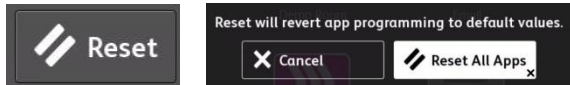
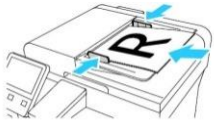


Copying/Printing/Scanning/Faxing on the Xerox VersaLink B7020 Series

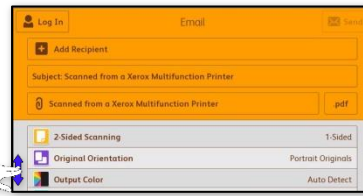
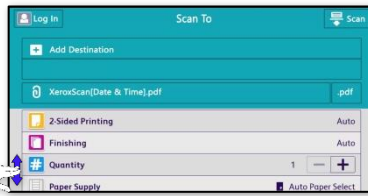
To Clear Settings to default: Touch the Reset Button on the Home Screen



Load originals Face-Up.



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



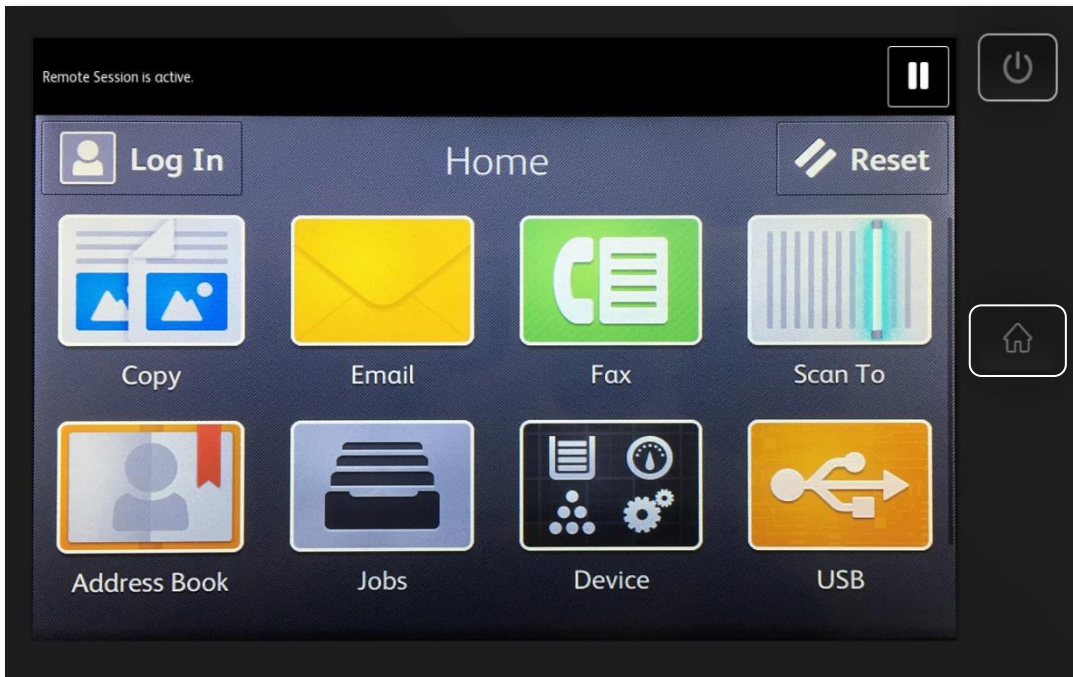
Log In Button
Xerox Administrator access.

Copy Button
Creates a duplicate of an original document.

Scan To Button
Scans a document to a preconfigured location.

Email Button
Scans a document to an email address.

Fax Button
Sends a scanned document via a fax number.



Pause Button
Use this button to pause the current job. The job pauses with the option to resume printing or delete the job.

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.

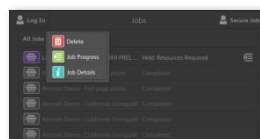
Reset Button
Clears all temporary settings in all apps back to default.

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

USB Button
Allows scanning a document directly to a USB drive. OR allows printing a PDF/Tif/Jpeg from a USB drive.

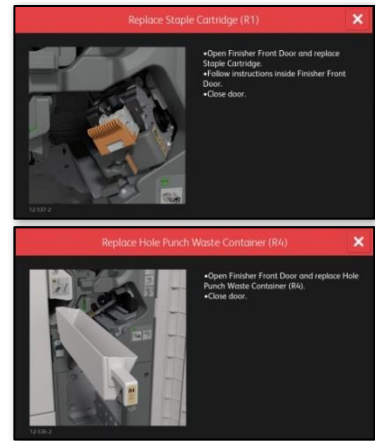
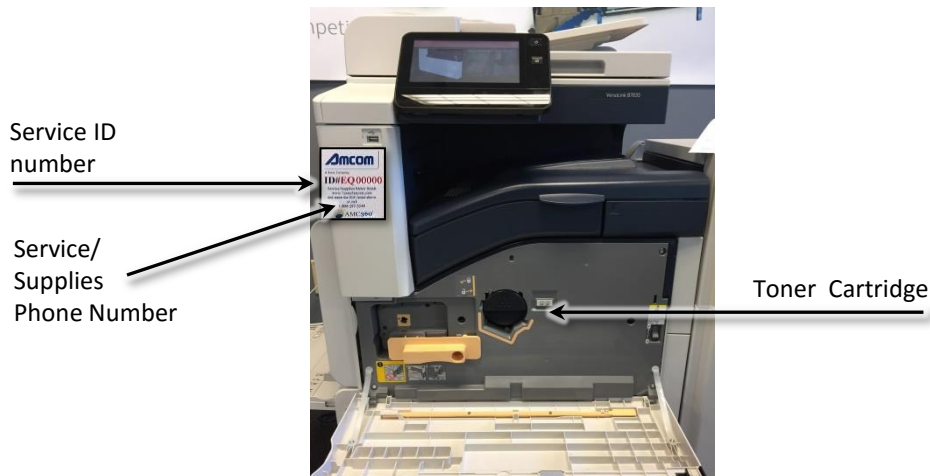
ID Card Copy Button
Prints the front and back of a drivers license/check onto the front side of the paper.

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



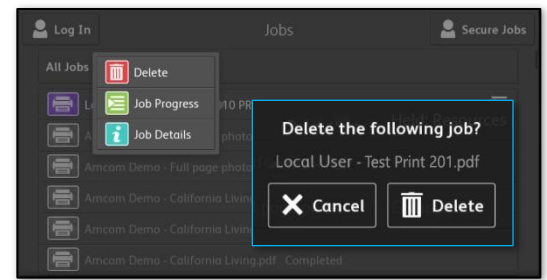
**Dependent upon current finishing configuration.*

Recycling Supplies

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

Deleting a Copy/Print/Scan/Fax Job

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

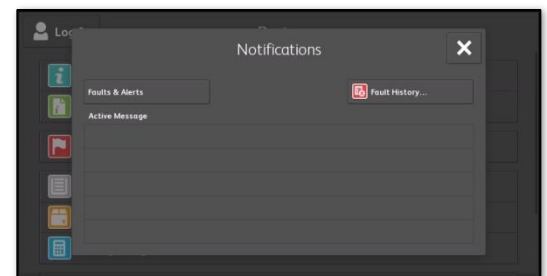


Viewing Error and Alert Messages on the Control Panel

When an error or warning condition occurs, the printer alerts you of a problem. A message appears on the control panel and the LED status light on the control panel flashes amber or red. Alerts inform you about printer conditions, such as low supplies or open doors that require your attention. Error messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one condition occurs, only one appears on the control panel.

To view a complete list of active error and alert messages:

1. At the printer control panel, press the Home button.
2. Touch Device.
3. Touch Notifications.
4. Touch Faults & Alerts, Alerts, or Faults.
5. To view details, touch a fault or alert.
6. To exit the Notifications screen, touch X.
7. To return to the Home screen, press the Home button.



