Xerox B8155|B8170 Apps Quick Reference Guide

**UF | UNIVERSITY of FLORIDA**

XEROX B8100
Powering ON and OFF

The following Power Off options are available:

Sleep: A power saving state that increases the device's energy savings.

Restart: The device restarts. Any jobs in progress are deleted.

Power Off: The device powers Off. Any jobs currently in the print queue are deleted.

Cancel: Power off options are cancelled, the device is available for use.
Any jobs in the queue are retained.

Powering On

1. Open the front cover,
2. Press the Main Power switch **ON** the [right hand side of the MFP]
3. Close the front cover.
4. Press the **Power** button located on the Control Panel.
5. The device powers up and is ready to print, scan or copy (Standby Mode).
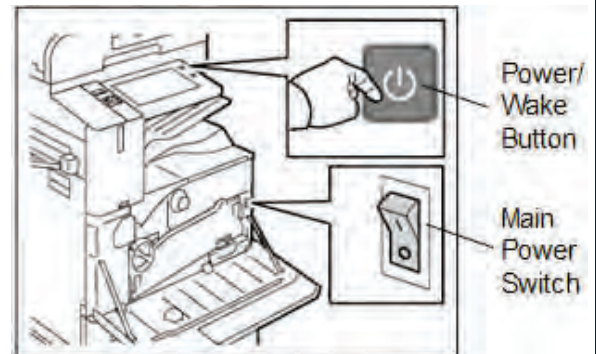
Powering Off:

Press the **Power** button.

NOTE: It is advisable to leave the device powered ON at all times, but it may be necessary to power off the device for example if a problem occurs or to move the device.

Low Power Mode:

- To reduce energy consumption, the device is pre-set at the factory to enter a **Low Power Mode**.
- The **Power** button is illuminated when the device is in **Low Power Mode**.
- To re-activate the device from Low Power Mode, press the **Power/Wake** button.

XEROX ALTALINK 8100
The Control Panel Features

The tiltable Control Panel consists of the Touch Screen, Built-in Speaker, which emits sounds for a range of events, and Hard Buttons.
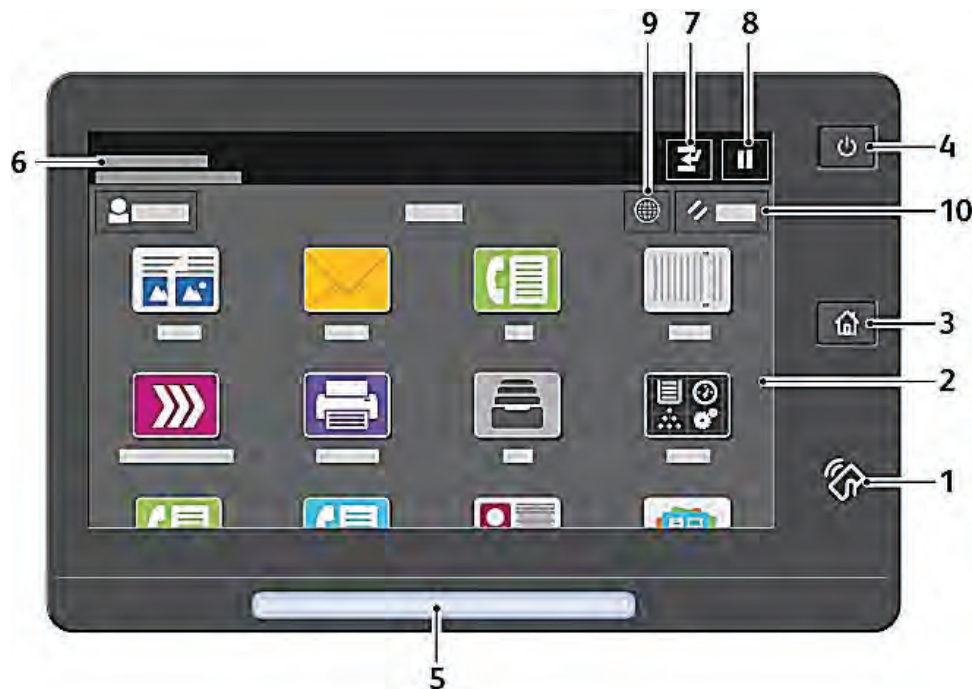
NFC Area	Enables devices, including android devices, to communicate with the printer.
Touch Screen Display	Displays information and provides access to printer functions.
Home Button	Provides access to the Home screen for printer features, such as copy scan, and fax.
Power/Wake Button	Powers the device On/Off, and indicates when the device is in Low Power and Sleep modes.
Status Indicator	Provides a visual indication of device status.
Notification Area	To view the message, touch the notification area. To close, touch X.
Interrupt Button	Pause the current job to run a more urgent job.
Pause Button	Pauses the current job with the option to resume printing or delete the job.
Language Button	Sets the displayed language.
Reset	Resets all apps to default settings.

XEROX AltaLink 8100
The User Interface

1 The **Home Screen** is displayed after the power on process has completed and shows apps which enable you to access the functions of the device.

2 The **Status Bar** displays information about the status of the device and its configuration.

3 The **Interrupt Printing** button enables you to stop the printing of the current job and program another.

4 An **App Icon** represents a major feature on the device. When you touch an app, its app **Main Menu** is displayed.

5 An **App Main Menu** contains an app's list of features.

6 A **Pop-up List** contains more feature options.

XEROX AltaLink 8100
Paper Trays 1, 2, 3, 4, and Bypass Tray 5

Features

- Fully **adjustable** or **dedicated** trays.
- **Paper and Media:** Types: Bond, Hole-punched, Letterhead, Plain, Pre-printed, Recycled, Transparency, Labels, Lighwteight Cardstock, Lightweight Glossy Cardstock, Cardstock, Glossy Cardstock.
- **High capacity**, dedicated paper trays [**3 & 4**] are primary feeders for the most commonly used media.
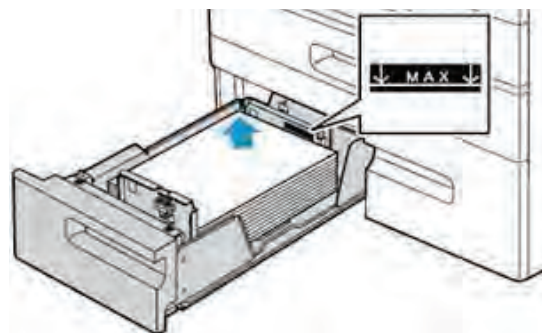
Loading Trays 1 & 2 or 1, 2, 3, 4

1. Pull out the tray until it stops.
2. Before loading paper **>** fan the edges to separate sheets that may be stuck together.
3. If required, move the paper tray guides out to load paper.
4. Load paper against the left side of the tray. **> Do not** load paper above the **MAX** fill line.
5. Adjust the guides so they touch the edges of the stack **>** Confirm **or** change settings.
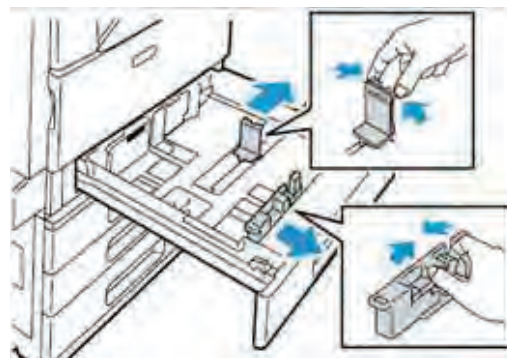
Loading Trays 3 & 4 [High capacity]

1. Pull out the tray 3 or 4 until it stops **> Wait** for the tray to lower and stop.
2. Before loading paper, fan the edges to separate sheets that may be stuck together.
3. If required, move the paper tray guides out to load paper.
4. Stack the paper against the left rear corner of the tray **> Do not** load paper above the **MAX** fill line.
5. Close the tray **>** Confirm **or** change settings

Bypass Tray 5: Small quantity [100 sheets], special materials feeder [Labels|Envelopes|Cardstock (Glossy)

