Wright State University
Welcome to your Classroom Training Session

Device Training for Key Operators

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Introducing Xerox® WorkCentre®

Pharos - Wright 1 card Authentication and Follow Me printing

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Wright 1
Authentication Section

Xerox® WorkCentre®
User Training

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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

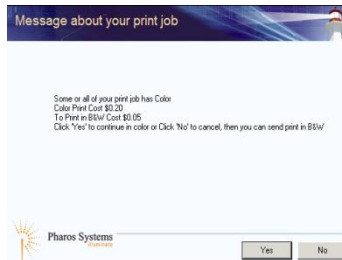Simply swipe your Wright 1 card in the reader to login and logout

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

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

Service: x4827/Supplies: (855) 500-4243

Machine Log In

-Swipe your Wright 1 card through the 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.
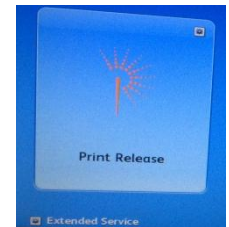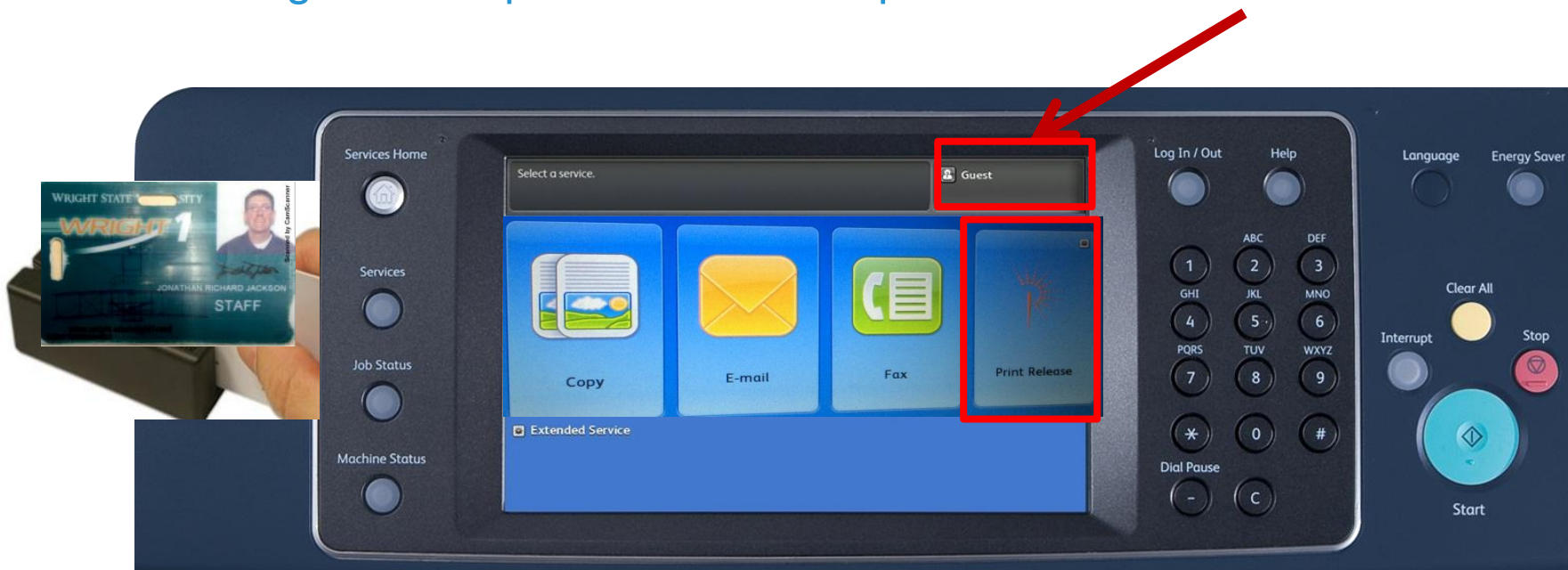
-Your name will appear in the "Guest" area of message bar when authenticated.

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

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.***

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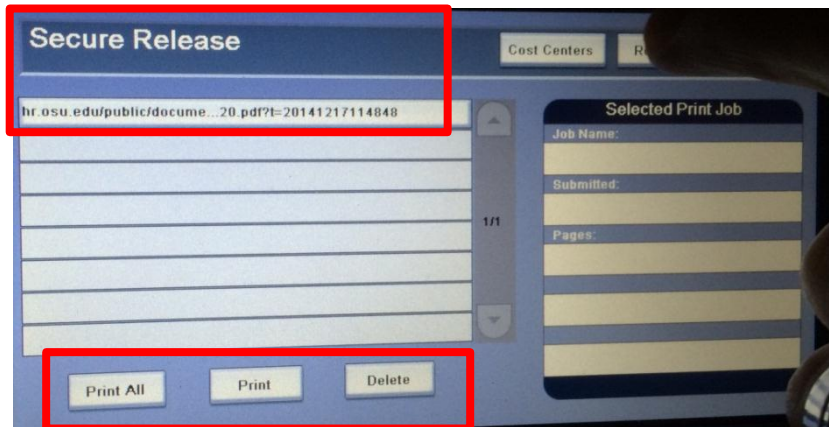# Pharos Wright 1 - Steps for **Follow Me** print

Guest

1. Swipe your Wright 1 card through the card reader.
- 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.

  <u>Or</u> can select the **Email, Fax or Copy** icon you need.

