

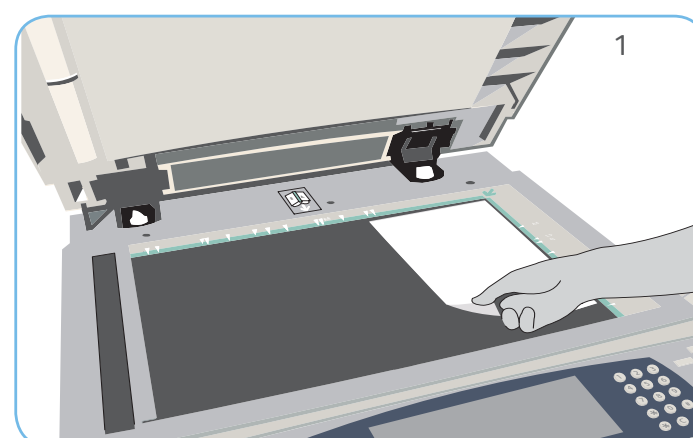
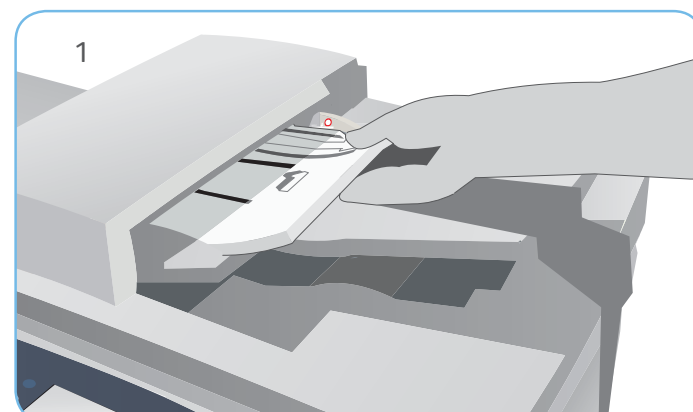
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How to Make a Copy



Preparation

1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



Scan

3. Press the **Services Home** button and select the **Copy** option. The Copy features are displayed.
 4. Select the required features- Reduce/Enlarge, 2-Sided Copying, etc.
 5. Enter the copy quantity using the numeric keypad.
 6. Press **Start** to scan the originals and process the Copy job.
- The Copy job enters the job list ready for printing.



More information

For more information, please refer to:

- user guides - available to print via the **Machine Status** button on the control panel, or
- <http://www.support.xerox.com>



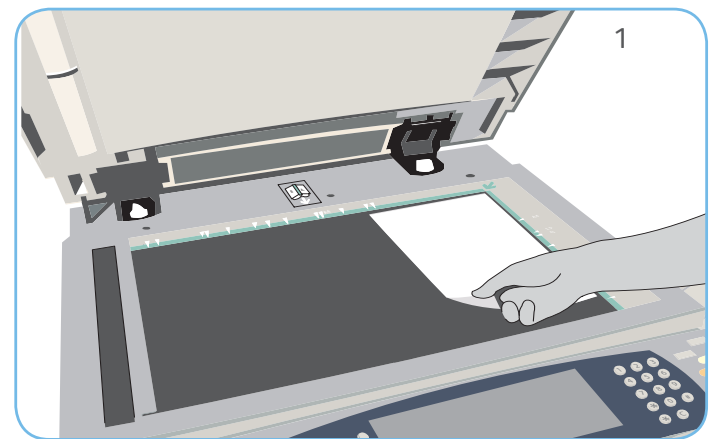
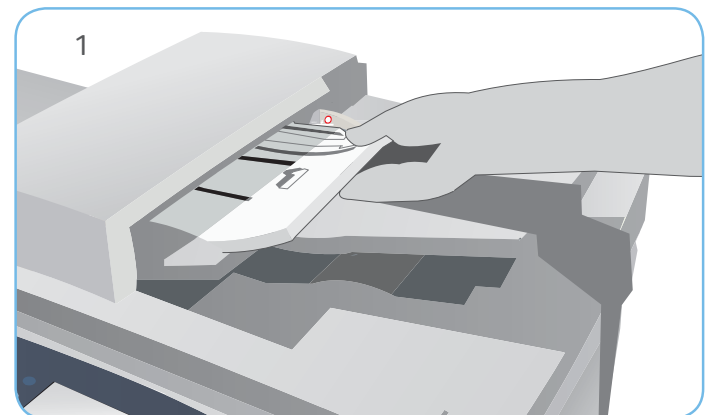
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How to Send a Fax

