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

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.

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.
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 ....................... 4.33 x 11 in.
C5 ...................... 162 x 229 mm

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

60–80 g/m²
(16–20 lb. Bond)
Recycled

75–105 g/m²
(20–24 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

www.xerox.com/officeVLC60support
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

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.

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