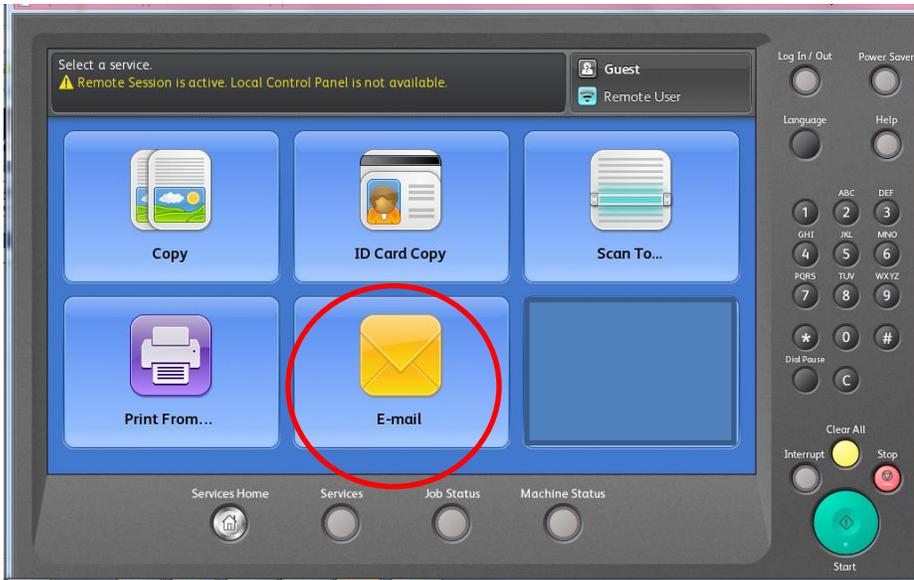


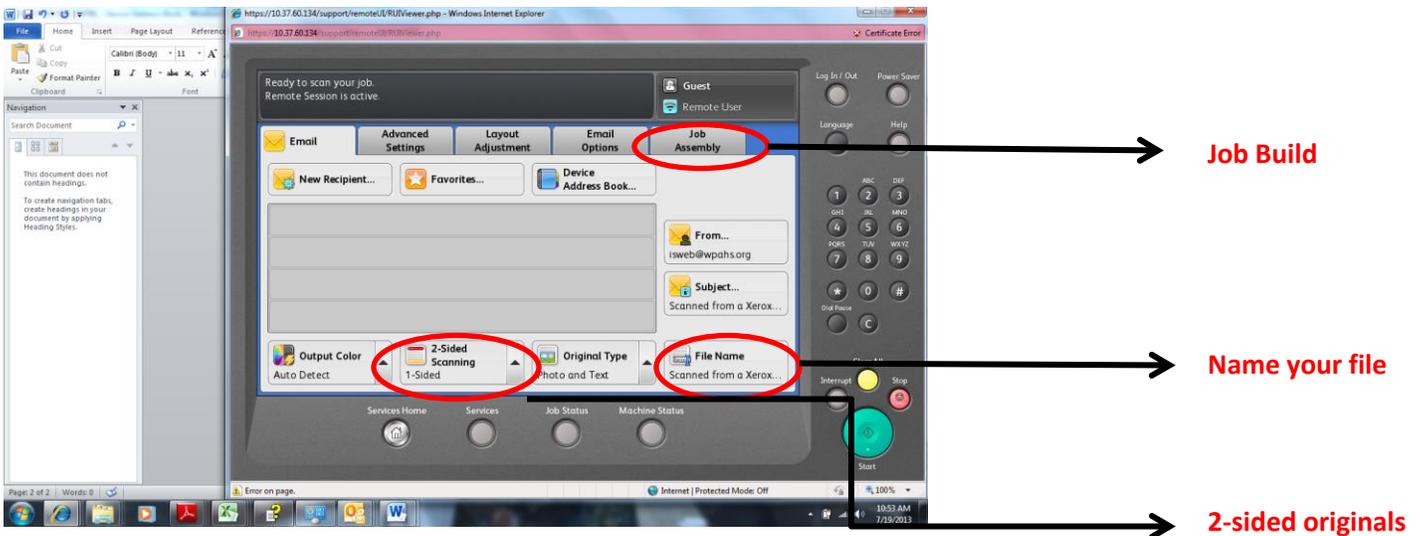
Scanning to E-mail

**If you do not see the below screen, select the “Services Home” Button to the left of your screen

1. Select the “E-mail” button on the control Panel



2. Login using your login number
3. You should see that your email address is already prepopulated on the screen.

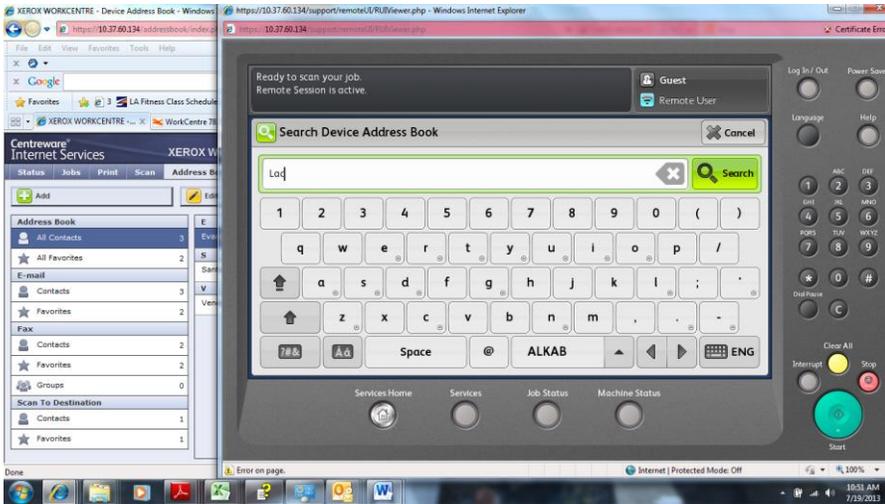


4. Select any special features you'd like to add to your scan.
 - a. “File Name” - Bottom right corner of the screen. This feature allows you to give the document a name before you send it.
 - b. ” 2-sided scan” - Bottom of the touch screen. Allows you to scan 2 sides of a document at the same time.
 - c. “Job Build” - Select the “Job Assembly” tab then “job build”. This feature allows you use the glass and the document feeder to scan your documents but it will not send the job until you tell the machine that you are finished. This will allow you to scan multiple documents from that glass and/or the document feeder but all the documents will be included in the same file.