1. Lower Tray 5 on the left side of the device **>** pull out the extension tray for larger paper.
2. Before loading paper **>** fan the edges to separate sheets that may be stuck together.
3. **If** required **>** move the paper tray guides out to load paper.
6. Stack the paper against the left rear corner of the tray **> Do not** load paper above the **MAX** fill line.
4. Close the tray **>** Confirm **or** change settings.
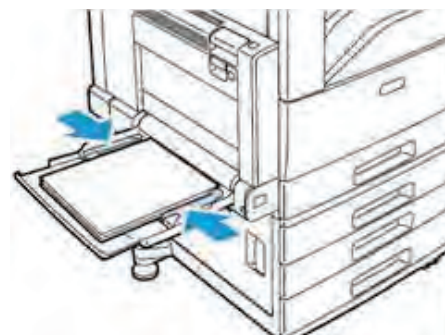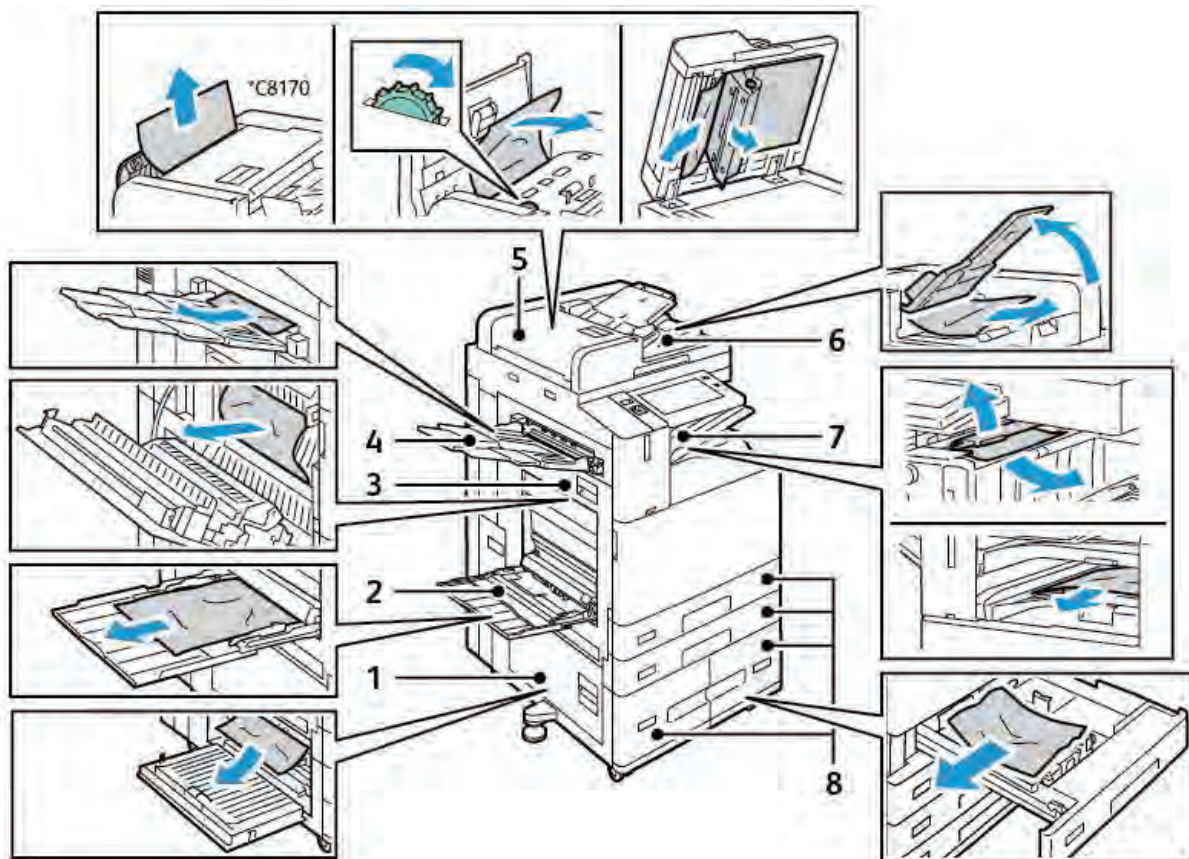
XEROX
Troubleshooting

➢ In the event of a fault with the device, a message is displayed on the touch screen and the Status LED on the control panel flashes amber or red.

Paper Path Jam

1. The fault screen indicates the location of the missfed paper and the paper path.

2. For guidance, the paper path and clearance areas are colored GREEN.

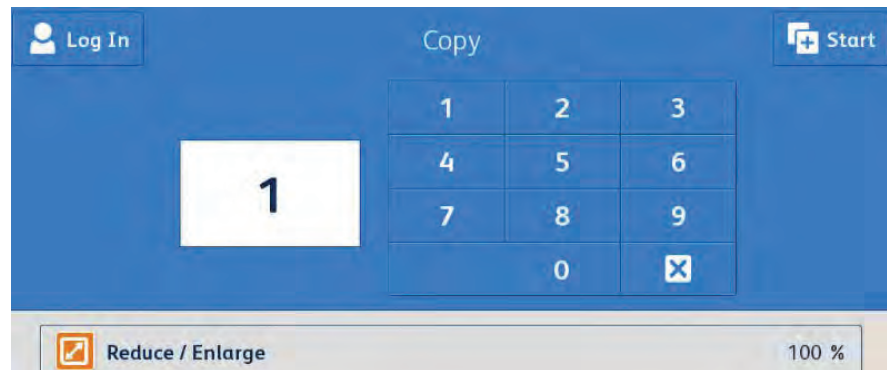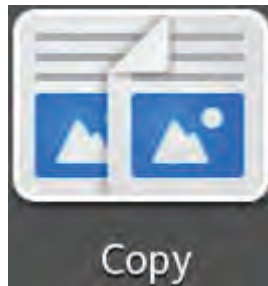3. Information labels colored GREEN are affixed to parts of the device.

PaperJam Locations

1. Door B
2. Tray 5
3. Door A
4. Left Tray
5. Duplex Automatic Document Feeder (DADF)
6. Document Output Tray
7. Finisher Areas
8. Paper Trays 1 to 4

XEROX
Copy and Features

[FEATURES]:

Reduce/Enlarge
- **Reduce/Enlarge** – Selection of Preset or manual ratios for standard paper sizes
- **[100%]** - Enter a ratio from 25% to 400% using the 10 key pad

Paper Supply
- Manually select a paper tray by touching the tray
- **More…** - Allow you to view all paper trays

2-Sided Copying
- **1 >1 Sided** scans only one side of the originals and produces 1-sided copies.
- **1 >2 Sided** scans only one side of the originals and produces 2-sided copies.
- **2 >2 Sided** scans both sides of the originals and produces 2-sided copies
- **2 >1 Sided** scans both sides of the originals and produces 1-sided copies.

Finishing
- **Collated** - Default setting (1,2,3,1,2,3)
- **Staple** Portrait or Landscape (various options depending if Finisher is installed)
- Select **[More…]** to **Staple** or **Hole Punch** (requires optional finisher)

Original Type – Select Photo, **Photo/Text**, **Map**, **Magazine** or **Newspaper**, **More**.

Lighten / Darken – Adjust the Lightness / Darkness of the document being scanned.

Sharpness – Adjust the amount of edge definition n the output image

Automatic Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds

Edge Erase – Allows change to the edge deletion parameter on copies (**All** Edges or **Individual** Edges)

Original Size – Select **Custom Scan Area** (Manual input of Original size) or **Mixed Size Originals**

Image Shift – Able to adjust accurately the position of the scanned image. (**Up/Down**, **Right/Left**).

Book Copying – Allows copying pages from a bound original

Booklet Creation – Create pamphlets (**fold** and **staple** requires booklet finisher)

Special Pages – **Covers**, **Inserts** and **Exception** pages.

Annotations – Allow Page **Numbers**, **Comments**, the **Date** and **Bates** Stamps to be added to output documents.

Build Job – Allows **assorted segments** of originals to be **combined** using the **Document Feeder** and/or the **Document Glass** to produce a **single set**.
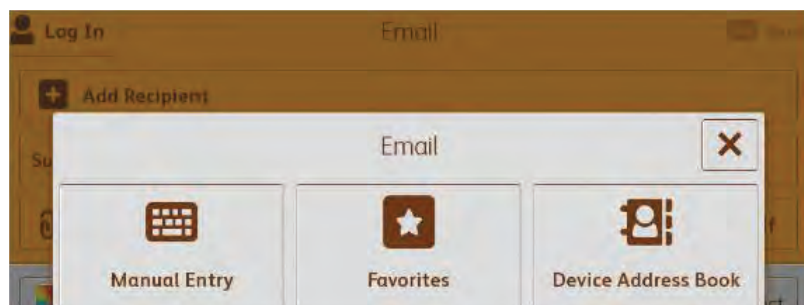
Save Current Settings – Allows you to save and name the most recent selected features for later retrieval.

