Printer/Copier

"How To" Topics

How to Add a Contact & Add to the Favorites List

Add Name/Contact

Option 1: Contact DMM

1) Email dmpmp@ucsf.edu the following:
   a. Printer# that you want your contact information added to
   b. Provide your name & email

   *This option is beneficial if you want to add several names at once.

Option 2: Add Yourself

1) Press Home button on the left side of the printer
2) Press "Email"
3) Press "New Recipient"
4) Type the desired email, then press the "Book+" symbol to the right.

Add a name to the Favorites List:

1) Press Home button on the left side of the printer
2) Press "Email"
3) Press "Network Address Book"
4) Find your name
5) Click on your name, then press "Details."
6) Once you are on the Details page, press the star to the right of your name & email. If this star lights up in a yellow color, you have been added to the favorites list.

Xerox WorkCentre Products
# Secure Printing Instructions

If you are concerned about printing sensitive information to a shared device, you can password-protect all or some of your print jobs such that only you can retrieve them. If you have enabled Secure Print, jobs will print only when you are standing at the printer/copier and provide the required Passcode.

To use the Secure Print capabilities:

1. Click on the Start button, then open the "Devices and Printers" window. Find the Xerox printer and right-click on it. Or if you are within a document, you can click on "Print" and then click on the "Properties" button to the right of the selected printer.
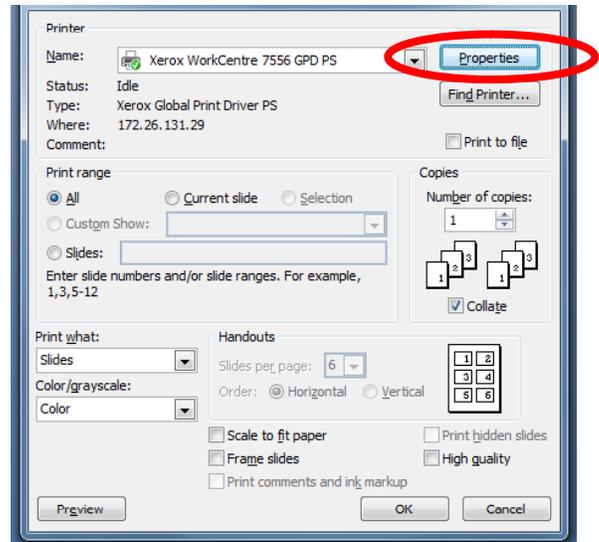
2. Find the Xerox printer and right-click on it. From the dropdown menu, select "Printing preferences." On the Job Type pull down menu, select "Secure Print."

3. Create a Passcode and re-type it in the Confirm Passcode field. Click "OK."

4. Send your print job to the Xerox printer on which you designated the Secure Print Passcode. When you go to the printer/copier, press the "Job Status" button (to the left of the display panel), then select the "Secure Print" tab on the display panel. Type in the Passcode you created and the printing will begin.

5. If you want to print subsequent print jobs without the Secure Print Passcode, repeat Steps 1 & 2 but select "Normal Print" as the Job Type. Then click "OK."
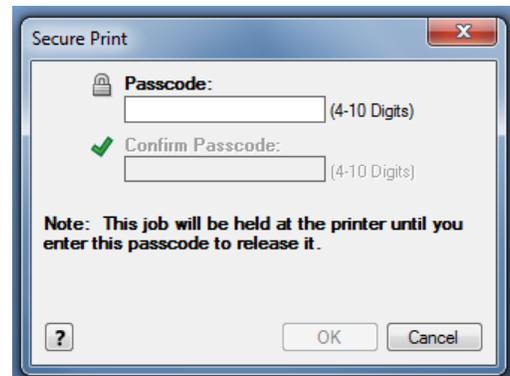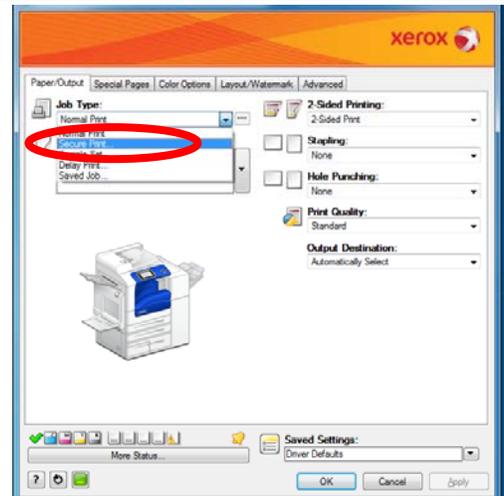
Xerox® WorkCentre® 7800 Series
Control Panel

Available services can vary on your printer setup. For details about services and settings, see the *User Guide*.

