WorkCentre 6655MFP

xerox ®

Touch Screen

copy | print | scan | fax | email

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.
- To logout, press the **Clear All** button 2 times.
- Press the "Log out of user account" button on the screen.

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.

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.

ID Swipe Card Registration & Follow Me Print
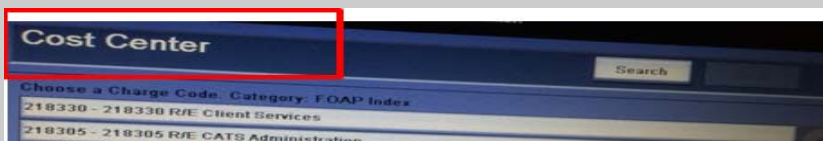
- Swipe your Wright 1 card through the reader.*

*Note: Select Alternate login if your Wright 1 card or the 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. Once authenticated, you can proceed selecting the icon you need.
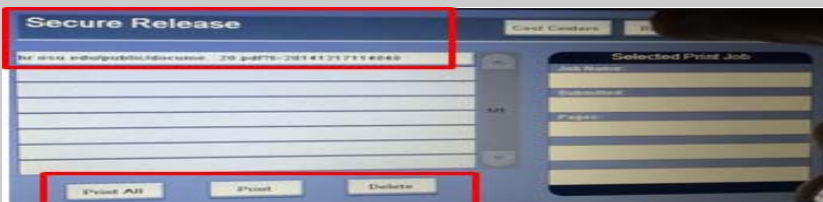
- You will see your name in the Guest area of the message bar when authenticated.
- If releasing prints select **Print Release Icon**. **
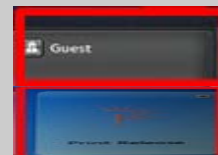
**NOTE: If a User has multiple FOAPAL accounts, a Cost Center screen will appear prompting the User to select the FOAPAL account #.

- 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.