How to Make a Copy

Preparation
1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the Clear All (AC) button to cancel any previous screen programming selections.

Before scanning, you will need to enter your departmental copy code. You can find your code by visiting the MyPhys page on the Physics website: http://www.physics.umn.edu/resources/myphys

Scan
3. Press the Services Home button and select the Copy option. The Copy features are displayed.
4. Select the required features - Reduce/Enlarge, 2-Sided Copying, etc.
5. Enter the copy quantity using the numeric keypad.
6. Press Start to scan the originals and process the Copy job.
The Copy job enters the job list ready for printing.

More information
For more information, please refer to:
- user guides - available to print via the Machine Status button on the control panel, or
- http://www.support.xerox.com

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How to Send an E-mail

Preparation

1. Load your documents face up in the document feeder input tray or face down on the document glass.
2. Press the Clear All (AC) button to cancel any previous programing selections.

Scan

3. Press the Services Home button and select the E-mail option. The E-mail features are displayed.
5. Select To, CC or Bcc for the recipient using the drop-down menu to the left of the entry box. Using the keyboard enter the e-mail address. Select Add to add the e-mail address to the recipient list. Select Save.
6. Press Start to scan the originals and process the E-mail job. The E-mail job enters the job list ready for sending.

More information

For more information, please refer to:
- user guides - available to print via the Machine Status button on the control panel, or
- http://www.support.xerox.com

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Xerox® WorkCentre™ 5735/5740/5745/5755/5765/5775/5790

Machine Overview

1. Original Document Feeder and Document Glass
2. Control Panel
3. Paper Trays 1 and 2
4. Paper Tray 3 and 4
5. Tray 5 (Optional)
6. Tray 6 (Inserter) (Optional)
7. Bypass Tray
8. High Volume Finisher (Optional)

Features

Depending on the configuration of your device, it is capable of the following:
- Copy
- E-mail
- Internet Fax
- Server Fax
- Fax
- Workflow
- Scanning
- Reprint
- Saved Job

Control Panel

1. Services Home
2. Services
3. Job Status
4. Machine Status
5. Touch Screen
6. Log In/Out
7. Numeric Keypad
8. Help
9. Interrupt
10. Start
11. Clear All
12. Stop
13. Language
14. Energy Saver

More information

For more information, please refer to:
- user guides - available to print via the Machine Status button on the control panel, or
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### How to Load Paper

#### Machine Overview

1. **Tray 1**
2. **Tray 2**
3. **Tray 3**
4. **Tray 4**
5. **Tray 5 (optional)**
6. **Inserter Tray 6 (optional)**
7. **Bypass Tray**

#### Trays 1 and 2

1. Open the tray. Do not open Tray 1 if Tray 2 is open.
2. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the paper guides just touch the paper.
4. Close the paper tray. The paper settings for the tray are displayed on the touch screen.
5. Confirm or change the settings as required.

#### Trays 3 and 4

1. Opening the tray automatically lowers an elevator in the base of the tray.
2. The media required is displayed on the screen. Ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the left side of the tray. Paper must not be loaded above the maximum fill line.
4. Close the paper tray. When the tray is closed the elevator rises to feed the media.

#### Tray 5

1. Press the button to open the door. Wait for the paper tray to lower.
2. The media required is displayed on the screen, ensure the correct media is loaded.
3. Place the media in the tray. Media must be positioned against the right side of the tray.
4. Close the door. When the door is closed the tray rises to feed the media.

#### Bypass Tray

1. Make sure the tray is in the down position. For larger media, use the tray extension.
2. Place the media on the tray. Locate the media to the right edge. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper. The paper settings for the tray are displayed on the touch screen.
4. Confirm or change the settings, as required.

#### Tray 6 (Inserter)

1. Place the media in the correct orientation for the job. The labels on the top of Tray 6 (Inserter) provide instructions for input and output orientations.
2. The paper is registered to the left edge of the tray. Paper must not be loaded above the maximum fill line.
3. Make sure that the guides just touch the paper.

#### More information

- [user guides](http://www.support.xerox.com) available to print via the **Machine Status** button on the control panel, or
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