How to Use the x8055 Xerox Copier
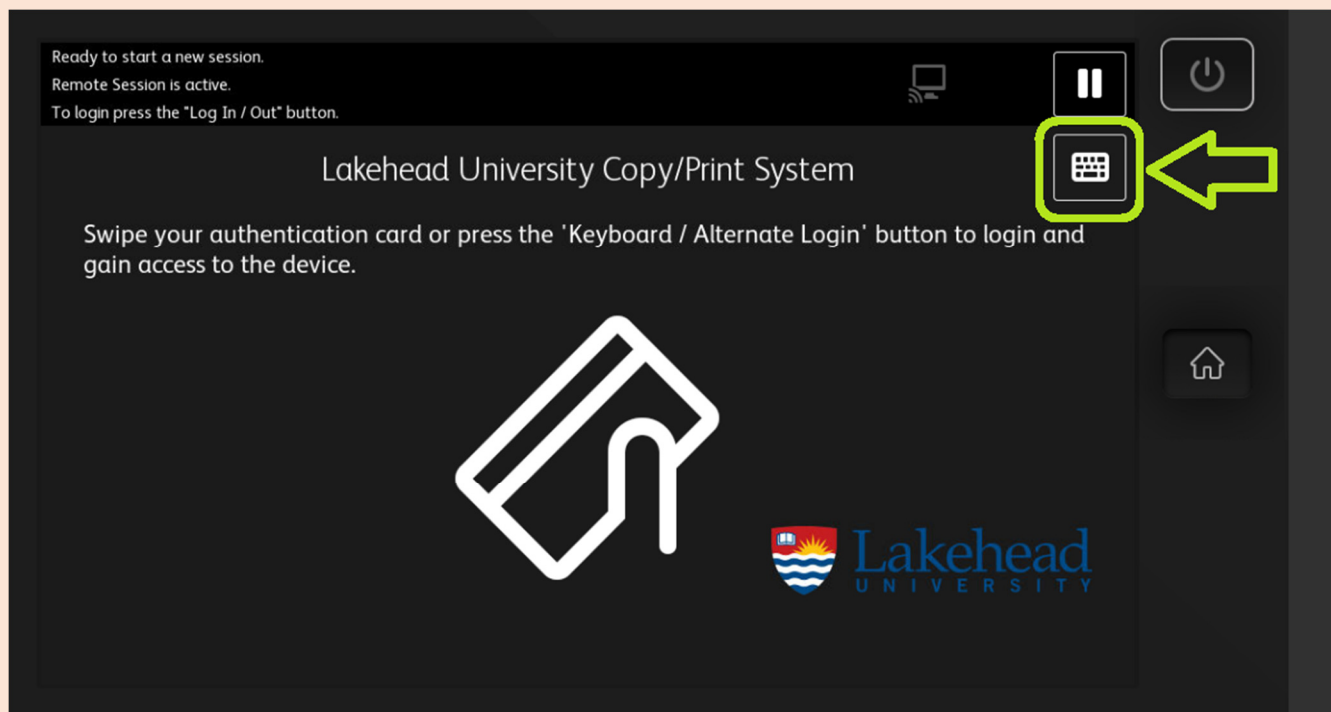
Log In - Card Authentication

If you are logging in with a card method, tap the card on the card reader shown below:

You will then be prompted for a **PIN.** Enter the **PIN** and press **"OK".**

Alternate Login

**To log into the device press the "Keyboard" icon.**

Presently you can authenticate using two alternate methods: **Username/Password** or **Employee Number/PIN**. Before you can authenticate using the **Employee Number/PIN** method, you must first create a **PIN**.

