

# Xerox Workcentre 5330



A Xerox Company



# Machine Overview

Control Panel

Document Feeder and Glass

Bypass Tray

On/Off Switch

Tray 1

Tray 2

Tray 3

Tray 4



# Loading Trays 1 and 2



Open and place the paper in the tray.



Make sure the green guide are is the correct position.



**Note:** Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

# Loading Paper Trays 3 and 4



Trays 3 and 4 are dedicated for Letter 8.5 x 11 size paper. Make sure the Green Guide is right up against the paper .

**Note:** Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.



# Bypass Tray



1. Make sure the tray is in the down position.



2. Place the media onto the tray. Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

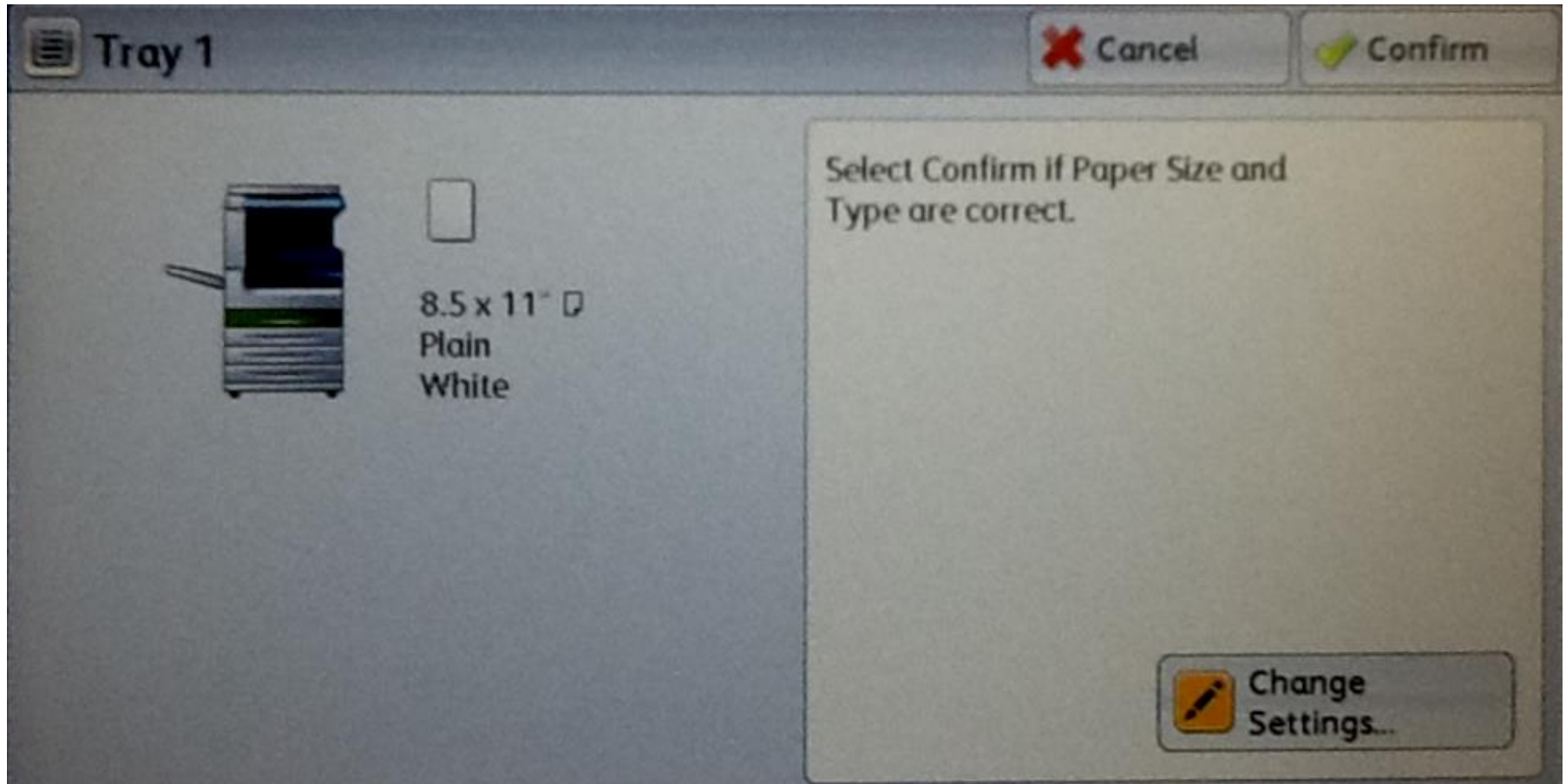


3. Make sure that guides just touch the paper.



# Confirming Paper Changes

Once you close a tray or put something into the bypass tray the confirm 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 by selecting Change Settings button and confirm the changes.