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Your Follow Me Print Jobs Detail screen

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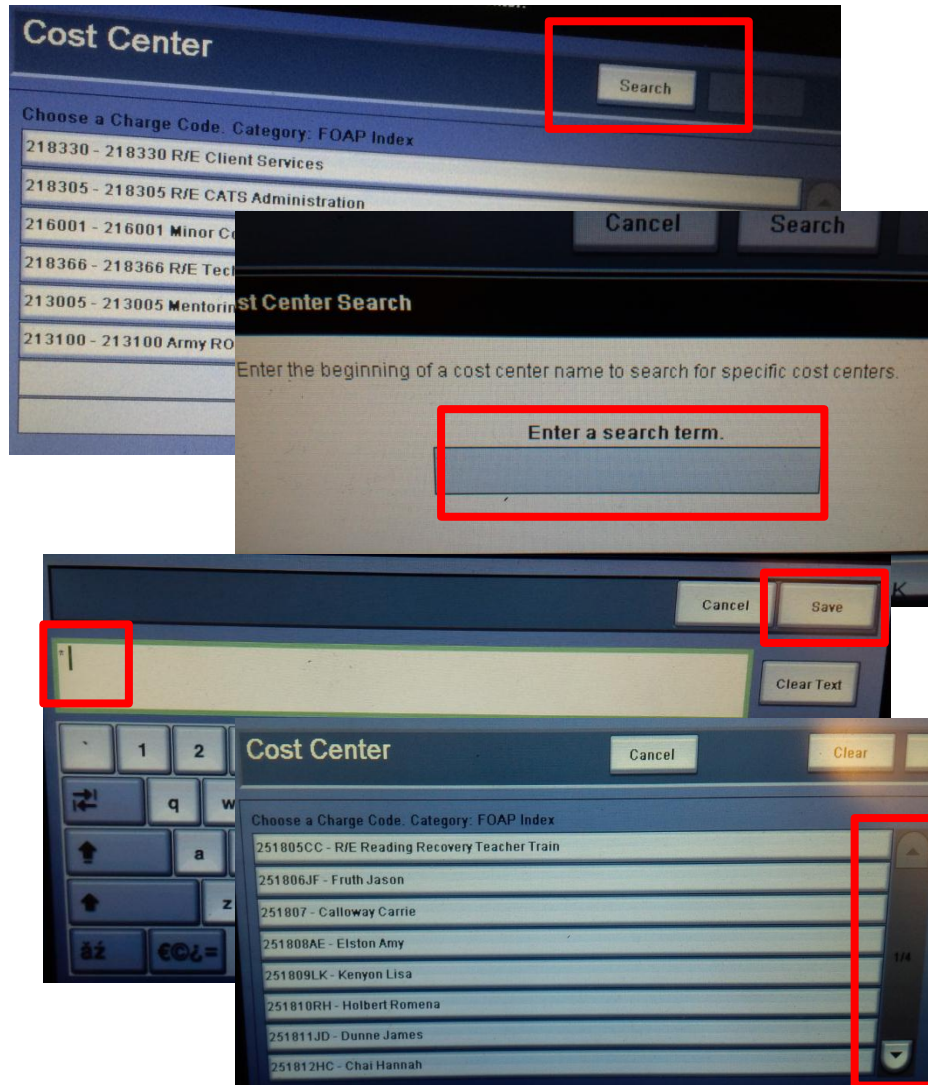
You may be prompted to select from a list of **FOAPAL** account #'s on a Cost Center dialogue. Select the account related to the job.

