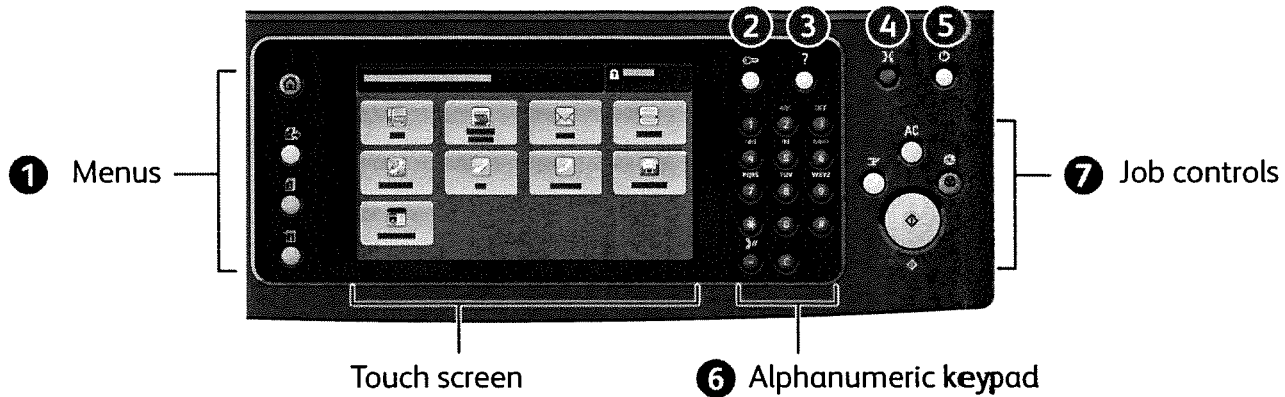


Xerox® WorkCentre® 5845 / 5855 / 5865 / 5875 / 5890 Control Panel



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



1 **Services Home** displays main services, such as copy, scan, and fax.

Services returns to the active service from the Job Status or Machine Status screens, or to a preset service.

Job Status displays active, held, and completed jobs.

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

Alphanumeric keys are used for entering copy quantities, fax numbers, and other numeric information.

C (clear) deletes numeric values or the last digit entered.

7

Clear All

Interrupt Print

Stop

Start

Clear All clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.

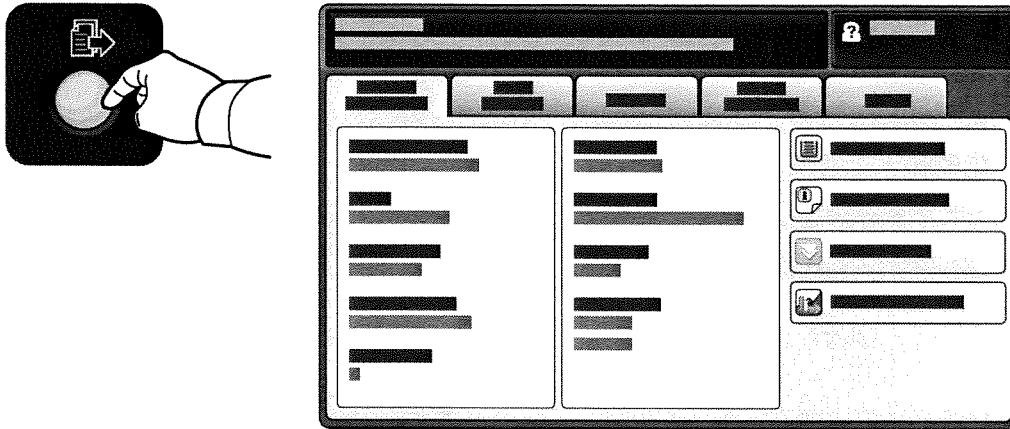
Start starts the selected job.

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.

