

**SECURE PRINT**

- Place originals face up in the document feeder or face down on the glass
- 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

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
- Touch the Secure Print Jobs & More Tab
- Touch Secure Print
- Touch your user ID in the list, then touch Job List
- Enter the passcode using keypad, then touch Confirm
- Touch the document in the job list
- Touch Print.

**COPY**

- Place originals face up in the document feeder or face down on the glass
- 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

**SCAN TO E-MAIL**

- Place originals face up in the document feeder or face down on the glass
- Select Services Home
- Select Email Icon on the touch screen
- Login to the system utilizing Network ID & Password (If Applicable)
- Enter the recipients 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 screen

**FAX**

- Place originals face up in the document feeder or face down on the glass
- Select Services Home
- Select the Fax Icon on the touch screen
- Enter the Fax number by using the key pad 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

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/