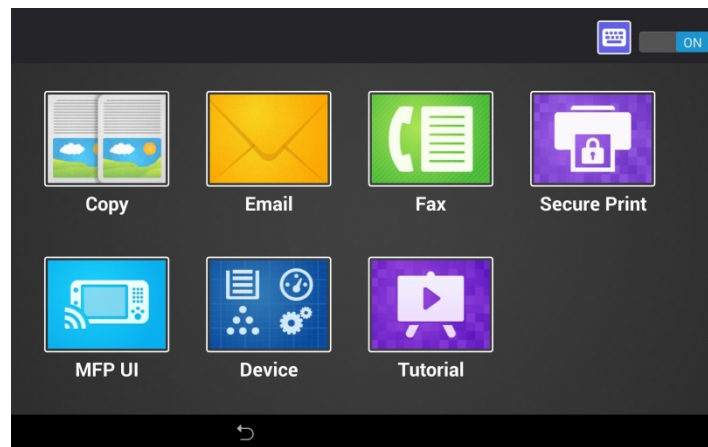


Xerox Adaptable Accessibility Solution

User Guide



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Introduction

The *Xerox® Accessibility Solution User Guide* relies on information provided to operators and system administrators from a number of publications for Xerox printing systems. Use this guide in conjunction with those documents.

Conventions

This guide uses the following conventions:

- **Command**
Commands, operands, parameters, and parameter options that are to be entered exactly as shown appear in **bold Courier New font**. *Spaces* shown in command statements are *required* entries.
- **Messages**
Messages displayed on the console will appear in the document in Courier New font.
- **Italics**
Document and library names are shown in *italics* (for example; *Xerox Operator Guide*).

NOTE

Notes are indicated with the word "NOTE", followed by the note text.

CAUTION

This Caution symbol denotes an action that could damage the hardware or software.

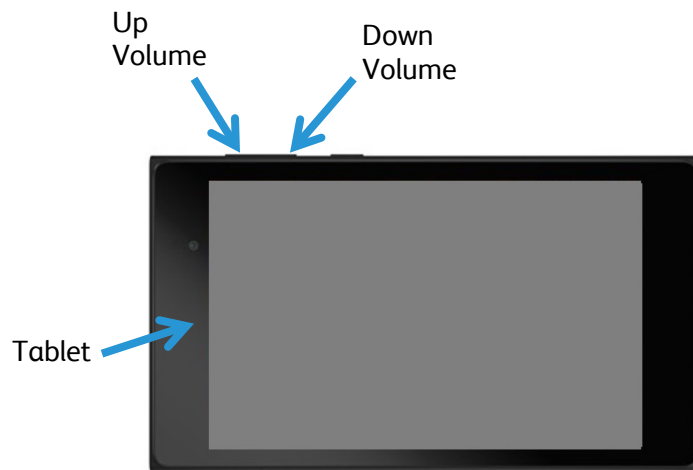
WARNING

This Warning symbol denotes a condition that might be harmful and might endanger the safety of people.

Using the Tablet

Setting the Tablet Volume

The tablet volume can be adjusted by pressing the appropriate side of the *Volume* button, as shown below.



Using Headphones with the Tablet

Headphones can be used with tablet. The headphone jack location is shown below.



Scrolling

In the Copy, Email, and Fax screens:

- Use two fingers to drag the screen from bottom-to-top to access the bottom of each screen.
- Use two fingers to drag the screen from top-to-bottom to return to the top of each screen.
- Use two fingers to scroll through a list of contacts in the address book, or through the list of Secure Print jobs.

Zooming

- A quick triple-tap anywhere on the normal screen will zoom the screen content.
- When zoomed, a quick triple tap returns to normal screen.
- You can also use two fingers to drag the zoomed screen in any direction.
- Use two-fingers-to “pinch-out” for increased magnification.
- Use two-fingers-to “pinch-in” for reduced magnification.

