XEROX®

Copying
at the WorkCentre® 7655/7665/7675

Services Button
Displays job features on the touch screen.

Touch Screen
Allows you to select all programming features.

Machine Status Button
Displays the current status of the machine on the touch screen.

Log In/Out Button
Provides password-protected access to the System Administrator Menu.

Stop Button
Stops the copy job.

Start Button
Starts the copy job.

Job Status Button
Displays job progress information on the touch screen.

Number Keypad
Allows you to enter the quantity of copies you require.

Simple Copying:

1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Copy** icon on the Touch Screen.
4. Select the appropriate **Settings** on the Touch Screen.
5. Enter the **Quantity** using the Number Keypad.
6. Press the **Start** button on the Control Panel.

Copying Options:

Output Color
The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Black & White* option enables the machine to use only black toner.

Reduce/Enlarge
Select the *100%* option to produce copies that match the size of your original document. Select *More…* to view a list of commonly used Reduce/Enlarge settings.

Paper Supply
The *Paper Supply* options allow you to specify any one of five standard paper trays to use as a source for your copy job. You can also choose the *Auto Paper Select* option to allow the machine to automatically choose the best Paper Tray for your copy job.

2 Sided Copying
Depending on your original documents and your required output, you can select *1→1 Sided, 1→2 Sided, 2→2 Sided*, or *2→1 Sided*.

Copy Output
The *Copy Output* options differ depending on your machine's Finisher configuration. The most robust Finisher configuration allows you to choose from *Collated*, *1 Staple*, *2 Staples*, *Folded*, and *Hole Punched*.

Image Quality
The *Image Quality* tab options allow you to access the *Original Type, Image Options, Image Enhancement, Color Effects, Color Balance*, and *Color Shift* settings.

Layout Adjustment
The *Layout Adjustment* tab options allow you to access the *Book Copying, Original Size, Edge Erase, Image Shift, Invert Image*, and *Original Orientation* settings.

Output Format
The *Output Format* tab options allow you to access the *Booklet Creation, Covers & Special Pages, Transparency Options, Page Layout*, and *Annotations* settings.

Job Assembly
The *Job Assembly* tab options allow you to access the *Build Job, Sample Job, Save Current Settings*, and *Retrieve Saved Settings* options.

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E-mailing

from the WorkCentre® 7655/7665/7675

Touch Screen
Allows you to select all programming features.

Services Button
Displays job features on the touch screen.

Machine Status Button
Displays the current status of the machine on the touch screen.

Stop Button
Stops the E-mail job.

Log In/Out Button
Provides password-protected access to the System Administrator Menu.

Start Button
Starts the E-mail job.

Job Status Button
Displays job progress information on the touch screen.

Number Keypad
Allows you to enter quantity values into various fields.

Simple E-mailing:

1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **E-mail** icon on the Touch Screen.
4. Specify the **Recipient** on the **E-mail** tab.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

E-mail Options:

Color Scanning
The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

2 Sided Scanning
You can specify your original documents as *1 Sided, 2 Sided*, or *2 Sided(Rotate Side 2)*.

Original Type
You can specify your original documents as *Photo & Text, Photo*, or *Text*.

Scan Presets
You can specify your scanning presets *for Sharing & Printing, for Archival Record, for OCR, for High Quality Printing, Simple Scan*, or *Custom*.

Advanced Settings
The *Advanced Settings* tab options allow you to access the *Image Options, Image Enhancement, Resolution,* and *Quality/File Size* settings.

Layout Adjustment
The *Layout Adjustment* tab options allow you to access the *Original Orientation, Original Size*, and *Edge Erase* settings.

E-mail Options
The *E-mail Options* tab options allow you to access the *Attachment Name, File Format,* and *Reply To* settings.

Job Assembly
The *Job Assembly* tab options allow you to access the *Build Job* settings.

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Faxing

from the WorkCentre® 7655/7665/7675

Touch Screen
Allows you to select all programming features.

Services Button
Displays job features on the touch screen.

Machine Status Button
Displays the current status of the machine on the touch screen.

Log In/Out Button
Provides password-protected access to the System Administrator Menu.

Stop Button
Stops the Fax job.

Start Button
Starts the Fax job.

Job Status Button
Displays job progress information on the touch screen.

Number Keypad
Allows you to enter the recipient Fax Number.

Simple Faxing:

1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Fax** icon on the Touch Screen.
4. Use the Number Keypad to enter the **Recipient** Fax Number.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

Faxing Options:

2 Sided Scanning
Specify your original documents as *1 Sided, 2 Sided*, or *2 Sided(Rotate Side 2)*.

Original Type
Specify your original documents as *Photo & Text, Photo,* or *Text.*

Resolution
Specify your scanned resolution as *Standard*, *Fine*, *SuperFine(200dpi)*, or *SuperFine(600dpi)*.

