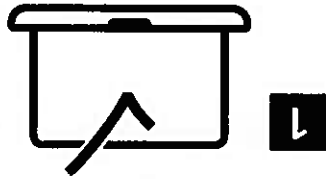
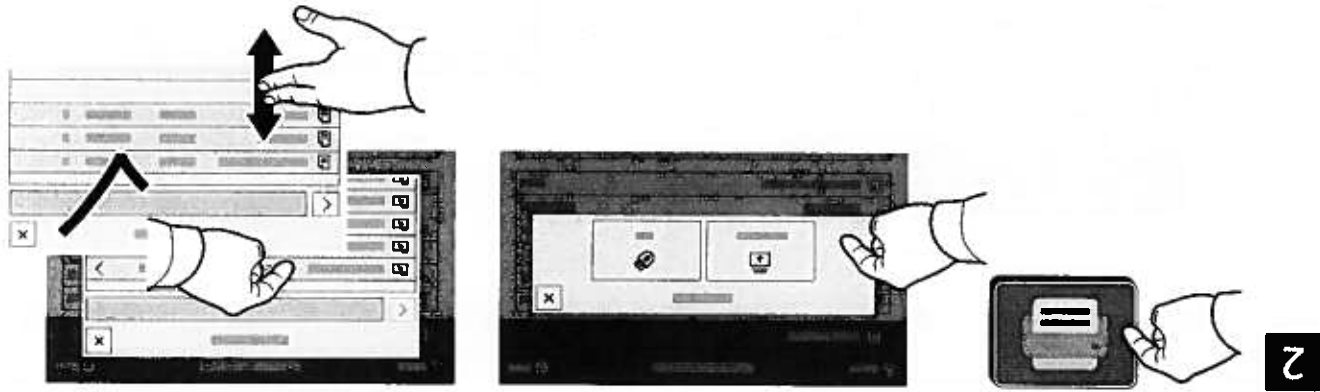


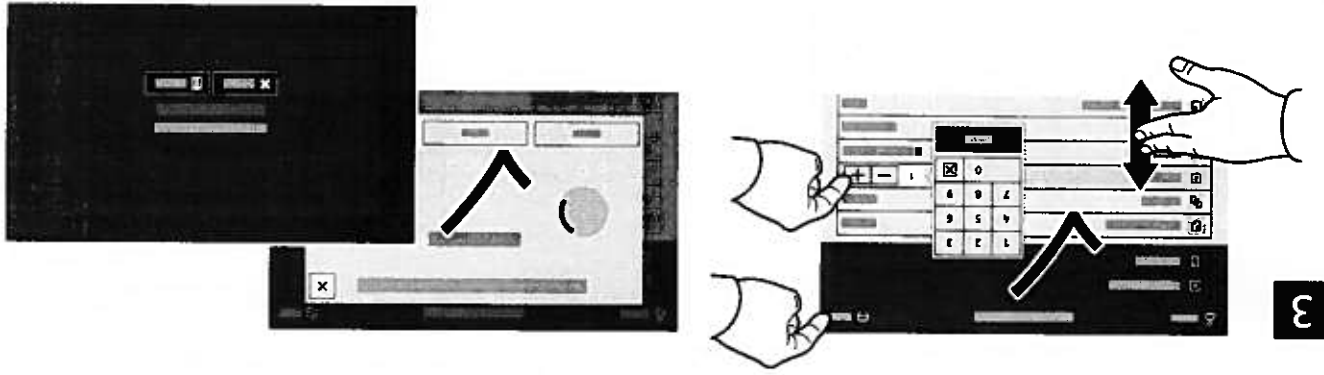
## Printing Jobs Stored on the Printer



You can send a print job to save to the printer, then select the job from the printer control panel to print at a later time. Jobs can be saved in the public folder or be password protected. In the Xerox® printer driver, select **Properties** (Windows) or **Xerox Features** (Mac OS), then **Job Type**, then **Saved Job** or **Secure Print**. For **Secure Print**, type a passcode. Click **OK** and print the job.