Flicking

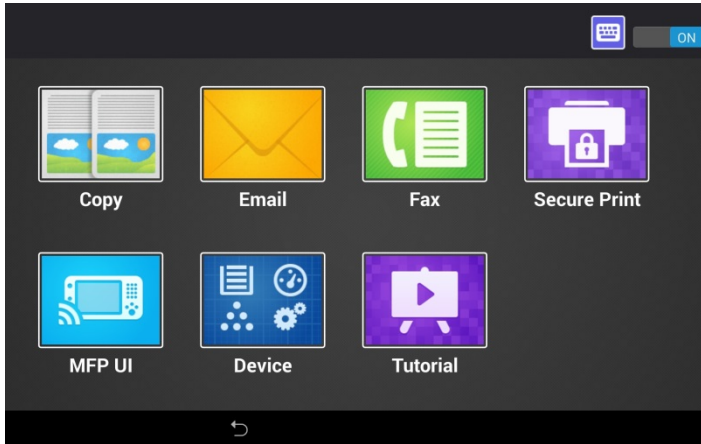
Use the “flicking” gesture to navigate through all of the selectable items on any screen. Support for the “flicking” gesture can be enabled by your System Administrator.

Using the Talkback Feature

With the *Talkback* feature enabled, buttons and fields on the touch screen will be identified audibly when touched (selected). Simply slide a finger across the screen to hear a list of available items. Some selectable options will display a drop down list of available values. A quick double-tap anywhere on the screen executes the last selected item.


The Home Screen

The *Home* screen of the accessibility tablet is shown below.



The *Home* Screen

Selecting any of the icons on the *Home* screen opens the associated sub-screen. Sub-screen topics are described in the pages that follow.

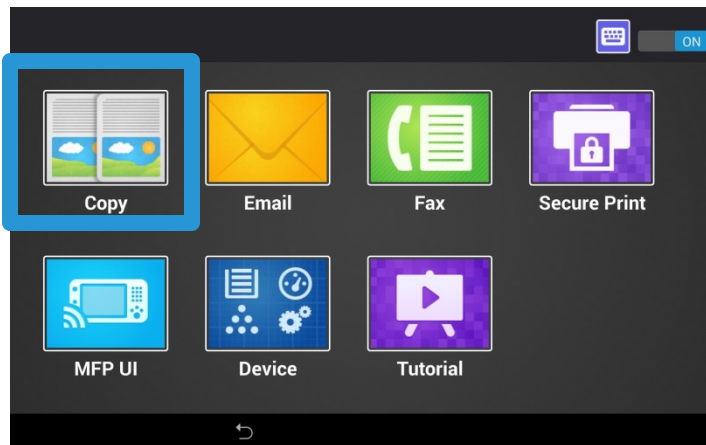
The Back icon  at the bottom of the *Home* screen opens the previous screen. Once you navigate to the *Home* screen, further back-tapping is disabled.

NOTE: The XAAS option includes both the tablet and a USB keyboard. When the USB keyboard is set to ON, the control panel buttons on the WorkCentre device will become non-operational. When the USB keyboard is set to OFF, the control panel buttons on the WorkCentre device will function normally.

Copy

The Copy Icon

The *Copy* icon is located on the *Home* screen of the accessibility tablet, as highlighted below.



The *Home* Screen

The Copy Screen

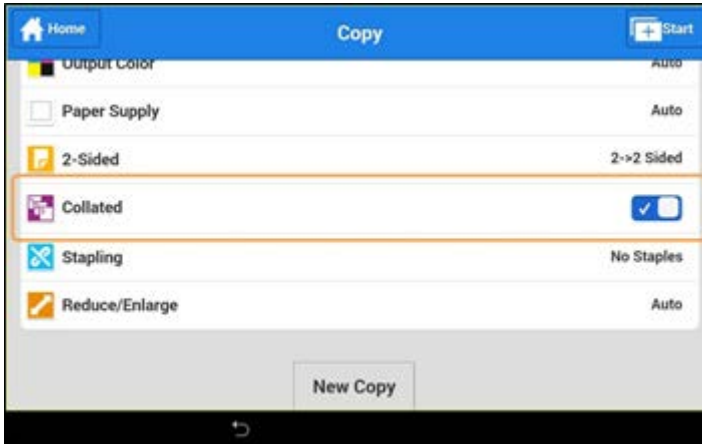
Selecting the *Copy* Icon opens the *Main Copy* screen, shown below.



