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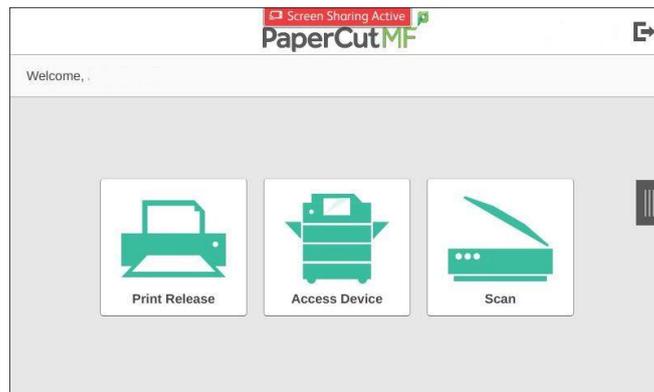
To release a print job click on 'Print Release', this will show all the documents you have in the queue as follows

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

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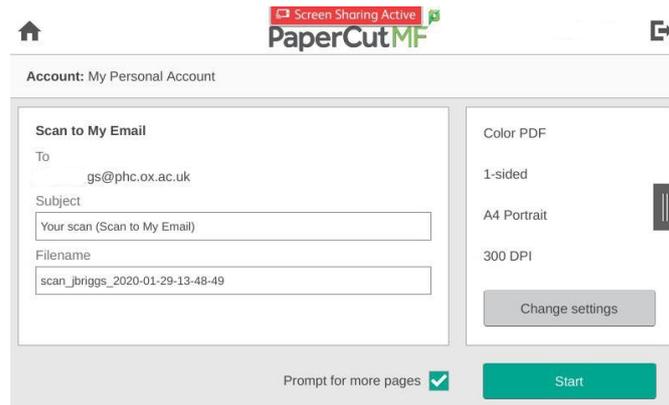
There is no need to enter your email address as the system will auto populate this from your account information. The screen shows this under 'To' above (note in the image the first part of the address has been removed). Check that this is correct before you scan your document.

To change duplex and colour options click on the 'Change settings' button, the following will be displayed
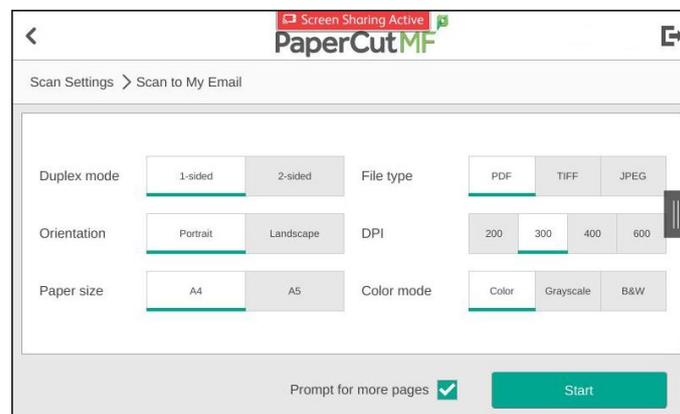
Once you have the settings as required click on the 'Start' button to scan your document.

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.
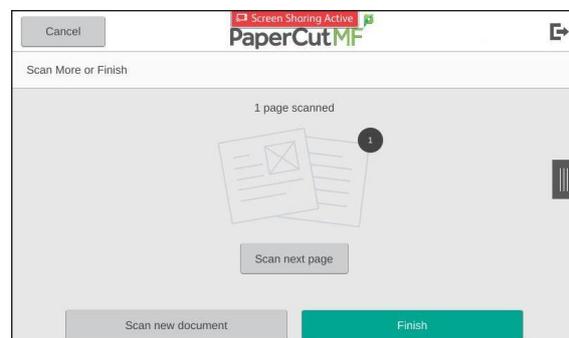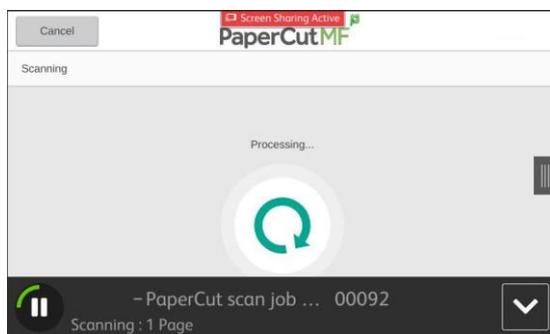
Accessing other machine features

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.