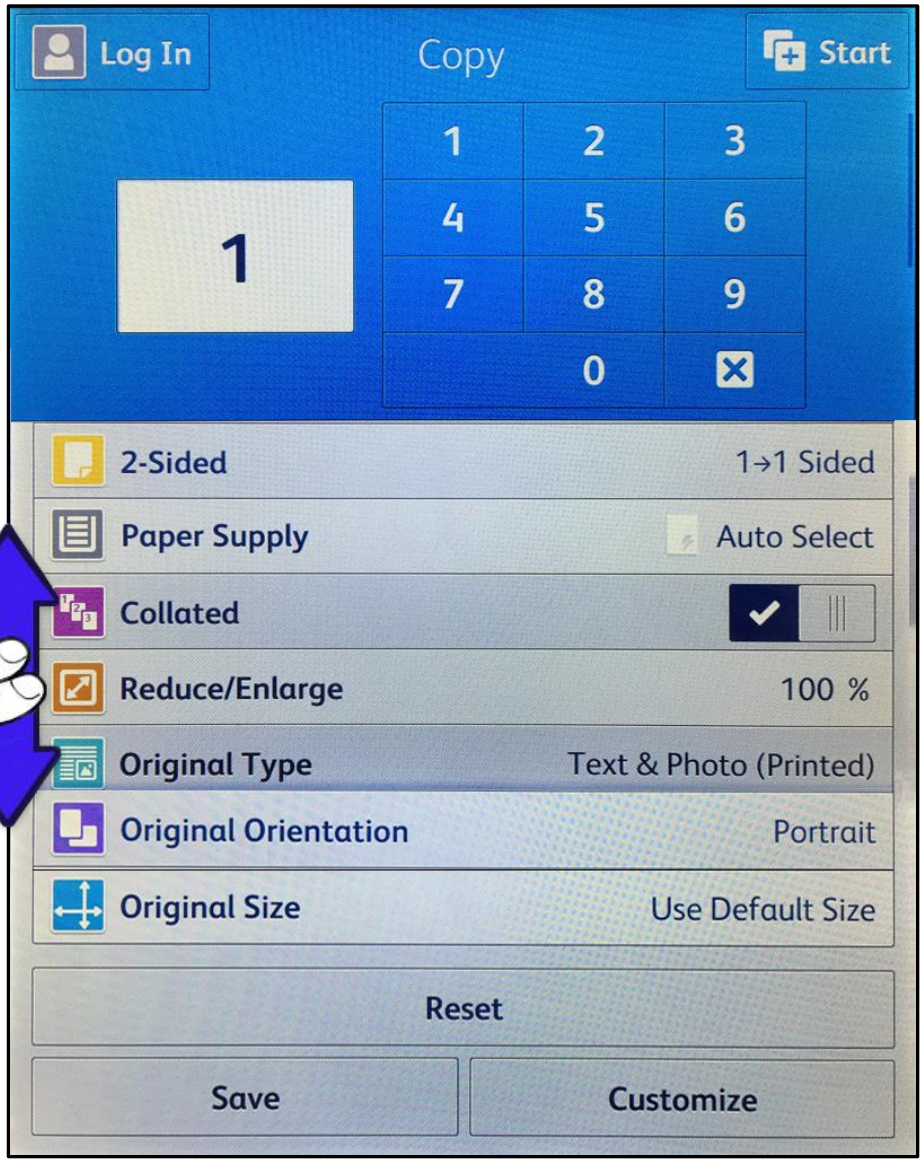
1. Touch the Home button.
2. Touch the Copy button.
3. Select any settings needed for your job, including quantity.
4. Press Start (in the upper right corner on the touchscreen).

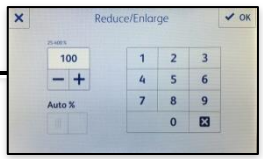
Load originals Face-Up.



Swipe up or down anywhere on the touchscreen to navigate additional Copy options.







Touch Reset to clear all settings back to default.

Reduce / Enlarge
can be used to reduce or enlarge the image by 25% to 400%.

Paper Supply
Is used to select the required tray and size of paper for the output.

Copy Output
Collated sorts your copies into sets 1,2,3 1,2,3 1,2,3.
Uncollated sorts your copies into stacks 1,1,1 2,2,2 3,3,3.

2-Sided Copying
can be made automatically from one or two-sided originals.

1 – 1 Sided: Use this option for 1 sided **originals** when 1 sided copies are required.
1 - 2 Sided: Use this option for 1 sided **originals** when 2 sided copies are required.
1 – 2 Sided Rotate Side 2: This option produces 2-sided copies from 1 sided originals and rotates 190 degrees every second side image. Use this option to create documents which can be read in a "head to toe" manner, for example a calendar.

2 – 2 Sided: Use this option for 2 sided **originals** when 2 sided copies are required.

2 – 1 Sided: Use this option for 2 sided **originals** when 1 sided copies are required.

2 – 1 Sided Rotate Side 2: This option produces 1 sided copies from 2 sided originals and rotates 180 degrees every second side image.

