



Dickinson Independent School District

Technology Department
4512 Highway 3
Dickinson, TX 77539
Dickinson ISD Technology Help Desk 281-229-6028

56xx Series - Xerox Printer Campus User Directions

The following features are available within the district:

- A. From your computer: I. Printing
B. From the Xerox machine: II. Copying III. ID Card Copying

Install the printer:

1. Open **Internet Explorer** web browser
2. Go to **Favorites>DISD Links>Printers**
3. **Click** the appropriate campus map location
4. **Click** on the image of the Xerox Copier you want to install >**Yes**

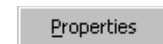


I. Printing to the Xerox copier from your computer:

- A. Automatic defaults: Click **Print** icon
- a. User ID: **Employee ID#** (5 digit number)
 - b. Account Type: ["Default Group Account"]
 - c. Account ID: [grayed out and not editable]
 - d. Click **OK**

B. Choose print options:

1. **File > Print > Xerox Copier**
2. **Select** the **options** you wish to use: **Properties** button
- a. Paper/Output tab



i. Job Type:

1. **Normal Print** (default print option)
2. **Secure Print...**
 - a. **Create passcode/confirm passcode > OK > OK > OK**

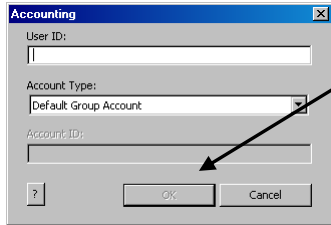
You will need this passcode to retrieve your document.

(This code is different from your Employee ID.)

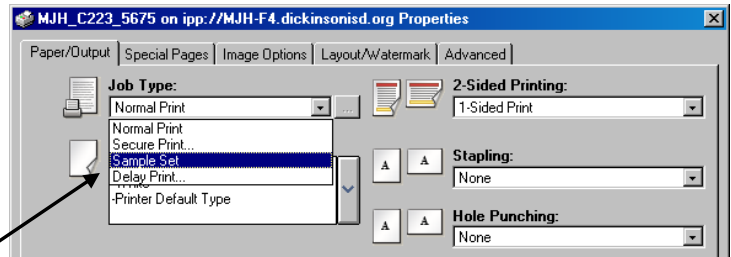
No one will be able to retrieve it for you. If you do not create a code, the machine will randomly generate a code for you.

[The code you entered remains for subsequent print commands until reset by you.]

Printing from your computer, Job Type (cont'd)

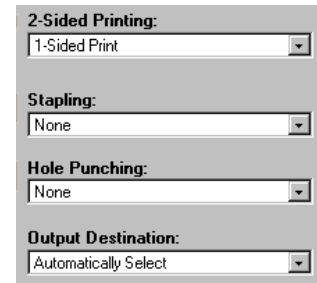


- b. User ID: **Employee ID#** (5 digit number) > **OK**
- c. At Xerox machine: **Job Status** > **Touch name** > **Release** > Enter on the keypad the **passcode** you set in step 2 > **confirm** [soft key]

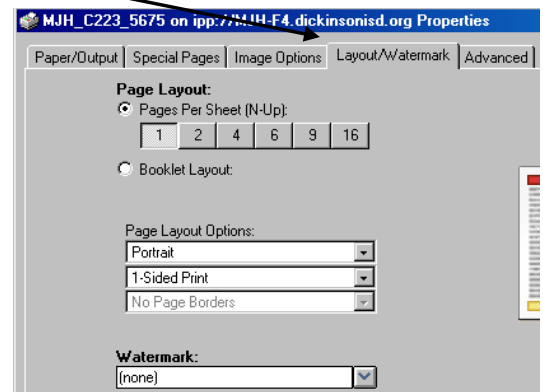


- 3. **Sample Set** (enables you to print and proof a single copy before printing the complete set of documents. The remaining sets are held within the print queue until you release or delete the job at the Xerox system control panel.)
- 4. **Delay Print...**[within 24 hr period]
 - a. **Select time** > **OK** > **OK** > **OK**

- ii. 2-sided Printing
- iii. Stapling
- iv. Hole punching
- v. Output destination: Stacker tray (or) Top tray



- b. Special Pages tab
- c. Image Options tab
- d. Page Layout/Watermark tab
 - i. Multiple images on one page
- e. Advanced tab



Printing from your computer (cont'd)

B. If printing difficulty:

* **Verify** from office personnel your “Print Clicks” (Print Impressions) for use

* **Check** the printer configuration:

1. Click **Start > Printers and Faxes** > Right click on **printer** > Left click on **Properties**
2. Click the **Advanced** tab [Verify the following selection:]
 - a. Print directly to the printer > **OK**

Operations while standing at the Xerox printer:

II. Copying:

1. At Login Screen > Input **EID#** > **Enter** [soft key]
2. **Basic Copying** tab > (Choose your Options) > **Start** [button]

III. ID Card Copying: [for copying ID Cards, Driver's licenses, etc.]

1. **ID Card Copying...** [soft key]
2. Put card on glass platen > **Start** [machine will copy card] > flip card > **Start** [button]

To log out of the Xerox system:

Hit **Clear All** [button] twice > **Logout of User Account** [soft key]