

# Xerox WorkCentre 3615



A Xerox Company

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# Machine Overview



# Loading Paper in Tray 1

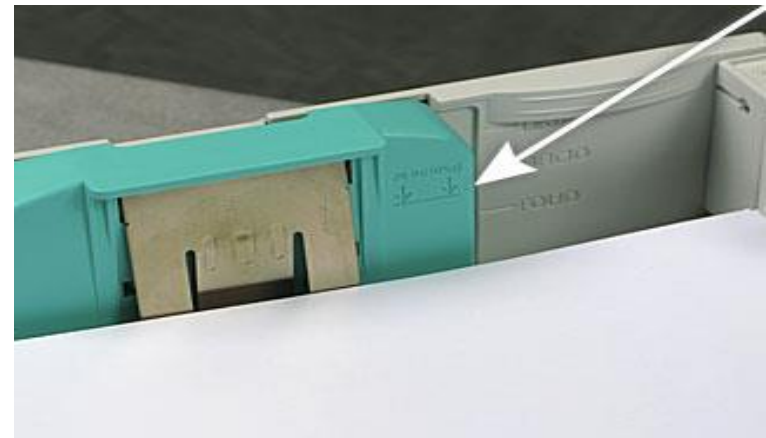


Make sure the Green Guides are right up against the paper.



**Note:** You will need to confirm the paper size and type on the control panel once you close the tray.

Keep an eye on the Max Line. We do not want to over load the tray with paper.



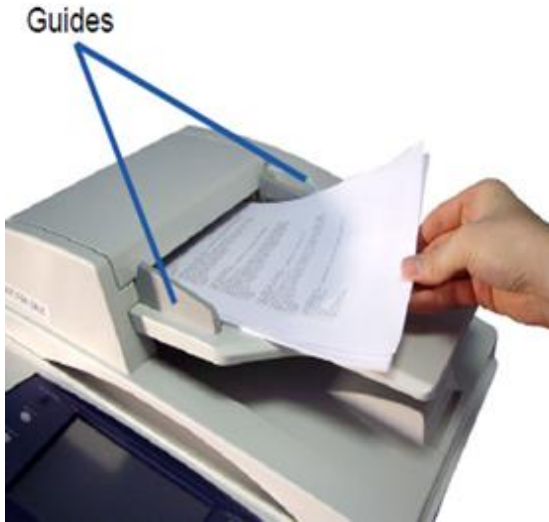
# Bypass Tray

**Bypass Tray:** Use this option when feeding individual types of stock, for example, letterhead, cardstock or labels. Make sure the grey guides are right up against the paper.

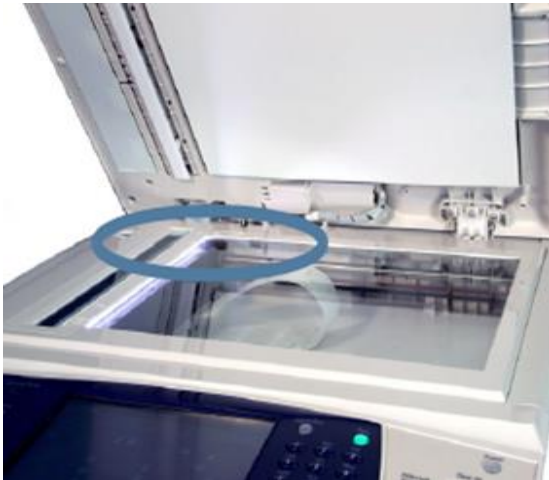
**Note:** You will need to confirm the paper **size** and **type** on the control panel once you place the media in the bypass tray.



