Wright State University
Welcome to your Classroom Training Session

Device Training for Key Operators
Introducing Xerox® WorkCentre®

Pharos - Wright 1 card Authentication and Follow Me printing
Wright 1
Authentication Section

Xerox® WorkCentre®
User Training
Why Follow Me print?

1. Provides print security
2. Allows you to retrieve print jobs anywhere on campus

Follow Me print makes it easy for you to send secure prints to any Xerox Multi-Functional device. Simply find a Xerox Multi-Functional Device, swipe, select the “Print Release” icon and print.
Secure Follow Me Printing - using your Wright 1 card

Simply swipe your Wright 1 card in the reader to login and logout

When printing from your PC you may be prompted to select your FOAPAL account # and receive a message about your print job.

Machine Log In

- Swipe your Wright 1 card through the Card Reader

Note: Select Alternate login if your Wright 1 card or reader is not available. This will allow you full access to the device. You will be prompted to key in your Campus User Name (w###abc) then your password manually.

- Your name will appear in the “Guest” area of message bar when authenticated.

Note: If you have multiple FOAPAL accounts, a cost center screen will appear prompting you to select your FOAPAL.

Release your print jobs at the device selecting the Print Release Icon located on the device control panel

Note: If you retrieve a color job at a mono device it will print in black and white. Retrieving from the correct device is important.
Pharos Wright 1 - Steps for **Follow Me** print

1. Swipe your Wright 1 card through the reader, mag strip **up**.
   - You will see your name in the Guest area of the message bar when authenticated.
   - If releasing prints select **Print Release Icon**. Follow the screen prompts to choose your FOAPAL from the **Cost Center** dialogue box.

   - You have up to 12 hours to release your documents from your queue.

   Or can select the **Email, Fax or Copy** icon you need.
Your Follow Me Print Jobs Detail screen

You may be prompted to select from a list of FOAPAL account #’s on a Cost Center dialogue. Select the account related to the job.

Swipe your card, If your job list is displayed you will see the Secure Release screen. Select the job to Print or Delete if no longer needed or choose Print ALL.

**Note:** If there are no prints waiting you will see a “no prints waiting’ message.
Pharos Alternate Manual Log in Method

Select **Alternate login** if your Wright 1 card or the reader is unavailable. This will allow you to continue your task.

You will be prompted to key in your **Campus User Name** (w###abc) then your Password manually.

Once authenticated, you can proceed selecting the icon you need.
3 ways to Logout each time

To log out:
1. Press Multifunction Devices log in/out button, choose log out or
2. Press your name in green box (upper-right on the screen) and choose logout
3. Wave Badge again over the card reader wait for the Red light
WorkCentre MultiFunction Overview For Key Operators

Place documents in the feeder face up and on the Glass face down by the arrow.

1. Similar Touch Screen & Control Panels

2. Bypass Tray fold down on left side to use

3. Trays 3 & 4 high capacity dedicated size, weight and type.

4. Trays 1 & 2 500 sheets adjustable to 11x17

WC 78 series

WC 6655 series
Control Panel

1 Services
Home – Provides access to all available services Copy, Fax, Email and Release Prints

2 Services – Returns the display to the previous service screen when Job Status or Machine Status has been selected

3 Job Status – Use to check the progress of your jobs, and display job information

4 Machine Status Provides access to Tools, and Information about the device

5 Touch Screen – select features and functions, display clearance procedures and information

6 Log In/Out – Use to log in and out for Authentication and administrator use.

7 Help – Displays help messages for device features

8-10 Numeric Keypad – Use to enter numeric data or Dial Pause for Fax….C deletes number entries

11 Language

12 Power Saver – Use to wake the device, access the energy saver function and quick restart

13 Clear All – Press to reset defaults.

14 Interrupt Printing – Allows a long print job to be stopped temporarily to allow an urgent copy job to run

15 Stop to current job

16 Start
78 Power On/Off Button & Wake up modes

Reminder: Do NOT turn print devices off unless you are directed to do so.

Simply press the lit button to wake up the device on the Control Panel each morning to use your swipe card, or send a print to a printer only device to automatically wake the device. Devices are meant to be left on and will go into energy saver automatically.

Watch screen for any messages and choices. Enter Power Saver, Power Down or Quick Restart depending on the device.

Device Power On/Off Switch. Always wait at least 1 minute before power on again.
Job Status Button

Select **Job Status** for information on all Jobs. Prints may be Held for **Resources** (paper), once you fill the resource the job will automatically continue. They may also be held for **Delayed Print** or **Sample Set** depending on the driver.

Select your jobs Held for Sample Set or Delayed print and follow the screen prompts to delete or release.
Machine Status Button

Select the **Active Messages** tab to view details of any active fault messages and a log of previous faults.

The **Machine Information** tab provides general information such as the device model, serial number and software version and more. Tools can be used by administrators and for color calibration on the 78.

**Supplies Tab**… Provides status information on the device consumables.
Copy, Email & Fax Features

Swipe your Wright 1 card first!

Choose the Copy, Fax or Email icon, you will see messages i.e. processing and waiting for authentication. Then you will see the detailed screens to make your choices on.
Copy

Paper Supply
- Use to select a specific paper tray for your jobs.
- Select More... to access all the options.

Output Color
- Use to select whether full color black and white or single color output is required.

Reduce/Enlarge
- Use the Reduce/Enlarge options to scale an image up or down.
- Document Glass - 400% to 25%.
- Document Feeder - between 200% and 25%.

2-Sided
- Use to select whether your originals are 1 or 2-sided and what the output required is.

