

## Device app

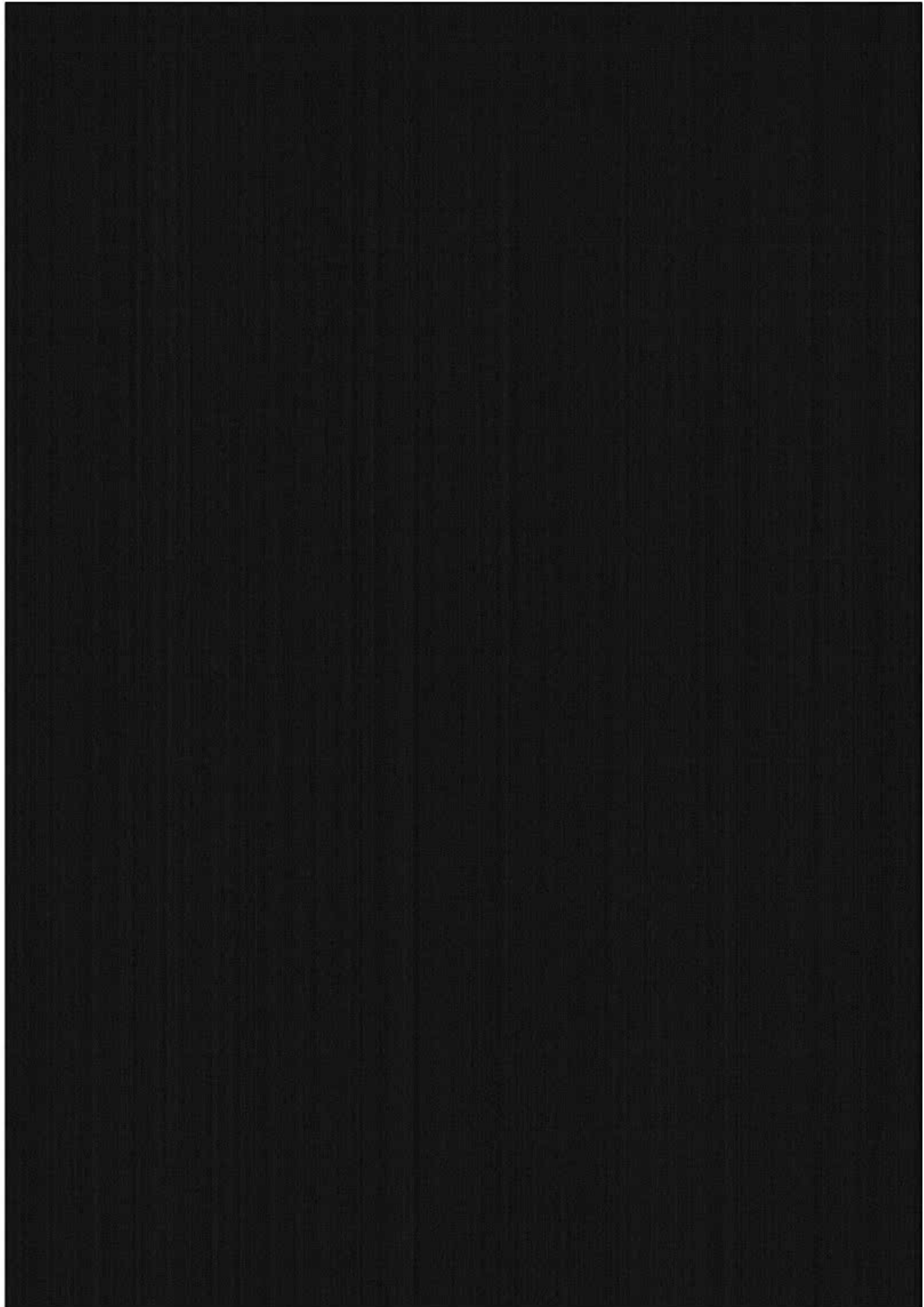
The Device app provides access to supplies status, printer information, and settings. Some menus and settings require log in with the administrator name and password.



## Billing and Usage Information

In the Device features menu, to view basic impression counts, touch **Billing/Usage**. To view detailed usage counts, touch **Usage Counters**. The list provides detailed impression count categories.

