Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5845 5855. You'll find the answers to all your questions on the XEROX WORKCENTRE 5845 5855 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX WORKCENTRE 5845 5855
User guide XEROX WORKCENTRE 5845 5855
Operating instructions XEROX WORKCENTRE 5845 5855
Instructions for use XEROX WORKCENTRE 5845 5855
Instruction manual XEROX WORKCENTRE 5845 5855

Xerox® WorkCentre™ 5845/5855/5865/5875/5890

xerox

How to make a copy

Control panel

1. Services Home
2. Job Status
3. Touch Screen
4. Start
5. Clear All
6. Stop

Document feeder option

OR

Document glass option

1. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents. OR lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
2. Press the Clear All (A/C) button to cancel any previous screen programming selections.
3. Press the Services Home button on the Control Panel.
4. Select the Copy button on the touch screen.
5. If required, select the Copy tab. This is usually the active tab when the Copy service opens.
6. Select any options required.
7. Enter the number of prints required using the numeric keypad on the Control Panel.
8. Press the Start button on the Control Panel to scan the original.

For more information
Please refer to: user guides - available via
http://www.support.xerox.com

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Manual abstract:

Load your documents face up in the document feeder input tray. @@@@Close the document feeder. @@Press the Services Home button on the Control Panel. Select the Copy button on the touch screen. If required, select the Copy tab. This is usually the active tab when the Copy service opens. Select any options required. @@Press the Start button on the Control Panel to scan the original. 2. 3.
4. 5. 6. 7. 8.
For more information Please refer to: user guides - available via http://www.support.xerox.com ©2012 Xerox Corporation. All rights reserved. @@and/or other countries. IG120003 Xerox® WorkCentre™ 5845/5855/5865/5875/5890 How to Send a Fax Control panel 3 1 5 6 2 4 1 2 Services Home Job Status 3 4 Touch Screen Start Document glass option 5 6 Clear All Stop Document feeder option OR 1. Load your documents face up in the document feeder input tray. @@@@Close the document feeder. @@Press the Services Home button on the Control Panel. Select the Fax button on the touch screen. If required, select the Fax tab. This is usually the active tab when the Fax service opens. @@Select the Add button. @@Select the Close button to save the information you entered.

Select any options required. 2. 3. 4. 5. 6. 7. 8. @@@@All rights reserved. @@and/or other countries.
IG120003 Xerox® WorkCentre™ 5845/5855/5865/5875/5890 How to Send a Server Fax Control panel 3 1 5 6 2 4 1 2 Services Home Job Status 3 4 Touch Screen Start Document glass option 5 6 Clear All Stop Document feeder option OR 1. Load your documents face up in the document feeder input tray. @@@@Close the document feeder. Press the Clear All (AC) button to cancel any previous programing selections. Press the Services Home button on the Control Panel.
Select the Server Fax button. If required, select the Server Fax tab. This is usually the active tab when the Server Fax service opens. @@Select the Add button. @@Select the Close button to save the information you entered.
Select any options required. 2. 3. 4. 5. 6. 7. 8. @@@@All rights reserved. @@and/or other countries.

@@@@@@Close the document feeder. @@Press the Services Home button on the Control Panel. Select the Internet Fax button. If required, select the Internet Fax tab. This is usually the active tab when the Internet Fax service opens. Select the New Recipient... button. @@Select the Add button. @@Select the Close button to save the information you entered. 2. 3. 4. 5.
6. 7. @@Select any options required. 11. @@All rights reserved.
@@and/or other countries. @@@@@@Close the document feeder. @@Press the Services Home button on the Control Panel. Select the E-mail button on the touch screen. If required, select the E-mail tab. This is usually the active tab when the E-mail service opens. Select the New Recipient... button.

@@Select the Add button. Select the Close button to save the information you entered. 2. 3. 4. 5. 6. 7. 8. 9.
10. Select any options required. 11. @@All rights reserved. @@and/or other countries.
@@2. 3. 4. 5. 6.
7. 5 6 Clear All Stop Saving Jobs using the Print Driver 1. 2. 3. 4. 5. 6. 7. 8. 9.

Open the document to be printed on your computer. Select the Xerox driver from the list of print drivers available. Open the print driver properties window. If required, click the Printing Options tab. This is usually the active tab when the print driver opens. Select Saved Job from the Job Type dropdown menu. @@Click the OK button. Select the option(s) required. @@Select the Print From button on the touch screen. Select the Saved Jobs.
.. button on the touch screen. The saved jobs folders are displayed. Select the required folder.
Select the saved job required. If necessary, use the Up and Down arrows to scroll through the list until the job is displayed. Select any options required. Press the Start button on the Control Panel to print the job. 10.
Select the confirmation button, the name will vary depending on the application you are printing from. From most applications select the OK or Print button. For more information Please refer to: user guides - available via http://www.support.xerox.com ©2012 Xerox Corporation. All rights reserved. @@and/or other countries. IG120003 Xerox® WorkCentre™ 5845/5855/5865/5875/5890 How to Scan to Your Network Control panel 3 1 5 6 2 4 1 2 Services Home Job Status 3 4 Touch Screen Start Document glass option 5 6 Clear All Stop Document feeder option OR 1. Load your documents face up in the document feeder input tray.

@@@@Close the document feeder. @@Press the Services Home button on the Control Panel. Select the Workflow Scanning button on the touch screen. If required, select the Workflow Scanning tab. @@Select a template type from the All Templates dropdown menu. @@Press the Start button on the Control Panel to scan the original. 2. 3. 4. 5.
6. 7. 8. @@All rights reserved. @@and/or other countries.
IG120003 Xerox® WorkCentre™ 5845/5855/5865/5875/5890 Machine Overview Machine Overview 1 7 Features Depending on the configuration of your device, it is capable of the following; 2 5 3 8 6 4 9 1 Document Feeder and Document Glass 2 Control Panel 3 Paper Trays 1 and 2 4 Paper Tray 3 and 4 5 Bypass Tray 6 Tray 6 (optional) 7 Inserter tray 7 (optional) 8 High Volume Finisher (optional) 9 Tri-folder (optional) Control panel 6 1 8 13 14 11 2 3 10 4 5 7 9 8 12 1 2 3 4 5 6 Services Home Services Job Status Machine Status Touch Screen Log In / Out 7 8 9 Numeric Keyboard Help Interrupt 13 Language 14 Energy Saver and For more information Please refer to: user guides - available via http://www.support.xerox.com power on / off. 10 Start 11 Clear all 12 Stop ©2012 Xerox Corporation.
All rights reserved. @@and/or other countries. @@2. Open the tray. 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. Make sure that the guides just touch the paper. Close the paper tray. @@@@If the settings are correct select the Confirm button.

If the settings are not correct change the settings as required. Bypass Tray 1. 2. Make sure the tray is in the down position. For larger media, use the tray extension. 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. Make sure that the paper guides just touch the paper. @@@@If the settings are correct select the Confirm button.
If the settings are not correct change the settings as required. Tray 6 1. 2. 3. Press the button to open the door.
Wait for the paper tray to lower. 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. Close the door.
3. 4. 5. 6. 3. 4. 5. 4. Tray 7 (Inserter) 1. Place the media in the correct orientation for the job.

The labels on the top of Tray 7 (Inserter) provide in.

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