

# How to Copy on a Xerox 5775



## Load Your Documents

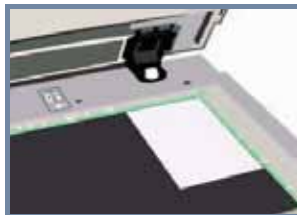


Cancel any selections made by a previous user by pressing the AC (CLEAR ALL) button. Remove any staples and paper clips from your documents and ensure that the documents are in good condition.

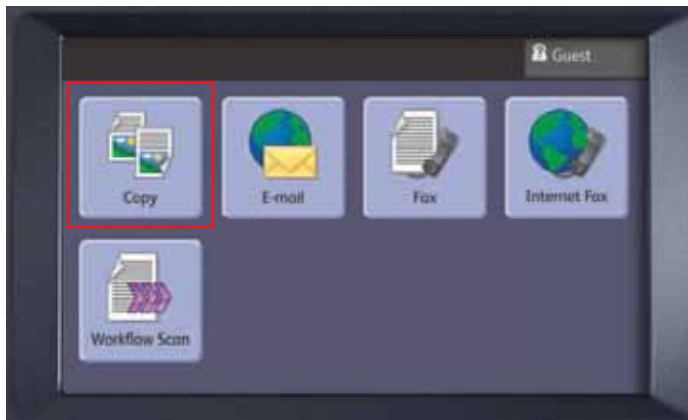
Place the document into the feeder with page 1 face up on top. Slide the document guides against the front and rear edges of the documents.

OR

Place the document face down on the the Document Glass and register it to the rear right corner.



## Select the Copy Button



Select the Copy Button. You may see the Copy Button on the top of the screen as well.

## Select your Options



Choose any options for your job, Staple, Hole-punch, 2-sided, Zoom. Select Quantity using the 10-key to the right.

## Press Start

