



Xerox® VersaLink® C605

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

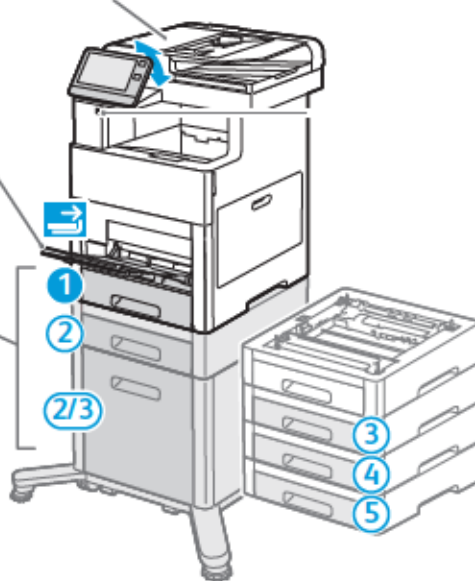
For more information about printing at Wright State refer to <https://www.wright.edu/printers>

Printer Tour

Single-Pass Duplex Automatic Document Feeder (DADF)

Bypass Tray

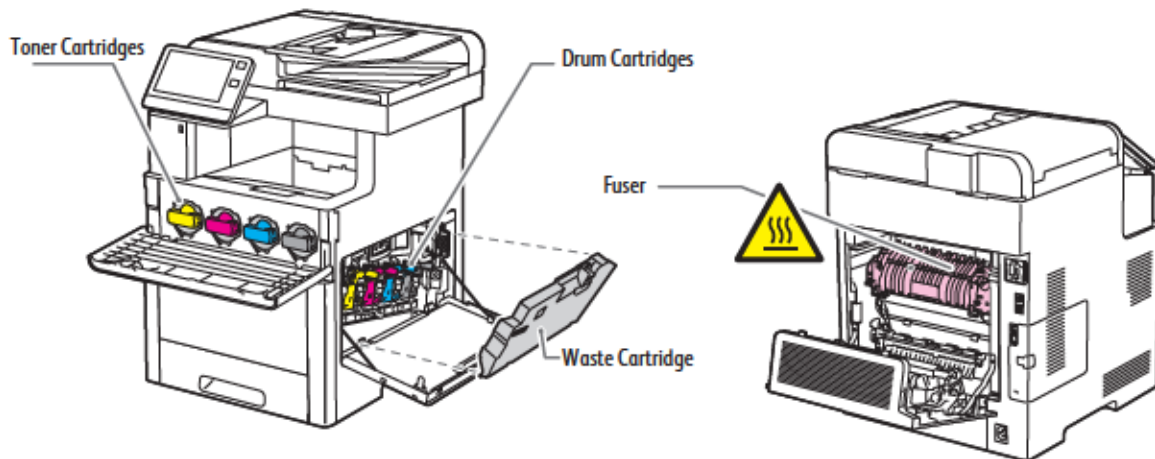
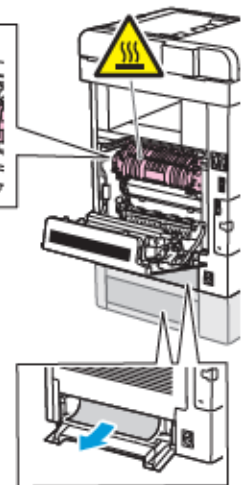
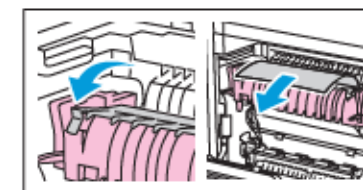
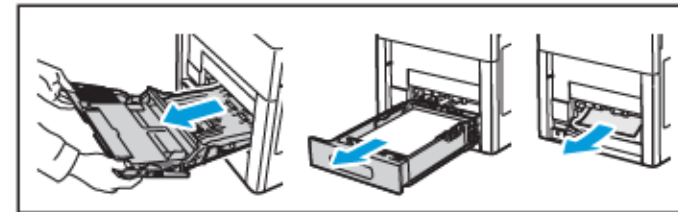
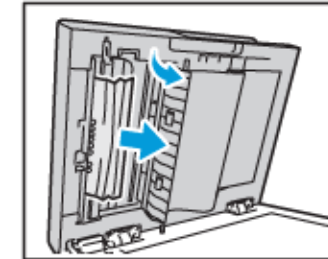
Trays 1-5



