# Xerox<sup>®</sup> WorkCentre<sup>®</sup> 7755/7765/7775

Quick Copying Guide

Displays information and provides access to printer functions.

Press to access services, such as copy, scan, and fax, on the touch screen.

Press to access the options for the selected feature, such as copy, scan, or fax, on the touch screen.

Log In/Out

Press to view a help message about the current selection on the touch screen.

Press to change the touch screen language and keyboard settings.

Press to enter alphanumeric information.

Press to insert a pause in a fax number.

Press to delete numeric values or the last digit entered.

Press to view the list of active and completed jobs on the touch screen.

Press to view supplies status, printer information, etc., on the touch screen.

Press to wake from Energy Saver mode.

Clears previous settings.

Press to pause a print, copy, scan, or fax job. On the touch screen, touch **Resume** to continue or **Delete** to cancel the job.

Press to interrupt printing. Press again to resume printing.

Press to start a copy, scan, or fax job.

### **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*.

#### 2 Guest Job Assembly 딯 Сору **Output Color** Paper Supply 2-Sided Copying **Copy Output** 1 → 1 Sided **Auto Detect** Auto Select Collated 3**■** 8.5 x 11 Plain 1 Staple Black & White 1 → 2 Sided 4**■** 8.5 x More... 2 → 2 Sided 2 → 1 Sided 100% Rotate Side 2 More... More...

#### 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**

\* 0 #

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

#### Booklet Creation

**Output Format** 

- Special Pages
- Annotations
- Transparency Separators
- Page Layout

#### **Layout Adjustment**

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

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