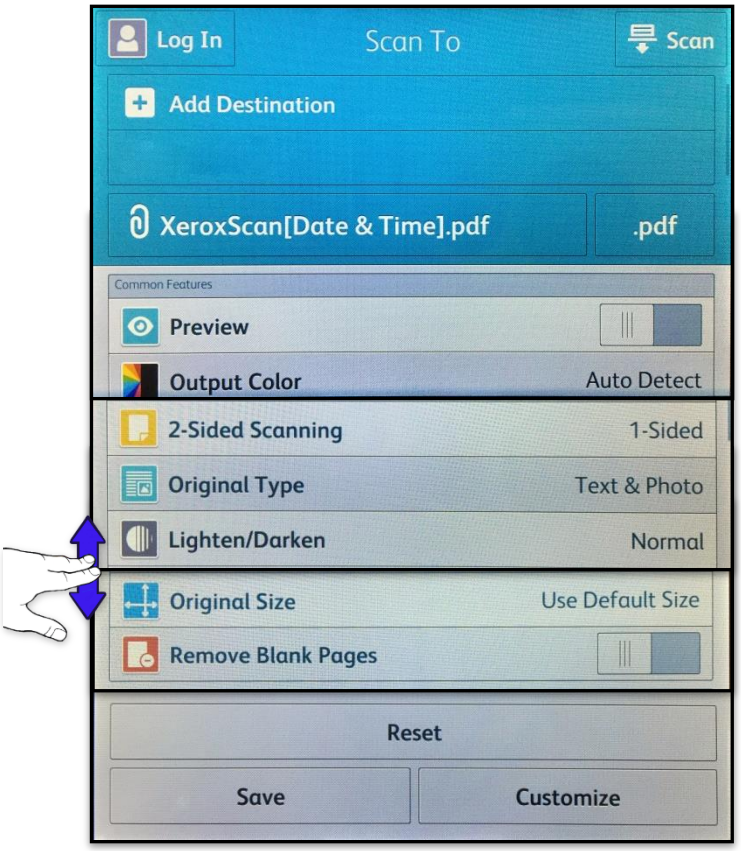
2 – 2 Sided Rotate Side 2: This option produces 2 sided copies from 2 sided originals and rotates 180 degrees every second sided image.

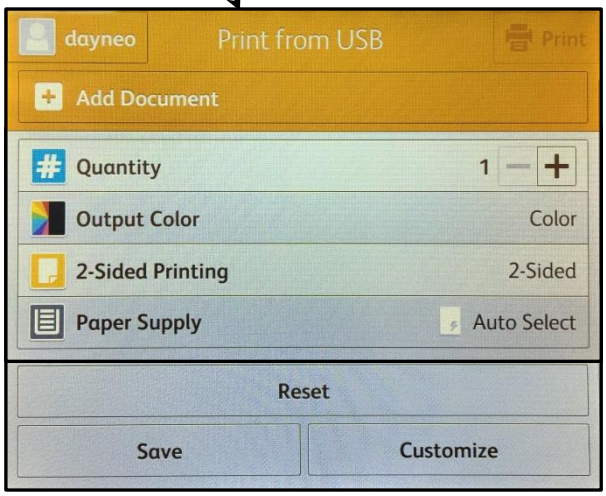
Print From and Scan To USB

Insert USB Drive and respond to the prompts on the touchscreen.

Only Prints and Scans as: PDF, Jpeg, and Tiff files.

The USB option will *not* recognize Microsoft Word, PowerPoint, Publisher, Excel documents or mobile device printing.





Printing from a USB drive

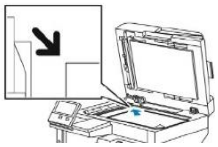
1. Insert the USB Flash drive into the USB memory port on the printer.
2. At the USB Drive has been detected screen, touch **Print from USB**.
3. Add files to the Document Source Table.
   – To print a specific file, browse to that file, then touch the file name or icon.
4. Touch **OK**.
5. Confirm that the required files are listed.
   – To select more files, touch **Add Document**, then touch **OK**.
   – To remove a file name from the list, touch the file name, then touch **Remove**.
6. Select the paper supply, quantity, output color, and 2-sided printing options.
7. Touch **Print**.
8. When you are finished, remove the USB Flash drive.

Scanning to a USB drive

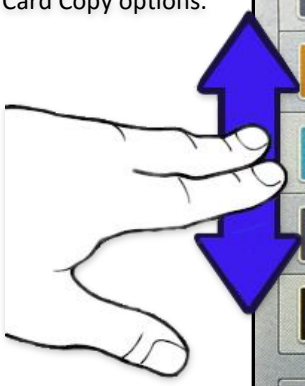
1. Load the original document on the document glass or in the duplex automatic document feeder.
2. At the printer control panel, press the Home button.
3. Insert your USB Flash drive into the USB memory port on the front of the printer.
4. At the USB Drive has been detected screen, touch Scan to USB.
   Note: If this feature does not appear, enable the feature or contact the system administrator.
5. To save the scanned file to a specific folder on the USB Flash drive, navigate to the directory where you want to save your file, then touch OK.
6. To save the scanned document as a specific file name, touch the attachment file name, then enter a new name using the touch screen keypad. Touch Enter.
7. To save the scanned document as a specific file format, touch the attachment file format, then select the required format.
8. Adjust scanning features as needed.
9. To begin the scan, press Scan.
   The printer scans your images to the folder that you specified.
10. If you are scanning from the document glass, when prompted, to finish, touch Done or to scan another page, touch Add Page.
    Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.
    WARNING: Do not remove the USB Flash drive while the device is scanning and processing the job. If you remove the Flash drive before the transfer is complete, the file can become unusable and other files on the drive can be damaged.
11. To return to the Home screen, press the Home button.