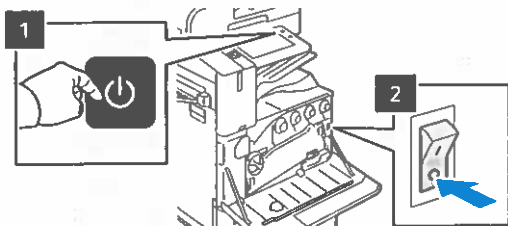
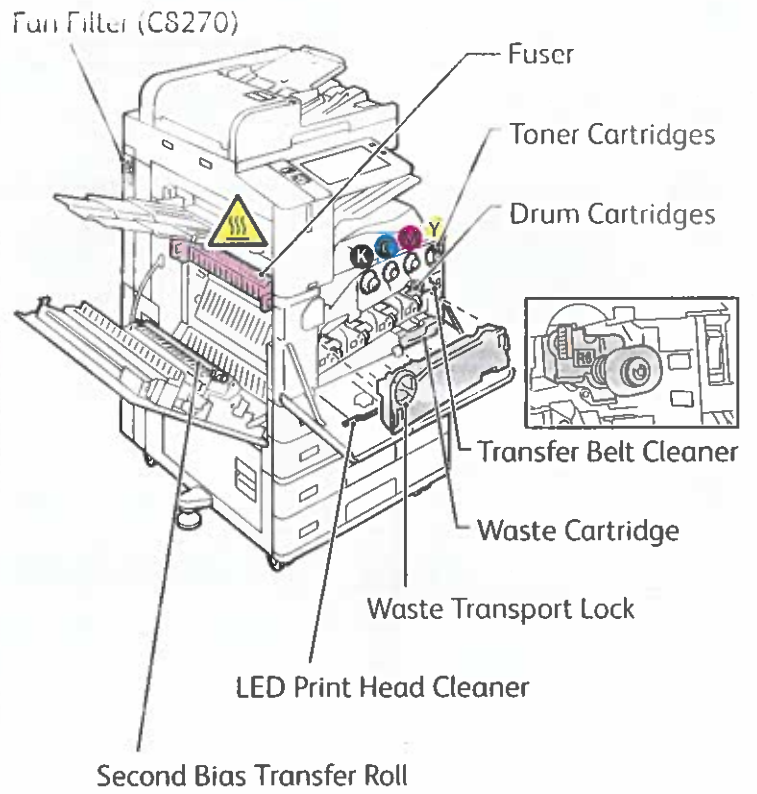
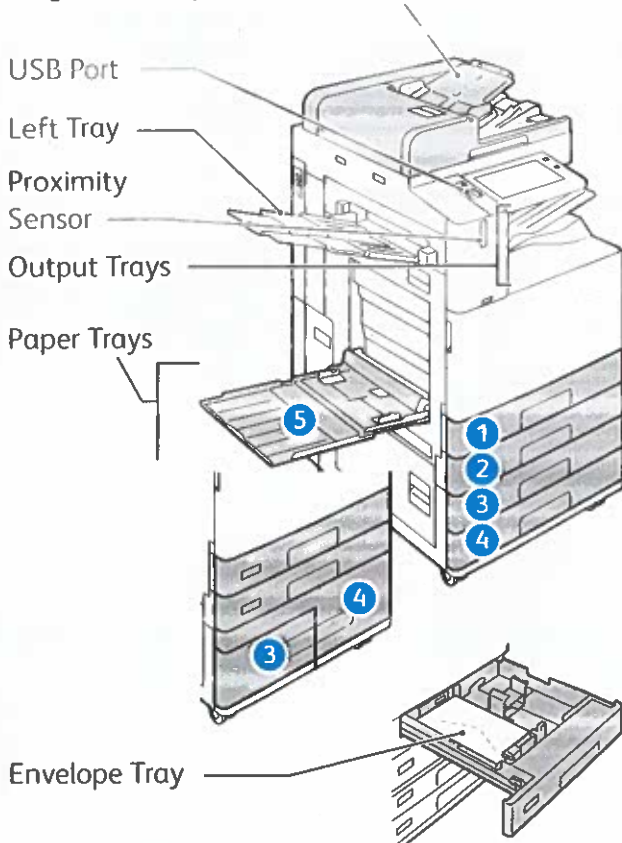




# Printer Tour

Optional accessories can be part of your printer setup. For details, refer to the *User Guide*.

