

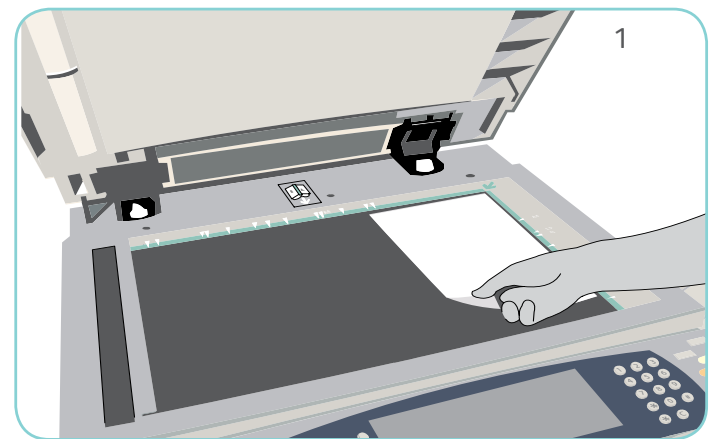
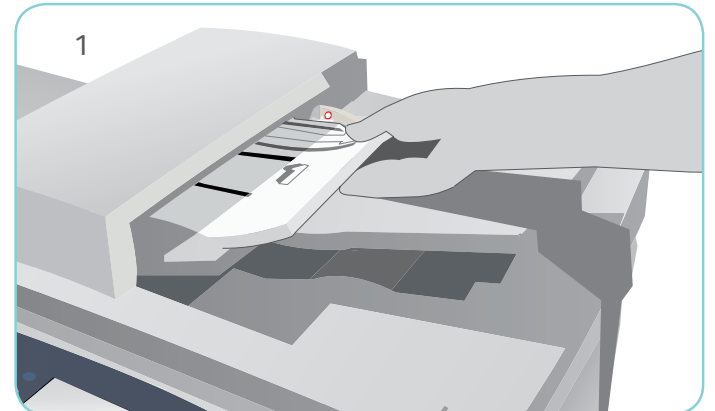
Xerox® WorkCentre™ 5735/5740/5745/ 5755/5765/5775/5790

How to Make a Copy



Preparation

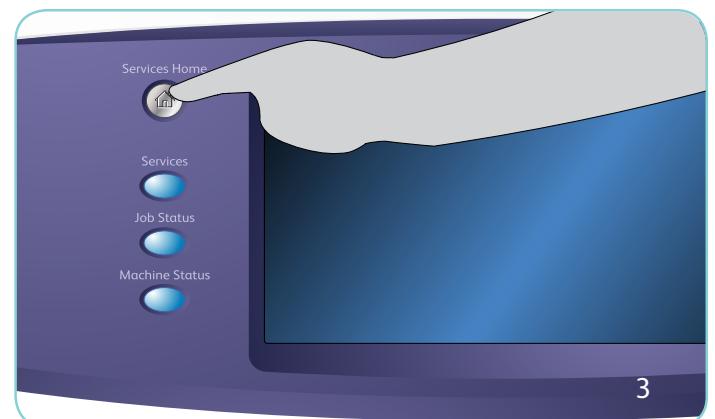
1. Load your documents face up in the document feeder input tray or face down onto the document glass.
2. Press the **Clear All (AC)** button to cancel any previous screen programming selections.