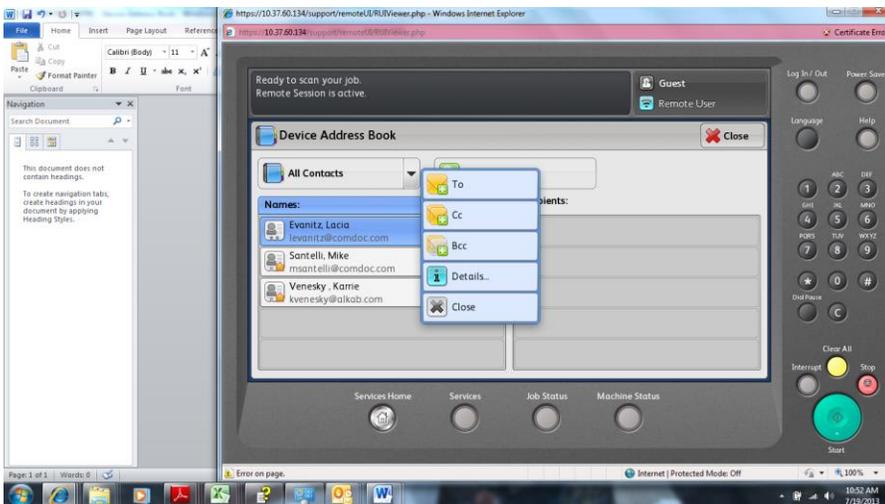


** To search the address book

1. Select the “Network Address” Book button
2. Begin typing the first few letters of a last name and select the “



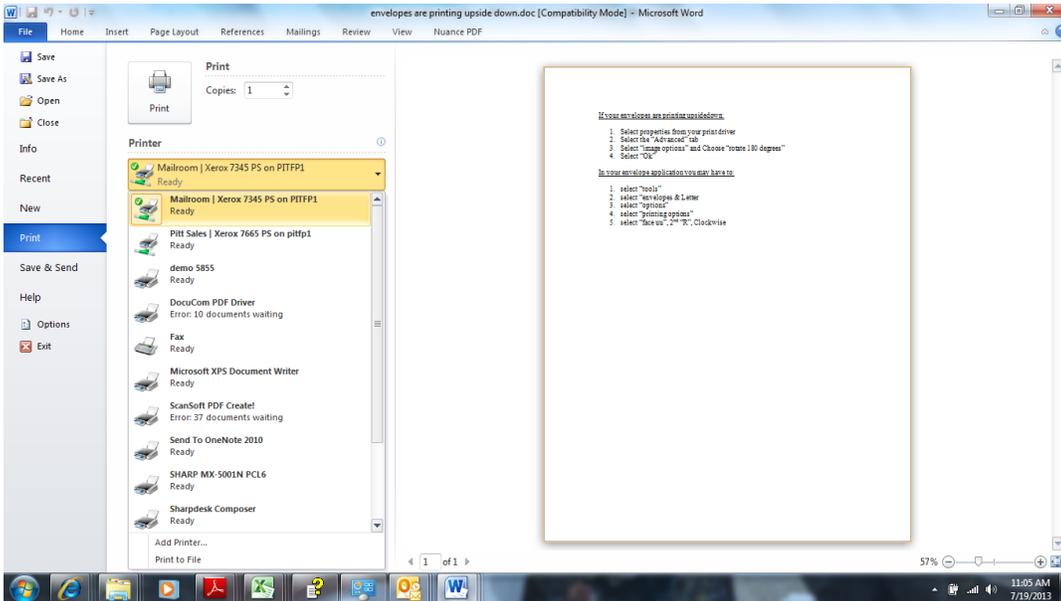
3. Select the name you wish to add and select the “to” button





Printing Securely

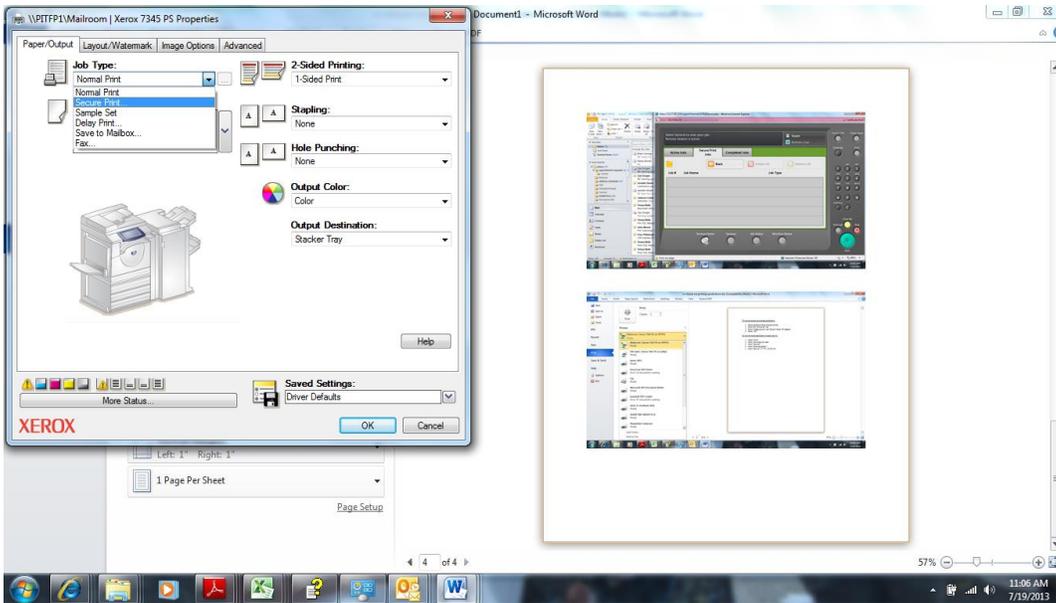
1. Open the document you wish to print
2. Select "File" then "print"
3. Choose the "All Copiers" Print driver from the "printer" drop down menu
4. Select the "print" icon



