



**WorkCentre®**  
7835/7845/7855  
**Multifunction Color Printer**



copy | print | scan | fax | email



- |                   |                     |                         |
|-------------------|---------------------|-------------------------|
| 1. Machine Status | 8. Help             | 15. Alphanumeric Keypad |
| 2. Job Status     | 9. Language         | 16. C (clear)           |
| 3. Services       | 10. Energy Saver    | 17. Dial Pause          |
| 4. USB Port       | 11. Interrupt Print |                         |
| 5. Services Home  | 12. Clear All       |                         |
| 6. Touch Screen   | 13. Stop            |                         |
| 7. Log In/Out     | 14. Start           |                         |

### COPY

- Place originals face up in the document feeder or face down on the glass.
- Press the **Services Home** button, then touch **Copy**.
- Select the number of copies with the alphanumeric keypad.
- Change the copy settings as needed.
- Press the green **Start** button.

### FAX

- Place originals face up in the document feeder or face down on the glass.
- Press the **Services Home** button, then touch **Fax**.
- Enter the fax number using the alphanumeric keypad, then touch **Add**.
- Touch **Save**.
- On the Fax tab, adjust the available fax options as needed.
- Press the green **Start** button to send your document.

### SCAN TO E-MAIL

- Place originals face up in the document feeder or face down on the glass.
- Press the **Services Home** button, then touch **Email**.
- Touch **New Recipient**.
- Touch the Down arrow, select To: or CC: or Bcc: from the menu.
- Enter the recipient's address or select from the address book (if available).
- Verify defaults or change as desired.
- Press the green **Start** button to send your document.
- To logout, press the **Clear All** button 2 times.
- Press the "Log out of user account" button on the screen.

### 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>