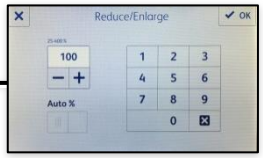
ID Card Copy

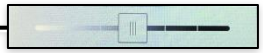
Place original Face-Down on the glass.



Swipe up or down anywhere on the touchscreen to navigate the ID Card Copy options.







Touch Reset to clear all settings back to default.

Copying an ID Card:

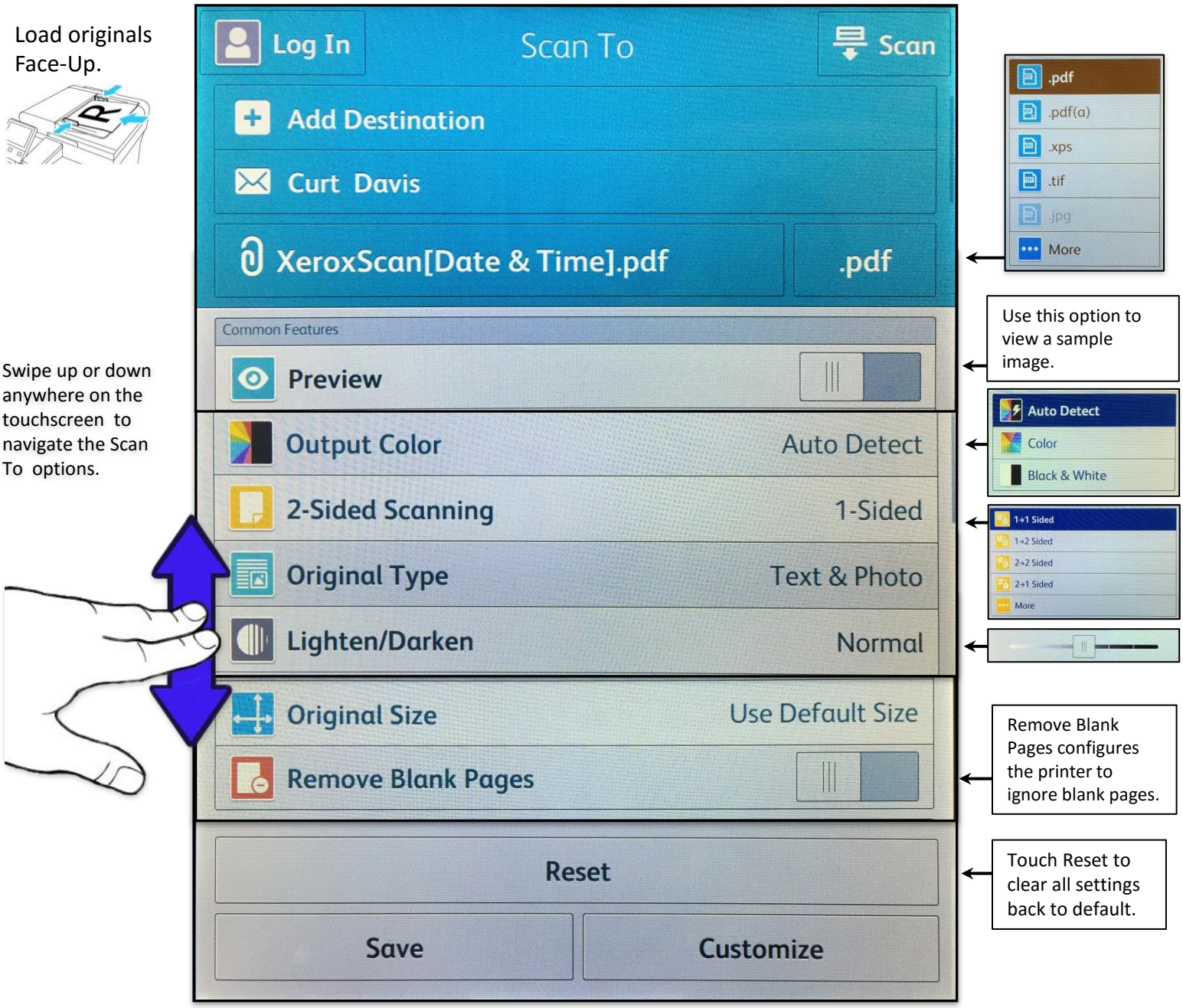
To copy an ID card:

1. At the printer control panel, press the **Home** button.
2. To clear previous App settings, touch **Reset**.
3. Lift the automatic document feeder, then place the original document in the upper-left corner of the document glass.
4. Touch **ID Card Copy**.
5. Adjust the settings as required.
6. Touch **Scan**.
7. When scanning is finished, lift the automatic document feeder. Flip the original document, then place it in the upper-left corner of the document glass.
8. To scan the second side of the original document and print the copies, touch **Scan**.
9. To return to the home screen, press the **Home** button.

Scan To

Load originals Face-Up.

Swipe up or down anywhere on the touchscreen to navigate the Scan To options.



Scanning to a Folder on the network:

1. Load the original document on the document glass or into the duplex automatic document feeder.
1. Touch the Home button.
2. Touch Scan To.
3. Touch Contacts.
4. From the Contacts list, select the shared folder.

5. To save the scanned document as a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch Enter.

6. To save the scanned document as a specific file format, touch the attachment file format, then select the desired format.

