# Xerox® WorkCentre® 7755/7765/7775

Quick Faxing 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 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 Image Quality Layout Adjustment Options Assembly Enter number and press Add Speed Dial Add Address Book Cover Sheet Off 2-Sided Scanning 1-Sided Pax Job Assembly Address Book Resolution Fine (200 dpi)

## 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**

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- 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