1 Menus

7 Job controls

Touch screen

6 Alphanumeric keypad
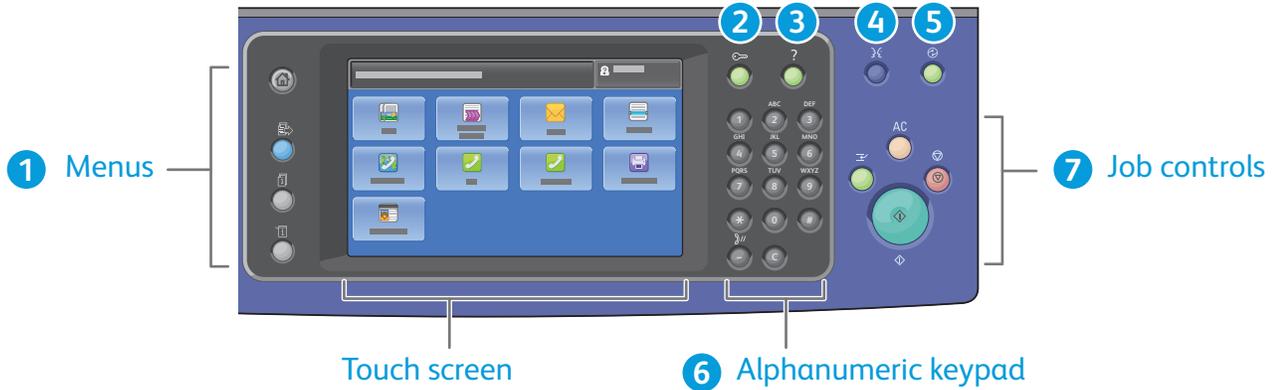
1

Services Home displays main services, such as copy, scan, and fax.

Services returns to the active service from the Job Status or Machine Status screens, or to a preset service.

Job Status displays active, held, and completed jobs.

**Machine Status** displays settings and information.

2 **Log In/Out** accesses password protected features.

3 **Help (?)** displays additional information about the current selection or service.

4 **Language** changes the touch screen language and keyboard settings.

5 **Power Saver** enters or exits energy saver mode.

6

Alphanumeric keys are used for entering copy quantities, fax numbers, and other numeric information.

C (clear) deletes numeric values or the last digit entered.

7

Interrupt Print

Clear All

Stop

Start

Clear All clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.

Start starts the selected job.

Stop temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

Interrupt Print pauses the currently printing job to run a more urgent job.

www.xerox.com/office/support

Xerox® WorkCentre® 7800 Series
## Machine Status

The Machine Status menu provides access to supplies status, printer information, and settings. Some menus and settings require log in using the administrator name and password.

## Billing and Usage Information

In the Machine Status menu, touch the **Billing Information** tab for basic impression counts. Touch the **Usage Counters** button for detailed usage counts. The drop-down menu provides more count categories.

www.xerox.com/office/support
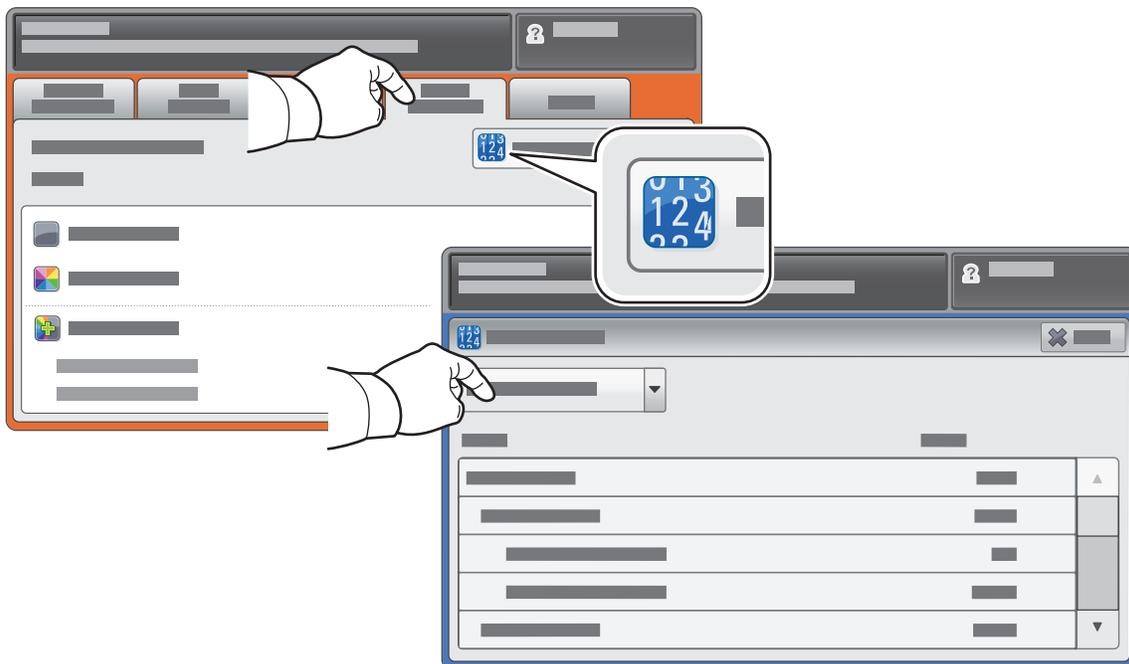
Xerox® WorkCentre® 7800 Series
Printer Tour