Control Panel Indicator Light

Blue

- Blinks blue once to acknowledge a successful Authentication request.
- Blinks blue once slowly for a copy or print job initiated at the control panel.
- Blinks blue twice slowly for a fax or print job received from the network.
- Blinks blue rapidly while the printer is powering up, or to signal detection of a Wi-Fi Direct connection request.

Amber

- Blinks amber to indicate an error condition or warning that requires your attention. For example, an out-of-toner condition, a paper jam, or out of paper for the current job.
- Blinks amber to indicate a system error, which typically is associated with an error code.

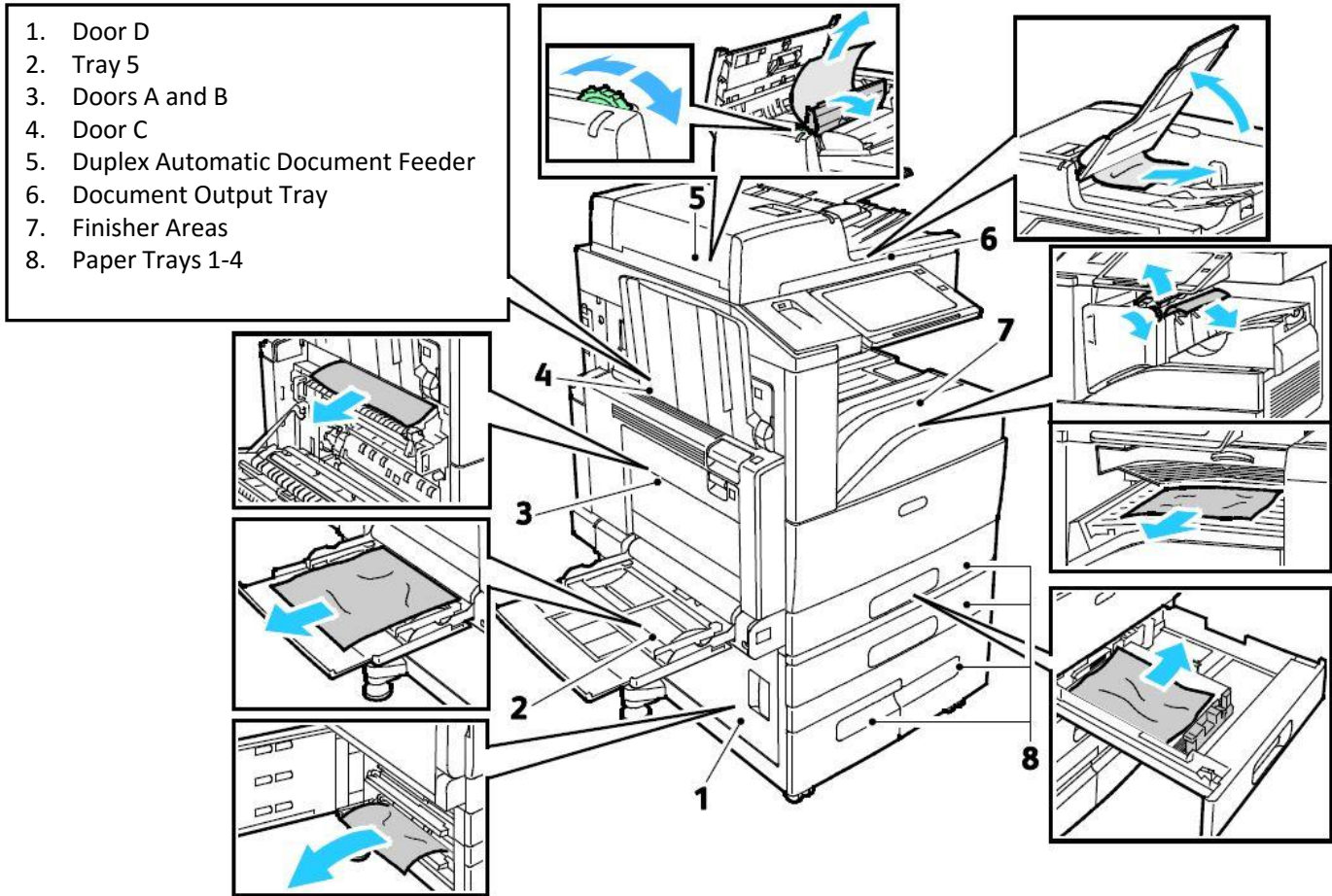


Paper Misfeeds

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. The following illustration shows where paper jams can occur along the paper path:

⚠ WARNING: Never touch a caution-labeled area in the fuser. You can get burned. If a sheet of paper is wrapped around the inside of the fuser, do not try to remove it immediately. Power off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled. If the error persists, contact Service.

⚠ CAUTION: Do not attempt to clear any paper jams using tools or instruments. This can permanently damage the printer.



Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.
The paper is moist from humidity.	Remove the paper from the tray, and replace it with new dry paper.
Too much static electricity is present.	<ul style="list-style-type: none"> • Try a new ream of paper. • Do not fan transparencies before loading in tray.
Using unsupported paper.	Use only Xerox approved paper. For details, refer to Supported Paper on page 169.
Humidity is too high for coated paper.	Feed paper one sheet at a time.

Supported Paper Types and Weights

Tray	European Standard Sizes	North American Standard Sizes
Trays 1 and 2 in all configurations Trays 3 and 4 in the 3-Tray module	A5 (148 x 210 mm, 5.8 x 8.3 in.) B5 (176 x 250 mm, 6.9 x 9.8 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) B4 (250 x 353 mm, 9.8 x 13.9 in.) A3 (297 x 420 mm, 11.7 x 16.5 in.)	Statement (140 x 216 mm, 5.5 x 8.5 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) Letter (216 x 279 mm, 8.5 x 11 in.) US Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Tabloid (432 x 279 mm, 17 x 11 in.)
Trays 3 and 4 in the Tandem Tray Module	A4 (210 x 297 mm, 8.3 x 11.7 in.)	Executive (184 x 267 mm, 7.25 x 10.5 in.) Letter (216 x 279 mm, 8.5 x 11 in.)
Bypass Tray	A6 (105 x 148 mm, 4.1 x 5.8 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A4 Oversized (223 x 297 mm, 8.8 x 11.7 in.) 215 x 315 (215 x 315 mm, 8.5 x 12.4 in.) A3 (297 x 420 mm, 11.7 x 16.5 in.) B6 (125 x 176 mm, 4.9 x 6.9 in.) B5 (176 x 250 mm, 6.9 x 9.8 in.) B4 (250 x 353 mm, 9.8 x 13.9 in.) DL envelope (110 x 220 mm, 4.33 x 8.66 in.) C6 envelope (114 x 162 mm, 4.5 x 6.38 in.) C5 envelope (162 x 229 mm, 6.4 x 9 in.)	Postcard (89 x 140 mm, 3.5 x 5.5 in.) Postcard (102 x 152 mm, 4 x 6 in.) 5 x 7 (127 x 178 mm, 5 x 7 in.) Statement (140 x 216 mm, 5.5 x 8.5 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) 8 x 10 (203 x 254 mm, 8 x 10 in.) Letter (216 x 279 mm, 8.5 x 11 in.) US Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Tabloid (279 x 432 mm, 11 x 17 in.) Envelope (152 x 228 mm, 6 x 9 in.) Envelope (228 x 305 mm, 9 x 12 in.) Monarch envelope (98 x 190 mm, 3.9 x 7.5 in.) No. 9 envelope (98 x 225 mm, 3.9 x 8.9 in.) No. 10 envelope (105 x 241 mm, 4.1 x 9.5 in.)