# Loading Originals



**Document Feeder:** One or more pages go Face Up. Make sure the gray guides are right up against the original.



**Document Glass:** Originals go Face Down on the glass in the Upper Left hand corner.

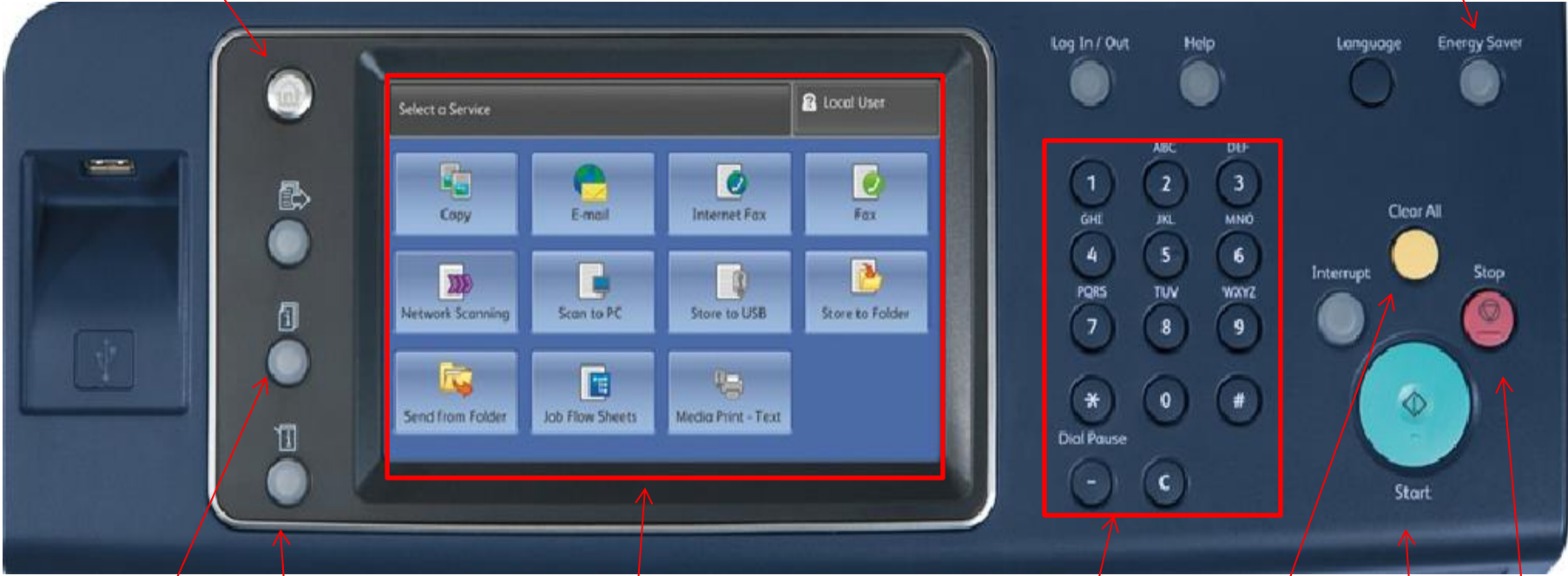


# Control Panel

All Services

Help

Energy Saver



Job Status

Machine Status

Touch Screen

Keypad

Clear All

Start

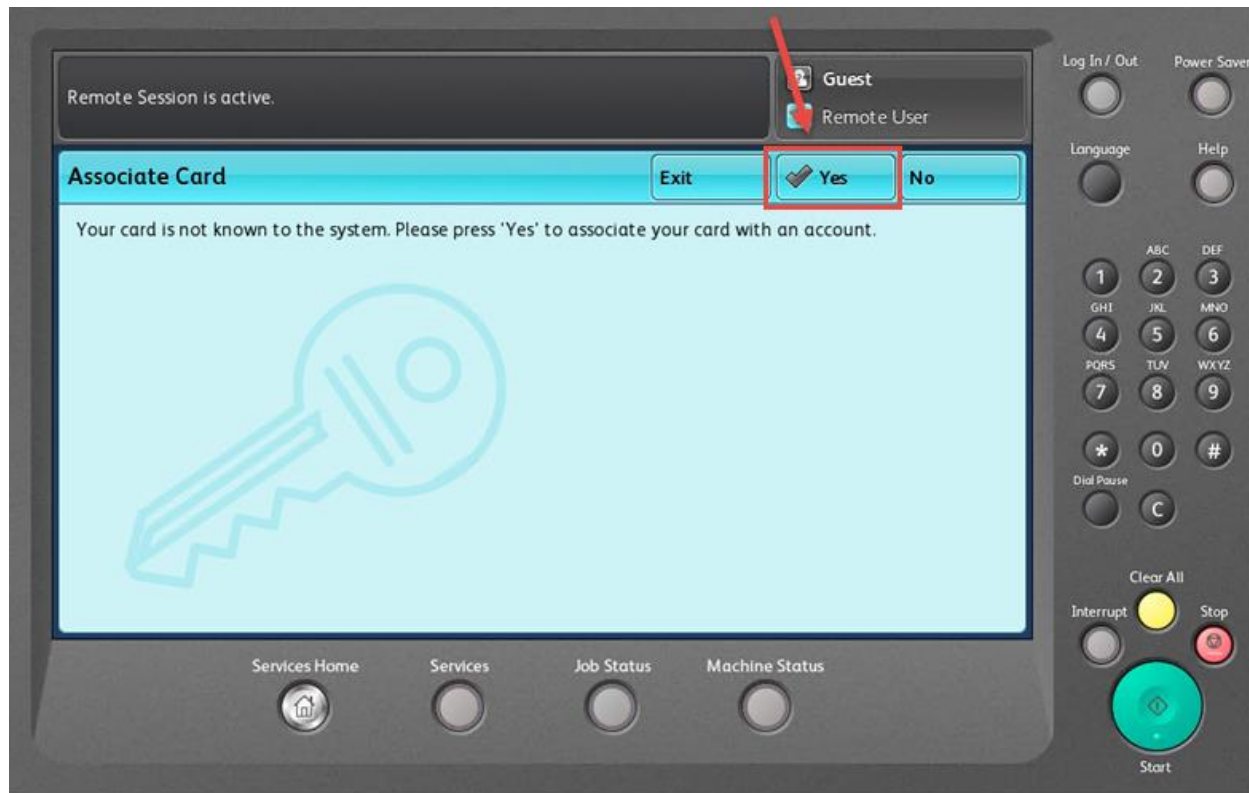
Stop



# 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.



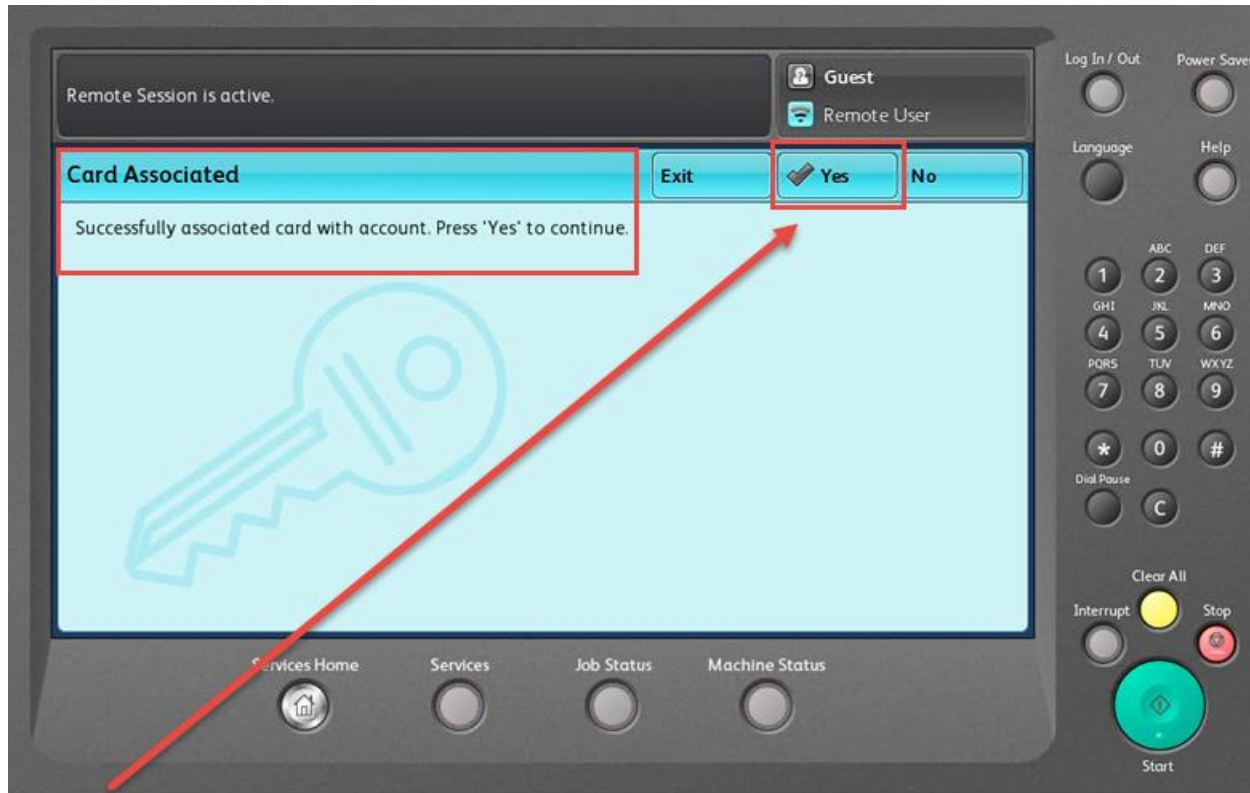
The first time you use your ID card you will need to register.

