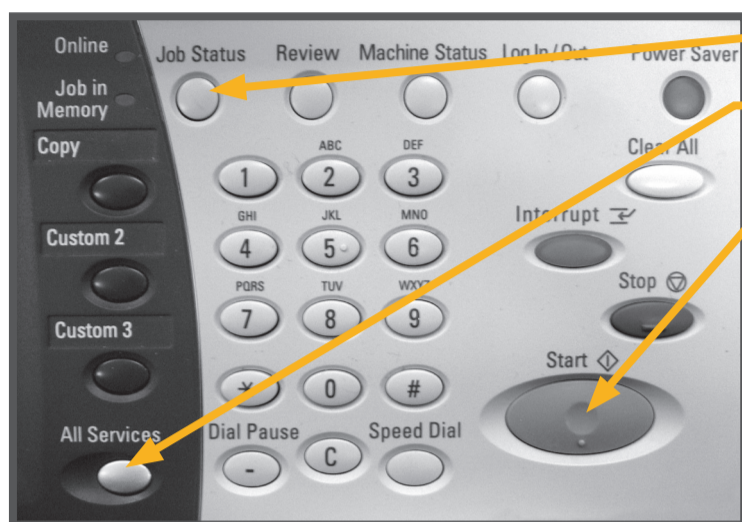


ApeosPort-II 4000 Quick Reference Poster



<Job Status> Button

<All Services> Button

<Start> Button

Copying

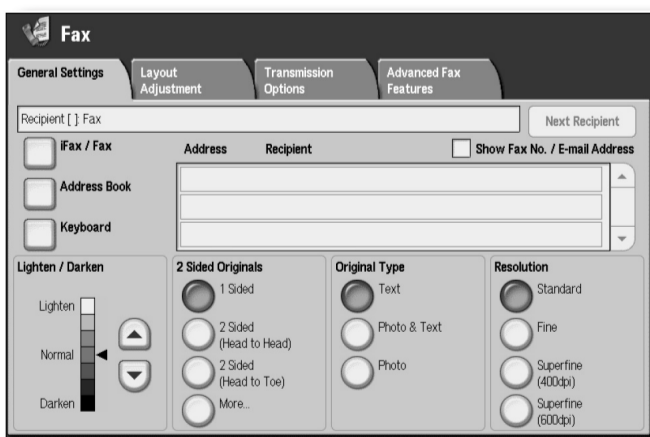
- 1 Press the <All Services> button.
- 2 Select [Copy] on the All Services screen.



- 3 Select the features to set from each tab as necessary.
- 4 Enter the number of copies using the numeric keypad.
- 5 Press the <Start> button.

Faxing

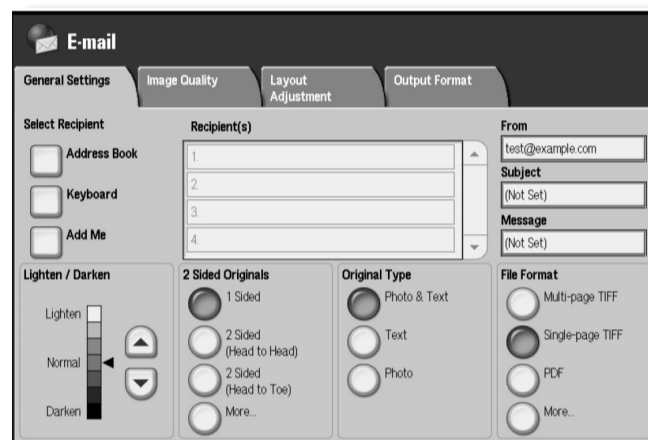
- 1 Press the <All Services> button.
- 2 Select [Fax/Internet Fax].



- 3 Select the features to set from each tab as necessary.
- 4 Depending on your telephony system, you may have to dial 0 first, then enter the fax number using the numeric keypad.
- 5 Press the <Start> button.

Scan to Email

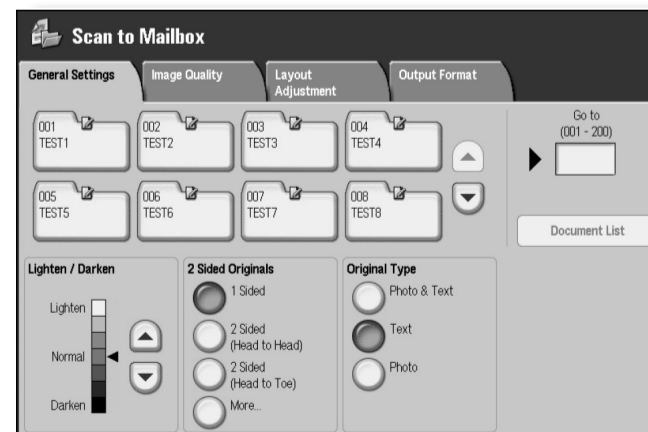
- 1 Press the <All Services> button.
- 2 Select [Email] on the All Services screen.



- 3 Select [Address Book]
- 4 Select [Local Search] or [Remote Search]
- 5 Select [Enter/Change Keyword]
- 6 Enter the name of the person you wish to scan to:
eg: John Brown and Press [Save]
- 7 Select [Select Now] to look up the correct email address
- 8 Select the email address
- 9 Select [Close]
- 10 Press the <Start> button.

Scan to Mailbox

- 1 Remove paper clips/staples. Set document up to be scanned face up (front-side up for 2 sided documents) in the document feeder in the direction of the arrow.
- 2 Press the <All Services> button.
- 3 Select [Scan to Mailbox] on the All Services screen.



- 4 Specify the mailbox to save to.
- 5 If appropriate, select features from configuration tabs.
- 6 Press the <Start> button.

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