# Loading Originals



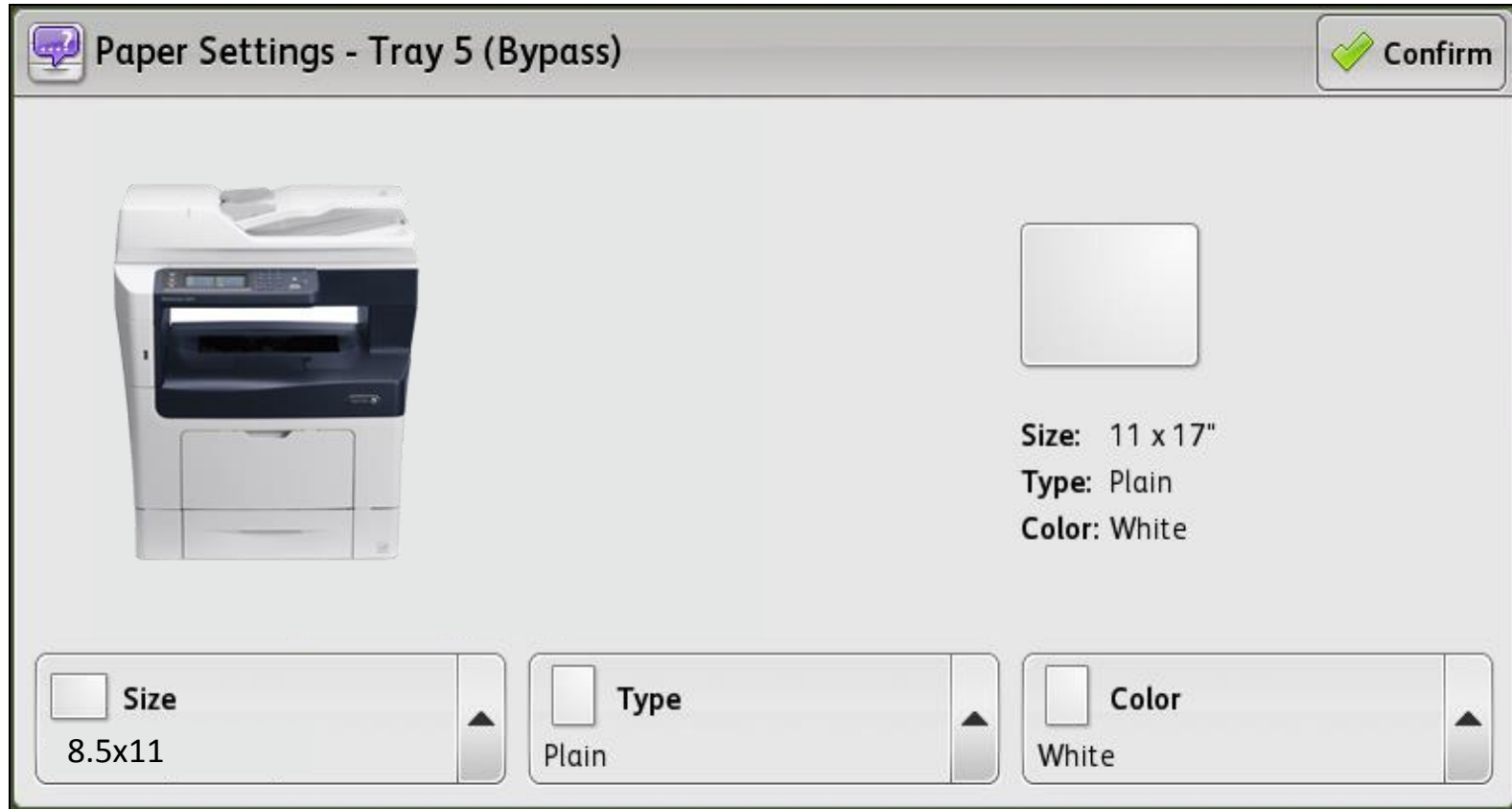
**Document Feeder:** The original will go in face up and make sure the gray guides are right up against the paper



**Document Glass:** The original will go face down on the glass. For 2 sided copying the machine will prompt you to flip the document and press start again.

# Confirming Paper Changes

Once you close a tray or put something into the bypass tray the confirmation screen will appear and you will have the options to change the tray setting.



