

Xerox® Color C60 / C70 Printer

Quick Email Guide

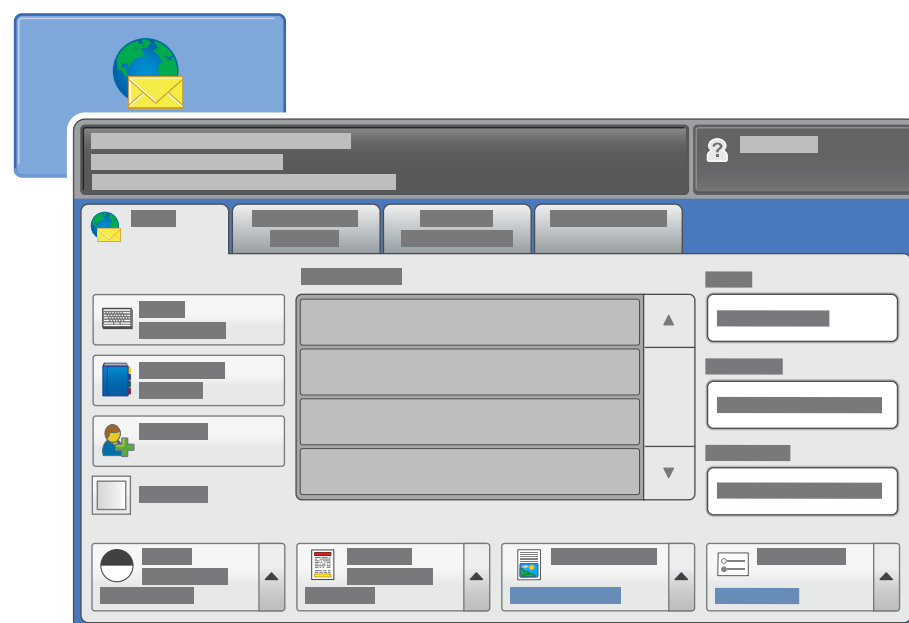
- 1. Touch Screen:** Provides access to printer information and functions.
- 2. Services Home:** Press to access the main services, such as copy, scan, and fax.
- 3. Services:** Press to access Services Home or the last used screen.
- 4. Job Status:** Press to view the list of active and completed jobs.
- 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.
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- 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 Emailing

- Place the originals face up in the document feeder, or face down on the glass.
- Press **Services Home** on the control panel, then touch **E-mail** on the touch screen.
- Specify the recipient using one of these methods:
 - Touch **New Recipient**, then enter the complete email address using the touch screen keyboard.
 - Touch **Address Book**, type the desired recipient, then touch **To**. Touch **Add**, then touch **Close**.
- Touch **Subject** to change the subject line as desired.
- Confirm or change options as desired. Touch other tabs for more options.
- Press the green **Start** button.

For more information, see *Scanning to an Email Address* in the *User Guide*.



E-mail Tab Options

Color Scanning

- **Auto Detect** allows the printer to detect color and create an email in color or black and white.
- **Color** creates an email using all four printing colors.
- **Black & White** creates an email in 100 % black and 100 % white only.
- **Grayscale** creates an email using black, white and gray tones.

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 (**Photo & Text**, **Text**, or **Photo**).

Scan Presets

- Touch the desired option (**Sharing & Printing**, **Archival Record**, **OCR**, **High Quality Printing**, or **Simple Scan**).

Other Tab Options

Advanced Settings

- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Photographs
- Shadow Suppression

