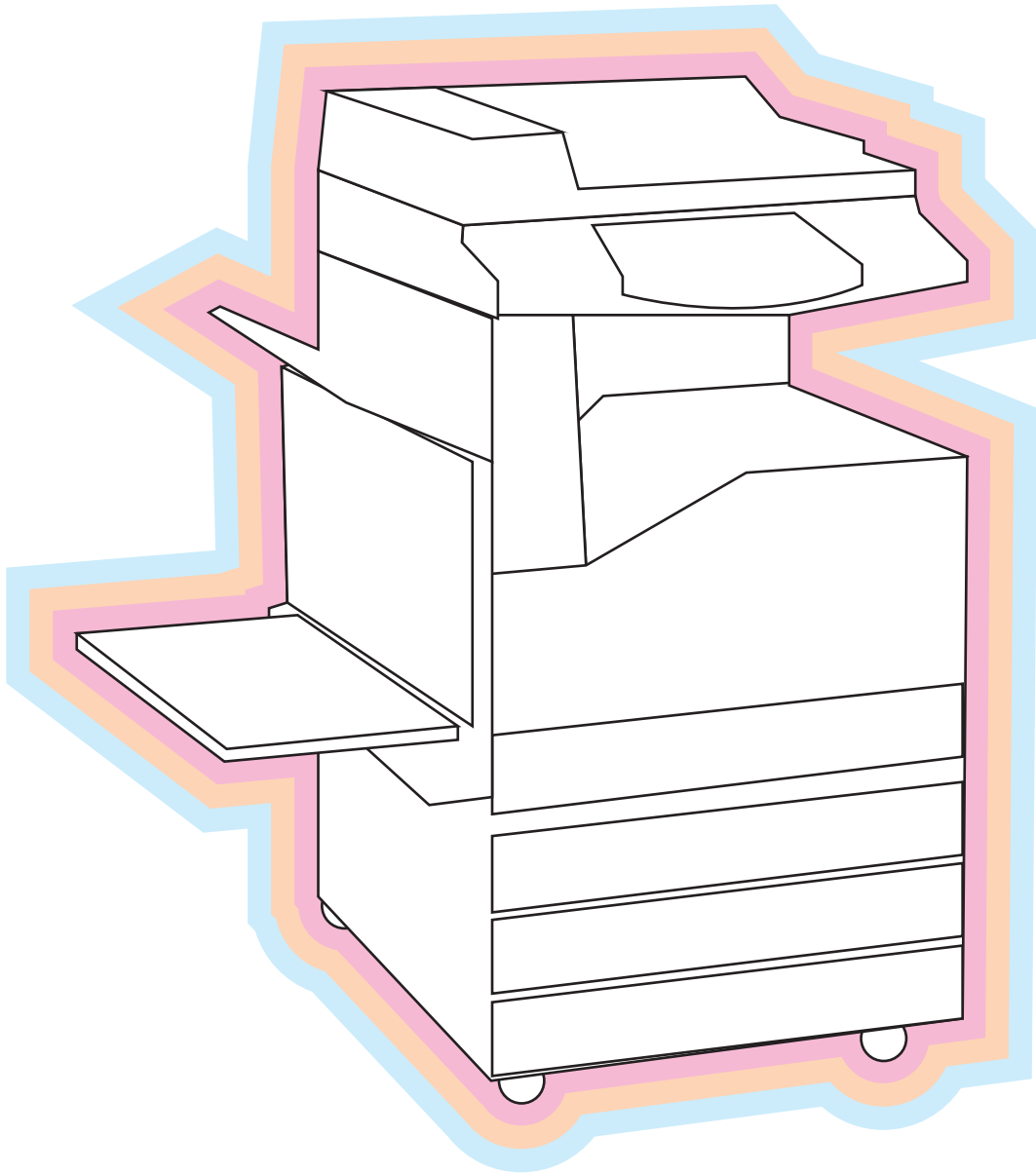
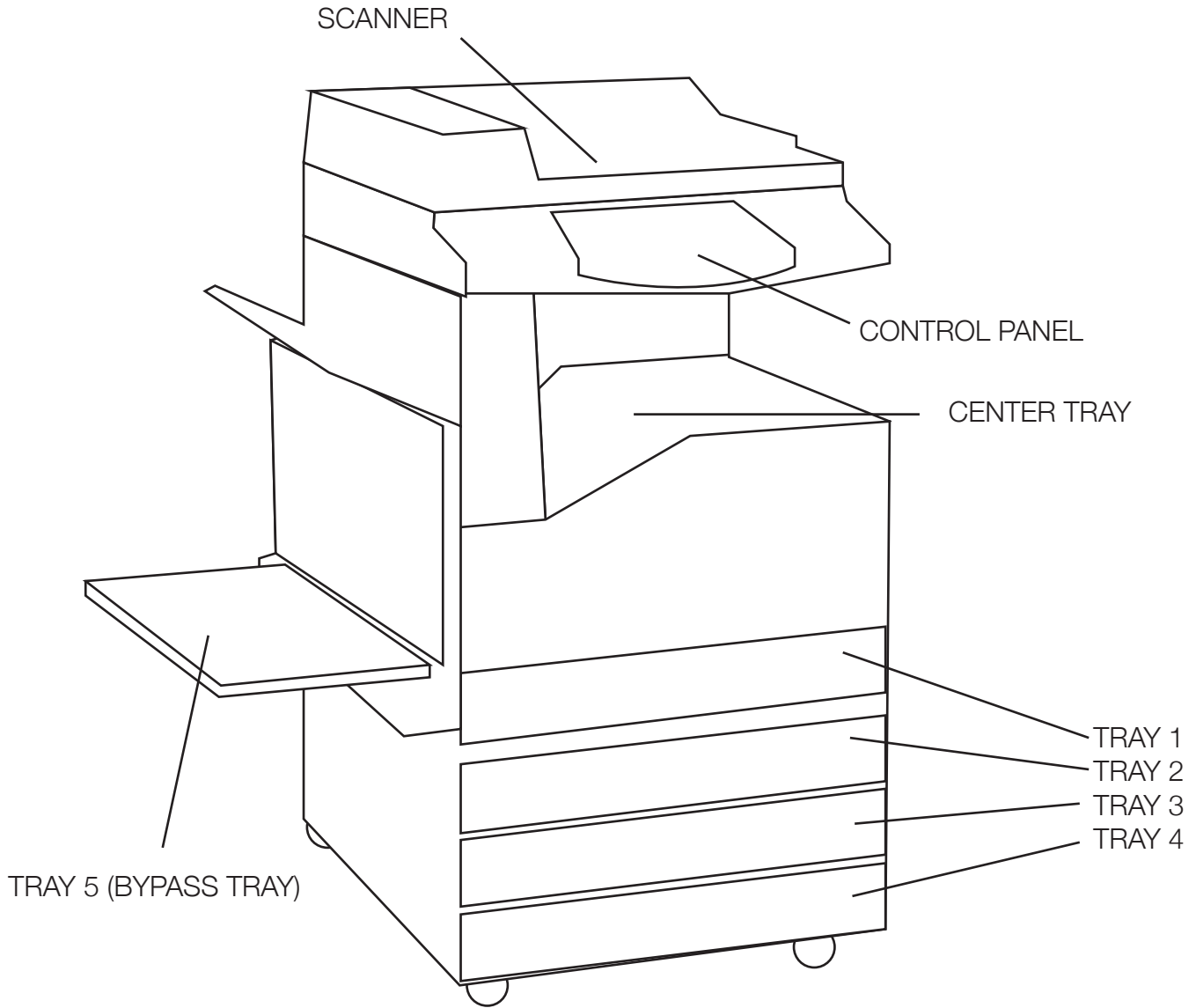