5. At the copy machine, login using your access code
6. Your prints will automatically begin printing.

Alternate Secure Print Option

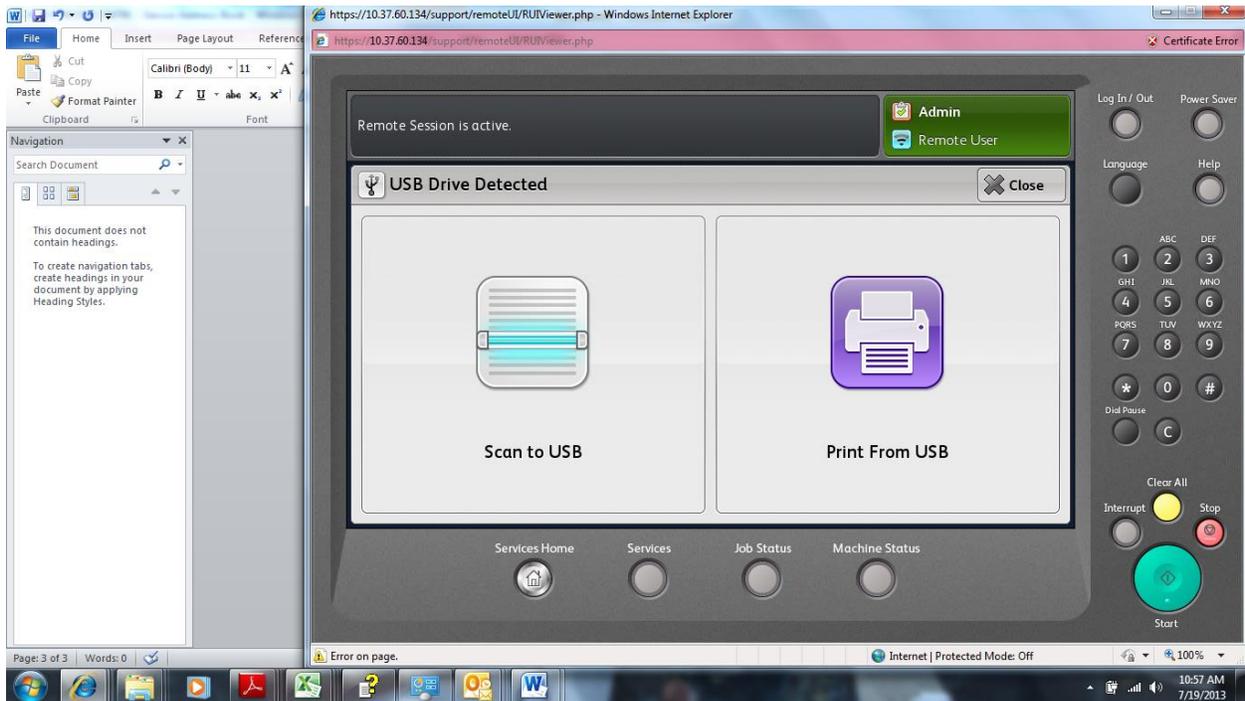
1. Open the document you wish to print
2. Select “File” then “Print”
3. If the Xerox machine is not already selected under the “printer” drop-down menu, select the Xerox printer.
4. Select the “properties “ link
5. Under the “Job Type” section, choose “secure print”



6. You will be prompted to enter your access code. **after using this feature once, the driver will remember your code.
7. Select the “OK” button.

Printing and Scanning to a USB

1. Insert your flash drive into the USB connector on the front of your machine. The screen will automatically detect your flash drive and display the following screen.
2. If you'd like to scan to your Flash drive select the "scan to USB" Icon. If you'd like to print from your flash drive, select "print from USB". NOTE: the system support PDF JPEG and TIFF Files only.



SECURE PRINTING

To print a file to the copier securely, you need to select "Secure Print" from the drop down menu in the printer options (see below). Once you select "Secure Print" enter a code (it can be the same as your print code) but does not need to be.

To retrieve your document, go to the copier and enter your copier code. Choose the "job status" button and you should see your job under the "Active Job" tab on the screen. Select your job and touch "Release". You will be asked to enter your secure print code.