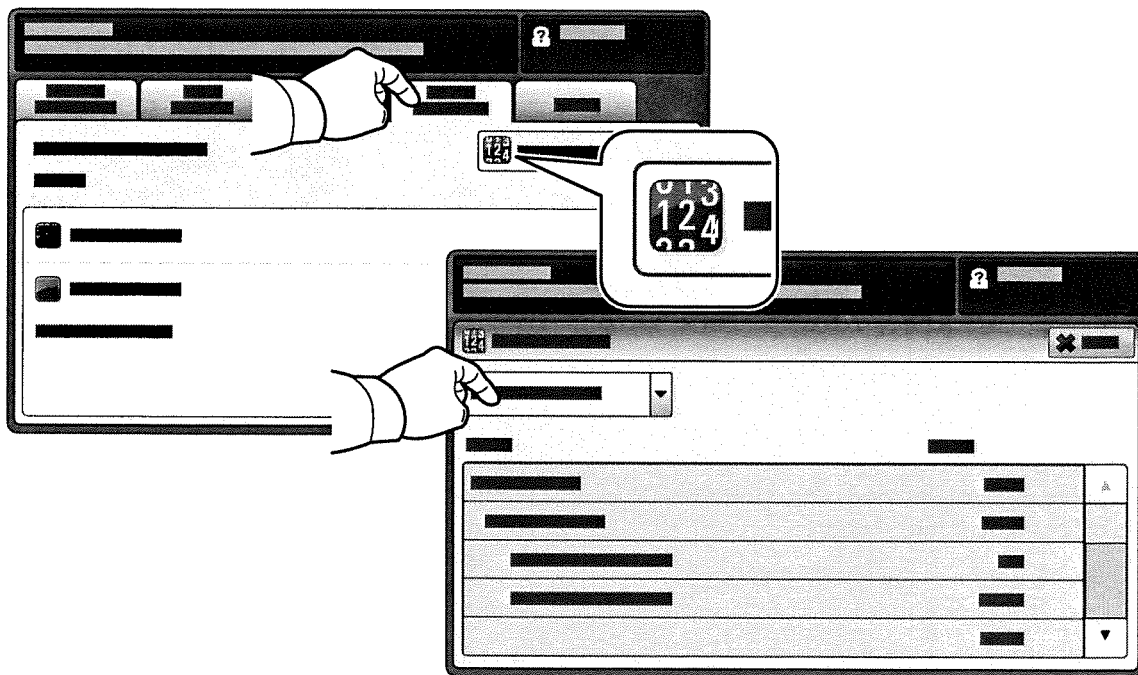
Machine Status

The Machine Status menu provides access to supplies status, printer information, and settings. Some menus and settings require log in using the administrator name and password.



