## **Using the Xerox copiers**

In order to access the print, copy and scan to email functions you will need to log onto the copier. We recommend you do this using your Oxford University card. Simply place the card on the device where the 'card' logo appears (see below)



The first time you use a Xerox copier it will ask you to associate your card with your account. Enter your MSD IT username and password using the on-screen keyboard and follow the prompts on-screen.

## Printing

Once registered you will see the following main screen

		Screen Sharing Active	ð	E
Welcome,				
	Print Release	Access Device	Scan	

To release a print job click on 'Print Release', this will show all the documents you have in the queue as follows

<b>≜</b>	Screen Sharing Active PaperCutMF		E+
Select all jobs			C
Microsoft Word - Using th 1 copy, 2-sided, Color, A4	he Xerox copiers.docx	moments ago	>

Select the jobs you want to print and click the 'Print' button to release these jobs

Click on the '  $\uparrow$  ' symbol in the top left to return to the menu or the '  $\Box$  ' in the top right to log off the device. A second 'tap' of your card will also log you off the device.

## Scanning

Log into the device and select the 'Scan' icon at the main PaperCut screen. The scan details window will be shown

Scan to My Email	Color PDF
То	
gs@phc.ox.ac.uk	1-sided
Subject	Ad Portrait
Your scan (Scan to My Email)	AFFOIdat
Filename	300 DPI
scan_jbriggs_2020-01-29-13-48-49	
	Change settings
	Change settings

There is no need to enter your email address as the system will auto populate this from your account information. The screen shows this under 'To' above (note in the image the first part of the address has been removed). Check that this is correct before you scan your document.

To change duplex and colour options click on the 'Change settings' button, the following will be displayed

can Settings > So	can to My Email					
Duplex mode	1-sided	2-sided	File type	PDF	TIFF	JPEG
Orientation	Portrait	Landscape	DPI	200	300 400	600
Paper size	A4	A5	Color mode	Color	Grayscale	B&W

Once you have the settings as required click on the 'Start' button to scan your document.

All the devices support scanning via a multipage document feeder or single sheets via the glass.

During scanning, you will see a 'Processing' screen followed by a confirmation screen. Click 'Finish' to complete then scan.



1 page scanned		
	1	
Scan next page		

## Accessing other machine features

If you need to access the other features of the device click on the 'Access Device' button on the main menu and proceed as required.