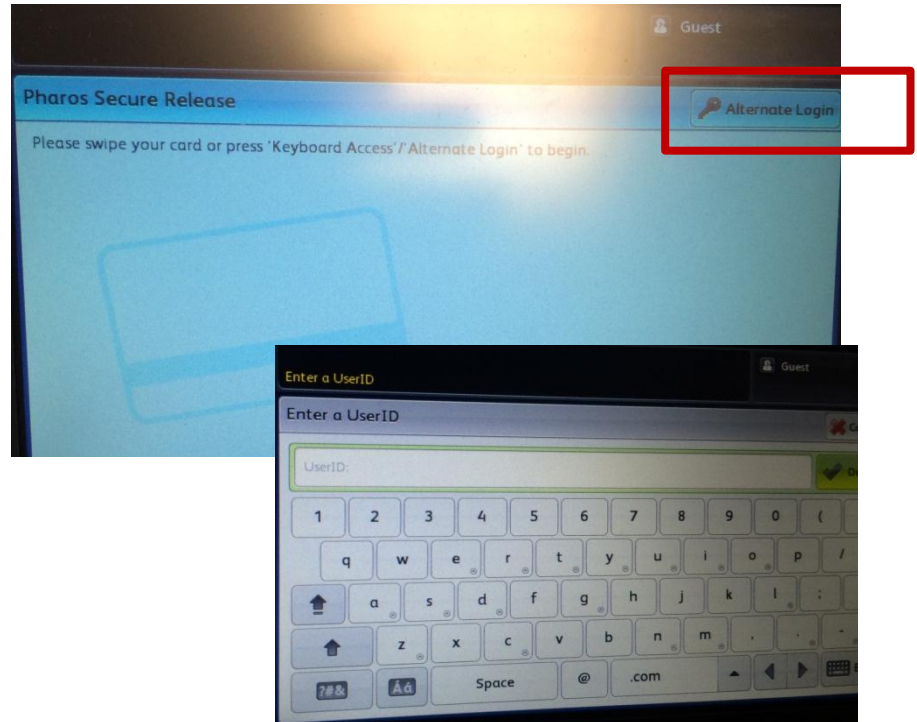**xerox** ®
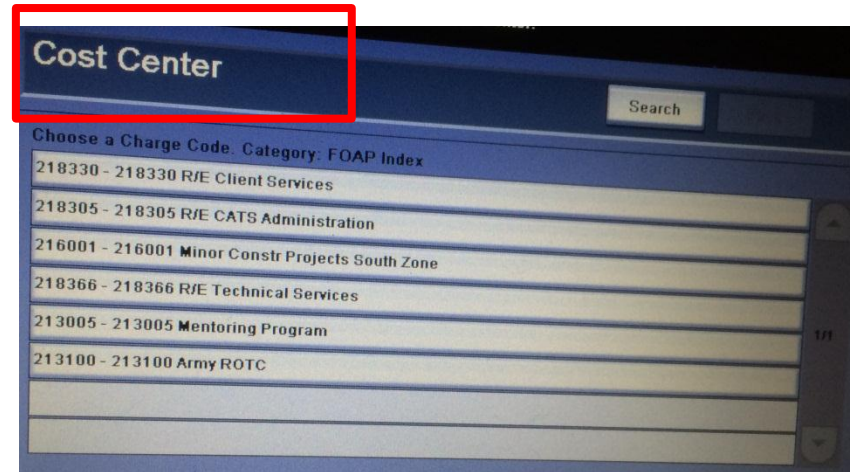
Your Follow Me Print Jobs Detail screen

NOTE: For Users with more than 8 FOAPALS: Select the Search Tab, Tap in Box on Control Panel Screen, enter asterisk and save. Select arrows to scroll down through pages to locate your FOAPAL.
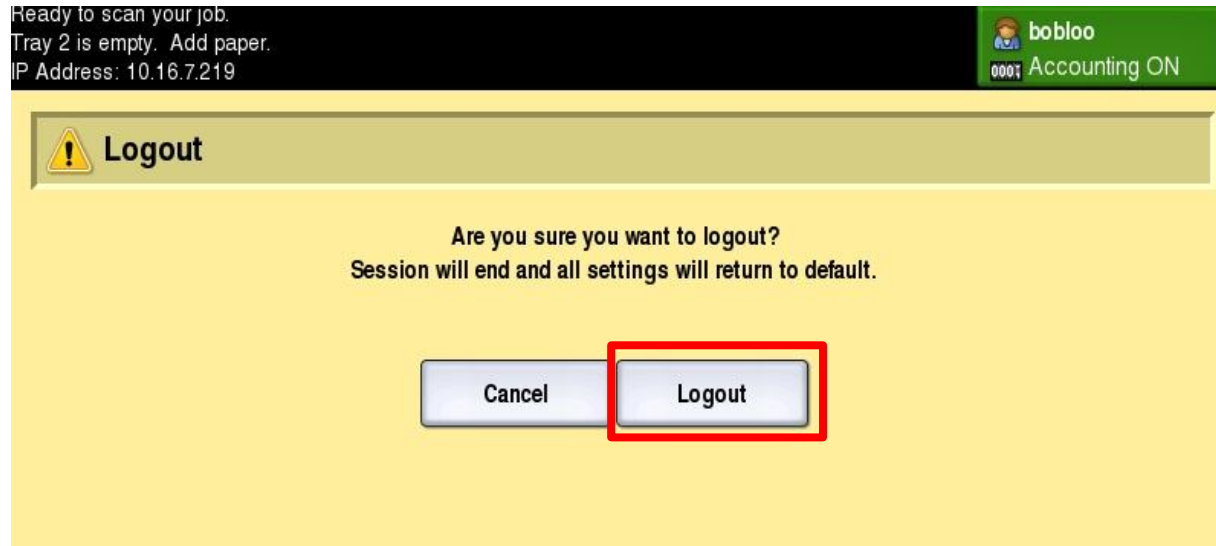
Pharos Alternate Manual Log in Method

Select **Alternate login** <u>if</u> 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.

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3 ways to Logout each time

Ready to scan your job.
Tray 2 is empty. Add paper.
IP Address: 10.16.7.219

bobloo
Accounting ON

⚠ **Logout**

Are you sure you want to logout?
Session will end and all settings will return to default.

