



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
Control Panel

xerox

Available services can vary on your printer setup. For details about services and settings, see the *User Guide*.

1 Menu

2 3 4 5

6

7 Job controls

Touch screen

Alphanumeric keypad

1 Services Home displays main services, such as copy, scan, and fax.
2 Services returns to the active service from the Job Status or Machine Status screens, or to a preset service.
3 Job Status displays active, held, and completed jobs.
4 Machine Status displays settings and information.

2 Log In/Out accesses password protected features.
3 Help (?) displays additional information about the current selection or service.
4 Language changes the touch screen language and keyboard settings.
5 Power enters or exits energy saver mode, restarts, or powers down the printer.

6

7

Interrupt Print

Clear All
Stop
Start

Alphanumeric keys are used for entering copy quantities, fax numbers, and other numeric information.
C (clear) deletes numeric values or the last digit entered.

Clear All clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.
Start starts the selected job.
Stop temporarily stops the current job. Follow the onscreen message to cancel or resume your job.
Interrupt Print pauses the currently printing job to run a more urgent job.

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Manual abstract:

For details about services and settings, see the User Guide. @ Services returns to the active service from the Job Status or Machine Status screens, or to a preset service. @@@ Machine Status displays settings and information. 5 Power enters or exits energy saver mode, restarts, or powers down the printer. 6 1 GHI ABC DEF 7 Clear All Interrupt Print Stop Start 2 JKL 3 MNO 4 PQRS 5 TUV 6 WXYZ 7 8 0 9 # – C Alphanumeric keys are used for entering copy quantities, fax numbers, and other numeric information. C (clear) deletes numeric values or the last digit entered. Clear All clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans. Start starts the selected job. Stop temporarily stops the current job.

Follow the onscreen message to cancel or resume your job. Interrupt Print pauses the currently printing job to run a more urgent job. © 2012 Xerox Corporation. All Rights Reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries. www.xerox.com/office/support Xerox® WorkCentre® 5845 / 5855 / 5865 / 5875 / 5890 Machine Status The Machine Status menu provides access to supplies status, printer information, and settings. @ Touch the Usage Counters button for detailed usage counts. @ All Rights Reserved.

@@@ Hold for several seconds to force a power down. © 2012 Xerox Corporation. All Rights Reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries. www.xerox.com/office/support Xerox® WorkCentre® 5845 / 5855 / 5865 / 5875 / 5890 Paper Handling For details about trays and paper, see the User Guide. Loading Paper 1 2 Confirm or change size and type settings if needed. 3 Windows Mac For best results, fan the edges of the paper. Adjust guides to fit the paper size.

Do not load paper above the maximum fill line. When printing, select options in the print driver. Paper Orientation Letterhead Prepunched Envelope © 2012 Xerox Corporation. All Rights Reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries. www.xerox.com/office/support Xerox® WorkCentre® 5845 / 5855 / 5865 / 5875 / 5890 Copying For details, see the Copying chapter in the User Guide located on your Software and Documentation disc or online. 1 Y X 50–160 g/m² (13 lb.–43 lb).

@ All Rights Reserved. @@@@ All Rights Reserved. @ Touch +Add to add addresses to the list, then touch Close. @@@ You can also use CentreWare Internet Services to set up personal mailboxes and workflow scanning templates. For details, see the User Guide. 1 Note the printer IP address on the touch screen. If the IP Address does not show in the upper left corner of the touch screen, press Machine Status and check the information field. 3 Scanning and Emailing www.xerox.com/office/support 2 3 CentreWare® <http://xxx>.

xxx.xxx.xxx Internet Services Type the printer IP address in a Web browser, then press Enter or Return. Click the Scan tab. 4 CentreWare® Internet Services 4.1 4.2 Select the Default Public Folder, then click Go to download the scan. Click Update View to refresh the list. Select Download to save the file to your computer. Select Reprint to print the saved file again.

@@@@ • Internet Fax scans the document and emails it to a recipient. • LAN Fax sends the current print job as a fax. For details, see the Faxing chapter in the User Guide. For details about LAN Fax, see the print driver software. @@@ All Rights Reserved. Xerox® and Xerox and Design® are trademarks of Xerox Corporation in the United States and/or other countries. www.xerox.com/office/support 3 For fax numbers, use the alphanumeric keypad to enter fax numbers. Touch Dialing Characters to insert special characters.

Touch +Add to add additional numbers. For Internet Fax email addresses, touch New Recipient, then enter the address using the touch screen keypad. Touch +Add to add addresses to the list, then touch Close. Use the Address Book or Favorites to enter stored numbers or email addresses. 4 5 Press Start. Change the settings as needed. Stop temporarily stops the current job. 2 Faxing www.xerox.com/office/support Xerox® WorkCentre® 5845 / 5855 / 5865 / 5875 / 5890 Printing from USB You can print .

pdf, .tiff, .ps, and .xps files directly from a USB Flash drive. For more information, see the Printing chapter in the User Guide located on your Software and Documentation disc or online. @@@ All Rights Reserved. @ Follow the onscreen message to cancel or resume your job. Press Start. Interrupt Print pauses the currently printing job to run a more urgent job. www.xerox.com/office/support.

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