



# Xerox® VersaLink® C405

Color Multifunction Printer

## Quick Use Guide

This Quick Use Guide is provided for Self-Service Assistance with your Xerox device at Wright State.

Additional assistance and information is available.

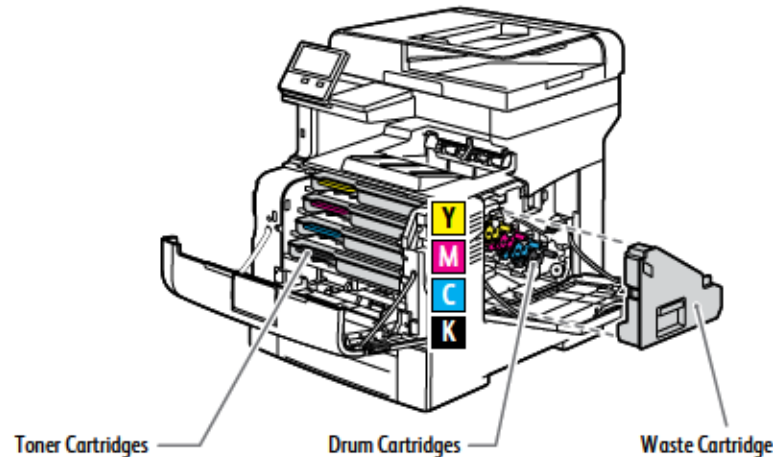
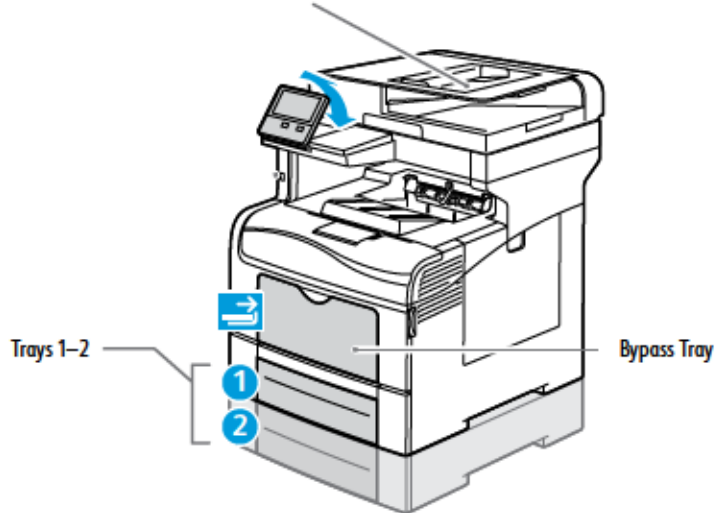
Please contact the CaTS HelpDesk if you have any further questions or problems with the device.

CaTS HelpDesk: 937-775-4827

For more information about printing at Wright State refer to <https://www.wright.edu/printers>