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

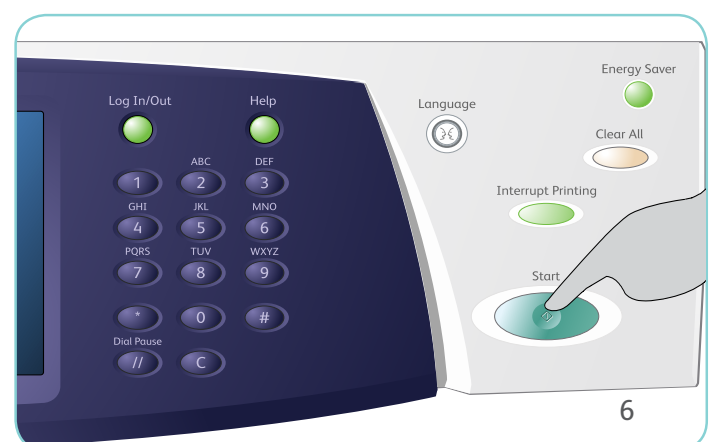
3. Press the **Services Home** button and select the **Copy** option. The Copy features are displayed.
4. Select the required features- Reduce/Enlarge, 2-Sided Copying, etc.
5. Enter the copy quantity using the numeric keypad.
6. Press **Start** to scan the originals and process the Copy job. The Copy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

If you press the Log In/Out button and log in with your Physics account, the machine will fill in the email sender address for you

Scan

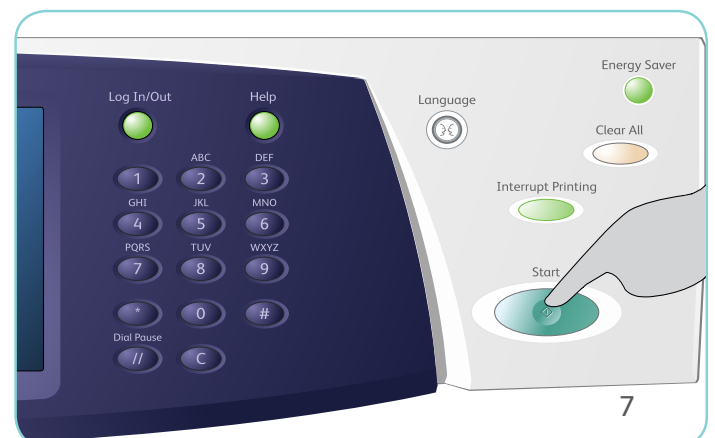
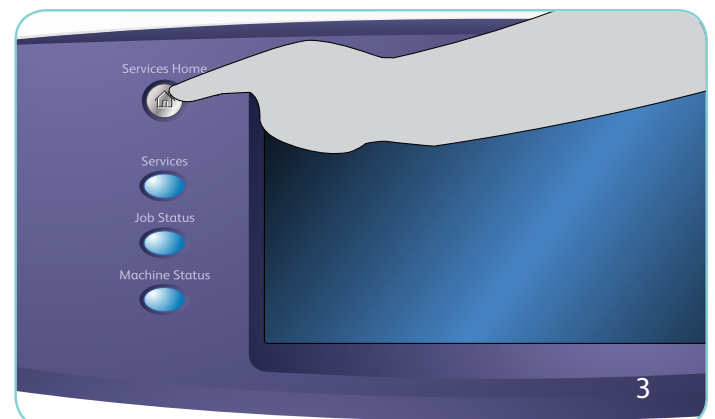
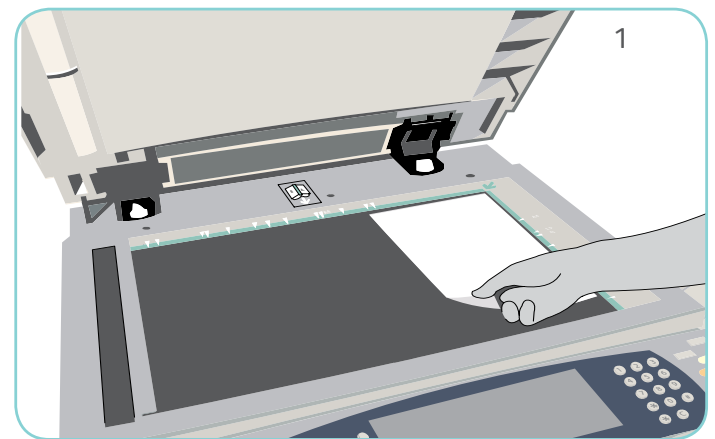
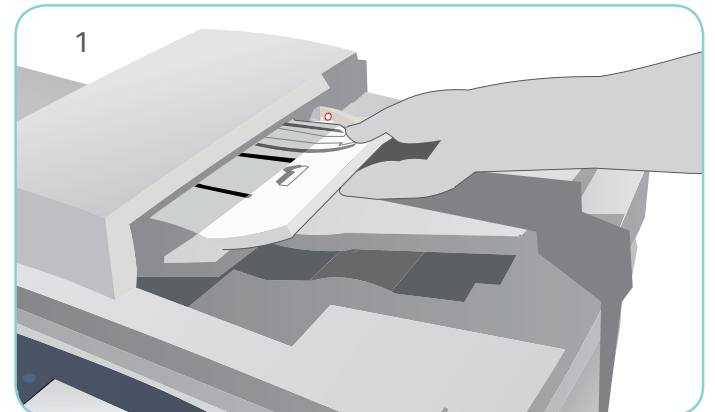
3. Press the **Services Home** button and select the **E-mail** option. The E-mail features are displayed.
4. Select **New Recipient**.
5. Select **To**, **CC** or **Bcc** for the recipient using the drop-down menu to the left of the entry box. Using the keyboard enter the e-mail address. Select **Add** 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.