Preparation

1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



Scan

3. Press the **Services Home** button and select the **Fax** option. The Fax features are displayed.
4. Select the Enter Number area on the touch screen and enter the number using the numeric keypad. Select **Add** to add the number to the recipient list. Enter additional numbers as required.
5. Make any programming changes that are required.
6. Press **Start** to scan the originals and process the Fax job. The Fax job enters the job list ready for sending.



More information

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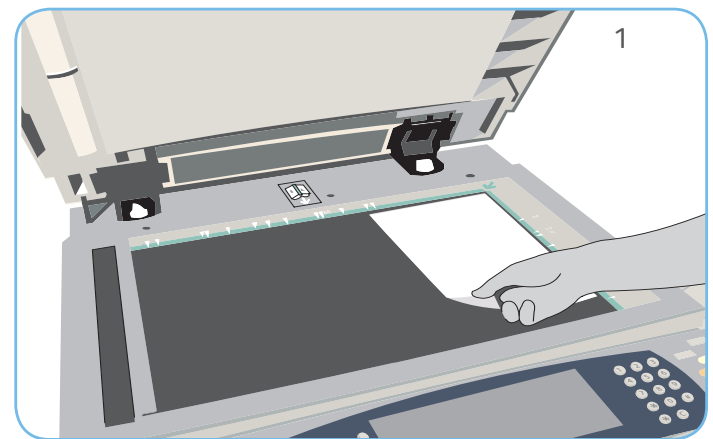
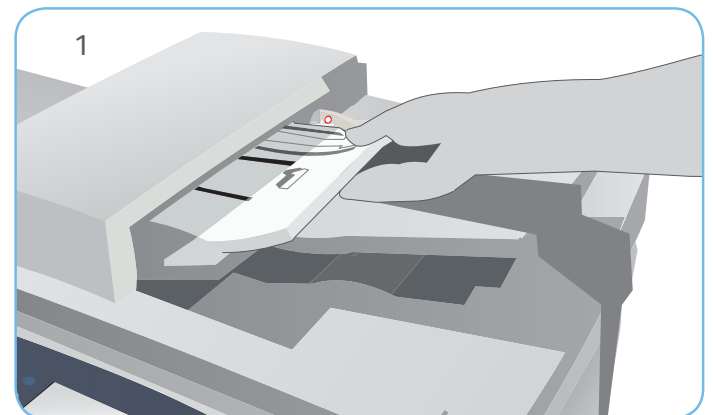
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How to Send a Server Fax

Preparation

1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



Scan

3. Press the **Services Home** button and select the **Server Fax** option. The Server Fax features are displayed.
4. Select the Enter Number area on the touch screen and enter the number using the numeric keypad. Select **Add** to add the number to the recipient list. Enter additional numbers as required.
5. Make any programing changes that are required.
6. Press **Start** to scan the originals and process the Server Fax job. The Server Fax job enters the job list ready for sending.