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

Duplex Automatic Document Feeder

Work Surface

USB Port

Left Tray

Output Trays

Paper Trays
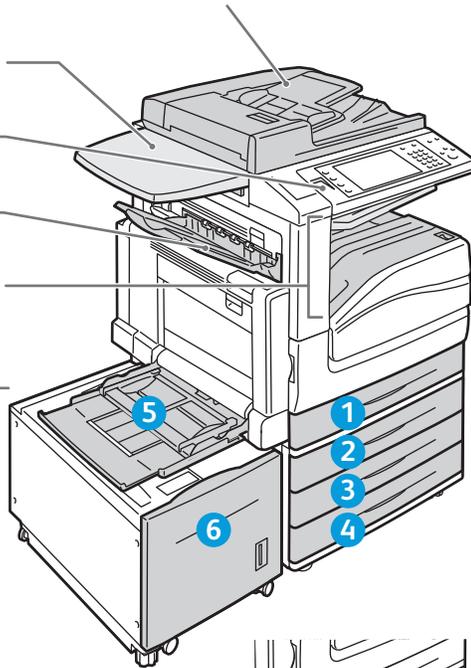
Envelope Tray

Fuser

Toner Cartridges

Drum Cartridges

Waste Cartridge
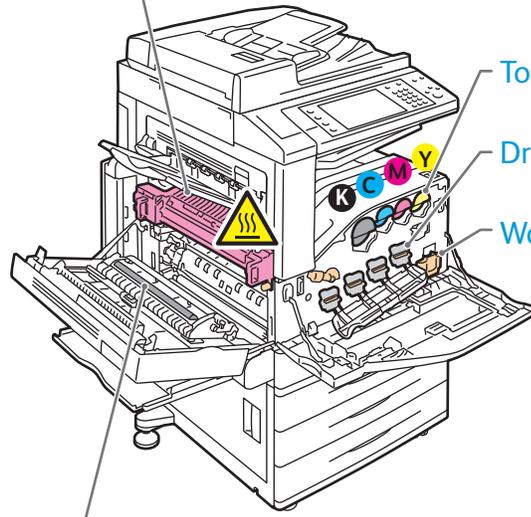
Second Bias Transfer Roll
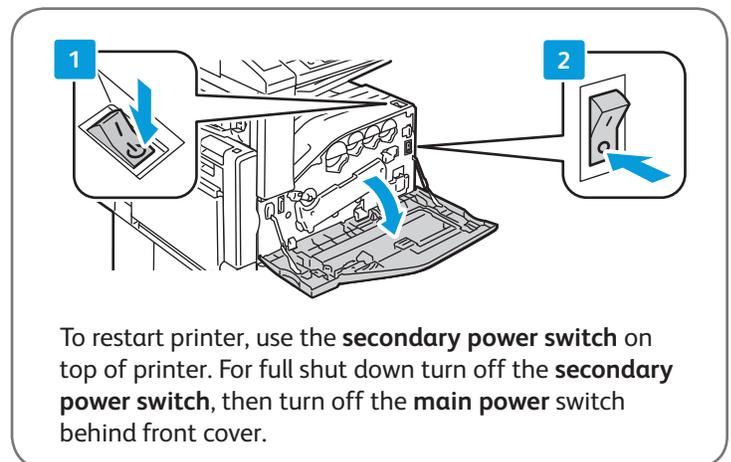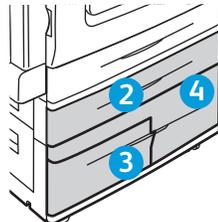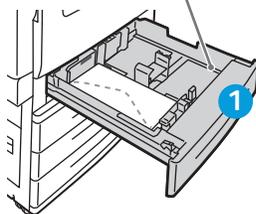
To restart printer, use the **secondary power switch** on top of printer. For full shut down turn off the **secondary power switch**, then turn off the **main power** switch behind front cover.

www.xerox.com/office/support

Xerox® WorkCentre® 7800 Series
## Paper Handling

For a complete list of paper that works with your printer, see the Recommended Media List at:

www.xerox.com/paper (U.S./Canada)

www.xerox.com/europaper

For details about trays and paper, see the *User Guide*.