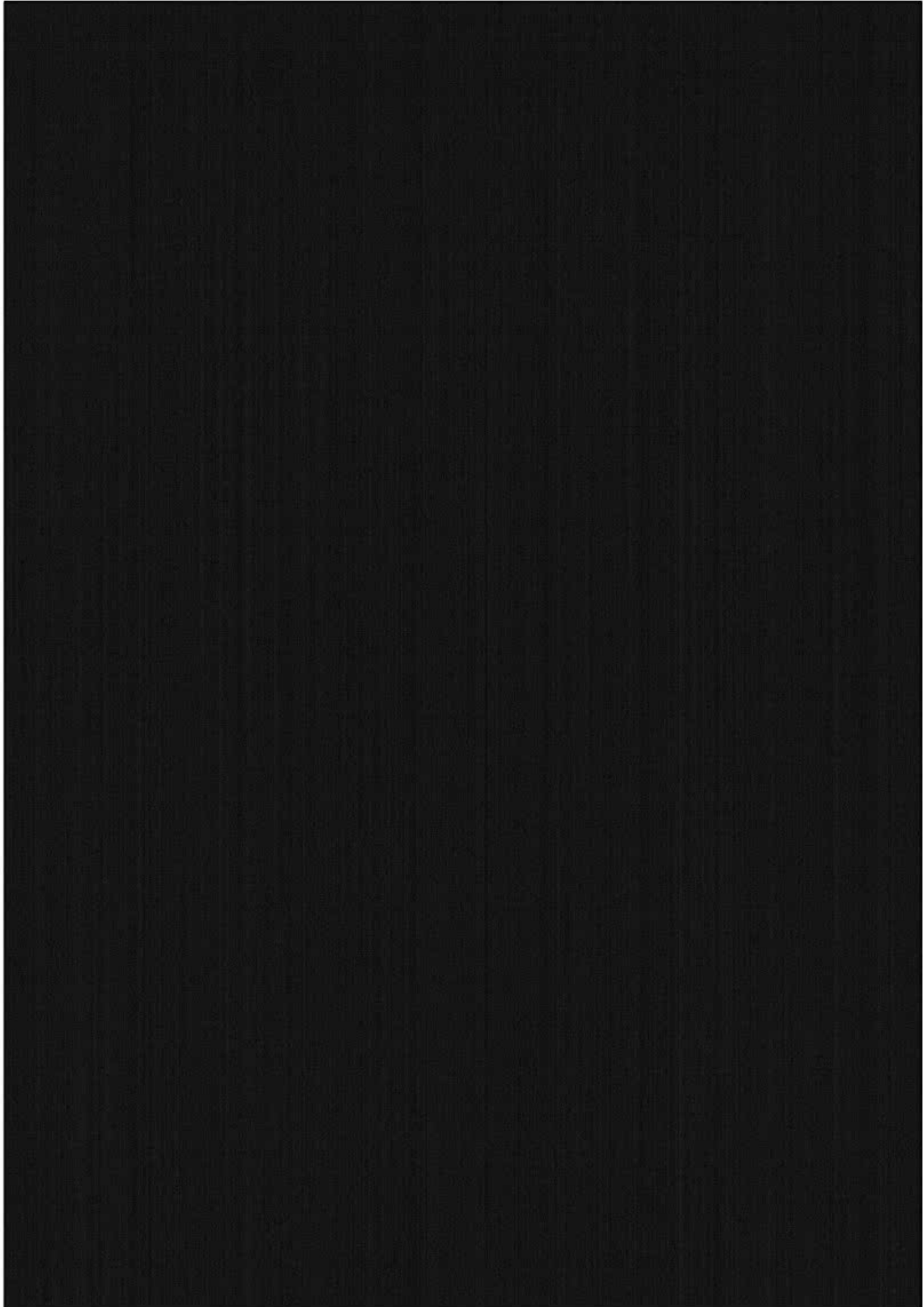
## Single-Pass Duplex Automatic Document Feeder (DADF)



To restart the printer, on the control panel, press the **secondary power switch** (1).

For full printer power off, press the **secondary power switch** (1). Behind the front cover, press the **main power switch** (2).

To select sleep mode, press the **secondary power switch** (1). At the printer control panel touch screen, touch a selection.



# Copying

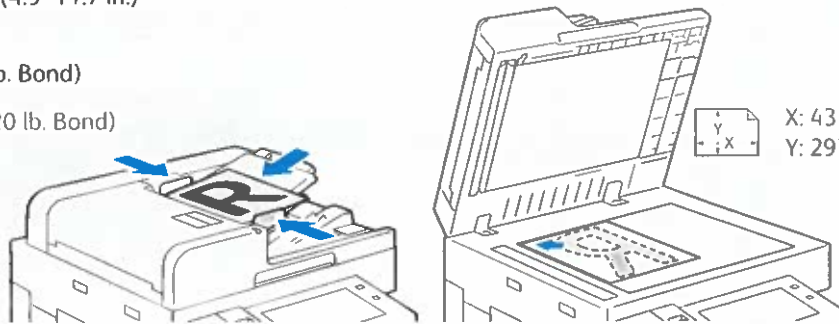
For details, refer to the *User Guide*.

