

## Printing Instructions for the Xerox Workcentre Pro C3545 Color Printer

The Xerox C3545 is located within ITS in the hallway next to the Help Desk. This copier can be used by faculty and staff. Each department will have their own access codes. To make copies, please use the following steps:

1. The screen shown below is located on the front of the copier and, if the copier has not been used in a while, will be black. Touch the screen once to activate the copier. The following screen will appear (see Figure 1 below).



Figure 1

2. Place the paper that you want to copy into the paper feeder which is located
  - a. On top of the copier lid (maximum number of copies is 50 at a time) or
  - b. Lift up the lid and place the paper face down on the left side of the screen.

Press the Copy feature button. The Copy feature button is the top button on the right of the screen (see Figure 2 below).

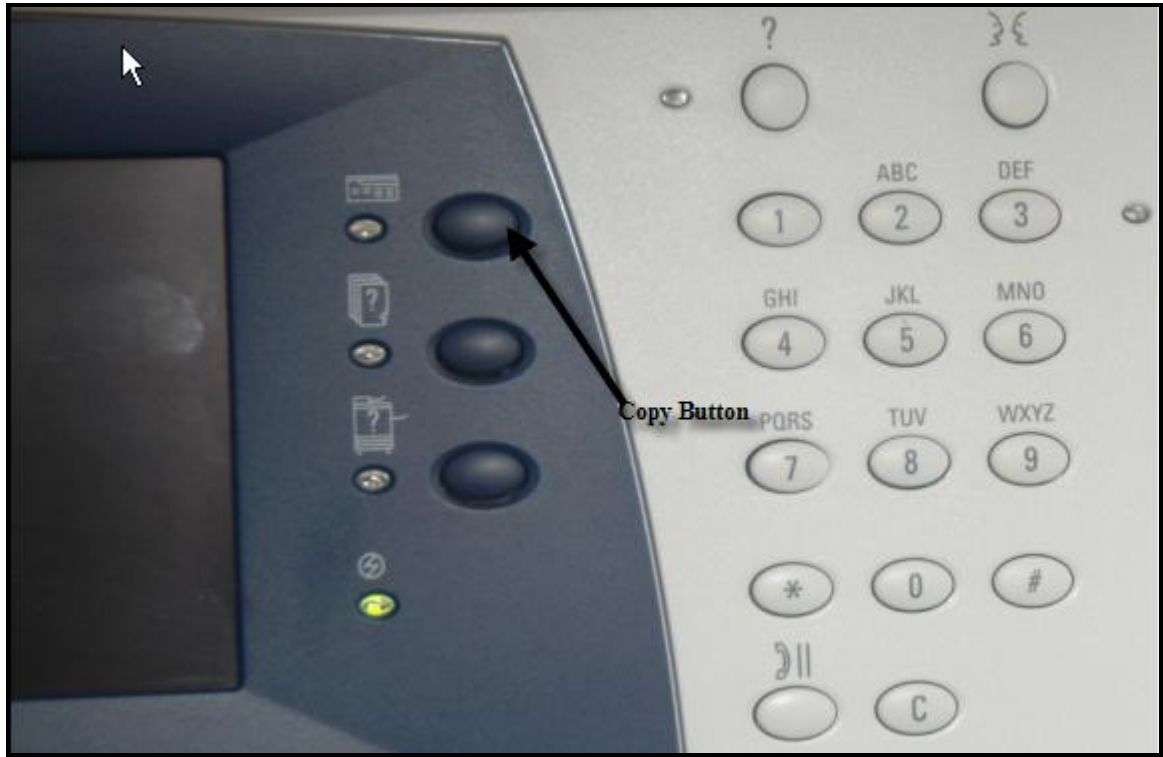


Figure 2

3. The All Services screen will appear. Press the Copy option shown in Figure 3 below. The Login screen shown in Figure 5 will appear.

