

Photocopier User Manual

1. Driver installation and account creation

In order to have access to XERO you need to visit the IT section. IT section will generate a user account for you and install XERO drivers on your computer.

Access to XERO (as a printer) is possible from a computer connected (by wire) to the network of the Faculty of Psychology. In the absence of a suitable cable, please contact the IT Section.

2. Access to XERO

XERO is located in room 6B (ground floor next to the stairs). The room is secured with a code lock, which will be given to you by the IT Section employees.

3. Device capabilities

XERO can be used as follows:

a) XERO - enter your login and password on the device screen. Then start copying documents.

b) Scanner - after logging into the device, select the "Scan" option. Documents can be saved on a portable disk/pendrive connected directly to the device or sent to a mailbox in the @psych.uw.edu.pl domain that has been assigned to your XERO account.

c) Printer - the device works in the principle of follow-up printing. This means that when printing any document on a computer where the IT section has installed XERO drivers, we can choose the Konica Minolta Bizhub 308e printer. After starting the printout, we go to room 6B where, after logging in to the device, the possibility of printing the previously sent documents will appear.

Due to the solution used, there is no possibility that your printouts will fall into the "wrong hands".

4. Step by step printing:

In order to print the finished document, we start the printing procedure in the normal way:

- In the computer program with an open document on your computer, select the Print option and configure all print options (e.g. page settings or color according to your needs).
- Select "Konica Minolta Bizhub 3083" as the printing device and select Print.
- In the lower-right part of the screen, in the taskbar, the icon of the printers applet may appear indicating that the document printing procedure has started. ATTENTION - apart from the printer icon, we may not see any other information that our document is being printed.
- The file has now been sent to XERO. However, the device will physically print the document only after logging into your account on the XERO device in room 6B.
- Turn on XERO with the power button on the left side of the panel.
- a startup window will appear.

- To collect the printout, select the "Log out after printing" option, and then log in with your data (login, password received earlier in the IT section).
- When we press the field on the right from "Username" we will be transferred to the login screen where by clicking on the dark fields we can enter our login and password and confirm ✓. After confirming, we will return to the start screen, where we select "Log in". The printing of ordered documents will start immediately after logging in.
- After printing, the xero device will automatically log out of your account (if you selected this option at the beginning).

After finishing, turn off the device with the power button on the left side of the panel.

In case of any problems, please contact the IT section at admin@psych.uw.edu.pl