Cancel   **Logout**

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. Swipe Badge again over the card reader wait for the **Red** light

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WorkCentre MultiFunction Overview For Key Operators

Place documents in the feeder face __up__ and on the **Glass** face __down__ by the __arrow__
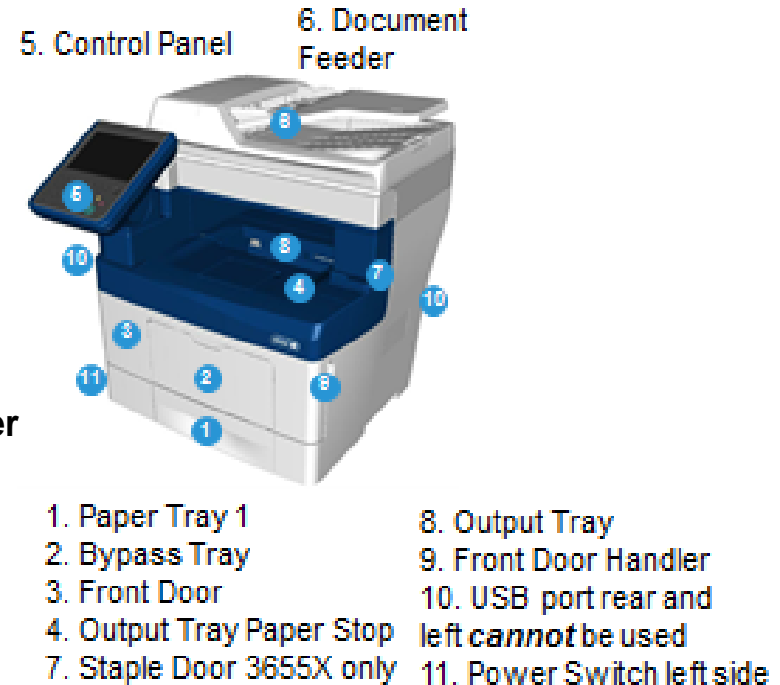
(1) **Similar Touch Screen & Control Panels**

(2) **Bypass Tray** fold down on left side to use

(3) **Trays 3 & 4** high capacity __dedicated__ size, weight and type.

(5) **Trays 1 & 2** 500 sheets __adjustable__ to 11x17

(4) **Office Finisher**

WC 78 series

5. Control Panel

6. Document Feeder

1. Paper Tray 1
2. Bypass Tray
3. Front Door
4. Output Tray Paper Stop
7. Staple Door 3655X only
8. Output Tray
9. Front Door Handler
10. USB port rear and left *cannot* be used
11. Power Switch left side

WC 6655 series

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Control Panel

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

7 Help – Displays help messages for device features

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

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

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

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

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

13 Clear All – Press to reset defaults.

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

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

15 Stop to current job
16 Start

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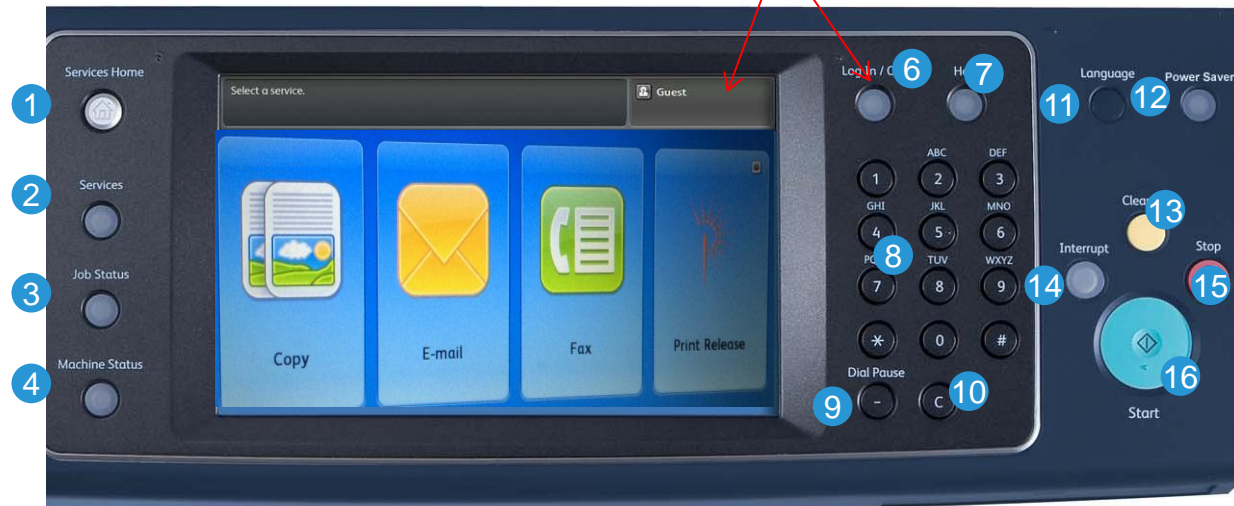
Reminder: Do NOT turn print devices off unless you are directed to do so.

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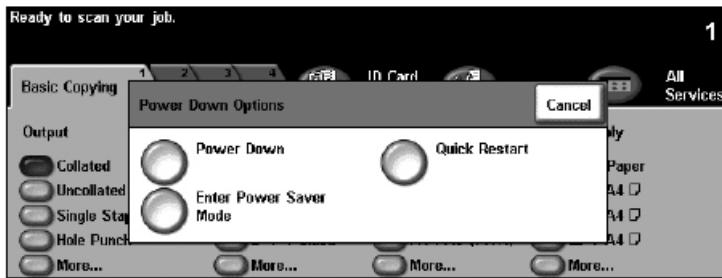
Watch screen for any messages and choices. Enter Power Saver, Power Down or Quick Restart depending on the device.