**Adjust the paper size, paper type, and the color of the paper as needed.**

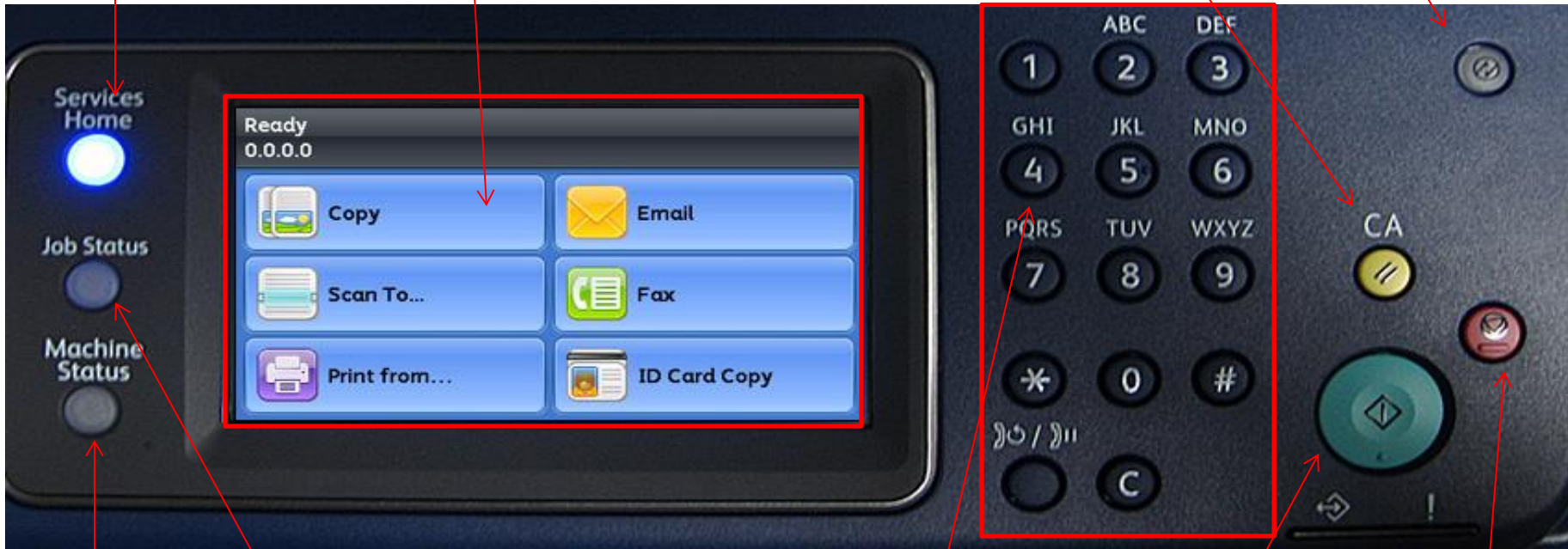
# Control Panel

**Services Home:** Will always bring you back to the screen shown below.

**Clear All:** Will clear everything back to default settings.

**Energy Saver:**  
Press this button when the machine is in low power mode.

**Touch Screen**



**Machine Status:**  
Basic information about the device.

**Job Status:** Select this button to active job, completed jobs, and retrieve Secure Print jobs.

**Keypad**

**Start:** Press start to began a copy job, send a fax, or an email.

**Stop**



# Services Home



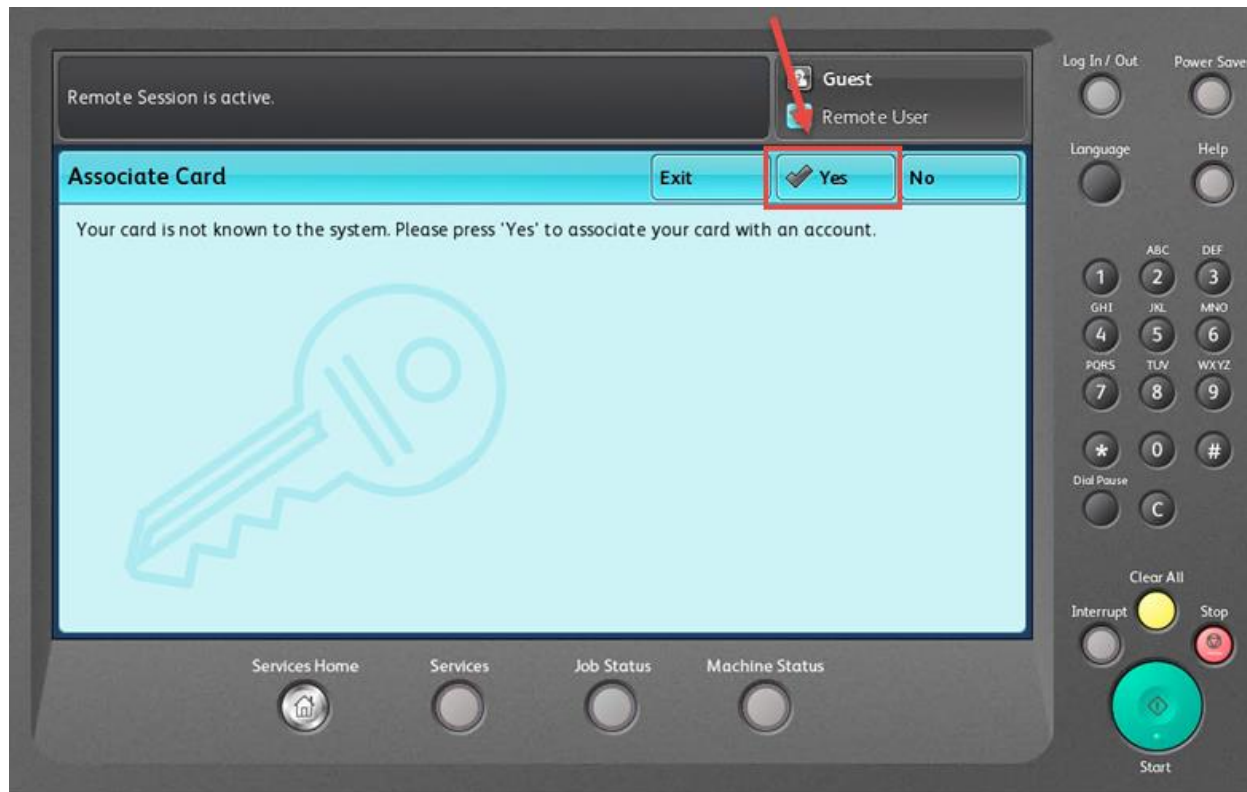
Services Home is where you can access all the features available on the machine.



# Standard Login

Swipe you're Connecticut College ID Card to login

If user's card number is not in the PaperCut Database the user will be prompted to enter their Connecticut College User Name and Password.



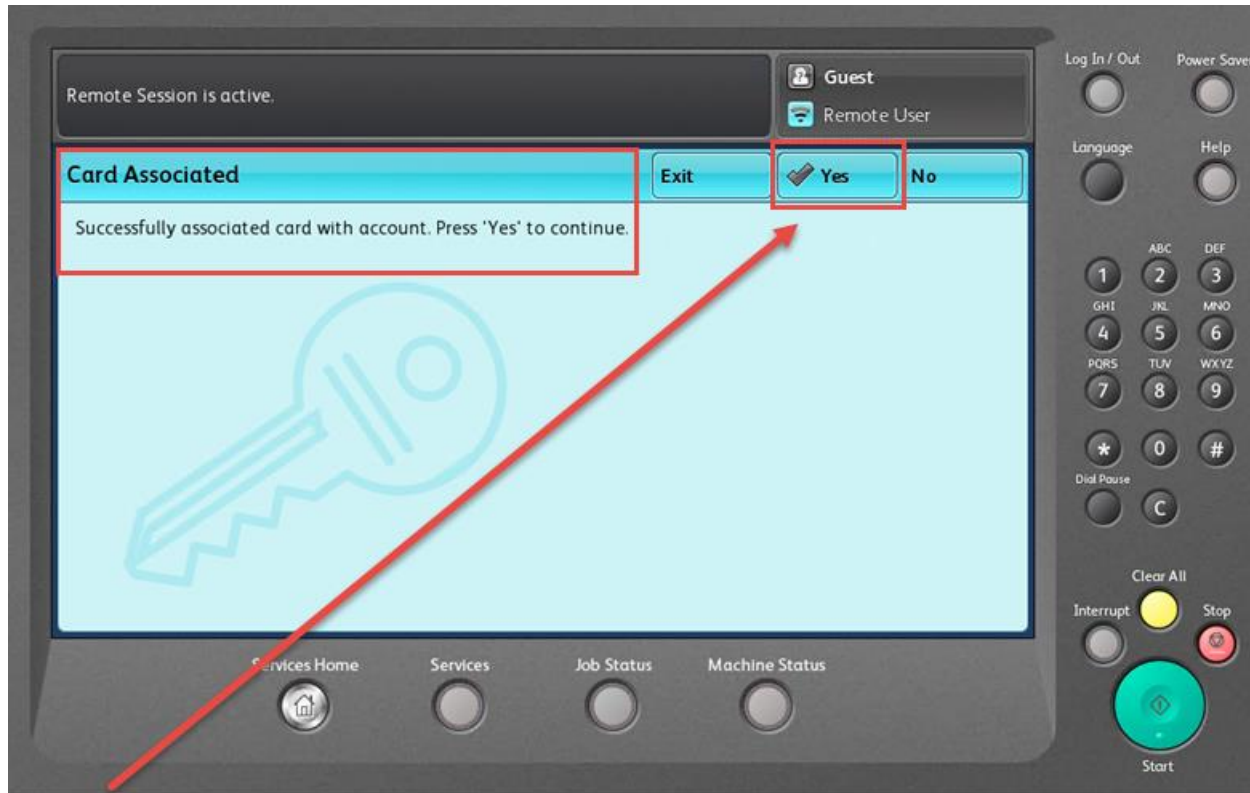
The first time you use your ID card you will need to register.

