Printer/Copier

“How To” Topics

- How to Add a Contact & Add to the Favorites List (Page 1)
- Secure Printing Instructions (Page 2)
- Control Panel (Page 3)
- Machine Status/Billing Usage (Page 4)
- Printer Tour (Page 5)
- Paper Handling/Loading Paper/Paper Orientation (Page 6)
- Copying (Page 7-8)
- Scanning & Emailing (Page 9-10)
- Retrieving Scan Files (Page 11-12)
- Printing from USB (Page 13-14)
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.
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.”
Available services can vary on your printer setup. For details about services and settings, see the User Guide.

- **Menus**
  - **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.

- **Touch screen**
  - **Log In/Out** accesses password protected features.
  - **Help (?)** displays additional information about the current selection or service.
  - **Language** changes the touch screen language and keyboard settings.
  - **Power Saver** enters or exits energy saver mode.

- **Alphanumeric keypad**
  - **Alphanumeric keys** are used for entering copy quantities, fax numbers, and other numeric information.
  - **C (clear)** deletes numeric values or the last digit entered.

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

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.
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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. Confirm or change size and type settings if needed.

2. 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.

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

Paper Orientation

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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

Load the original.

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

   **Clear All** clears previous and changed settings for the current service.
Change the settings as needed.

Select number of copies.

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.
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Scanning and Emailing

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.

Load the original.

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.
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.

Press **Start**.

**Stop** temporarily stops the current job.

Change the settings as needed.
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.
Type the printer IP address in a Web browser, then press Enter or Return.

Click the Scan tab.

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.
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

2. Press Services Home, then touch Print From.

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

Do not remove USB Flash drive during reading. Files may be damaged.
Once the desired file is selected, adjust the job quantity and select desired print settings.

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.