See Creating / Changing your PIN at the end of this document.
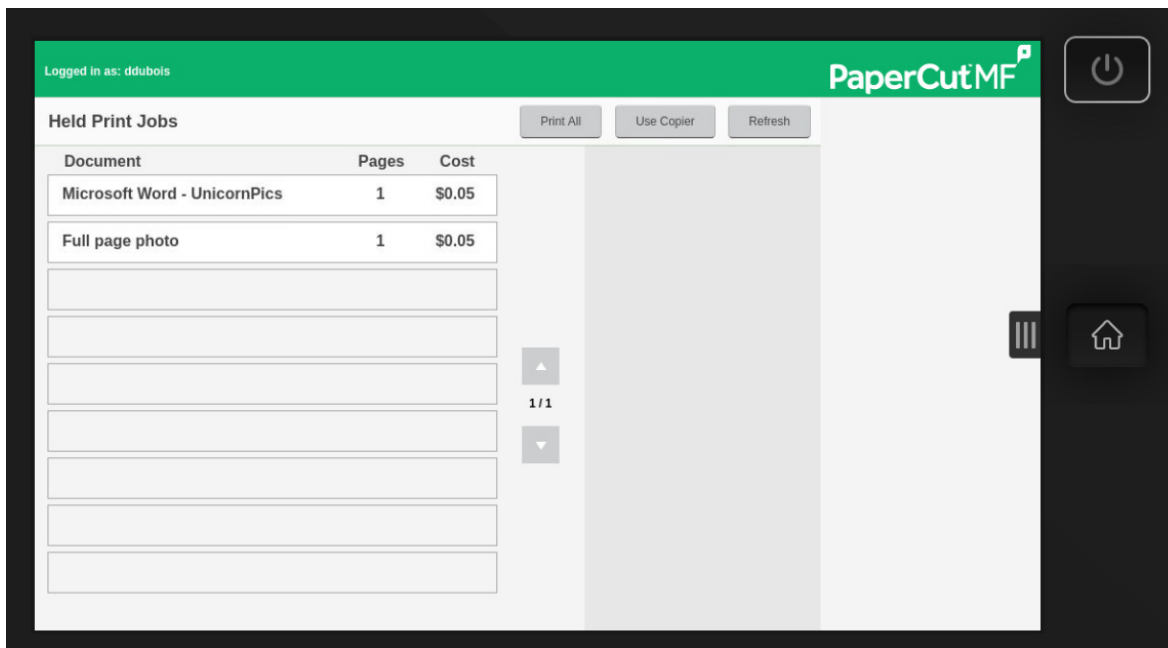
Either enter your Username or Employee Number (the employee number must be **7 digits** including the zeros). Press "OK".
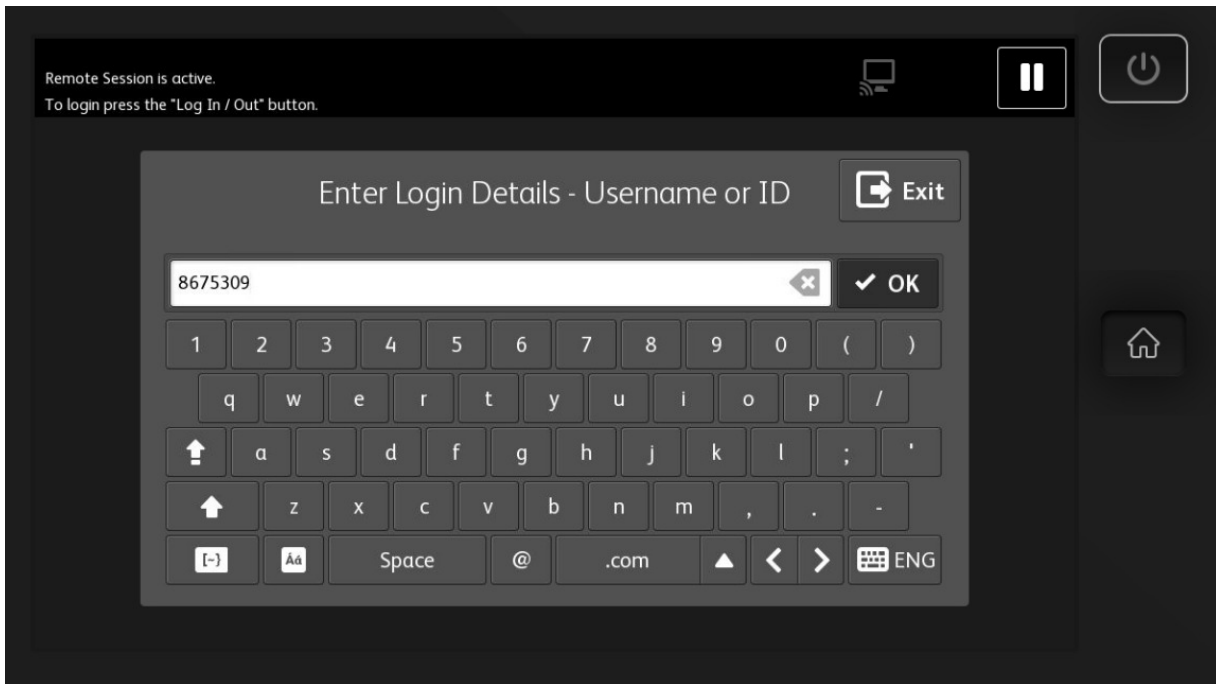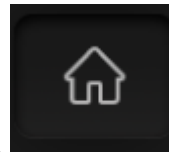