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.

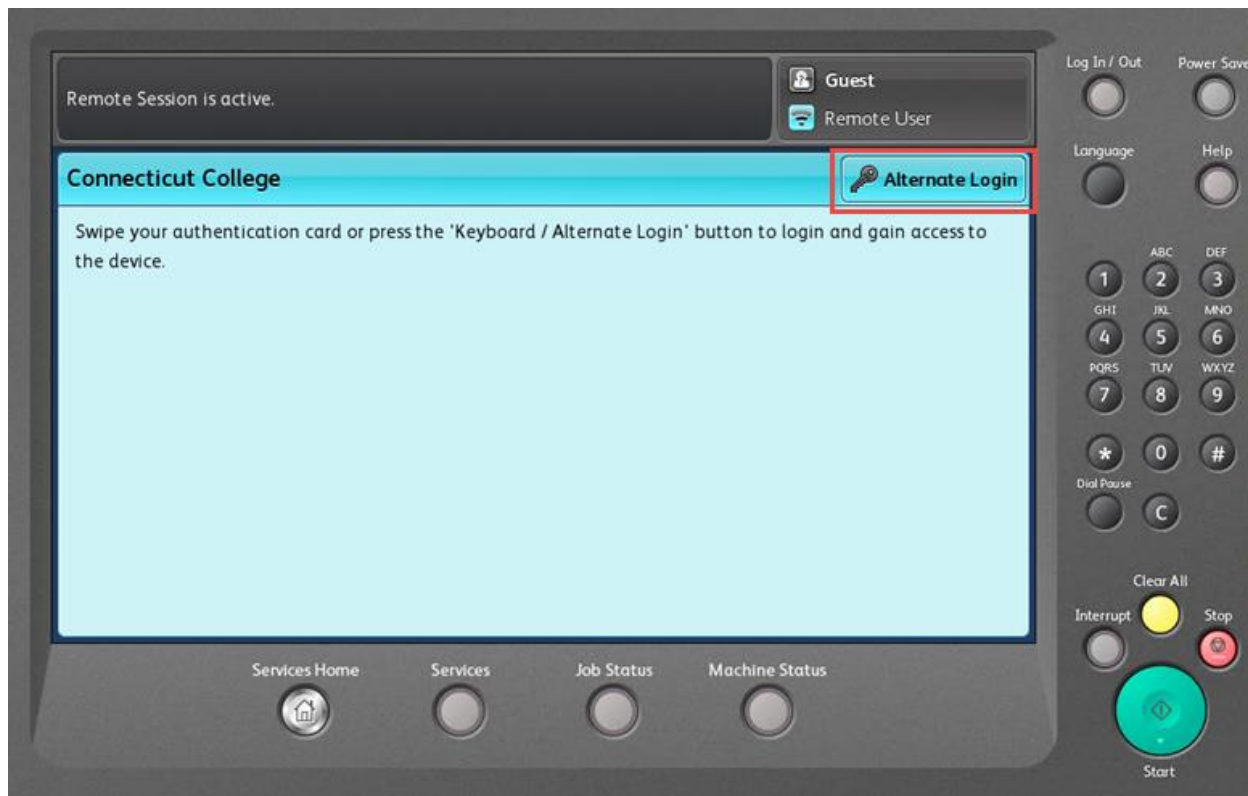
Hit done after each request. If completed you will see the screen below confirming your card registration.



. 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.

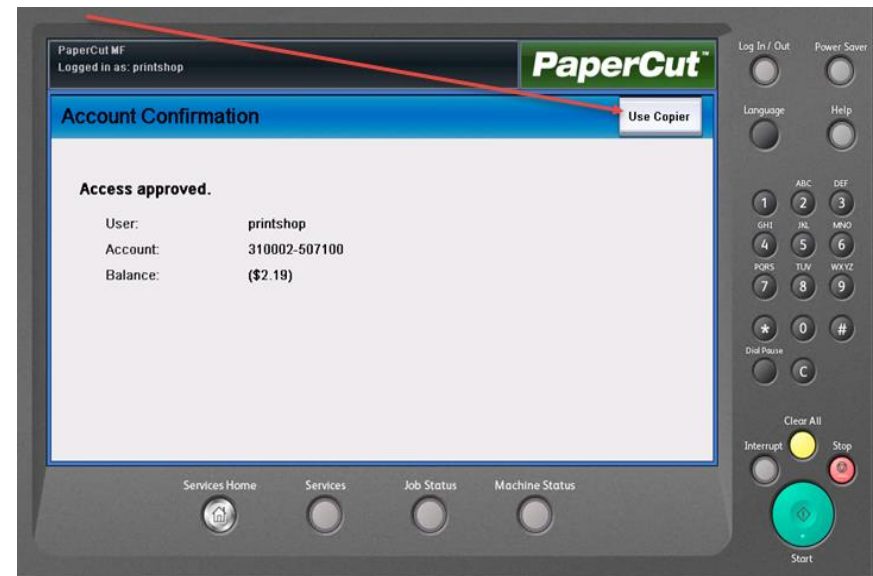


You can search for a Fund-Org by typing in a partial number and hitting the save button in the right hand corner