1

X: 85–432 mm (3.3–17 in.)  
Y: 125–297 mm (4.9–11.7 in.)

38–128 g/m<sup>2</sup>  
(26 lb. Text–34 lb. Bond)

≤130 (80 g/m<sup>2</sup>, 20 lb. Bond)  
C8270: ≤250



X: 432 mm (17 in.)  
Y: 297 mm (11.7 in.)

Load the original documents.

2

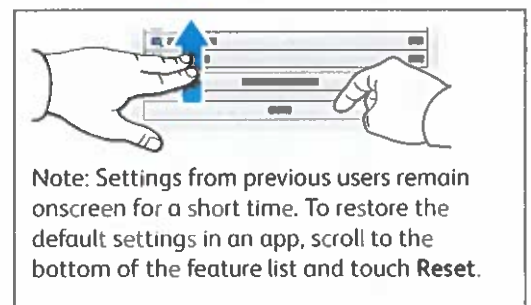


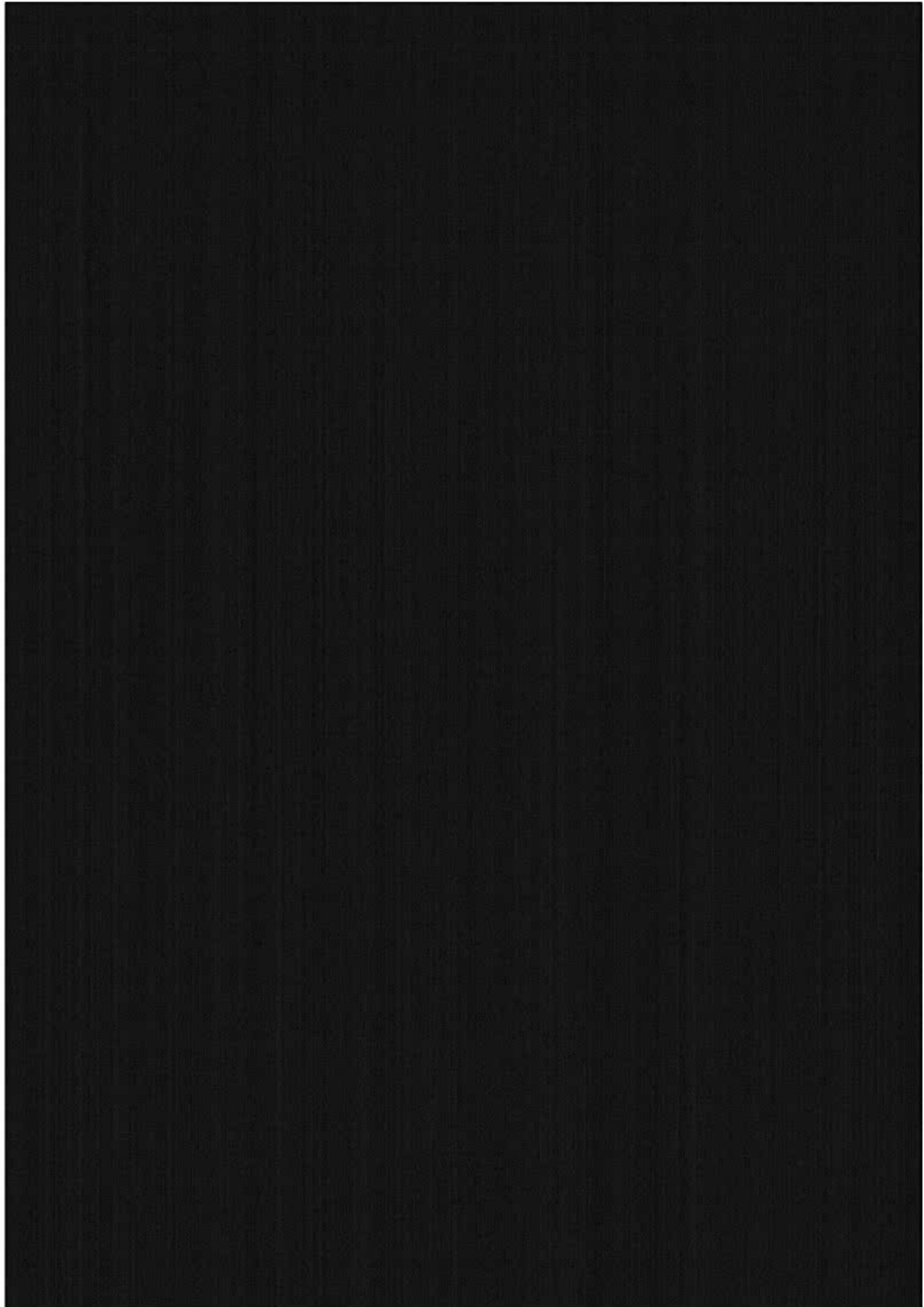
Touch **Copy**, then and select the number of copies.

