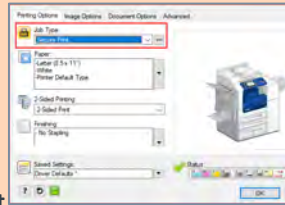


Printing

Secure Printing

You can print confidential documents by releasing print jobs when you are at the printer rather than printing immediately. To securely print documents follow the instructions below:

1. Save your document to your preferred storage location. (OneDrive recommended)
2. Click **File**
3. Click **Print**
4. Click **Printer Properties**
5. Under **Job Type** select **Secure Print**
6. Enter a numeric passcode, click **OK**
7. Click **Print**



Note: Secure Print will remember the last passcode used but will hide it. Simply clear the passcode and type a new one to reset it.

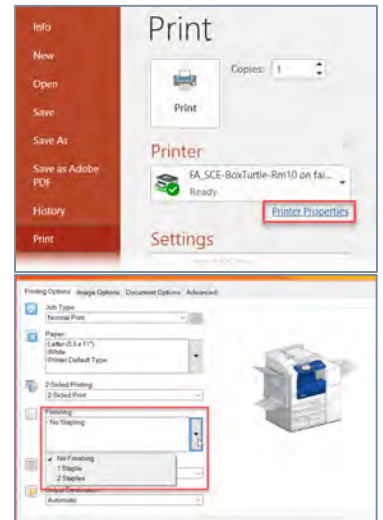
At the printer:

8. Press **Job Status** on the left of the control panel
9. Press **Secure Print Jobs** on the touch screen
10. Select your owner folder
11. Enter your passcode and press **Enter**
12. Select your document and press **Release**. Press **Home** to exit

Finishing Options for Printing

The multifunction printers can staple packets together as they are completed. To enable this finishing feature follow the instructions below:

1. Click **File**
2. Click **Print**
3. Click **Printer Properties**
4. Click the drop down arrow under **Finishing**
5. Select **1 Staple** or **2 Staples**
6. Click **Ok**
7. Input the number of copies you require.
8. Click **Print**



Copying

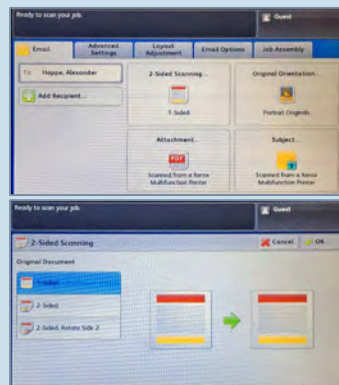
Copying to Email (PDF)

The multifunction Xerox printers enable you to send pdfs of printed documents and forms to clients and coworkers over email. To send a PDF follow the instructions below.

1. Press the **Services Home** button on the left hand side of the control panel
2. On the touch screen, press **Email**
3. Press **Network Address Book** to search UNC directory for email addresses

Note: Press **Enter Recipient** to type an email address if the recipient is outside of UNC

4. Type in your last name.
5. Press **Search**
6. Select the recipients to receive the pdf either in the **To:** or **cc:** field.
7. Press **Close**
8. Select the settings you would like to change. Be sure to check to make sure two sided pages are set to copy on both sides.
9. Advanced settings include setting a reply email, adjusting image brightness, and more
10. Click the green **Start** button to copy your documents.



Copying Documents

The multifunction Xerox printers can be used to create copies of physical documents. To copy a document follow the instructions below.

1. Place your document in the top feeder tray of the printer. Be sure to remove any staples or paper clips from the document.
2. The printer will turn on automatically. *If it does not turn on upon placing documents in the copy tray press **Services Home** > **Copy** on the touch screen.*
3. Select your copy settings using the touch screen. *Be sure to choose 2-sided to 2-sided if your document is front and back.*
4. Press **Job Assembly**
5. Press **Quantity** to enter the number of copies you require.
6. Press the green start button to begin your copy job.

For Help Copying and Printing

For assistance adding printers on your computer submit a ticket to F&O IT: <https://fo.unc.edu/service-center-excellence/it/>

For printer paper jams/supply questions in the SCE contact Mary Marzbanian at the front Desk

For help copying and printing contact these **SCE Xerox Super Users:** Mary Marzbanian, Donald Hamm, Joanne Filley, or Jena Kiser