Enter the corresponding password or **PIN** and press "OK".
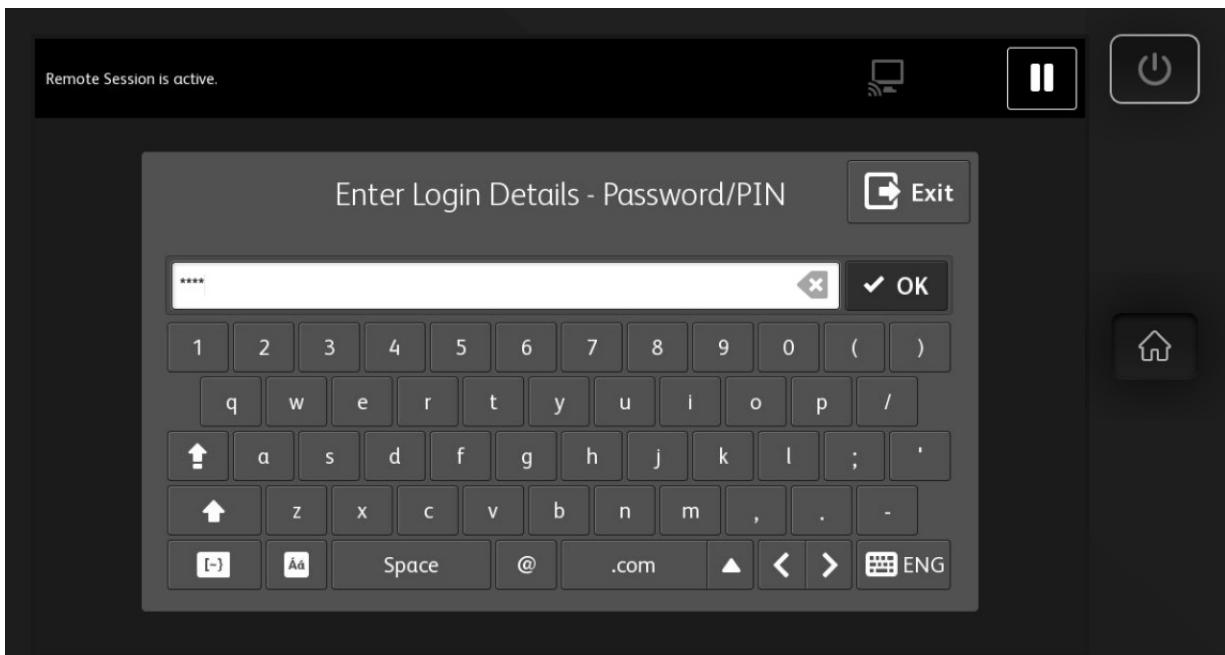
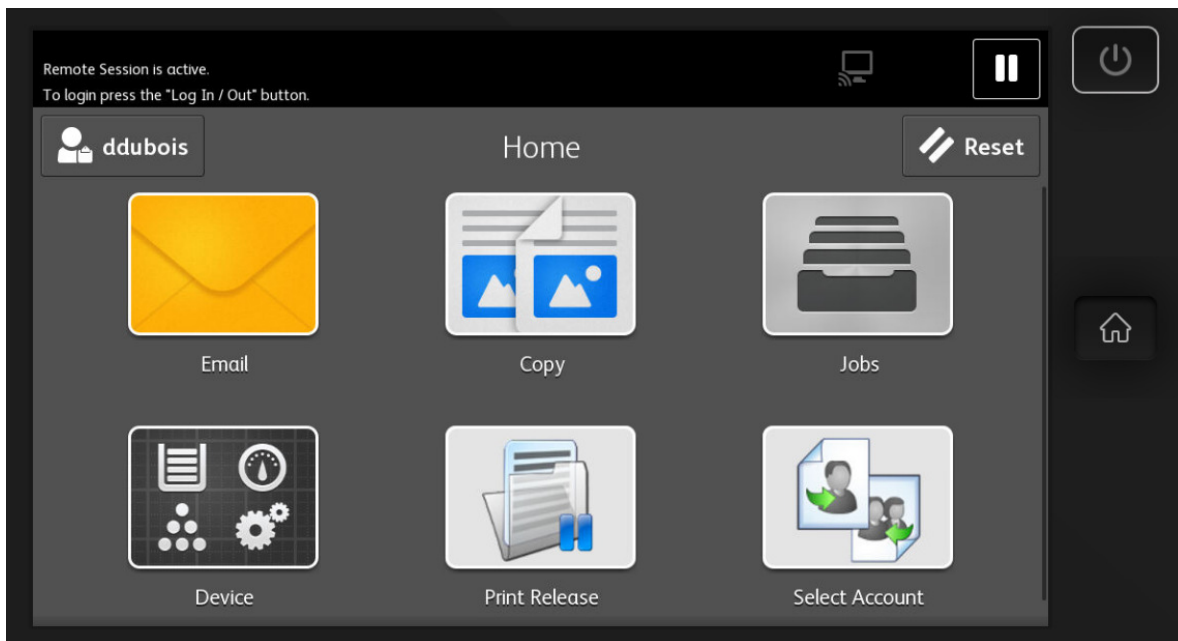**"Print Release"** is the default screen after login:

Your print job(s) will be listed. You can individually print/delete them or print all.
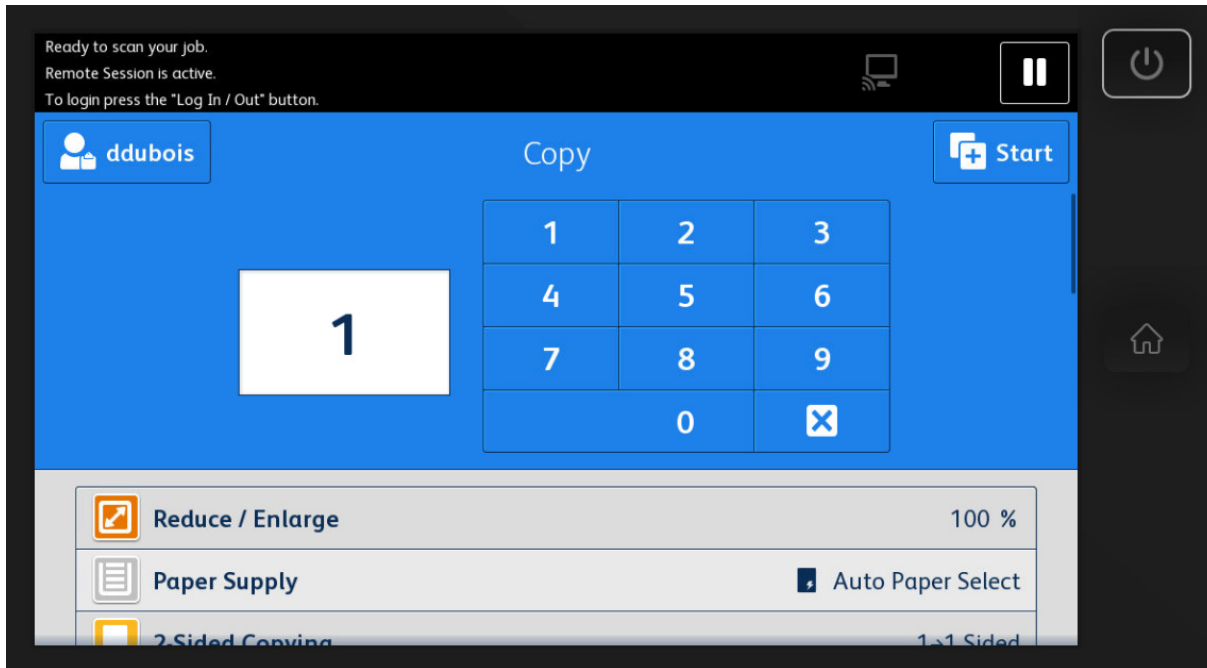