Bypass Tray	Bond Hole-Punched Letterhead Plain Plain Reloaded Pre-Printed Recycled Custom	60–105 g/m ²
	Lightweight Cardstock Lightweight Cardstock Reloaded Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reloaded	106–169 g/m ²
	Cardstock Cardstock Reloaded Glossy Cardstock Glossy Cardstock Reloaded	170–216 g/m ²
	Labels Heavyweight Labels	
	Envelopes	

Supported Custom Paper Sizes

Tray Number	Paper Sizes
Trays 1 and 2 in all configurations Trays 3 and 4 in the 3-Tray Module	Minimum: 139.7 x 182 mm (5.5 x 8.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)
Bypass Tray	Minimum: 105 x 135 mm (4.25 x 5.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)
Envelope Tray	Minimum: 148 x 98 mm (5.8 x 3.9 in.) Maximum: 241 x 162 mm (9.5 x 6.4 in.)

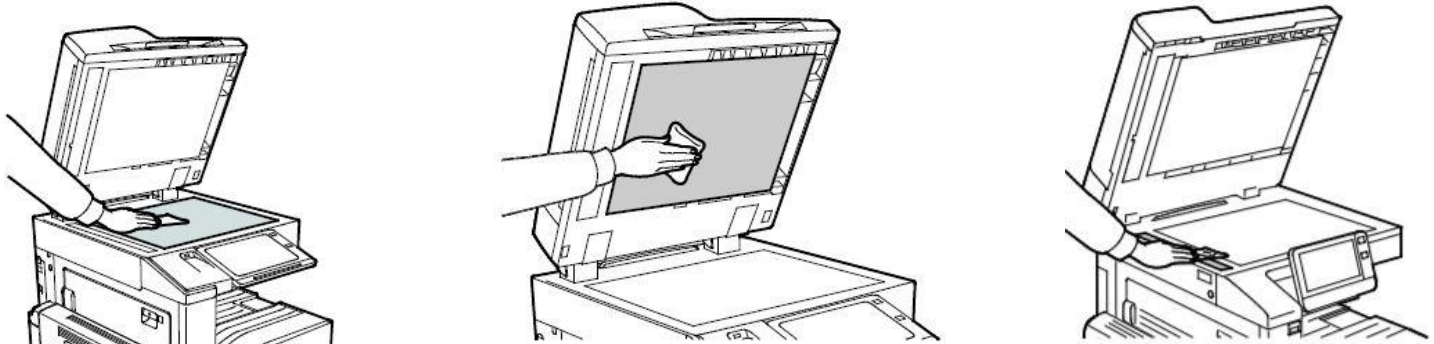
For more in-depth information visit the official Xerox User Guide at: http://download.support.xerox.com/pub/docs/VLB70XX/userdocs/any-os/en/VersaLink_B70xx_ug_en-us.pdf

Cleaning the Scanner and Control Panel

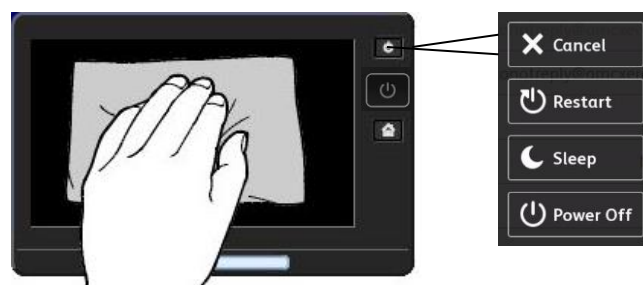
To ensure optimum print quality, clean the document glass regularly. Cleaning helps avoid output with streaks, smears and other marks that transfer from the glass while scanning documents.

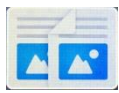
1. Slightly dampen a soft, lint-free cloth with water.
2. Open the document cover.
3. Wipe the surfaces of the document glass and CVT glass until they are clean and dry.
4. Wipe the white underside of the document cover until it is clean and dry.
5. Close the document cover.

Note: For best results, use Xerox® Glass Cleaner to remove marks and streaks



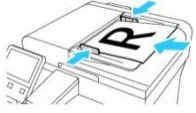
1. To avoid activating buttons and menus when cleaning the printer, press the **Power/Wake** button, then touch **Sleep**.
2. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.



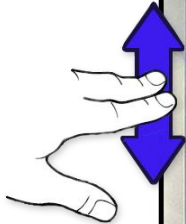
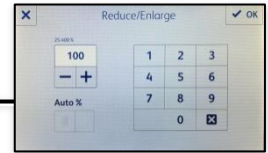
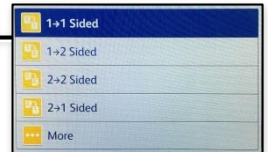


Making a Copy

Load originals
Face-Up.



Depending on
the
configuration
of the
machine,
there may be
more options
to scroll thru.

Touch Reset to
clear all settings
back to default.

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).

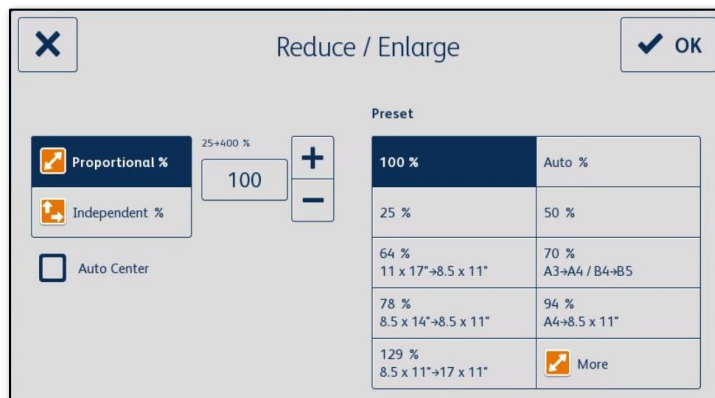
Common Copy Features

Reduce/Enlarge

For non-standard reduction or enlargement you can select a ration between 25% and 400% if you are copying from the document glass or 25% to 200% if using the Document Feeder.

When using the glass, position the document along the top of the glass in the top left corner where the black arrow is.

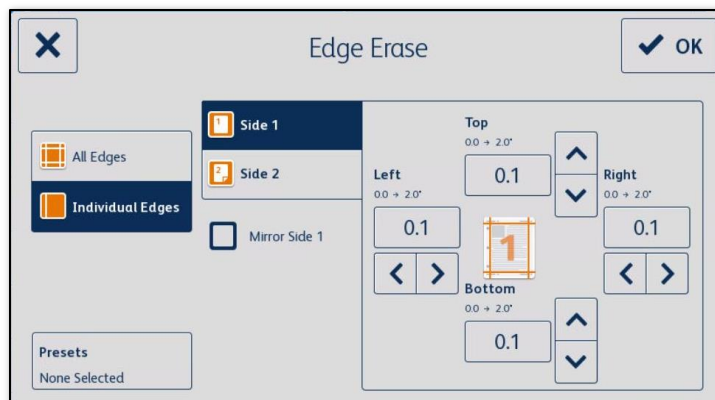
- **The Up or Down arrows** incrementally reduce or enlarge the percentage. You can either touch the window containing the ratio and type in the required ratio using the numeric keypad or scroll to a specific ratio.
- **Presets** are available that will increase/decrease from one size to another. Example, 64% will reduce an 11x17" to 8.5x11", and 129% will enlarge 8.5x11" to 11x17".



Edge Erase:

Enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes, a header/footer, page number or staples in your original.

- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow buttons* to adjust the amount to be erased from 0.1" to 2.0". All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges, on both the first and second sides. Use the *arrow buttons* to adjust the amount to be erased from 0.1" to 2.0".

