



Dickinson Independent School District

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

73xx Series - Xerox Printer User Directions

The following features are available within the district:

A. From your computer:

I. Printing & Faxing

B. From the Xerox machine:

II. Copying III. ID Card copying IV. Scanning to Email V. Faxing

Install the printer:

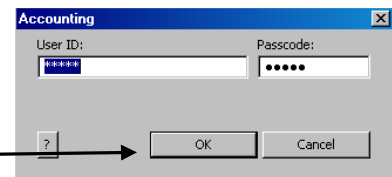
1. Open **Internet Explorer** web browser
2. Go to **Favorites > DISD Links > Printers**
3. **Click** the appropriate campus map location
4. **Click** on the image of the Xerox Copier you want to install > **Yes**



I. Printing to the Xerox copier from your computer:

A. Automatic defaults: Click **Print** icon

- a. User ID: **Employee ID#** (5 digit number)
- b. Passcode: **Employee ID#** (5 digit number)
- c. Click **OK**

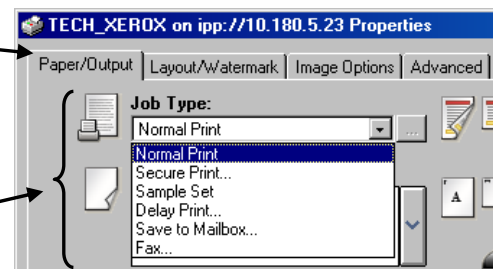


B. Choose Print options:

2. **File > Print > Xerox Copier**
3. **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...** (Confidential documents)
 - a. **Create passcode/confirm passcode > OK > OK > OK**

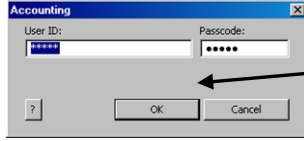
You will need this passcode to retrieve your document.

(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.

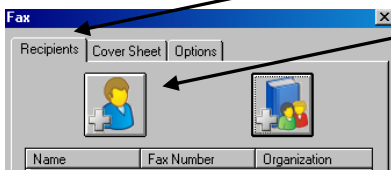
[The code you entered remains for subsequent print commands until reset by you.]

Printing from your computer (cont'd)

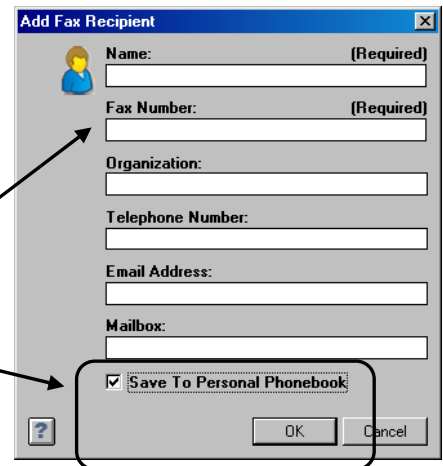


- b. User ID: (5 digit Employee ID) > Passcode: (5 digit Employee ID) > **OK**
- c. At Xerox machine: **Job Status** > Touch **name** > **Release** > Enter on the keypad the **passcode** you set in step 2 > **confirm** [soft key]

- 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...** (Bulk printing jobs to print after hours, within 24 hr period)
 - a. **Select time** > **OK** > **OK** > **OK**
- 5. **Save to Mailbox...** (Option not currently available)
- 6. **Fax...** (from your computer)

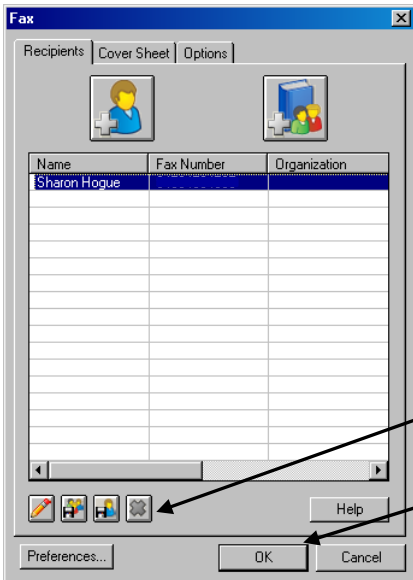


- i. **Add Recipient** > Enter information

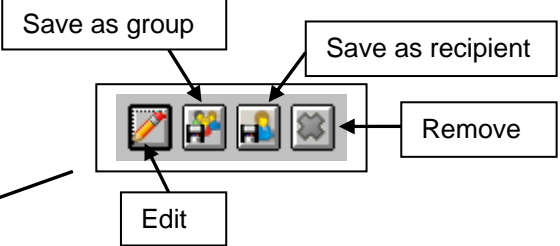


Use 9+10 digit number (or) 4 digit ext.

