SCAN TO E-MAIL

- Place originals face up in the document feeder or face down on the glass.
- Press the Services Home button, then touch Email.
- Your email address will automatically populate in the “To:” field.
- Due to security restrictions, you can only email to yourself.
- Note: “Wright State University’s IT Security Policy (Wright Way #1106) prohibits sending unencrypted sensitive information via email. Do not use the scan-to-email function to send documents that contain sensitive information.”
- Verify defaults or change as desired.
- Press the green Start button to send your document.

COPY

- Place originals face up in the document feeder or face down on the glass.
- Press the Services Home button, then touch Copy.
- Select the number of copies with the alphanumeric keypad.
- Change the copy settings as needed.
- Press the green Start button.

FAX

- Place originals face up in the document feeder or face down on the glass.
- Press the Services Home button, then touch Fax.
- Enter the fax number using the alphanumeric keypad, then touch Add.
- Touch Save.
- On the Fax tab, adjust the available fax options as needed.
- Press the green Start button to send your document.

ID Swipe Card Registration & Follow Me Print

- Swipe your Wright 1 card through the reader.*
- You will see your name in the Guest area of the message bar when authenticated.
- If releasing prints select Print Release Icon. **
- **NOTE: If a User has multiple FOAPAL accounts, a Cost Center screen will appear prompting the User to select the FOAPAL account #.
- Follow the screen prompts to Print, Print All or Delete your Job.
- To Log Out, swipe your Wright 1 card again through the Card Reader.

For more information, visit the XEROX product website http://www.support.Xerox.com/support/ and input the product name WorkCentre 3655 and click on Documentation.

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