More information

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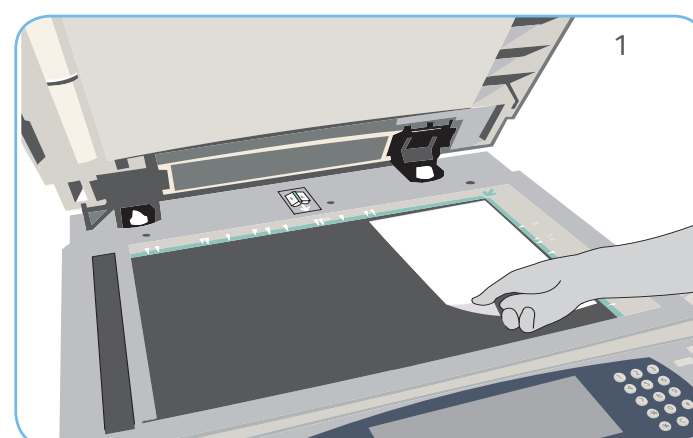
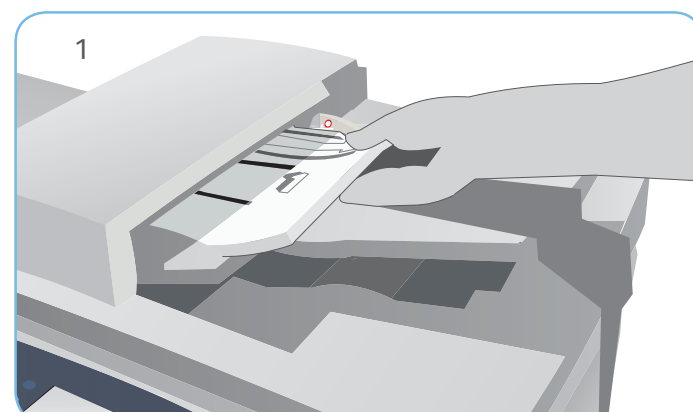
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How to Send an Internet Fax

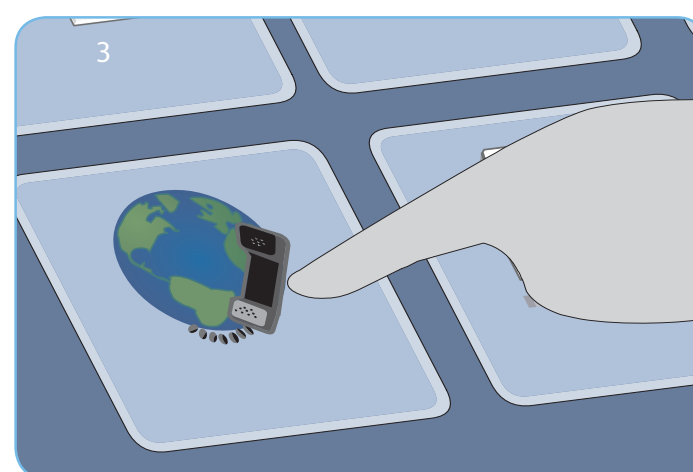
Preparation

1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



Scan

3. Press the **Services Home** button and select the **Internet Fax** option. The Internet Fax features are displayed.
4. Select New Recipient.
5. Select To, CC or Bcc for the recipient using the drop-down menu to the left of the entry box. Using the keyboard enter the e-mail address. Select Add to add the e-mail address to the recipient list. Select Save.
6. Make any programming changes that are required.
7. Press **Start** to scan the originals and process the fax job. The fax job enters the job list ready for sending.



More information

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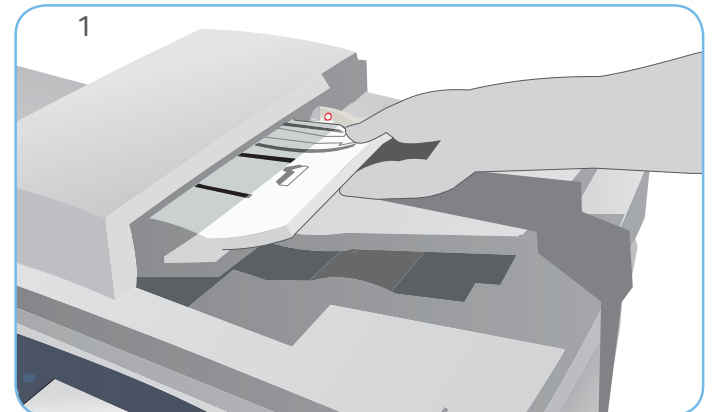


How to Save and Reprint Jobs

Saving Jobs for Reprinting

1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.
3. Press the **Services Home** button and select the **Copy** option. The Copy features are displayed. Program the required job features.
4. Select the **Job Assembly** tab and then **Save Job for Reprint**.
5. Select **Copy & Save** to save and print the job, or **Save Only** to save the job.
6. Select a folder location and select **New Job Name** and enter a name for the job. Select **Save**.
7. Press **Start** to scan the originals and process the job.

