# Xerox® WorkCentre® 7500 Series
Quick Email 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 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.
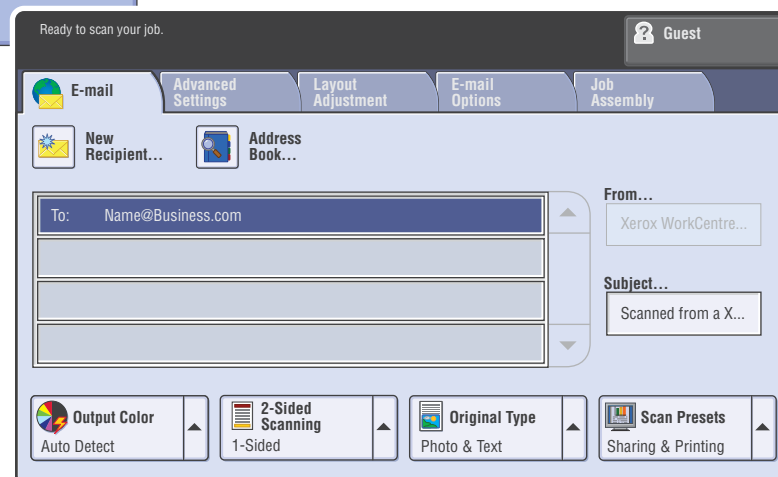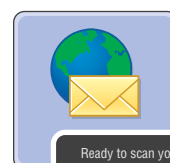
Email and Email Options Tabs

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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