# XEROX WORKCENTRE 7435



Scanner - lift cover to scan  
Control panel - changes settings for the machine

Center tray - printed paper lands here  
Tray 1-5 - different tray options for paper

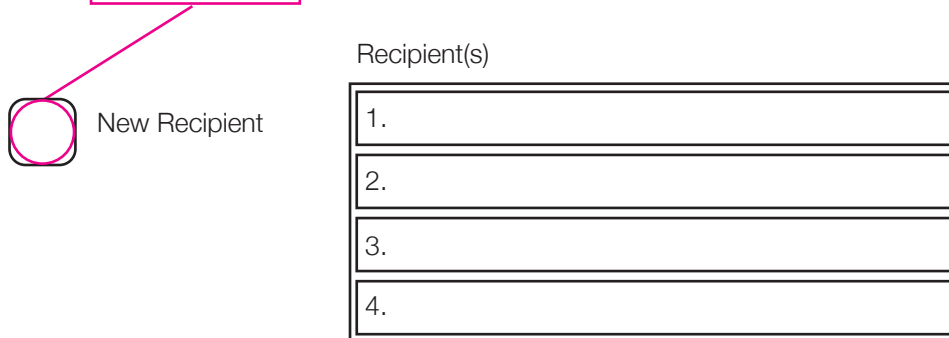


# COPYING SCANNING

Select Services to the right of the touch screen. If this screen is already open, press Copy.  
Open scanner lid and place media face down on scanner.  
Input necessary settings and press start.