# 3.

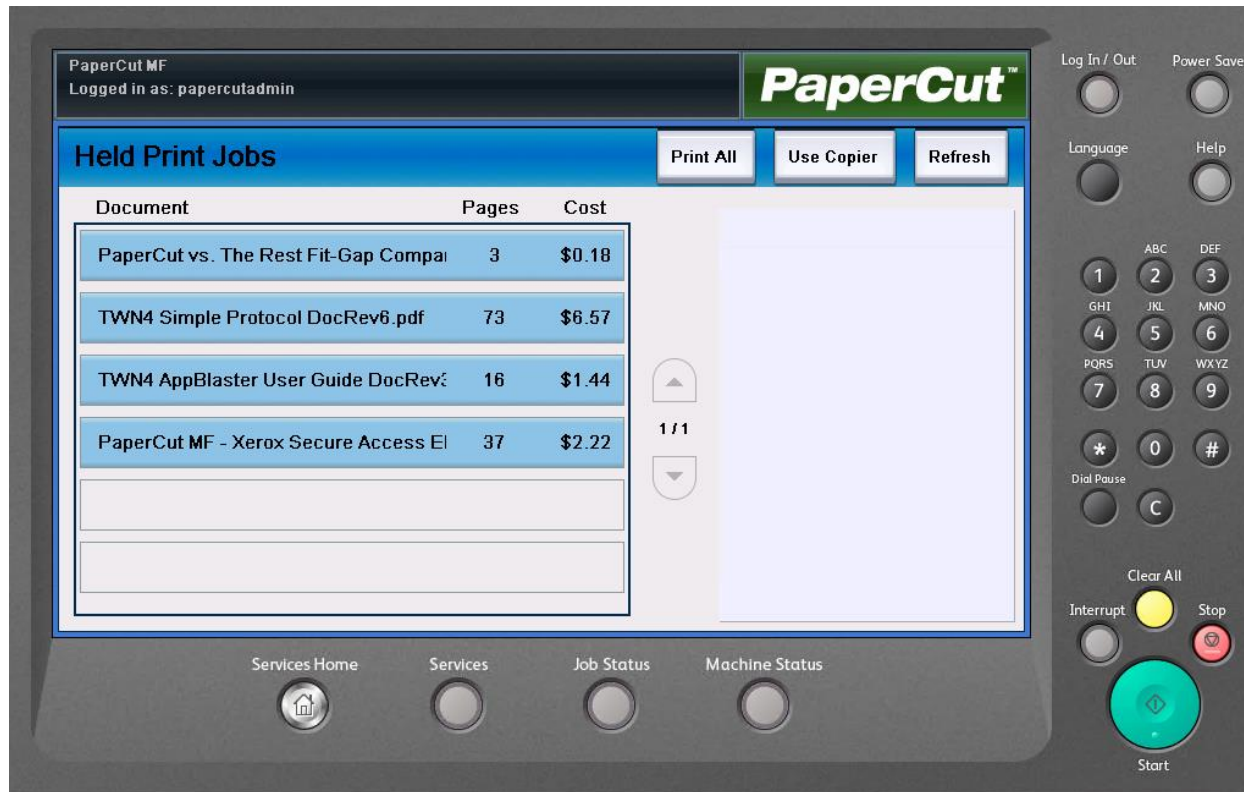


You can also manually enter an entire Fund-org by typing in the number and hitting save

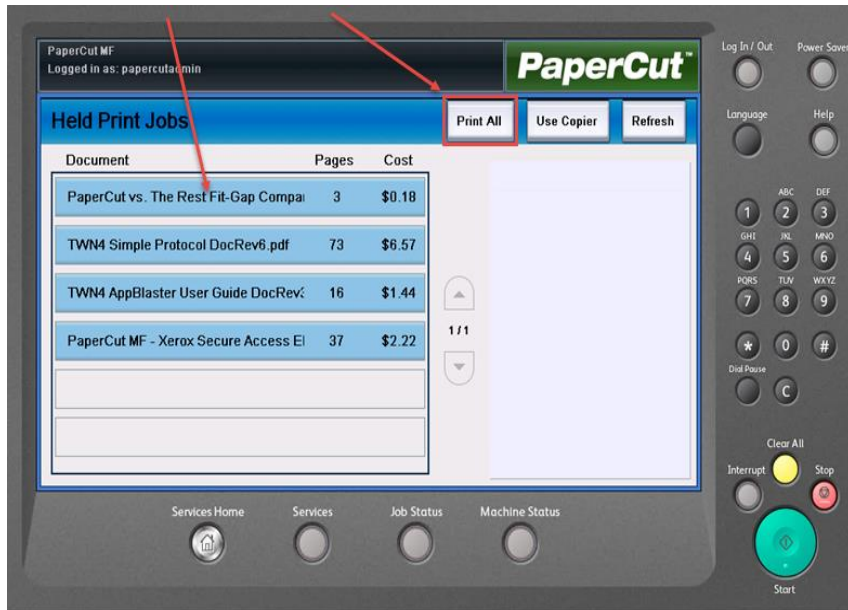


Once you've entered your Fund-Org info the machine will display a confirmation number including the department info. From here select the **Use Copier** button to access the machine functions