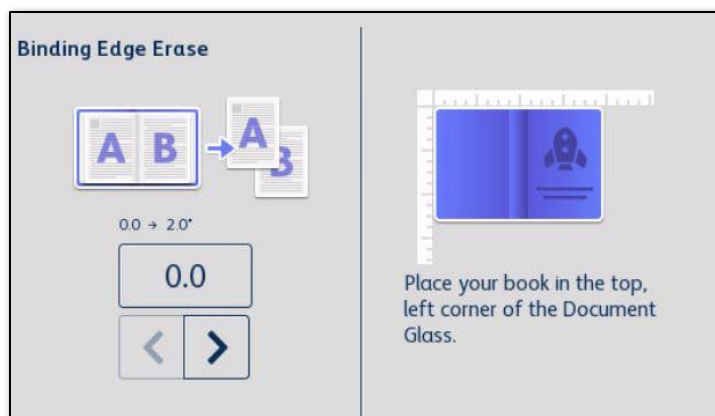


Book Copying:

This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down on the document glass with the spine of the book lined up with the marker at the center of the rear edge of the document glass. Align the top of the bound original against the rear edge of the document glass.

The device will identify the size of the original during scanning.

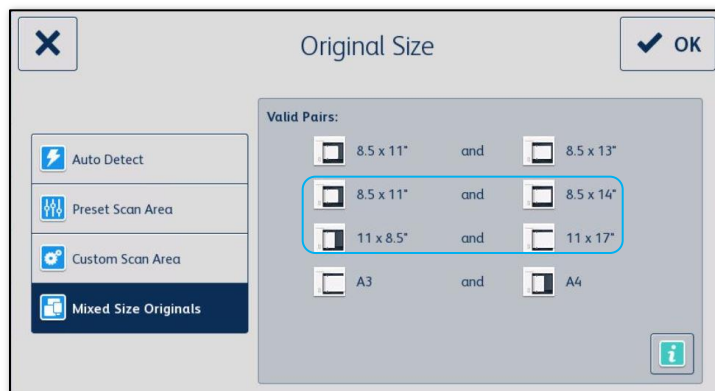
- **Both Pages** scans both pages, the left page of the book first will be scanned first. Use the *arrow buttons* to specify an amount from 0 to 2" to be deleted from the center of the book in order to delete unwanted marks reproduced from the gutter of the book.
- **Left Page Only** scans the left page only.
- **Right Page Only** scans the right page only.



Original Size: Mixed Sizes

Original Size allows you to specify automatic size detection of the originals, run mixed size originals, or the specific size of the image to be scanned.

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of preset, standard original sizes.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you scan documents containing different size pages. The pages must be the same width, like (8.5x11" LEF and 11x17" SEF), other combinations are shown on the screen. The device detects the size of the documents and can produce the following output:
 - If **Auto Reduce/Enlarge** and a **specific Paper Supply** is selected, all the images are reduced or enlarged and copied onto the same size paper.
 - If **Auto Paper supply** is selected, the images are copied size for size and a mix of paper sizes will be printed. Example 8.5x11" and 8.5x14" SEF.

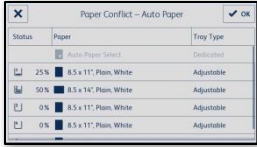


**Preset Scan Area and Custom Scan Area are helpful when copying from odd sized books and/or reducing/enlarging.*

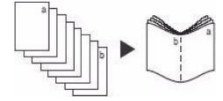
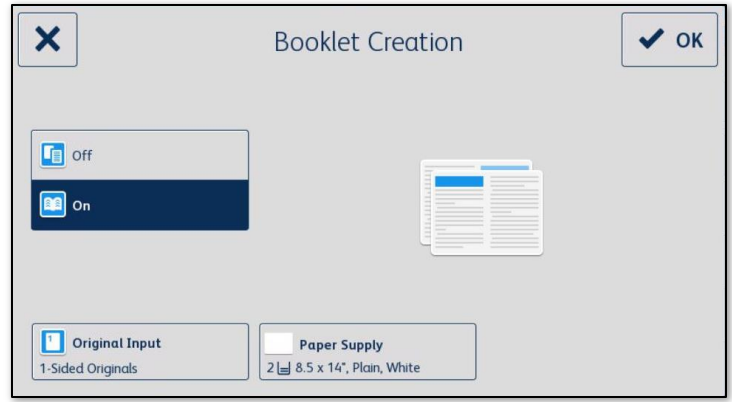
Booklet Creation:

Prints two pages on each side of the paper. The printer reorders and reorients the pages so that they are in the correct order and orientation when folded. If more finishing options are available, the pages can be stapled and folded to create a booklet. Place your documents in order, pages 1-12 and the machine will lay it out in booklet spreads (1 next to 12, 2 next to 11, 3 next to 10, etc.) onto 8.5x11, 8.5x14 or 11x17 paper. *Note: Page Layout is not available if Auto Paper is selected. You must choose a tray.*

1. Touch **Booklet Creation**.
2. Select one of the following options.
 - **Off**: This option is the default setting.
 - **On**: This option enables Booklet Creation.



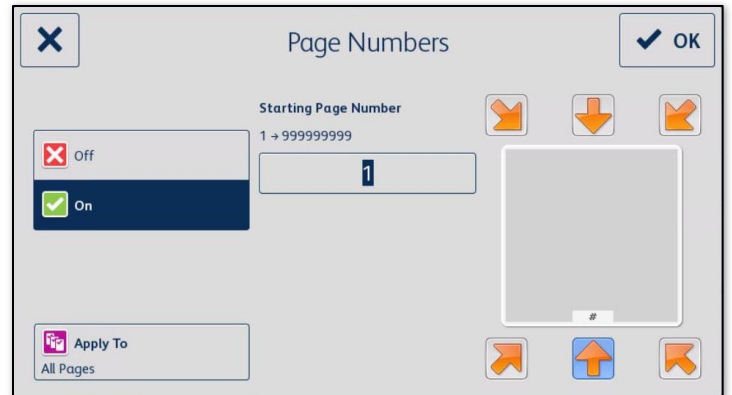
**Paper Conflict will appear when you haven't selected a paper tray. If your device is configured with a booklet finisher, you will only be able to select a landscape paper tray. Trays 3 and 4 cannot be used. You must change the orientation to be short edge feed (landscape) in trays 1, 2 or 5 the bypass. If equipped with a booklet finisher, options to Fold or Fold & Staple will be displayed.*



Annotations:

Enables you to automatically add a comment, page number, today's date or **Bates Stamp** to your copy output. You can select any or all of these annotation options and specify where on the copy output they should appear. You can also select the appearance of the annotations such as the font size.

- **Page Numbers** to automatically print a page number in a specified position on the page. Page numbers are automatically increased by one.
- **Comment** add up to 50 alphanumeric characters in a specified position on the page. An existing comment can be amended, or a new comment can be created.
- **Date** to add today's date in a specified format and position on the page. The date printed is the date set on your device.
- **Bates Stamp** to add a selected Bates Stamp in a specified position on the page. Bates Stamping is used primarily in the legal and business fields and consists of a set prefix (such as a case number or client reference) together with a page number applied to a document as it is being processed.



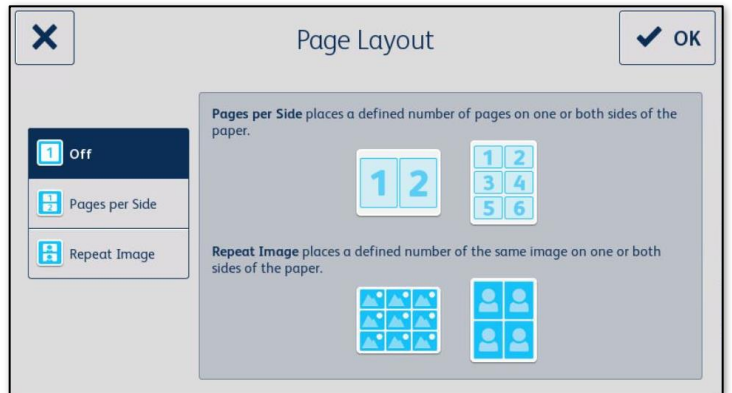
Page Layout:

Is ideal for handouts, story boards or archival purposes. It allows up to 36 images to fit onto one sheet of paper. Your device will reduce or enlarge the images as needed, to display them either landscape or portrait orientation on one page, based on the paper supply selected.