To scan to email, press Services to the right of the touch screen. If this screen is already open, press E-mail.

Press New Recipient and type in the corresponding email(s).



The diagram illustrates the user interface for adding recipients. On the left, a circular button labeled "New Recipient" is highlighted with a pink border. A pink line connects this button to the top of a list of four input fields. The list is titled "Recipient(s)" and contains four numbered entries: "1.", "2.", "3.", and "4.". Each entry is contained within a rectangular box, representing a text input field for an email address.

Press close.

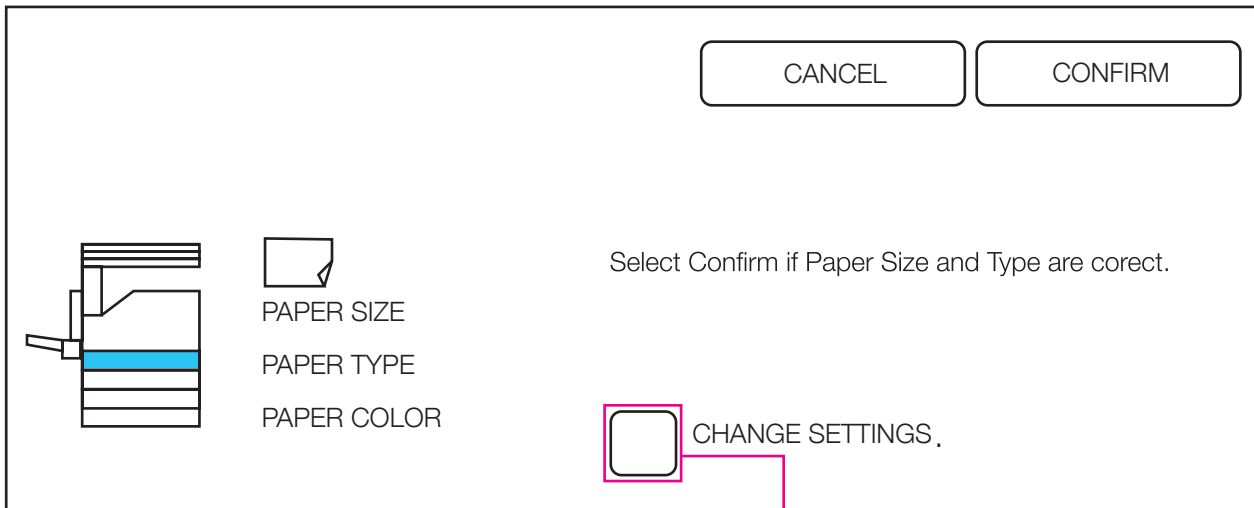
Place media onto scanner and press Start.

A dialog will appear and ask for the size of paper.