The machine will prompt you to enter both your Connecticut College User Name and Password.



Hit done after each request. Your card will now be registered to all machines. You will now be able to swipe to login and out of the machines.

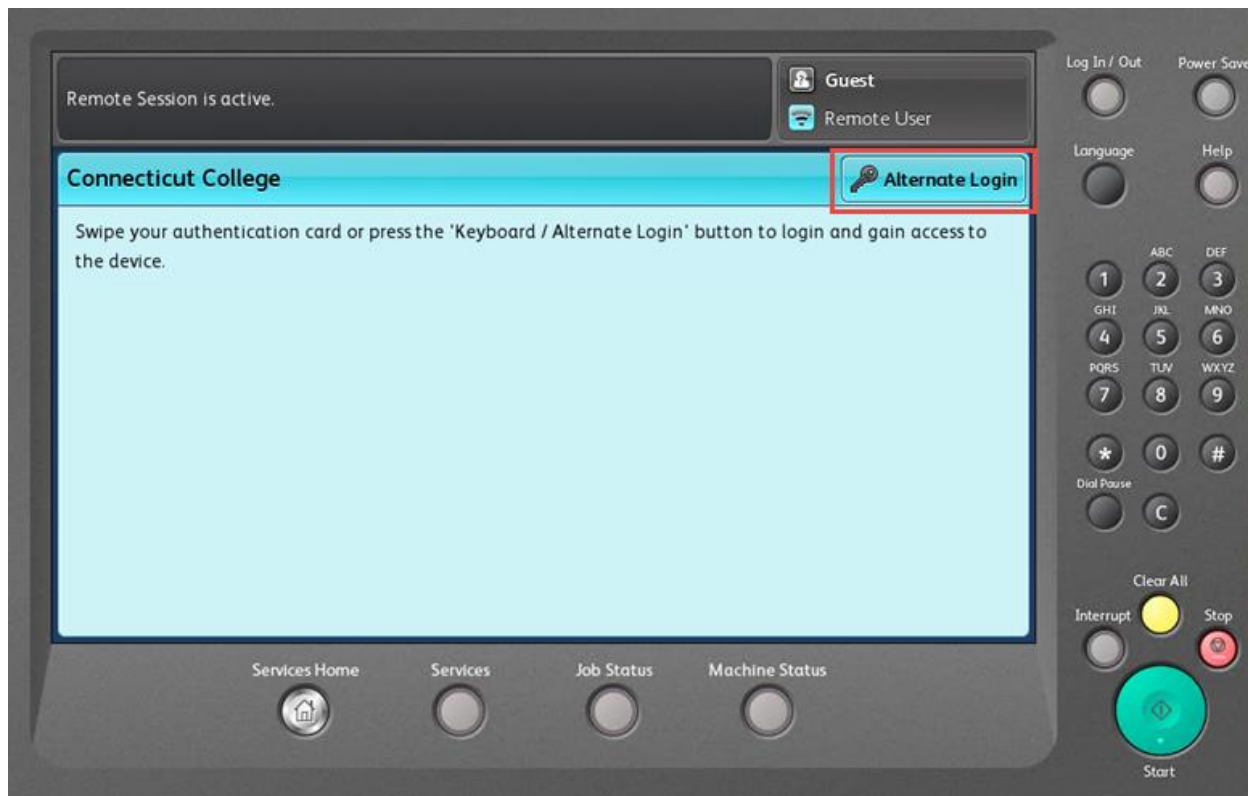
Hit done after each request. If completed you will see the screen below confirming your card registration.



. Your card will now be registered to all machines. You will now be able to swipe to login and out of the machines.

# Alternate Login

If you do not have your Connecticut College ID you can login to the machine by pressing the Alternate Login button on the MFP Screen



You will be prompted to enter your Connecticut College Username and Password.



Hit Done after each prompt to login

# Fund-Org Selection

There are 3 Options for selecting the Fund-Org Number

1.



You can choose from the list of Fund-Org Numbers

2.