Jobs can also be saved using the print driver options or Internet Services.



Reprinting Saved Jobs

1. Press the **Services Home** button and select the **Reprint Saved Jobs** option. The Saved Jobs are displayed.
2. Select the folder required. Use the scroll bar to access all the folders.
3. Select the job. If the job settings require changing prior to printing the job, select the settings option.
4. Select **Print**, **Print and Save** or **Save**.



More information

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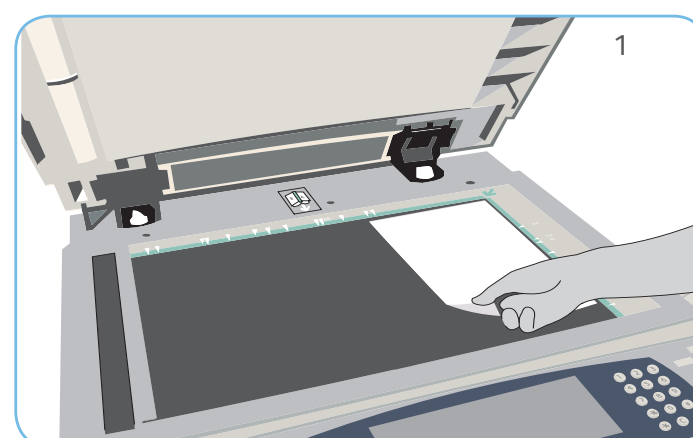
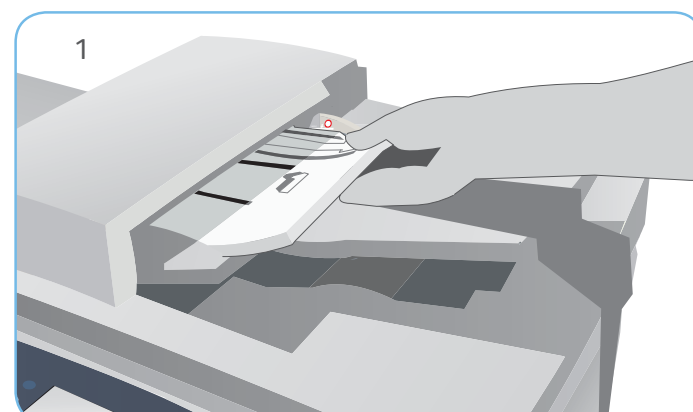
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How to Send an E-mail

Preparation

1. Load your documents face up in the document feeder input tray or face down on the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



Scan

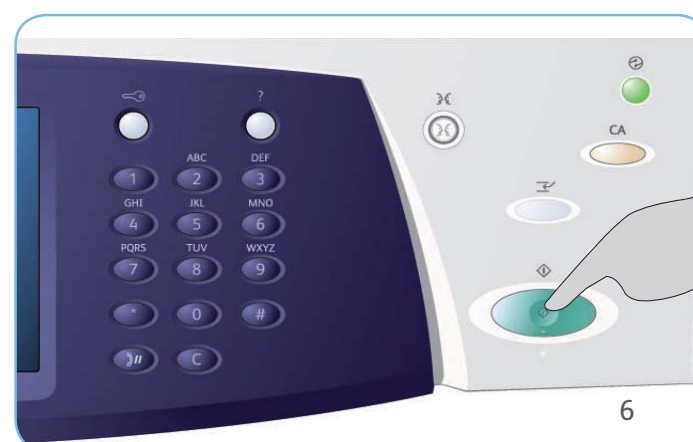
3. Press the **Services Home** button and select the **E-mail** option. The E-mail features are displayed.
4. Select New Recipient.
5. Select To, CC or Bcc for the recipient using the drop-down menu to the left of the entry box. Using the keyboard enter the e-mail address. Select Add to add the e-mail address to the recipient list. Select Save.
6. Press **Start** to scan the originals and process the E-mail job. The E-mail job enters the job list ready for sending.



