

Xerox® WorkCentre® 7500 Series

Quick Faxing Guide

- 1. 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 password-protected 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.
- 9. 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.

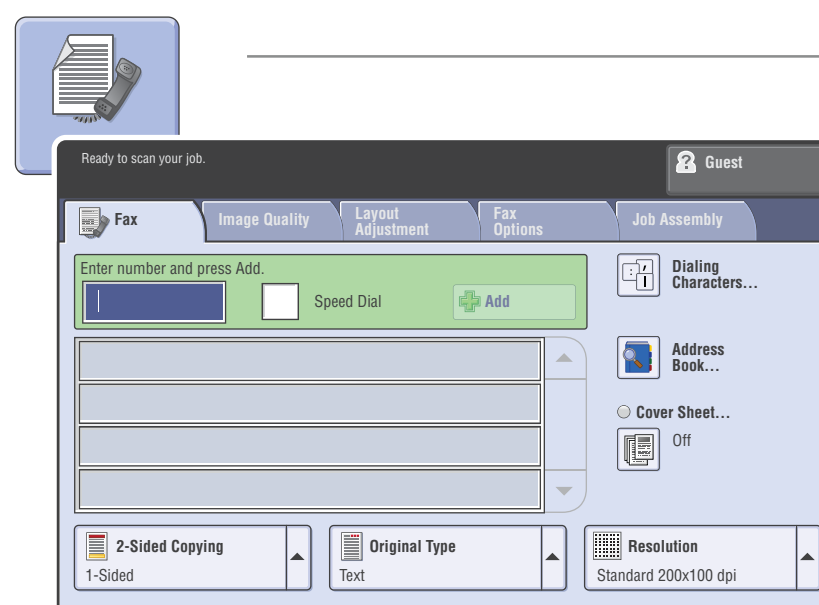


- 10. Start:** Press to start a copy, scan, or fax job.
- 11. Stop:** Press to pause a print, copy, scan, or fax job. On the touch screen, touch **Resume** to continue or **Delete** to cancel the job.
- 12. Clear All:** Press once to clear current job settings. Press twice and touch confirm to reset 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 Faxing

- Place the originals face up in the document feeder, or face down on the glass.
- Press **Services Home** on the control panel, then touch **Fax** on the touch screen.
- Enter a fax number using the alphanumeric keypad, or touch **Dialing Characters** to enter numbers using the touch screen keypad, then touch **Add**.
Touch **Address Book** to enter stored numbers. Touch **Individual** or **Group** from the drop-down list. Touch the arrows to scroll through the list, touch the desired contact, then touch **Add to Recipients**. Touch **Close**.
- Touch **Cover Sheet** to include additional information with the fax.
- Confirm or change Fax tab options as desired, such as 2-Sided Scanning and Original Type. Also touch other tabs for more options.
- Press the green **Start** button.

For more information, see *Faxing* in the *User Guide*.



Fax Tab Options

- **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.
- **Resolution:** Select Standard 200x100 dpi, Fine 200 dpi, or Super Fine 600 dpi.
- **Dialing Characters:** Insert characters such as a dial pause in fax numbers.
- **Address Book:** Select stored Individual and Group fax numbers.
- **Cover Sheet:** Add a cover sheet, and include information such as To, From, and additional comments.

Other Tab Options

Image Quality

- Image Options
- Image Enhancement

Layout Adjustment

- Original Size
- Reduce/Split
- Book Faxing

Fax Options

- Confirmation Report
- Starting Rate
- Delay Send
- Send Header Text
- Mailboxes
- Local Polling
- Remote Polling

Job Assembly

- Build Job