Save to Personal Phonebook > **OK**
(Cannot be deleted. Use this only for numbers you use frequently.)

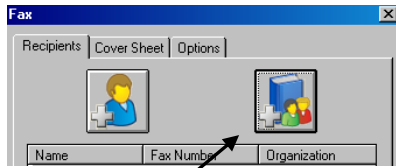


Highlight name > [Options below]



> **OK** > **OK** > **OK** > **OK**

Printing from your computer (cont'd)



ii. Add from phone book > Highlight name in top box

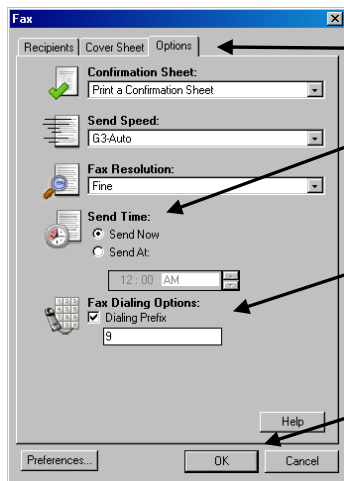
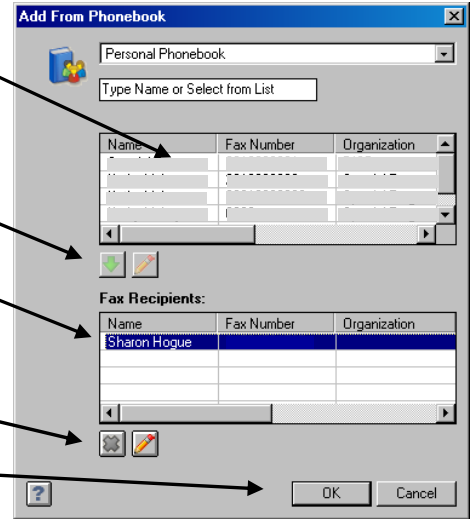
Click (Add)

Highlight name

in bottom box > [Options below]



OK > OK > OK > OK > OK > OK



b. Cover Sheet tab [fill in information] > OK > OK

c. Options tab

i. Send time: Send Now (or) Set time

ii. Fax dialing options

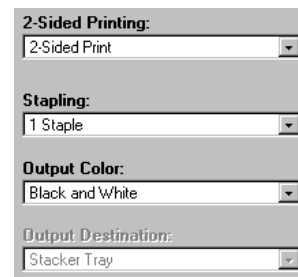
1. Dialing prefix > 9 > OK

ii. 2-sided Printing

iii. Stapling

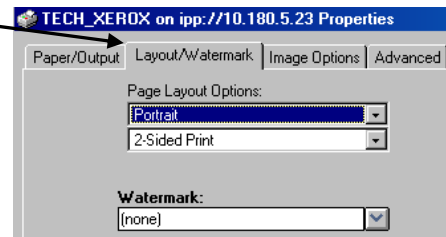
iv. Output Color

v. Output Destination: Stacker tray (or) Top tray



Printing from your computer (cont'd)

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



C. 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 > **Login/Out** > Input **EID#** > **Enter** [soft key] > **OK**
2. **Services** > **Copy** tab > (Choose your Options) > **Start** [button]

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

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

IV. Scanning to Email: [Scan & e-mail to self]

Do not scan directly to someone else.
Scan to yourself to get a confirmation of delivery.
*Scan document to your own e-mail then send from your e-mail account.

1. If at Login Screen > **Cancel** [soft key] > All Svcs [soft key]
2. **E-mail** [soft key] > **Address Book...** [soft key] > **type** first 3-4 letters of your e-mail address > **Search for names** > **highlight** name > **To->** [soft key] > **Close** [soft key]
3. Your name should be in the Recipients field
4. Put in the document > **Start** [button]

V. Faxing:

1. **Cancel** [button] > **Fax** [soft key] (or)
At Login Screen > **Login/Out** > Input **EID#** > **Enter** [soft key] > **OK**
2. **Enter** the destination fax #
 - a. Local destination: Type **9** then the **10** digit phone number
 - b. Long distance:
 - a. Type **9 1** then the **10** digit phone number
 - b. **Dial Pause** [button]
 - c. Enter the LD access code (**Employee ID#**)
 - d. If problems, check with campus administration
3. Load document > **Start** [button]

To log out of the Xerox system:

Hit **Clear All** [button] twice > **Confirm & Logout** [soft key]