Xerox Multifunction
Color Printer
WorkCentre 7535

Xerox® WorkCentre® 7500 Series
Quick Copying Guide

1. **Touch Screen:** Provides access to printer information and functions.
2. **Services Home**: Press to access the main services, such as copy, scan, and fax.
3. **Services**: Press to access Services Home or the last used screen.
4. **Job Status**: Press to view the list of active and completed jobs.
5. **Machine Status**: Press to view supplies status, printer information, and so on.
6. **Log In/Out**: Press to access password-protected features, then enter the user name and password using the touch screen keyboard. Press again to log out.
7. **Help**: Press for information about the current selection or service.
8. **Language**: Press to change the touch screen language and keyboard settings.
9. **Energy Saver**: When printer is in low power mode, press to enter normal mode. Press while the printer is in normal mode to enter low power mode.

10. **Start**: Press to start a copy, scan, or fax job.
11. **Stop**: Press to pause a print, copy, scan, or fax job. On the touch screen, touch **Resume** to continue or **Delete** to cancel the job.
12. **Clear All**: Press once to clear current job settings. Press twice and touch confirm to reset all job settings to default.
13. **Interrupt Printing:** Press to hold the current job to allow a priority job to process. Press again to finish the interrupted job.

14. **Alphanumeric Keys**: Press to enter alphanumeric information.
15. **C**: Press to delete numeric values or the last digit entered using the alphanumeric keys.
16. **Dial Pause**: Press to insert a pause in a fax number.

Basic Copying

1. Place the originals face up in the document feeder, or face down on the glass.
2. Press **Services Home** on the control panel, then touch **Copy** on the touch screen.
3. Confirm or change Copy tab options as desired, such as Output Color, and Paper Supply. Also touch other tabs for more options.
4. Select the number of copies with the alphanumeric keys.
5. Press the green **Start** button.

For more information, see *Copying* in the *User Guide*.
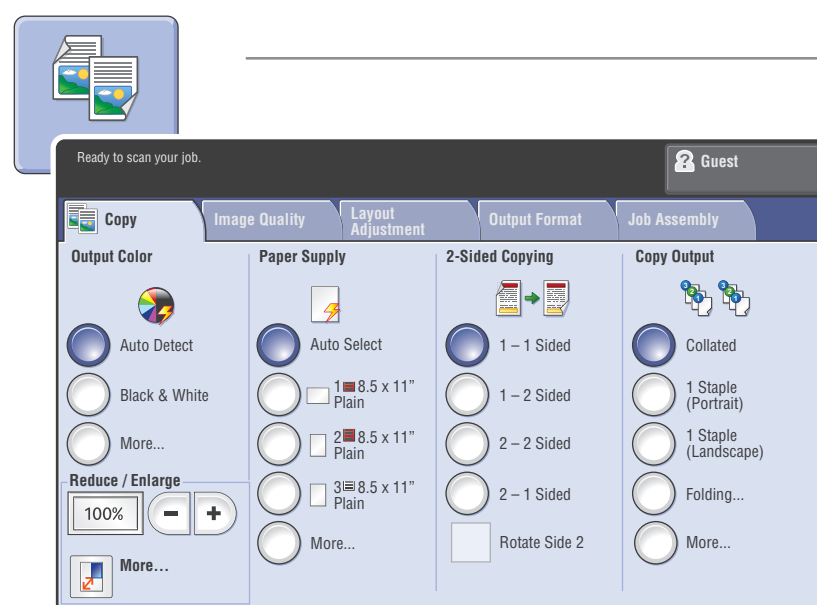
Copy Tab Options

Output Color
- **Auto Detect** allows the printer to detect and copy in color or black and white.
- **Black & White** copies in black and white only.
- Touch **More** for more options.

Reduce/Enlarge
- Touch the **minus** (–) or **plus** (+) button to change the copy size proportionally.
- Touch **More** for more options.

Paper Supply
- **Auto Select** allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch **More** for more information about tray settings.

