

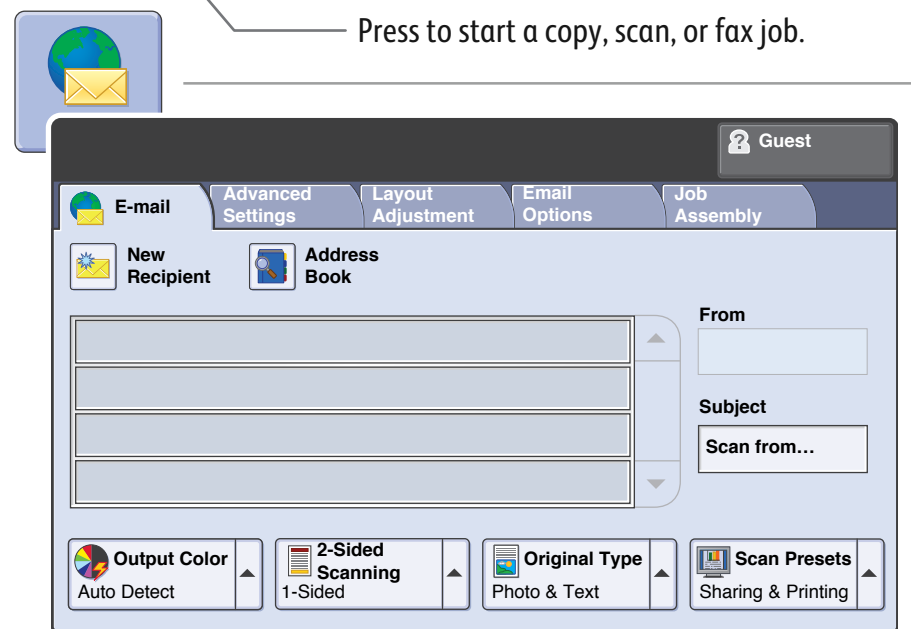
# Xerox® WorkCentre® 7755/7765/7775

## Quick Emailing Guide



### 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*.



### 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

#### Email Options

- File Name
- File Format
- Message
- Reply To

#### Layout Adjustment

- Original Orientation
- Original Size
- Edge Erase

#### Job Assembly

- File Name



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