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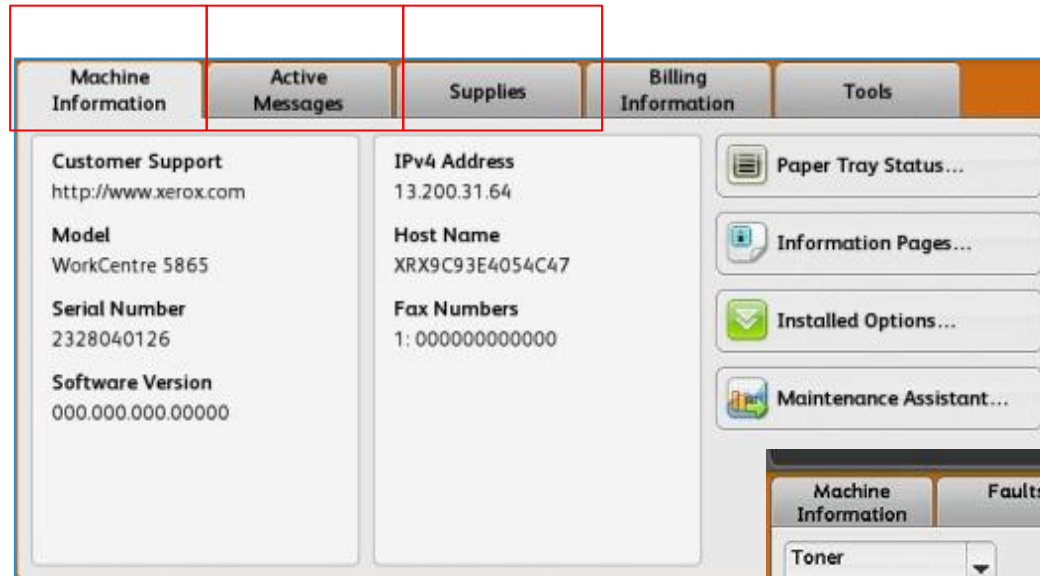
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Job Status Button

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

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.

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

Supplies Tab… Provides status information on the device consumables.

Copy, Email & Fax Features
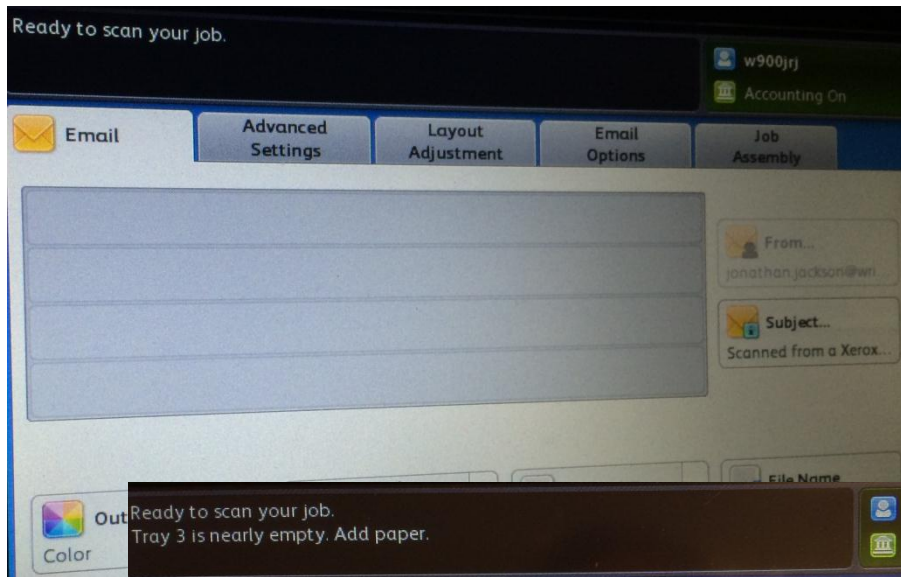
Swipe your Wright 1 card first!

