



WorkCentre®
7835/7845/7855
Multifunction Color Printer
 copy | print | scan | fax | email



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

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.

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>