Note: Some features cannot be used with the *Page Layout* feature and will be grayed out on the touch screen.

The examples shown here are typical outputs that can be produced:

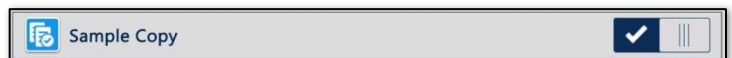
1. Select the tray that contains the paper you want to use.
- Note: Page Layout is not available if Auto Paper is selected. You must choose a tray.*
2. Touch the **Page Layout** option.
3. Select one of the following options.
 - **Pages per Side**: This option places a defined number of pages on one or both sides of the paper. Select the required number of pages per side.
 - **Repeat Image**: This option places a defined number of the same image on one or both sides of the paper. Select the number of images required. Auto Repeat allows the printer to determine the maximum number of images that can fit on the currently selected paper size.
4. To enter a specific number of rows and columns, touch **Specify Rows & Columns**. Touch the **Rows** or **Columns** field. To enter the number of rows and columns, use the numeric keypad, or touch the arrows. To rotate the paper, select the check box for Rotate Background.
5. Touch **OK**.



Sample Copy:

Allows you to print a test copy of a job to inspect before printing multiple copies. This feature is useful for complex or high-volume jobs. After you print and inspect the test copy, you can choose to print or cancel the remaining copies.

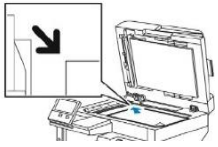
1. Adjust the copy settings as needed.
2. Enter the number of copies needed.
3. Touch the **Sample Copy** toggle button.
4. Touch the **Start** button. The sample copy prints.
5. Inspect the sample copy, then select one of the following options.
 - If the copy is unsatisfactory, touch **Delete**. Touch **Delete** to confirm. The job is canceled and no more copies are printed.
 - If the copy is satisfactory, touch **Release**. The remaining copies are printed.





ID Card Copy

Place original
Face-Down
on the glass.



dayneo ID Card Copy Scan

Scan the front of the ID Card.

Quantity 1

Paper Supply 8.5 x 11" - 1

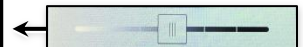
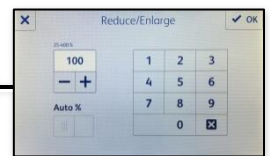
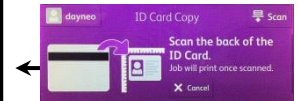
Reduce/Enlarge 100 %

Original Type Text & Photo (Printed)

Lighten/Darken Normal

Image Enhancement Auto Suppression, Contrast: ...

Reset Save



Touch Reset to
clear all settings
back to default.

Copying an ID Card:

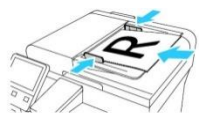
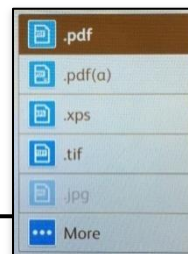
To copy an ID card:

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.

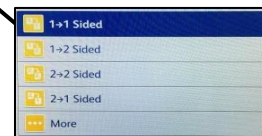
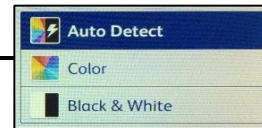


Email Scanning

Load originals
Face-Up.

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**.

Tip! Use the **Build Job feature** to combine an assorted group of originals for assembly into a single scan job. Example, scanning originals using the glass **and** the document feeder into a single scan job. Or scanning multiple originals from the glass into one complete file, eliminating the need to merge single page scans into one larger file.

1. Load the originals for the first segment, either in the document feeder face up or on the glass face down.
2. Select settings required for the job. I.e. Destination, 2 sided, file name, etc.
3. Press the [Scan] button on the Control Panel.
4. Program and scan additional segments by loading the originals for the next segment, either in the document feeder or on the glass.
5. When the Build Job screen displays, select [Program Next Segment].
6. Press the [Scan] button to scan the originals for that segment.
-Repeat for each remaining segment.
7. When all of the segments have been programmed and scanned, press the [Submit] button. The Job Progress screen will display and the individual segments will be scanned as a single job. If necessary, select [Job Details] to view a summary of the job.

Resolution:

Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi).

 72	 300
 100	 400
 150	 600
 200	

Blank Page Management:

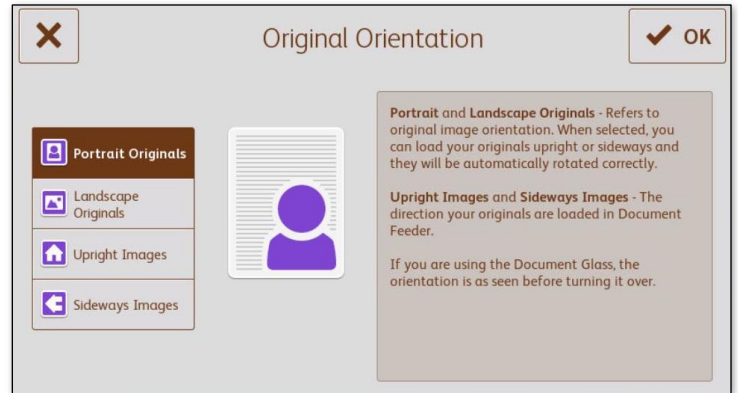
- Include Blank Pages: This option includes scanned pages that are blank.
- Remove Blank Pages: This option omits scanned pages that are blank.



Original Orientation:

You can use the Original Orientation option to specify the layout of the original images. The printer uses the information to determine if images require rotation to produce the required output.

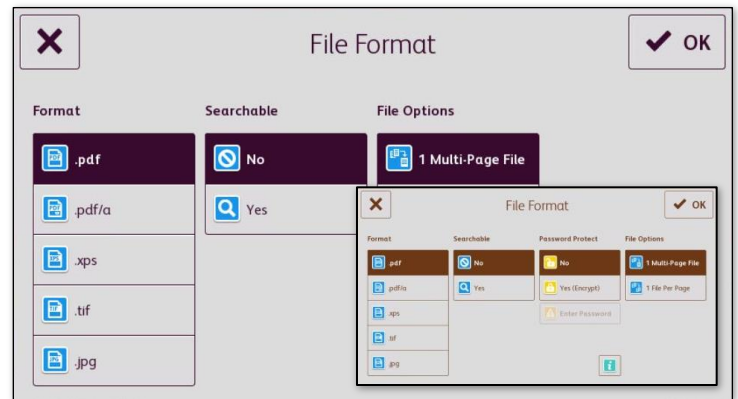
- The default setting is typically set as Portrait Originals. If you scan a document in the landscape orientation, the printer will automatically rotate the image to display as portrait. To scan a landscape document, change the setting to Landscape Originals. You could change the setting to Upright Images and the printer will scan the document in the direction the document is oriented.



File Format Workflow Scanning/Scanning to USB:

Use the File Format option to specify the format of the saved image or to define a searchable image. You can combine multiple images into a single file.