2-Sided Copying
- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch **Rotate Side 2** to rotate the second side of copies 180 degrees.

Copy Output
- Touch the desired options for collation and stapling. The list will vary depending on the finisher configuration.
- Touch **More** for more options.

Other Tab Options

Image Quality
- Original Type
- Image Options
- Image Enhancement
- Color Presets
- Color Balance

Output Format
- Booklet Creation
- Special Pages
- Annotations
- Transparency Separators
- Page Layout

Layout Adjustment
- Original Orientation
- Original Size
- Book Copying
- Image Shift
- Edge Erase
- Invert Image

Job Assembly
- Build Job
- Sample Job
- Save Current Settings
- Retrieve Saved Settings

Xerox® WorkCentre® 7500 Series
# Quick Email Guide

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10. **Start**: Press to start a copy, scan, or fax job.
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16. **Dial Pause**: Press to insert a pause in a fax number.

Basic Emailing

1. Place the originals face up in the document feeder, or face down on the glass.
2. Press **Services Home** on the control panel, then touch **E-mail** on the touch screen.
3. Specify the recipient using one of these methods:
   - Touch **New Recipient**, then enter the complete email address using the touch screen keyboard.
   - Touch **Address Book**, type the desired recipient, then touch **Search**.

   Touch **Add**, then touch **Close**.
4. Touch **Subject** to change the subject line as desired.
5. Confirm or change Email tab options such as Output Color and Original Type. Also touch other tabs for more options.
6. Press the green **Start** button.
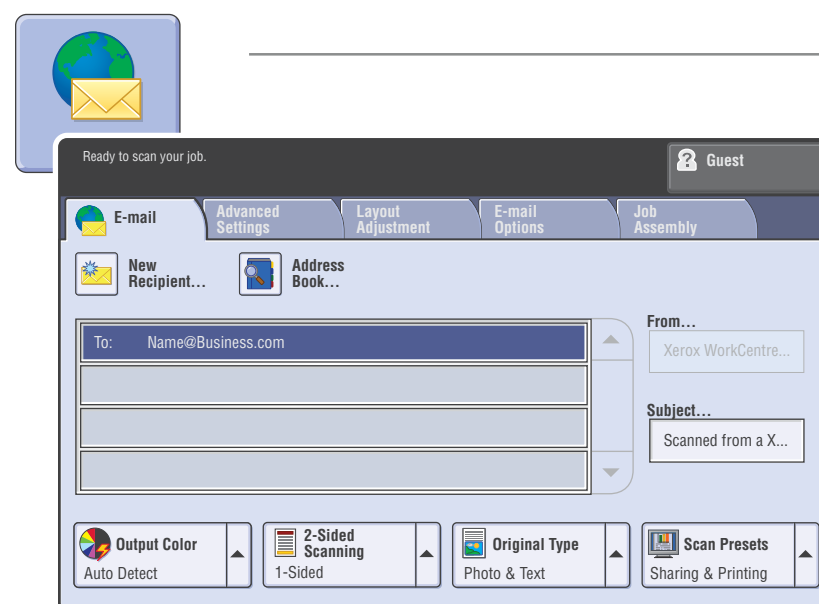
Email and Email Options Tabs

Email
- **Output Color**: Select Auto Detect, Black & White (100 % black and 100 % white only), Grayscale, or Color.
- **2-Sided Scanning**: Select 1-Sided, 2-Sided, or 2-Sided, rotate Side 2.
- **Original Type**: Select Photo & Text, Photo, Text, Map, or Newspaper/Magazine.
- **Scan Presets**: Select Sharing & Printing, Archival – Small file Size, OCR, High Quality Printing, or Simple Scan. Touch **View Details** for descriptions of Scan Presets.