More information

For more information, please refer to:

- user guides - available to print via the **Machine Status** button on the control panel, or
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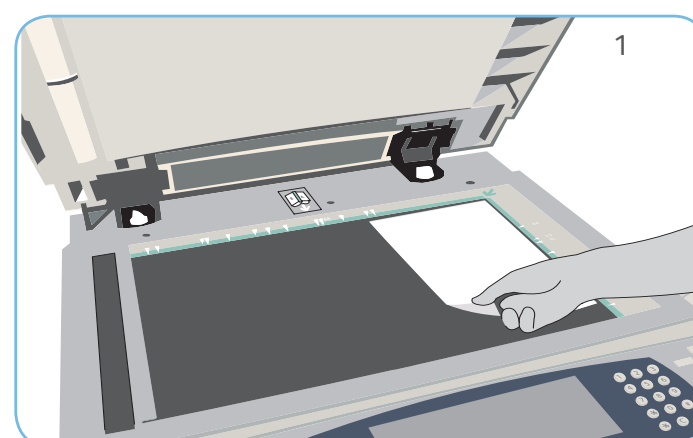
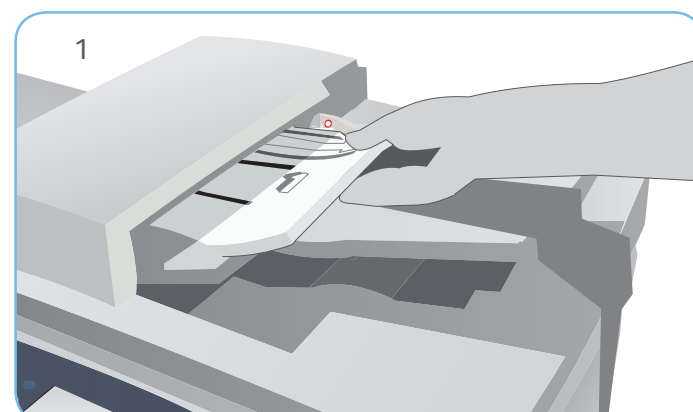
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How to Scan to Your Network

Preparation

1. Load your documents face up in the document feeder input tray or face down on the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



Scan

3. Press the **Services Home** button and select the **Workflow Scanning** option. The Workflow Scanning features are displayed.
4. Select a template for the job from the templates displayed in the list.
5. Select the required features for your scanning job using the touch screen.
6. Press **Start** to scan the originals and process the job.

The scanned images are filed to the location specified on the template ready for retrieval by the user.



More information

For more information, please refer to:

- user guides - available to print via the **Machine Status** button on the control panel, or
- <http://www.support.xerox.com>



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Machine Overview



Machine Overview

1

Original Document Feeder and Document Glass

2

Control Panel

3

Paper Trays 1 and 2

4

Paper Tray 3 and 4

5

Tray 5 (Optional)

6

Tray 6 (Inserter) (Optional)

7

Bypass Tray

8

High Volume Finisher (Optional)

Features

Depending on the configuration of your device, it is capable of the following:

Copy

E-mail

Internet Fax

Server Fax

Fax

Workflow Scanning

Reprint Saved Job

Control Panel

1

Services Home

2

Services

3

Job Status

4

Machine Status

5

Touch Screen

6

Log In/Out

7

Numeric Keypad

8

Help

9

Interrupt

10

Start

11

Clear All

12

Stop

13

Language

14

Energy Saver

More information

For more information, please refer to:

• user guides - available to print via the Machine Status button on the control panel, or