Loading Paper

1

For best results, fan the edges of the paper. Adjust guides to fit the paper size. Do not load paper above the maximum fill line.
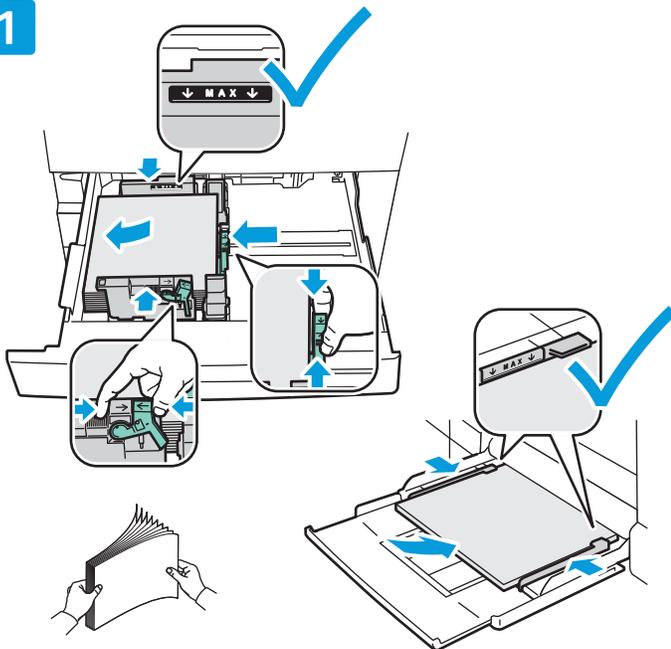
2

Confirm or change size and type settings if needed.

3 Windows   Mac
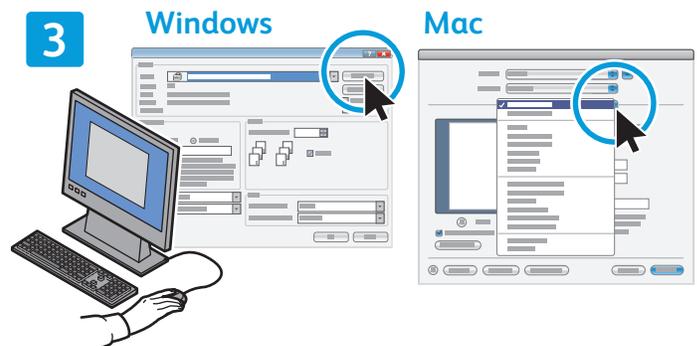
When printing, select options in the print driver.

Paper Orientation

Letterhead

Prepunched

Envelope

www.xerox.com/office/support
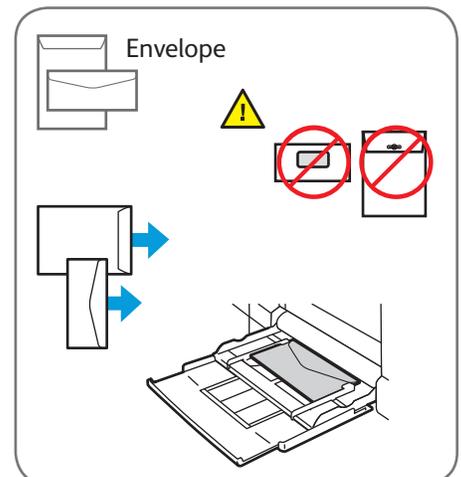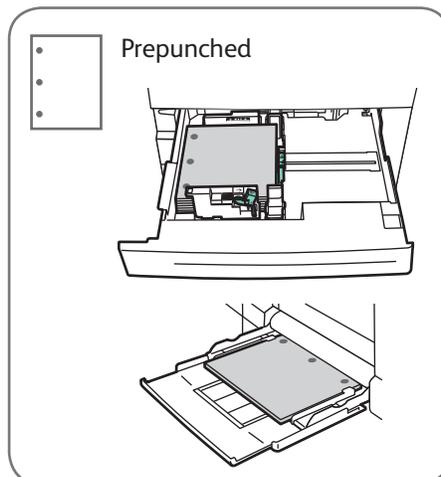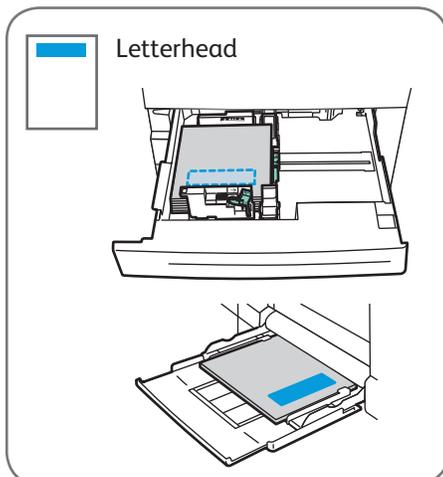
Xerox® WorkCentre® 7800 Series
Copying

For details, see the *Copying* chapter in the *User Guide* located on your *Software and Documentation* disc or online.