3



Select feature settings from the list, then touch **Start**.





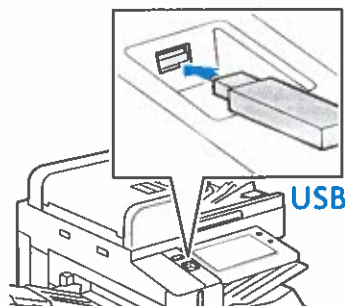
3



For Email, touch **Manual Entry**, type the email address using the touch screen keypad, then touch **Add**. To add more than one email address to the list, touch **Add Recipient**. To type a subject line for the email, touch **Subject**. To select saved email addresses, use the Device Address Book or select from Favorites.

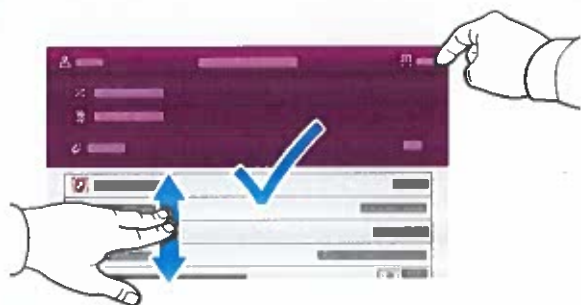


For Workflow Scanning, touch **Default Public Folder**, or insert your USB Flash Drive.

