XEROX FLEET COPIER USER INFORMATION
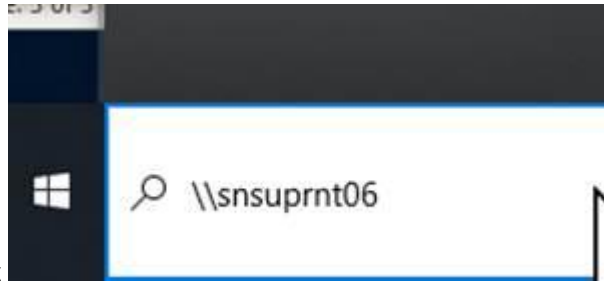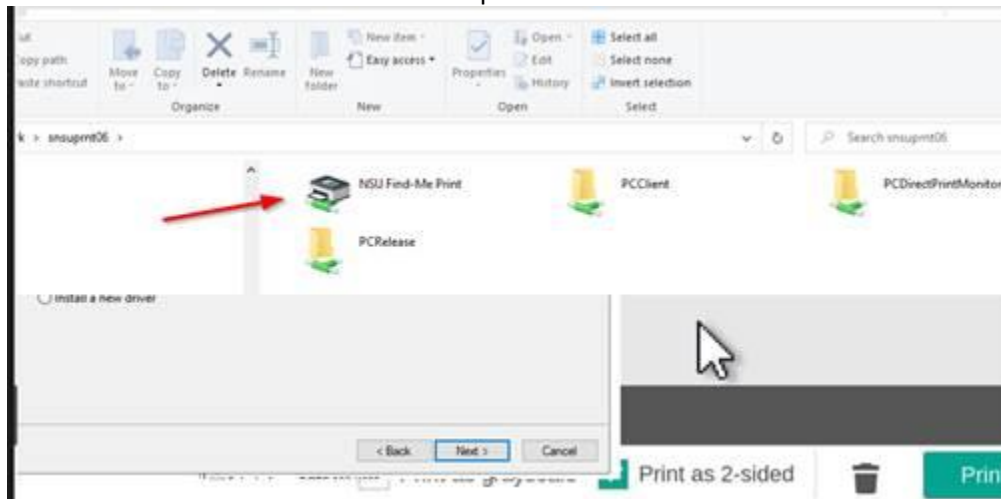
TABLE OF CONTENTS

XEROX FLEET COPIER USER INFORMATION

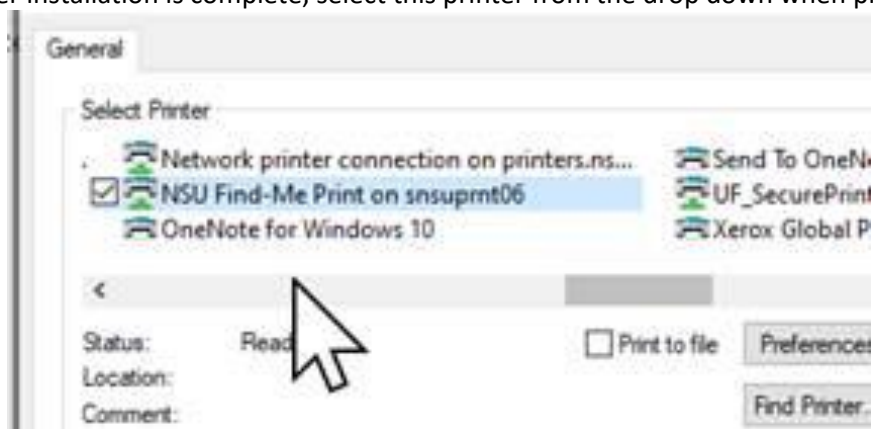**INSTALLING PRINTER DRIVER TO WORKSTATION**

Windows

1. Search box

2. Install NSU Find-Me Print on their local computers

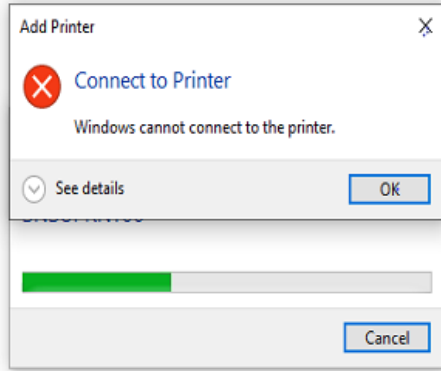3. After installation is complete, select this printer from the drop down when printing

XEROX FLEET COPIER USER INFORMATION

INSTALLING PRINTER DRIVER ERROR

If you are receiving the following error when trying to install the NSU Find-Me Printer proceed to next steps to install all recommended Microsoft security patches