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.
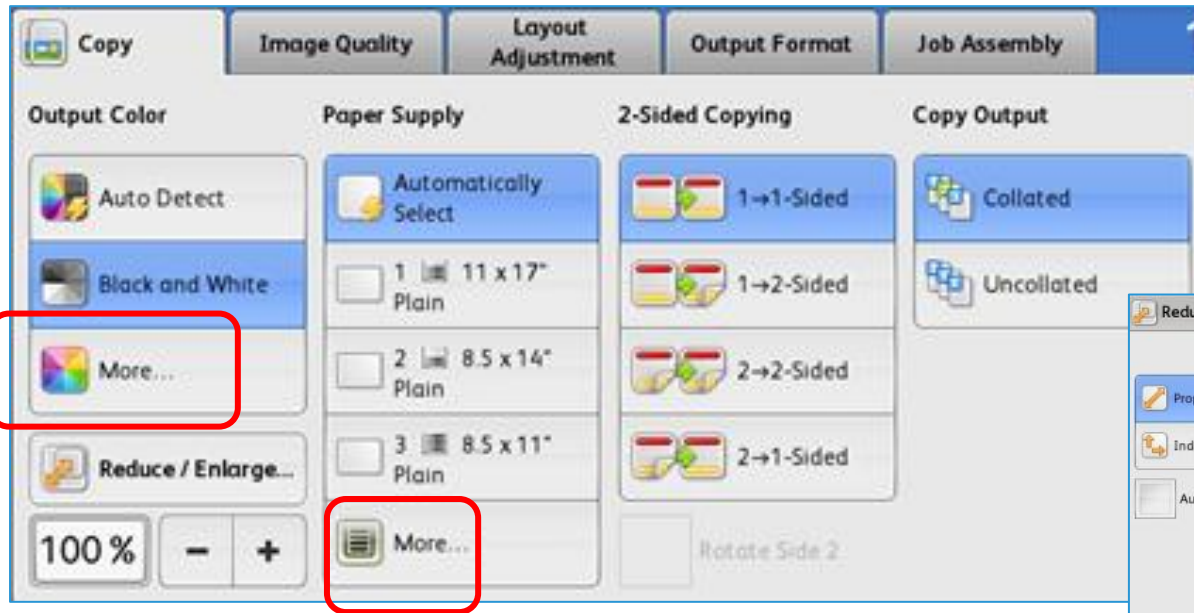
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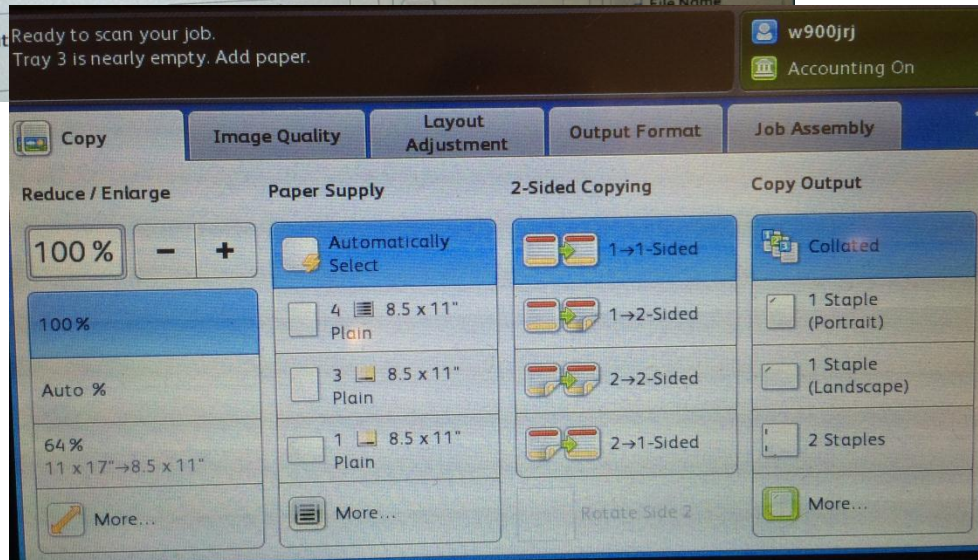
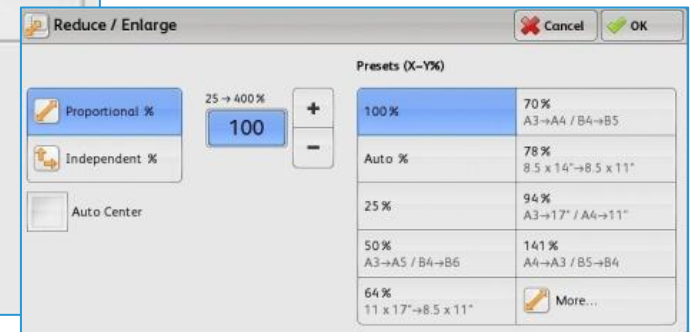# *Review Control Panel User Interface*

