

# Xerox® Color 560 / 570 Printer

## Quick Copying Guide

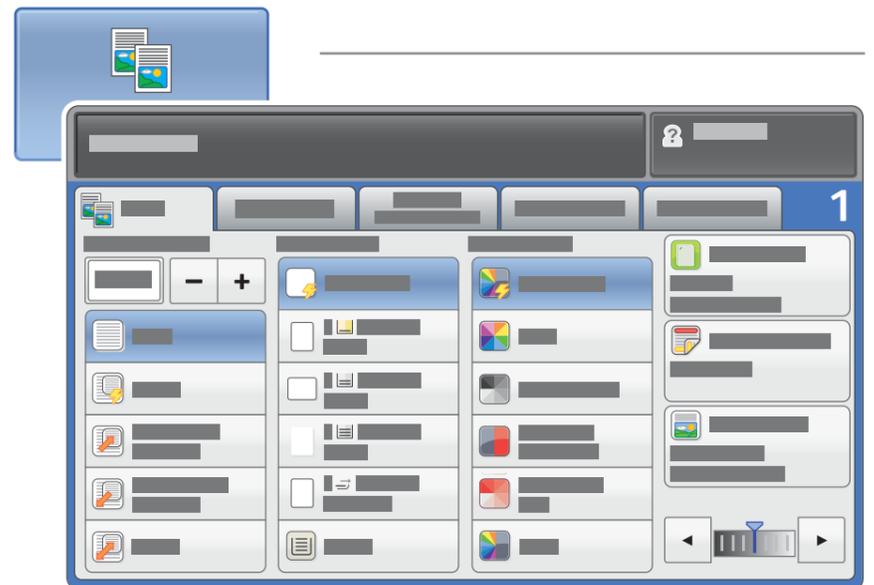
- 1. Touch Screen:** Provides access to printer information and functions.
- 2. Services Home:** Press to access the main services, such as copy, scan, and fax.
- 3. Services:** Press to access Services Home or the last used screen.
- 4. Job Status:** Press to view the list of active and completed jobs.
- 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. Energy Saver:** When printer is in low power mode, press to enter normal mode.
- 8. Language:** Press to change the touch screen language and keyboard settings.
- 9. Start:** Press to start a copy, scan, or fax job.
- 10. 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.
- 11. Clear All:** Press once to clear current job settings. Press twice and touch confirm to reset all job settings to default.
- 12. Interrupt Printing:** Press to hold the current job to allow a priority job to process. Press again to finish the interrupted job.
- 13. Alphanumeric Keys:** Press to enter alphanumeric information.
- 14. Dial Pause:** Press to insert a pause in a fax number.
- 15. C:** Press to delete numeric values or the last digit entered using the alphanumeric keys.



### Basic Copying

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 **Copy** on the touch screen.
3. Confirm or change options as desired. Touch other tabs for more options.
4. Select the number of copies with the alphanumeric keys.
5. Press the green **Start** button.

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



### Copy Tab Options

#### Output Color

- **Auto Detect** allows the printer to detect and copy in color or black and white.
- **Color** copies in color.
- **Black & White** copies in black and white only.
- **Dual Color** allows you to separate the colors of the original into two groups of colors for copying.
- **Single-Color** allows you to copy in one of twelve preset or custom colors.

#### Reduce/Enlarge

- Touch the **minus** (–) or **plus** (+) button to change the copy size proportionally.
- Touch **Reduce/Enlarge** for more options.

#### Paper Supply

- **Auto Select** allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch **More** for more information about tray settings.

#### 2-Sided Copying

- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch **Rotate Side 2** to rotate the second side of copies 180 degrees.

#### Copy Output

- Touch the desired options for collation and stapling. The list will vary depending on the finisher configuration.

### Other Tab Options

#### Image Quality

- Original Type
- Image Options
- Image Enhancement
- Color Effects
- Color Balance
- Color Shift
- Gloss Level

#### Layout Adjustment

- Book Copying
- 2-Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation

#### Output Format

- Booklet Creation
- Covers
- Page Layout
- Poster
- Folding
- Annotations
- Watermark
- Tab Margin Shift
- ID Card Copy
- Transparency Options
- Face Up/Down Output

#### Job Assembly

- Build Job
- Sample Job
- Combine Original Sets
- Delete Outside/Delete Inside
- Stored Programming