1

38–128 g/m²
(26 lb. Text–34 lb. Bond)

50–128 g/m²
(20 lb.–34 lb. Bond)

X: 85–432 mm (5.5–17 in.)
Y: 125–297 mm (8.26–11.69 in.)

≤**110** (80 g/m²) 7830 / 7835
≤**130** (80 g/m²) 7845 / 7855

X: 432 mm (17 in.)
Y: 297 mm (11.69 in.)

Load the original.

2

2.1

2.2

Press **Services Home**, then touch **Copy**.

AC

Clear All clears previous and changed settings for the current service.

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3
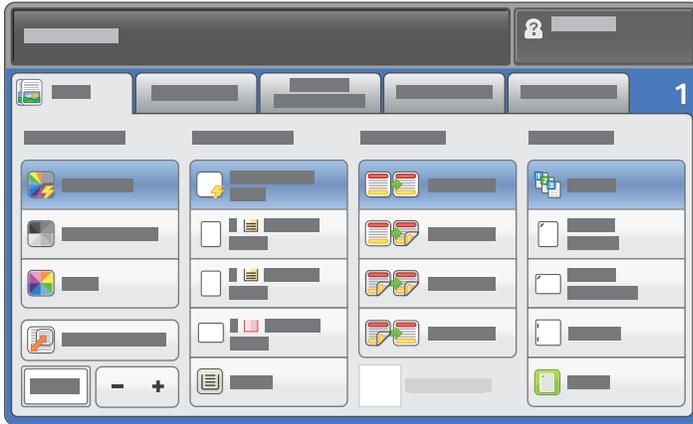
Change the settings as needed.

4

Select number of copies.

5
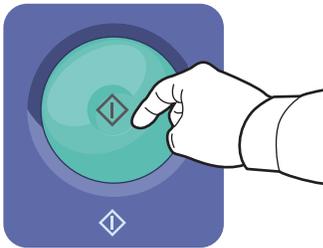
Press **Start**.

Stop temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

Interrupt Print pauses the currently printing job to run a more urgent job.

The printer is connected typically to a network rather than a single computer, so you select a destination for the scanned image at the printer.

This guide covers techniques to scan documents without preparing special setups:

- Scanning documents to an email address.
- Scanning documents to a saved Favorite, Address Book listing, or USB Flash drive
- Scanning documents to the Public folder on the printer hard drive, and retrieving them using your Web browser.

For details and more scan setups, see the *Scanning* chapter in the *User Guide*. For details about address book and workflow template setup, see the *System Administrator Guide*.

1

38–128 g/m² (26 lb. Text–34 lb. Bond)

50–128 g/m² (20 lb.–34 lb. Bond)

X: 85–432 mm (5.5–17 in.)
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≤**110** (80 g/m²) 7830 / 7835
≤**130** (80 g/m²) 7845 / 7855

X: 432 mm (17 in.)
Y: 297 mm (11.69 in.)

Load the original.