### Printer Tour

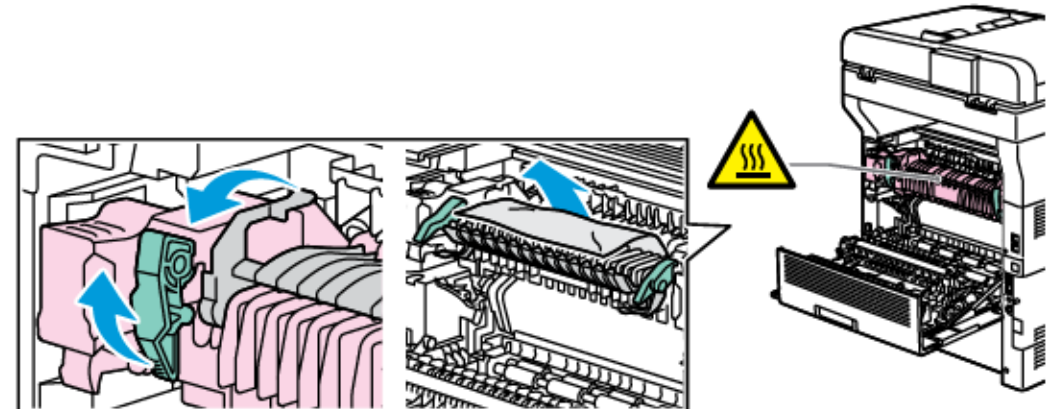
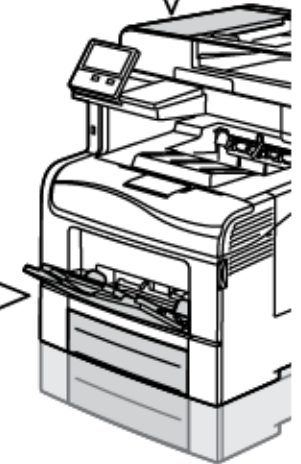
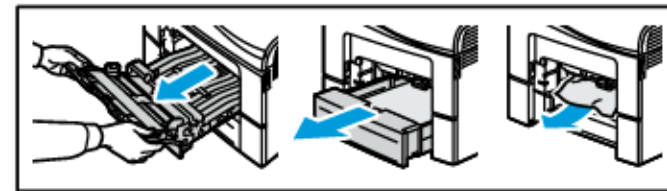
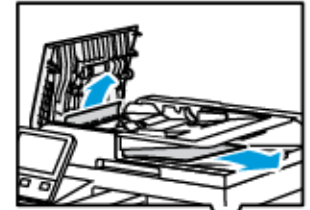
Single-Pass Duplex Automatic Document Feeder (DADF)



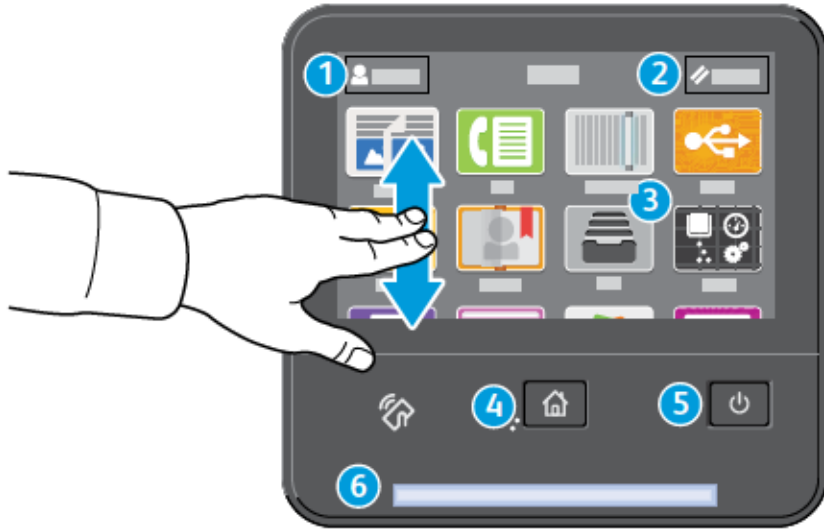
### Paper Jams



When a jam occurs, the control panel displays graphics showing how to clear the jam.



## Control Panel



- 1 Log in for special access and customizing your experience.
- 2 Reset clears settings for all apps.
- 3 The Device app provides access to printer information and settings.
- 4 Home returns to the main app screen.
- 5 Power/Wake
- 6 Status LED indicates printer status. For detailed information, refer to the *User Guide*.

### To Log In:

Swipe your Wright1 Card on the Card Reader on the front right of the device.

OR

Press the Keyboard button on the screen and use your w# and password.

## Supported Paper

**Trays 1-2**

**1 2**  
60–220 g/m<sup>2</sup>  
(16 lb. Bond–80 lb. Cover)

Executive\* ..... 7.25 x 10.5 in.  
8 x 10\* ..... 8.0 x 10.0 in.  
Letter\* ..... 8.5 x 11.0 in.  
Folio\* ..... 8.5 x 13.0 in.  
Legal\* ..... 8.5 x 14.0 in.  
A5\* ..... 148 x 210 mm  
A4\* ..... 210 x 297 mm  
215 x 315\* ..... 215 x 315 mm

