Xerox® WorkCentre® 7755/7765/7775
Quick Emailing 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 Emailing

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

2. Touch **All Services** on the touch screen, then touch the **E-mail** icon.

3. Touch **New Recipient** on the touch screen (shown at right). Enter an email address using the keyboard on the touch screen, touch **Add**, then touch **Close**.

   OR Touch **Address Book**. Touch the arrows to scroll through the list, touch the desired contact, then touch **Add (To:)**. Touch **Close**.

5. Confirm or change options as desired.

6. Press the green **Start** button.

7. For more information, see **Scan to an Email Address** in the *User Guide*.

| E-mail | Advanced Settings | Layout Adjustment | Email Options | Job Assembly |

New Recipient   Address Book

From

Subject   Scan from...

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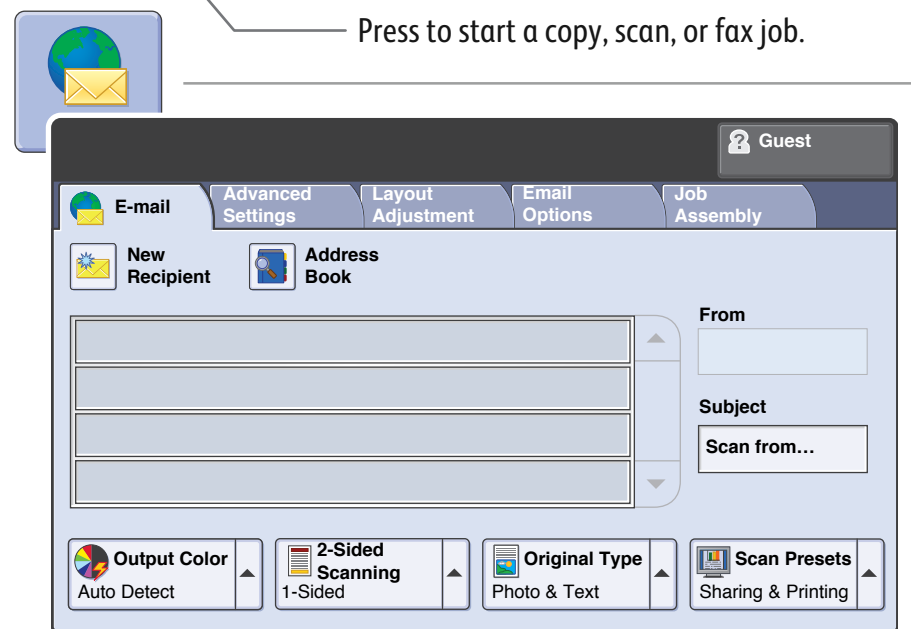
Email tab options

Output Color
- **Auto Detect** allows the printer to detect color and create an email in color or black and white.
- **Black & White** creates an email in 100% black and 100% white only.
- **Color** creates an email using all four printing colors.
- **Grayscale** creates an email 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 emailed document.
- Touch **View Details** for more information.

Other tab options

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

Layout Adjustment
- Original Orientation
- Original Size
- Edge Erase

Email Options
- File Name
- File Format
- Message
- Reply To

Job Assembly
- File Name

xerox

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

http://tv.somanuals.com