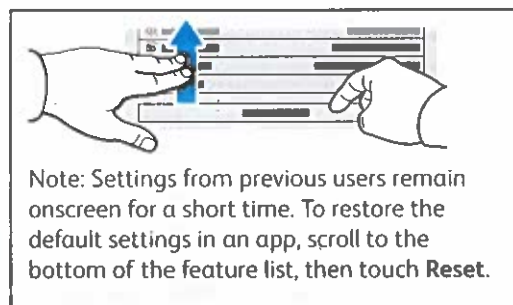


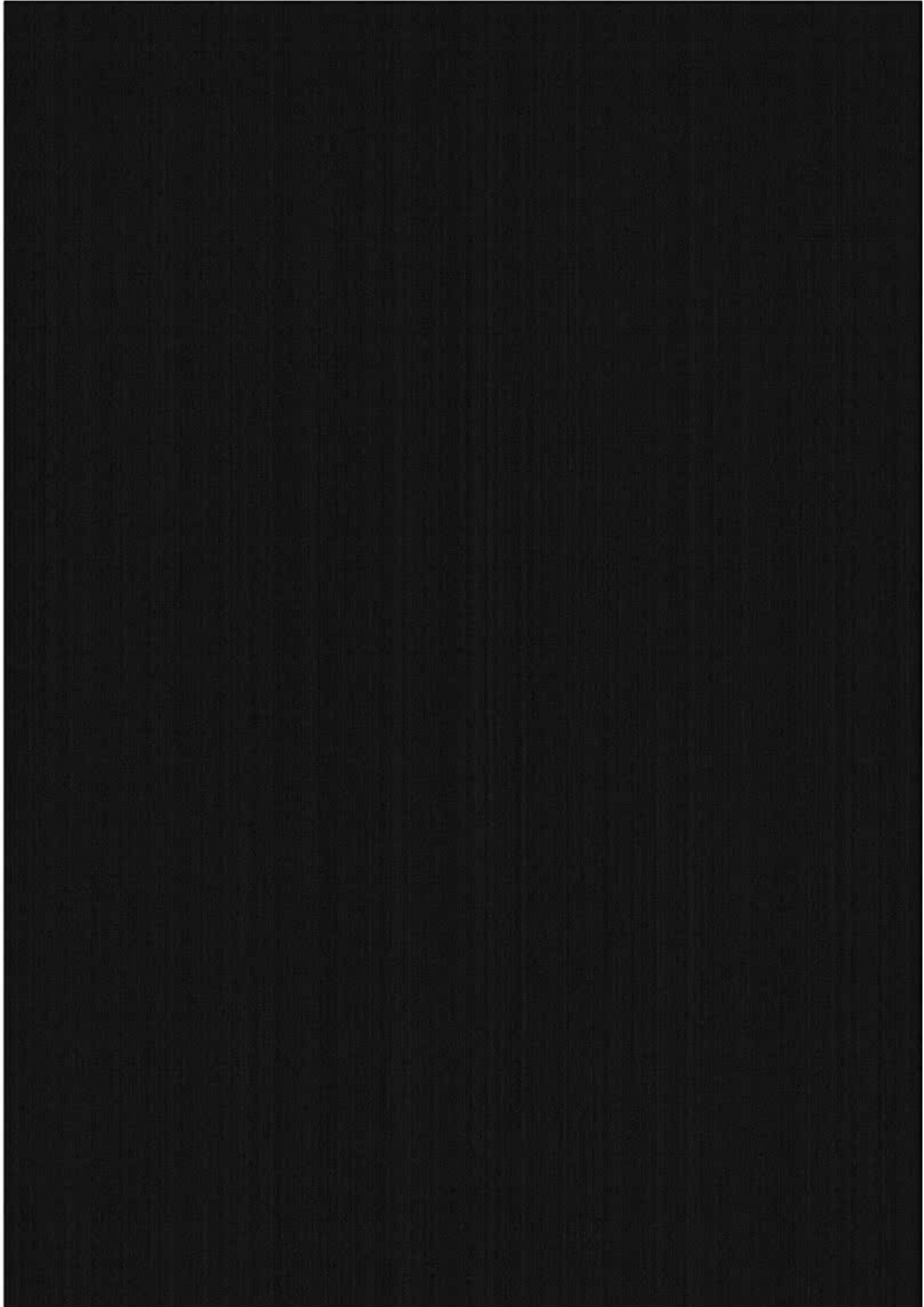
For Scan To, touch a destination type, then enter the appropriate information. To add more than one destination to the list, touch **Add Destination**.

4

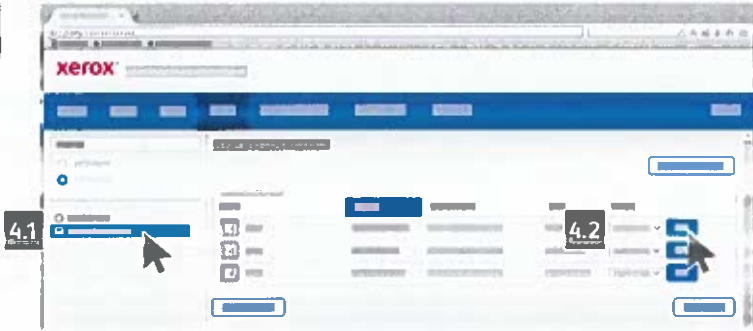


Change the settings as needed, then touch **Scan**, or for Email, touch **Send**.





4



Select the **Default Public Folder**, then find your scan in the list. To download the scan, click **Go**.

To refresh the list, click **Update View**.

To save the file to your computer, select **Download**.

To print the saved file again, select **Reprint**.

To permanently remove the stored job, select **Delete**.

To open a directory, select **Open**.

The first part of the document discusses the importance of maintaining accurate records in a business setting. It highlights how proper record-keeping can help in identifying trends, making informed decisions, and ensuring compliance with various regulations. The text emphasizes that records should be organized systematically and stored securely to prevent loss or damage.

Next, the document addresses the challenges of data management in the digital age. With the increasing volume of data generated by businesses, it becomes crucial to have robust systems in place for data storage, retrieval, and security. The author suggests implementing cloud-based solutions and regular backups to mitigate the risks of data loss.

The third section focuses on the role of technology in streamlining business operations. It explores how automation tools can reduce manual errors and save time by handling repetitive tasks. The text also discusses the importance of staying updated with the latest technological advancements to maintain a competitive edge in the market.