Retrieve Saved Settings – Allows you to retrieve and use any previously saved copy settings for current jobs.

Reset – Resets all features to their default settings.

XEROX 8100
Scan To Email Options

1. Touch the **[Email]** icon >

2. Select one of the **3** options:
   a. **Manual Entry**: Type the **address** using the touch screen keypad **>** Touch **Add >** Go to step **3**.
   b. **Favorites:** Touch **Favorites >** select 1 or more email(s) Touch **OK >** Go to step **3**.
   c. **Device Address Book: Search** or **scroll down** to select the desired email(s) **>** Touch **OK >** Go to step **3**.

3. **[Optional]** Select **Settings** below to produce the best quality image output, **OR >** Touch the [Send] button.

[SETTINGS]:

Add Recipient: – Select to add additional recipients (email(s)

Subject: – Add your personal subject text.

Attachment – Name the scanned image.

File Format: **.PDF** (**Multi-Page**), **.TIF**, **.JPG**, **More** - .PDF (**1 File Per Page**), **Searchable, Password Protect**.

Output Color – Select **Auto Detect**, **Black & White**, **Grayscale** or **Color**.

2-Sided Scanning – If your original pages are 2-Sided.

Original Orientation – Specify the format and placement of the originals when loaded in the ADH or document glass.

Original Type – Select, **Photo/Text**, **Photo**, **Text**, **Map**, or **Newspaper/ Magazine**.

Automatic Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds.

Lighten / Darken, **–** Adjust the Lightness / Darkness of the document being scanned.

Resolution – Increase or Decrease the scan resolution (72 dpi to 600 dpi)

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size Originals** (valid pairs of different paper sizes: **8.5x11" & 8.5x14**" **OR 8.5x11" & 11x17"**)

Edge Erase – Allows change to the edge deletion parameter on copies (**All** Edges or **Individual** Edges)

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Reply To – Allows you to define a return address for your job.

Message – Allows you to add a text message to accompany the transmitted images.

Quality / File Size – Specify the amount of image data compression used. The greater the compression, the smaller the file size, the lower the image quality.
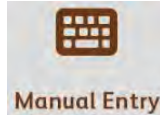
Build Job – Allows **assorted segments** of originals to be **combined** using the **Document Feeder** and/or the **Document Glass** to produce a **single set**. **Also name and attach more than 1 scan file to the selected email destination**.

Reset – Resets **all features** to their default settings.

XEROX
Creating Email Contacts in FAVORITES through the Control Panel

1. Press the **Email** icon

2. Press the **Manual Entry**... Icon

3. Type your email address using the keypad **>**

4. Press the **Device Address Book**... Icon (right side) **>**

5. Press **Create New Contact** button **>**

6. Touch the Top Field **>** Delete email and type your **Full Name** or **Company Name** using the keypad **>** touch **OK**. (Fig. below)

7. **For EMAIL [2ⁿᵈ field]:**

   In the 2ⁿᵈ field **>** Verify your email address is correct **>** then click on the **Star** to the right to mark it as a **Favorite** .

8. Press **OK**.

XEROX
ID Card Copy and Settings

Copy both sides of an ID card or small document onto one side of the paper.

1. Touch the **ID Card Copy** icon
2. **Side 1:** Place the **front** of the ID card face down in the top left corner of the Document Glass. **[**If necessary **>** If required **>** select image-quality **settings** below**]**. **>** Select **8.5 x 11"** tray
3. Touch the **Scan Front** button to scan the first side of the document. **>** Lift the Document Cover.
4. The device displays a message when ready to scan the back of the ID card.
5. **Side 2:** Place the back of the ID card face down in the top-left corner of the Document Glass.

    [If required **>** select image-quality **FEATURES** below**]**.
6. Touch **Scan Back**. Both sides of the card are copied onto one side of paper.

[FEATURES]:

Quantity – Use the **+** and **-** buttons to select the required number of copies.

Output Color – **[Available only with Color MFDs]**

- **Auto Detect** – Color of the original is detected and the output settings adjust to match.
- **Black and White** - create black and white copies.
- **Color** – Create Color copies.

Reduce/Enlarge – Select **100%**, **133%**, **164%** or **Proportional.**

Paper Supply –Select a paper tray from the listed sizes (**8.5 x 11"** up to 11 x 17").

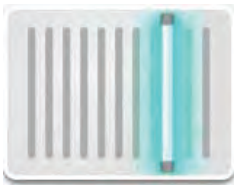**Original Type –** Select **Photo/Text**, **Photo**, or **Text**.

Lighten / Darken, **–** Adjust the Lightness / Darkness of the document being scanned.

Auto Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds.

Reset – Resets all features to their default settings.

XEROX
Scan To (Email | Folder)

Favorites	Contacts	X
maria.rehm@xerox.com		
Melanie Gervais melanie.gervais@xerox.com		
N		
Nancy Haugen nancy.haugen@xerox.com		
S		
Scan 1 Scan 1		
Scan 2 Scans 2		
Scans 3 Scans 2		

1. Touch the **[Scan To]** icon **>**
2. Select the **Favorites or Contacts** Tab **>** select **one** or **multiple destinations >**
3. Touch **OK >**
4. **[If required]** Select **Settings** below to produce the best quality image output, **OR >** Touch the Scan button.

[SETTINGS]:

Attachment – **Name** the scanned image.

File Format: **.PDF** (**Multi-Page**), **.TIF**, **.JPG**, **More** - **.PDF** (**1 File Per Page**), **Searchable, Password Protect**.

2-Sided Scanning – If your original pages are 2-Sided.

Original Orientation – Specify the format and placement of the originals when loaded in the ADH or document glass.

Original Type – Select, **Photo/Text**, **Photo**, **Text**, **Map**, or **Newspaper/ Magazine**.

Output Color – Select **Auto Detect**, **Black & White**, **Grayscale** or **Color**.

Lighten / Darken, – Adjust the Lightness / Darkness of the document being scanned.

Resolution – Increase or Decrease the scan resolution (72 dpi to 600 dpi)

Automatic Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds.

Edge Erase – Allows change to the edge deletion parameter on copies (**All** Edges or **Individual** Edges)

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size** Originals

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals
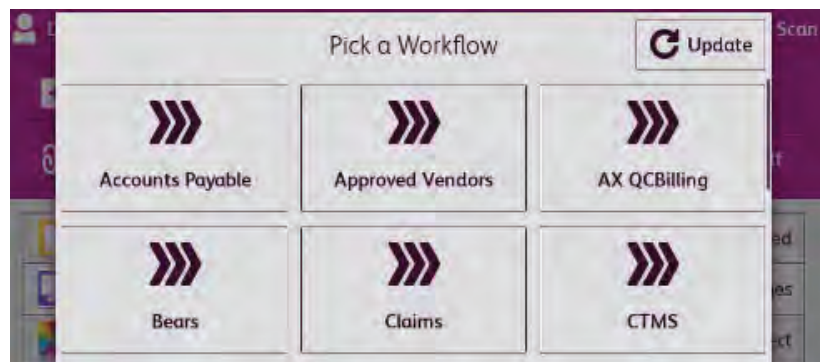
Quality / File Size – Specify the amount of image data compression used. The greater the compression, the smaller the file size the lower the image quality.

Build Job – Allows **assorted segments** of originals to be **combined** using the **Document Feeder** and/or the **Document Glass** to produce a **single set**. **Also name and attach more than 1 scan file to the selected email destination**.

Reset – Resets **all features** to their default settings.

XEROX
Workflow Scanning (folder)

Pick a Workflow — Update — Scan

Accounts Payable   Approved Vendors   AX QCBilling

Bears   Claims   CTMS

1. Touch the **[Workflow Scanning]** icon **>** Select **one** of the **Destinations** below:
2. Select one of the **Folders**
3. **[Optional]** Change settings to produce the best quality image output. **>** Touch the **Scan** button.

