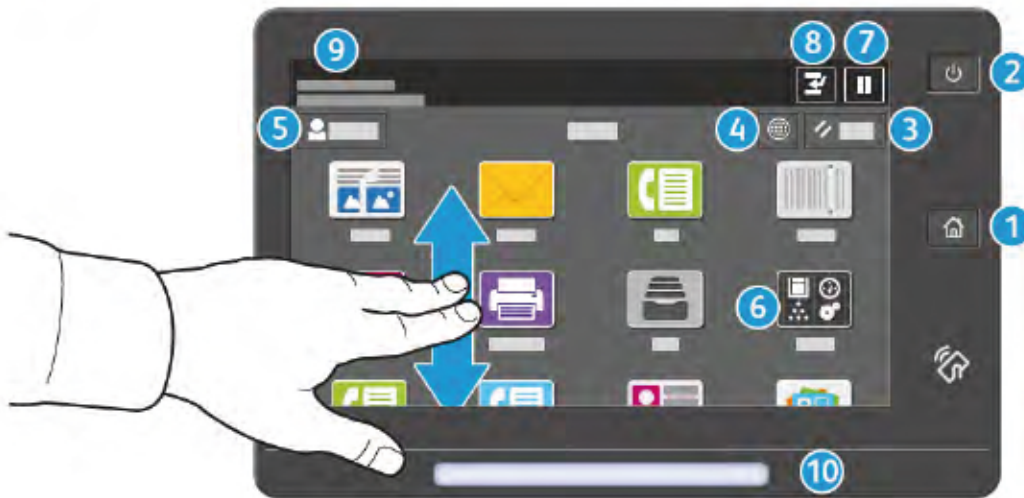


Control Panel

Available apps can vary based on your printer setup. For details about apps and features, refer to the *User Guide*.



- 1 **Home** returns to the main app screen.
- 2 **Power/Wake** starts the printer or provides options to sleep, restart or power off the printer.
- 3 **Reset** restores settings to their default values in all apps.
- 4 **Language** provides choice of screen languages.
- 5 **Log In** provides special access to tools and settings.
- 6 **Device app** provides access to printer information and settings.
- 7 **Pause Printing** temporarily stops an active print job.
- 8 **Interrupt Print Job** interrupts the current job to copy or print another job.
- 9 **Status messages** shows printer status and warnings.
- 10 **Status LED** indicates printer status. For detailed information, refer to the *User 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>

To Log In:

Swipe your Wright1 Card on the Card Reader on the bottom right of the screen

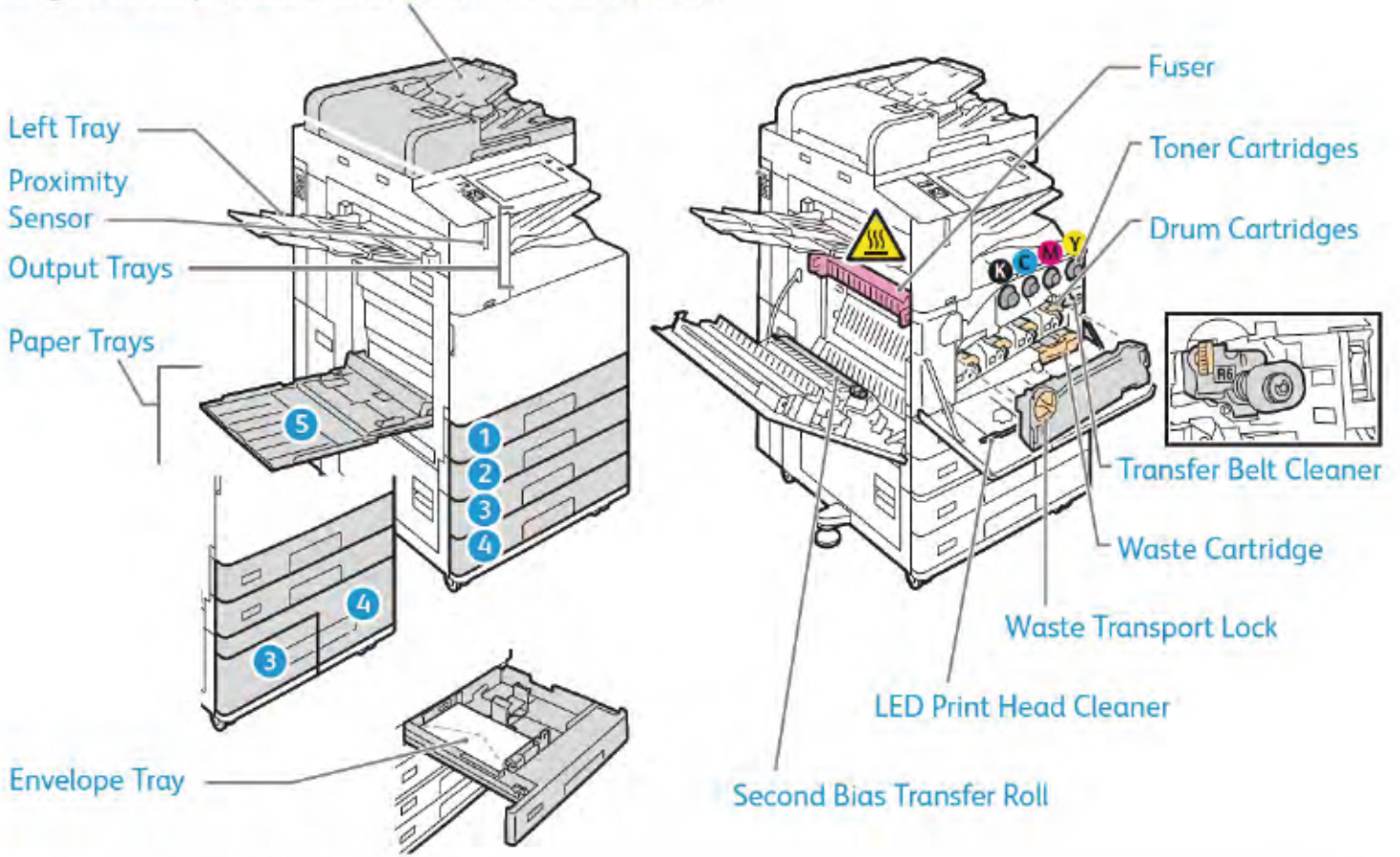
OR

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

Printer Tour

Optional accessories can be part of your printer setup. For details, refer to the *User Guide*.

Single-Pass Duplex Automatic Document Feeder (DADF)



The diagram shows two power switches: (1) the secondary power switch on the control panel, and (2) the main power switch behind the front cover.

To restart the printer, on the control panel, press the **secondary power switch (1)**.

For full printer power off, press the **secondary power switch (1)**. Behind the front cover, press the **main power switch (2)**.

To select sleep mode, press the **secondary power switch (1)**. At the printer control panel touch screen, touch a selection.

Paper Handling

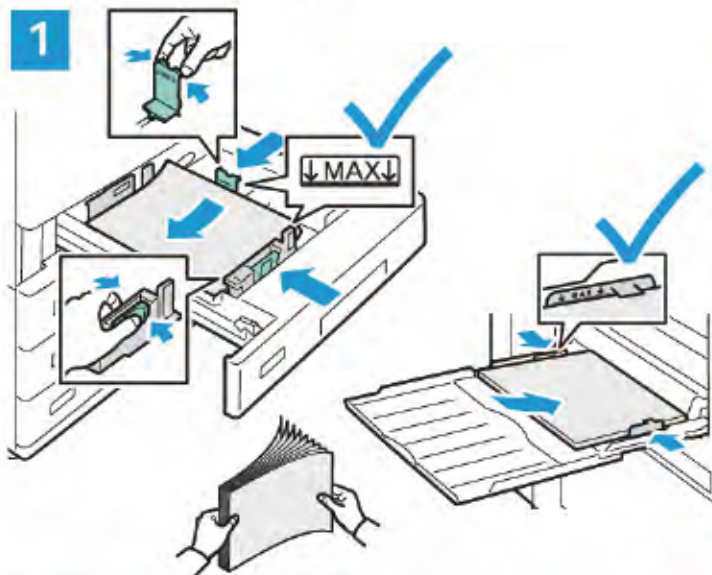
For a complete list of paper that works with your printer, see the Recommended Media List at:


www.xerox.com/rmlna (U. S. and Canada)

www.xerox.com/rmleu (Europe)


For details about trays and paper, refer to the *User Guide*.

Loading Paper

1 

2 

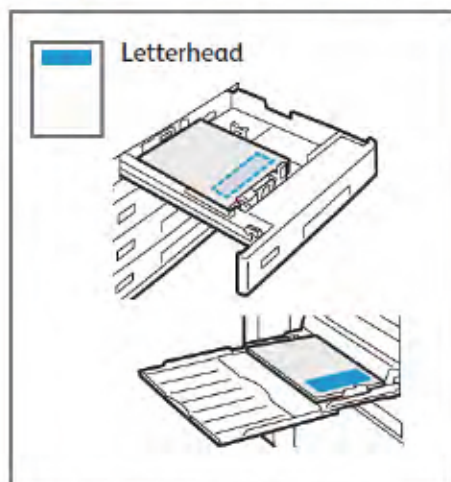
Confirm or change size, type, and color settings if needed.