**Bypass Tray**

**3**  
60–220 g/m<sup>2</sup>  
(16 lb. Bond–80 lb. Cover)

4 x 6 ..... 4.0 x 6.0 in.  
5 x 7 ..... 5.0 x 7.0 in.  
Statement\* ..... 5.5 x 8.5 in.  
Executive\* ..... 7.25 x 10.5 in.  
8 x 10 ..... 8.0 x 10.0 in.  
Letter\* ..... 8.5 x 11.0 in.  
Folio\* ..... 8.5 x 13.0 in.  
Legal\* ..... 8.5 x 14.0 in.  
A6 ..... 105 x 148 mm  
A5\* ..... 148 x 210 mm  
A4\* ..... 210 x 297 mm  
215 x 315\* ..... 215 x 315 mm

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Monarch ..... 3.9 x 7.5 in.  
#10 ..... 4.1 x 9.5 in.

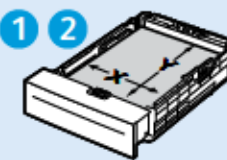
DL ..... 110 x 220 mm  
C6 ..... 114 x 162 mm  
C5 ..... 162 x 229 mm

**\*60–163 g/m<sup>2</sup>**  
**(16 lb. Bond–60 lb. Cover)**



### Custom Size

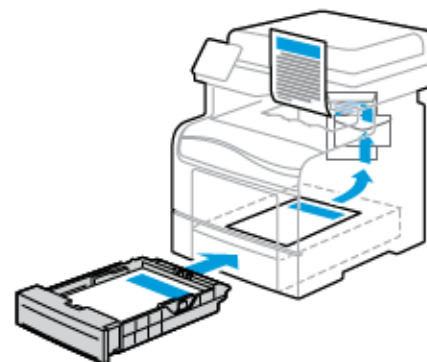
**1 2**



X: 148–215.9 mm (5.8–8.5 in.)  
Y: 210–355.6 mm (8.3–14 in.)



X: 76.2–215.9 mm (3.0–8.5 in.)  
Y: 127.0–355.6 mm (5.0–14.0 in.)