You can use the Search function to find email addresses from the Physics directory

More information

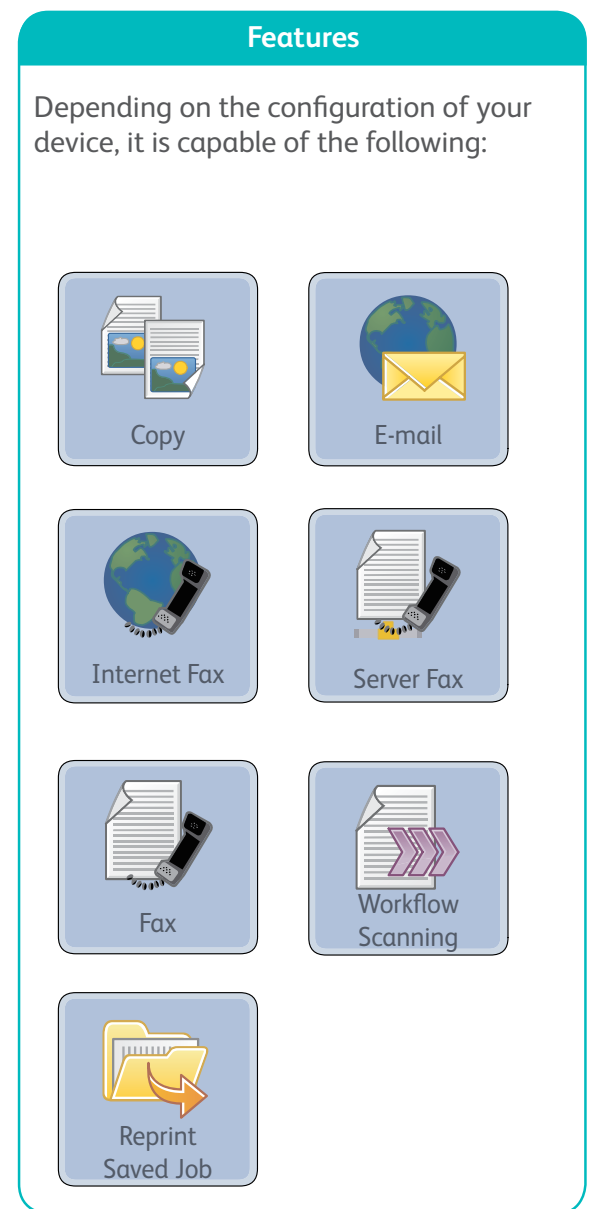