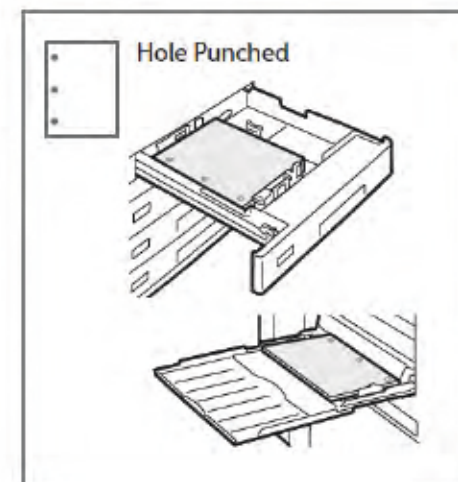
3 

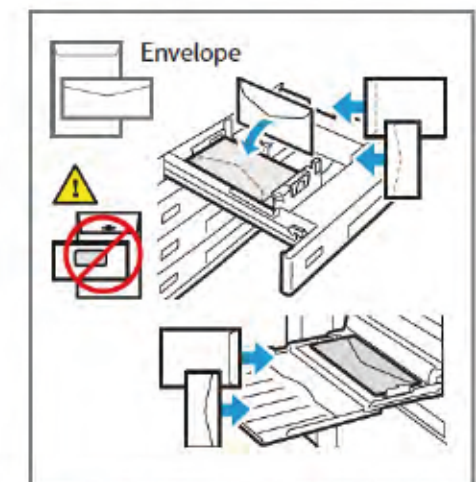
For the best results, fan the edges of the paper. Adjust the guides to fit the paper size. Do not load paper above the maximum fill line.

When printing, select options in the print driver.

Paper Orientation

Letterhead 

Hole Punched 


Envelope 


Copying

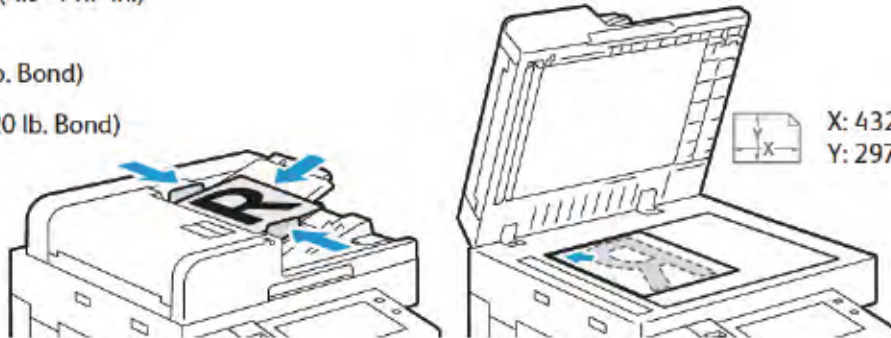
For details, refer to the *User Guide*.


1

 X: 85–432 mm (3.3–17 in.)
Y: 125–297 mm (4.9–11.7 in.)

 38–128 g/m²
(26 lb. Text–34 lb. Bond)

 ≤130 (80 g/m², 20 lb. Bond)
C8170: ≤250



 X: 432 mm (17 in.)
Y: 297 mm (11.7 in.)

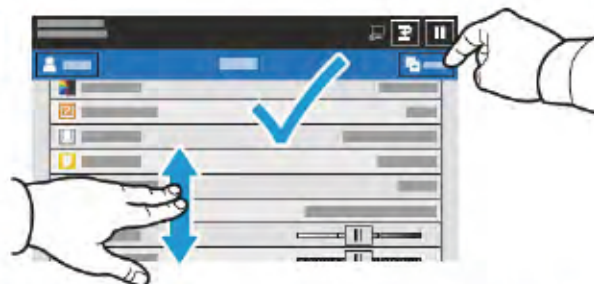
Load the original documents.

2



Touch **Copy**, then and select the number of copies.

3



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

Scanning and Emailing

This guide defines techniques to scan documents without preparing special setups:

- Scanning documents to an email address.
- Scanning documents to a restricted (R Drive) network location.

1 X: 85–432 mm (3.3–17 in.)
Y: 125–297 mm (4.9–11.7 in.)

38–128 g/m²
(26 lb. Text–34 lb. Bond)

≤130 (80 g/m², 20 lb. Bond)
C8170: ≤250

X: 432 mm (17 in.)
Y: 297 mm (11.7 in.)

Load the original documents.

2

Press **Home**, then to email the scan, touch **Email**. To scan to the Restricted R Drive touch **Workflow Scanning**.

Workflow Scanning 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.

3

4

For Email, only your own WSU Email can be used due to CaTS Security policies. To type a subject line for the email, touch **Subject**.

For Workflow Scanning, chose the appropriate location.

Change the settings as needed, then touch **Scan**, or for Email, 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.

Faxing

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

- Fax scans the document then sends it directly to a fax machine.

1 X: 85–432 mm (3.3–17 in.)
Y: 125–297 mm (4.9–11.7 in.)

38–128 g/m²
(26 lb. Text–34 lb. Bond)

≤130 (80 g/m², 20 lb. Bond)
C8170: ≤250

X: 432 mm (17 in.)
Y: 297 mm (11.7 in.)

Load the original document.

2

To send the fax to a fax machine, press **Home**, then touch **Fax**.

3 **3.1**

3.3

For fax numbers, touch **Manual Entry**, then enter the fax number using the touch screen alphanumeric keys and special characters.

4

Change the settings as needed, then touch **Send**.

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