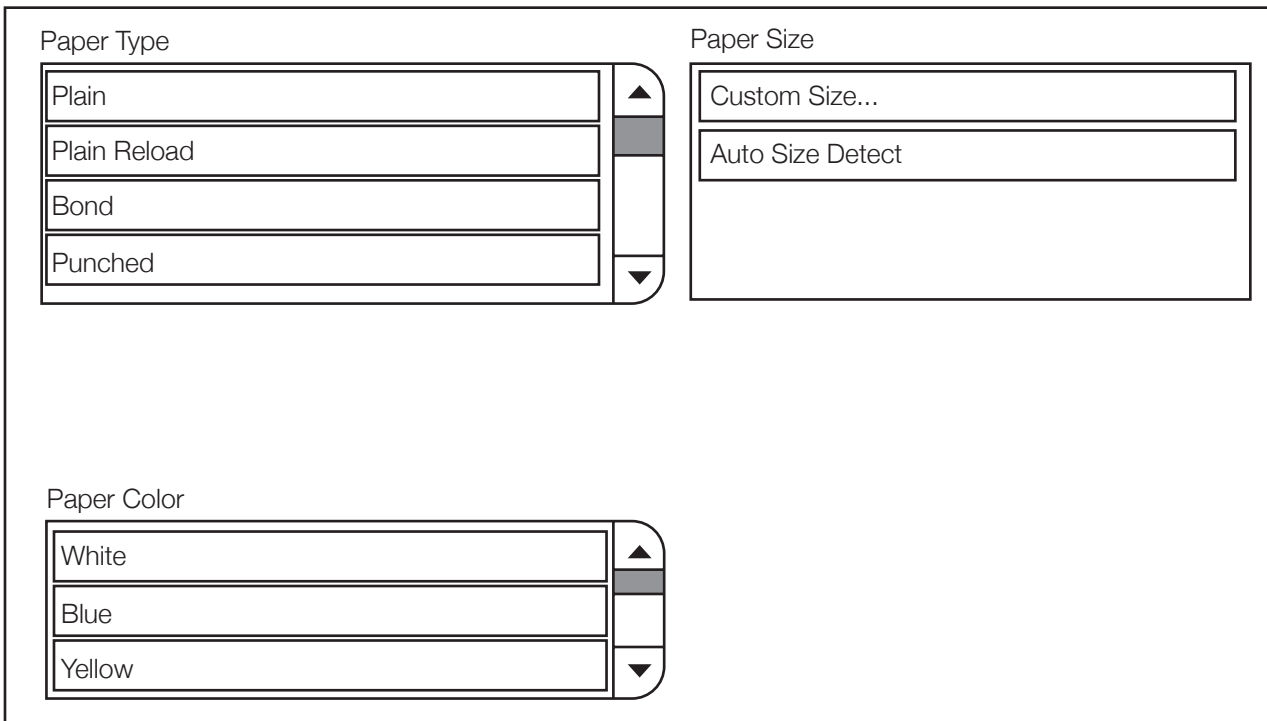
Select the correct size and press Start.

# SETTING UP THE PRINTER

Choose the paper you want to use, making note of size, type, and color.  
Open a tray and place paper into it, adjust tray guides. Gently close tray.  
The touch screen will display this dialog.

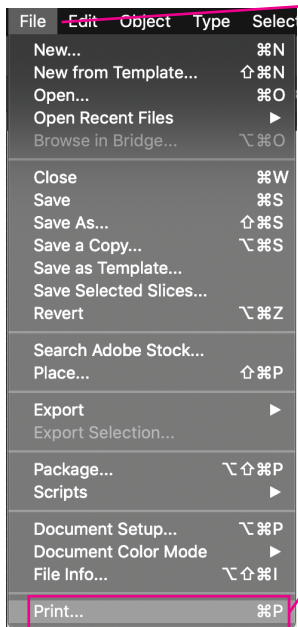


The machine will highlight the tray you opened in blue.  
Select change settings.  
A new dialog will be displayed with settings for paper size, weight, and color.  
Input the correct settings to match your paper and press confirm.

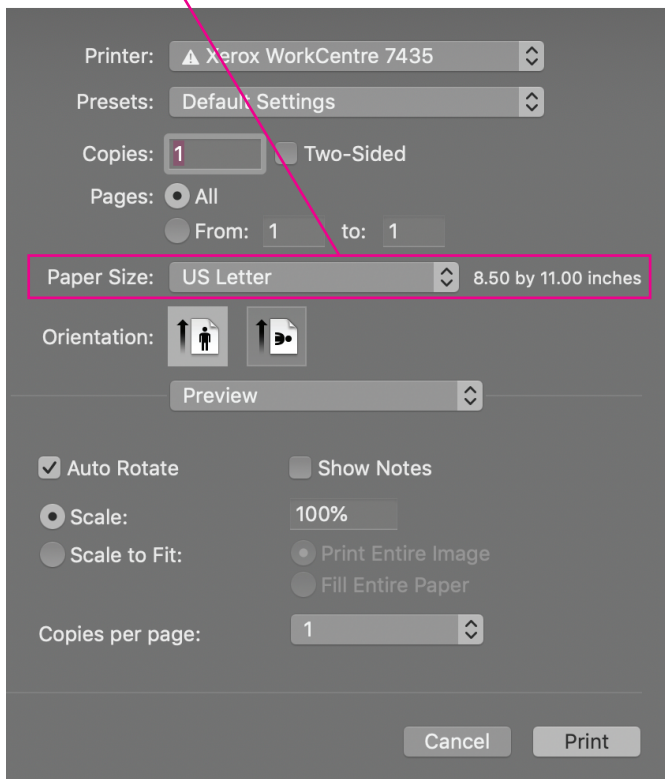


# P R I N T I N G

When your file is ready to print, go to File and then Print.