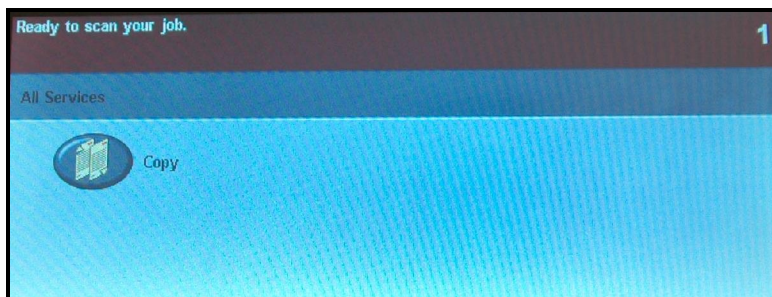


Figure 3

4. Using the keypad located to the right of the screen, type in the PIN that you received from your department and press the Enter button (see Figure 4 below).

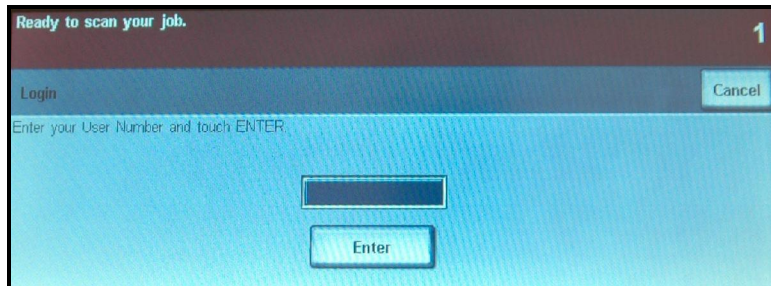


Figure 4

5. The next screen that appears is the selection screen where you can choose the number of copies to be made and the output of your copies (see Figure 5 below).
  - a. Use the keypad on the right hand side to select the number of copies needed.
  - b. Press the button next to the copy option you need.
  - c. To print, press the Green button located to the right of the screen.

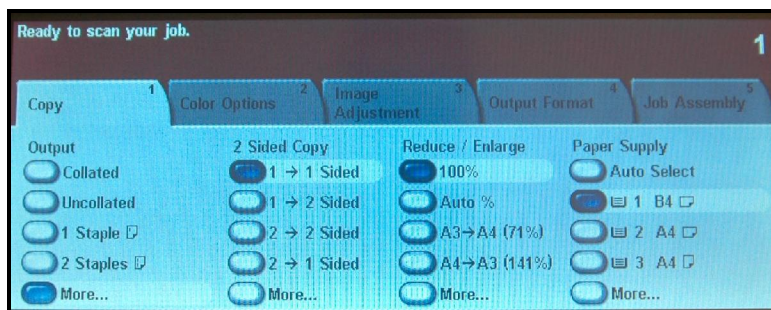


Figure 5

6. **Logging Off.** When you are finished making copies, be sure to logoff.

- a. Press the yellow AC button (see Figure 6 below).



Figure 6

- b. The screen in Figure 7 below will appear, press the Log Out of User Account button.

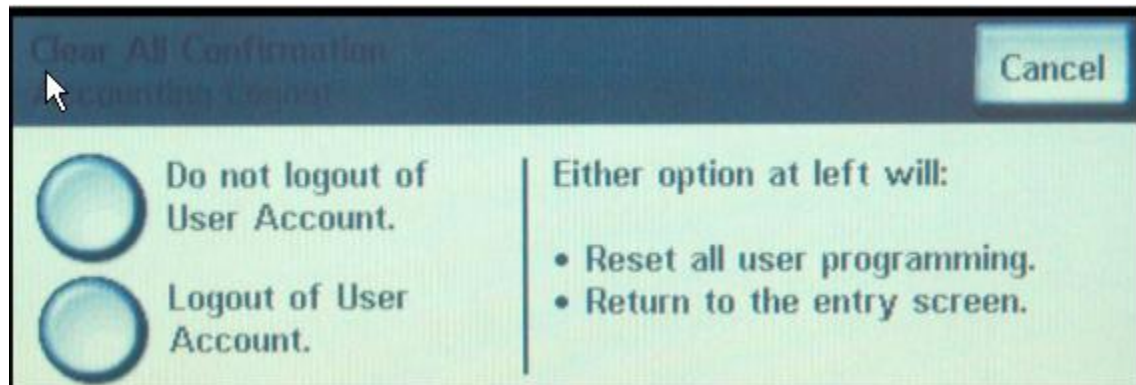


Figure 7