Layout Adjustment

- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge

E-mail Options

- File Name
- File Format
- Reply To
- Read Receipts

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Quick Faxing Guide

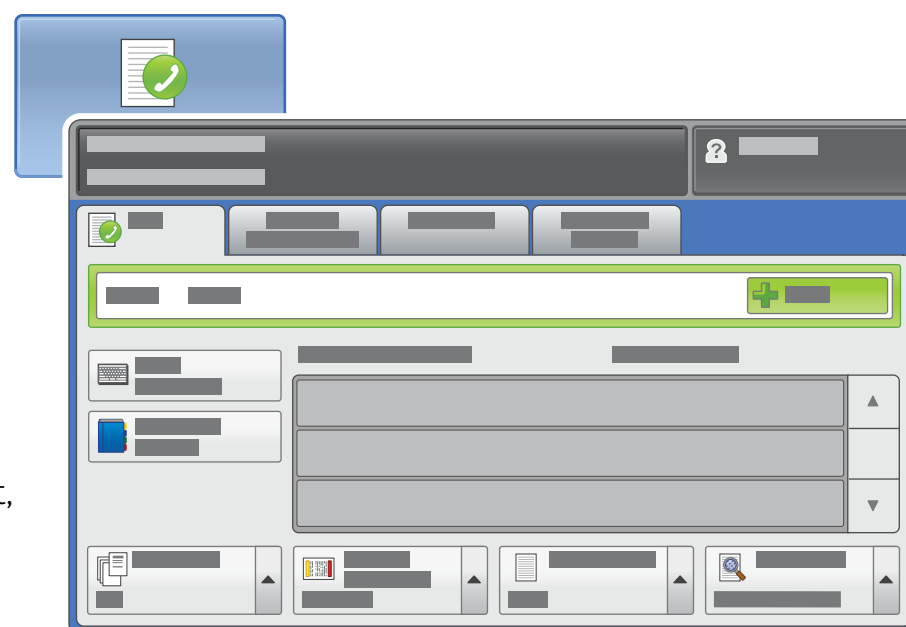
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Basic Faxing

- 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 **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

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Quick Network Scanning Guide

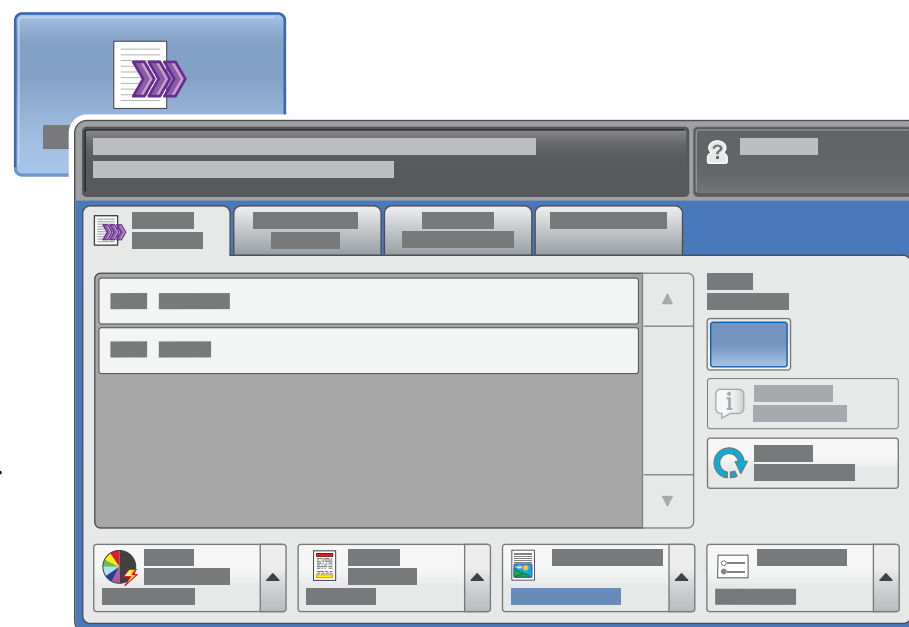
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Basic Network Scanning

1. Place the originals face up in the document feeder, or face down on the glass.
2. Press Services Home on the control panel, then touch Network Scanning on the touch screen.
3. Select the desired template from the list.
4. Confirm or change options as desired. Touch other tabs for more options.
5. Press the green Start button.

For more information, see Scanning in the User Guide.



Network Scanning tab options

Color Scanning

- **Auto Detect** allows the printer to detect color and create a scan in color or black and white.
- **Color** creates a scan using all four printing colors.
- **Black & White** creates a scan in 100 % black and 100 % white only.
- **Grayscale** creates a scan using black, white and gray tones.

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 (**Photo & Text**, **Text**, or **Photo**).

