



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 5945 5955. You'll find the answers to all your questions on the XEROX WORKCENTRE 5945 5955 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 5945 5955
User guide XEROX WORKCENTRE 5945 5955
Operating instructions XEROX WORKCENTRE 5945 5955
Instructions for use XEROX WORKCENTRE 5945 5955
Instruction manual XEROX WORKCENTRE 5945 5955

Xerox® WorkCentre™ 5945/5955 Multifunction Printer



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** button on the control panel to cancel any previous programming selections.
3. Press the **Services Home** button.
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 the user guide -
available at
<http://www.support.xerox.com>

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Manual abstract:

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. @@Close the document feeder. 2. @@3. Press the Services Home button. 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.

@@8. @@All rights reserved. @@@@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.

@@Close the document feeder. 2. @@3. Press the Services Home button. 4. Select the Fax button on the touch screen. 5. If required, select the Fax tab. This is usually the active tab when the Fax service opens. 6.

Select the Enter Fax Number entry box and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number. 7. Select the Add button.

@@8. Select the Close button to save the information you entered. 9. Select any options required. 10. @@All rights reserved. @@BR7341 Xerox® WorkCentre™ 5945/5955 Multifunction Printer How to send a server fax Control panel 1 1 3 2 3 5 2 4 6 6 5 4 Services Home Job Status Touch Screen Start Clear All Stop Document feeder option Document glass option Or 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. @@Close the document feeder. 2.

@@3. Press the Services Home button. 4. Select the Server Fax button. 5.

If required, select the Server Fax tab. This is usually the active tab when the Server Fax service opens. 6. Select the Enter Fax Number entry box and use the numeric keypad, or the touch screen keypad to enter the recipient's fax number. 7. Select the Add button. @@8. Select the Close button to save the information you entered. 9. Select any options required.

For more information 10. Press the Start button on the control panel to scan the original. Please refer to the user guide available at <http://www.support.xerox.com> ©2014 Xerox Corporation. All rights reserved. @@BR7341 Xerox® WorkCentre™ 5945/5955 Multifunction Printer How to send an internet fax Control panel 1 1 3 2 3 5 2 4 6 6 5 4 Services Home Job Status Touch Screen Start Clear All Stop Document feeder option Document glass option Or 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. @@Close the document feeder. 2. @@3. Press the Services Home button.

4. Select the Internet Fax button. 5. If required, select the Internet Fax tab. This is usually the active tab when the Internet Fax service opens.

6. Select the New Recipient... button. 7. @@8. Select the Add button. @@9. Select the Close button to save the information you entered.

10. @@All rights reserved. @@@@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. @@Close the document feeder. 2. @@3. Press the Services Home button. 4.

Select the E-mail button on the touch screen. 5. If required, select the E-mail tab. This is usually the active tab when the E-mail service opens. 6.

Select the New Recipient... button. 7.

@@8. Select the Add button. @@9. Select the Close button to save the information you entered. 10. Select any options required. 11. @@All rights reserved. @@@@Open the document to be printed. @@2.

Select the Xerox driver from the list of print drivers available. 3. @@@@4. If required, click the Printing Options tab. This is usually the active tab when the print driver opens. 5. Select Saved Job from the Job Type dropdown menu. 6. @@@@7. @@• If your required folder does not display, you can use your keyboard to enter the name of the folder where your job should be saved.

The Default Public Folder is available for all users to save their jobs to. 8. Click the OK button. 9. Select the option(s) required.

10. Click the OK button to save your settings. 11. 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.

Reprinting saved jobs 1. @@2. Press the Services Home button. 3. Select the Print From... button on the touch screen. 4. Select the Saved Jobs.

.. button. 5. Select the folder required. 6. Select the saved job required. 7. Select any options required. 8.

Press the Start button on the Control Panel to print the job. For more information Please refer to the user guide available at <http://www.support.xerox.com> ©2014 Xerox Corporation.

All rights reserved. @@BR7341 Xerox® WorkCentre™ 5945/5955 Multifunction Printer How to scan to your network Control panel 1 1 3 2 3 5 2 4 6 6 5 4 Services Home Job Status Touch Screen Start Clear All Stop Document feeder option Document glass option Or 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.

@@Close the document feeder. 2. @@3. Press the Services Home button. 4. Select the Workflow Scanning button on the touch screen. 5. If required, select the Workflow Scanning tab. This is usually the active tab when the Workflow Scanning service opens. 6.

Select a template type from the All Templates dropdown menu. 7. Select the template required. 8. Select any options required. 9. @@All rights reserved.

@@@@All rights reserved. @@@@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 tray is set to Fully Adjustable the paper tray settings will be displayed on the screen. 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. &b.



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