[SETTINGS]:

Attachment **– Name** the scanned image.

File Format: .PDF (**Multi-Page**), .TIF, .JPG, **More** - .PDF (**1 File Per Page**), **Searchable**.

Output Color – Select **Auto Detect**, **Black & White**, **Grayscale** or **Color**.

2-Sided Scanning – If your original pages are 2-Sided.

Original Type **–** Select, **Photo/Text**, **Photo**, **Text**, **Map**, or **Newspaper/ Magazine**.

Lighten / Darken, **–** Adjust the Lightness / Darkness of the document being scanned.

Original Orientation – Specify the format and placement of the originals when loaded in the ADH or document glass.

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size** Originals

Build Job – Allows **assorted segments** of originals to be **combined** using the **Document Feeder** and/or the **Document Glass** to produce a **single set**.

Remove Blank Pages **–** Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Edge Erase – Allows change to the edge deletion parameter on copies (**All** Edges or **Individual** Edges)

**Resolution –** Increase or Decrease the scan resolution (72 dpi to 600 dpi)

Automatic Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds.

Quality / File Size – Specify the amount of image data compression used. The greater the compression, the smaller the file size, the lower the image quality.

Reset – Resets **all features** to their default settings.

XEROX
Basic Faxing
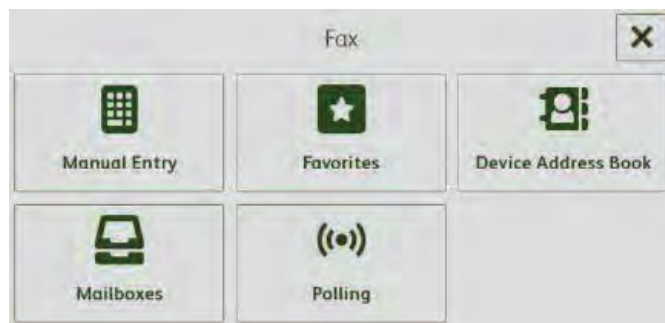
1. Touch the **[Fax]** icon **>** Touch **Manual Entry** button **>** type the fax number **> OR**

2. Click the **Favorites** icon **OR >** Select **Device Address book** **>** select **your desired contact(s) >**

3. Touch **Add**. The recipient fax number is added to the list of recipients at the top of the Fax App main menu.

4. To Add more recipients t**>** ouch the **Add Recipient** Icon.

5. **[If required]** select any of the **settings** below, **OR >** Touch the **Send** button.

[SETTINGS]:

2-Sided Scanning – If your original pages are 2-Sided.

Original Type – Select, **Photo/Text**, **Photo**, **Text**, **Map**, or **Newspaper/ Magazine**.

Lighten / Darken, **–** Adjust the Lightness / Darkness of the document being scanned.

Sharpness – Default **- Normal**. **Sharpen** Text Images, **Soften** Photos

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size** Originals

Resolution – Increase or Decrease the scan resolution (72 dpi to 600 dpi)

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Book Faxing – Allows scanning images from books, magazines or other bound documents for faxing.

Confirmation Report – Select **Print Confirmation** or **Print on Error Only**.

Delay Send – Allows you to delay the time for up to 24hours for the printer to send your fax job.

Priority Send – Allows you to identify urgent faxes. Priority faxes are sent first.

Manual Send – Enable the fax modem speaker temporarily. Helpful to dial international numbers or to wait for specific audio tone

Reset – Resets all features to their default settings.

XEROX
JOBs App

Controlling Jobs

The J**obs** App enables you to control jobs on the device to ensure the efficient and effective use of resources.

There are **different types** of jobs **Copy, Print, Scans**, **Fax**. You can view the status of jobs, **Pause** and **Delete** jobs.

Jobs List

The queue of **Active jobs** sent to the device is shown at the top of the jobs list.

Completed jobs are dimmed.

The **Active job** sent most recently to the device is displayed as the last entry. As a job in the queue is processed, its status is updated.

To **view** the details of an active job in the queue or to **Delete** it, **touch** the **entry**.

A job can be **temporarily stopped** from printing ('held' status) for various reasons: it is a **Secure print**; it **Requires Resources** e.g. paper (Size, Type, Color); it has been held by a user request on the device.
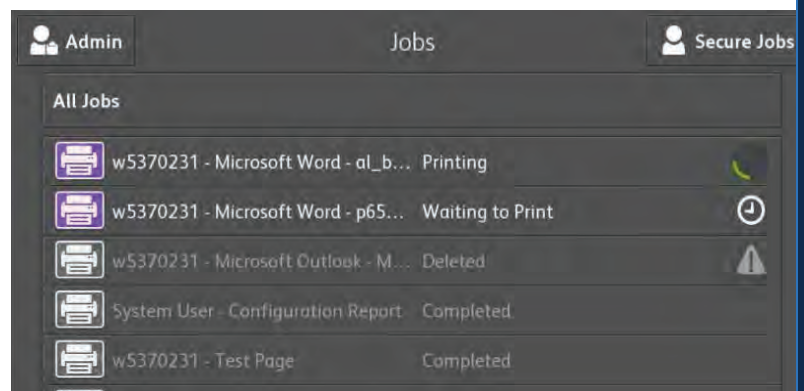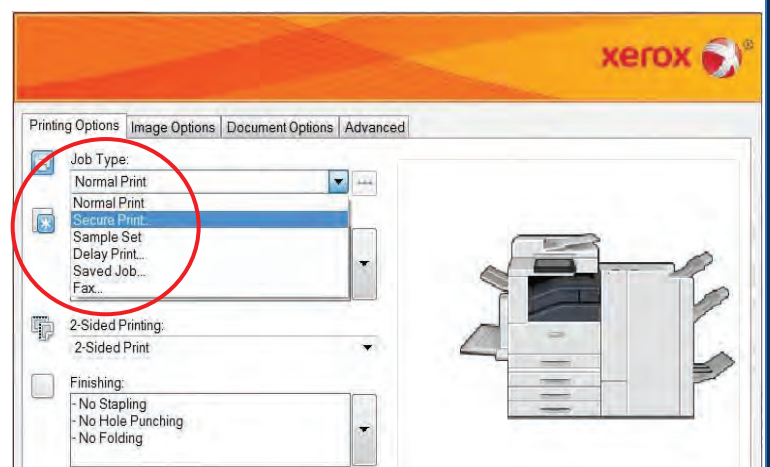
Secure Jobs

A list of folders containing print jobs that have been sent to the device and then stored in a folder with a **secure passcode number**.

Saved Jobs

Print jobs that have been **saved** for reprinting.

XEROX 8100
## JOBs – Held: Resources Required

A job can be temporarily stopped from printing ('held' status) for various reasons: is it a **secure print**; it may **Require Resources** e.g. paper; it has been held by a user request on the device.

NOTE: **The paper attributes for the tray you want to print from must match the paper attributes (Size, Type, Color) in the print driver in order for the document to print properly.**
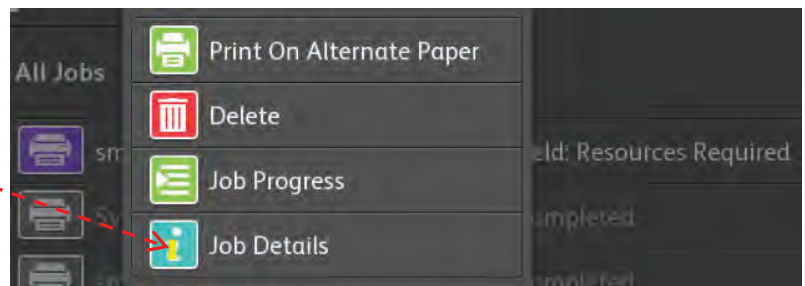
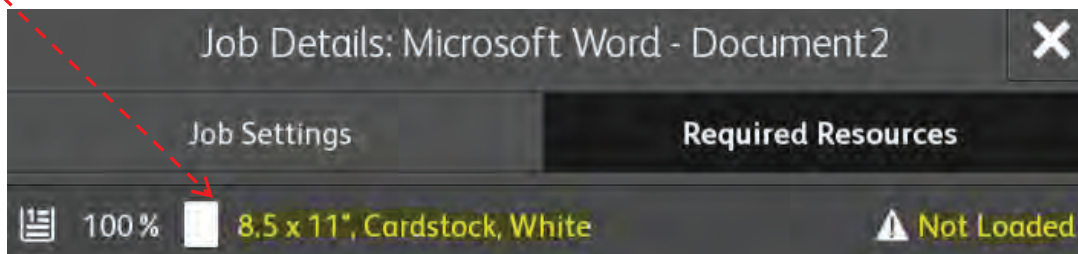1. Press the **Jobs** icon