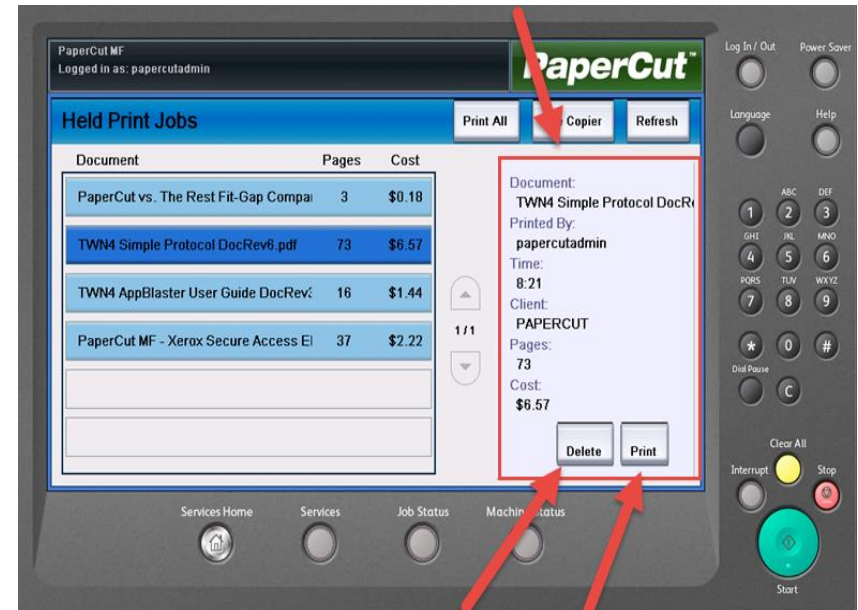
# Releasing Print Jobs



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



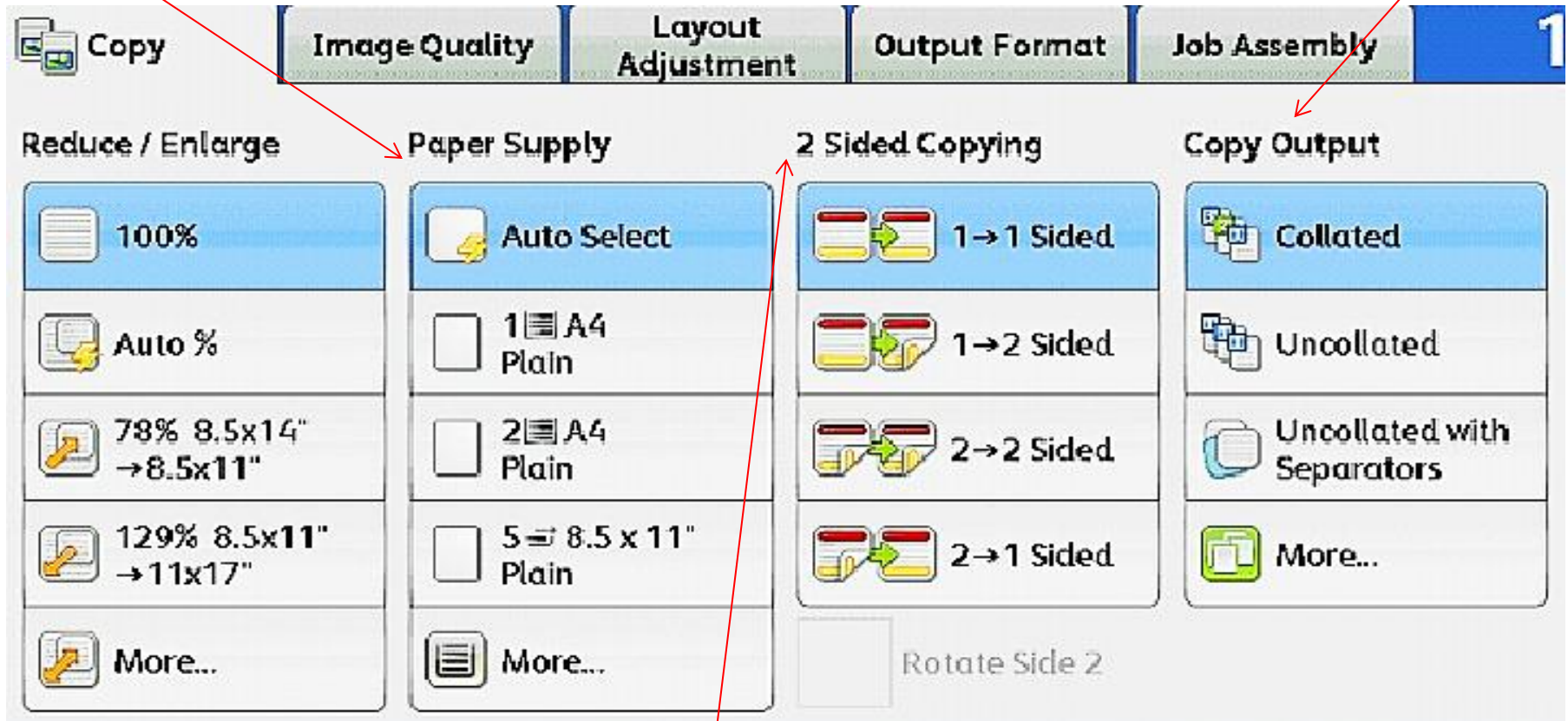
If you choose to print one document, the screen will display the job details

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

**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 the originals size.

# Main Copy Screen

**Copy Output:** We select any of the finishing options that are installed on the copier including **Stapling** and **Hole Punching**.

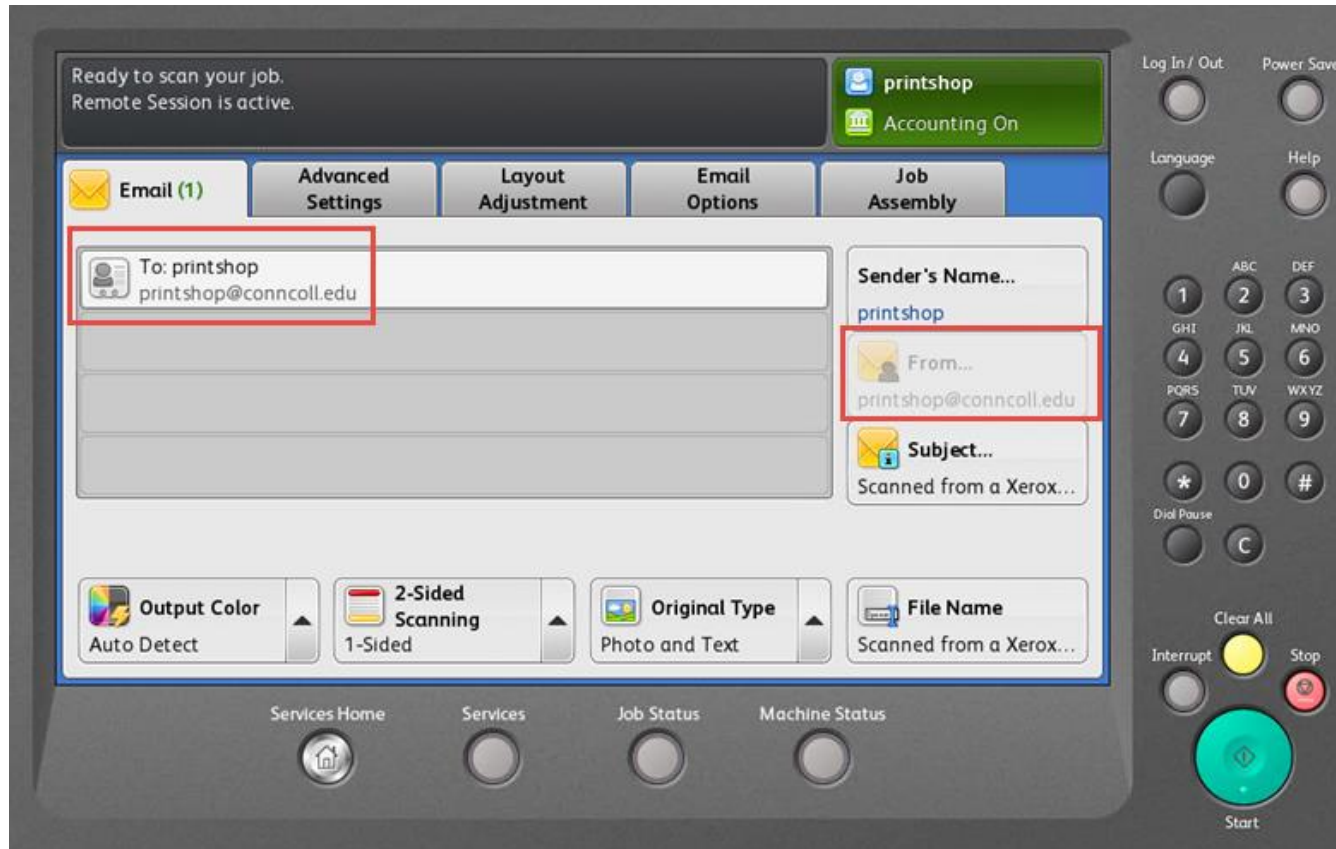


## 2 Sided Copying:

- 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.