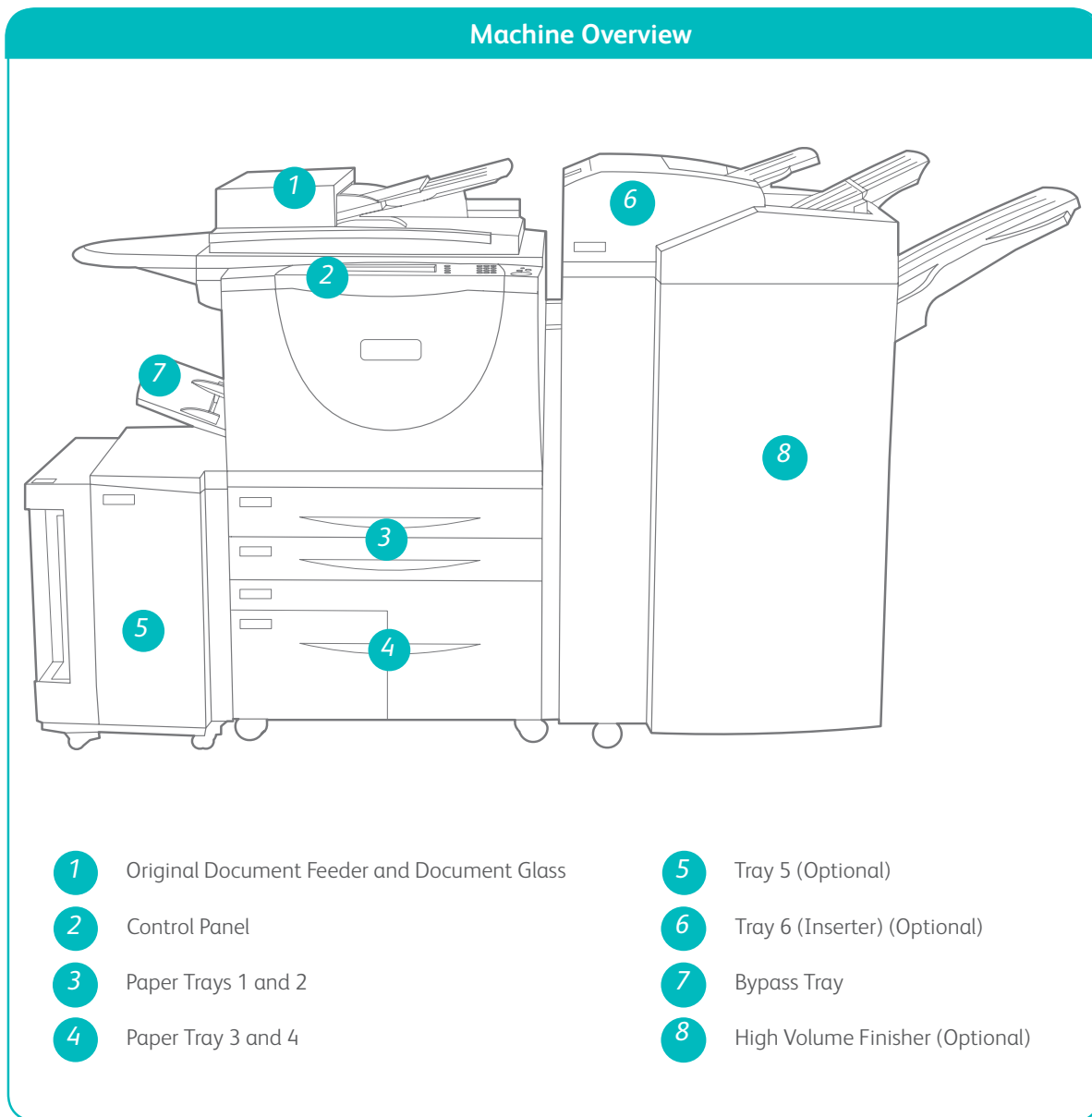
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Machine Overview



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:

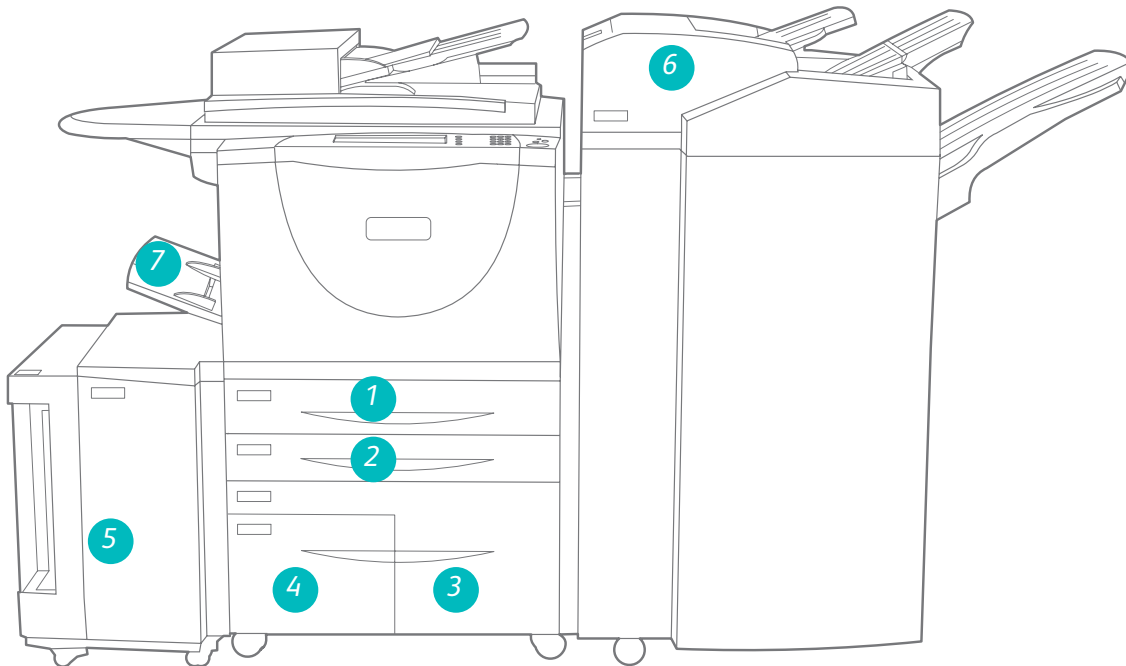
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How to Load Paper



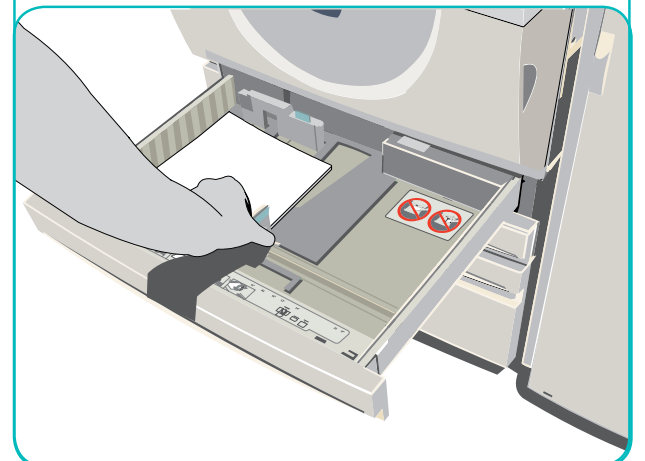
Machine Overview



- | | |
|----------------|------------------------------|
| 1 Paper Tray 1 | 5 Paper Tray 5 (optional) |
| 2 Paper Tray 2 | 6 Inserter Tray 6 (optional) |
| 3 Paper Tray 3 | 7 Bypass Tray |
| 4 Paper Tray 4 | |

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.

More information

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

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.