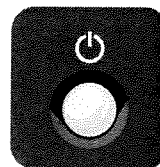
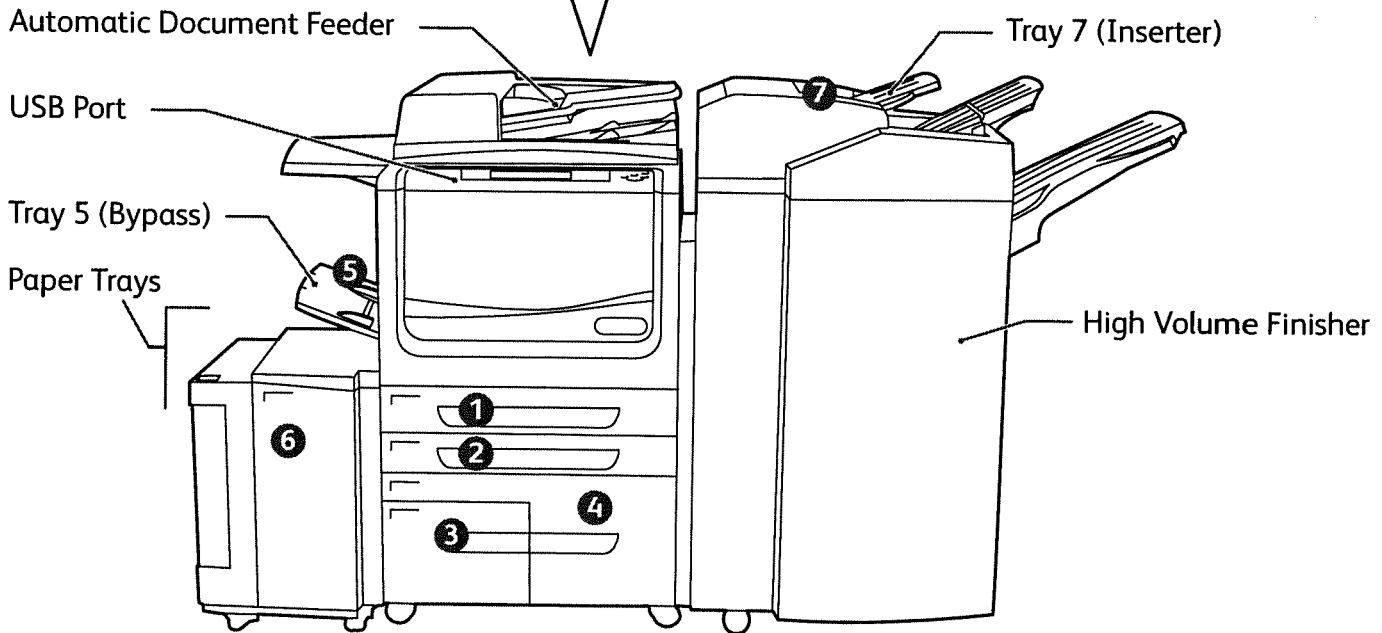
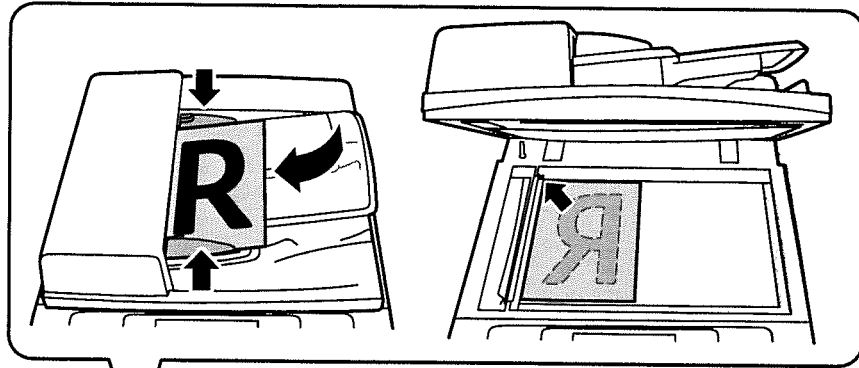
Billing and Usage Information

In the Machine Status menu, touch the **Billing Information** tab for basic impression counts. Touch the **Usage Counters** button for detailed usage counts. The drop-down menu provides more count categories.



Printer Tour

Optional accessories can be part of your printer setup. For details, see the *User Guide*.

