Xerox® WorkCentre® 7755/7765/7775
Quick Workflow Scanning 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 Workflow Scanning

1. Place the originals faceup in the document feeder, or facedown on the glass.

2. Touch All Services on the touch screen, then the **Workflow Scanning** icon.

3. Touch the desired template on the touch screen under **All Templates** (shown at right).

4. Confirm or change options as desired.

5. Press the green **Start** button.

6. For more information, see **Scanning** in the *User Guide*.

Guest

| Workflow Scanning | Advanced Settings | Layout Adjustment | Filing Options | Job Assembly |

Details for: DEFAULT
- DOC (Pre-programmed)

All Templates

Default
_PUBLIC

Output Color — Auto Detect
2-Sided Scanning — 1-Sided
Original Type — Photo & Text
Scan Presets — Sharing & Printing
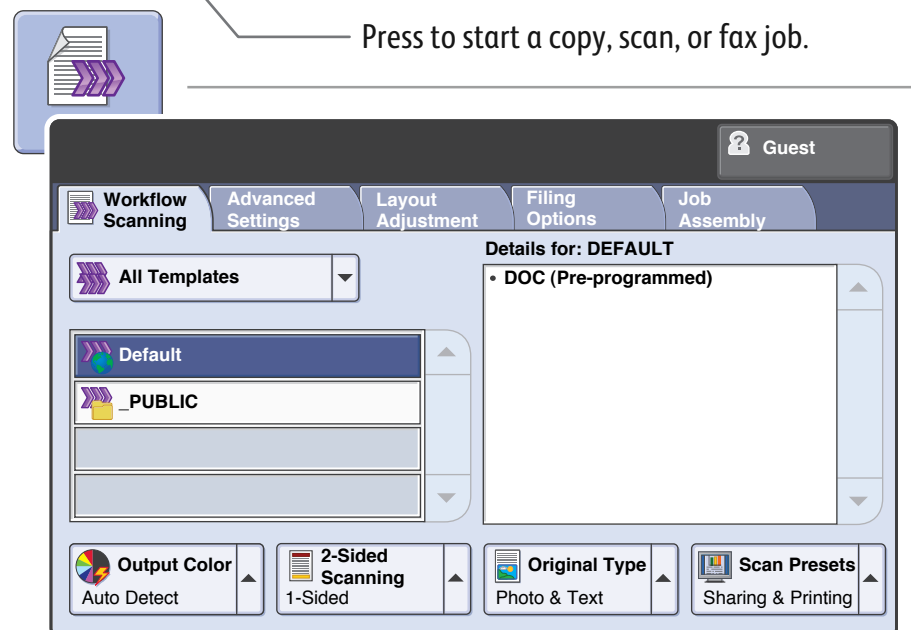
Workflow Scanning tab options

Output Color
- **Auto Detect** allows the printer to detect color and scan in color or black and white.
- **Black & White** scans in 100% black and 100% white only.
- **Color** scans using all four printing colors.
- **Grayscale** scans using black, white and gray tones.

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 one of the listed options to obtain best image quality from the original document.

Scan Presets
- Touch one of the listed options depending on the intended use of the scanned document.
- Touch **View Details** for more information.

Other tab options

Advanced Settings
- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Update Templates

Layout Adjustment
- Original Orientation
- Original Size
- Edge Erase

Filing Options
- File Name
- File Format
- If File Already Exists
- Document Management
- Add File Destinations

Job Assembly
- Build Job

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