2

2.1 **2.2**

AC
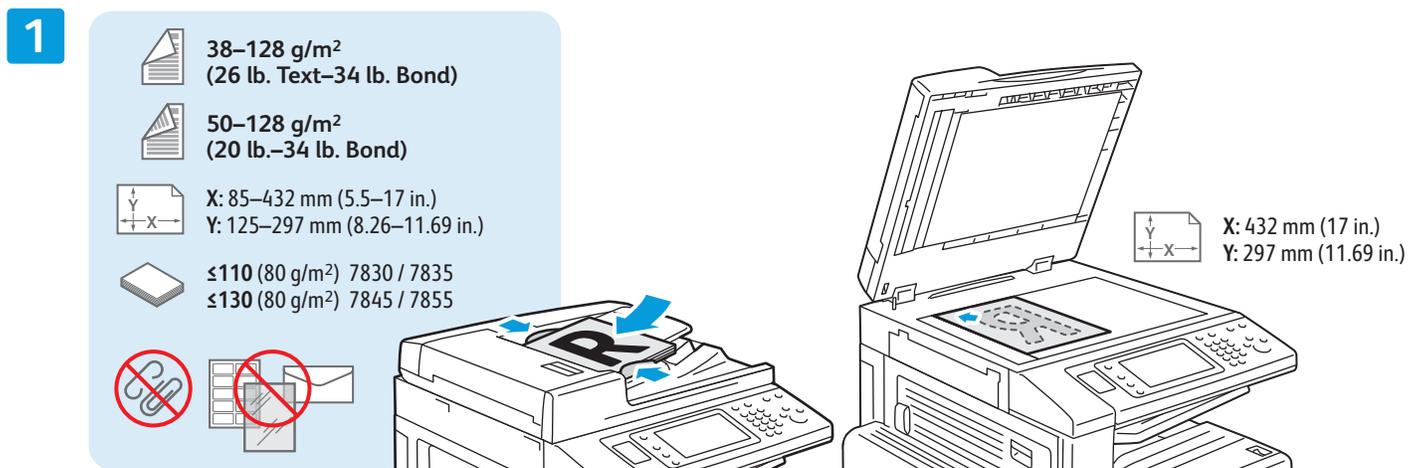
Press **Services Home**, then touch **Email** for emailing the scan, or **Workflow Scanning** to scan to the _PUBLIC folder or a USB Flash drive. Touch **Scan To** if your scan destination is stored in the Address Book or saved as a Favorite.

Clear All clears previous and changed settings for the current service.

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3
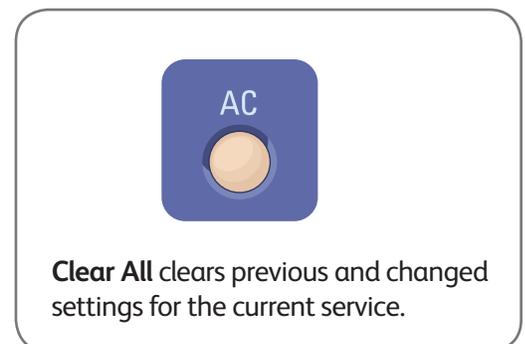
For Email, touch **New Recipient**, then enter the address using the touch screen keypad. Touch **+Add** to add addresses to the list, then touch **Close**.

Use the Address Book or Favorites to enter saved email addresses.

For Workflow Scanning, touch **_PUBLIC**, or insert your USB Flash drive and touch **USB**.

For Scan To, touch **Favorites** or **Address Book** to enter saved email addresses.

USB

4

Change the settings as needed.

5

Press **Start**.

**Stop** temporarily stops the current job.
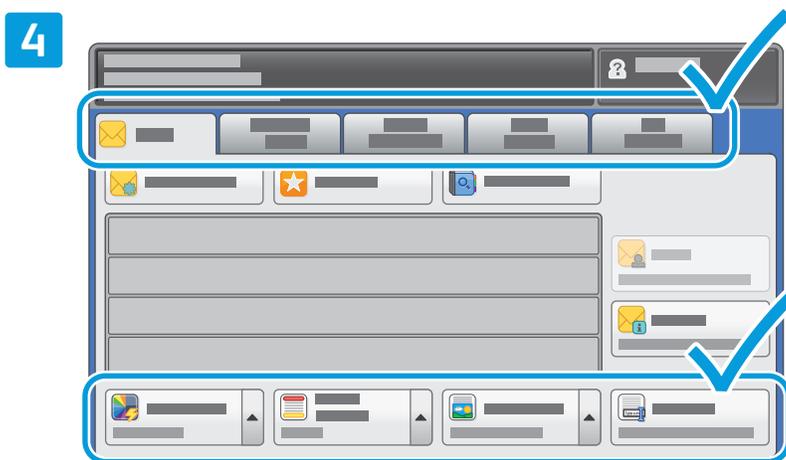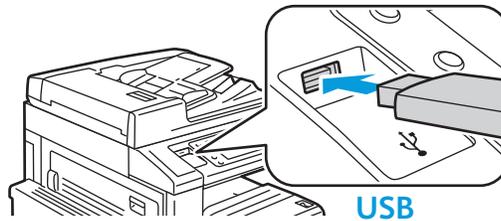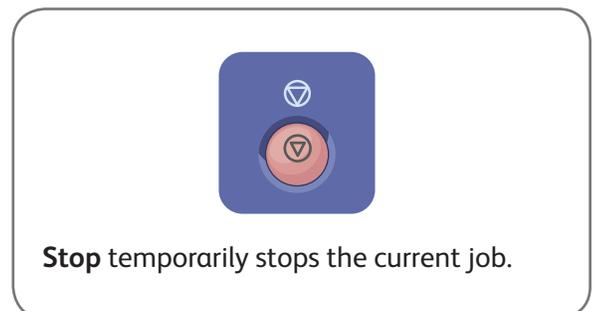
Retrieving Scan files

To retrieve your scanned images from the _PUBLIC folder, use CentreWare Internet Services to copy the scan files from the printer to your computer. You can also use CentreWare Internet Services to set up personal mailboxes and workflow scanning templates. For details, see the *User Guide*.