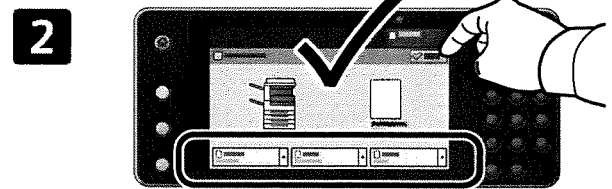
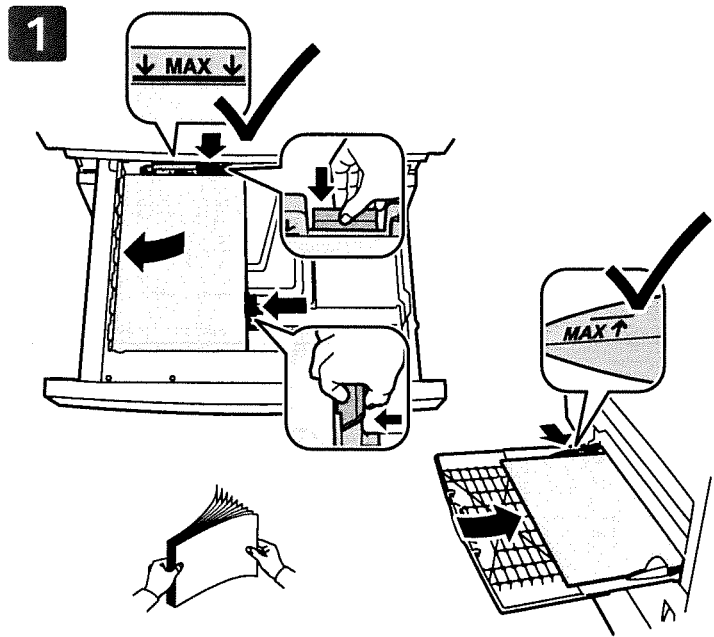


To enter Energy Saver mode, restart, or power down the printer, press the **Power** button on the control panel and choose from the options presented on the touch screen. Hold for several seconds to force a power down.

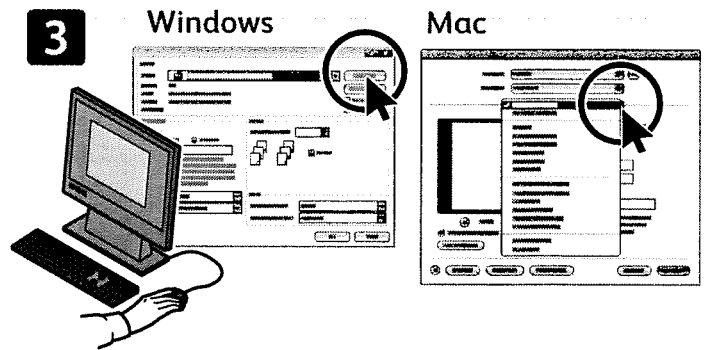
Paper Handling

For details about trays and paper, see the *User Guide*.

Loading Paper



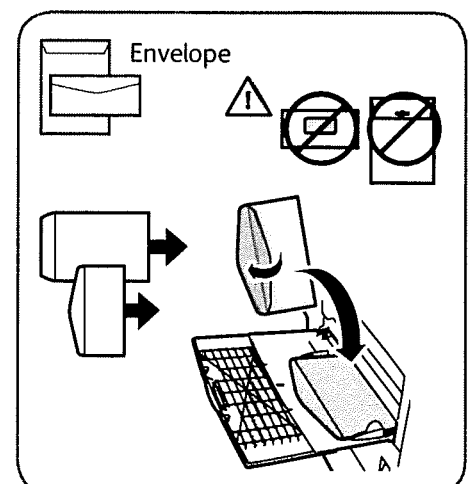
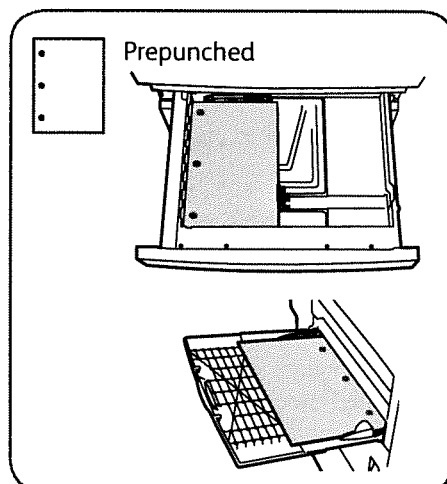
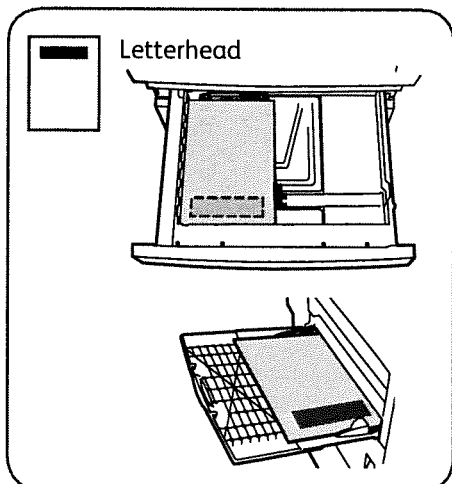
Confirm or change size and type settings if needed.



