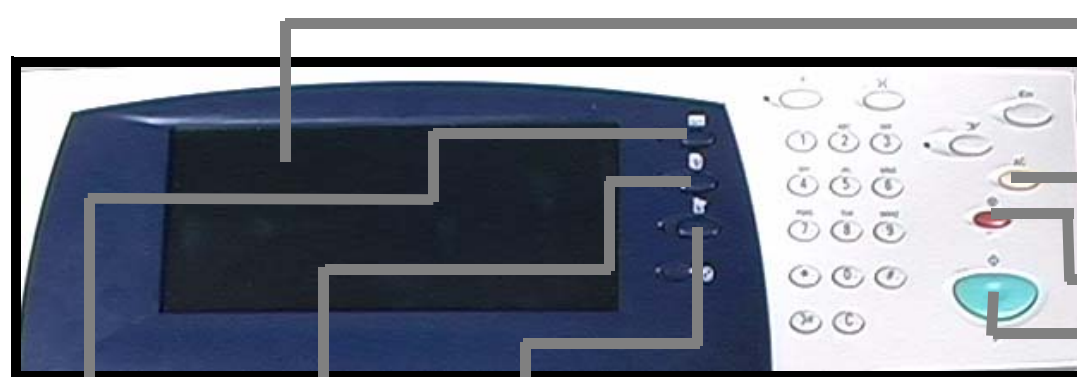# Xerox Multifunction Black-and-White Printer WorkCentre 5150

XEROX®

TOUCH SCREEN - Displays all the available features and general machine information

CLEAR ALL - Resets features to their default settings

PAUSE - Interrupts current job

START - Starts the job

MACHINE STATUS: Displays machine information

JOB STATUS: Displays the job queue information

FEATURES: Displays the job features on the screen

Features* are accessible by touching the tabs or All Services, for example:

*Some features may not be available on your model.

LOAD PAPER

Tray Information:
Tray 2

- A5
- Plain Paper
- White

FAX

Ready to fax.

Basic Faxing 1 | Image Adjustment 2 | Added Fax Features 3 | All Services

Dialling

Send List ...(0)

Speed Dial

E-MAIL

Ready to Internet-fax

When Address List is complete, load documents and press the

Internet Fax 1 | Basic Settings 2 | Advanced Settings 3

Send:
- From...
- To...
- Cc...

- Details
- Remove
- Remove All

Edit Subject...

Subject : Scanned by the Xerox WorkCentre

E-MAIL

Ready

E-Mail 1 | Basic Settings 2 | Advanced Settings

Send:
- From...
- To...
- Cc...
- Bcc...

- Details
- Remove
- Remove All

Edit Subject...

Subject : Scan from a Xerox WorkCentre

COPY

1

Basic Copying 1 | Image Adjustment 2 | Output Format 3 | Job Assembly 4 | All Services

Output	2 Sided Copy	Reduce/Enlarge	Paper Supply
Collated	1 →1 Sided	100%	Auto Paper
Uncollated	1 →2 Sided	Auto%	5 A4
Single Staple	2 →2 Sided	A3 > A4 (71%)	4 A4
Hole Punching	2 →1 Sided	A4 > A3 (141%)	3 A4
More...	More...	More...	More...

LOAD PAPER

- Open the required paper tray.

- Load the paper, do not load above the maximum fill line.

- Adjust the guides to touch the edge of the paper.

- Close the paper tray, except the Bypass Tray.

- Confirm the paper size/type settings on the user interface.

QUICK FAX

- Load the original face up in the document handler.

- Touch the FAX or INTERNET FAX tab.

- Touch the screen buttons to make feature selections.

- Enter the receiving fax number using the keypad or select an e-mail address from the ADDRESS BOOK.
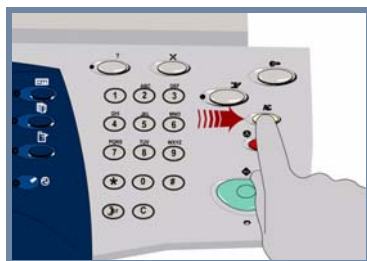
- Press START.

QUICK E-MAIL

- Load the original face up in the document handler.

- Touch the E-MAIL tab.

- Touch the screen buttons to make feature selections.

- Make a selection from the ADDRESS BOOK.

- Press START.

QUICK COPY

- Load the original face up in the document handler.

- Touch the COPY tab.