Press the **"Home"** button on the right hand side of the screen.

If you are set up to charge to more than a single account, choose "Select Account" and select the appropriate account before you continue.

Copy

Press **"Home"** then select **"Copy"** you will see a screen similar to this:
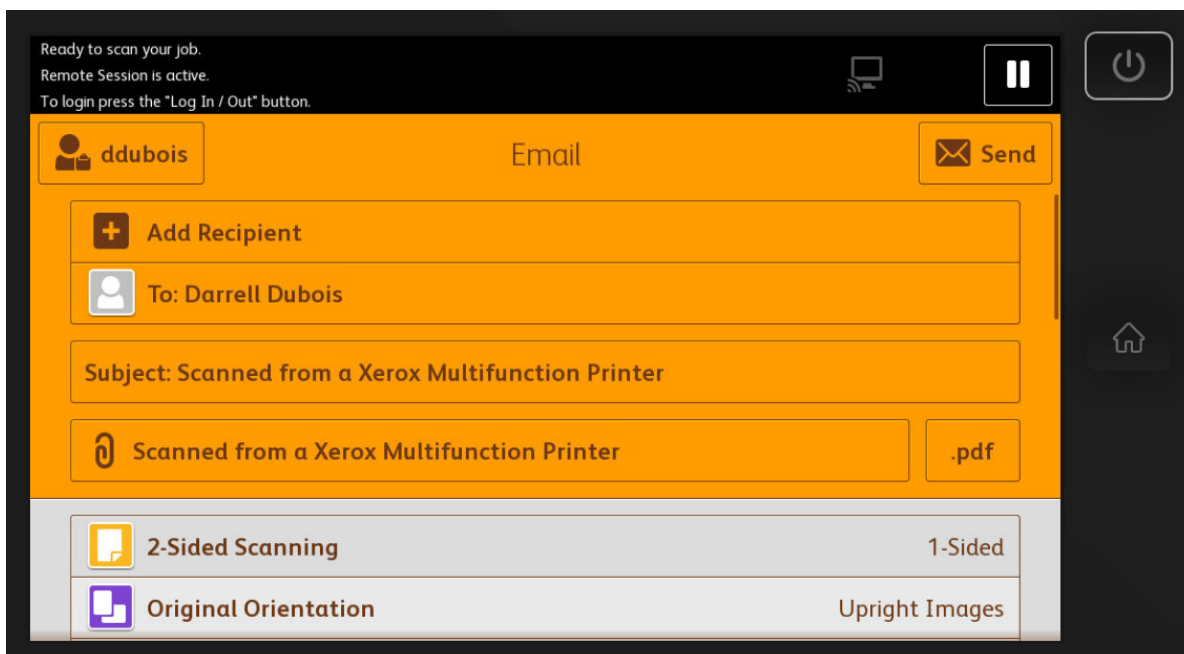

Scroll down to see more options. There will be options to copy in colour or monochrome (on the colour device). If you copy in monochrome you will be charged appropriately. If you "Auto Select" colour detection is enabled and will automatically charge for a colour copy. It is best not to leave it up to the device, manually select what you need.

After selecting the appropriate attributes, press the **"Start"** button.

Email

Press **"Home"** then select **"Email"** you will see a screen similar to this:

Scroll down to see more options. After selecting the appropriate attributes, press the **"Send"** button.