2. Select the **Print Job**.
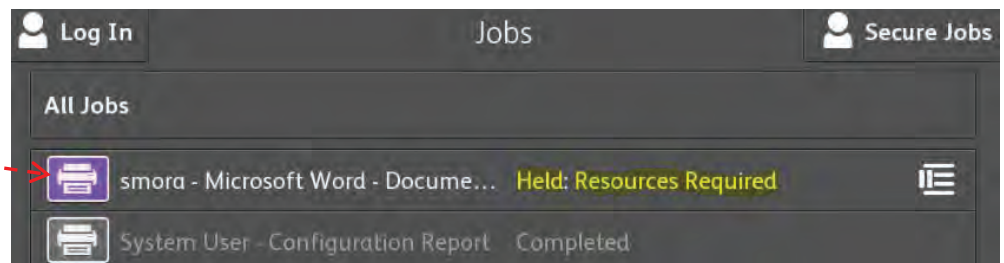
3. Select **Job Details**

4. **Load Paper Tray** or **Bypass Tray** with the **exact** attributes listed in the Job Details.
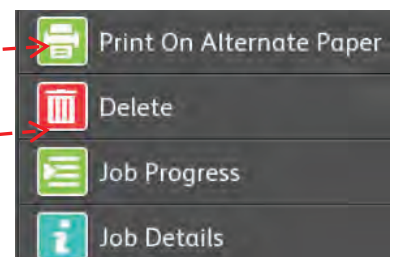

5. **If** your job **does not** print **>** select the **job** again **>** select:

   a. **Print On Alternate Paper**
      ➢ Select the desired **Paper Tray** to print from.

   b. **OR Delete**

XEROX
DEVICE App

Device Status Information

The **Device** App enables you to obtain information about the status of the device. Up-to-date status information about paper trays, consumables and current faults is provided. The app also provides tools which enable you to configure the device.

About

General information about the device, such as the customer support, serial number and software version. If a fax card is installed the fax number is also displayed here. Under **About**, the Information Pages feature enables you to print a Configuration Report.

Notifications

Current Faults and Alerts on the device are displayed in the Notifications window.

The History button enables you to view a history of faults on the device..
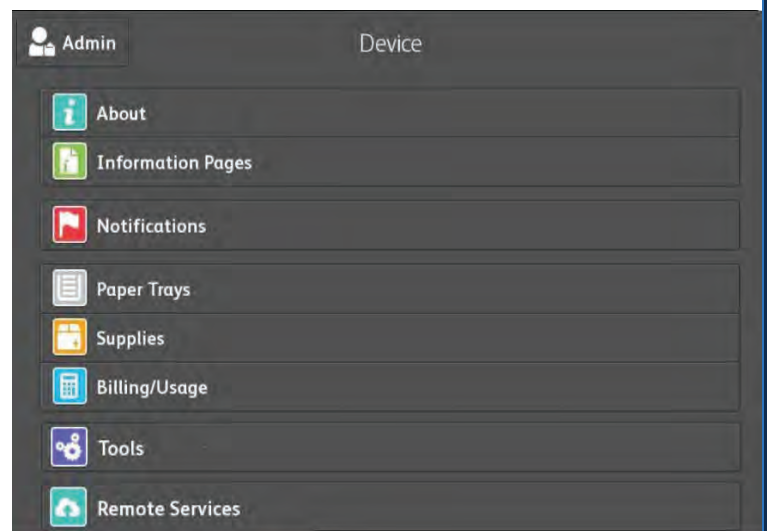
Supplies

Status information about consumables. The operational condition or the percentage remaining before a replacement is required is shown for each item.

By touching an item, you can view the number of pages remaining and information about reordering. **Wait until about 5% of a consumable remains before replacing it**.

XEROX
Basic Printing Options

JOB TYPE:

- **Secure Print** – Send a print job with a **Secure Password** to release at printer
- **Sample Set** – Prints **1** complete set to review, then release all
- **Delayed Print** – Delays the job from printing until released at the printer
- **Saved Job..** – Save job(s) on the printer (**Public** or **Private**) Folder to **Re-Print** from the control panel
- **Fax** – Fax a document from your workstation (fax kit required)

PAPER: **NOTE: Both Type and Color must match the paper tray settings at the printer.**

- **Paper Size** – To Reduce or Enlarge to a standard paper size
- **White (Color)** – Select paper tray setting **color other than white.**
- **Printer Default Type** – To select other **type of paper than plain**

2-SIDED PRINTING:

- 1-Sided Print
- **2-Sided Print**
- **2-Sided Print flip on short edge** (used for landscape and tablet style documents)

FINISHING: (available **ONLY** with installed finisher)

- **Staple**
- **Hole Punch**
- **Booklet Creation**

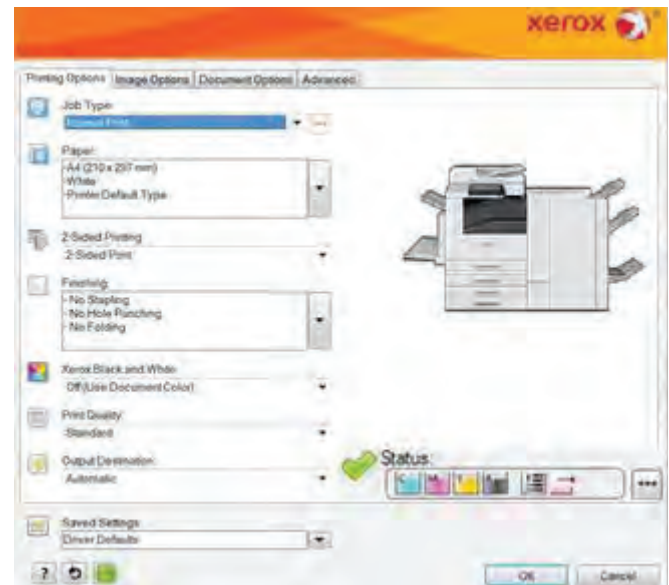**XEROX BLACK AND WHITE:** (Applies **ONLY** to **COLOR** MFDs)

- **Off:** - Document prints in **color**.
- **On: -** Document prints in **black and white** only.

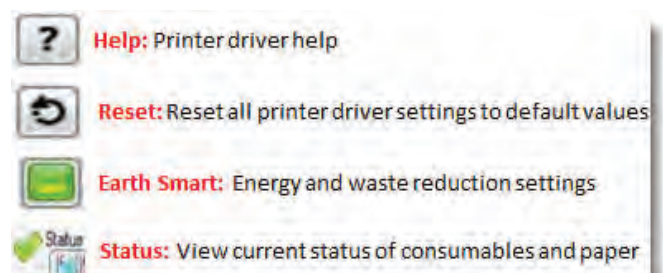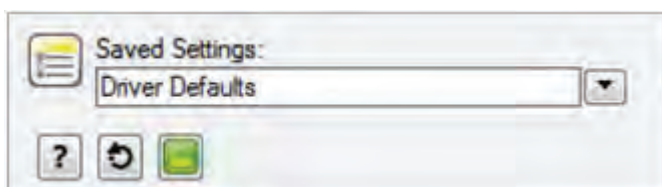**PRINT QUALITY:** (Applies **ONLY** to **COLOR** (**PostScript** driver)

- **Standard**: Produces crisp, bright prints at high speed and is **ideal** for **black text**. Standard mode provides the best trade-off between performance and image quality for most jobs.
- **Enhanced:** Provides the **best overall** image quality for CAD applications and fine detail. Lines and edges are enhanced for smoothness. **Black and dark colors are enhanced for richness**.
- **High Resolution:** Provides the best overall image quality for detailed line drawings such as **CAD files**. This option is recommended for printing vibrant, saturated, color prints or photos. Print job can take longer to process when you print.

