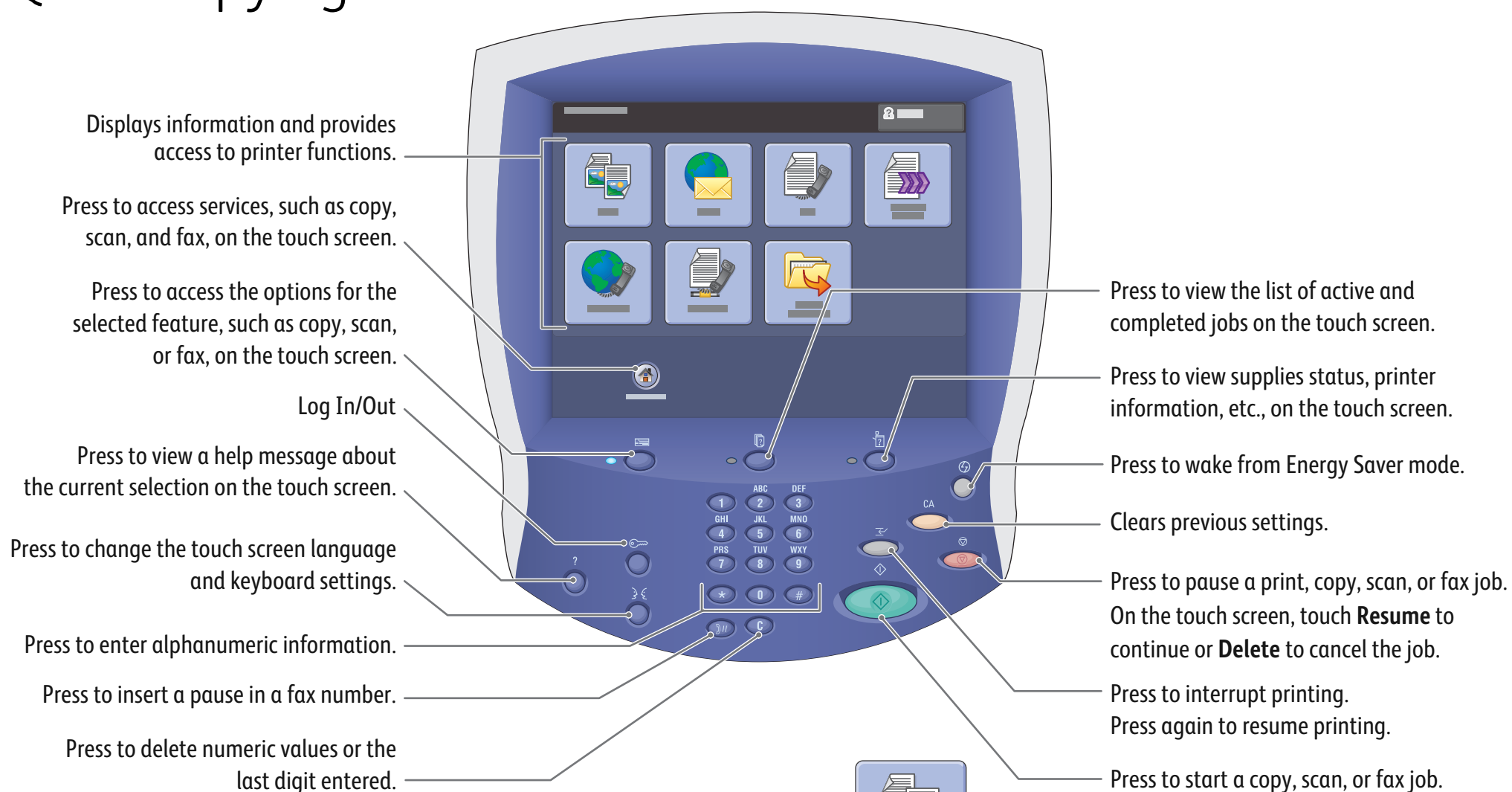


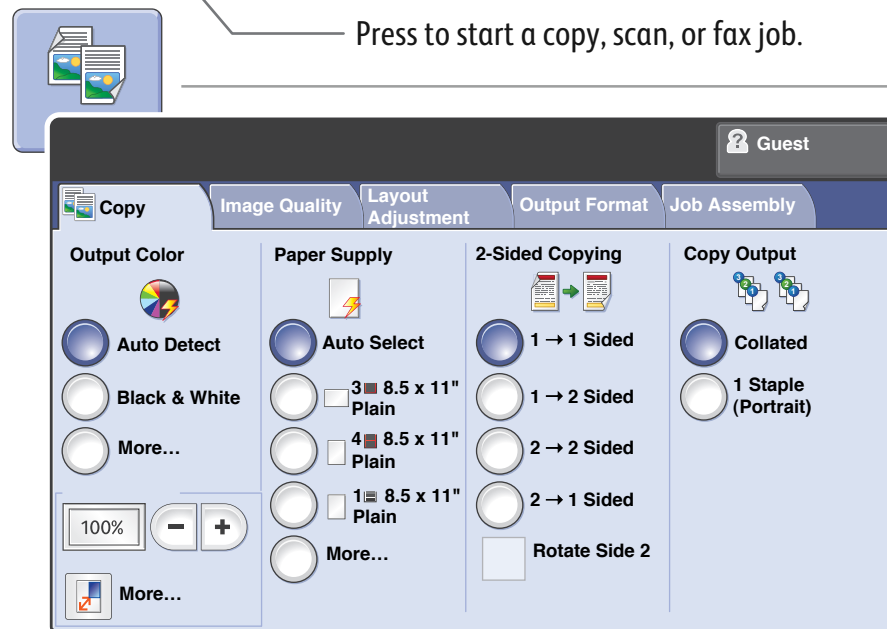
Xerox® WorkCentre® 7755/7765/7775

Quick Copying Guide



Basic Copying

1. Place the originals faceup in the document feeder, or facedown on the glass.
2. Touch the **Copy** icon on the touch screen.
3. Confirm or change options (shown at right) as desired.
4. Select the number of copies with the alphanumeric keypad buttons.
5. Press the green **Start** button.
6. 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

Layout Adjustment

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

Output Format

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

Job Assembly

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