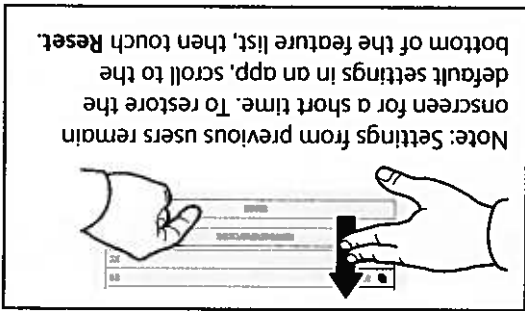
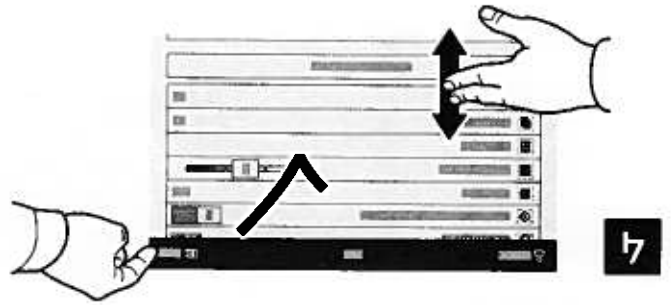


Touch **Print From** then touch **Saved Jobs**. Select the **Default Public Folder** then select your print job.



Select settings from the list. To select the number of copies, touch the plus sign (+) or the minus sign (-). For larger numbers, touch **Quantity** then enter a number. Touch **Print**. To delete the job, in the printing screen and confirmation screen, touch **Delete**.

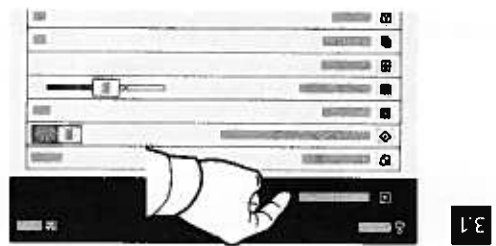
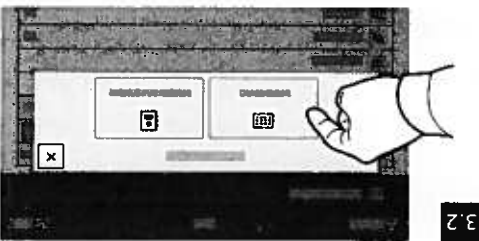
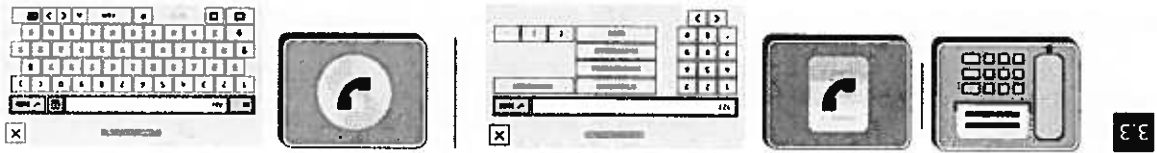
Change the settings as needed, then touch **Send**.



For fax numbers, touch **Manual Entry**, then enter the fax number using the touch screen alphanumeric keys and special characters. Touch **Add**. To add more fax numbers to the list, touch **Add Recipient**.

For Internet Fax email addresses, touch **Manual Entry**, then enter the email address using the touch screen keypad. Touch **Add**. To add more email addresses to the list, touch **Add Recipient**.

To select saved numbers, use the Device Address Book or Favorites. To select stored fax locations, use the Mailbox or Polling.



3

3.1

3.2

3.3


To refresh the list, click **Update View**.

To save the file to your computer, select **Download**.

