

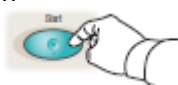
# WorkCentre 5755

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   | 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

**New printers are added to user’s PCs during nightly maintenance. To install printers immediately:**

Go to *Start Menu* on your PC. Type in “Software Center” and click on the *Software Center App*. Click on “Coreimage Maintenance 4.04”. Click “Reinstall”. After it installs, the computer and printer should communicate and it will be good to go!

## 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>