# Scan To Email



When you choose Scan to Email, PaperCut will populate your email address in the To: and From: addresses

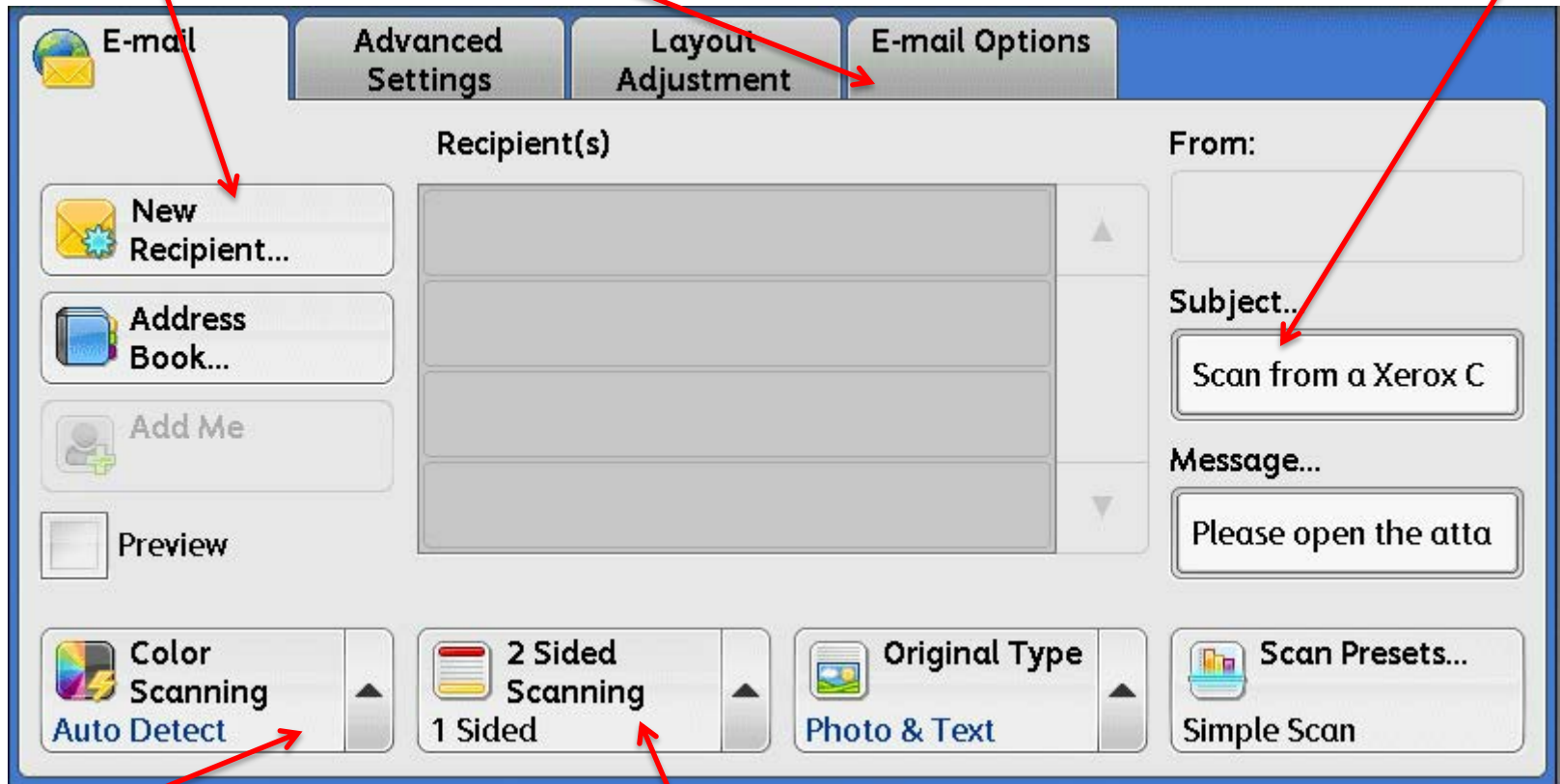
# Main Email Screen

## New Recipient:

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

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

You can adjust the Subject line to each individual email.

