Xerox Multifunction Black-and-White Printer
WorkCentre 5150
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.

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

MACHINE STATUS: Displays machine information

LOAD PAPER - Touch to load paper

FAX

- Touch to configure fax settings

E-MAIL

- Touch to configure e-mail settings

COPY

- Touch to configure copy settings

LOAD PAPER

- Open the required paper tray.

CLEAR ALL

- Resets features to their default settings

PAUSE

- Interrupts current job

START

- Starts the job
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

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.

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

**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.

**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](http://www.xerox.com/support)
**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**
   - **Press** the Features button to display the features selection screen.
   - **Select the All Services button OR the Basic Faxing tab.**

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](http://www.xerox.com/support)