1. Go to start settings
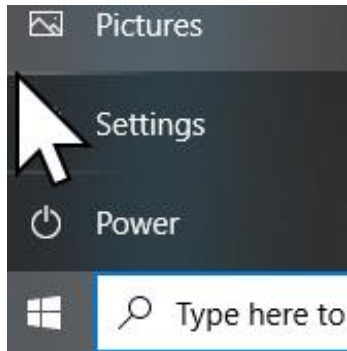
4. Update & Security

5. Check online for updates

XEROX FLEET COPIER USER INFORMATION

6. Check online for updates from Microsoft Update
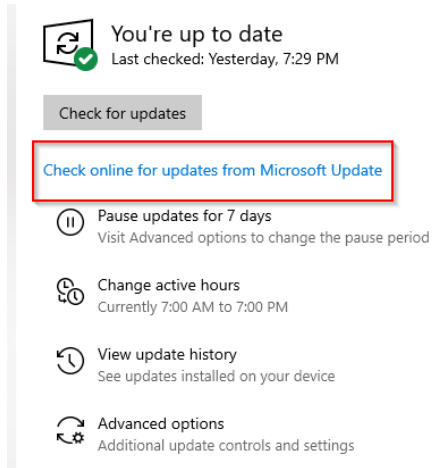
7. Let all recommended updates install. Depending on how many patches are needed on the machine it could take some time to complete. You can minimize the window and continue to work. It will run in the background.

XEROX FLEET COPIER USER INFORMATION

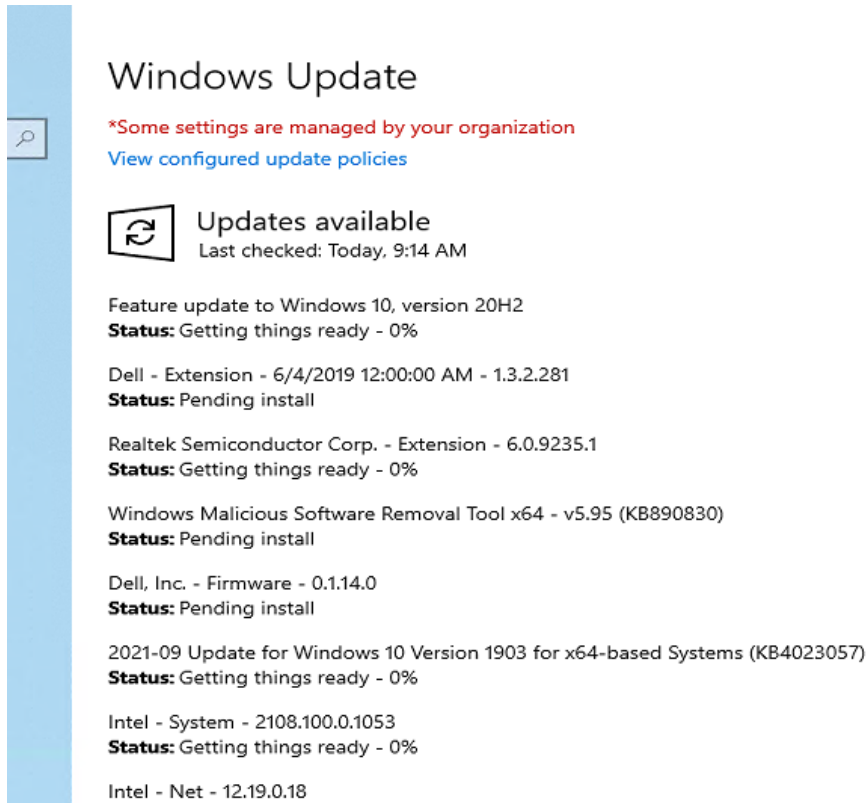8. Restart, once completed, you will see the following screen before you can log in

Working on updates 95%
Don't turn off your PC. This will take a while.
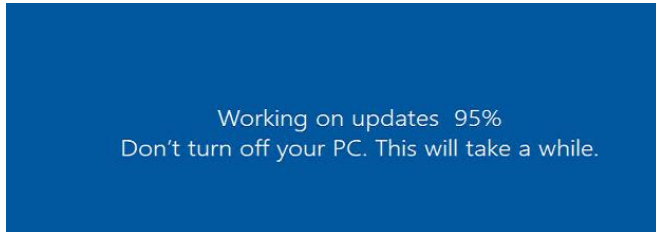
9. Install NSU Find-Me Print after logging back into your computer

\\snsuprnt06

RCA-100-206169D | Authenticated

> Network > snsuprnt06 >

Quick access
Desktop
Downloads
Documents
Pictures
Music

NSU Find-Me Print   PCClient

PCRelease

Windows Printer Installation   ×

Connecting to NSU Find-Me Print on snsuprnt06

Looking for a driver...