1

Note the printer IP address on the touch screen.
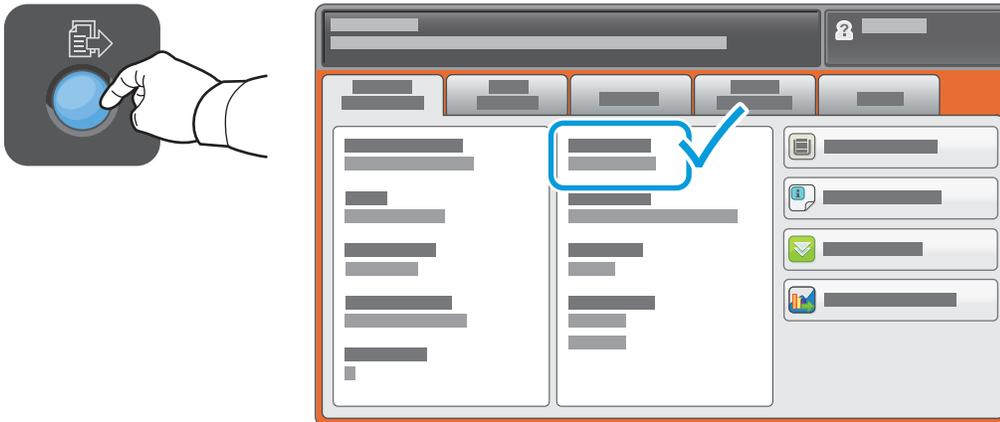
If the IP Address does not show in the upper left corner of the touch screen, press **Machine Status** and check the information field.

2

http://xxx.xxx.xxx.xxx
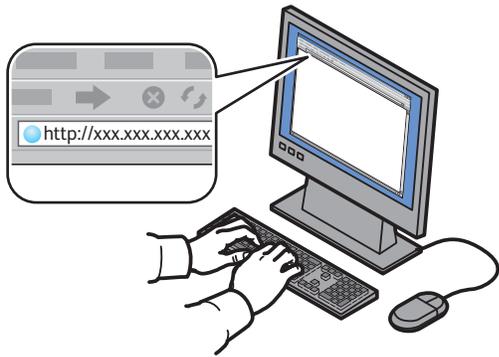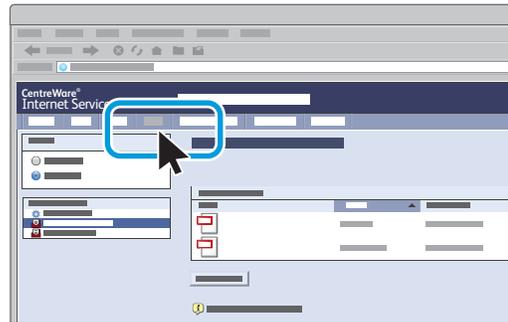
Type the printer IP address in a Web browser, then press **Enter** or **Return**.

3

Click the **Scan** tab.

4

4.1

4.2
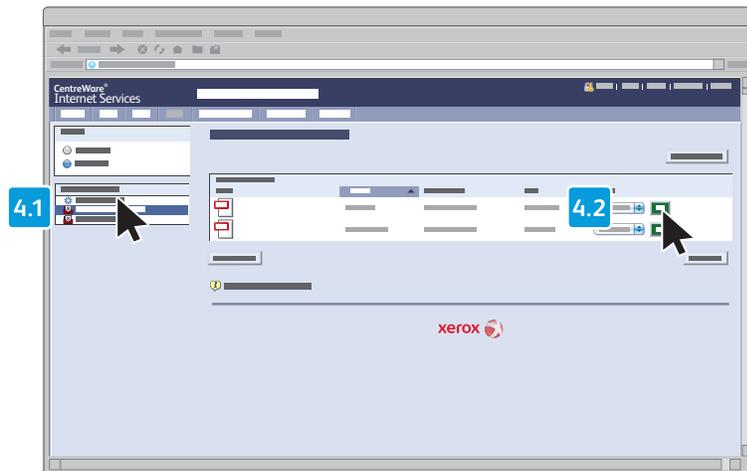
Select the **Default Public Folder**, then click **Go** to download the scan.
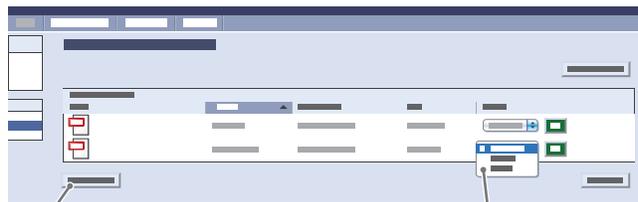
Click **Update View** to refresh the list.

