Methods of Printing

Install Printer—If Ross-FollowU is not listed as one of your available printers, you will need to install it.

From the Start menu, choose Run, type \bus-print01, select OK, double-click Ross-FollowU to add printer, close print status window “Ross-FollowU on bus-print01”.

Ross-FollowU Printing—select Ross-FollowU printer, send job, walk to any Xerox7655 printer, swipe MCard to login (or enter U/M ID#), then on display screen press the icon on screen called “Release documents”, select job from the list to print, press “Print” button. Press “Log In/Out” button to logout.

Secure Print—send job to printer with a 4-digit pin code you select. Right-click on printer driver, select Printing Preferences..., select Paper/Output tab, under Job Type select Secure Print, select Setup button, enter a 4-10 passcode, re-enter Passcode to confirm. After submitting the job, go the printer, select the job, press “Release” and enter the Passcode to retrieve the job.

Steps for Common Tasks

Copying
1. Load the documents face up
2. Press the Copy icon
3. Select the Features
4. Enter the Quantity
5. Press Start

Faxing - Embedded
1. Load the documents face up
2. Press the Fax icon
3. Enter the Fax number
4. Change the Settings
5. Press Start

Scan to E-mail
1. Swipe MCard
2. Load the documents face up
3. Press the E-mail icon
4. Enter the Recipient Details
5. Change the Settings
6. Press Start

Internet Faxing
1. Load the documents face up
2. Press the Internet Fax icon
3. Enter the Recipient Details
4. Change the Settings
5. Press Start

Network Scanning
1. Load the documents face up
2. Press the Network Scanning icon
3. Select the template
4. Change the Settings
5. Press Start

Control Panel

1-Touch Screen
The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general machine information.

2-Job Status
Displays job progress information on the touch screen.

3-Services button
Displays the job features on the touch screen.

4-Machine Status
Displays the current status of the machine on the touch screen.

5-Help
Accesses additional online information about a specific task.

6-Language
Changes text to an alternative language (when available).

7-Log In/Out
Provides password protected access to the Setup Tools used to adjust the defaults of the machine.

8-Clear All
If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.

9-Interrupt
Temporarily stops the current copy job to allow a priority job to be run.

10-Stop
Temporarily stops the current job. Follow the message to cancel or resume your job.

11-Start
Starts the job.

12-# (Hash)
Indicates the dialing character or designates a group dial number.

13-Clear
Deletes numeric values or the last digit entered.

14-Dial Pause
Enters a pause in a telephone number when transmitting a fax.