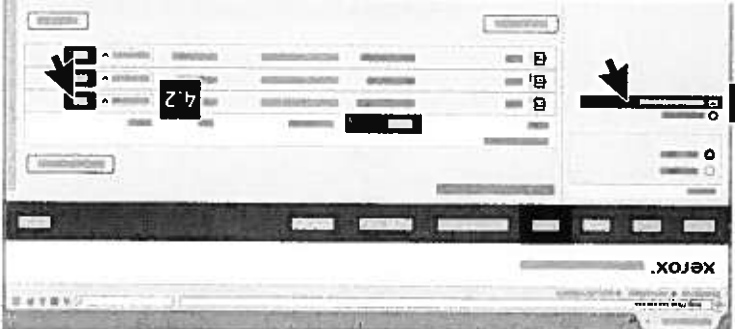
To print the saved file again, select **Reprint**.

To permanently remove the stored job, select **Delete**.

To open a directory, select **Open**.



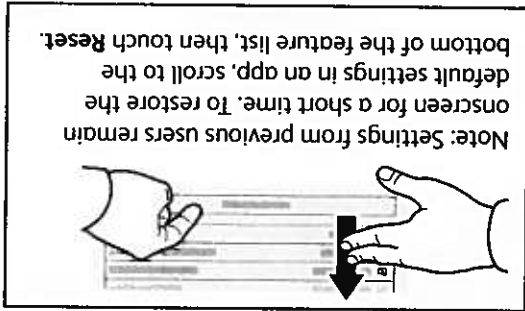
Select the **Default Public Folder**, then find your scan in the list. To download the scan, click **Go**.



4

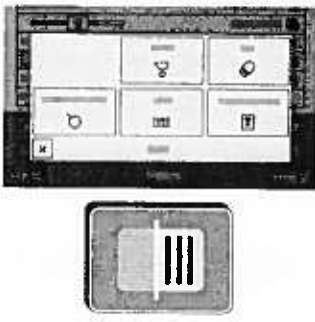
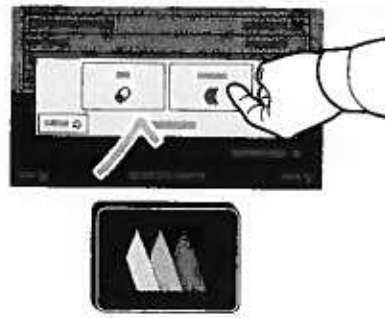
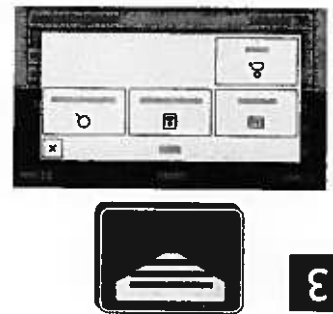


Change the settings as needed, then touch **Scan**, or for Email, touch **Send**.

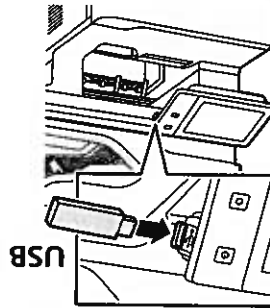


Note: Settings from previous users remain onscreen for a short time. To restore the default settings in an app, scroll to the bottom of the feature list, then touch **Reset**.

3



For Email, touch **Manual Entry**, type the email address using the touch screen keypad, then touch **Add**. To add more than one email address to the list, touch **Add Recipient**. To type a subject line for the email, touch **Subject**. To select saved email addresses, use the Device Address Book or select from Favorites.