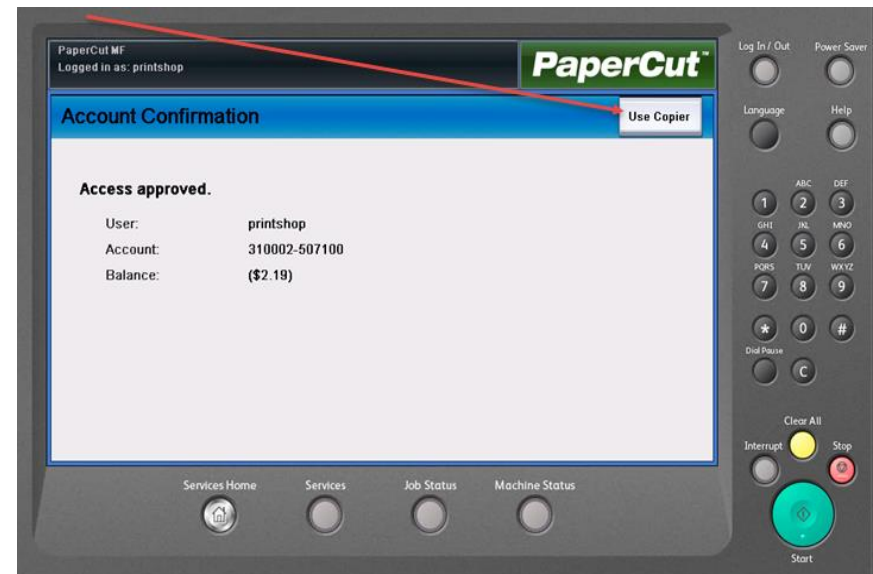
You can search for a Fund-Org by typing in a partial number and hitting the save button in the right hand corner



### 3.



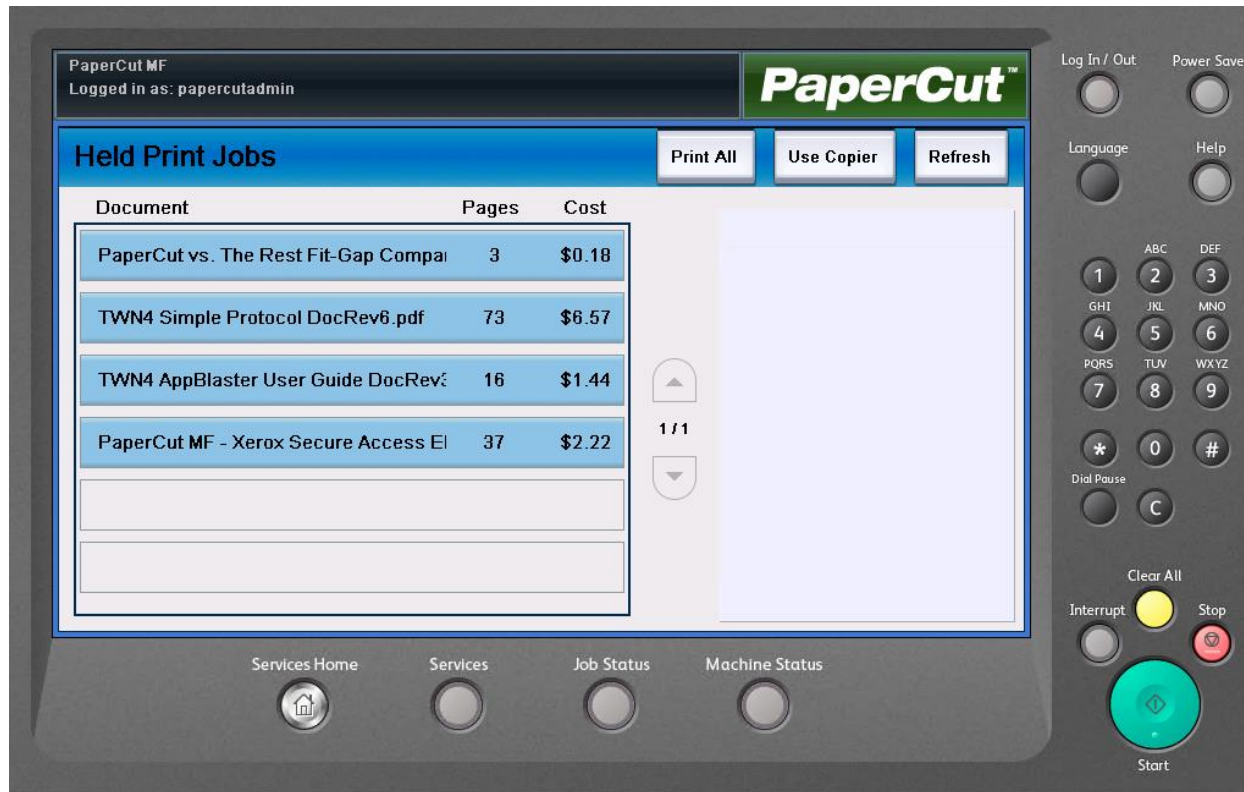
You can also manually enter an entire Fund-org by typing in the number and hitting save