When printing, select options in the print driver.

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.

Paper Orientation



Copying

For details, see the *Copying* chapter in the *User Guide*.

1



50–160 g/m²
(13 lb.–43 lb. Bond)



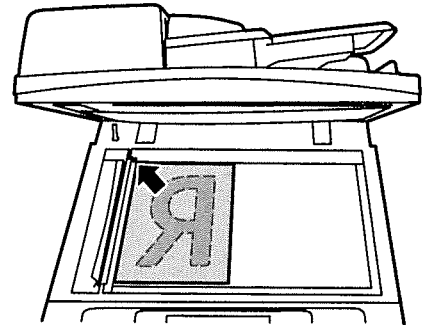
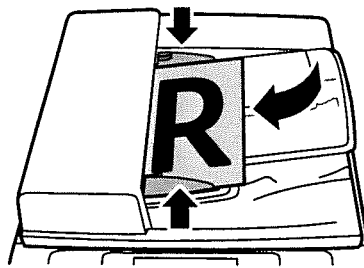
X: 138–432 mm (5.43–17 in.)
Y: 138–297 mm (5.43–11.69 in.)



≤200 (80 g/m²)

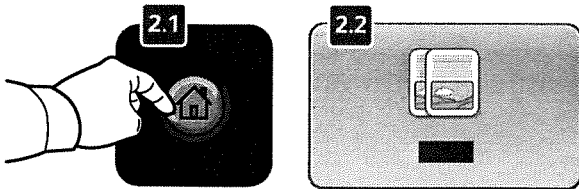


X: 432 mm (17 in.)
Y: 297 mm (11.69 in.)

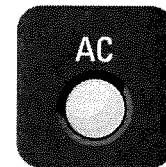


Load the original.

2

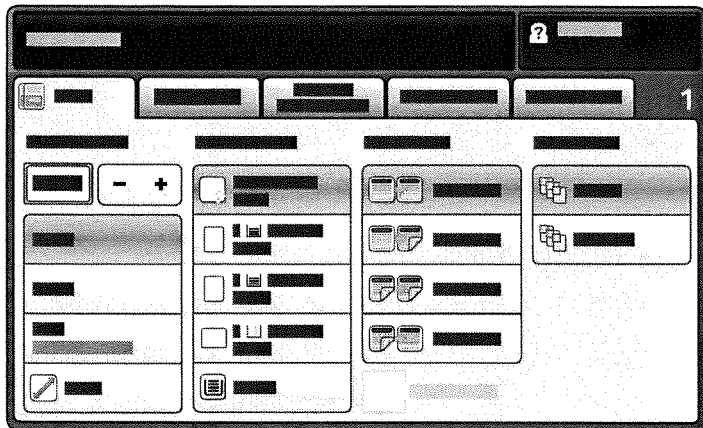


Press **Services Home**, then touch **Copy**.



Clear All clears previous and changed settings for the current service.

3



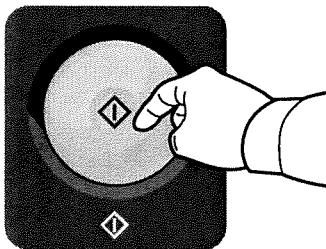
Change the settings as needed.

4




Select number of copies.


5



Press Start.



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.