Xerox® WorkCentre® 5890 Multifunction Printer Quick Tips

xerox®

For Service, Supplies or Assistance, please call:

1 Load documents face up

1 Place documents face down on the glass

Or

**2** Press the Services Home button

3 Select from one of the following options

How to Release a Secure Print Job

1. From the printer, press the **[Job Status]** button on the Control Panel. The Job Status screen will be displayed.
2. Select the **[Secure Print Jobs and More]** tab on the Touch Screen.
3. Select the **[Secure Print]** button.
4. Select the job, and then select the **[Document List]** button.
5. When prompted, enter your password and then select the **[Confirm]** button.
6. Select your job, select the **[Print]** button, and respond to any on-screen prompts.
7. Select the **[Close]** button several times until the Job Status screen is displayed.
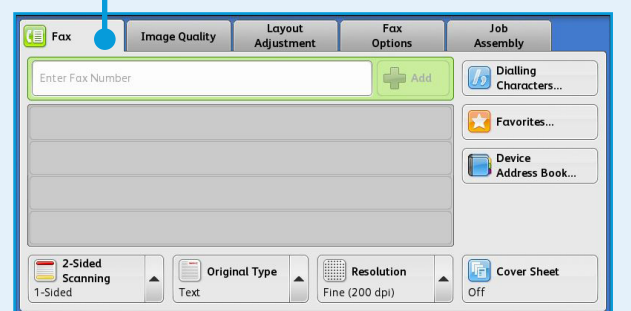8. Press the **[All Services]** button on the Control Panel to exit.
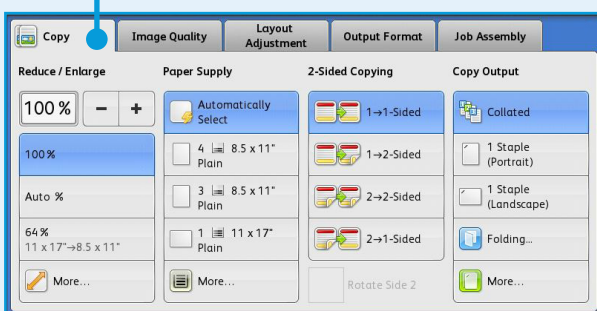
Copy
- Select required features
- Enter copy quantity
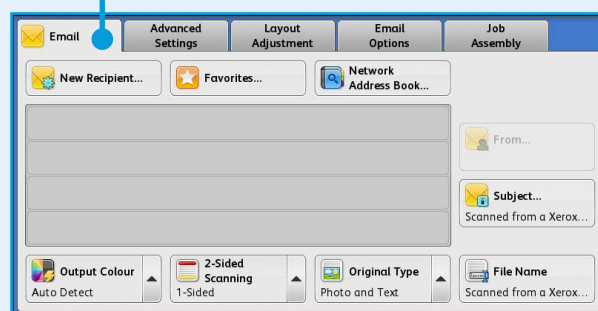
Email
- Select New Recipient
- Select To, CC, or BCC
- Using the keypad, enter the email address
- Select Add to add the address to the recipient list
- If additional addresses are required, repeat steps above
- Select Save

Fax
- Select Enter Number field
- Enter the fax number using the numeric keypad
- Confirm the number by pressing the Add button
- If additional numbers are required, repeat steps above
- Select required features

For more information, please refer to:

User guides: available to print via the Machine Status button on the control panel, or www.support.xerox.com