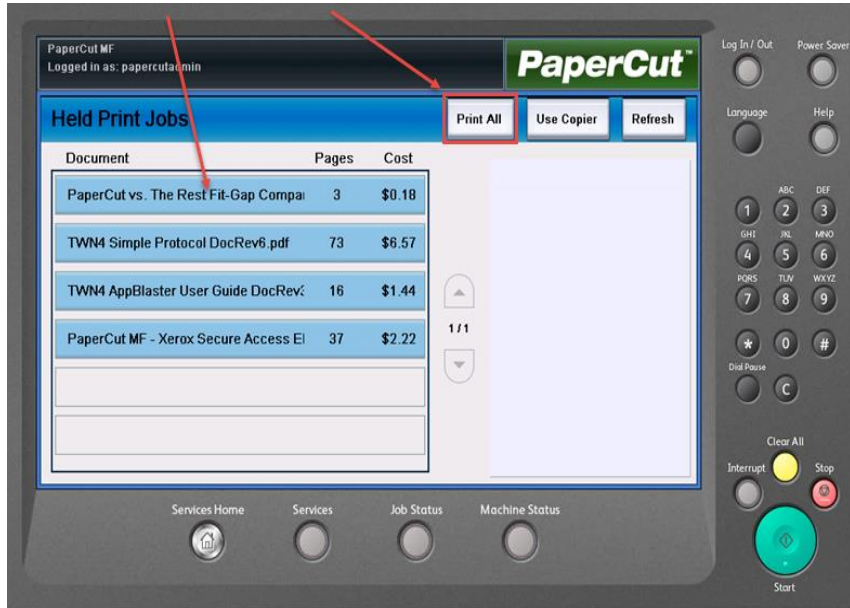
Once you've entered your Fund-Org info the machine will display a confirmation number including the department info. From here select the **Use Copier** button to access the machine functions



# Releasing Print Jobs



Once logged in if you have print jobs waiting to be printed you will be presented with a list of jobs ready to be released



You can choose a single print job or print all of the jobs waiting

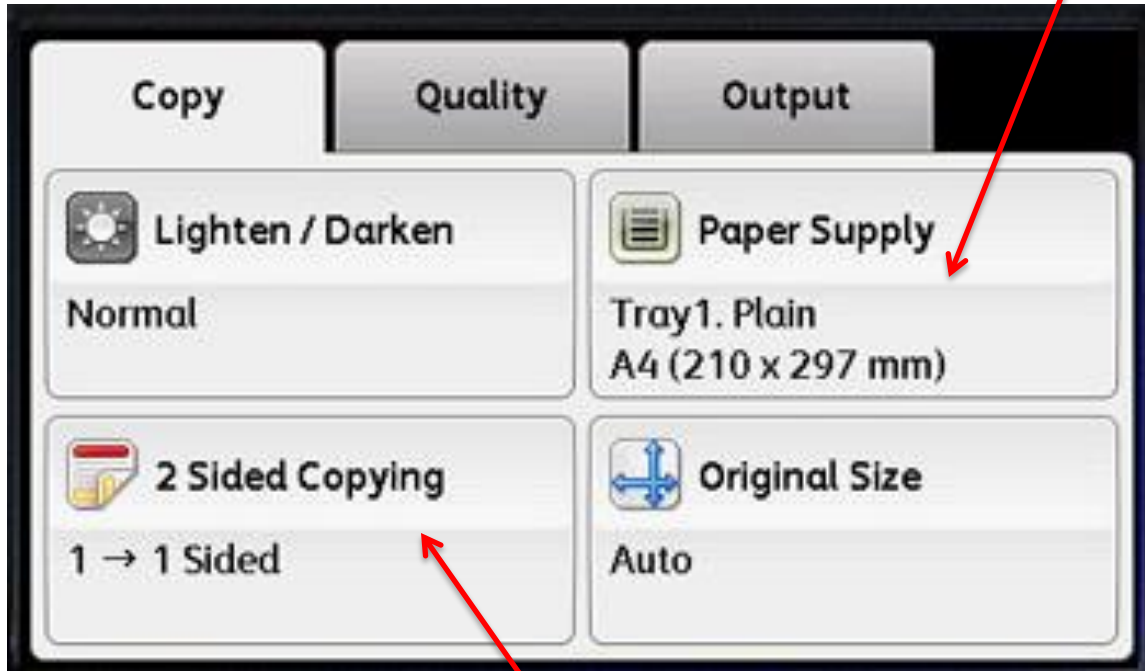


If you choose to print one document, the screen will display the job details

From here you can choose to print or delete your job.

# Main Copy Screen

**Paper Supply:** This is where you can choose an individual tray. When it is on Auto Select the machine will determine which tray to pull from be the originals size.



## 2 Sided Copying:

- 1>1 sided:** use this option if your originals are printed on one side and you want single-sided copies.
- 1>2 sided:** use this option if your originals are printed on one side and you want double sided copies.
- 2>2 sided:** use this option if your originals double sided and you want double sided copies.
- 2>1 sided:** this option will make one-sided copies from double-sided originals.

