

Xerox Re-training Requests

Any location that would like additional training should contact Ron Reaves to work with you to schedule training.

Phone: (203) 234-8601
Email: ronnie.reaves@xerox.com

Training Expectations:

It is expected that a signup sheet for anyone needing additional training will be filled out for the appropriate time slot(s) that have been scheduled before the trainer arrives. This will ensure that the training is mutually valuable and beneficial for both parties.

Ideally groups of 6-8 people at a time for up to 30 minutes per group works best.

Training will include walk up user training. The items to be covered include:

An overview of the copier

How to load paper properly in the trays

How to select and use Scan to the Copy Center, Scan to Email, (Fax – where applicable)

How to clear a misfeed

How to add/change supplies (where applicable)

For anyone looking for assistance with editing user codes, that should be done only by the building administrator or secretary. They have the instructions on how to complete this process.

Additional information on all the machines can be found @ www.xerox.com. You can find machines specifications, training videos, How To's, and much more at the site. A list of website