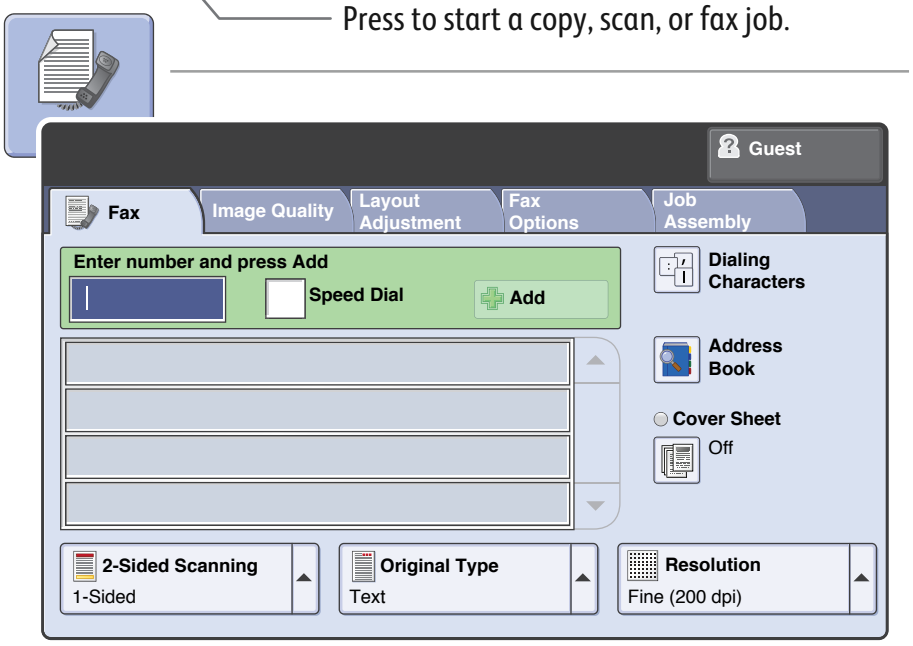
Xerox® WorkCentre® 7755/7765/7775
Quick Faxing Guide

Basic Faxing

1. Place the originals faceup in the document feeder, or facedown on the glass.
2. Touch the **Fax** icon on the touch screen.
3. Enter a fax number using the alphanumeric keypad, or touch **Dialing Characters** to enter numbers using the touch screen keypad, then touch +**Add**.

   OR Touch **Address Book**, then touch **Individual** or **Group** from the drop-down list. Touch the arrows to scroll through the list, touch the desired contact, then touch **Add to Recipients**. Touch **Close**.
4. Confirm or change options as desired.
5. Press the green **Start** button.
6. For more information, see **Faxing** in the *User Guide*.



Fax tab options

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**, **Photo** or **Text**).

Resolution

- Touch the desired option (**Standard**, **Fine** or **Super Fine**).

Other tab options

Image Quality

- Image Options
- Image Enhancement

Layout Adjustment

- Original Size
- Reduce/Split
- Book Faxing

Fax Options

- Confirmation Report
- Starting Rate
- Delay Send
- Send Header Text
- Mailboxes
- Local Polling
- Remote Polling

Job Assembly

- Build Job

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