7. Adjust scanning options as needed.

8. To begin the scan, press Scan.

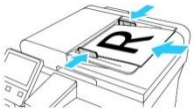
9. If you are scanning from the document glass, when prompted, to finish, touch Done, or to scan another page, touch Add Page.

Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

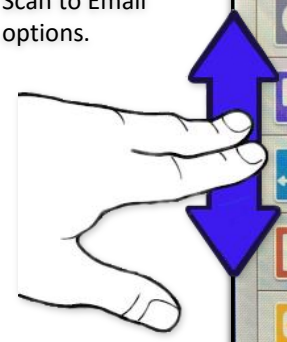
10. To return to the Home screen, press the Home button.

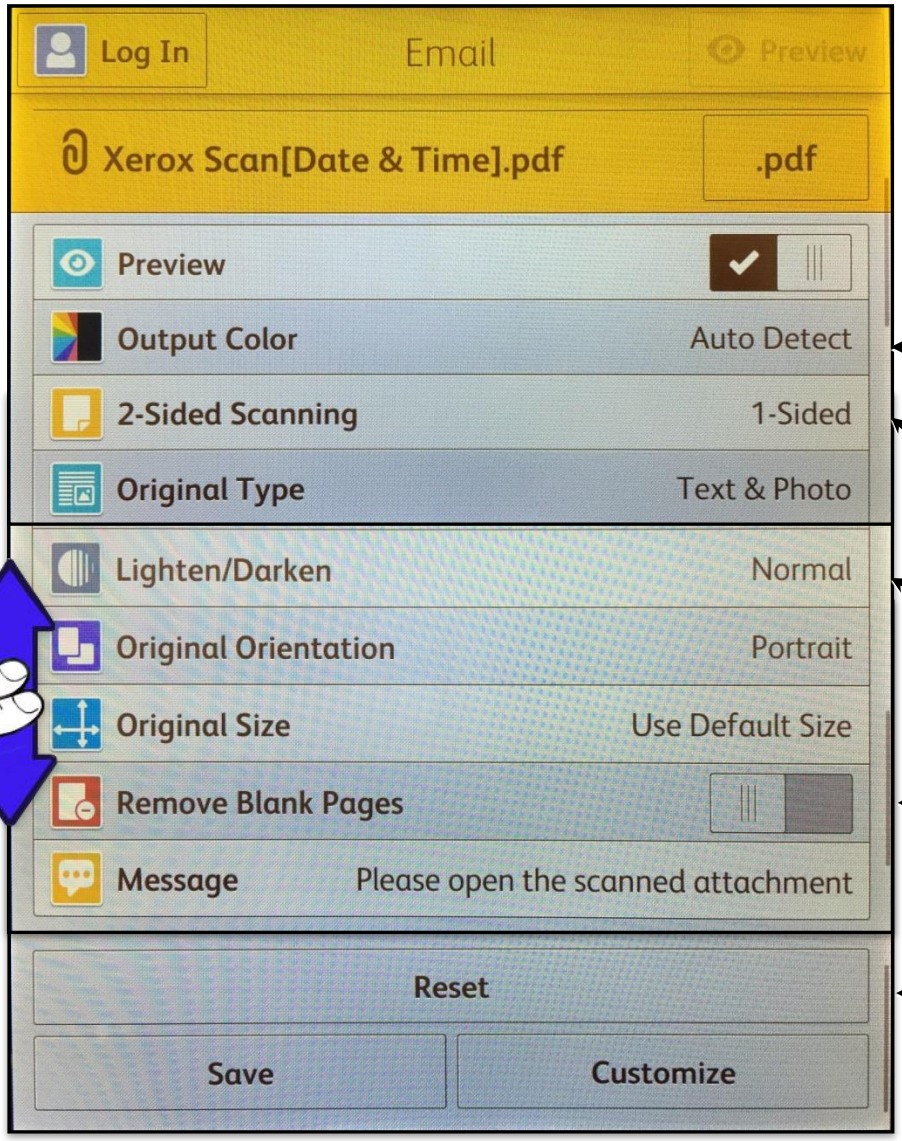
Email Scanning

Load originals Face-Up.

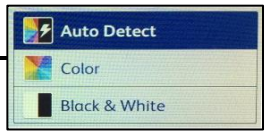


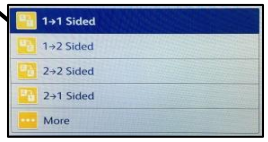
Swipe up or down anywhere on the touchscreen to navigate the Scan to Email options.





Use this option to view a sample image.





Remove Blank Pages configures the printer to ignore blank pages.

Touch Reset to clear all settings back to default.

Scanning to an Email address:

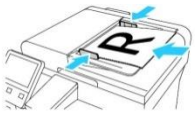
1. Load originals in the document feeder, Face-up. Or Face-down using the glass.
2. Touch the Home button.
3. Touch the Email Button.
4. Enter recipients manually or from the Address Book: To enter the email address manually into the To field, type the address using the touch screen keypad. Touch **Enter**.