Cancel
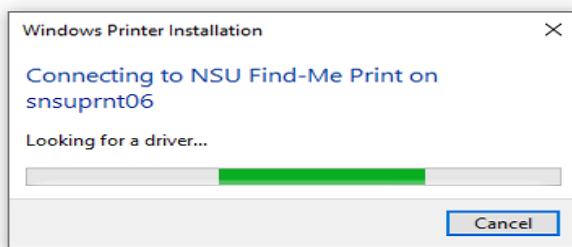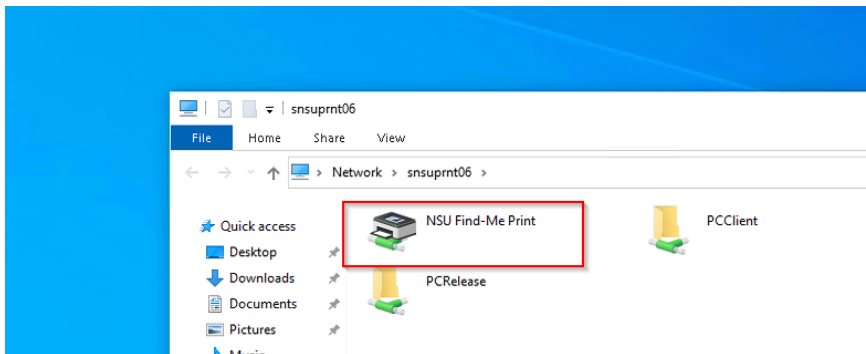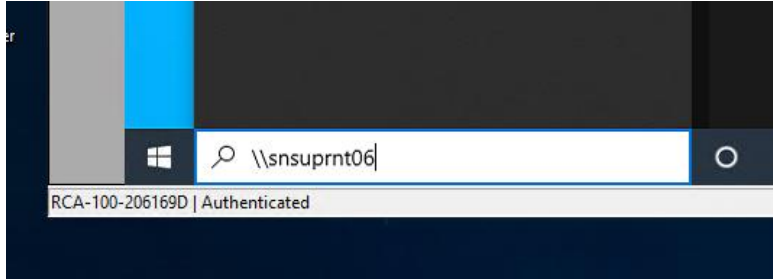
10. Close print queue window after completes

NSU Find-Me Print on snsuprnt06   —   □   ✕

Printer   Document   View

Document Name	Status	Owner	Pages	Size	Submitted
PDF File	Paused	gmwilliams	1	319 KB	10:17:02 AM 11/
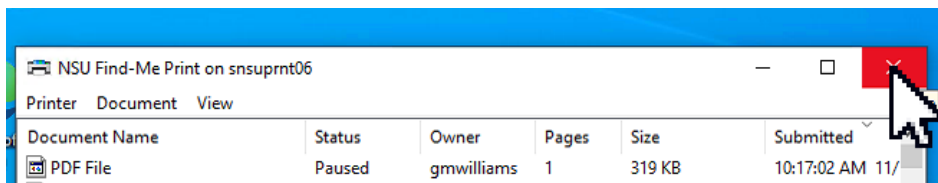
11. Printer is now available to b selected when printing to the Xerox device
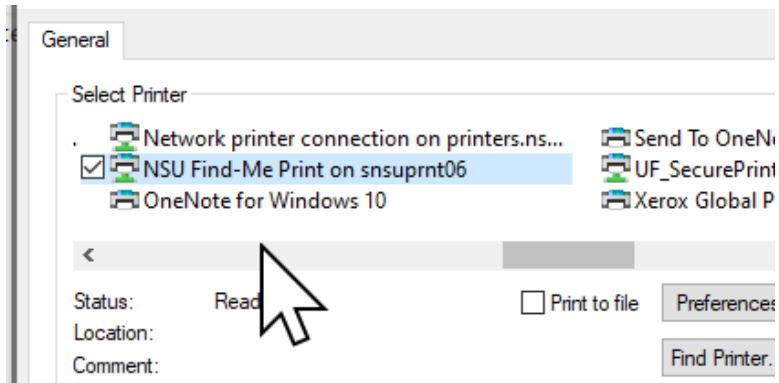
XEROX FLEET COPIER USER INFORMATION

HOW TO PRINT A DOCUMENT FROM WORKSTATION

The Xerox copiers have a feature called "Find me print". This feature secures your copy until you go to the copier and tap your card so that nobody else picks up your copies by mistake. It also serves as a cost savings to your department and to the University because you may see that you need to only print certain jobs and not all of the jobs you have sent to the copier. Another feature is that you can also tap your card at any copier on the network and pick up your job.