- Touch the screen buttons to make feature selections.

- Press START.

For more information... 1. Press ? on the control panel, 2. refer to the Quick Use Guide, 3. refer to the Interactive User Guide CD2, or 4. visit our website on... **www.xerox.com/support**
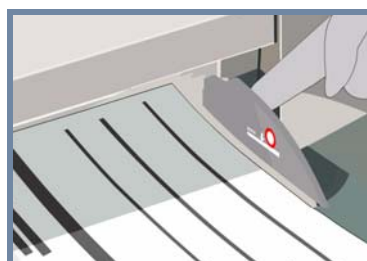
How to make a Copy

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.
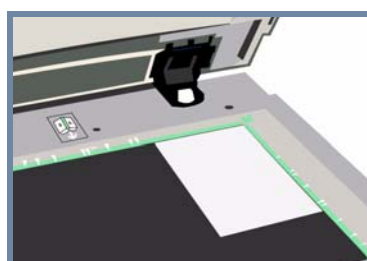
Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

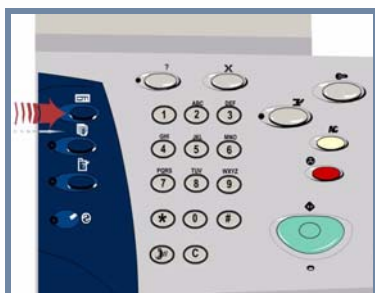**Slide** the document guides against the front and rear edges of the documents.

OR

Place the document face down on the Document Glass and register it to the rear right corner.

3. MAKE COPIES

Features Button	All Services Button	Basic Copying Button

Press the **Features** button to display the features selection screen.
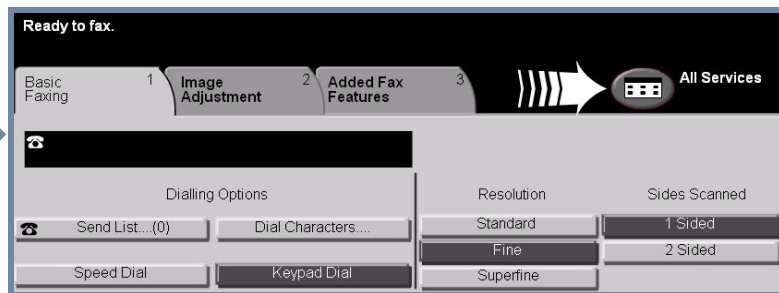
Select the **All Services** button **OR** the **Basic Copying** tab.

Select the **Copy** button. If you cannot see the Copy button, select the **More Service** button first.

XEROX
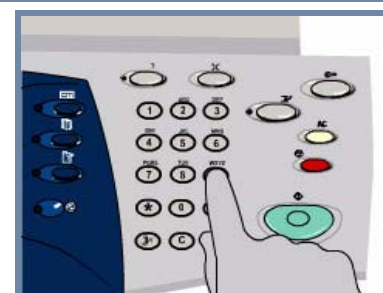
Quantity of Copies

Use the **numeric keypad** to enter the quantity of copies to be made.

4. START THE JOB
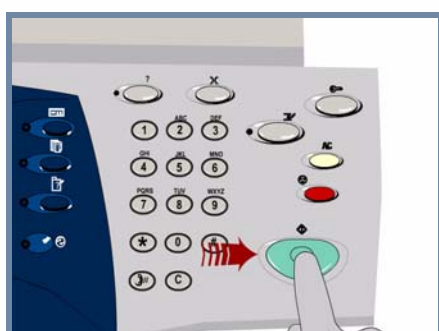
Press the **Start** button to start your job.

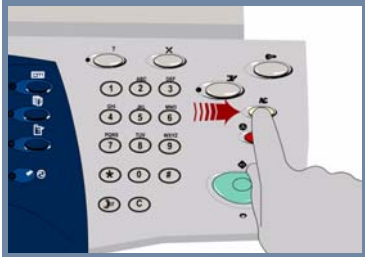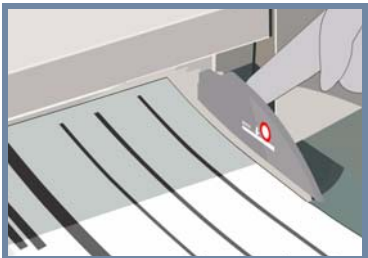That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

How to Scan to E-mail

1. PREPARATION

Cancel any selections made by a previous user by pressing the **AC (Clear All)** button.

Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

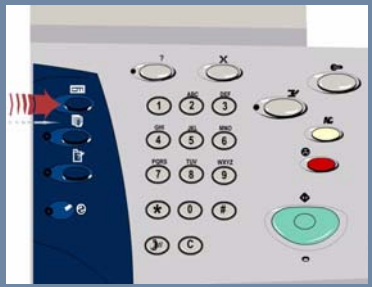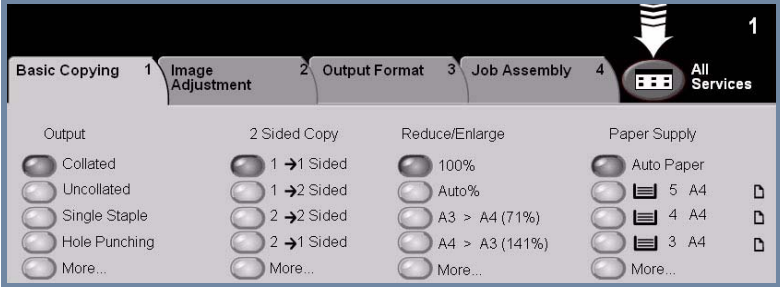**Slide** the document guides against the front and rear edges of the documents.

OR
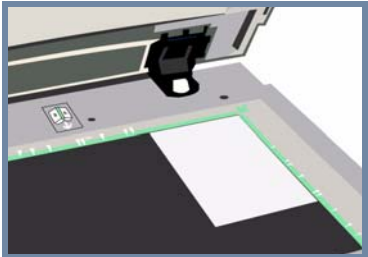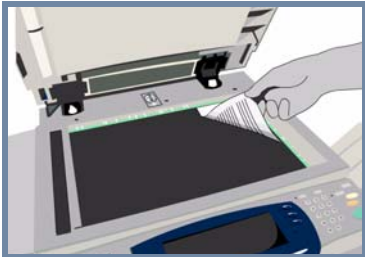
Place the document face down on the Document Glass and register it to the rear right corner.
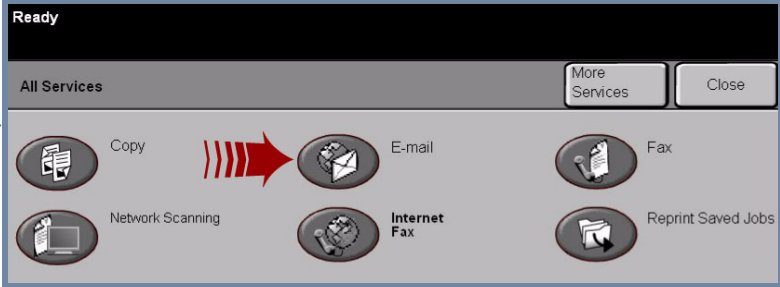
3. SELECT E-MAIL RECIPIENTS

Features Button	All Services Button	E-mail Button

Press the **Features** button to display the features selection screen.
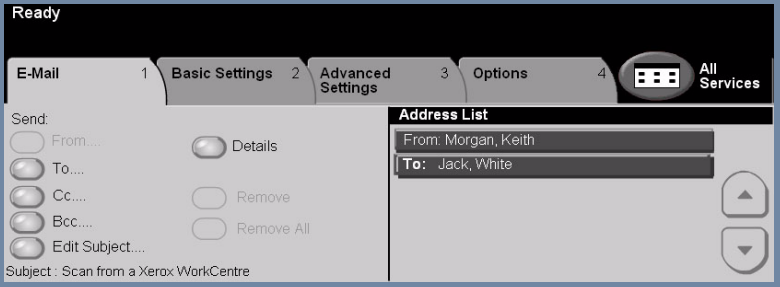
Select the **All Services** button **OR** the **E-mail** tab.

Select the **E-mail** button. If you cannot see the E-mail button, select the **More Service** button first.
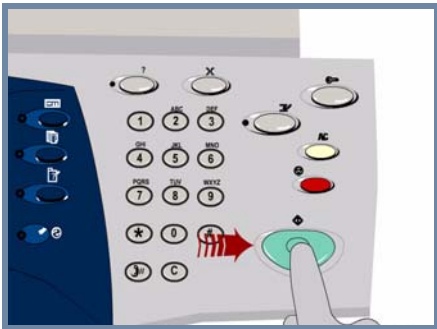
E-mail Address

Select **To:** in the send field and either input the **full E-mail** address **OR** use the **address book** to select a recipient.