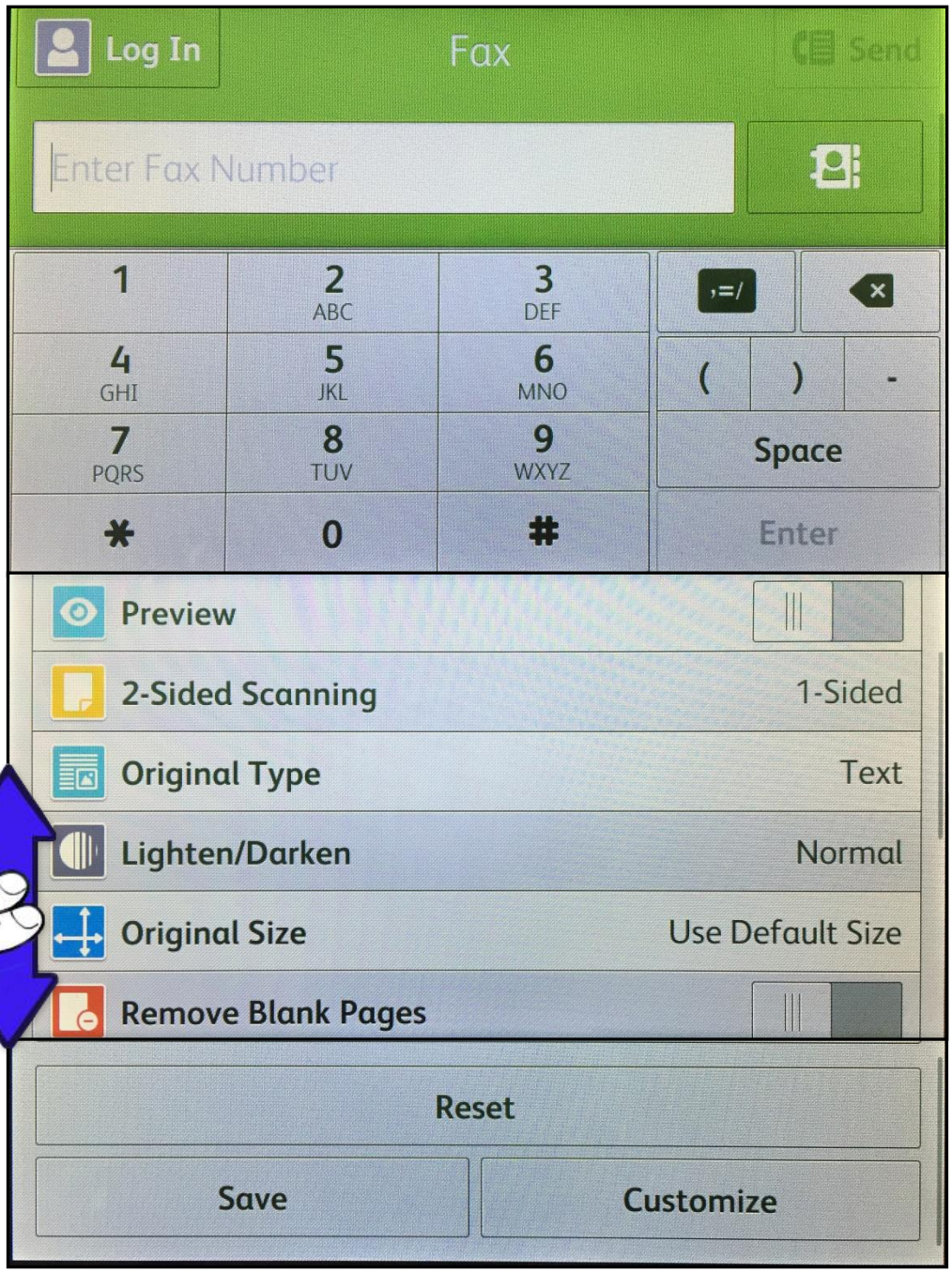
   To select a contact or group from the Address Book, touch the **Address Book** icon.
   Touch **Favorites** or **Contacts**, then select a recipient.
5. If scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
6. Adjust the email settings as needed:
   - To save the scanned document with a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
   - To save the scanned document with a specific file format, touch the attachment file format, then select the required format.
   - To create a searchable file or to add password protection, select **More** from the file format.
   - To change the subject line, touch **Subject**, enter a new subject line using the touch screen keypad, then touch **Enter**.
7. To start the scan, touch **Send**.
8. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**. You can also touch **Cancel Job**.

Sending a Fax

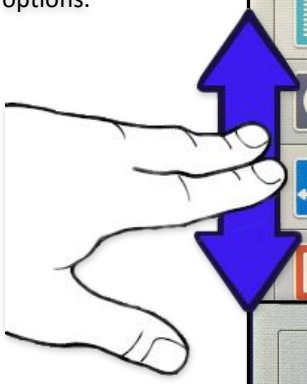
1. Touch the Home button.
2. Touch the Fax button.
3. Type in the fax number to be faxed to.
4. Press Start (in the upper right corner on the touchscreen).

Load originals Face-Up.

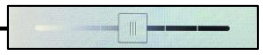




Swipe up or down anywhere on the touchscreen to navigate the Fax options.



Use this option to view a sample image.



Touch Reset to clear all settings back to default.

Adding Fax/Email Addresses

Adding or Editing Contacts in the Address Book at the Control Panel

To add contacts:
1. At the printer control panel, press the Home button.
2. Touch Address Book.
3. Touch the Plus icon (+), then select Add Contact.
4. To enter a name, touch the Enter First Name, Enter Last Name, or Enter Company field, then enter the information. To move to the next field, touch Next. When finished, touch Enter
5. Enter the contact details:
   − To add an email address to the contact, touch Add Email. Enter an email address, then touch Enter.
   − To add a fax number to the contact, touch Add Fax. Enter a fax number, then touch Enter.
   * To mark the email address or fax number as a favorite, touch the **Star** icon.
6. To save the contact, touch **OK**.
7. To return to the Home screen, press the **Home** button.