The *Main Copy* Screen

Buttons available on the *Main Copy* screen include:

- Home
- Start
- New Copy



The *Main Copy* Screen Options

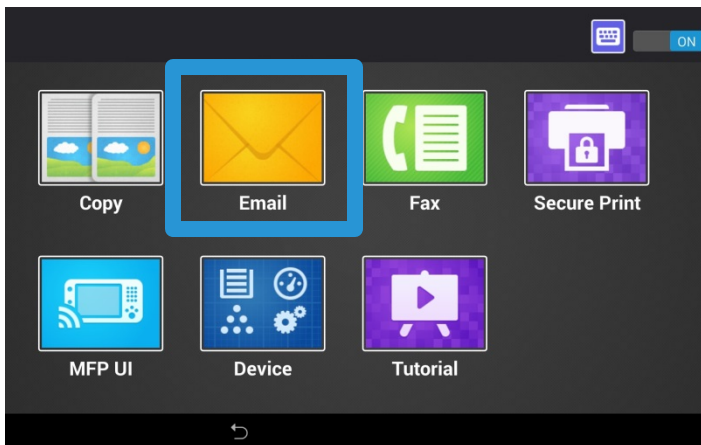
Scrolling down the *Main Copy* screen allows access to the following additional options:

- Quantity
- Output Color
- Paper Supply
- 2-Sided
- Collation
- Stapling
- Reduce/Enlarge

Email

The Email Icon

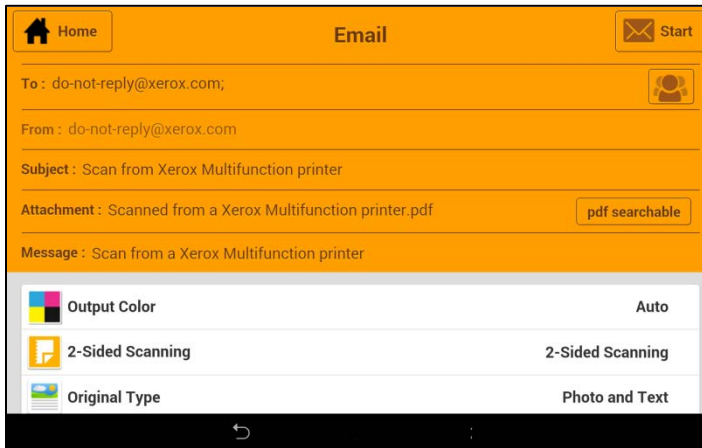
The *Email* icon is located on the *Home* screen of the accessibility tablet, as highlighted below.



The *Home* Screen

The Email Screen

Selecting the *Email* Icon opens the *Main Email* screen, shown below.



The *Email* Screen

Buttons available on the *Email* screen include:

- Home
- Start
- Address Book

Data Fields available on the *Email* screen include:

- To
- From
- Subject
- Attachment
- Message

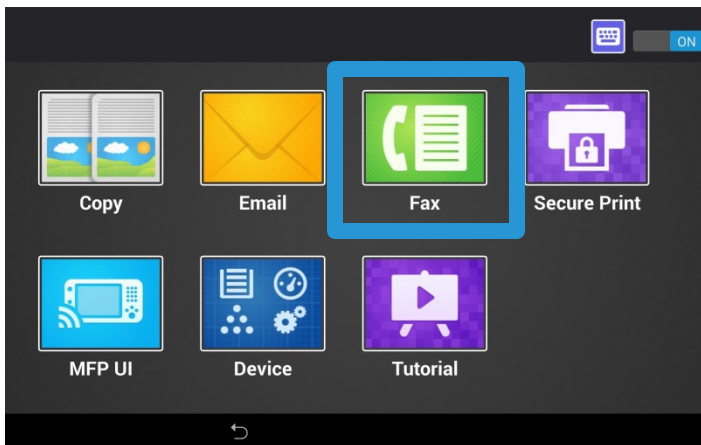
Options available the *Email* screen include:

- Orientation
- 2-Sided Scanning
- Output Color
- Reduce/Enlarge

Fax

The Fax Icon

The *Fax* icon is located on the *Home* screen of the accessibility tablet, as highlighted below.