When scanning-to-email your lakeheadu.ca email account will be populated for you. You may change it or add other recipients.

It should be noted that the "Email xx" figure is an internal reference number and has nothing to do with your scan job.

Log Out

For the sake of security it is important to **log out** when you are finished your tasks before you walk away from the device. This is done by pressing your username and selecting **"Log Out"**. After you have logged out your username will be gone from the top left of the touch screen. The system will automatically log you out after 5 minutes of inactivity as a precautionary measure.
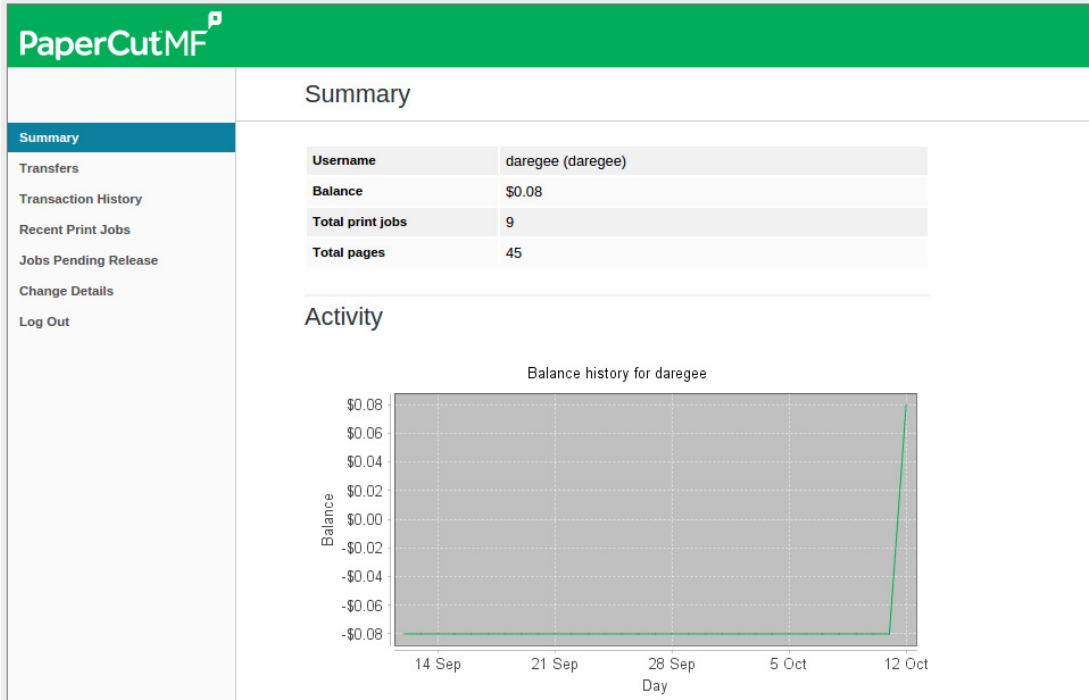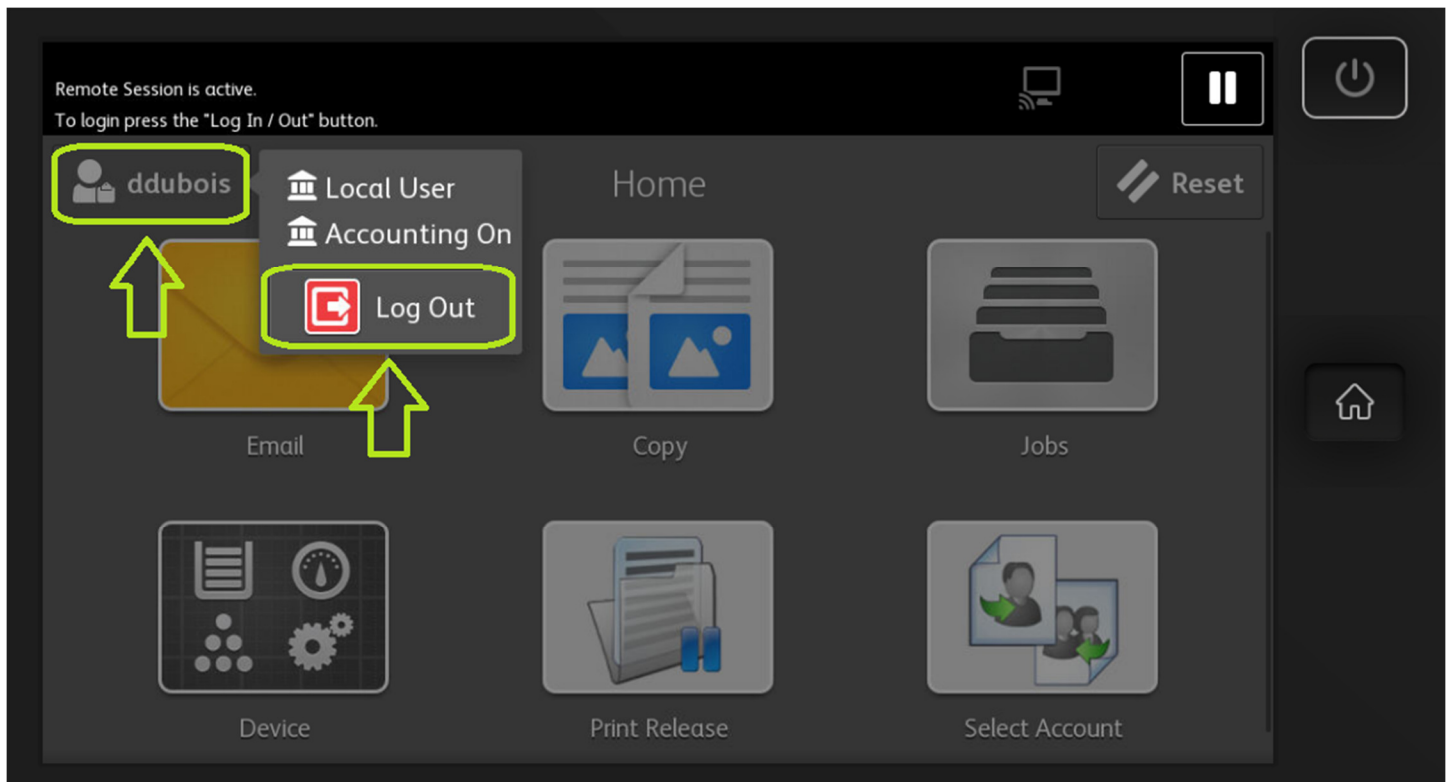