To edit or delete contacts:
1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the Address Book, touch a contact name, then touch **Edit**.
4. To change contact information, touch the information that you want to update, edit as needed, then touch **OK**.
5. To save your contact changes, touch **OK**.
6. To delete a contact, touch **Delete Contact**, then touch **Delete**.
7. To return to the Home screen, press the **Home** button.

Adding or Editing Groups in the Address Book at the Control Panel
To add groups:
1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Touch the Plus icon (**+**), then select **Add Group**.
3. Select the group type, enter a name for the group, then touch **Enter**.
4. To add group members, touch **Add Member**.
5. To add a contact name, from the Favorites or Contacts menu, select a contact.
6. To add more group members, touch **Add Member**, then select a contact.
7. To mark the group as a favorite, touch the Star icon.
8. To save the group, touch **OK**.
9. To return to the Home screen, press the **Home** button.

To edit or delete groups:
1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the Address Book, select a group, then touch **Edit**.
4. To add group members, touch **Add Member**.
5. To add a contact, from the Favorites or Contacts menu, select a contact.
6. To add more group members, touch **Add Member** and select a contact.
7. To remove group members, for each contact, touch the **Trash** icon. At the prompt, touch **Delete**.
8. To save the changes, touch **OK**.
9. To delete the group, touch **Delete Group**, then touch **Delete**.
10. To return to the Home screen, press the **Home** button.

Managing Favorites at the Control Panel
1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Select a contact, then touch **Edit**.
3. To make the contact a Global Favorite, for the contact name, touch the **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination:
   a. For each desired feature, touch the **Star** icon.
   b. To save changes, touch **OK**.
5. To clear a contact marked as a Favorite:
   a. To remove the contact as a Global Favorite, for the contact name, touch the **Star** icon.
   b. To remove the contact from the Favorite list for a selected feature, for the selected feature, touch the **Star** icon.
   c. To save changes, touch **OK**.
6. To return to the Home screen, press the **Home** button.

Printing from the computer…

1. File
2. Print
3. Properties/Preferences…

Normal Print: Sends the document(s) directly to copier and prints out .

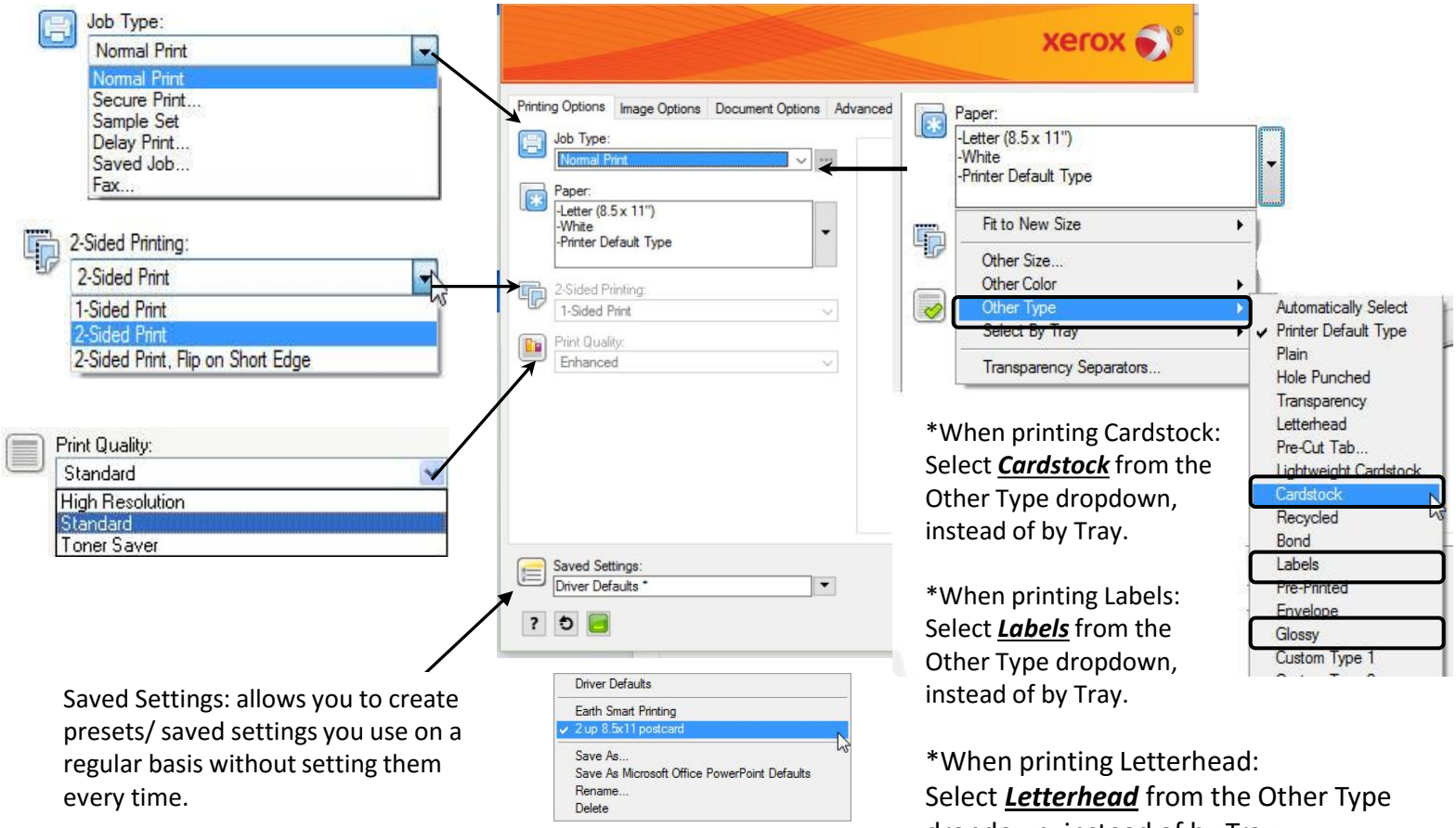
Secure Print: Sends the document to the print queue locked with a passcode created by the user. User must release job at the copier by pressing the Job Status button, selecting job(s) needing printed and typing in code created.