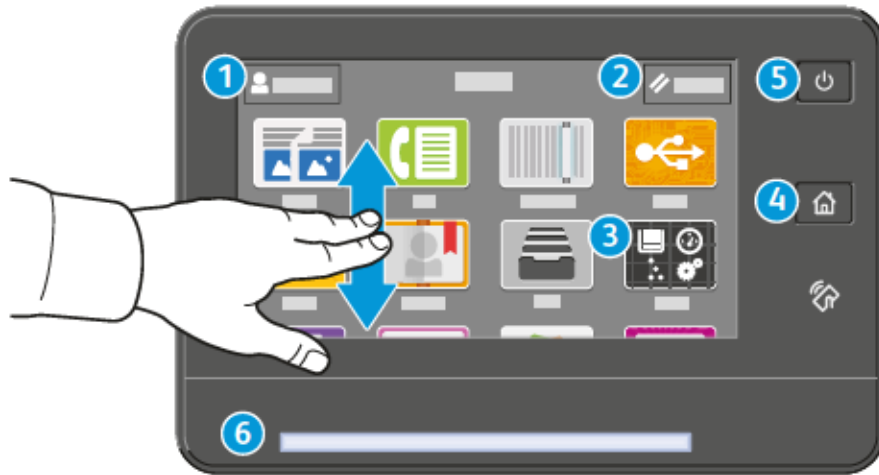
Paper Jams



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



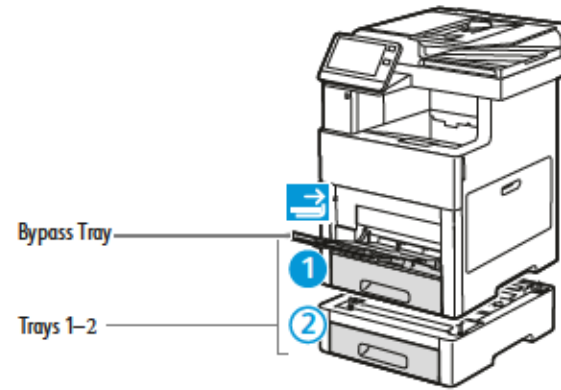
Control Panel



- 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



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

4 x 6	4 x 6 in.
5 x 7	5 x 7 in.
Statement*	5.5 x 8.5 in.
Executive*	7.25 x 10.5 in.
8 x 10*	8 x 10 in.
Letter*	8.5 x 11 in.
Folio*	8.5 x 13 in.
Legal*	8.5 x 14 in.

A6	105 x 148 mm
A5*	148 x 210 mm
A4*	210 x 297 mm
B5 ISO*	176 x 250 mm
215 x 315*	215 x 315 mm

Monarch 3.9 x 7.5 in.
#10 4.12 x 9.5 in.

DL 110 x 220 mm
C5 162 x 229 mm

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

Executive*	7.25 x 10.5 in.
Letter*	8.5 x 11 in.
Folio*	8.5 x 13 in.
Legal*	8.5 x 14 in.

A5*	148 x 210 mm
A4*	210 x 297 mm
B5 ISO*	176 x 250 mm

***60–176 g/m²**
(16 lb. Bond–65 lb. Cover)

177–220 g/m²
(65–80 lb. Cover)
Cardstock

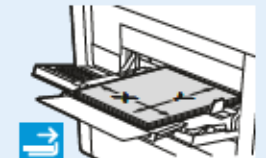
60–80 g/m²
(16–20 lb. Bond)
Recycled

75–105 g/m²
(20–28 lb. Bond)
Plain

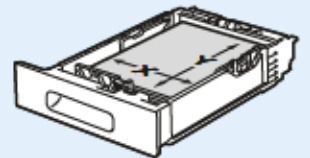
60–90 g/m²
(20–24 lb. Bond)
Custom 1

106–176 g/m²
(28 lb. Bond–65 lb. Cover)
Lightweight Cardstock

- EN** Custom Size
FR Format personnalisé
IT Formato personalizzato
DE Benutzerdefiniert
ES Tamaño personalizado
PT Tamanho Personalizado



