WorkCentre 5755

1. Touch the Energy Save button to wake.



- **2.** Select function, then desired options on screen
- 3. Press Start



Scan to Fax

Please refer to the Scan to Fax User Guide for more information

- Place originals face up in the document feeder, or face down on the glass
- Select the All Services button (shown above)
- Select the **Fax** button on the touch screen
- Enter the Fax number or select a recipient from the address book
- Note: you need to use a leading "9" to dial a number off-campus
- Select any required options from the options buttons
- Press the green button to start the job



- 1. Services Home
- 2. Services Button
- 3. Job Status
- 4. Machine Status
- Touch Screen
- 6. Log in/out
- 7. Numeric Keypad
- 8. Help

- 9. Interrupt Printing
- 10. Start
- 11. Clear All
- 12. Stop
- Energy Saver
- 14. Language
- 15. Dial Pause
- 16. Cancel All

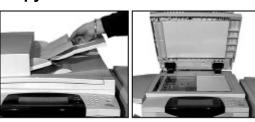
Scan to Email

Please refer to the Scan to Email User Guide for more information

- Place originals face up in the document feeder, or face down on the glass
- Select the All Services button (shown above)
- Select the **eCopy** button on the touch screen
- Enter an email address or select a recipient from the address book
- Select any options such as double-sided
- Press the green button to Start the job



Copy



- Place originals face up in the document feeder, or face down on the glass
- Verify defaults (shown above) or change as desired
- Select the number of copies with the numeric keypad
- For more information, see "Making Copies" in the *Quick User Guide*
- To store a job, select the Output Format tab, then select Store Job
- Select a save option, then select Save.

ADDITIONAL CONTACTS

Questions regarding training - please call the Xerox Implementation team at (734) 615-4722.

For supplies or service - please call the Xerox Help Desk toll free at (855) 249-4213 or visit the Xerox Web Portal at https://office.services.xerox.com/XSP/UMich