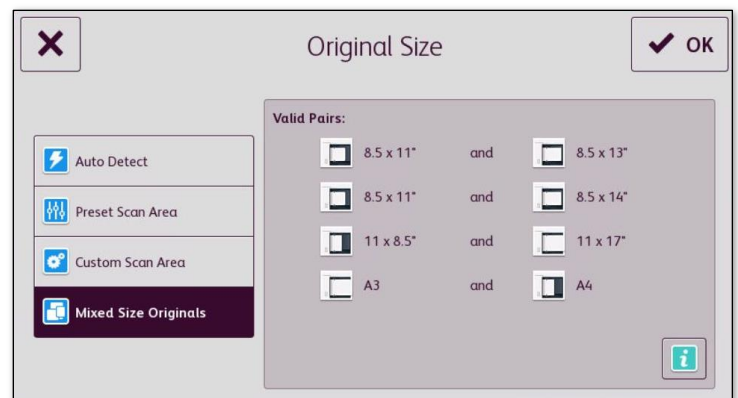
- **Searchable**, for PDF, PDF Archival, or XPS, select an option:
No: This option creates an unsearchable image of the scanned document.
Yes: This option creates a searchable document of the scanned pages. If you select Yes, select the language for the search from the menu.
- **Multi-page**: This option creates a multi-page document from the scanned images.
- **1 File Per Page**: This option creates a separate file for each page scanned.
- **Password Protect**: This option is only available when scanning to an Email. Password Protect allows you to put a password on a scan.



Original Size:

To ensure that you are scanning the correct area of the documents, specify the original size. Used Mixed Size Originals to scan 8.5x11 and 8.5x14 or 8.5x11 and 11x17.

- **Auto Detect**: This option allows the printer to determine the size of the original document.
- **Preset Scan Area**: This option specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
- **Custom Scan Area**: You can specify the width and length of the area to scan. To specify the original width or length, touch the appropriate field. To enter the size, use the numeric keypad, or use the arrows.
- **Mixed Size Originals**: You can scan standard-size originals of varying sizes. To determine which original sizes can be mixed in the same job, use the diagram on the screen.





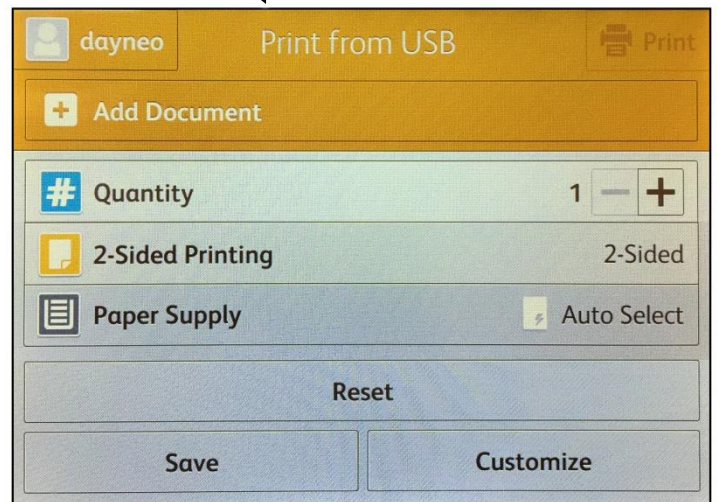
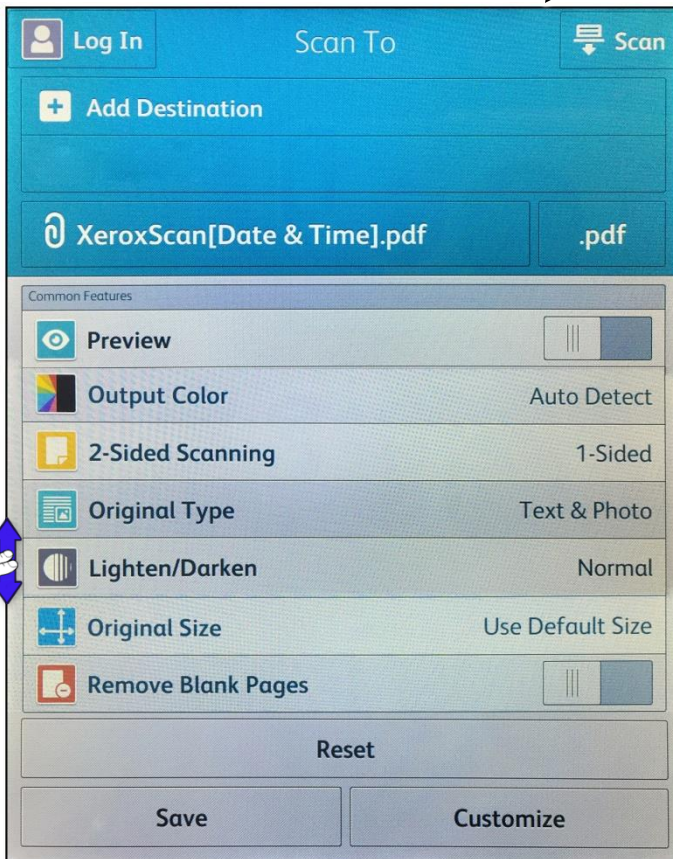
Print From and Scan To USB

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.

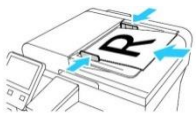
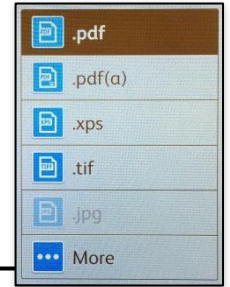
Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.

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.

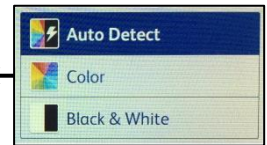


Scan To

Load originals
Face-Up.

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.

