

WorkCentre®

7830/7835/7845/7855
Multifunction Color Printer

copy | print | scan | fax | email



- | | | |
|-------------------|---------------------|-------------------------|
| 1. Machine Status | 7. Log In/Out | 13. Stop |
| 2. Job Status | 8. Help | 14. Start |
| 3. Services | 9. Language | 15. Alphanumeric Keypad |
| 4. USB Port | 10. Energy Saver | 16. C (clear) |
| 5. Services Home | 11. Interrupt Print | 17. Dial Pause |
| 6. Touch Screen | 12. Clear All | |

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.

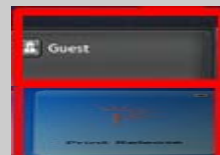
ID Swipe Card Registration & Follow Me Print

- Swipe your Wright 1 card through the reader *

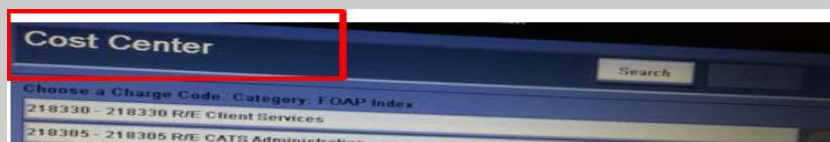


* **Note:** Select Alternate login if your Wright 1 card or the reader is not available. This will allow you full access to the device. You will be prompted to key in your **Campus User Name (w###abc)** then your Password manually. Once authenticated, you can proceed selecting the icon you need.

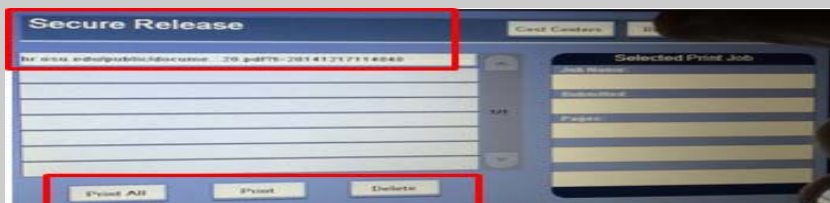
- You will see your name in the Guest area of the message bar when authenticated.
- If releasing prints select **Print Release Icon**.



** **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 78XX Series and click on Documentation.