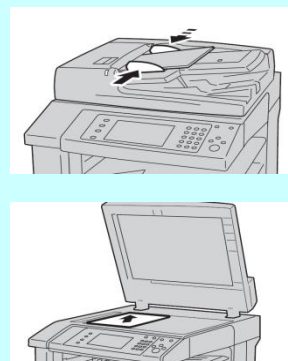


ApeosPort-V 5070/4070, DocuCentre-V 5070/4070 Operation Guide

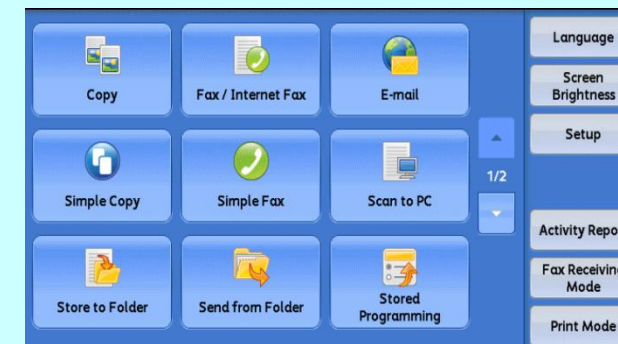
Customer Contact Centre
400 820 5146

1. Load Originals

Place the document originals face up in the center of the document feeder, or face down on the document glass.

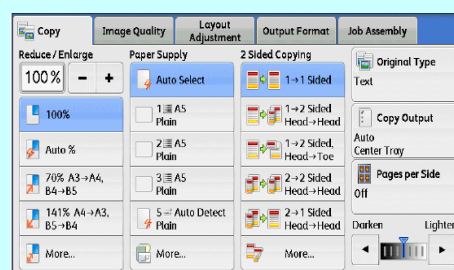


2. Select Features



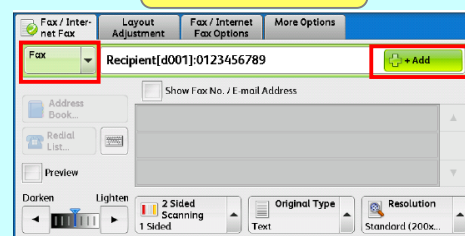
3. Detailed Settings

Copy



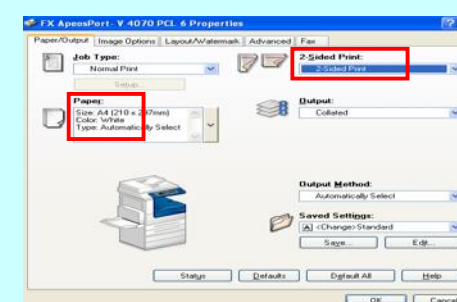
Select each tab and configure features as necessary; enter numbers of copy; press the <start>button to start a copy job.

Fax



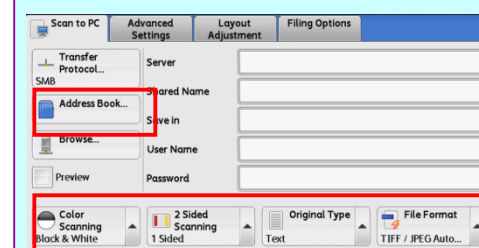
Select each tab and configure features as necessary; enter a fax number using the numeric keypad; or specify a recipient from the address book ; to specify multiple recipients, select <+add> on the touch screen; press <start>button to send a fax

Print



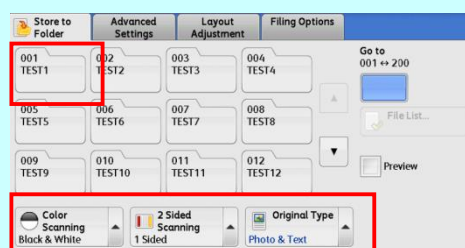
On your PC, select printing features necessary; press <OK> to start a printing job.

Scan to PC



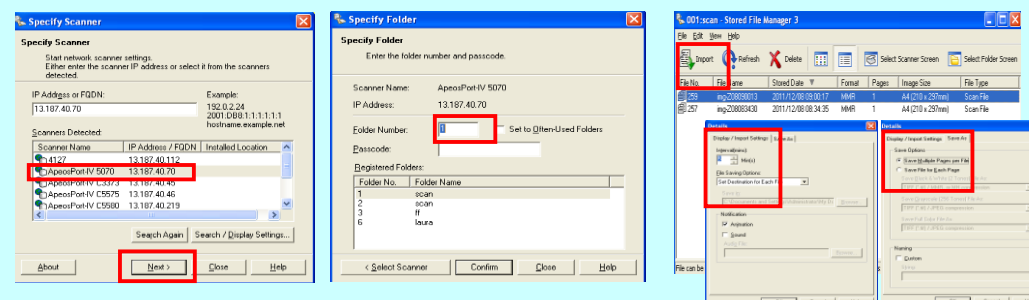
Specify a destination PC on the address book; specify the features necessary; press <start>button to scan & transfer document to your PC.

Store to Folder - Step 1



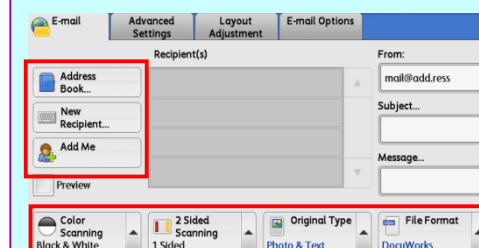
Select a folder to save the scanned data in; specify the features necessary; press the <start> button to scan & save the document in the folder.

Store to Folder - Step 2



Click [Start] on your PC, select [All Programs]>[Fuji Xerox]>[Network Scanner Utility 3]>[Mailbox View 3]; select the scanner and click [Next], enter the number of the folder and pass code; Click [Confirm]; select the file in the list, and click [Import]. The file will be imported to the specified directory. (You may click [File] in the menu, and select [File Saving Option] to check and modify the save destination.

Scan to Email



Specify recipients using the address book or the keypad; specify features necessary; press the <Start> button to scan the document & send the scanned data as an email attachment.