Scan Presets

- Touch the desired option (**Sharing & Printing**, **Archival Record**, **OCR**, **High Quality Printing**, **Simple Scan**, or **Custom**).

Other tab options

Advanced Settings

- Image Options
- Image Enhancement
- Resolution
- Quality/File Size
- Photographs
- Shadow Suppression

Filing Options

- File Name
- File Format
- Metadata
- File Name Conflict
- Login Name
- Password

Layout Adjustment

- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge

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Quick Copying Guide

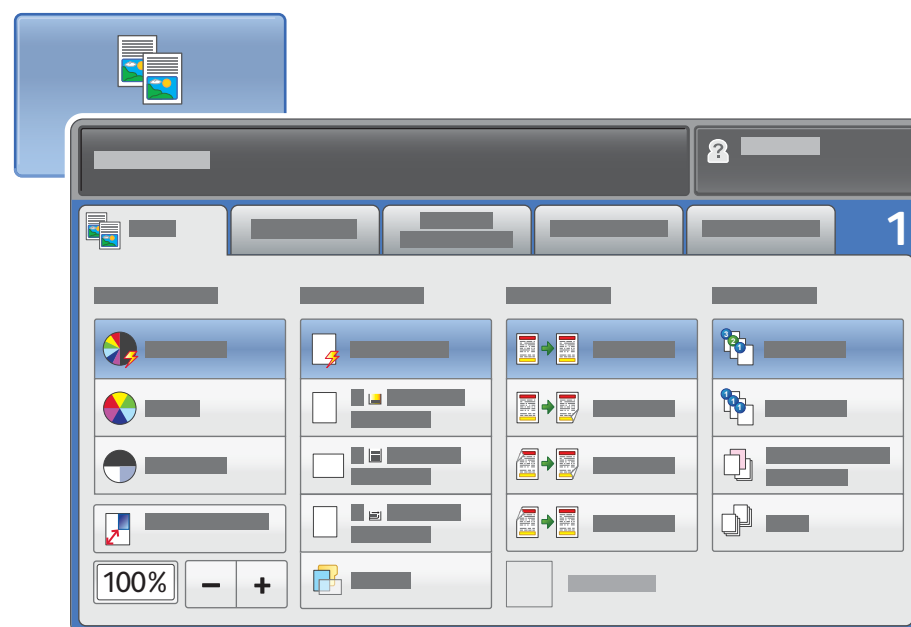
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Basic Copying

1. Place the originals face up in the document feeder, or face down on the glass.
2. Press **Services Home** on the control panel, then touch **Copy** on the touch screen.
3. Confirm or change options as desired. Touch other tabs for more options.
4. Select the number of copies with the alphanumeric keys.
5. Press the green **Start** button.

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



Copy Tab Options

Output Color

- **Auto Detect** allows the printer to detect and copy in color or black and white.
- **Color** copies in color.
- **Black & White** copies in black and white only.
- **Dual Color** allows you to separate the colors of the original into two groups of colors for copying.
- **Single-Color** allows you to copy in one of twelve preset or custom colors.

Reduce/Enlarge

- Touch the **minus (-)** or **plus (+)** button to change the copy size proportionally.
- Touch **Reduce/Enlarge** for more options.

Paper Supply

- **Auto Select** allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch **More** for more information about tray settings.

2-Sided Copying

- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch **Rotate Side 2** to rotate the second side of copies 180 degrees.

Copy Output

- Touch the desired options for collation and stapling. The list will vary depending on the finisher configuration.

Other Tab Options

Image Quality

- Original Type
- Image Options
- Image Enhancement
- Color Effects
- Color Balance
- Color Shift
- Gloss Level

Layout Adjustment

- Book Copying
- 2-Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation

Output Format

- Booklet Creation
- Covers
- Page Layout
- Poster
- Folding
- Annotations
- Watermark
- Tab Margin Shift
- ID Card Copy
- Transparency Options
- Face Up/Down Output

Job Assembly

- Build Job
- Sample Job
- Combine Original Sets
- Delete Outside/Delete Inside
- Stored Programming