# Xerox® WorkCentre® 7500 Series

# Quick Email Guide

- Touch Screen: Provides access to printer information and functions.
- **2. Services Home**: Press to access the main services, such as copy, scan, and fax.
- **3. Services**: Press to access Services Home or the last used screen.
- **4. Job Status**: Press to view the list of active and completed jobs.
- **5. Machine Status**: Press to view supplies status, printer information, and so on.
- 6. Log In/Out: Press to access passwordprotected features, then enter the user name and password using the touch screen keyboard. Press again to log out.
- **7. Help**: Press for information about the current selection or service.
- **8. Language**: Press to change the touch screen language and keyboard settings.
- Energy Saver: When printer is in low power mode, press to enter normal mode.
   Press while the printer is in normal mode to enter low power mode.



- **10. Start**: Press to start a copy, scan, or fax job.
- **11. Stop**: Press to pause a print, copy, scan, or fax job. On the touch screen, touch **Resume** to continue or **Delete** to cancel the job.
- **12. Clear All**: Press once to clear current job settings. Press twice and touch confirm to reset all job settings to default.
- **13. Interrupt Printing:** Press to hold the current job to allow a priority job to process. Press again to finish the interrupted job.
- **14. Alphanumeric Keys**: Press to enter alphanumeric information.
- **15. C**: Press to delete numeric values or the last digit entered using the alphanumeric keys.
- **16. Dial Pause**: Press to insert a pause in a fax number.

# **Basic Emailing**

- 1. Place the originals face up in the document feeder, or face down on the glass.
- 2. Press **Services Home** on the control panel, then touch **E-mail** on the touch screen.
- 3. Specify the recipient using one of these methods:

4. Touch **Subject** to change the subject line as desired.

- Touch New Recipient, then enter the complete email address using the touch screen keyboard.
- Touch **Address Book**, type the desired recipient, then touch **Search**.
- Touch **Add**, then touch **Close**.
- 5. Confirm or change Email tab options such as Output Color and Original Type. Also touch other tabs for more options.
- 6. Press the green **Start** button.

# Ready to scan your job. E-mail Settings Address Book... To: Name@Business.com From... Xerox WorkCentre... Scanned from a X... Scanned from a X... Output Color Auto Detect Auto Detect Advanced Settings Address Book... From... Xerox WorkCentre... Scanned from a X... Scanned from a X...

# **Email and Email Options Tabs**

### **Email**

- Output Color: Select Auto Detect, Black & White (100% black and 100% white only), Grayscale, or Color.
- **2-Sided Scanning**: Select 1-Sided, 2-Sided, or 2-Sided, rotate Side 2.
- Original Type: Select Photo & Text, Photo, Text, Map, or Newspaper/Magazine.
- **Scan Presets**: Select Sharing & Printing, Archival Small file Size, OCR, High Quality Printing, or Simple Scan. Touch **View Details** for descriptions of Scan Presets.

### **Email Options**

- File Name: Change the file name of the scan.
- **File Format**: Select PDF, PDF/A, XPS, Multi-Page TIFF, TIFF (1 File per Page), or JPEG (1 File per Page). PDF, PDF/A, and XPS Options are Image Only or Searchable, which works with optical character recognition (OCR).
- Message: Add a message to the email.
- **Reply To**: Change the Reply To address of the email.

## Other Tab Options

### Advanced Settings

- Image Options
- Image Enhancement
- Resolution
- Quality/File Size

### **Layout Adjustment**

- Original Orientation
- Original Size
- Edge Erase

### **Job Assembly**

Build Job