**75–105 g/m<sup>2</sup>**  
**(20–28 lb. Bond)**

Plain

**60–105 g/m<sup>2</sup>**  
**(16–28 lb. Bond)**

Custom 1

**60–105 g/m<sup>2</sup>**  
**(16–28 lb. Bond)**

Recycled

**164–220 g/m<sup>2</sup>**  
**(60–80 lb. Cover)**

Cardstock

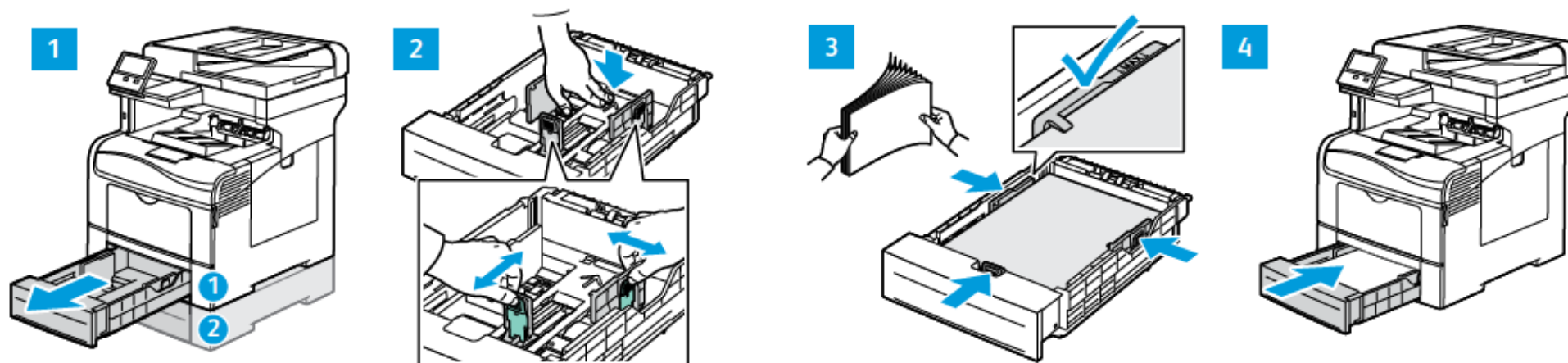
Glossy Cardstock

**106–163 g/m<sup>2</sup>**  
**(28 lb. Bond–60 lb. Cover)**

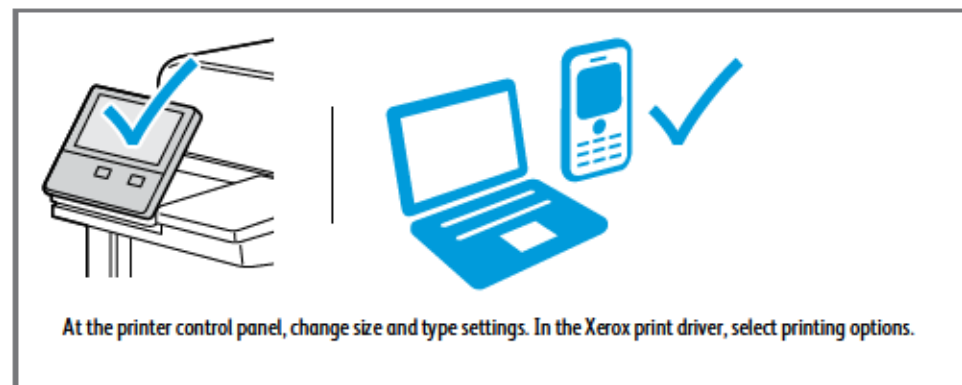
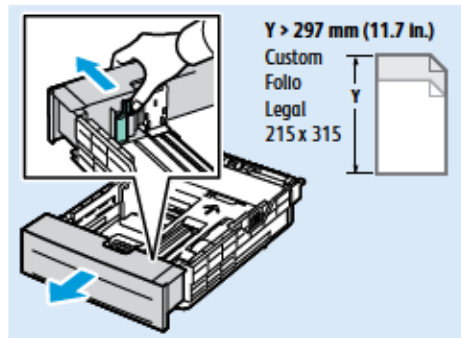
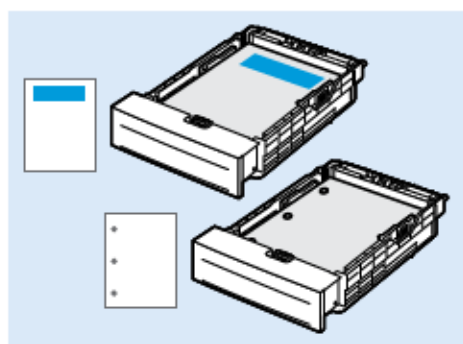
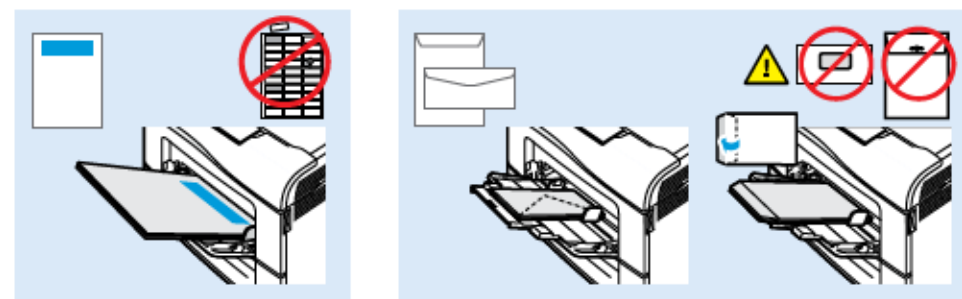
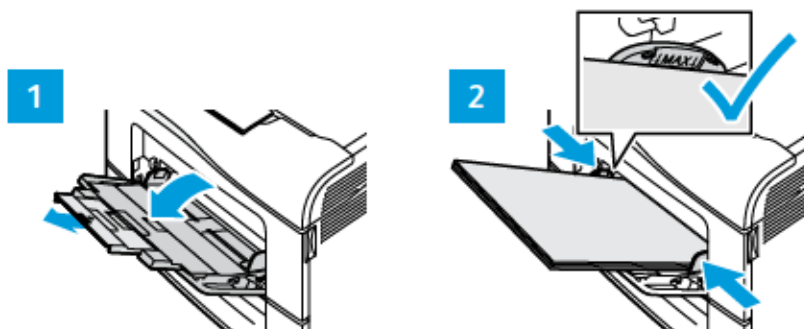
Lightweight Cardstock