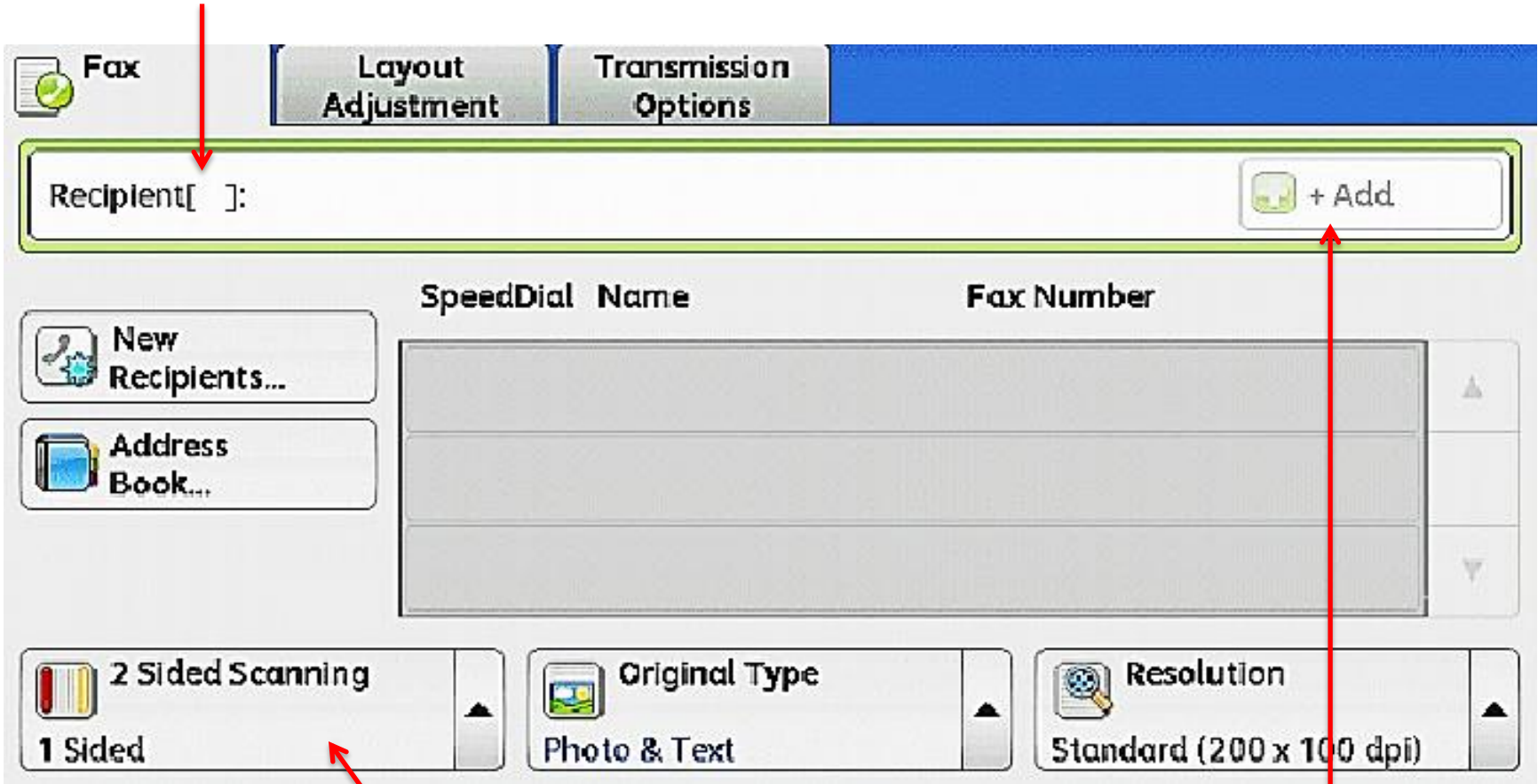


**Output Color:** You can choose either a Black and White or Color Scan.

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

# Main Fax Screen

Enter the Fax Number here using the keypad to the right of the control panel...



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

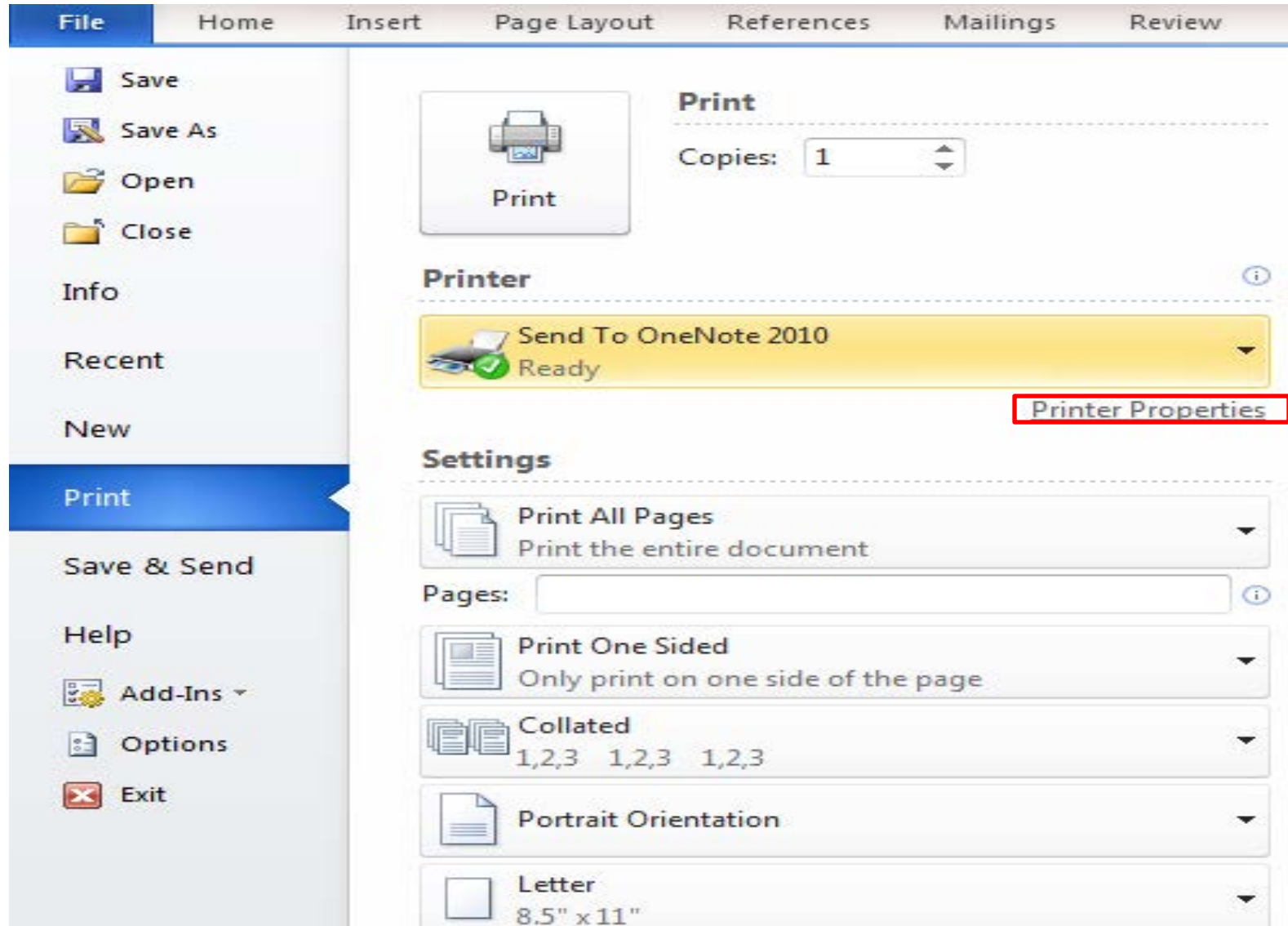
Select Add to send the same Fax to multiple Fax numbers.

# 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.



The image shows the Microsoft Word interface with the Print dialog box open. The 'Print' ribbon is selected in the left-hand navigation pane. The main area displays the 'Print' button, a 'Copies' dropdown set to 1, and a 'Printer' section. The printer selected is 'Send To OneNote 2010', which is marked as 'Ready'. A red rectangular box highlights the 'Printer Properties' link located to the right of the printer name. Below this, the 'Settings' section is visible, containing options for 'Print All Pages', 'Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', and 'Letter'.