Select **Download** to save the file to your computer.

Select **Reprint** to print the saved file again.

Select **Delete** to permanently remove the stored job.

Xerox® WorkCentre® 7800 Series
Printing from USB

You can print .pdf, .tiff, .ps, and .xps files directly from a USB Flash drive. For more information, see the *Printing* chapter in the *User Guide* located on your *Software and Documentation* disc or online. To set up this feature, see the *System Administrator Guide*.

1
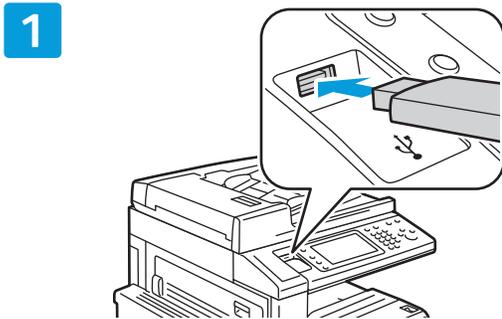
Insert USB Flash drive in the USB port

⚠ 🚫

Do not remove USB Flash drive during reading. Files may be damaged.

2

2.1 **2.2**

Press **Services Home**, then touch **Print From**.

3
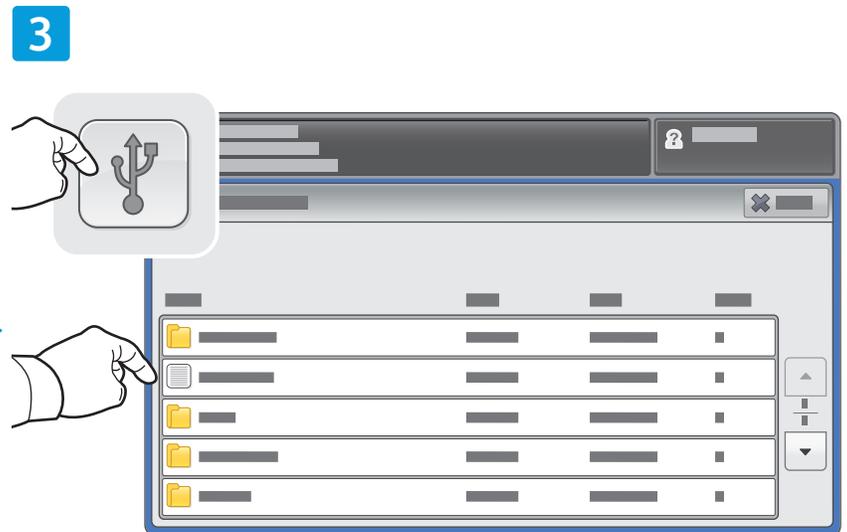
Touch **USB drive**, then select a file or folder.

www.xerox.com/office/support

4

1
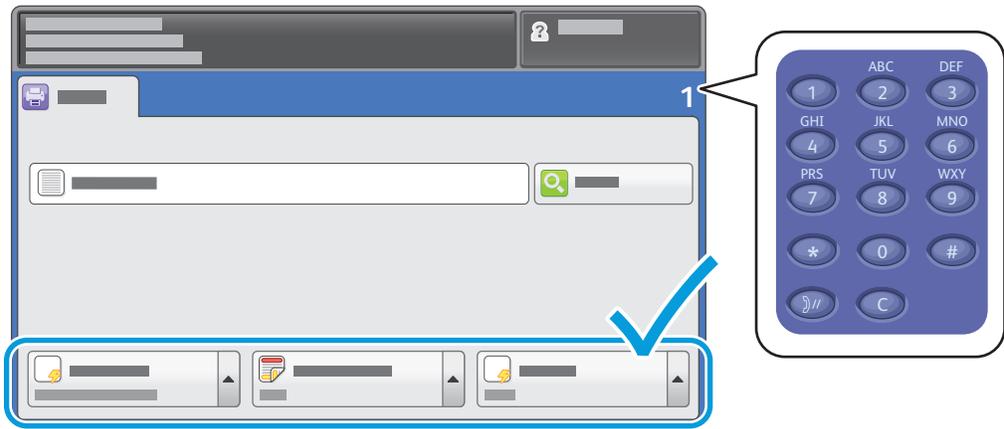
Once the desired file is selected, adjust the job quantity and select desired print settings.

5

Press **Start**.

Stop temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

Interrupt Print pauses the currently printing job to run a more urgent job.