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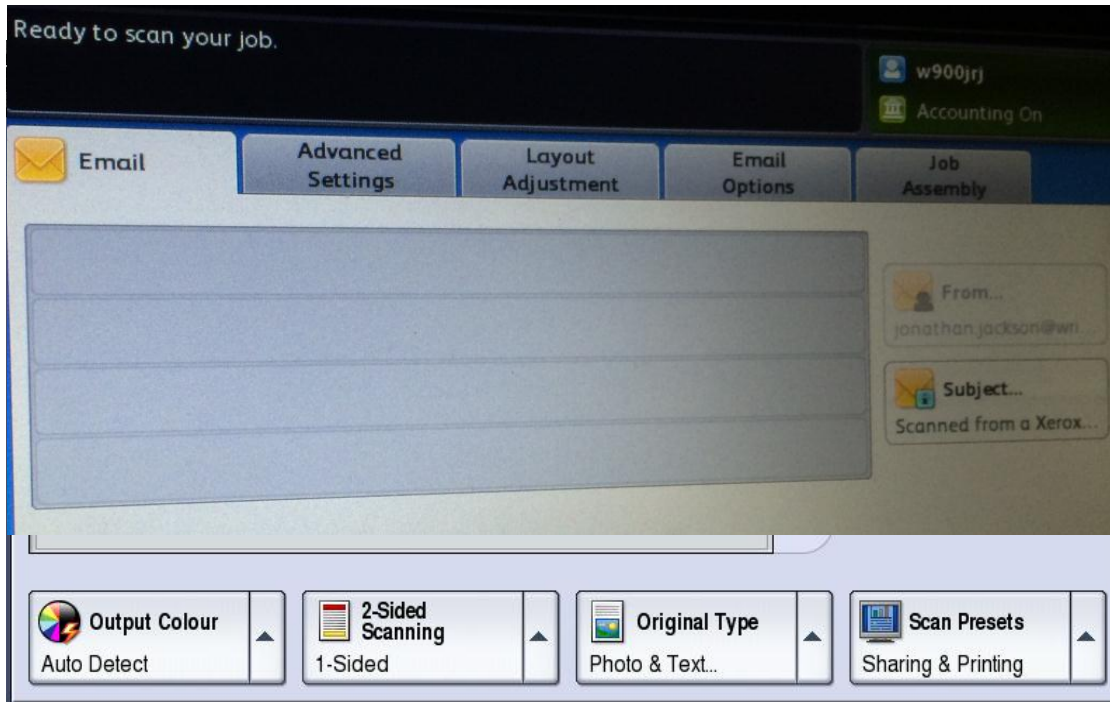
Copy Output
- Select the finishing required for your copy output.
- Output can be collated or uncollated, and depending on your finishing device, stapled or other options.

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 <u>correct</u> Fax number is sent each time**.**
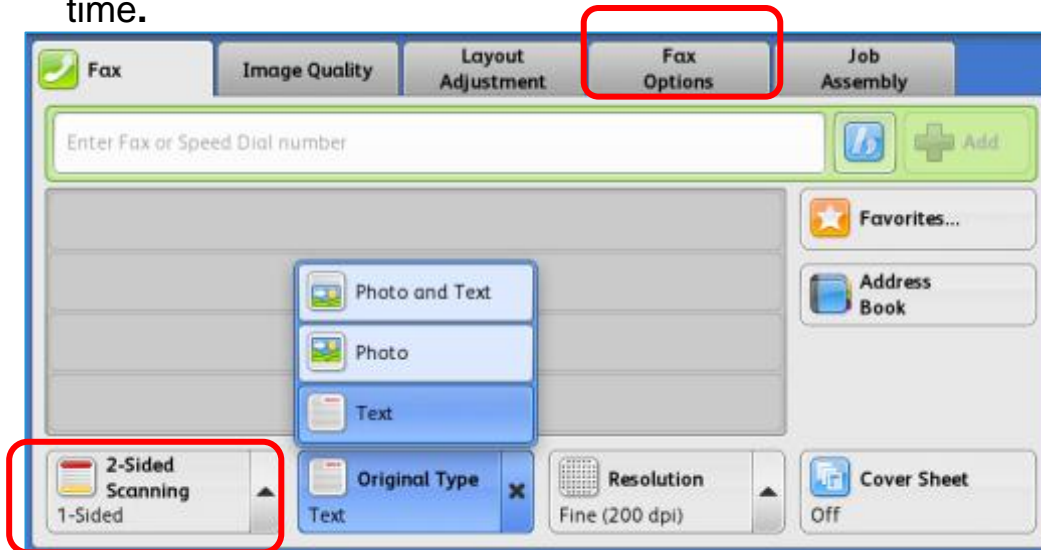
Fax Options
- Use **<u>Fax Options Tab</u>** and other Tabs for additional settings when needed.

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.

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Direct Print
Printing without card readers

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Print Driver Overview

Select **Print** then select the correct 'direct' printer queue from your printer list. (Not Follow me) Then select **Properties**. Defaults will be <u>double</u> sided …
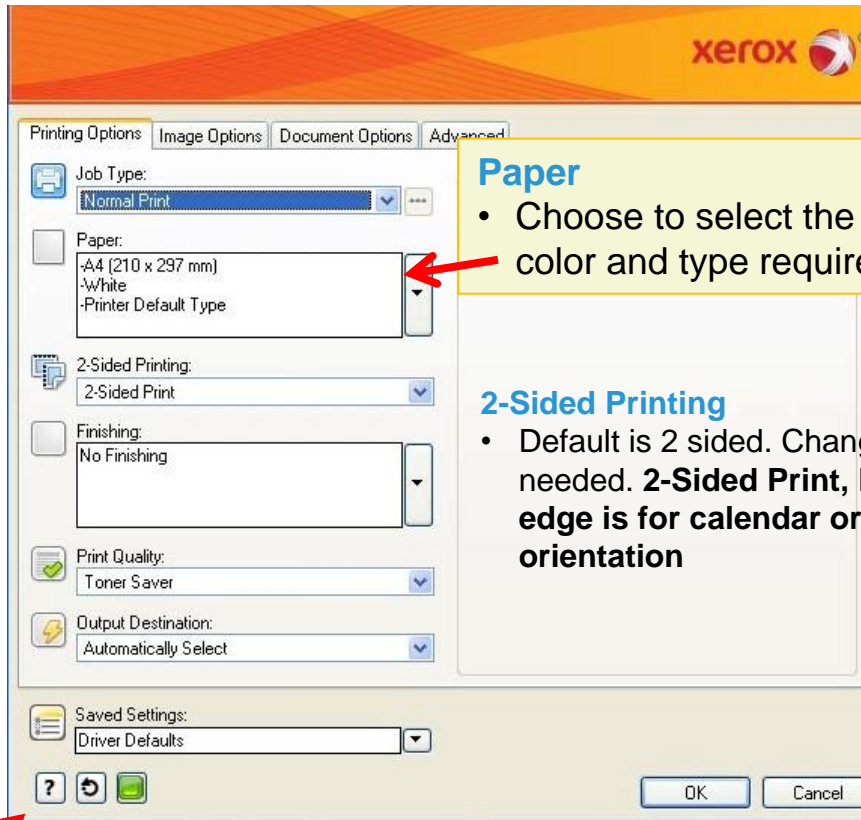
Job Type
- **Normal Print**, **Sample Set**, **Delay Print,** other options may be available.

