Xerox Workcentre 5330
Machine Overview

- Control Panel
- Bypass Tray
- Tray 1
- Tray 3
- Tray 2
- Tray 4
- Document Feeder and Glass
- On/Off Switch
Loading Trays 1 and 2

Open and place the paper in the tray.

Make sure the green guide are is the correct position.

Note: Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.
Loading Paper Trays 3 and 4

Trays 3 and 4 are dedicated for Letter 8.5 x 11 size paper. Make sure the Green Guide is right up against the paper.

Note: Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.
1. Make sure the tray is in the down position.

2. Place the media onto the tray. Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

3. Make sure that guides just touch the paper.
Confirming Paper Changes

Once you close a tray or put something into the bypass tray the confirm screen will appear and you will have the options to change the tray setting.

Adjust the paper size, paper type, and the color of the paper as needed by selecting Change Settings button and confirm the changes.
Loading Originals

**Document Feeder:** One or more pages go Face Up. Make sure the gray guides are right up against the original.

**Document Glass:** Originals go Face Down on the glass in the Upper Left hand corner.
Standard Login

Swipe your Connecticut College ID Card to login

If user’s card number is not in the PaperCut Database the user will be prompted to enter their Connecticut College User Name and Password.
The first time you use your ID card you will need to register.

The machine will prompt you to enter both your Connecticut College User Name and Password.

Hit done after each request. Your card will now be registered to all machines. You will now be able to swipe to login and out of the machines.
Hit done after each request. If completed you will see the screen below confirming your card registration.

Your card will now be registered to all machines. You will now be able to swipe to login and out of the machines.
Alternate Login

If you do not have your Connecticut College ID you can login to the machine by pressing the Alternate Login button on the MFP Screen.
You will be prompted to enter your Connecticut College Username and Password.

Hit Done after each prompt to login
There are 3 Options for selecting the Fund-Org Number

1. You can choose from the list of Fund-Org Numbers

2. You can search for a Fund-Org by typing in a partial number and hitting the save button in the right hand corner
You can also manually enter an entire Fund-org by typing in the number and hitting save.

Once you’ve entered your Fund-Org info the machine will display a confirmation number including the department info. From here select the **Use Copier** button to access the machine functions.
Once logged in if you have print jobs waiting to be printed you will be presented with a list of jobs ready to be released.
You can choose a single print job or print all of the jobs waiting.

If you choose to print one document, the screen will display the job details. From here you can choose to print or delete your job.
### Main Copy Screen

**Paper Supply:** This is where you can choose an individual tray. When it is on Auto Select, the machine will determine which tray to pull from the originals size.

**Copy Output:** We select any of the finishing options that are installed on the copier including **Stapling** and **Hole Punching**.

### 2 Sided Copying:

1. **1>1 sided:** use this option if your originals are printed on one side and you want single-sided copies.
2. **1>2 sided:** use this option if your originals are printed on one side and you want double-sided copies.
3. **2>2 sided:** use this option if your originals are double-sided and you want double-sided copies.
4. **2>1 sided:** this option will make one-sided copies from double-sided originals.
When you choose Scan to Email, PaperCut will populate your email address in the To: and From: addresses.
New Recipient: You can search the active directory for yourself or other users in the organization.

E-mail Option: You can adjust the File Format and File Name of the attachment.

Output Color: You can choose either a Black and White or Color Scan.

2-Sided Scanning: You can scan either a single-sided or double-sided document.

You can adjust the Subject line to each individual email.
Main Fax Screen

Enter the Fax Number here using the keypad to the right of the control panel...

If you have a 2 Sided original. Change 1-Sided to 2-Sided.

Select Add to send the same Fax to multiple Fax numbers.
Press the Upper Right hand corner of the screen and choose "Remote User" 1st the "Logout" 2nd
The Print Driver can be found by clicking on Printer Properties on your print screen.
Remote Printing using the Xerox Print Driver

The print driver interface gives you quick access to common features of the device at your work station.

Including:

– Job Type
– Paper Supply
– 2-Sided Printing
– Finishing
– Image Options
– Layout Options
Logging Out

There are Two ways to logout:

1. Select the **Log In/Out** button on the control panel. You will have to confirm this request.

2. Press **Clear All** twice to go back to default settings, again you will have to confirm this request.

   **Note:** After 1 minute with no activity on the machine, it will log you out automatically.
Changing Toner

Note: When the toner is getting low, you will get a warning to order a new toner before it is empty. Change the toner once it is completely empty.
Staple Cartridge in the Integrated Office Finisher
Clearing Paper Jams

All the jams would occur on the left side of the machine. It is labeled (A,B,C...) The user interface will direct you on how to properly clear a jam.

1. Lift open the grey lever.
2. There are 2 areas where the device could jam
3. Follow the instructions proper jam removal.
www.cbs-gisx.com

Press the help button on our website to access customer knowledge basic. Where you can find the full user guides and a keyword search for frequently asked questions.