Copy Output
- Select the finishing required for your copy output.
- Output can be collated or uncollated, and depending on your finishing device, stapled or other options.
Scan to Email

1. Load your document face up in the document handler or face down on the glass by the arrow. Send email to yourself for distribution on your PC.

Note: WSU policy on scanning sensitive data.

Subject – depending on your configuration you may be allowed to enter a subject title.

Additional Tabs
- Additional Tabs have features to allow you to name your file or edge erase. Use Email Options Tab for File Type change for example, Searchable PDF.

Output Color - choose to scan in black and white or color. Color will require much larger file sizes.
2 sided scanning - to scan your original if other than one sided.
Original Type - Use this feature if you have a picture or other non-standard original.
Fax – (enabled on some devices)

1. Load your document face up in the document handler or face down on the glass by the arrow.
2. Type in the Fax number, select ADD, select any other options.
3. Press start. Log out when done. Use **clear All** between entries so the **correct** Fax number is sent each time.

![Fax Options](image)

**Fax Options**
- Use **Fax Options Tab** and other Tabs for additional settings when needed.

**2-Sided Scanning** – select if your originals are double sided.
**Original Type** - recommended for originals containing high quality photographs. For most business documents defaults are fine.
- **Photo** - for originals containing photos or continuous tones without any text or line art.
- **Text** produces sharper edges and is recommended for text and line art.
Direct Print
Printing without card readers
Print Driver Overview

Job Type
- Normal Print, Sample Set, Delay Print, other options may be available.

Print Quality
- Change the appearance of your prints and the time they take to print. Toner Saver or Fast color is “green”.

Finishing
- Choose if required for your job.

Select **Print** then select the correct ‘direct’ printer queue from your printer list. (Not Follow me) Then select **Properties**. Defaults will be **double sided** …

**Paper**
- Choose to select the paper size, color and type required for your job.

**2-Sided Printing**
- Default is 2 sided. Change only when needed. **2-Sided Print, Flip on Short edge** is for calendar or clipboard orientation

- **Help in the driver**
  Circle Back is to return to defaults each time you print.
General Troubleshooting

• When a fault occurs on a device, animated instructions are displayed on the screen providing instructions to clear the fault.

• Options for correcting Image Quality problems are available in **Tools**. They provide various tests to check the functionality of the system and identify performance levels.

• Help – options are provided on the device and in the print drivers.

• Each User Guide provides extensive help on many topics.

**Preventative Steps…**

• Do not position the device in direct sunlight or near a heat source.

• Ensure paper clips and paper debris do not contaminate the device.

• Ensure all routine maintenance tasks are carried out.

• Always follow the instructions provided on the screen for clearing jams or replacing consumables.
How to add Toner to the 7835

**NOTE:** A message will be displayed on the Control Panel when the Toner Cartridge needs to be replaced NOW.

1. Make sure the machine has stopped copying / printing.
2. Open the Front Cover of the printer and locate the Toner Cartridge needing replacement.
3. Grasp under the lip of the Toner Cartridge and then pull the cartridge straight out of the printer.
4. Remove the new Toner Cartridge from the packaging. Tilt the cartridge gently, slightly up and down, then left and right 10 times to loosen the Toner.

5. Hold the new cartridge with the arrow facing up, then push the cartridge into the printer slowly until it stops. Close the front door.

Note: Only replace with a new cartridge.
How to Replace Consumables in the 6655

Customer Replaceable Units / Consumables

When the replaceable units or consumables require replacing a message is displayed on the touch screen in advance. Follow the instructions provided on the screen to replace the unit or consumable. Pictured here are a few of the maintenance modules.
Recycling Toner Cartridges

The following device parts need to be recycled locally.

<table>
<thead>
<tr>
<th>Device</th>
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</thead>
<tbody>
<tr>
<td>Work Centre 7855</td>
</tr>
<tr>
<td>Work Centre 7835</td>
</tr>
<tr>
<td>Work Centre 6655</td>
</tr>
<tr>
<td>Phaser 3610</td>
</tr>
<tr>
<td>Phaser 6700</td>
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</tbody>
</table>

Xerox encourages you to recycle items not on the “take back” list locally. Some products, identified as number 2 plastics, may be recycled in your local mixed plastic stream.

If you are at a business location with an industrial recycling program, then a wider range of items may be recycled through that program.

How to Return Recyclable / Non-Recyclable Xerox Items

As an alternative to returning items individually, Xerox encourages use of the pre-paid Eco Box or Bulk Returns program as an economical way to return all of your used Genuine Xerox*Supply items found on the take-back list for recycling.

For more information on the Eco Box or Bulk Returns Program, please visit: xerox.com/gwa

The following parts can be sent back to Xerox for re-cycling.

106R01532  Toner Cartridge  Phaser 4600/4622
113R00762  Drum Cartridge  Phaser 4600/4622
More Help & Information

Your Web Portal link

http://www.wright.edu/printers

Email: Managedprint@wright.edu

Quick Reference Posters placed near the devices

WSU Help Desk x4827

Supplies 1-855-500-4243

To place a service call, obtain the Asset tag# of the device and place a call to the WSU Help Desk x4827
Please begin to practice by submitting a job to the classroom devices

1. Submit a black and white job to the “secure” queue.
2. Submit a color job to the “secure” queue (refer to page 21).
3. Send a job to the printer utilizing the 3610 direct queue.
Then…….

Please move to the devices to review document retrieval, paper loading, replacing consumables and answer questions, etc.
Thank *you* for taking the time to learn about your Xerox products