The *Home* Screen

The Fax Screen

Selecting the *Fax* Icon opens the *Fax* screen, shown below.



The *Fax*Screen

Buttons available on the *Fax* screen include:

- Home
- Send

The only Data Field available on the *Fax* screen is:

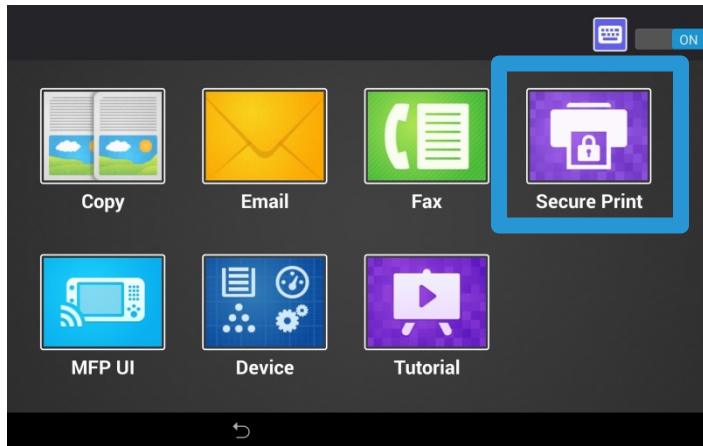
- Fax Number

Options available the *Fax* screen include:

- 2-Sided Scanning
- Resolution
- Lighten/Darken
- Original Type
- Original Size
- Background Suppression

Secure Print Release

The Secure Print Release feature allows users to access Secure Print jobs at the printer.



The *Home* Screen

The *Secure Print* Screen

Selecting the *Secure* Icon opens the *Secure Print* screen, shown below. The *Secure Print* screen allows users to select and print secure jobs sent to the printer.

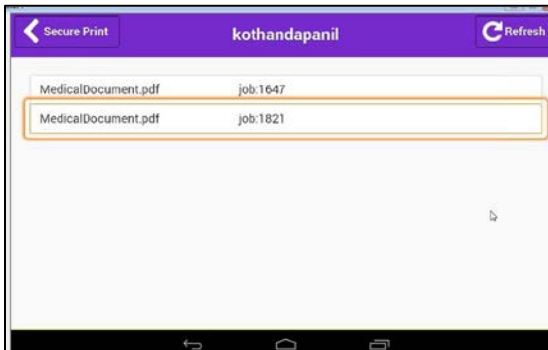
Follow the steps below to access and disposition a secure print job.

1. Select the *Secure* icon. The *Secure Print* screen will open.



The *Secure Print* Screen

2. Enter the *Username* that submitted the secure print job, then select the *Submit* button.
3. Select a job title from the list that appears.



The *Job List* Window

4. Select **Print** or **Delete**.
5. Enter the appropriate PIN Number in the *PIN Number* window, as shown below.



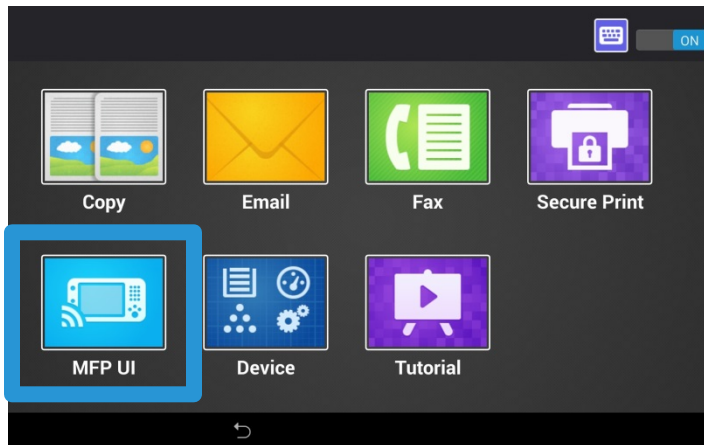
The *PIN Number* Window

6. Touch the *Submit* button.

MFP UI

The *MFP UI* Icon

The *MFP UI* icon is located on the *Home* screen of the accessibility tablet, as highlighted below. The *MFP UI* icon is not available if the *Talkback* feature is enabled.



