

NEW SCHOOL YEAR

XEROX COPY AND PRINTER START-UP



MACHINE LOCATION









Each machine has a pre-determined physical location that has a corresponding port of operation, assigned by APS Technology. If the machine has moved, for any reason, please immediately contact the Xerox help desk designated for APS at **505.883.1947 / apshelpdesk2@xerox.com**. Xerox will schedule a time/day to relocate the machine back to its designated location.

Please DO NOT move the machine, as any damage resulting from an un-authorized move will be the sole financial responsibility of the school.

START-UP CHECKLIST



IF THE MACHINE IS IN DESIGNATED LOCATION:

-  Please ensure the power plug is plugged into the correct outlet (Machines should NEVER be plugged into a power strip)
-  Please ensure that network cable and fax lines (where applicable) are plugged into the correct jack on the wall. All machines must be plugged into the network to ensure proper operation
-  Power on machine (please note that the 7535 & 5335 have two (2) power switches – both must be turned on in order for machine to start up)
-  Once machine has run its power-on cycle, attempt to print to the machine. If you are unable to print, work with your Tech Coordinator to ensure that the IP address has not been changed
-  If IP address is unchanged and you are still unable to print, have Tech Coordinator contact Xerox help desk designated for APS to request service
-  If machine is fully functional, check to ensure that you have enough supplies to start the school year. To order supplies, please contact the Xerox help desk designated for APS (883-1947/ linda.sherman@xerox.com)

NOTE

All calls for service / supplies must go to the Xerox help desk designated for APS.
Any calls placed to the corporate Xerox supply or service lines could result in charges to your school.

IF YOU ARE IN NEED OF MORE INFORMATION, FOLLOW THE LINK BELOW:

<http://www.aps.edu/graphics>