Email Options
- **File Name**: Change the file name of the scan.
- **File Format**: Select PDF, PDF/A, XPS, Multi-Page TIFF, TIFF (1 File per Page), or JPEG (1 File per Page). PDF, PDF/A, and XPS Options are Image Only or Searchable, which works with optical character recognition (OCR).
- **Message**: Add a message to the email.
- **Reply To**: Change the Reply To address of the email.

Other Tab Options

Advanced Settings
- Image Options
- Image Enhancement
- Resolution
- Quality/File Size

Layout Adjustment
- Original Orientation
- Original Size
- Edge Erase

Job Assembly
- Build Job

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Quick Faxing Guide

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16. **Dial Pause**: Press to insert a pause in a fax number.

Basic Faxing

1. Place the originals face up in the document feeder, or face down on the glass.

2. Press **Services Home** on the control panel, then touch **Fax** on the touch screen.

3. Enter a fax number using the alphanumeric keypad, or touch **Dialing Characters** to enter numbers using the touch screen keypad, then touch **Add**.

   Touch **Address Book** to enter stored numbers. Touch **Individual** or **Group** from the drop-down list. Touch the arrows to scroll through the list, touch the desired contact, then touch **Add to Recipients**. Touch **Close**.

4. Touch **Cover Sheet** to include additional information with the fax.

5. Confirm or change Fax tab options as desired, such as 2-Sided Scanning and Original Type. Also touch other tabs for more options.

6. Press the green **Start** button.

For more information, see *Faxing* in the *User Guide*.
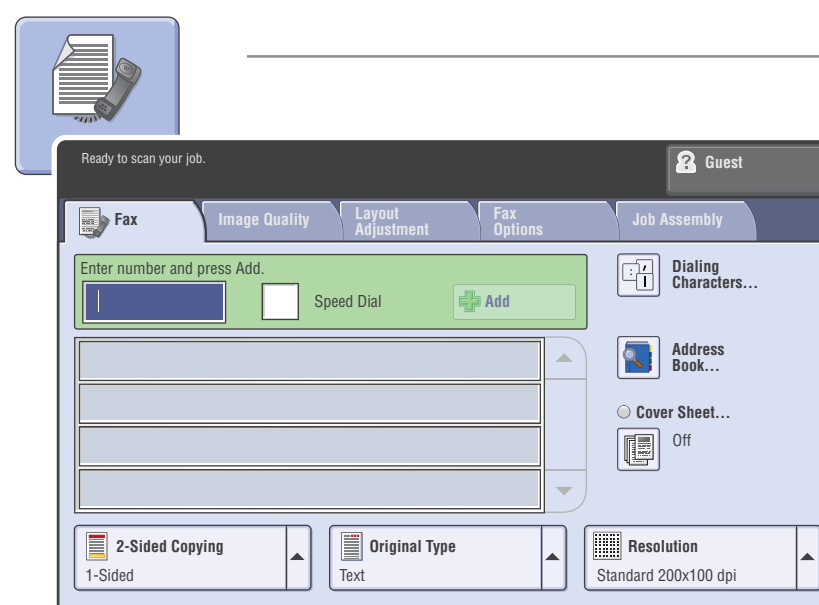
Fax Tab Options

- **2-Sided Scanning**: Select 1-Sided, 2-Sided, or 2-Sided, rotate Side 2.
- **Original Type**: Select Photo & Text, Photo, Text, Map, or Newspaper/Magazine.
- **Resolution**: Select Standard 200x100 dpi, Fine 200 dpi, or Super Fine 600 dpi.
- **Dialing Characters**: Insert characters such as a dial pause in fax numbers.
- **Address Book**: Select stored Individual and Group fax numbers.
- **Cover Sheet**: Add a cover sheet, and include information such as To, From, and additional comments.

Other Tab Options

Image Quality
- Image Options
- Image Enhancement

Layout Adjustment
- Original Size
- Reduce/Split
- Book Faxing

Fax Options
- Confirmation Report
- Starting Rate
- Delay Send
- Send Header Text
- Mailboxes
- Local Polling
- Remote Polling

Job Assembly
- Build Job

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