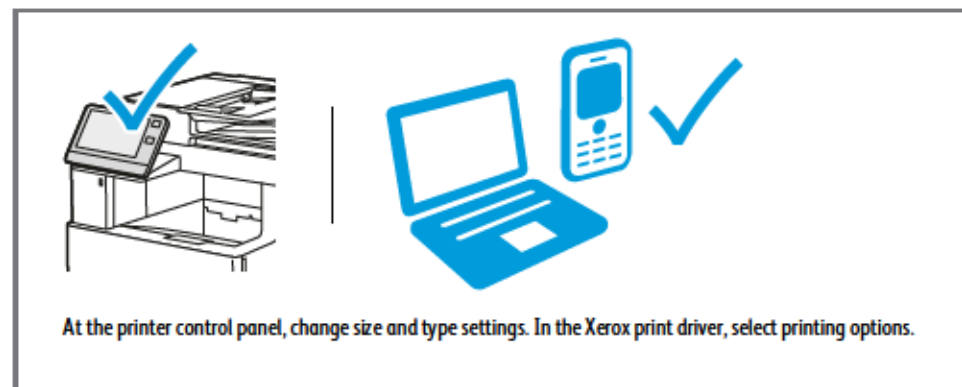
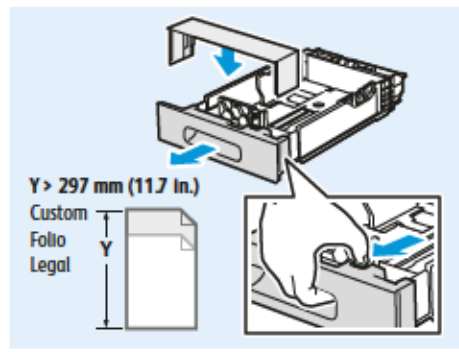
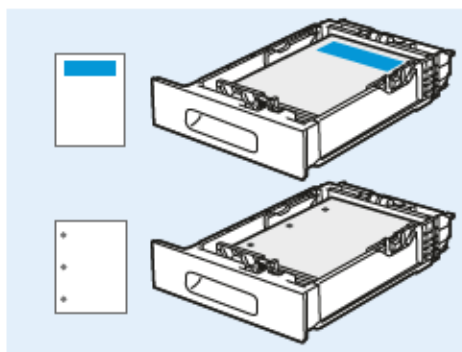
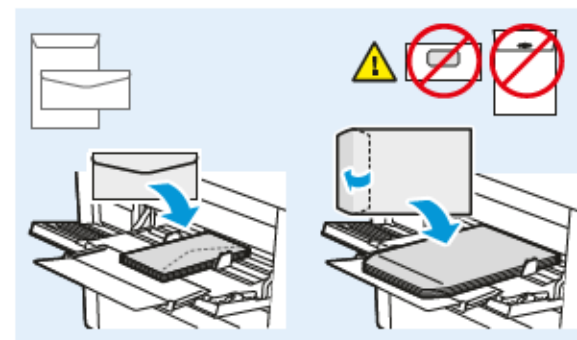
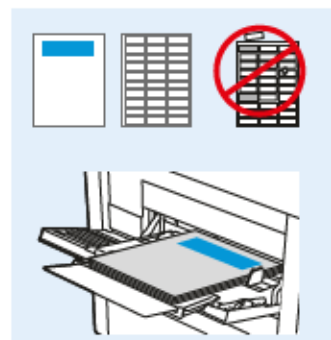
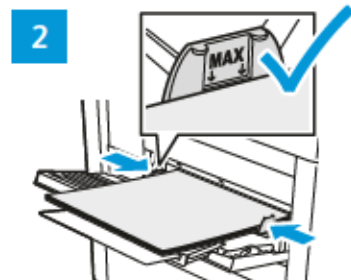
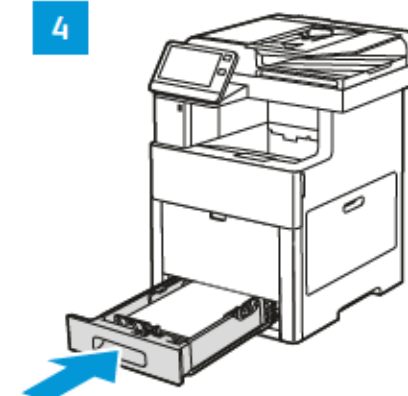
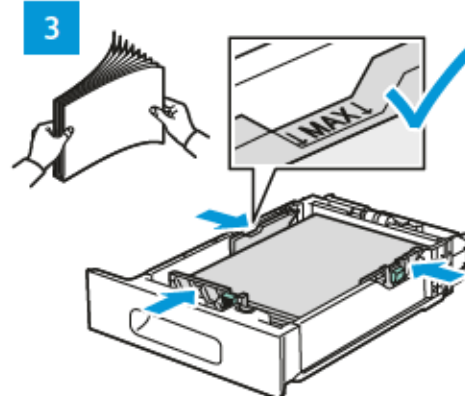
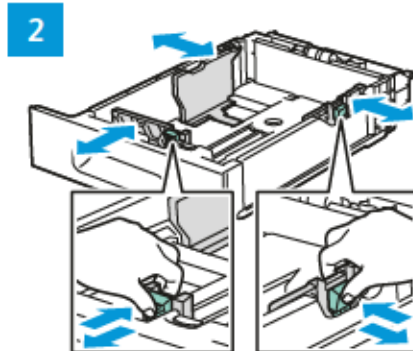
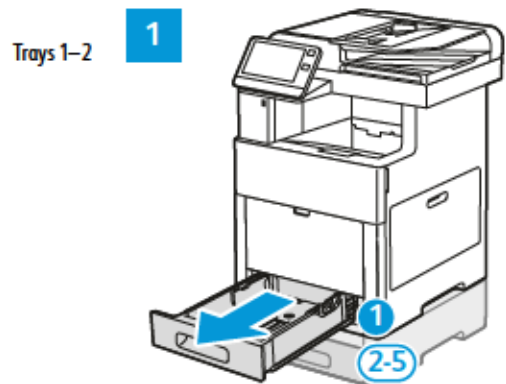
X: 76–216 mm (3–8.5 in.)
 Y: 127–356 mm (5–14 in.)