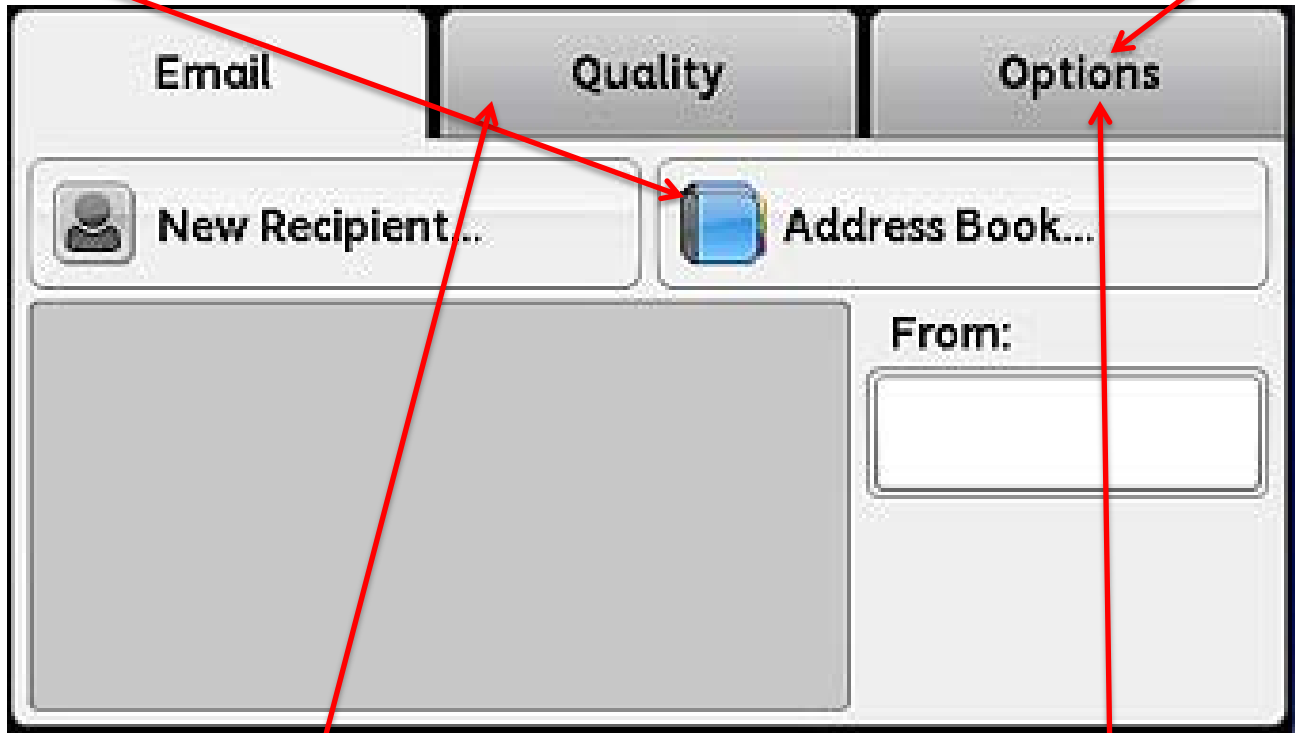
# Main Email Screen

## Address Book:

You can search the active directory for yourself or other users in the organization.

PaperCut will populate your email address in the To: and From: addresses

**E-mail Option:** You can adjust the File Format and File Name of the attachment.

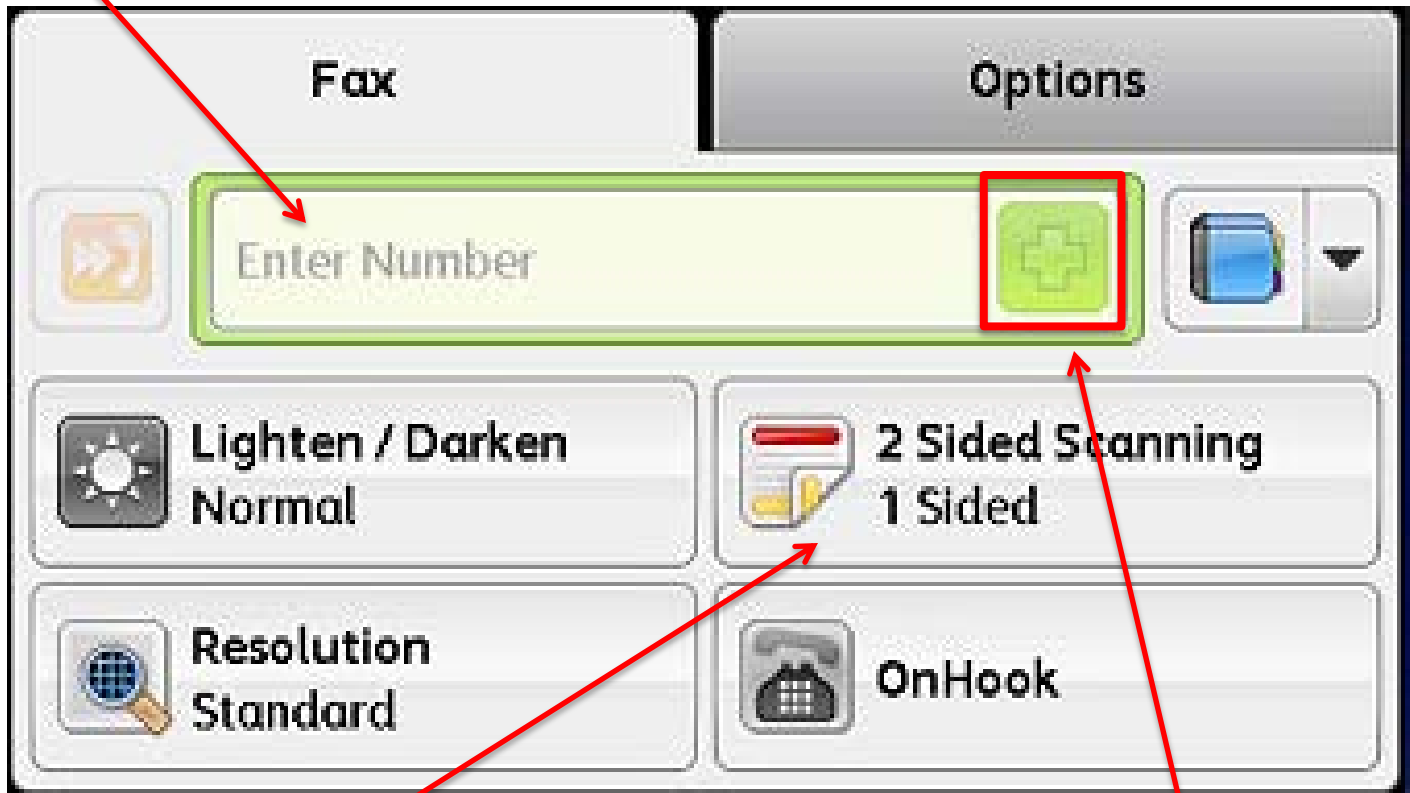


**Quality:** You can choose the output color: either a Black and White or Color Scan. Also, you can adjust the resolution under this tab.

