**Workcenter 5855**

**Multifunction Printer**

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**COPY**
- On the control panel press the yellow Clear All button to clear previous copy settings.
- Place originals face up in the document feeder or face down on the glass.
- On the control panel select Services Home.
- Select Copy Icon on the touch screen.
- Verify defaults or change as desired.
- Select the number of copies with the numeric keypad.
- Press the Start button on the control panel to send your document.

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**FAX**
- Place originals face up in the document feeder or face down on the glass.
- On the control panel select Services Home.
- Select the Fax Icon on the touch screen.
- Enter the Fax number by using the keypad on the touch screen, touch add then close.
- Verify defaults or change as desired.
- Press the Start button on the control panel to send your document.

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**SCAN TO E-MAIL**
- Place originals face up in the document feeder or face down on the glass.
- On the control panel select Services Home.
- Select Email Icon on the touch screen.
- Login to the system utilizing Network ID & Password (If Applicable).
- Enter the recipient's address or select from the address book (if available).
- Verify defaults or change as desired.
- Press the Start button on the control panel to send your document.
- To logout, press the ‘Clear All’ button 2 times.
- Press the “Log out of user account” button on the.

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**SECURE PRINT**
- At Your PC:
  - In your application, click File, then click Print. In the Printer window, click Properties.
  - Click the Paper/Output tab.
  - Click Secure Print Job Type drop down menu and click Setup.
  - In the pop-up window enter your passcode for this job. Re-enter to confirm and click OK.
  - Click OK again.
  - Walk to the printer.

- At the Printer:
  - Press the Job Status button on the control panel.
  - Select your job in the Incomplete Jobs queue.
  - Select Release or Release All.
  - Enter the Secure Print Passcode and select Enter.
  - Your document will now print.

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For Device Service & Supplies, contact Xerox Help Desk at 855-474-6358
To order staples for MFD, call 800-822-2200 (use P-Card process)
For more information including print queue mapping please visit: http://www.rit.edu/fa/procurement/