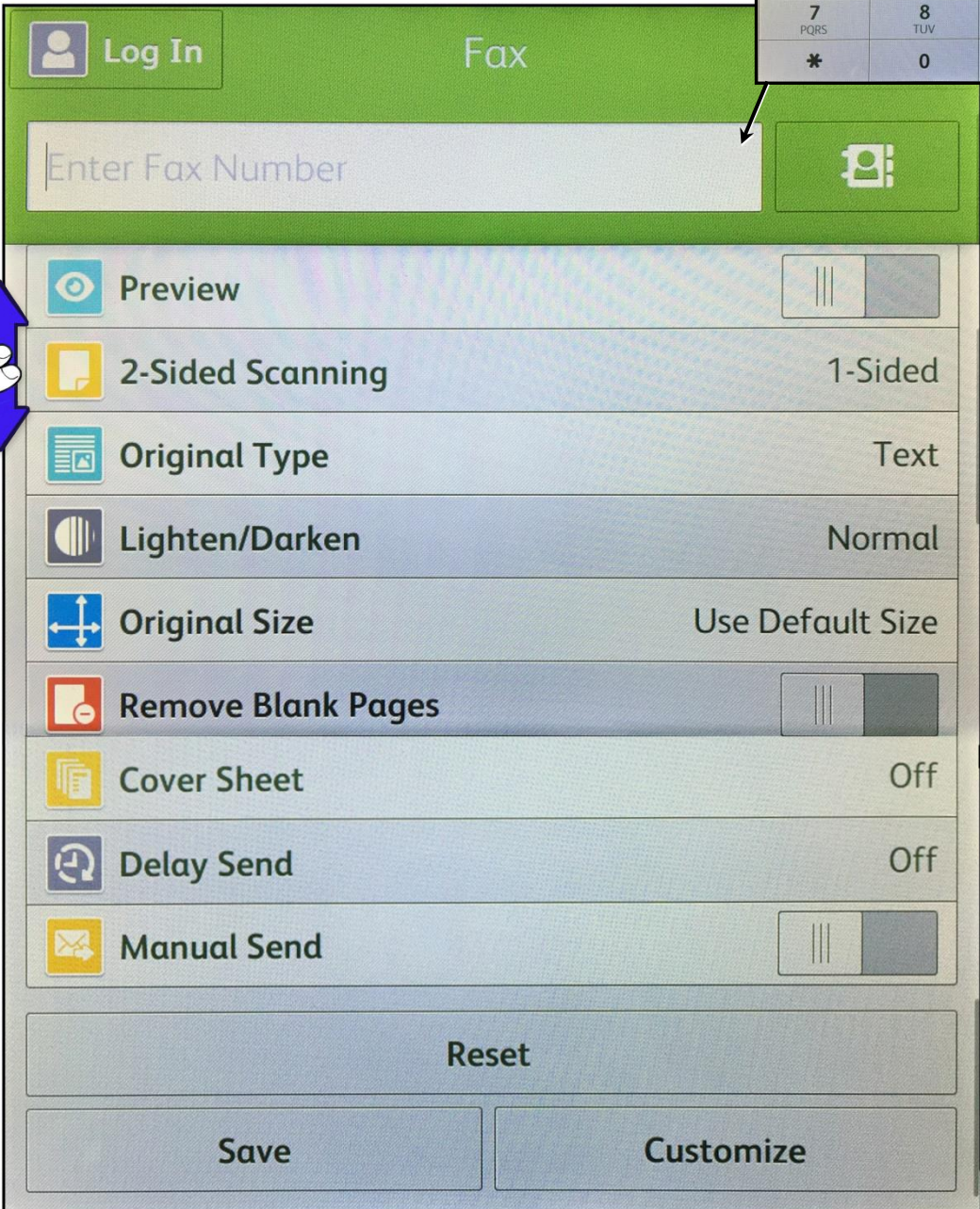
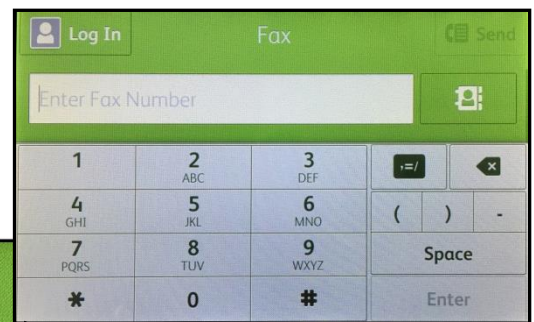
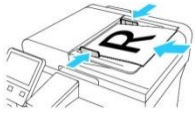
Scanning to a Preconfigured location:

This could include a folder on the network, an email address or USB. Consult help desk for specifics.

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 or email address.
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.

Sending a Fax

Load originals
Face-Up.



The main Fax settings screen is shown with a green header containing 'Log In' and 'Fax' buttons. Below the header is a text input field for 'Enter Fax Number' and a camera icon. The settings menu includes:

- Preview
- 2-Sided Scanning (1-Sided)
- Original Type (Text)
- Lighten/Darken (Normal)
- Original Size (Use Default Size)
- Remove Blank Pages
- Cover Sheet (Off)
- Delay Send (Off)
- Manual Send

At the bottom are 'Reset', 'Save', and 'Customize' buttons. Annotations include:

- A blue double-headed arrow pointing to the '2-Sided Scanning' setting.
- A callout box pointing to the camera icon: "Use this option to view a sample image."
- A callout box pointing to the '2-Sided Scanning' dropdown menu, which shows options: 1→1 Sided, 1→2 Sided, 2→2 Sided, 2→1 Sided, and More.
- A callout box pointing to the 'Lighten/Darken' slider.
- A callout box pointing to the 'Reset' button: "Touch Reset to clear all settings back to default."

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 Send (in the upper right corner on the touchscreen) when ready to send the fax.



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:

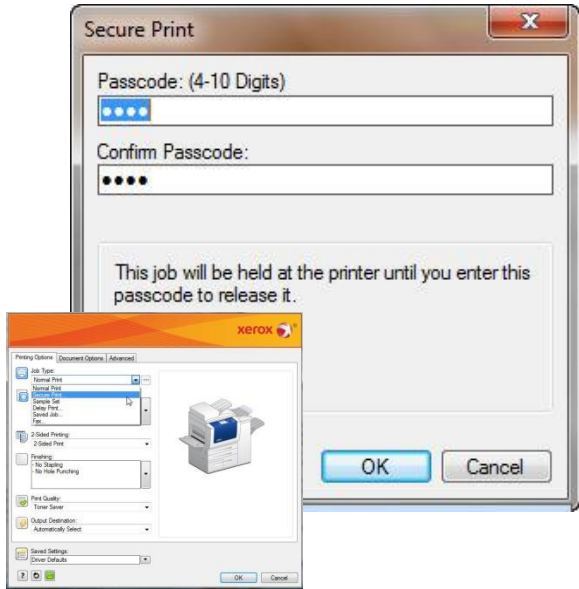
1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the Address Book, select a group, then touch **Edit**.
4. To add group members, touch **Add Member**.
5. To add a contact, from the Favorites or Contacts menu, select a contact.
6. To add more group members, 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.

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:

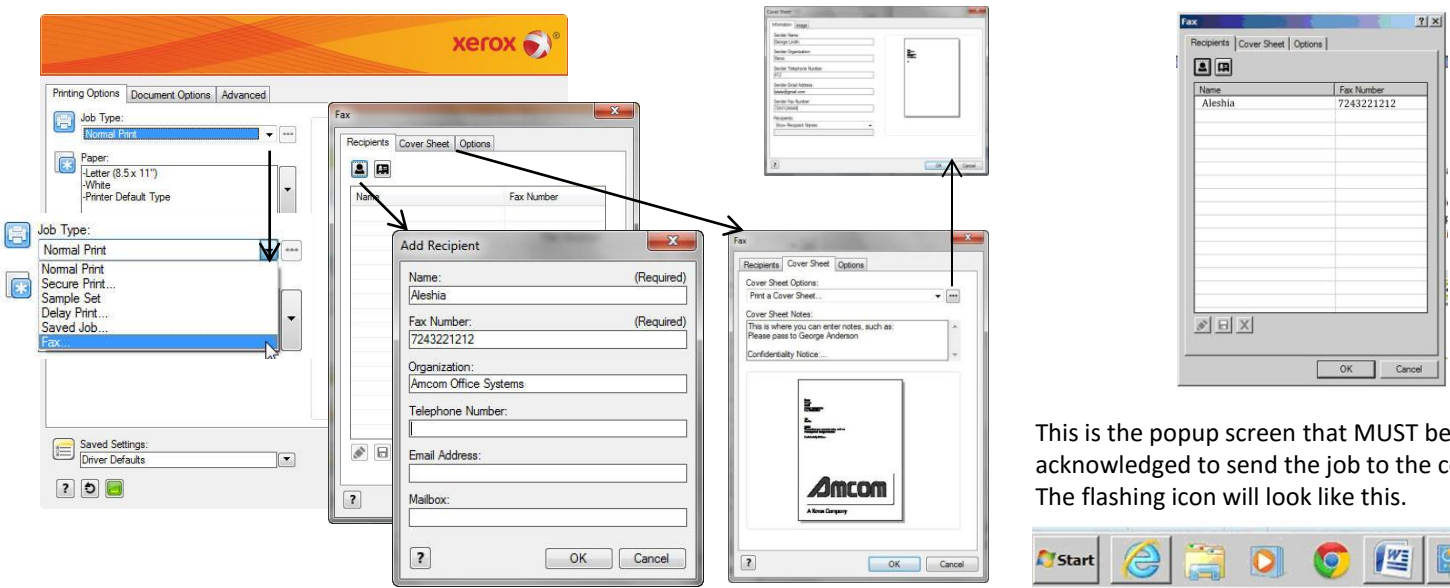
- To print a Secure Print job, touch the job.
- To print all the jobs in the folder, touch **Print All**.

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!)
- *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.)
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.