A note on cards….

Do not punch a hole in the cards yourself. Doing so will likely destroy them.

A hole can be punched in the card at the Library Circulation Desk if needed.

Creating / Resetting your PIN

Before you can authenticate using the Employee number/PIN method, you must set your PIN by logging into the print system:
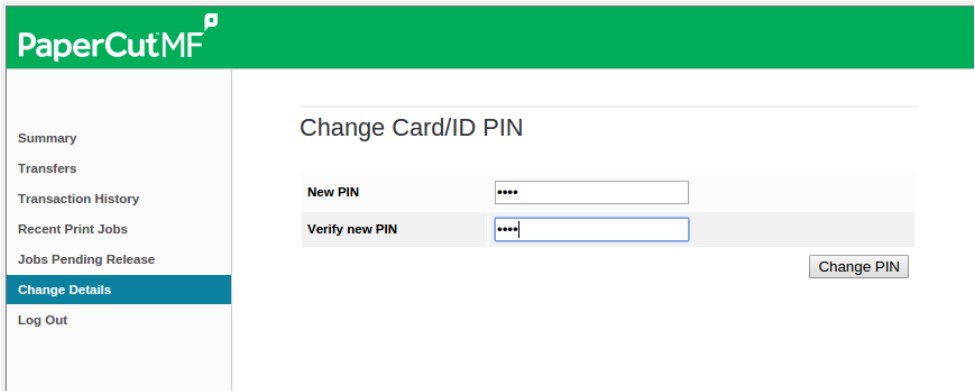
https://tbpapercut.lakeheadu.ca:9192

Your PIN must be a minimum of 4 and a maximum of 20 digits (numbers only).