

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



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|--------------------|-----------------------|
| 1. Services Home | 9. Interrupt Printing |
| 2. Services Button | 10. Start |
| 3. Job Status | 11. Clear All |
| 4. Machine Status | 12. Stop |
| 5. Touch Screen | 13. Energy Saver |
| 6. Log in/out | 14. Language |
| 7. Numeric Keypad | 15. Dial Pause |
| 8. Help | 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.

PRINT QUEUE INSTALLATION

Please remember, you can always install the printers you need by visiting mprint.umich.edu/maps for an interactive map view, or by directly visiting mprint.umich.edu/install. If you are uncertain about installing this queue please check your email for information related to this transition, or contact the ITS Service Center (734-764-HELP or 4help@umich.edu) for more information.

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>