Lightweight Glossy Cardstock

Trays 1-2

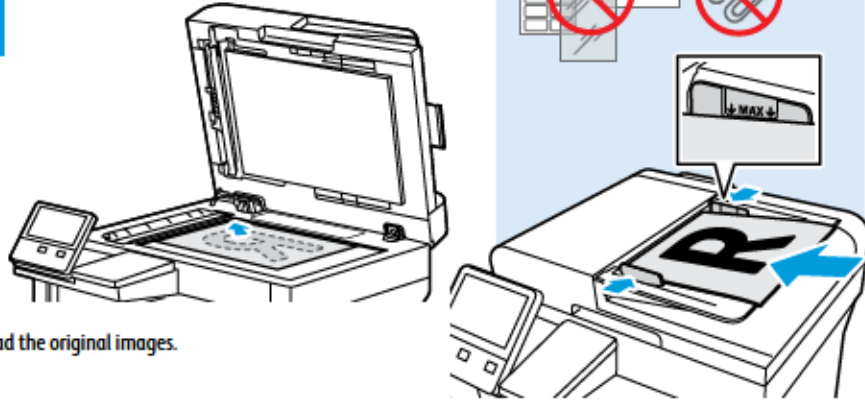


Bypass Tray



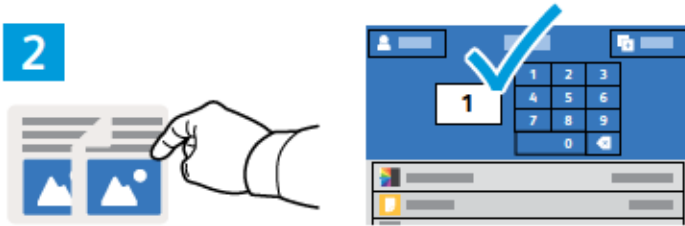
## Basic Copying

1



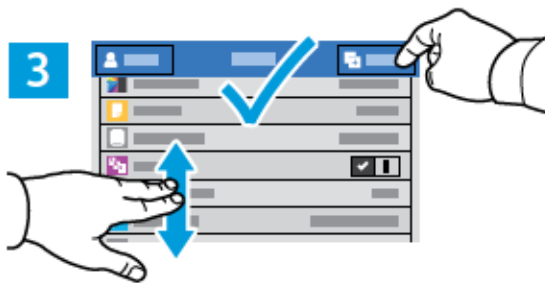
Load the original images.

2



Touch **Copy** and select the number of copies desired.

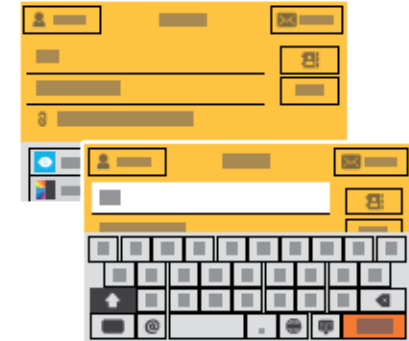
3



Select settings from the list, then touch **Start**.

## Scanning to Email

1



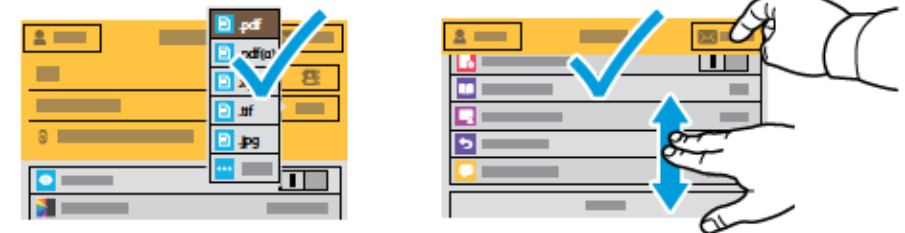
The Email app offers a variety of controls for sending scanned images in emails.