OUTPUT DESTINATION: (available **ONLY** with installed finisher)

- **Automatically Select, Center Tray,** Left Tray**, or Center Bottom Tray**

Saved Settings: Allows you to "**Reuse settings"** for jobs that you print on a regular basis:

Help: Printer driver help

Reset: Reset all printer driver settings to default values

Earth Smart: Energy and waste reduction settings

**Status:** View current status of consumables and paper

XEROX
Secure Print

Secure print allows you to associate a 4-10 digit passcode with a print job when sending it to the printer. The job is held at the printer until you enter the passcode at the control panel to Print or Delete your jobs.
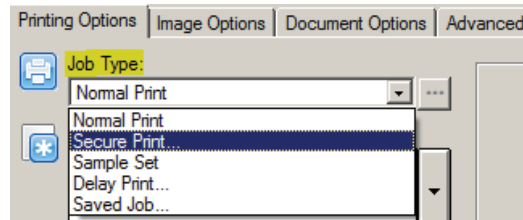
Option 1(All jobs) -Setup Secure Print as the Default setting in Devices and Printers

➢ **Windows 7** - Go to Start **>** Devices and Printers **>** Right click your Xerox Printer **>** click Printing Preferences. In the **Printing Options** tab **>** in the **Job Type** List **>** select Secure Print.

➢ **Windows 10** - Go to Start **>** Click **Settings** ⚙ (above the **Power** button) **>** click **Devices >** click **Printers & Scanners >** click **Manage >** click your **Xerox Printer >** click **Printing Preferences >** in the **Job Type** List **>** select **Secure Print**.

2. The **Secure Print Passcode Window** appears **>**
3. In the **Passcode** field **>** type a 4-10 digit passcode
4. In the **Confirm Passcode** field **>** re-type the 4-10 digit passcode **>** Click **OK**
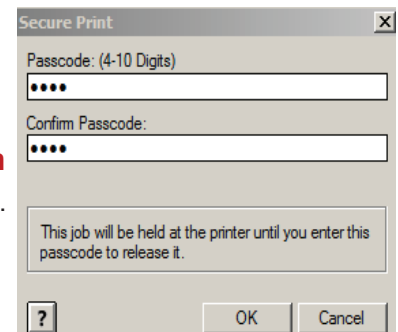
Option 2(Per job) -Send a Secure Print Job from the Application

1. Select **File > Print >** in the Print window select **Printer Properties** or **Preferences**.
2. In the Printing Options tab **>** from the Job Type List **>** select **Secure Print**.
3. In the **Passcode** field **>** type a *4-10 digit* passcode.
4. In the **Confirm Passcode** field **>** re-type the 4-10 digit passcode **>** Click **OK**.
5. Select the **additional features** for your print job **>** Click **OK**.
6. In the Print window **>** select the number of copies to print **>** click **Print**.
7. Your print job is now sent to the Xerox MFP.

Releasing your Secure Print at the Xerox MFP:

1. At the **Control Panel >** press the **Jobs** icon.
2. Touch the **Secure Jobs** button
3. Touch the folder that holds your print job(s)
4. Using the keypad, enter your passcode assigned to the print job **>** touch **OK**.
5. Touch the corresponding print job in the list, **>** touch **Release.**

Deleting your Secure Print

1. At the control panel **>** press the **Jobs** icon
2. Touch the **Secure Jobs** button
3. Touch the folder that holds the print job(s)
4. Enter the passcode assigned to the print job using the keypad.
5. Touch the corresponding print job in the list **>** touch **Delete**.

XEROX 8100
## Faxing from the Computer's Application

1. Select **File > Print >** in the Print window select **Printer Properties** or **Preference**.

2. In the Printing Options tab **>** from the **Job Type** List **>** select **FAX**.

3. In the **Recipients** Tab **>** Do one or more of the following:

   a. Click the **Add Recipients** button [icon] **>** type the (Required) Name and Fax Number. You can add other information **>** click **OK**. Add new recipients as needed.

   b. Click the **Phonebook** button [icon] **>** select a phone book from the list **>** select a name from the upper list **>** add it to the Fax Recipients.

   c. Repeat the procedure to add more names. Click **OK**.
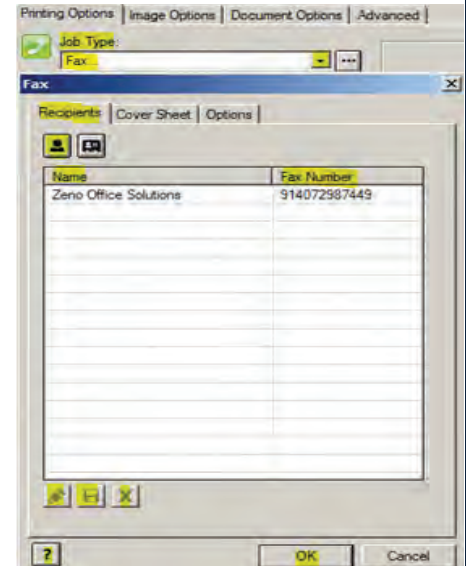
4. Select the **Cover Sheet**, Tab **>** select **Print a Cover Sheet** . **>** Enter the details as needed **>** click **OK**.

5. On the **Cover Sheet informatio**n Tab **>** type notes that you want to appear on the cover sheet.
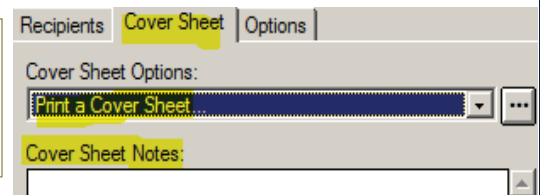
6. Click **Options** Tab **>** Choose one of the following:

   a) To **Print** a confirmation Report **>** under Confirmation **>** select **Send to Printer**.
   b) To **Email** a confirmation **>** under Confirmation **>** select **Send to Email**.
   c) Type your email address or select an email address from your phonebook **>** click **Add From Phonebook**.
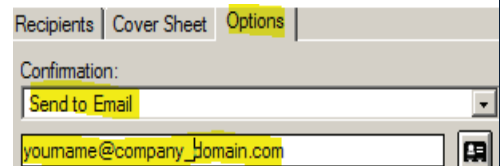
7. To dial an outside line **>** select **Dialing Prefix >** Type the dialing prefix in the field.

8. Click **OK >** Click **OK**. **>** In the Print window **>** click **Print**.

9. Your Fax Job is now sent to the Xerox MFP.

Saved Settings: Allows you to "save **settings**" for jobs that you **Fax** on a regular basis:

9. Click the **dropdown** menu (**1**) **>**

10. Select "**Save As**" (**2**) **>**

11. In the **Save As** window (**3**) **>** enter a name (exa: [**Fax Cover**]) to reflect your selected settings **>**

12. Press **OK** (**4**) **>**

13. To **retrieve** the saved setting(s) **>**

14. Select it from the "List" (**5**).
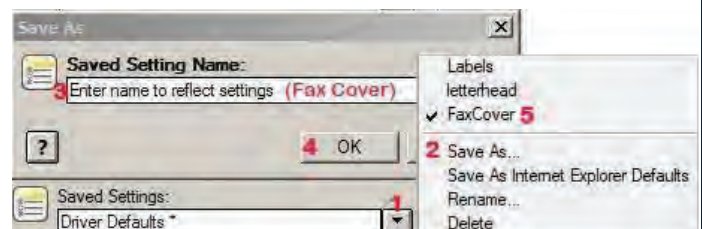
XEROX
Bypass Label Procedure

NOTE: **The paper attributes for the tray you want to print from must match the paper attributes in the print driver in order for the document to print properly.**

At the Copier: Load and confirm Letter Size (Paper Tray 5-Bypass)

1. Load the **Labels** in the Bypass Tray **Facedown >** **Do not** load the paper above the **MAX** fill line.

2. In the **Paper Settings-Tray 5 (Bypass)** screen

3. **Confirm the following**:
   a) **Size**: **Letter 8.5 x11"** paper.
   b) **Type**: **Label** (or **other media** type)
   c) **Color**: **If** other than White
   d) **Confirm**: Upper right corner of screen
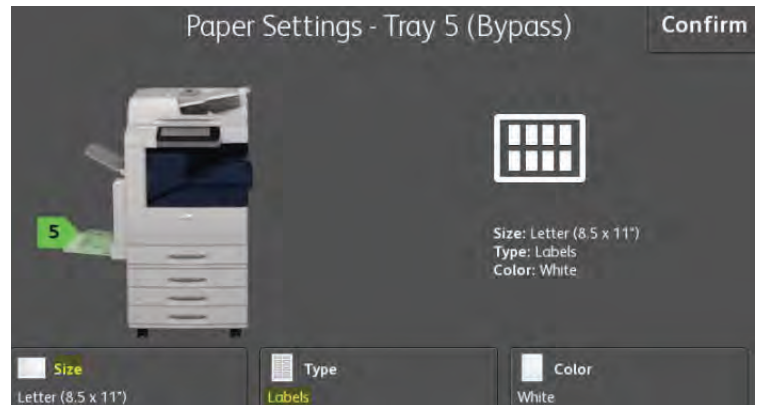
At the computer: Configure settings and print from the application:

NOTE: **Microsoft Word** is being used in this example. In **other applications**, the steps **may vary**.