The *Home* Screen

The *MFP UI* Screen

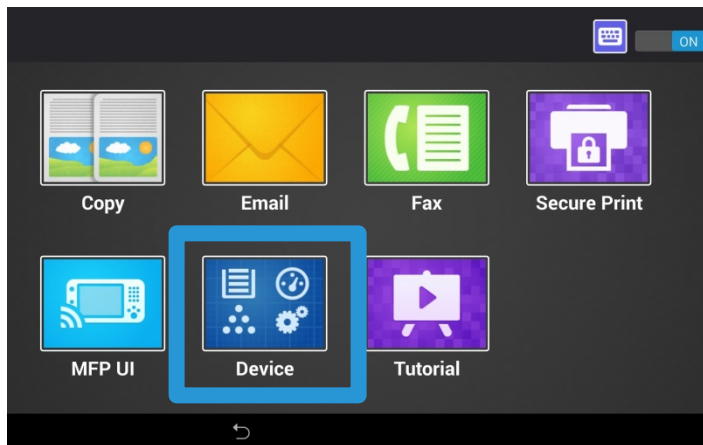
Selecting the *MFP UI* icon opens the *MFP UI* screen, shown below. The *MFP UI* screen is a duplicate of the actual multifunction printer user interface.



Device

The *Device* Icon

The *Device* icon is located on the *XAAS Home* screen of the accessibility tablet, as highlighted below. The options available on the *Device* screen can only be accessed by device administrators and service personnel.

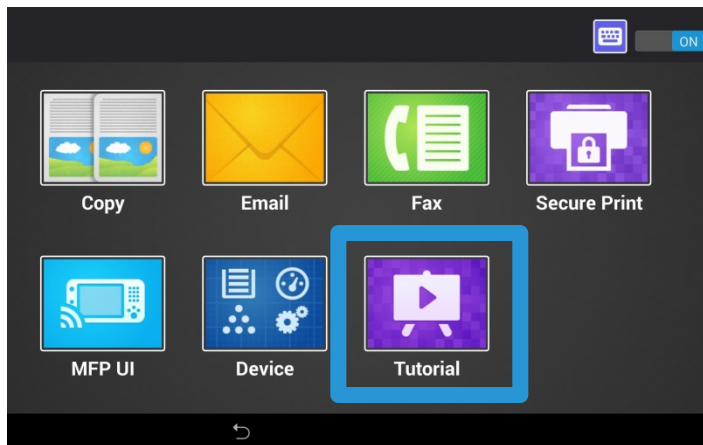


The *XAAS Home* Screen

Tutorial

The Tutorial Icon

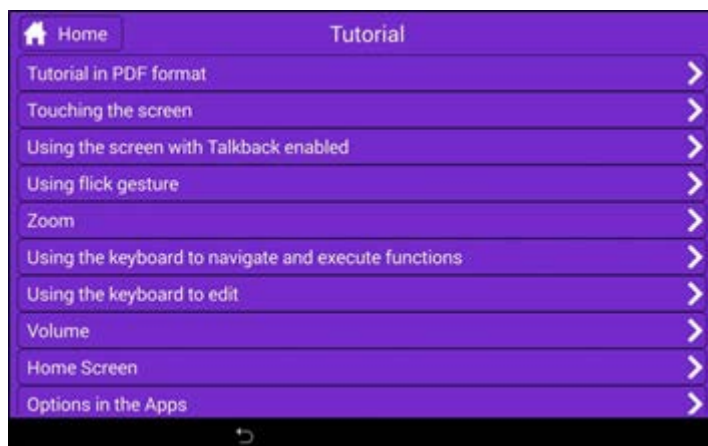
The *Tutorial* icon is located on the *Home* screen of the accessibility tablet, as highlighted below.