**File** Home Insert Page Layout References Mailings Review

Save  
Save As  
Open  
Close

Info

Recent

New

**Print**

Save & Send

Help

Add-Ins  
Options  
Exit

**Print**

Print

Copies: 1

**Printer** ⓘ

Send To OneNote 2010  
Ready

**Printer Properties**

**Settings**

Print All Pages  
Print the entire document

Pages: ⓘ

Print One Sided  
Only print on one side of the page

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

Portrait Orientation

Letter  
8.5" x 11"

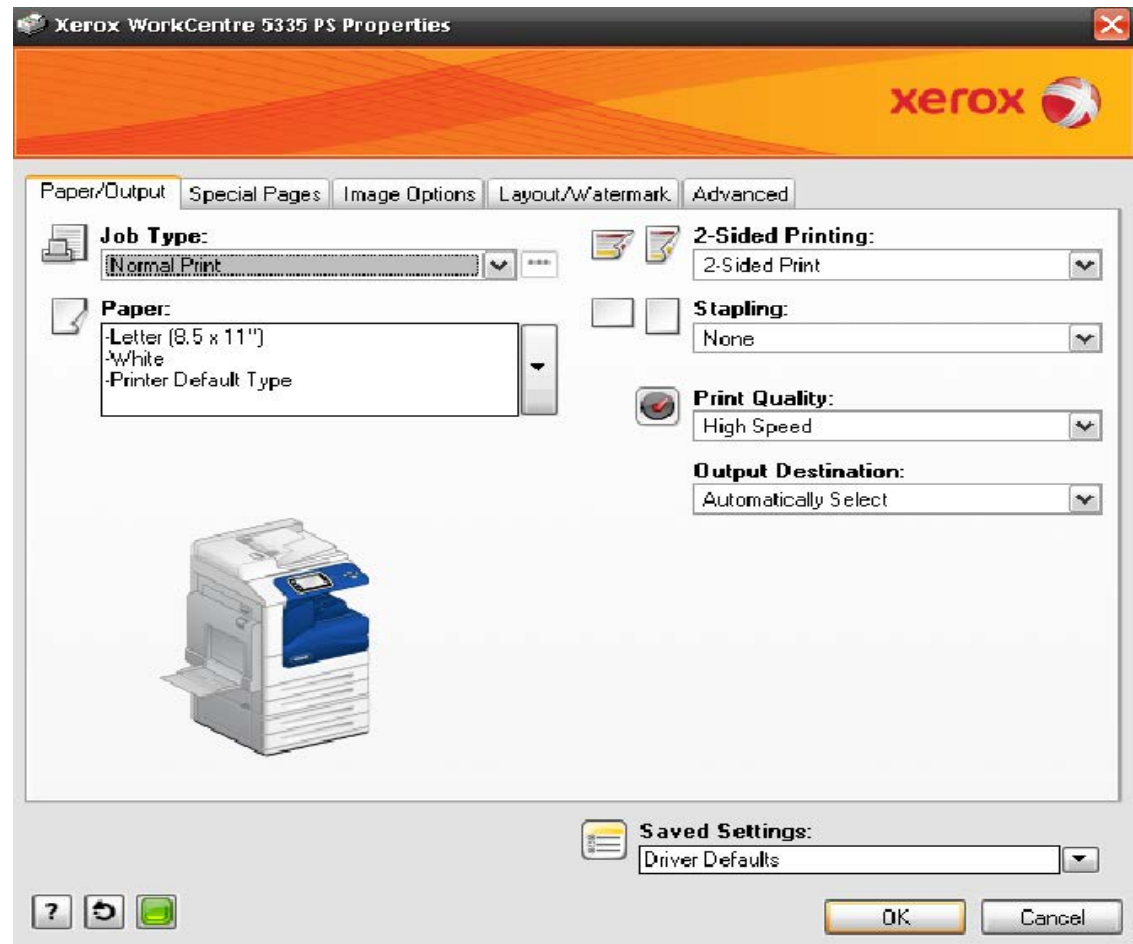


# Remote Printing using the Xerox Print Driver

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
- Finishing
- Image Options
- Layout Options



# Logging Out

## There are Two ways to logout:

1. Select the **Log In/Out** button on the control panel. You will have to confirm this request.



2. Press **Clear All** twice to go back to default settings, again you will have to confirm this request.

**Note:** After 1 minute with no activity on the machine, it will log you out automatically.

# Changing Toner



**Note:** When the toner is getting low, you will get a warning to order a new toner before it is empty. Change the toner once it is completely empty.

# Staple Cartridge in the Integrated Office Finisher





# Clearing Paper Jams

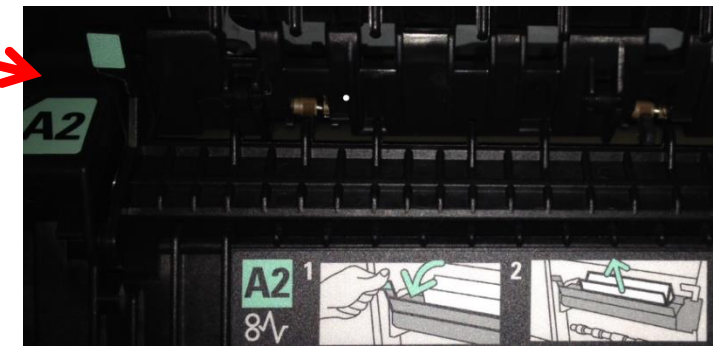
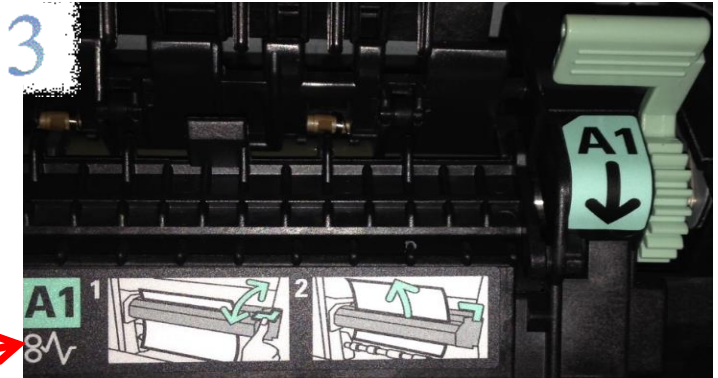
All the jams would occur on the left side of the machine. It is labeled (A,B,C...)  
The user interface will direct you on how to properly clear a jam.



Lift open the grey lever.



There are 2 areas where the device could jam



Follow the instructions proper jam removal.



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