

# Xerox® Color 560 / 570 Printer

## Quick Faxing Guide

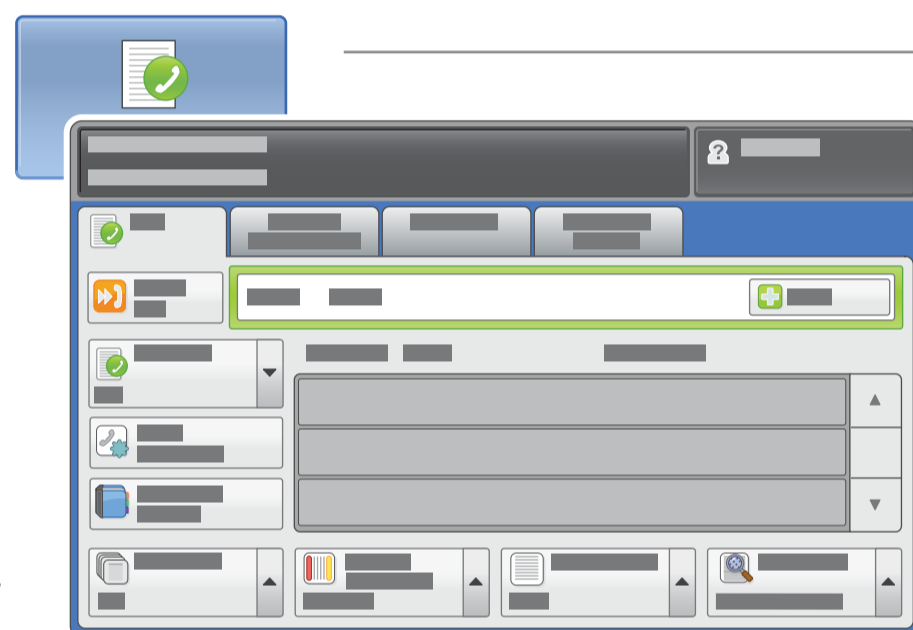
- 1. Touch Screen:** Provides access to printer information and functions.
- 2. Services Home:** Press to access the main services, such as copy, scan, and fax.
- 3. Services:** Press to access Services Home or the last used screen.
- 4. Job Status:** Press to view the list of active and completed jobs.
- 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. Energy Saver:** When printer is in low power mode, press to enter normal mode.
- 8. Language:** Press to change the touch screen language and keyboard settings.
- 9. Start:** Press to start a copy, scan, or fax job.
- 10. 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.
- 11. Clear All:** Press once to clear current job settings. Press twice and touch confirm to reset all job settings to default.
- 12. Interrupt Printing:** Press to hold the current job to allow a priority job to process. Press again to finish the interrupted job.
- 13. Alphanumeric Keys:** Press to enter alphanumeric information.
- 14. Dial Pause:** Press to insert a pause in a fax number.
- 15. C:** Press to delete numeric values or the last digit entered using the alphanumeric keys.



### Basic Faxing

- Place the originals face up in the document feeder, or face down on the glass.
- Press **Services Home** on the control panel, then touch **Fax** on the touch screen.
- Enter a fax number using the alphanumeric keypad, then touch **Add**.  
Touch the **Speed Dial** field, then enter the Speed Dial number for the desired individual using the alphanumeric 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 addresses, then touch **Add**. Touch **Close**.
- Touch **Cover Page** to include additional information with the fax.
- Confirm or change options as desired. Touch other tabs for more options.
- Press the green **Start** button.

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



### Fax Tab Options

#### Cover Page

- Touch **Print Cover Page** to include a cover page, or **Off** to disable cover page printing.

#### 2-Sided Scanning

- Touch one of the listed options to scan one or both sides of the original document.
- Touch **2 Sided Rotate Side 2** to rotate the second side of the original 180 degrees

#### Original Type

- Touch the desired option (**Text**, **Photo & Text**, or **Photo**).

#### Resolution

- Touch the desired option (**Standard 200x100 dpi**, **Fine 200 dpi**, **Super Fine 400 dpi**, or **Super Fine 600 dpi**).

### Other Tab Options

#### Layout Adjustment

- Original Size
- Book Faxing
- Reduce/Enlarge
- Lighten/Darken

#### More Fax Options

- Remote Polling
- Store for Polling
- On-Hook (Manual Send/Receive)

#### Transmission Options

- Confirmation Options
- Starting Rate
- Priority Send/Delay Start
- Transmission Header Text
- Recipient Print Sets
- Pages Per Side
- Remote Folder
- F Code