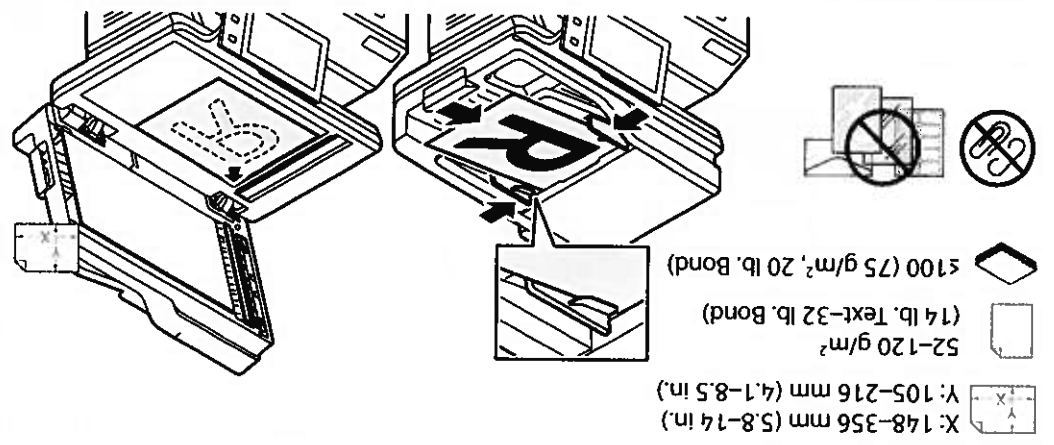
For Workflow Scanning, touch **Default Public Folder**, or insert your USB Flash Drive.

For Scan To, touch a destination **Add Destination**, touch one destination to the list, touch information. To add more than

# Copying

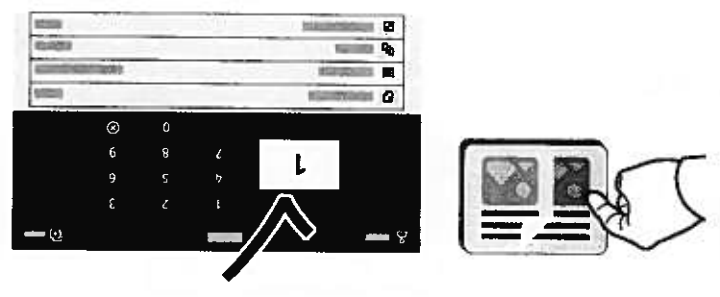
For details, refer to the *User Guide*.

1



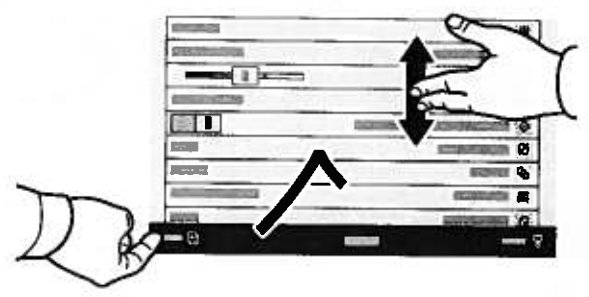
Load the original documents.

2

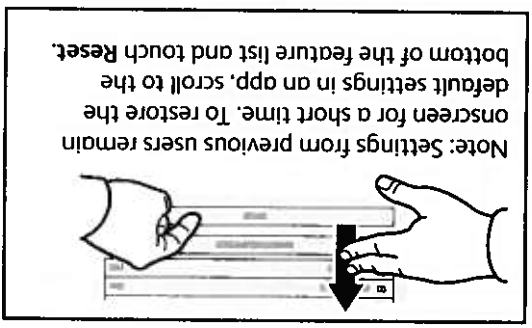


Touch Copy, then and select the number of copies.

3



Select feature settings from the list, then touch Start.