2



To create a subject line, touch the subject line.

3



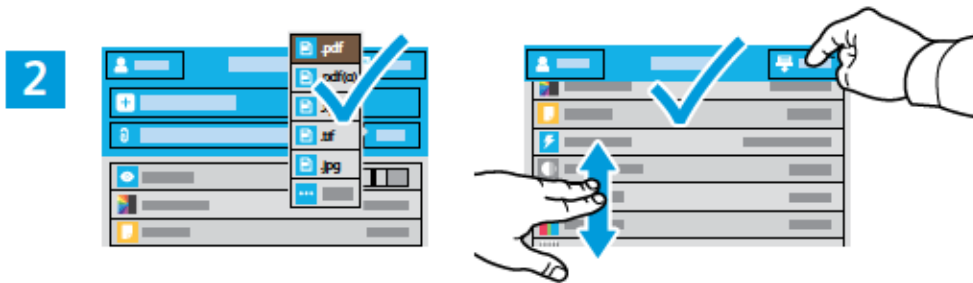
Choose the file type and other scan settings. From, Reply To, and Message settings are at the bottom of the list. To edit the default scan name, touch the name, then type the desired name. Touch **Send**.

**Email is NOT an approved secure transmission method.** Please follow all CaTS policies regarding confidential and protected information. Contact CaTS with any questions.

## Using the Scan To App



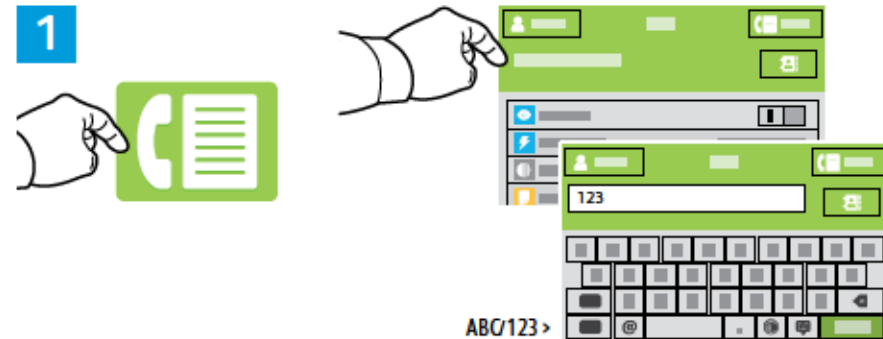
Scan To offers a variety of scan destinations to choose from and allows you to send to multiple destinations not accessible to single-purpose apps such as scanning to Email.. Touch **Scan To** then **Address Book** and choose the R Drive folder.



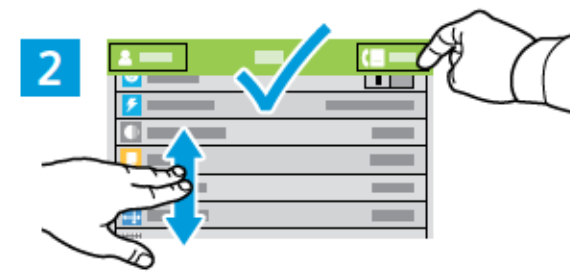
Choose the file type and other scan settings. To edit the default scan name, touch the name, and type the changes. Touch **Scan**.

Scan To must be setup on each device by CaTS and is only available to scan to a folder on the Restricted (R) Drive. Contact CaTS for assistance.

## Basic Faxing



Touch **Fax**, then touch **Destination** and type a fax number. To add more recipients, touch the destination field again.



Choose fax settings as desired, then touch **Send**.

Faxing requires a phone line for the device. Not all devices have faxing capability.

On-Campus: four digit extension  
Local: 9 + seven digit number  
Long Distance: 9 + 1 + three digit area code + seven digit number