**2-Sided Scanning:** You can scan either a single-sided or double-sided document under the options tab.

# Main Fax Screen

Enter the Fax Number here using the keypad to the right of the touch screen...



If you have a 2 Sided original. Change 1-Sided to 2-Sided.


Select Add to send the same Fax to multiple Fax numbers.

# Logging Out



Press the Upper Right hand corner of the screen and choose "Remote User" 1<sup>st</sup> the "Logout" 2<sup>nd</sup>


# The Print Driver can be found by clicking on Printer Properties on your print screen.

  
Print

**Print**


Copies: 1

**Printer** ⓘ


 Send To OneNote 2010  
Ready


[Printer Properties](#)


**Settings**

 Print All Slides  
Print entire presentation

Slides:  ⓘ

 Full Page Slides  
Print 1 slide per page

 Collated  
1,2,3 1,2,3 1,2,3

 Color

[Edit Header & Footer](#)

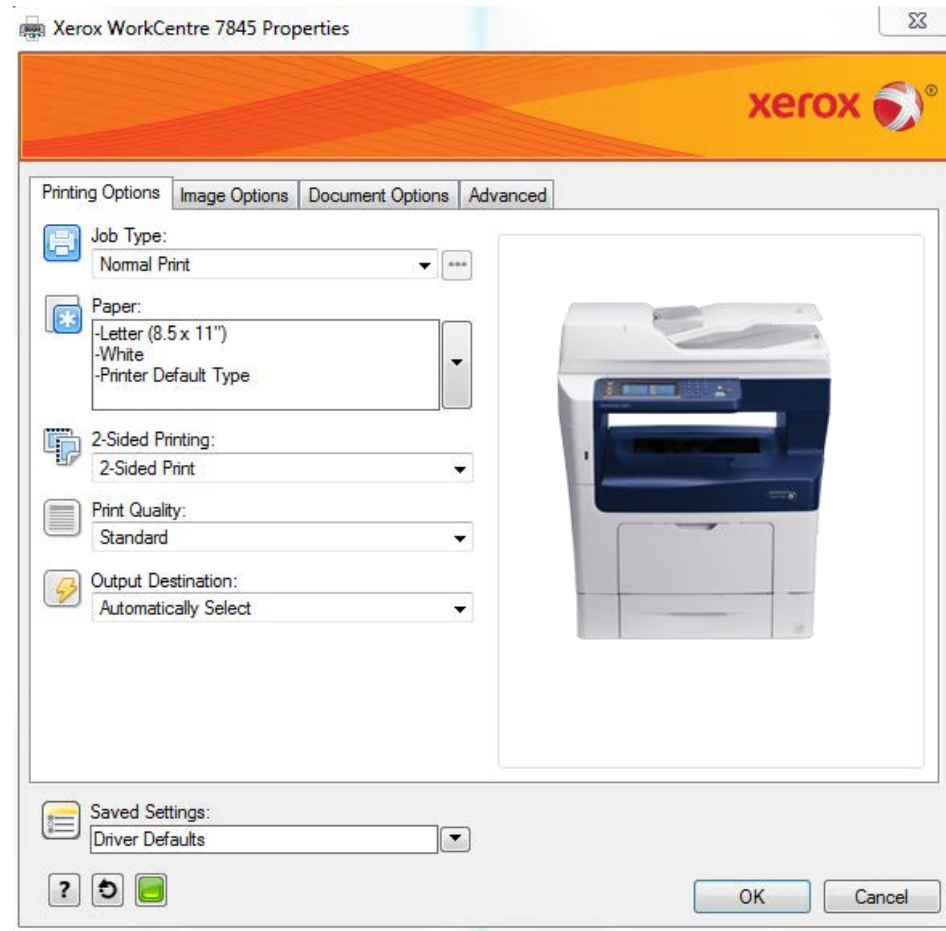


# Remote Printing using the Xerox Print Driver

The print driver interface gives you quick access to common features of the device at your work station.

## Including:

- Job Type
- Paper Supply
- 2-Sided Printing
- Image Options
- Layout Options



# Changing the Toner



Open the front of the machine and remove the Smart Kit which includes everything that will need to be regularly changed. (Toner, Fuser, and Imaging Unit)

Note: The machine will give you a warning letting you know that the toner is getting low and that you should order a new one.

# Clearing Paper Jams

Lift the Document Feeder cover



Lift the Feed Assembly cover using the thumb tabs



Front cover clearance area



Rear cover and duplex clearance areas



# www.cbs-gisx.com

Press the help button on our website to access customer knowledge basic. Where you can find the full user guides and a keyword search for frequently asked questions .



A Xerox Company

Why Wait . . . We Can Help You Now!



Online Support for Xerox Equipment



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