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
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.

Supported Paper

- 60–220 g/m²
  - 16 lb. Bond–80 lb. Cover

- 60–163 g/m²
  - 16 lb. Bond–60 lb. Cover

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.

www.xerox.com/office/VLC405support
Basic Printing

At the printer control panel, change size and type settings. In the Xerox print driver, select printing options.
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**

1. Open the Scan To app.
2. 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 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.

**Basic Faxing**

1. Touch Fax, then touch Destination and type a fax number. To add more recipients, touch the destination field again.
2. Choose fax settings as desired, then touch Send.

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

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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.

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