4. SEND THE E-MAIL
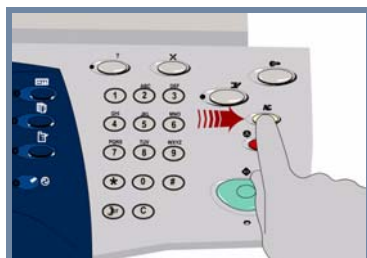
Press the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**

XEROX®

How to send a Fax (Embedded)

1. PREPARATION

**Cancel** any selections made by a previous user by pressing the **AC (Clear All)** button.

Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

2. LOAD THE DOCUMENTS

Place the documents in the Document Handler in order (1,2,3...) with page 1 face up on top.

Slide the document guides against the front and rear edges of the documents.
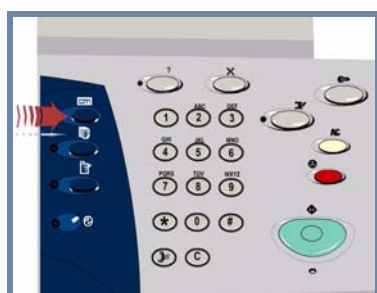
OR
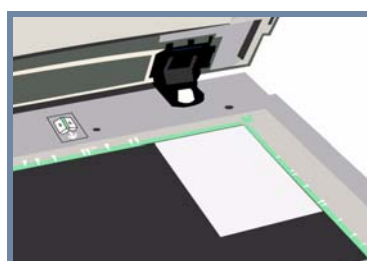
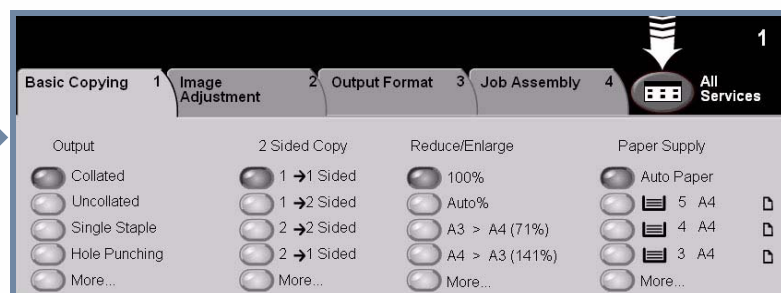**Place** the document face down on the Document Glass and register it to the rear right corner.

3. ENTER FAX OPTIONS

Features Button	All Services Button	Fax Button

Press the **Features** button to display the features selection screen.
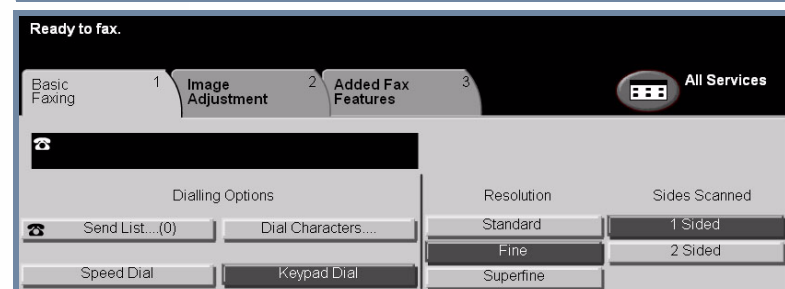
Select the **All Services** button **OR** the **Basic Faxing** tab.

Select the **Fax** button. If you cannot see the Fax button, select the **More Service** button first.
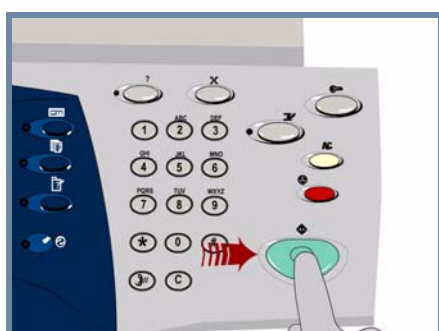
Fax Number

Use the **numeric keypad** to enter the recipient's fax number **OR** use the send list to select a previously stored number.

4. TRANSMIT THE FAX

Press the **Start** button to start your job.

That completes the procedure.

MORE INFORMATION

For more information, please refer to:
- **Interactive User Guide CD 2**
- **Quick Use Guide**
- **http://www.xerox.com/support**