

Docucentre-IV C2263

Quick Reference Poster

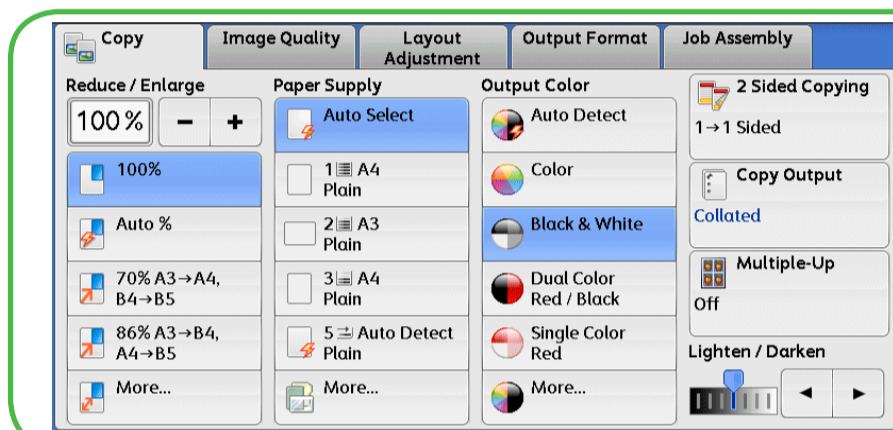


<Services Home> Button
(View all Services screen)

<Energy Save> Button
(Enter/Exit energy saver)

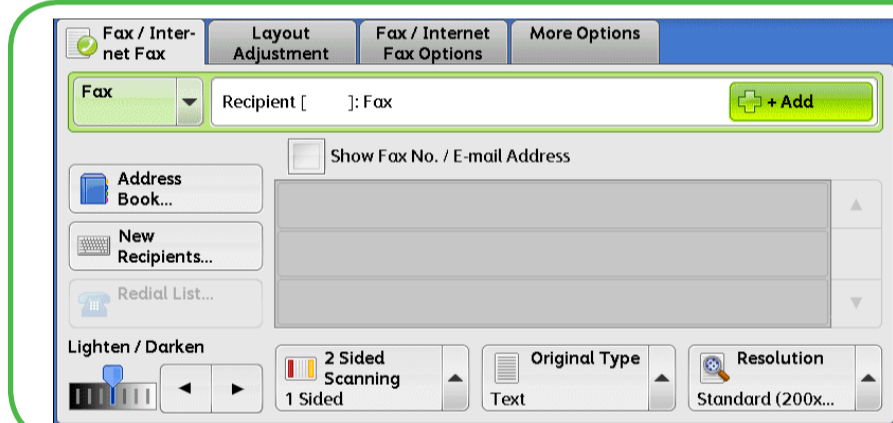
<Job Status> Button
(View status of all jobs)

<Start> Button
(Start Copy, Fax, or Scan)



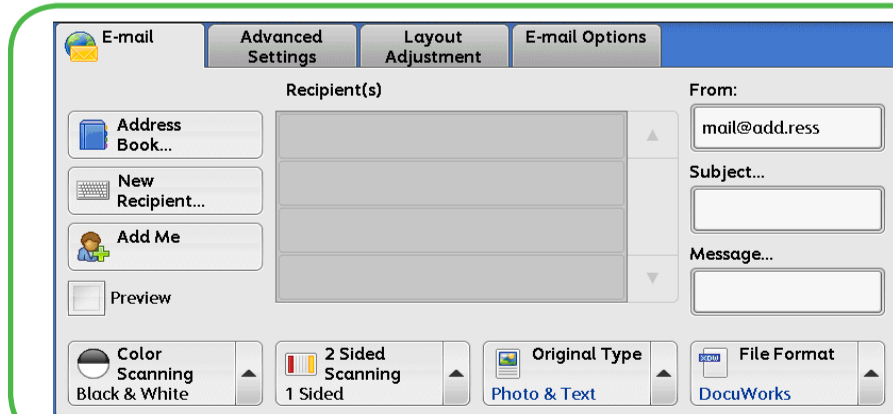
Copying

- 1 Press the <Services Home> button.
- 2 Select [Copy].
- 3 Select the features to set from each tab as necessary.
- 4 Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.
- 5 Press the <Start> button.



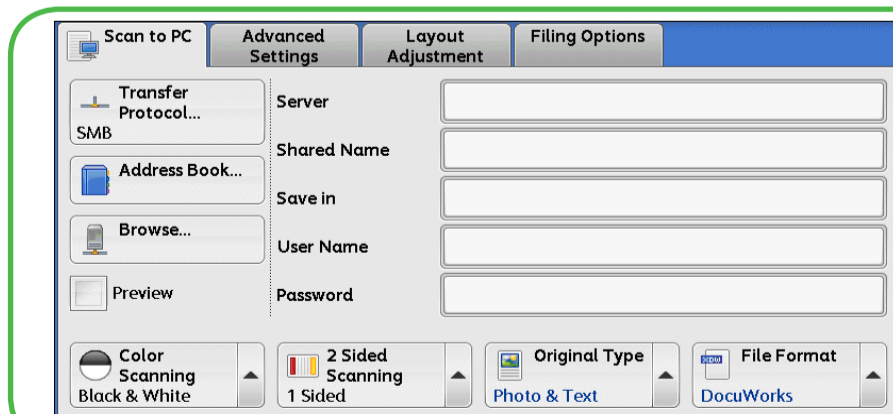
Faxing

- 1 Press the <Services Home> button.
- 2 Select [Fax/Internet Fax].
- 3 Select [Fax/Internet Fax] tab.
- 4 Select the features to set from each tab as necessary.
- 5 Dial 0 first if required, then enter the fax number using the numeric keypad.
- 6 Press the <Start> button.



Scan to Email

- 1 Press the <Services Home> button.
- 2 Select [Email].
- 3 Select [Address Book].
- 4 Select the desired address, and select [To].
- 5 Select [Close].
- 6 Select features required from each tab as necessary.
- 7 Press the <Start> button.



Scan to PC

- 1 Press the <Services Home> button.
- 2 Select [Scan to PC].
- 3 Select [Address Book].
- 4 Select the Address Book entry required.
- 5 Select [Add] on the address entry required.
- 6 Select [Close].
- 7 Select features required from each tab as necessary.
- 8 Press the <Start> button.

Paper Jam

All paper tends to curl. Refer to the Fuji Xerox User Guide for loading instructions to minimise paper jams.

Skewed Copy Output

Make sure the slide guides on the Document Handler are pushed up to the edges of your originals.

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