The *Home* Screen

The *Tutorial* Screen

Selecting the *Tutorial* Icon opens the *Tutorial* screen, shown below. The *Tutorial* screen introduces the user to the basic features of the Xerox Accessibility Solution. The tutorial content is also available in PDF format on the Documentation CD-ROM provided in the XAAS kit.



The *Tutorial* Screen

Special Considerations

- The tablet screen could be blanked out and unresponsive. This could be caused by someone pushing On/Off button to turn tablet screen off. Simply push the power on/off button to wake up the tablet.
- The talkback feature does not work when using the pop-up soft keyboard on the tablet screen. Use the external keyboard when the talkback feature is turned on.
- When a Username is entered on the Secure Print screen, and the backspace button is used to delete characters, the talkback feature will not announce the deleted characters.
- Items are not highlighted when using the tab key on the keyboard for navigation. However, correct functions are announced. Tablet operations are not affected. This behavior is only observable by sighted users. Correct highlighting is restored when users touch an item on the tablet.
- In the Email app, some characters may not be announce properly when passed over using the left/right arrow keys. If the users moves over the same characters again using arrow keys, the correct announcement will be made.
- Email message announces attachment set to undefined when only spaces are entered - Attachment should have a name, blank is not a valid file name.
- Setting the Paper Supply to “Auto” when copying could cause the WorkCentre device to malfunction. Select a paper tray if any such errors occur.
- The CAC login process may take a long time to respond.

CAC Card Users

Follow the steps below when using a CAC Card.

1. Insert the CAC card in the card reader.
2. Enter the PIN using the hard buttons on the WorkCentre device.
3. Press the *OK* button on the tablet touch screen to start the authentication process.
4. Leave the CAC card inserted in the reader until the job starts.
5. Remove the CAC card from the reader to end the session and return all options to default values.

NOTE: The CAC Card Reader must be connected to the USB Hub on the rear of the WorkCentre device to communicate with the tablet.

Error Messages

| ERROR MESSAGE | DESCRIPTION AND ACTION |
|-------------------------------------|--|
| AbortedBySystem | Job failed. Try again. If error repeats, contact System Administrator for assistance. |
| CannotConnectToServer | Multifunction printer is unable to reach the Email server. Please try again. |
| DocumentTooShort | Re-stack the originals in the document feeder and try again. Or use the platen. |
| Error : timeout | Repeat the Login process. Then try the job again. |
| ExactStandardMediumNotLoadedForAPS | Media size issue. Try again. If error repeats, manually select Paper Tray and try again. |
| imageTooLargeForPaperSize | Media size mismatch. Select a different paper try or reduce image and try again. |
| InputScanSizeNotDetermined | Originals not detected. Re-position the originals in the document feeder and try again. Or use the platen. |
| InternalServerError | Job failed. Try again. If error repeats, contact System Administrator for assistance. |
| JobAborted | Job failed. Try again. If error repeats, contact System Administrator for assistance. |
| LargerStandardMediumNotLoadedForAPS | Media size mismatch. Select a different paper try or reduce image and try again. |
| MediumNotAvailableForAPS | Media size mismatch. Select a different paper try or reduce image and try again. |
| NetworkControllerError | Job failed. Try again. If error repeats, contact System Administrator for assistance. |
| NotStapledOutOfStaples | No more staples. Please inform the System Administrator to replenish. |
| ProhibitedOriginal | Multifunction printer will not scan certain originals. |
| ResourcesAreNotReady | Job failed. Try again. If error repeats, contact System Administrator for assistance. |

Contacting Xerox

Technical Support

For problems with your Xerox equipment, contact Xerox Service.

If you encounter problems with Xerox Accessibility Solution that you cannot resolve, contact the following:

The Xerox Welcome Center at (800) 821-2797

Installation

A Xerox Customer Service Engineer will install the Xerox Accessibility Solution Kit.