Sample Set: This option enables you to send a multiple-set job to the Xerox system, print one copy of the document, and hold the remaining sets in the Xerox system print queue until after you proofread the sample. User must release job at the copier by pressing the Job Status button, selecting job(s), touch Release or Delete.

Delay Print: With the current job open, the user specifies what time they want the job to print. Ex. Sending a large job to print during lunch or after hours, so it's complete upon arrival.

Saved Job: Stores commonly used preprinted documents that frequently need reprinted. Ex: Fax cover sheets, timesheets, expense reports.

Fax: Allows a user to fax the current document open straight from their pc without having to print the document then fax it.



Saved Settings: allows you to create presets/ saved settings you use on a regular basis without setting them every time.

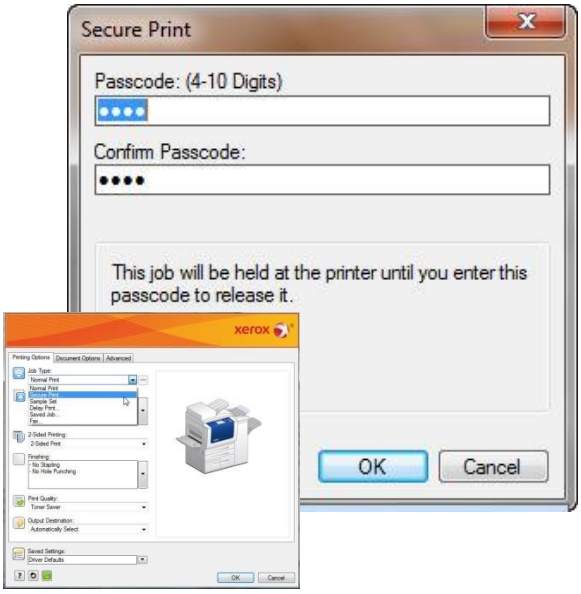
*When printing Cardstock: Select ***Cardstock*** from the Other Type dropdown, instead of by Tray.

*When printing Labels: Select ***Labels*** from the Other Type dropdown, instead of by Tray.

*When printing Letterhead: Select ***Letterhead*** from the Other Type dropdown, instead of by Tray.

Secure Print-

With this feature you can send a document to the printer from your computer, and then go to the printer and release the document, so others cannot view the document before you arrive.



Secure print to the Xerox printer from a PC

1. Click **File.**
2. Click **Print**.
3. Click **Properties**.
4. Click **Advanced**.
5. Under **Job type**, select **Secure Print**.
6. * It will ask you to type in a four digit code twice. YOU create this, it does not have to be the same as your user code if you have one.
7. Click Ok.
8. Change any settings needed, 2 sided, staple, etc.
9. Click Ok.
10. Click Ok.

****

1. At the copier, touch the **Home button.**
2. Touch **Jobs**.
3. To view Secure Print jobs, touch **Personal & Secure Jobs**.
4. Touch the folder with your name.
5. Type in the code you created at your pc.
6. Touch **OK.**

Select an option:

– To print a Secure Print job, touch the job.

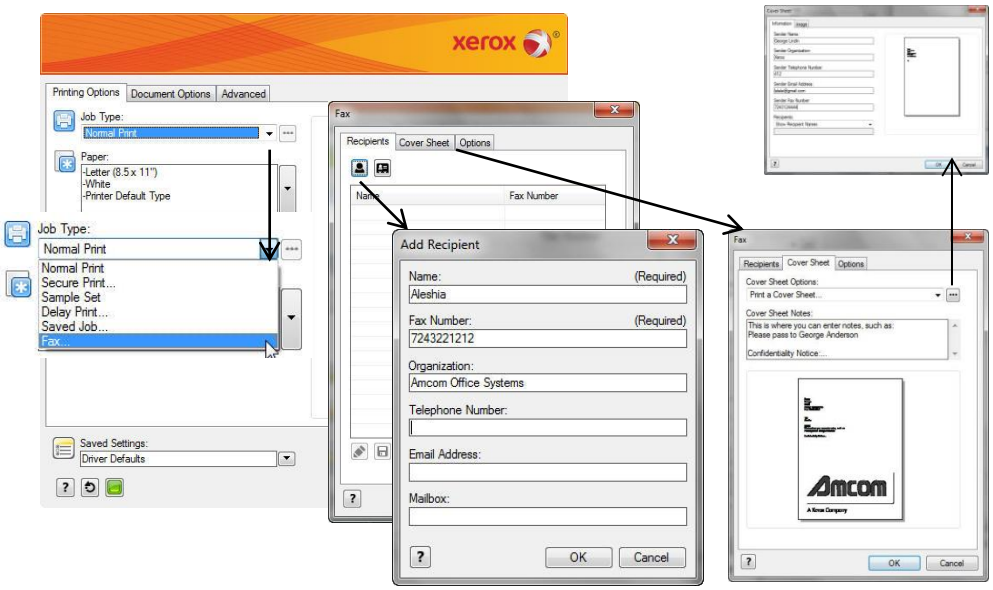
– To print all the jobs in the folder, touch **Print All**.

