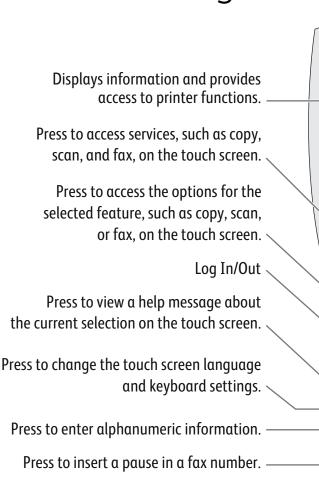
Xerox[®] WorkCentre[®] 7755/7765/7775

Quick Emailing Guide



Press to delete numeric values or the

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.



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

last digit entered.

- 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*.

Address Subject Scan from... Output Color original Type Scan Presets Scanning Auto Detect Photo & Text 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

* (1) (#

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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