

# MFD Training

Abbotsford campus – multiple sessions offered

XEROX will be on the Abbotsford campus from March 2 to 6 to provide training and orientation on the Multi Function Devices – black & white and colour.

The sessions will cover all functions of the MFD, including:

- Scan to PDF or email
- Print from your desktop
- Print to a secure ID
- Copying, hole-punching, stapling, booklet-making
- Duplexing (two-sided copying)
- Faxing to and from the devices

*Refreshments will be served.*

There are two types of sessions:

- 1) **Basic** for *all* faculty and staff, and
- 2) **Key Operator** (Train the Trainer), which will be slightly more in-depth, covering how to replace toner and staples, clear jams, solve basic problems, and who to contact for service and support. All staff and faculty are welcome to attend the Key Operator sessions or the Basic session.

TRAINING FOR CHILLIWACK AND OTHER CAMPUSES WILL BE OFFERED SOON (AS EQUIPMENT IS NETWORKED), ALTHOUGH STAFF AND FACULTY FROM THOSE CAMPUSES ARE WELCOME TO ATTEND THE ABBOTSFORD TRAINING SESSIONS.

## How to sign up for training

Email [printroom@ufv.ca](mailto:printroom@ufv.ca) to register. Provide your name and preferred time slot.

Questions? Call Janet Allanson at 4682.



## Training Times

### **Basic: staff and faculty**

Includes all features including printing, scanning, copying, faxing, emailing.

#### **1.5-hour session**

**10:30 am – noon OR  
12:30 to 2 pm**

Tuesday, March 2 *OR*

Thursday, March 4 *OR*

Friday, March 5

### **Key Operator: staff and faculty**

Includes all functions plus toner/stapler replacement, clearing jams and assisting users.

#### **2-hour session**

**8:30 – 10:30 am OR  
2:30 - 4:30 pm**

Tuesday, March 2 *OR*

Thursday, March 4 *OR*

Friday, March 5

**Wednesday, March 3 is reserved for Model 7345 training. Those users will be contacted to set up times for training.**