



Xerox Copy and Printing Services

The district maintains a district copy center that is located at the high school complex. Large print/copy jobs should be directed to this department to help control duplication costs. A copy of the Xerox work order is included in the last section of this manual that can be used when requesting Xerox services.

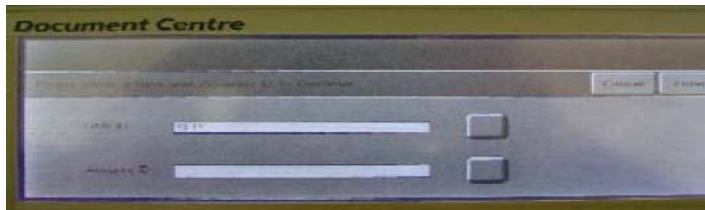
The district maintains a Xerox Document Centre at each site. These centers consist of duplication, print, fax and scan functions.

To use these services you will be assigned a user name and password to access the Xerox copy centers. This same account information is used when sending jobs to the print shop. This account and password information is used to bill the appropriate department for all Xerox charges.

The email address for the printshop is printshop@springlakeparkschools.org. Reference information can also be found on the Technology Department web site.

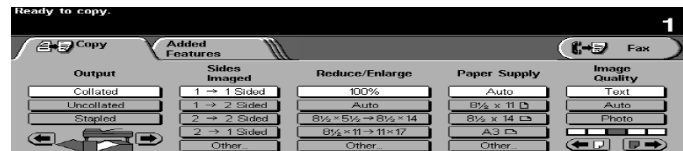
Xerox instructions are provided below, due to some variations in machines the machine screen layouts could differ.

Copy Function



Press the button on the screen next to the Account ID. Using the number pad to the right of the screen enter your User ID and Account ID that has been issued to you. User ID must be in all CAPS, select SAVE in the upper right corner of the screen and then ENTER.

Using the copy tab on the panel select the correct feature needed: output, reduce/enlarge, paper, supply and number of copies. Press the GREEN Enter button to begin copying.



NOTES

Scan Function

Documents can be scanned and sent directly to the printshop.

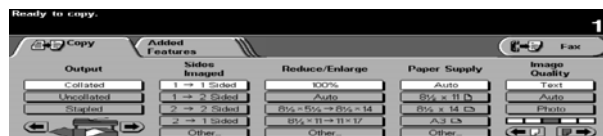
1. Login with your User ID and Account ID
2. Select the All Services Tab
3. Select the Network Scan button
4. Select the 1 sided original or OCR and then press the Start Button to scan the document to the print shop.

Fax Function

Some of the Xerox machines are equipped with a Fax option to send and receive fax documents. Faxing can be configured so that users can send faxes from their computers. There is no charge for faxing documents.

To Fax:

1. Login with User ID and Account ID
2. Select the All Services Tab
3. Select the Fax button
4. Enter the phone number in the line on the screen
5. Select Start to send the fax.






Email Function

You can scan a document on the copier and email it to any email account, including your own. The files are converted into a PDF document automatically. There is no cost for this service.

To Email:

1. Login with User ID and Account ID
2. Select the All Services Tab
3. Select the Email Button
4. Select TO: (This is the only required field) or type the last name or email address and press the ENTER button
5. You can also enter the login name and do a district email search to locate the account.
6. Enter the subject CC or BC if needed.
7. Select the ADD button
8. Select the DONE button
9. Press the Green Start Button on the copier to scan the documents.

Within a few minutes the document will be sent to the email addresses that you entered. The email will be from xerox@splkpark.k12.mn.us. The email will contain a PDF file of the scanned documents.

 <xerox@splkpark.k12.mn.us> Scan from the Tech Xerox WorkCentre Pro
 <xerox@splkpark.k12.mn.us> Scan from the Tech Xerox WorkCentre Pro
 <xerox@splkpark.k12.mn.us> Scan from the Tech Xerox WorkCentre Pro

