Xerox Versalink C7030 MFP

copy | print | scan | fax | email

Touch Screen

1. The Power button.
2. The Home screen.
3. The NFC Indicator.
4. The 7" capacitive Touch Screen.
5. Status LED provides a visual status of the device. It flashes blue if:
   - The device is Powering On
   - A print job, copy job, or receive-fax job has completed

   It flashes amber if:
   - The device has an error or an alert that requires user attention.

COPY

Select one of the following methods:

- Load the original face up in the document handler

- Lift the document feeder and place the original facedown on the back, left corner of the document glass.

- On the Home screen,

- Touch the **Copy** icon.

- Enter the desired number of copies using the soft keypad,

- Specify feature settings on the main menu.

- Touch **Start**.

FAX

Select one of the following methods:

- Load the original face up in the document handler

- Lift the document feeder and place the original facedown on the back, left corner of the document glass.

- On the Home screen,

- Touch the **Fax** icon,

- In the **Enter the Fax Number box**, enter a recipient's fax number manually **or**

- To **add a Fax number** from the Address Book, touch

  📇
  - Specify feature settings on the main menu

- Touch **Send**.

SCAN TO EMAIL

Select one of the following methods:

- Load the original face up in the document handler

- Lift the document feeder and place the original facedown on the back, left corner of the document glass

- On the Home screen,

- Touch the **Email** icon,

- In the **To**: box, enter a recipient's email address manually **or**

- To **add an Email address** from the Address Book, touch

  📇
  - Specify feature settings on the main menu.

- Touch **Send**.

SECURE PRINT

At Your PC:
- In your application, click **File**, then click **Print**. In the Printer window, click Properties.
- Click the Job Type Down Arrow
- Click **Secure Print** from the drop down menu
- In the pop-up Window enter your **passcode** for this job.
- Re-enter to confirm and click **OK**.
- Click **OK** again.
- Click **Print**.
- Walk to the printer.

At the Printer:
- Touch the **Jobs** icon on the Home screen.
- Touch **Personal & Secure Jobs** button.
- Touch the folder that holds your print jobs
- Enter the Secure Print Passcode and select **OK**.
- Touch **Print All** or **Delete All** .
- Your document(s) will