

**Printing from your computer will follow the standard process of first selecting File > Print (Control + P). Doing so will provide the menu below.**

## Printing from a Computer

Print professional looking documents productively and securely from a Windows or Mac computer with Xerox® PCL or PS (PostScript) printer drivers.

## Xerox® Printer Driver Features

**Job Type** – **Normal Print:** Print the job immediately.

- **Secure Print:** Print a job containing sensitive or confidential information. After you send the job, it is held on the device until you enter the required passcode.

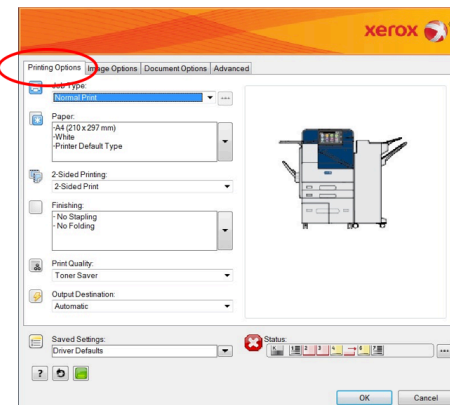
**Paper** – Specify the media type, color and size.

**2-Sided Printing** – Print on one or both sides of the output. To rotate the output image on every 2nd side to ensure the output images are in the correct orientation, click 2-Sided Print, Flip on Short Edge.

**Finishing** – Finishing options such as folding and stapling are available if finishing equipment is installed.

**Print Quality** – Specify the appearance of the printed output and how quickly it is produced.

**Output Destination** – Select the destination tray for the job from the list. If the device has only one output destination, the option is not shown.

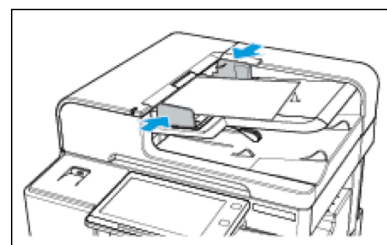


## Loading Original Documents

### Document Feeder

- For most types of good quality original documents.
- Original documents must be loose leaf and normal thickness.
- Paper Weights: 50 to 160 g/m2 (13 to 43 lb. Bond)
- Paper Sizes: Width 5.4 to 11.7 in. and length 4.9 to 17 in.
- Capacity: Up to 200 sheets of 75 g/m2 (20 lb. Bond)

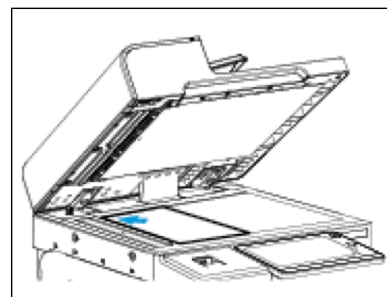
Place original documents in the document feeder face-up, aligned to the center, with the feed edge towards the left and then adjust the document feeder guides so that they gently touch the top and bottom edges of the document. A green indicator light on the front of the feeder is illuminated if originals are detected.



### Document Glass

- For any type of original document, for example bound, stapled, lightweight, shiny or glossy, and damaged or torn.
- Any size of document up to Tabloid (11 x 17 in.) or A3 (11.7 x 16.5 in.)

Place original documents face down, registered to the top left corner. Place bound originals face down and align with the arrow in the top left corner of the document glass. If possible, close the document cover so it rests gently on the bound original. Do not force the document feeder closed.



## Copying



The Copy App enables you to make physical copies of original documents.

Load original document. On the Home screen, touch Copy. Specify feature settings on the main menu. In the Quantity box, enter the required number of copies and then touch Start.

### Copy App Features

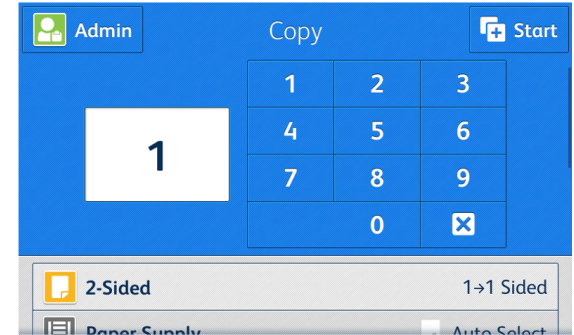
**2-Sided** – Copy one or two sides of the original to one or two sides of the output. To rotate the second side of copies 180 degrees, touch Rotate Side 2.

**Paper Supply** – Automatically or manually select trays with the correct paper size. For more information about tray settings, touch More.

**Reduce/Enlarge** – Change the copy size proportionally. For more options, touch More.

**Collation** – Specify finishing options. The available options depend on the finisher equipment's configuration.

**Book Copying** – Copy books, booklets, magazines, or any other bound documents. The device scans adjacent pages on the document glass and outputs each page on a separate page. Scan left, right, or both pages individually.



## Emailing



The Email App enables you to scan hardcopy documents and then send them as attachments to an email message.

Load the original document. On the Home screen, touch Email. Touch Add Recipient and select an email method. To change the subject line, touch the Subject: box below the list of recipients. Specify feature settings on the main menu and touch Send.

### Email App Features

**Address Book** – Add email recipients from the Address Book. There are two types of Address Book: a Network Address Book, which looks up addresses from a network directory, and a Device Address Book, which can store manually created or imported contacts on the device.

**File Format** – Specify the file format such as PDF, TIFF, or JPEG and, depending on the format, make the scanned document text searchable.

**From** – Change the sender's address in the email message.

**Reply To** – Specify an email address to which replies are forwarded.

**Message** – Add a brief message to the body of the email.