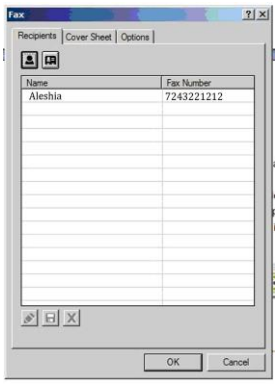
Note: After a Secure Print job is printed, it is deleted automatically.

- 7. To return to the Home screen, press the **Home** button.

Faxing from your Computer (LAN FAXING):

1. Click **File**.
2. Click **Print**.
3. Click **Properties**.
4. Click the **Job Type** dropdown menu.
5. Click **FAX**.
6. Either double click under Name, or click the icon of the person.
7. Enter the contact name and fax number.
8. If you would like to add a generic cover sheet, click the Cover Sheet tab then click Print a Cover Sheet.
8. Fill in YOUR information that you want displayed on the coversheet.
9. If you would like to add a JPEG of your logo, you may Import that under Cover Sheet Options.
10. Enter notes if desired, then click Ok thru all necessary screens. (You may have to click Ok up to five times!)
    **<u>You will get a a popup screen listing the recipient and fax number, confirming your job will be sent as a fax. You MUST click Ok on the popup screen or the job will never be sent. If you don't get an automatic popup, check along the bottom of the task bar and see if there is an icon that doesn't look like anything specific. *(Picture below.)*</u>
11. Instead of the file coming out on paper, it will be sent as a fax to the fax number you entered. By default the machine will print you a confirmation, letting you know the fax was completed or deleted. This can turned off if preferred.



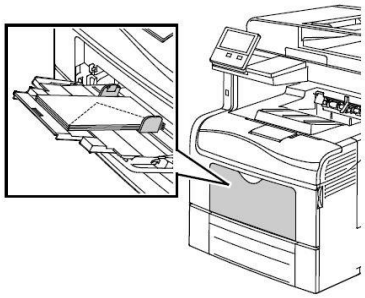


This is the popup screen that MUST be acknowledged to send the job to the copier. The flashing icon will look like this.

Printing Envelopes and Labels/Letterhead

Loading Envelopes:

1. Open tray 5 by rotating it outward.
2. Load envelopes in the tray with the flaps closed, flaps up, and flaps on the leading edge, toward the right.
3. Center the stack, then slide the guides until they lightly touch the edges of the stack.

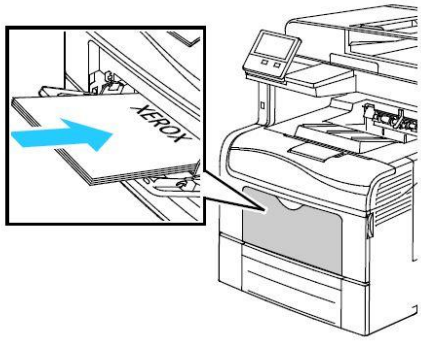


4. **Verify the size and type of the envelope**. Change the selection for any incorrect setting. Select the size before the type. (Business #10 Envelope)
5. On the printer touch screen, touch Confirm.

If the control panel prompts you, verify the size, type and color on the screen. If you are not prompted, change the paper settings.
a. At the printer control panel, press the **Home** button.
b. Touch **Device** > **Paper Trays**.
c. In the Paper Trays menu, touch the bypass tray icon.
• To select an envelope size, touch the current size setting, then select an envelope size.
• To select a paper type, touch the current paper type, then select **envelope**.
• To select an envelope color, touch the current paper color, then select an envelope color.
d. To save the settings, touch **OK.**
5. To return to the Home screen, press the **Home** button.

Loading Labels/Letterhead:

1. Open tray 5 by rotating it outward.
2. Load LABELS face-up with the top edge of the page feeding into the printer.



2a. Load LETTERHEAD face-up with the header going into the printer.
3. Then slide the guides until they lightly touch the edges of the stack.
4. Verify the size and type as **LABELS** or **LETTERHEAD.**
5. On the copier touch screen, touch Confirm.

If the control panel prompts you, verify the size, type and color on the screen. If you are not prompted, change the paper settings.
a. At the printer control panel, press the **Home** button.
b. Touch **Device** > **Paper Trays**.
c. In the Paper Trays menu, touch the bypass tray icon.
• To select a paper size, touch the current size setting, then select a size.
• To select a paper type, touch the current paper type, then select **labels**.
• To select a paper color, touch the current paper color, then select a paper color.
d. To save the settings, touch **OK**.