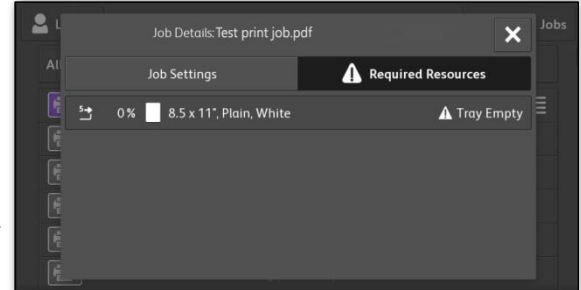
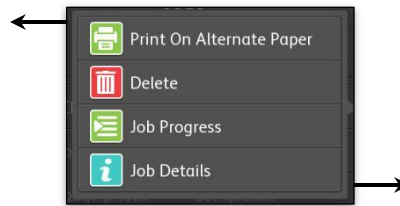
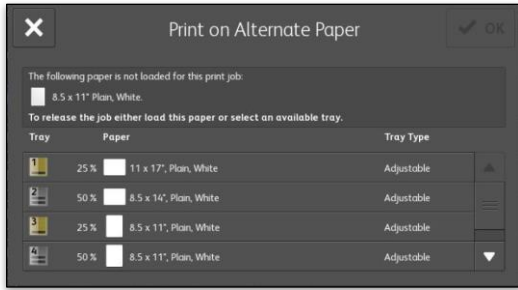
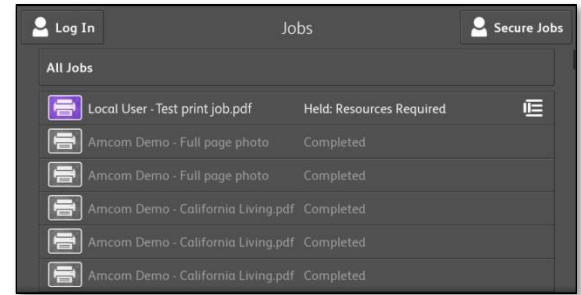
****Print on Alternate Paper***

The ability to select a different paper tray or size loaded in the device rather than originally specified. This feature also scales and centers the image if the tray selected is different than the original size requested.



If "**Resources Required to Print**" pops up on your computer... once at the copier do the following:

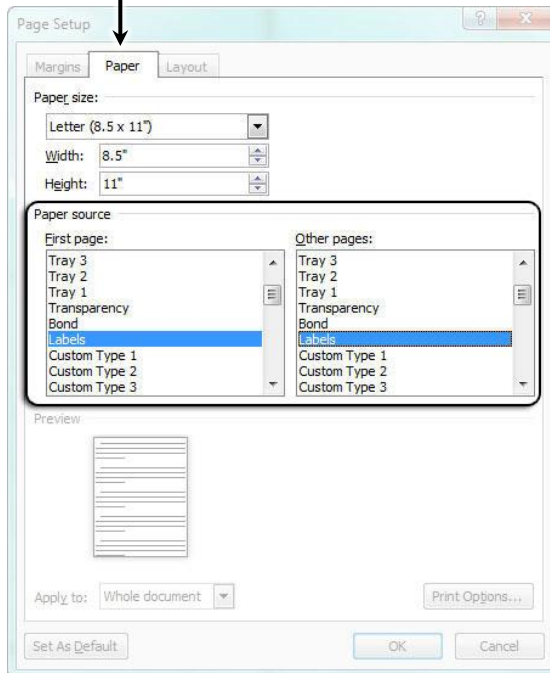
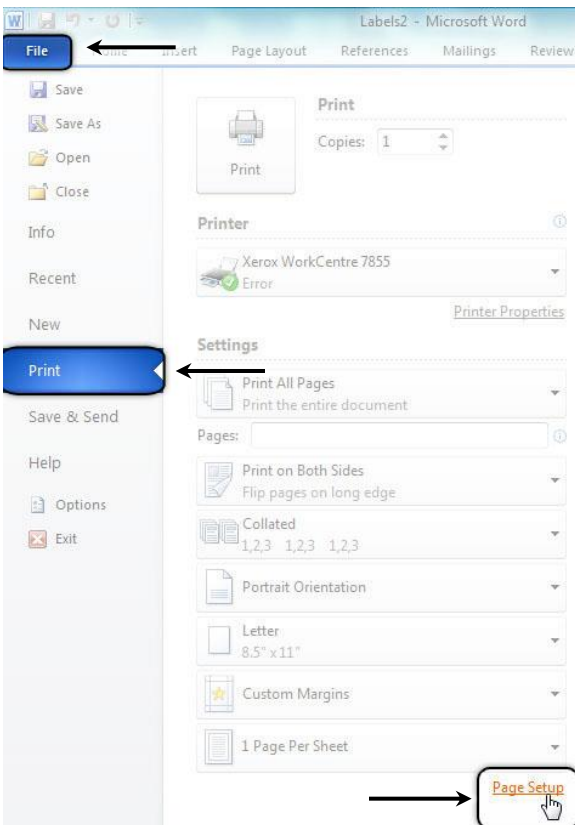
- Touch the **Job Button**.
- Touch the job displaying "**Held: Resources Required**".
- Touch **Print on Alternate Paper**.
- Touch the alternate paper **tray you would like to print from**.
- Touch the **OK button**, the job will be scaled to that paper size and print.



**This feature may need to be enabled by the administrator.*

Printing Labels

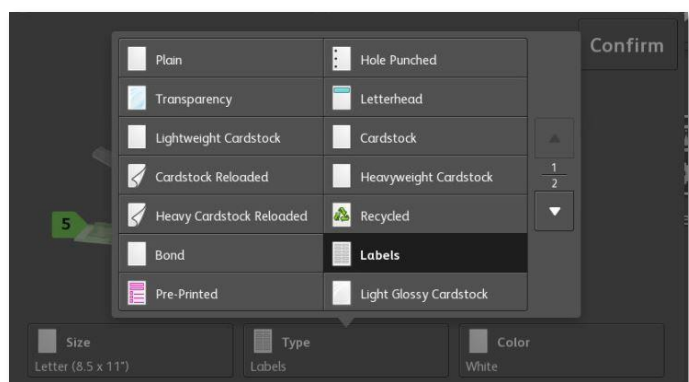
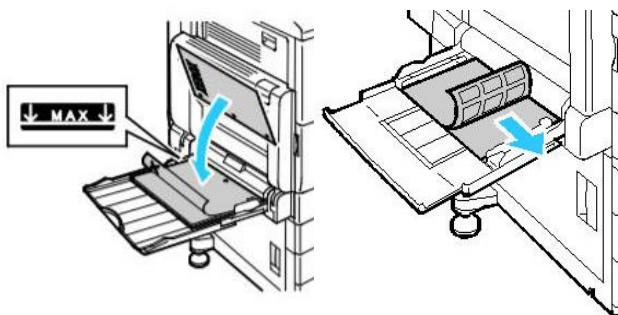
Using Microsoft Word, follow these steps to successfully print from the bypass tray (Tray 5). You will still need to "Confirm" the Size (8.5x11), Type-(Labels), and Color-(White) on the copier touchscreen.



Tray 5-Loading Labels, Letterhead, Envelopes

Loading Labels/Letterhead:

1. Open tray 5 by rotating it outward.
2. Load **labels** in the tray **face down** with the top edge towards the front of the tray.
Load **letterhead face down** with the top towards the back of the device.
3. Then slide the guides until they lightly touch the edges of the stack.
4. Verify the size and type as **LABELS** or **LETTERHEAD** loaded.
Change the selection for any incorrect setting.
5. On the copier touch screen, touch Confirm.



Loading Envelopes:

1. Open tray 5 by rotating it outward.
2. Load envelopes in the tray with the flaps open, face up and flaps on the trailing edge, toward the left.
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.
5. On the printer touch screen, touch Confirm.