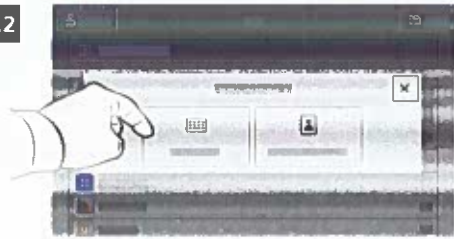
Finally, the document concludes by emphasizing the need for a proactive approach to business management. It encourages business owners to regularly review their operations, seek feedback, and make necessary adjustments to ensure long-term success and growth.

3

3.1



3.2



3.3



For fax numbers, touch **Manual Entry**, then enter the fax number using the touch screen alphanumeric keys and special characters. Touch **Add**. To add more fax numbers to the list, touch **Add Recipient**.

For Internet Fax email addresses, touch **Manual Entry**, then enter the email address using the touch screen keypad. Touch **Add**. To add more email addresses to the list, touch **Add Recipient**.

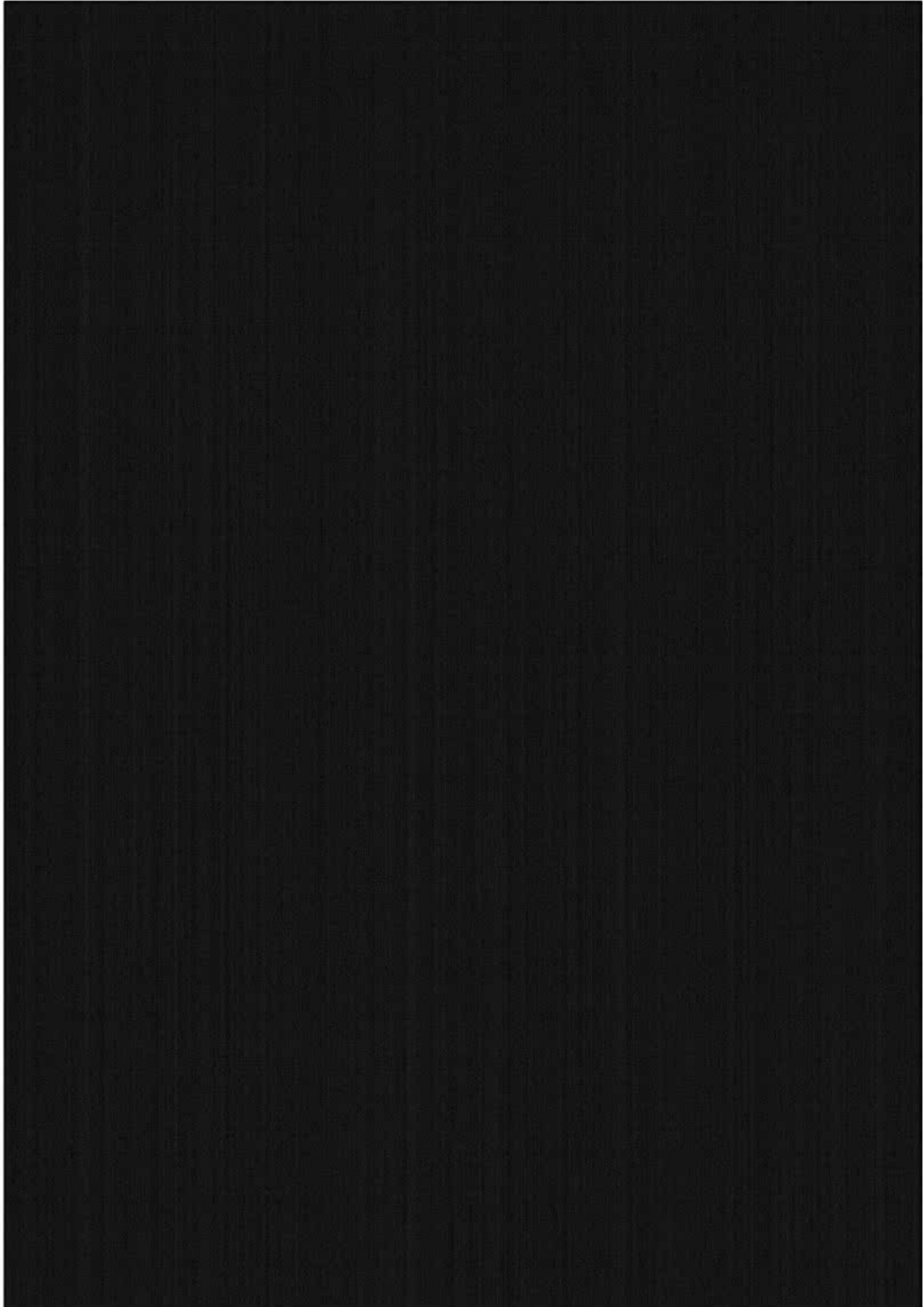
To select saved numbers, use the Device Address Book or Favorites. To select stored fax locations, use the Mailbox or Polling.