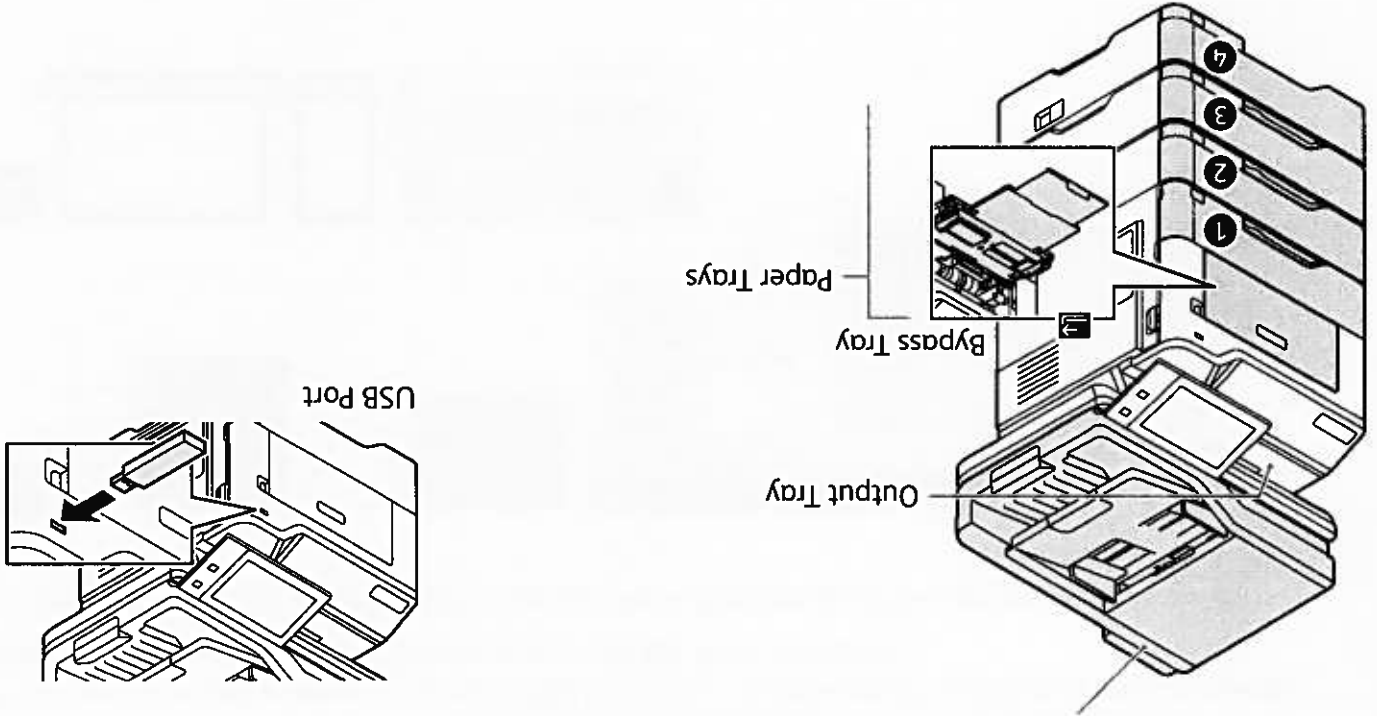


Note: Settings from previous users remain onscreen for a short time. To restore the default settings in an app, scroll to the bottom of the feature list and touch Reset.

# Printer Tour

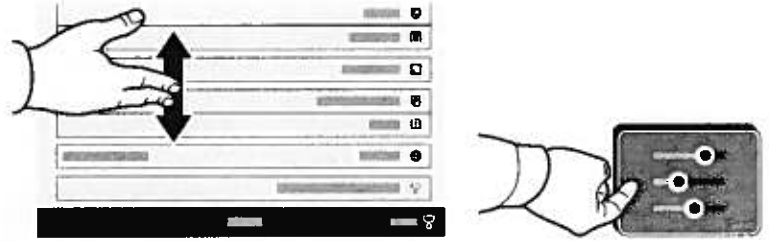
Optional accessories can be part of your printer setup. For details, refer to the *User Guide*.

Single-Pass Duplex Automatic Document Feeder (DADF)



## Device app

The Device app provides access to supplies status, printer information, and settings. Some menus and settings require log in with the administrator name and password.



## Billing and Usage Information

In the Device features menu, to view basic impression counts, touch **Billing/Usage**. To view detailed usage counts, touch **Usage Counters**. The list provides detailed impression count categories.