Image Quality
The *Image Quality* tab options allow you to access the *Lighten/Darken*, and *Background Suppression* settings.

Layout Adjustment
The *Layout Adjustment* tab options allow you to access the *Original Size, Book Faxing*, and *Reduce/Split* settings.

Fax Options
The *Fax Options* tab options allow you to access the *Confirmation Options, Starting Rate, Delay Start, Transmission Header Text, Mailboxes, Local Polling*, and *Remote Polling* settings.
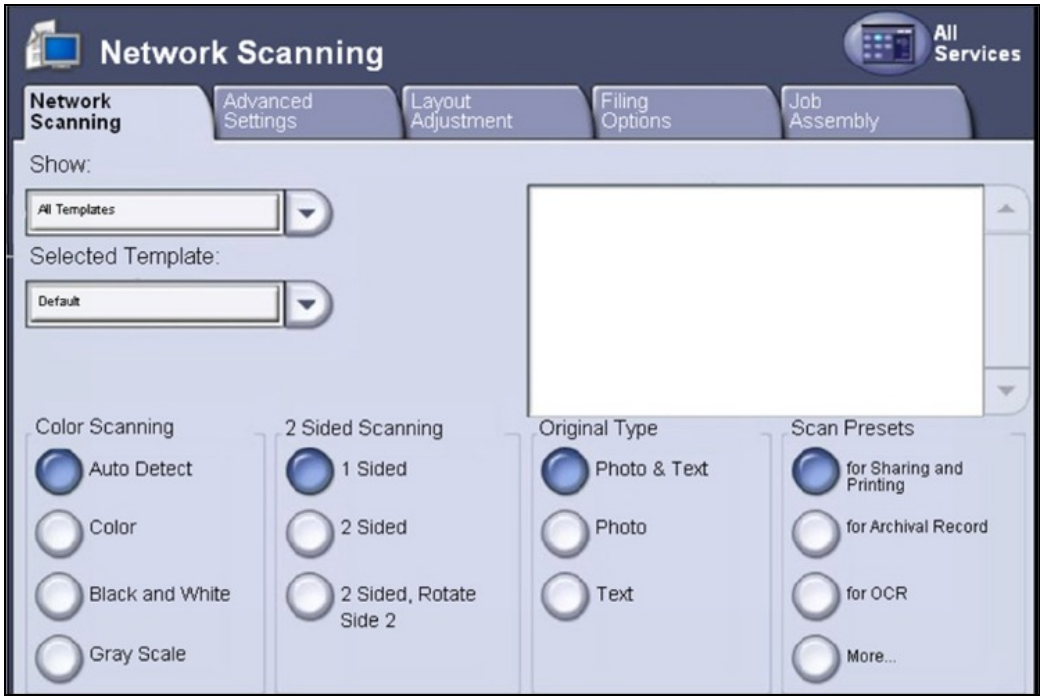
Job Assembly
The *Job Assembly* tab options allow you to access the *Build Job* settings.

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Network Scanning
at the WorkCentre® 7655/7665/7675

Touch Screen
Allows you to select all programming features.

Services Button
Displays job features on the touch screen.

Machine Status Button
Displays the current status of the machine on the touch screen.

Log In/Out Button
Provides password-protected access to the System Administrator Menu.

Stop Button
Stops the scan job.

Start Button
Starts the scan job.

Job Status Button
Displays job progress information on the touch screen.

Number Keypad
Allows you to enter the Template Number if required.

Simple Network Scanning:

1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Network Scanning** icon.
4. Select the appropriate **Template** on the Touch Screen.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

Scanning Options:

Color Scanning
The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

2 Sided Scanning
You can specify your original documents as *1 Sided, 2 Sided*, or *2 Sided(Rotate Side 2)*.

Original Type
You can specify your original documents as *Photo & Text, Text*, or *Photo*.

Scan Presets
You can specify your scanning presets *for Sharing & Printing, for Archival Record, for OCR, for High Quality Printing, Simple Scan*, or *Custom*.

Advanced Settings
The *Advanced Settings* tab options allow you to access the *Image Options, Image Enhancement, Resolution, Quality/File Size,* and *Update Templates* settings.

Layout Adjustment
The *Layout Adjustment* tab options allow you to access the *Original Orientation, Original Size,* and *Edge Erase* settings.

Filing Options
The *Filing Options* tab options allow you to access the *File Name, File Format, Document Management,* and *Add File Destinations* settings.

Job Assembly
The *Job Assembly* tab options allow you to access the *Build Job* settings.