4



Change the settings as needed, then touch **Send**.

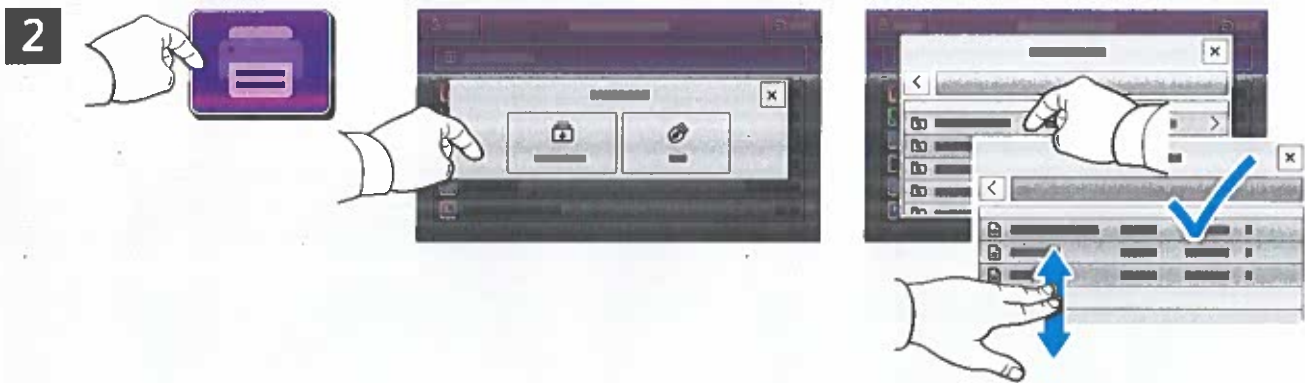
Note: Settings from previous users remain onscreen for a short time. To restore the default settings in an app, scroll to the bottom of the feature list, then touch **Reset**.



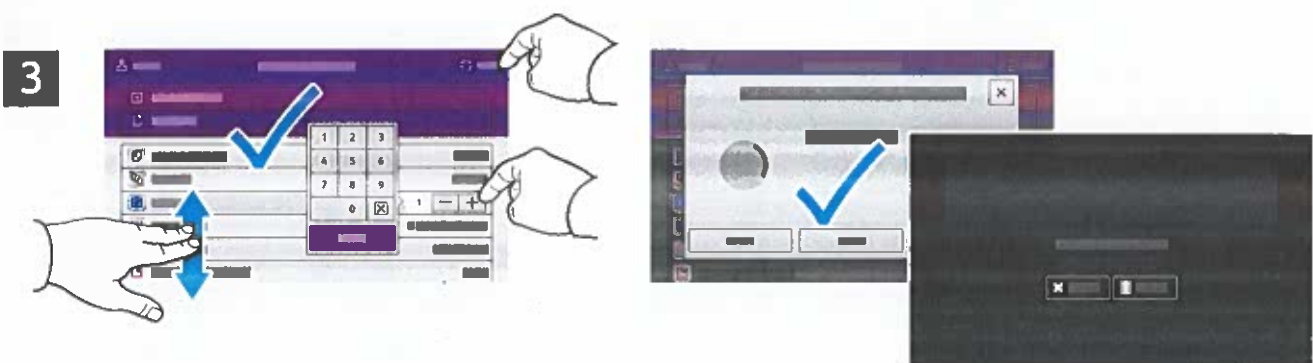
## Printing Jobs Stored on the Printer



You can send a print job to save to the printer, then select the job from the printer control panel to print at a later time. Jobs can be saved in the public folder or be password protected. In the Xerox® printer driver, select **Properties** (Windows) or **Xerox Features** (Mac OS), then **Job Type**. Select **Saved Job** or **Secure Print**. For Secure Print, type a passcode. Click **OK** and print the job.



Touch **Print From** then touch **Saved Jobs**. Select the **Default Public Folder** then select your print job.



Select settings from the list. To select the number of copies, touch the plus sign (+) or the minus sign (-). For larger numbers, touch **Quantity** then enter a number. Touch **Print**. To delete the job, in the printing screen and confirmation screen, touch **Delete**.