

Reference Guide

SUPPLIES: 477-9495 & SERVICE: 477-9494

[Please provide **Serial Number** when ordering supplies or contacting Xerox for assistance.]

Locating Serial Number	Billing & Usage	Supplies
<ol style="list-style-type: none">1. Press the Machine Status button.2. The Machine Information tab appears. The serial number appears at the left of the Machine Information screen. <p>If the Serial Number cannot be read from the printer's touch screen, visit www.xerox.com. See instructions below.</p>	<p>Please email monthly meter reads to</p> <p>Joel Calderon Reyna Joel.CalderonReyna@xerox.com</p> <ol style="list-style-type: none">1. Press the Machine Status button.2. Touch the Billing Information Tab. Report Black & Color count.	<p>Please call 477-9495 to order Supplies.</p> <hr/> <p>Used & Unused Supplies Pick Up</p> <p>Send email message to: Patricia Leon Guerrero PatriciaD.LeonGuerrero@xerox.com Ursula Garrido Ursula.Garrido@xerox.com</p> <p>Include 1) Serial Number and 2) number of items to be picked up.</p>

Questions?

- For more information visit: www.xerox.com/support
 1. Enter your Xerox model number (i.e. 7855) under **Search or Choose**.
 2. Click on **Support** then enter your question under **Search for Keyword or Phrase**.
- **Contact Julia Artero**
T: **477-1932** Email: Julia.Artero@xerox.com