While the file is open:
1. Select **File > Print >**
2. Select **Print Properties >**
3. Select the "**Paper**" dropdown **>**
4. Choose "**Other Type**"
5. Select "**Labels**" as the type
6. (**Optional**) Select "Output Destination" dropdown **>** select Center Tray
7. Press **OK**, **> Print**
8. Your document will now be sent to the Xerox MFP.
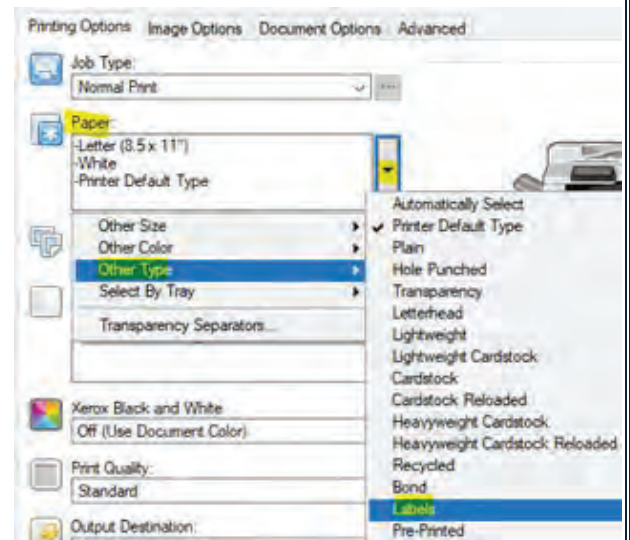
Saved Settings: Allows you to "save **settings**" for jobs that you print on a regular basis:

9. Click the **dropdown** menu (**1**) **>**
10. Select "**Save As**" (**2**) **>**
11. In the **Save As** window (**3**) **>** enter a name (exa: [**Labels**] to reflect your selected settings **>**
12. Press **OK** (**4**) **>**
13. To **retrieve** the saved setting(s) **>**
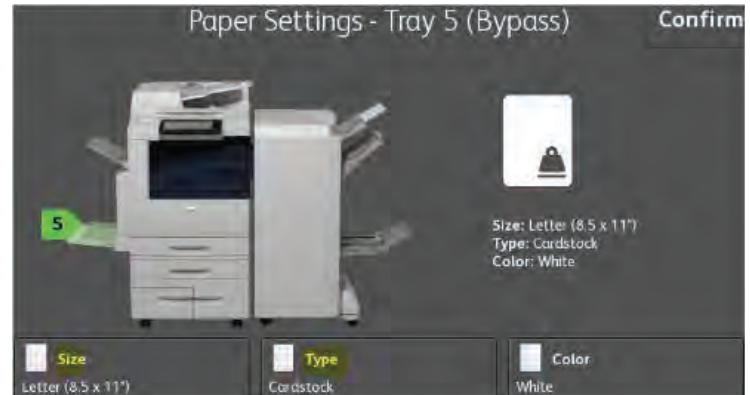14. Select it from the "List" (**5**).

XEROX
Card Stock for Letter Size

NOTE: **The paper attributes for the tray you want to print from must match the paper attributes in the print driver in order for the document to print properly.**

At the Copier: Load and confirm Letter Size (Paper Trays 1 – 5-Bypass)

1. Load the **Cardstock** in the Bypass Tray **>**
2. In the **Paper Settings-Tray 5 (Bypass)** screen
3. **Confirm the following**:
   a) **Size**: **Letter 8.5 x11"** paper.
   b) **Type**: Cardstock (or **other media** type)
   c) **Color**: **If** other than White
   d) **Confirm**: Upper right corner of screen

Paper Settings - Tray 5 (Bypass)   Confirm

Size: Letter (8.5 x 11")
Type: Cardstock
Color: White

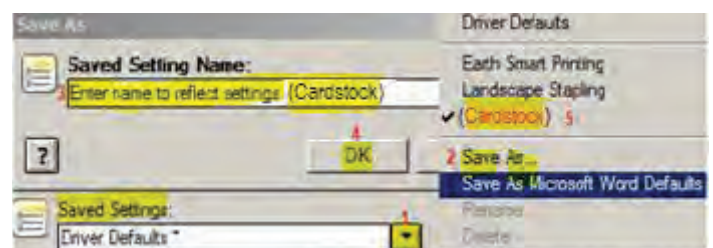| Size	Type	Color
Letter (8.5 x 11")	Cardstock	White

At the computer: Configure settings and print from the application:

4. Select **File > Print >** Select **Printer Properties >**
5. **Verify** the "**Paper**" settings **>** Size "**Letter (8.5x11")**"
6. Click dropdown arrow **>**
7. Select "**Other Type**"
8. Select "your **Cardstock** type"
9. (**Optional**) Click "**Output Destination**" dropdown **>**
10. Select Center Tray.
11. Press **OK**, **> Print >** Your document is now sent to the Xerox MFP.
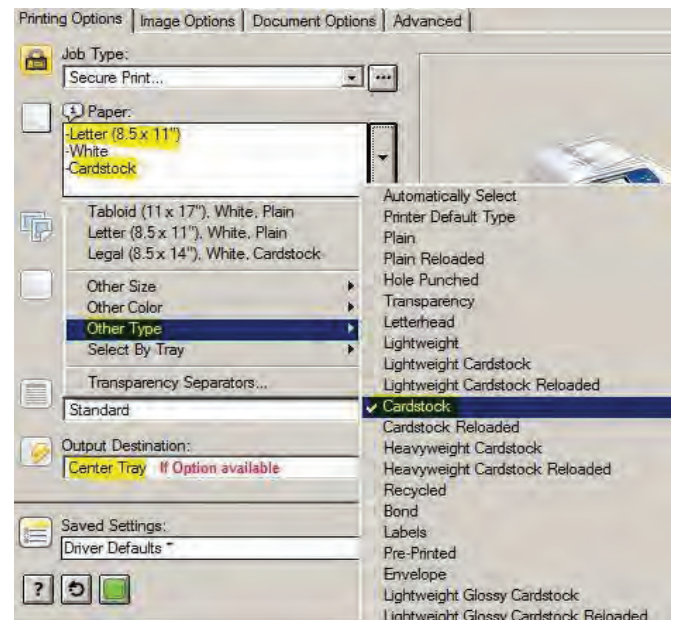
Saved Settings: Allows you to "save **settings**" for jobs that you print on a regular basis:

12. Click the **dropdown** menu (1) **>**
13. Select "**Save As**" (2) **>**
14. In the **Save As** window (3) **>** enter a name (exa: [**Cardstock**] to reflect your selected settings **>**
15. Press **OK** (4) **>**
16. To **Retrieve** the saved setting(s) **>**
17. Select it from the "List" (5).