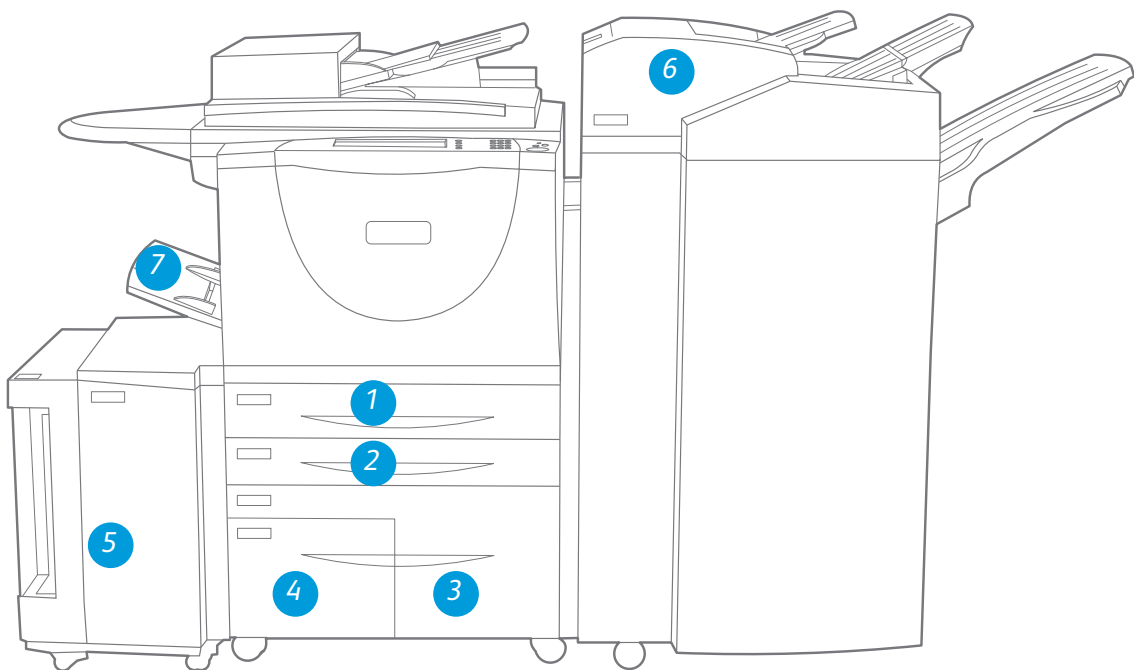
• <http://www.support.xerox.com>

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How to Load Paper



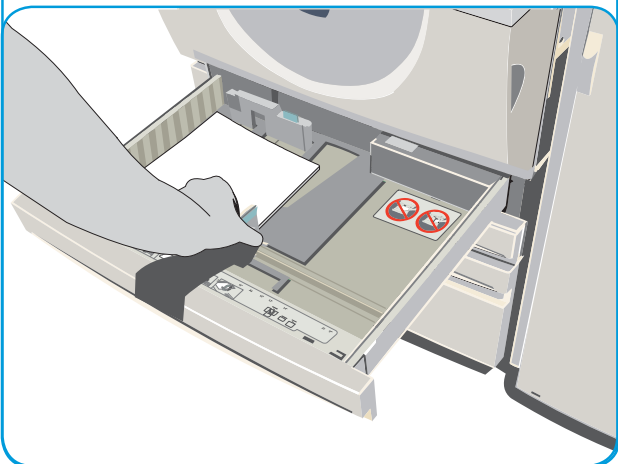
Machine Overview



- | | |
|----------------|------------------------------|
| 1 Paper Tray 1 | 5 Paper Tray 5 (optional) |
| 2 Paper Tray 2 | 6 Inserter Tray 6 (optional) |
| 3 Paper Tray 3 | 7 Bypass Tray |
| 4 Paper Tray 4 | |

Trays 1 and 2

1. Open the tray. Do not open Tray 1 if Tray 2 is open.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the paper guides just touch the paper.
4. Close the paper tray. The paper settings for the tray are displayed on the touch screen.
5. Confirm or change the settings as required.



Trays 3 and 4

1. Opening the tray automatically lowers an elevator in the base of the tray.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
4. Close the paper tray. When the tray is closed the elevator rises to feed the media.

Tray 5

1. Press the button to open the door. Wait for the paper tray to lower.
2. The media required is displayed on the screen, ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the right side of the tray.
4. Close the door. When the door is closed the tray rises to feed the media.

Bypass Tray

1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media on the tray. Locate the media to the right edge. Paper must not be loaded above the maximum fill line
3. Make sure that the guides just touch the paper. The paper settings for the tray are displayed on the touch screen.
4. Confirm or change the settings, as required.

More information

- user guides - available to print via the [Machine Status](#) button on the control panel, or
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Tray 6 (Inserter)

1. Place the media in the correct orientation for the job. The labels on the top of Tray 6 (Inserter) provide instructions for input and output orientations.
2. The paper is registered to the left edge of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.