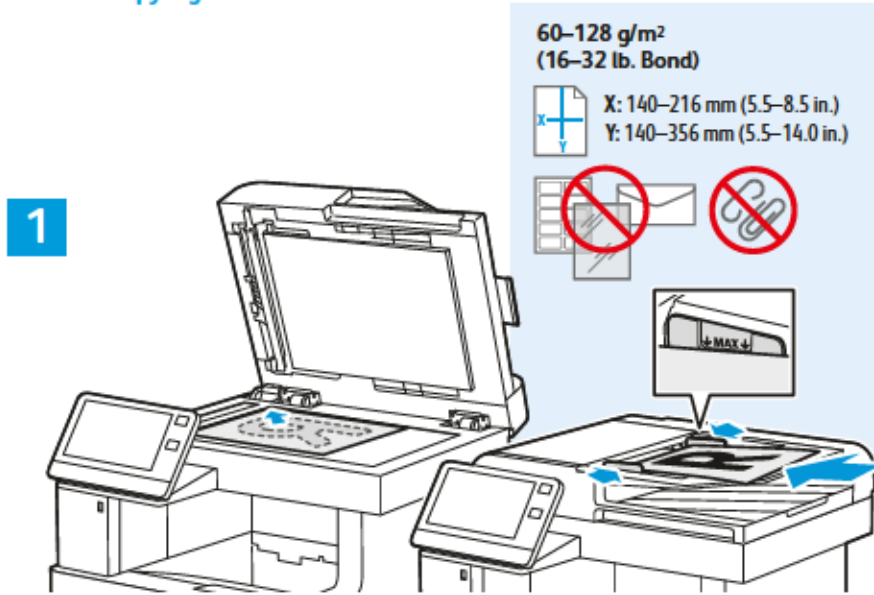
1 2
 X: 76–216 mm (3–8.5 in.)
 Y: 148–356 mm (7.5–14 in.)

X: 140–216 mm (5.5–8.5 in.)
 Y: 203–356 mm (8–14 in.)

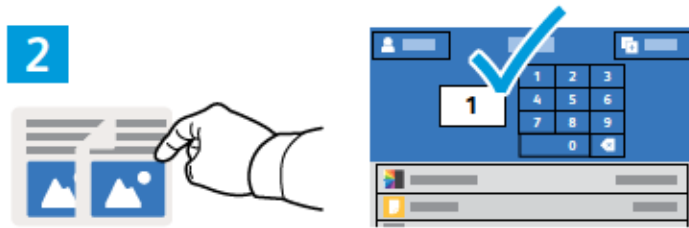
EM Basic Printing



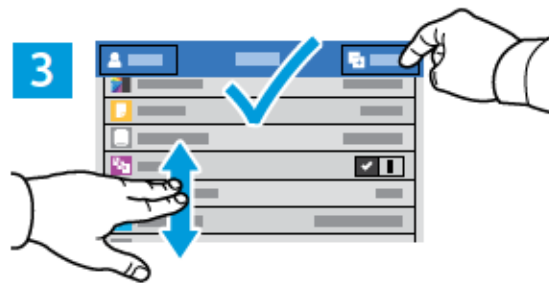
Basic Copying



Load the original images.