XEROX
Printing Letterhead

NOTE: **The paper attributes for the tray you want to print from must match the paper attributes in the print driver in order for the document to print properly.**

At the Copier: Load and confirm Letter Size (Paper Trays 1 – 5-Bypass)

1. Load the **Letterhead** in the Bypass Tray **>**
2. In the **Paper Settings-Tray 5 (Bypass)** screen
3. **Confirm the following**:
   a) **Size**: **Letter 8.5 x11"** paper.
   b) **Type**: **Letterhead** (or **other media** type)
   c) **Color**: **If** other than White
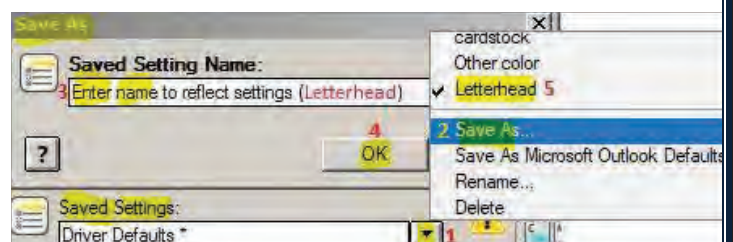   d) **Confirm**: Upper right corner of screen
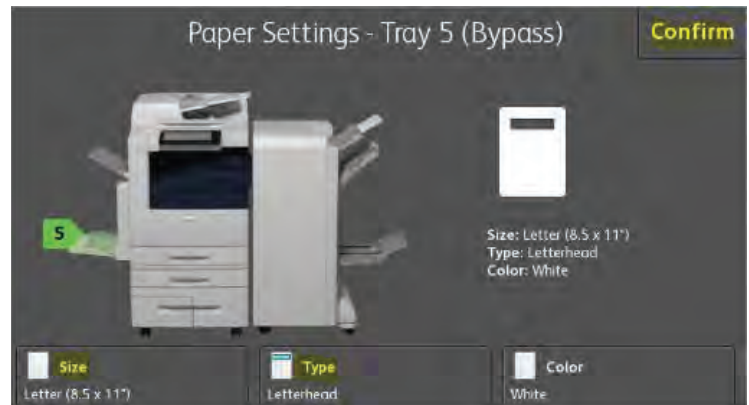
At the computer: Configure settings and print from the application:

4. Select **File > Print >** Select **Printer Properties >**
5. **Verify** the "**Paper**" settings **>** Size "**Letter (8.5x11")**"
6. Click dropdown arrow **>**
7. Select "**Other Type**"
8. Select "your **Letterhead** type"
9. (**Optional**) Click "**Output Destination**" dropdown **>**
10. Select Center Tray.
11. Press **OK**, **> Print >** Your document is now sent to the Xerox MFP.
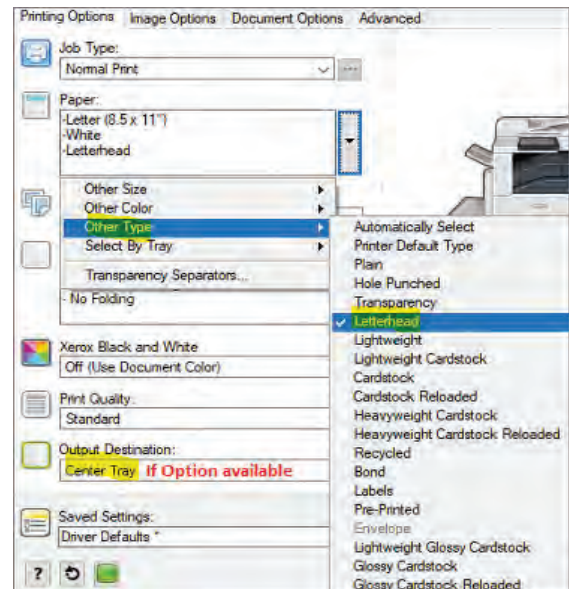
Saved Settings: Allows you to "save **settings**" for jobs that you print on a regular basis:

12. Click the **dropdown** menu (**1**) **>**
13. Select "**Save As**" (**2**) **>**
14. In the **Save As** window (**3**) **>** enter a name
    (exa: [**Letterhead**] to reflect your selected settings **>**
15. Press **OK** (**4**) **>**
16. To **Retrieve** the saved setting(s) **>**
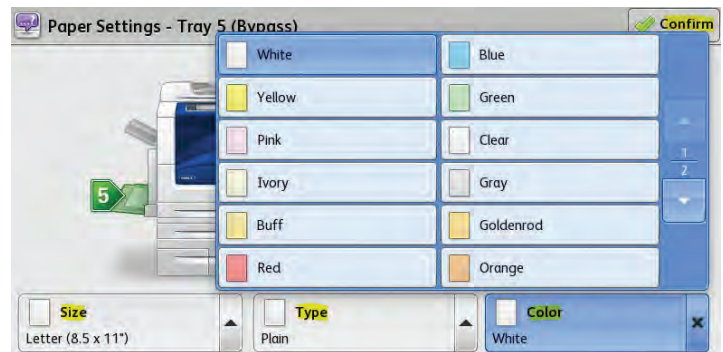17. Select it from the "List" (**5**).
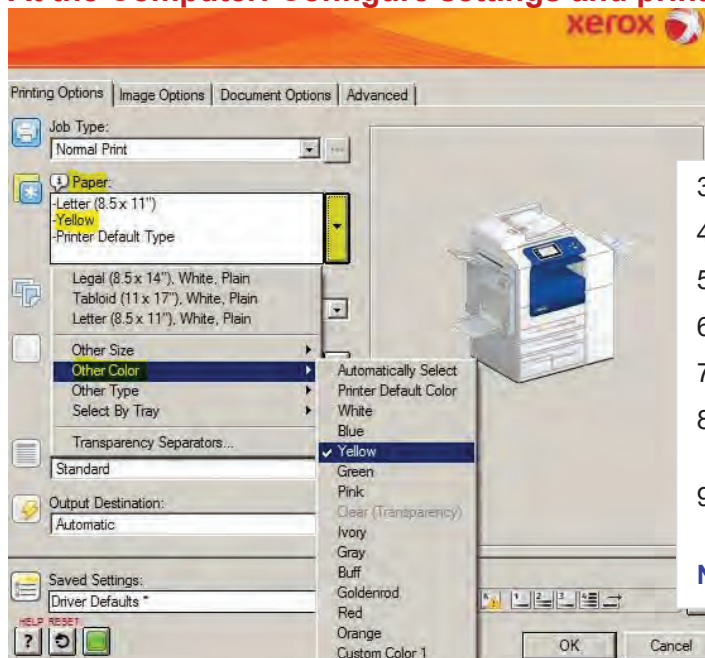
XEROX
Printing to Color Paper

NOTE: The **paper attributes** for the tray you want to print from **must match** the paper attributes in the print driver in order for the document to print properly.

At the Copier: Configure settings

1. Load the Color paper in Paper **Trays 1 - 5-Bypass >** The Check Settings for the Tray screen will appear.

2. **Confirm the following**:
   a) **Size**: **Letter 8.5 x11"** paper.
   b) **Type**: Plain (or **other media** type)
   c) **Color**: **If** other than White [Yellow]
   d) **Confirm**: Upper right corner of screen

Paper Settings - Tray 5 (Bypass) Confirm
White | Blue
Yellow | Green
Pink | Clear
Ivory | Gray
Buff | Goldenrod
Red | Orange
Size — Letter (8.5 x 11")
Type — Plain
Color — White

At the Computer: Configure settings and print from the application.

3. Select **File > Print >** Select **Printer Properties**:

4. **Verify** the "**Paper**" settings **>** Size "**Letter (8.5x11")**"

5. Click dropdown menu **>**

6. Select "**Other Color**"

7. Select "your **Paper Color**"

8. (**Optional**) Click "**Output Destination**" dropdown **>** Select Center Tray.

9. Press **OK**, **>** press **Print >** Your document is now sent to the Xerox MFP.

NOTE: To save these settings, refer to steps **10-15**.

Saved Settings: Allows you to "**save settings**" for jobs that you print on a regular basis:

10. Click the **dropdown** menu (1) **>**

11. Select "**Save As**" (2) **>**

12. In the **Save As** window (3) **>** enter a name (exam: **DNR-Yellow**) to reflect your selected settings **>**

13. Press **OK** (4) **>**

14. To **Retrieve** the saved setting(s) **>**

15. Select it from the "**List**" (5).

Saved Setting Name: Enter name to reflect settings (DNR-Yellow)
Driver Defaults
Earth Smart Printing
Landscape Stapling
(DNR-Yellow)
Save As...
Save As Microsoft Word Defaults
Rename.
Delete
Saved Settings: Driver Defaults *