Topics

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Overview

Document Feeder
Place documents face up

Touch Screen & Control Panel

Bypass Tray

Tray 3 & 4
High capacity
8 1/2x11 size

Trays 1 & 2
500 sheets each
Up to 11x17 size

57xx Series

Place documents face down on the Glass by the arrow
Control Panels

Services Home - shows the features and options active on your device. Touch to select the option you want...

Services Button - returns to default screen

Job Status – look for information about all types of your jobs!

Machine Status - Serial Number, more...

Help

Clear All – defaults all tab selections

Interrupt – print for a copy job

Stop – delete the job on screen or in Job Status

Green Start Button

Numeric Keypad

C - clears number entries

Dial Pause for Fax
Select the **Job Status button** on the control panel for information on *all* your job types. Jobs may be Held for **Resources** (paper), once you fill the resource the job will automatically continue. They may also be held for **Secure** or **Delayed** Print or **Sample** Set!

Jobs Held for Secure Print, Sample Set or Delayed print will require user intervention to release. Select your job, following the screen prompts to delete or release.
1. Place your originals face up in the document feeder or face down on the glass.

2. Press Services Button if needed.

3. Select the Copy icon and your paper tray.

4. Select copy count, two sided, and any other options / Tabs.

5. Press green Start button!
Defaults are fine. Make changes only when needed with special originals such as Original Type = photos.

Measure small original on the glass with Original Size, or mixed sizes in the document handler.

Copy pages out of bound books.

Booklet

Page Layout

Covers
Fax

Place your originals face up in the document feeder or face down on the glass.

Press Services Button, select the **FAX icon!**

1. Use the **keypad** to enter a fax number into this box. If more than one destination press **Add**. Use the **Address Book** to find existing entries.

2. Choose any other options such as **2 Sided** scanning, Image Quality, Layout Tabs or options as required.

3. Press **Start!**
Scan to USB

Place your originals face up in the document feeder or face down on the glass.

Insert the USB drive, wait for the USB to be recognized. Options will be displayed.

1. Select **Store to USB**. The default document type is a PDF. Confirm the file destination and select Ok.

2. Confirm the file name and other desired options. Choose two sided, color original, resolution and other options.

Press Start to scan, select Ok and enter a unique name for each new file to be saved.

Delete any unwanted files using File/Folder Management. To Create a new folder select New Folder and create a unique name.

**NOTE:** Do not remove the USB flash drive from the machine until scanning is complete.
How to Print

1. Choose **File**, **Print** from your application.
2. Choose the **Printer**.
3. Choose **Properties** to go to this Xerox features screen.
4. Choose **the selections and features** you need for your job on any Tabs.

Saved Settings will return you to Defaults AND allow you to save the way you print with Save As…

? = Print Driver Help  Circle = Return to defaults

Green – ‘green print settings’
Secure Print & Release

1. Choose **Secure Print** from the **Job Type** pull down menu.

2. Create your **Passcode** in the pop up dialogue box.

3. Your **PIN** will be remembered anytime you pull down and choose Secure Print.

To Release at the Device:

1. Choose the **Job Status** button.
2. Select your job in the print queue and choose **Release**.
3. Enter your **passcode** and your job will print!

Note: example only, your print screens may look different
Paper/Output Detail
Special Pages

1. Add Covers...
   - Page[s]
   - Type
   - Setup

2. Special Pages Editing Buttons
   - Edit
   - Delete
   - Delete All
   - Undo
   - Move Up
   - Move Down

Saved Settings:
- Driver Defaults

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Layout Watermark - Saves paper!
Fax from your PC

1. Choose **Job Type, Fax** from the pull down menu.

2. Choose the Person Icon for creating/editing an Individual, or the Book for a Group.

3. Enter the Name, Fax Number …

4. Save!

Help
ID Card Copy

ID Card Copy is used to copy both sides of a small original onto one side of the paper

1. Choose the paper supply.
2. Place the image on the glass near the arrow.
3. Press Start to scan side one.
4. Flip the image placing it near the arrow again.
5. Press Start to scan side two.
Loading & Programming Paper Trays

Simply press **Confirm** when reloading the same paper!

Do not load over the **Max** line in any tray.

Make sure the **Size**, **Type** and **Color** are accurate!
Maintenance Section
Maintenance 5 SmartKits

1 Toner

2 Xerographic Module

3 Fuser

4 + 5 Ozone Filter and Excess Toner Bottle

Open the door - Found behind the Bypass Tray
Bypass Tray - Phaser 3635

Located on the front. Lower the tray and unfold the paper support to print transparencies, labels, envelopes or postcards or quick runs of paper types not loaded in another tray.

Acceptable media - 3.8 x 5.8 to 8.5 x 14 and weighing from 16 - 24 lb (60 - 90 grams).

Load the print material with the print side facing down and against the right edge of the tray.

1. Prepare envelopes for loading by flexing of fanning them back and forth. Straighten the edges on a level surface.

2. Load envelopes short edge feed and with the flaps facing up.
Replace the Print Cartridge

Phaser 3635

1. Press on both the front cover latches on the sides of the machine to open the front cover.
2. Remove the print cartridge.
3. Before unpacking the new print cartridge, shake well to distribute the toner. Remove from the packaging. Instructions in the package will tell you how to recycle.
4. Fit the new print cartridge, making sure the toner is **facing** the correct way up.
5. Insert the new print cartridge.
6. Close the front cover.
7. Press the **Confirm** button on the machine display.
Replace the Stapler

Phaser 3635

1. Open the staple cartridge cover at the front of the machine.
2. Pull on the blue handle to remove the empty staple cartridge.
3. Remove the used staple cartridge from the cartridge holder.
4. Remove the new staple cartridge from its packaging.
5. Make sure that the staple strips on top of the stack are complete and flat.
6. Insert the new staple cartridge into the cartridge holder, and push the staple cartridge in firmly until it clicks into position.
7. Close the staple cover door.
1. Follow directions on the display screen. They indicate the location of the jam and assist you in clearing the paper from the paper path.
2. Clear out all pieces of paper removing in the direction the paper travels.
3. Ensure that all jam clearance doors and covers are closed.
Front Cover Paper Clearance

Phaser 3635

Rear Cover (Duplex) area

Front cover area
Back Cover Duplex Clearance

Phaser 3635

1. Open the machine rear covers and release the green rear cover support. Remove any jammed paper in the duplex area.
2. Slide the green fuser door latch to the right and open the fuser door to gain access to the inside of the fuser module. Remove any jammed paper.
3. Ensure that all jam clearance doors and covers are closed.

WARNING: The metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from this area and avoid touching any metallic surfaces.
Help & Information

Your Logo

Visit the **xx link** page on **xx**, where you will find:

- Print Guidelines
- Quick Reference Guides and Answers to Frequently Asked Questions
- Training
- Printer Mapping Instructions

For technical questions about your new device, contact the Hotline IT Service Desk at 1-xxxxxx.
Howard University

Thank you for your valuable time!