

Xerox® Color 560 / 570 Printer

Quick Email 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 Emailing

- Place the originals face up in the document feeder, or face down on the glass.
- Press **Services Home** on the control panel, then touch **E-mail** on the touch screen.
- Specify the recipient using one of these methods:
 - Touch **New Recipient**, then enter the complete email address using the touch screen keyboard.
 - Touch **Address Book**, type the desired recipient, then touch **To**. Touch **Add**, then touch **Close**.
- Touch **Subject** to change the subject line as desired.
- Confirm or change options as desired. Touch other tabs for more options.
- Press the green **Start** button.

For more information, see *Scanning to an Email Address* in the *User Guide*.



E-mail Tab Options

Color Scanning

- **Auto Detect** allows the printer to detect color and create an email in color or black and white.
- **Color** creates an email using all four printing colors.
- **Black & White** creates an email in 100 % black and 100 % white only.
- **Grayscale** creates an email using black, white and gray tones.

2-Sided Scanning

- Touch one of the listed options to scan one or both sides of the original document.
- Touch **2 Sided Rotate Side 2** to rotate the second side of the original 180 degrees.

Original Type

- Touch the desired option (**Photo & Text**, **Text**, or **Photo**).

Scan Presets

- Touch the desired option (**Sharing & Printing**, **Archival Record**, **OCR**, **High Quality Printing**, or **Simple Scan**).

Other Tab Options

Advanced Settings

- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Photographs
- Shadow Suppression

Layout Adjustment

- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge

E-mail Options

- File Name
- File Format
- Reply To
- Read Receipts