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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.

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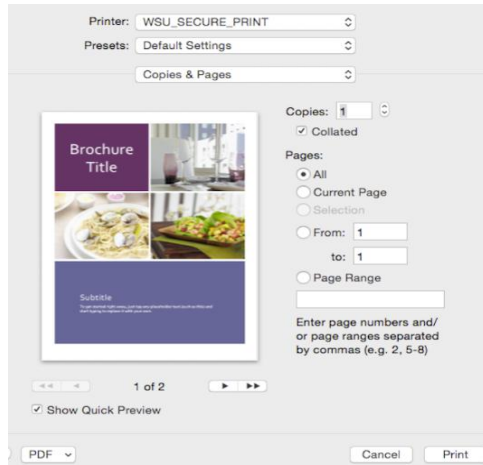- Choose to select the paper size, color and type required for your job.

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

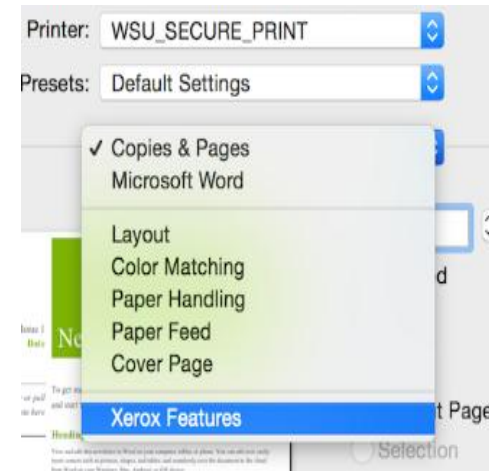? Help in the driver
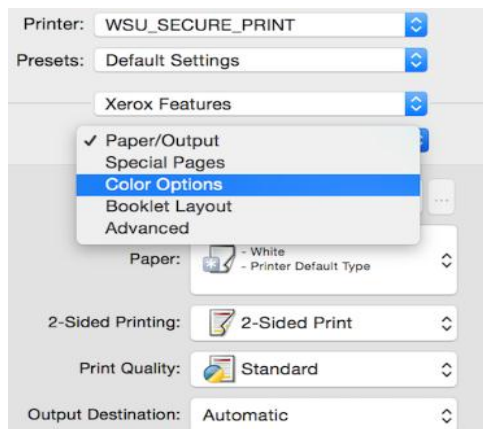Circle Back is to return to defaults each time you print.
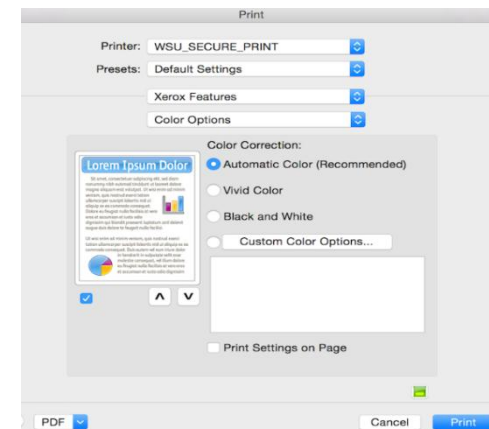
Print Driver Overview
(MAC Print Properties)

Select "Copies & Pages"

Select "Xerox Features"

Select "Color Options"

Select "Automatic Color"

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.

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Recycling Toner Cartridges

The following device parts need to be recycled locally.

Work Centre **7855**
Work Centre **7835**
Work Centre **6655**
Phaser **3610**
Phaser **6700**

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

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More Help & Information

- Your Web Portal link http://www.wright.edu/printers

- Quick Reference Posters placed near the devices

- General Questions Managedprint@Wright.edu

- Supplies 855 500 4243

- WSU Help Desk x4827

X00AT8T9

To place a service call, obtain the Asset tag# of the device and place a call to the WSU Help Desk x4827

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Please begin to practice by submitting a job to the classroom devices

1. Submit a black and white job to the 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.

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Then……

Please move to the devices to review document retrieval, paper loading, replacing consumables and answer questions, etc.

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Thank *you* for taking the time to learn about your Xerox products