Xerox® WorkCentre® 7500 Series
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. **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 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 Copy tab options as desired, such as Output Color, and Paper Supply. Also 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*.
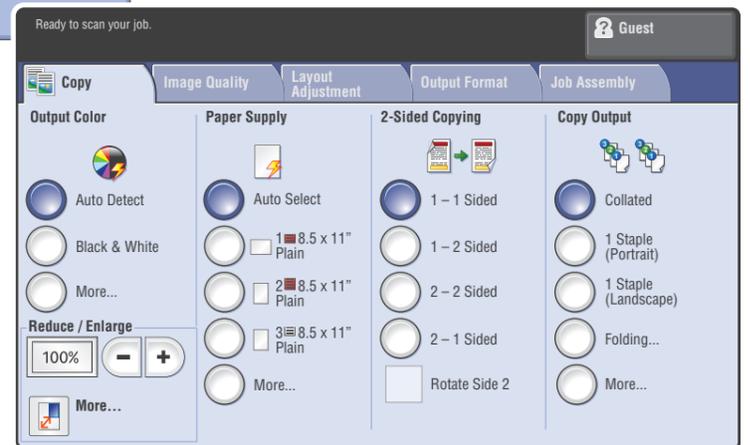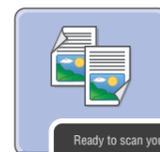
Copy Tab Options

Output Color
- **Auto Detect** allows the printer to detect and copy in color or black and white.
- **Black & White** copies in black and white only.
- Touch **More** for more options.

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

Other Tab Options

Image Quality
- Original Type
- Image Options
- Image Enhancement
- Color Presets
- Color Balance

Output Format
- Booklet Creation
- Special Pages
- Annotations
- Transparency Separators
- Page Layout

Layout Adjustment
- Original Orientation
- Original Size
- Book Copying
- Image Shift
- Edge Erase
- Invert Image

Job Assembly
- Build Job
- Sample Job
- Save Current Settings
- Retrieve Saved Settings