Xerox® Color 560 / 570 Printer
Quick Network Scanning 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 Network Scanning

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 **Network Scanning** on the touch screen.

3. Select the desired template from the list.

4. Confirm or change options as desired. Touch other tabs for more options.

5. Press the green **Start** button.

For more information, see *Scanning* in the *User Guide*.
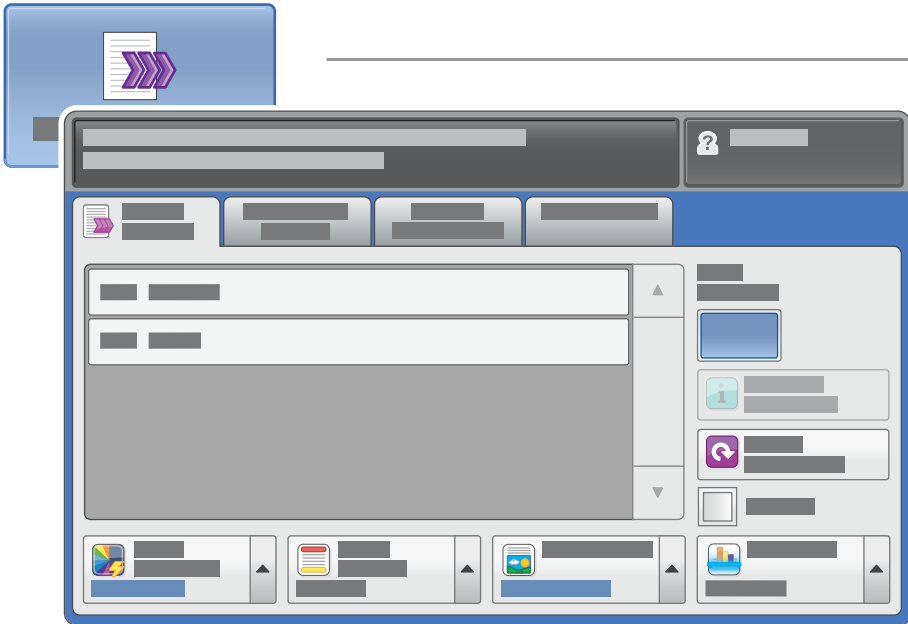
Network Scanning tab options

Color Scanning
- **Auto Detect** allows the printer to detect color and create a scan in color or black and white.
- **Color** creates a scan using all four printing colors.
- **Black & White** creates a scan in 100 % black and 100 % white only.
- **Grayscale** creates a scan 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**, **Simple Scan**, or **Custom**).

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

Filing Options
- File Name
- File Format
- Metadata
- File Name Conflict
- Login Name
- Password

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