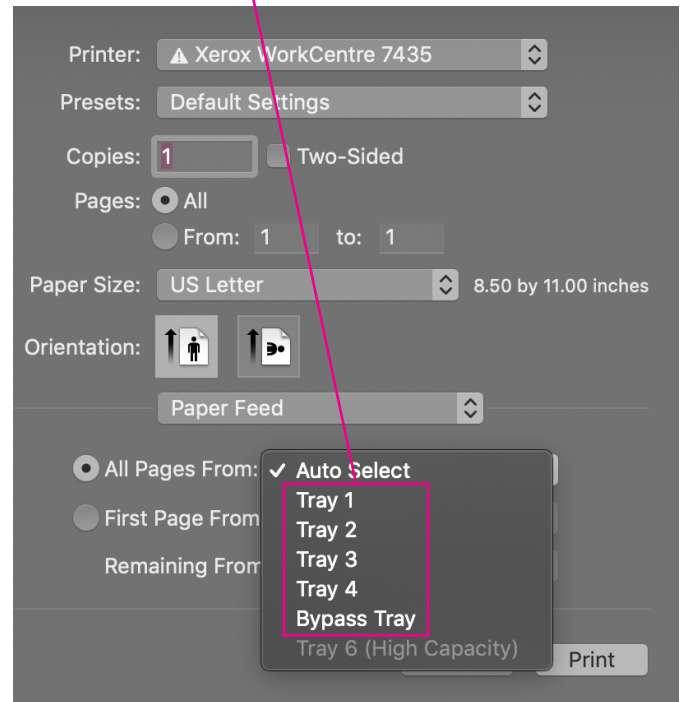
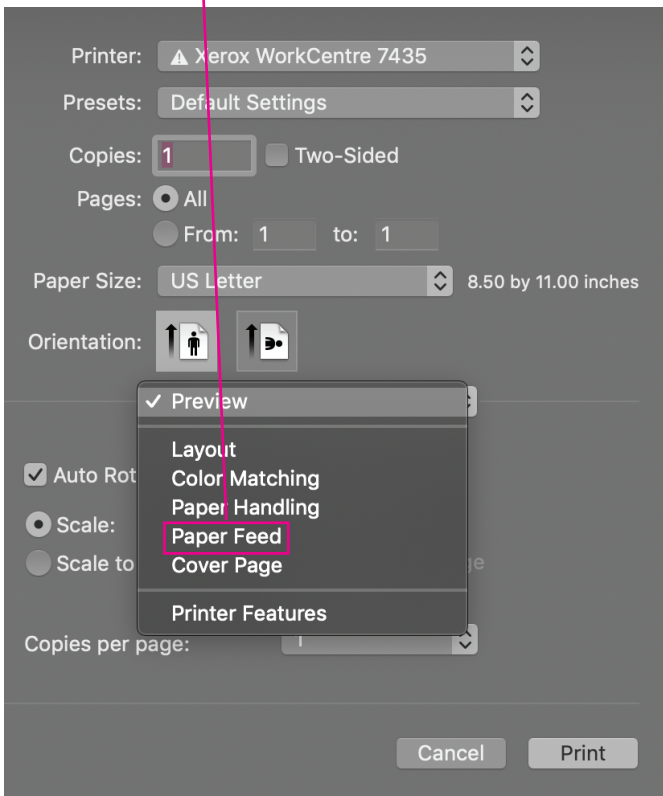


The dialog will be a little different depending on the program you are using, but it should be similar enough. Select Paper Size and choose the correct size to match your file and tray.



# P R I N T I N G   C O N T .

Select Paper Feed and choose the tray that corresponds to your paper.



You can adjust number of copies, range of pages to print, etc, in this dialog.

When all of your settings are correct, press Print.

# PRINTING CONT.

Some programs allow you to change the Xerox Features.

Paper/Output, Image Options (adjust color), Booklet Layout (adjust booklet settings), Advanced (advanced options)

Paper - adjust the color and type of media

Finishing - allows you to add staples to your prints

Xerox Black and White - tell the printer to use color, black and white (rich black, cmyk), or just black toner.

Image Quality - adjust the printer to High Speed, High Quality, or High Resolution.

