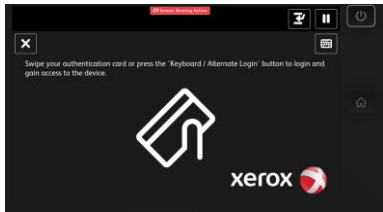


XEROX QUICK GUIDE

LOGGING IN:



-Swipe your Rocket Card in the card reader OR
-Enter your UTAD Username, then Password

PRINTING:

Print to the "FollowMe" printer-jobs will be held for 2hrs. Walk up to any device; login; and you can select individual or all jobs- then PRINT.



COPY:

From the main Home screen, select "Access Device". This takes you to the copier's main screen. Select the COPY Icon. Make any adjustments necessary, then press START.

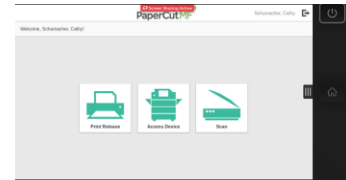
FAX:

From the main Home screen, select "Access Device". This takes you to the copier's main screen. Select the RightFax Icon. Enter a Name & Fax Number and select START.

Select "PAPERCUT MF" to get back to print and scan screen.

SCAN TO EMAIL:

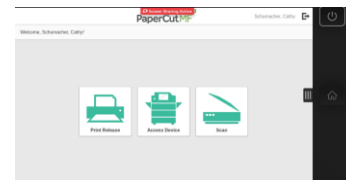
To scan a document to your email address, select the SCAN icon (once logged in).



Notice your email address appears in the "TO" field. If you do not need to make changes, select START. Select "Change Settings" to make changes, then select START.

SCAN TO OneDrive:

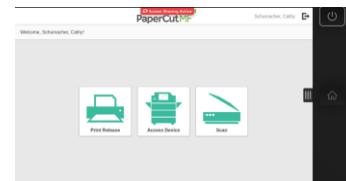
To scan a document to your home directory, select the SCAN icon (once logged in)



Notice your home directory appears in the path. If you do not need to make changes, select START. Select "Change Settings" to make changes, then select START.

SCAN TO Department Folder:

To scan a document to your department folder (Z Drive), select the SCAN icon (once logged in)



Folders setup for your department will appear; select the folder you want. If you do not need to make changes, select START. Select "Change Settings" to make changes, then select START.