The first time that you print to the Xerox copier, ID card must be associated with the unit to release the print

To print a document:

B&W DOCUMENTS (COPIER DEFAULT)

1. File-Print
2. Select find me print on snsprnt06 as printer
3. Select Printer Properties to select 2-sided print

COLOR (AVAILABLE TO COLOR COPIERS ONLY)

1. File -Print
2. Select find me print on snsuprnt06 as printer
3. Select Printer Properties
4. Select 2-sided
5. Xerox B&W Print change to off (defaulted to B&W at request of campus)

COLOR PDF PRINTING

1. Print
2. Print using system dialogue
3. Select find me print
4. Preferences
5. Xerox B&W Print change to off (defaulted to B&W at request of campus)

XEROX FLEET COPIER USER INFORMATION

Accessing Copier/Releasing Print Jobs

The first time a user utilizes any of the Xerox copiers, you will need to "associate" your SpartanCard. After the association of the card is retained, you will simply need to tap the card and proceed.

1. Tap SpartanCard on the Xerox Unit
2. A message will indicate that your card is not recognized and ask if you wish to associate the card
3. Click "yes"
4. Enter your username (the same as utilized to log onto your computer)
5. Hit enter
6. Enter your Password (same as utilized to access your computer)
7. Hit Enter
8. You will be asked if you wish to associate this card. Enter "Yes"

To release a print job, select "print release." If you wish to scan a document select "scan". Please note that for security purposes this feature only permits scanning to your own NSU email account, which is associated with the card tapped.

Faxing – Please follow the instructions below associated with your Xerox Copier Model (Altalink or versalink). The model name may be found on the front of the machine. If you are uncertain which model you have, please contact mjhennessy@nsu.edu for assistance.

Versalink Copiers

External Transmission:

1. Tap SpartanCard on the Xerox unit
2. Select "Access Device
3. From the home screen, select "Fax"
4. Select "Manual Entry"
5. Using the keypad on the Enter Recipient Screen, enter the fax number as follows:
    1. Hit "1" on the keypad followed by the complete the number you wish to fax. Be sure to include area code, including 757 even if sending to a local recipient

        a. The fax number appears on the top line next to the "add" button (for example 1,757xxxxxxx)

        b. **After reviewing the accuracy of the fax number, click "Add"**

        c. **Hit the "send" button located on the upper right hand corner of the screen.**

XEROX FLEET COPIER USER INFORMATION

__Internal Transmission:__

6. Tap SpartanCard on the Xerox unit
7. Select "Access Device
8. From the home screen, select "Fax"
9. Select "Manual Entry"
10. Using the keypad on the Enter Recipient Screen, enter the fax number as follows:
    1. Hit "1" on the keypad followed by the complete the number you wish to fax. Be sure to include area code, including 757 if sending to a local recipient.
        a. The fax number appears on the top line next to the "add" button (for example 1,757xxxxxxx)

        b. **After reviewing the accuracy of the fax number, click "Add"**

        c. **Hit the "send" button located on the upper right hand corner of the screen.**

AltaLink Copiers

At this time, the fax address book is unable to be utilized. All faxes are to be entered and transmitted using the manual entry button.

11. Tap SpartanCard on the Xerox unit
12. Select "Access Device
13. From the home screen, select "Fax"
14. Select "Manual Entry"
15. Using the keypad on the Enter Recipient Screen, enter the fax number as follows:
    1. Hit "9" on the keypad
    2. Select "Dial Pause" from the second column
    3. Go back to keypad and complete the number you wish to fax. Be sure to include area code, including 757 even if sending to a local recipient

        a. The fax number appears on the top line next to the "add" button (for example 9,757xxxxxxx)
        b. **After reviewing the accuracy of the fax number, click "Add"**
        c. **Hit the "send" button located on the upper right hand corner of the screen.**

eSi
Electronic Systems
A **xerox** Business Solutions Company

NORFOLK STATE
UNIVERSITY

How to Order Supplies or Request Service

Supplies are being monitored on all networked devices and ESI will automatically ship toner when it is needed.

To Place a Service Request:

1. Call 757.497.8088, Option 2
2. Visit www.esi.net, click on drop down menu **Support**
   Click on **Service Request** & select one of the 2 options
   *Please have your model & ESI ID#

Information Needed
Equipment:
ESI ID#:
Serial Number:

Ordering Supplies:

1. Call 757.497.8088, Option 1
2. Visit www.esi.net, click on drop down menu **Support**
   Click on **Order Supplies** & submit your online order
   *Please have your model & ESI ID#

As always, we thank you for choosing Electronic Systems!

Information Technology Solutions | Document Technology Solutions | Professional Services

Virginia Beach | Richmond | Roanoke | Chantilly | 800.653.6306 | www.esi.net