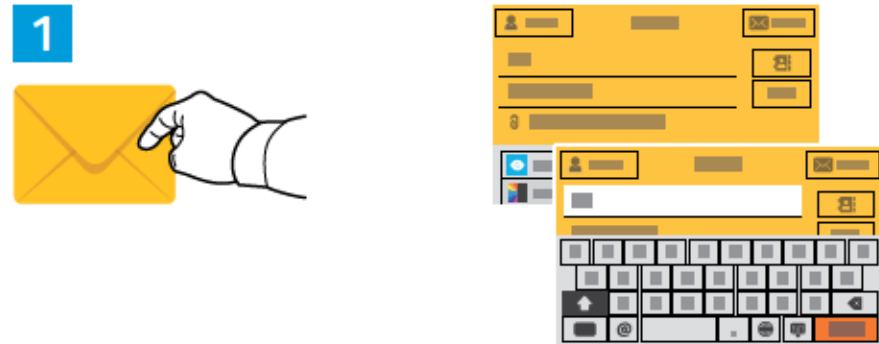


Touch **Copy** and select the number of copies desired.



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

Scanning to Email



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



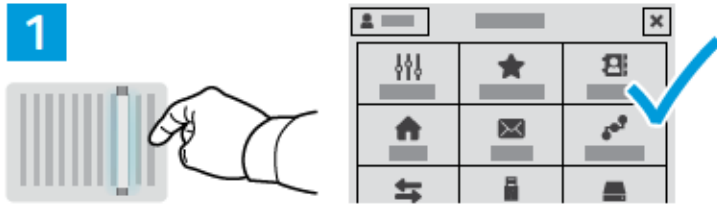
To create a subject line, touch the subject line.



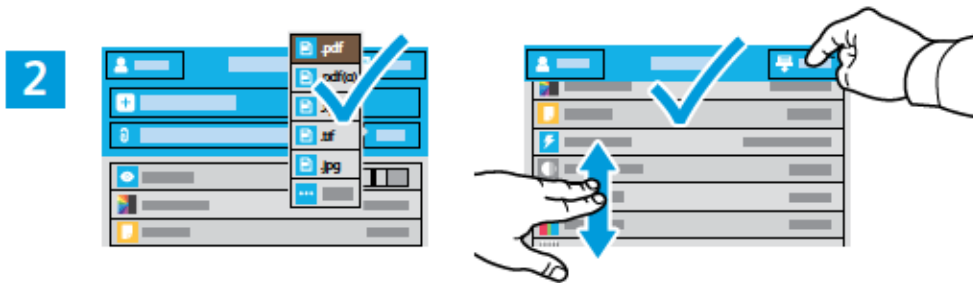
Choose the file type and other scan settings. From, Reply To, and Message settings are at the bottom of the list. To edit the default scan name, touch the name, then type the desired name. Touch **Send**.

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



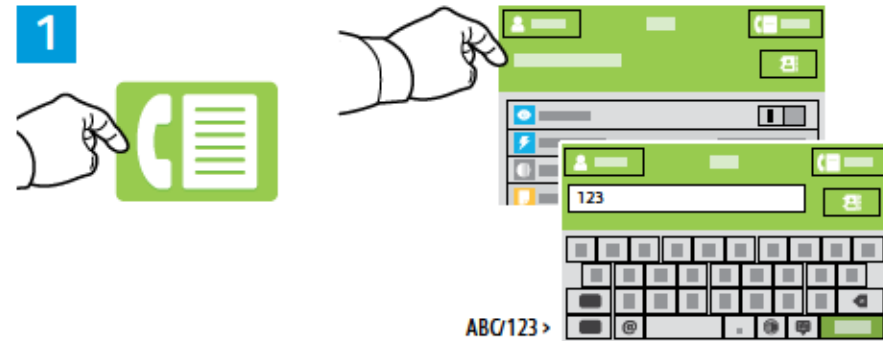
Scan To offers a variety of scan destinations to choose from and allows you to send to multiple destinations not accessible to single-purpose apps such as scanning to Email.. Touch **Scan To** then **Address Book** and choose the R Drive folder.



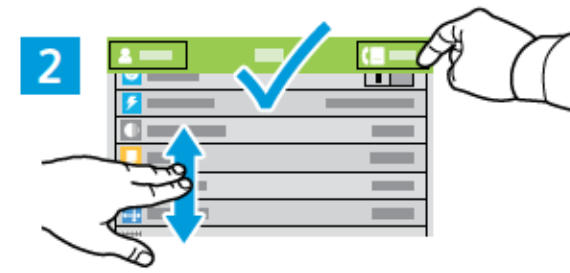
Choose the file type and other scan settings. To edit the default scan name, touch the name, and type the changes. Touch **Scan**.

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