

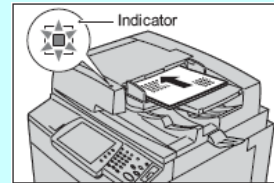
Operation Guide

ApeosPort/DocuCentre-VI
C7771/6671/5571/4471/3371/3370/2271

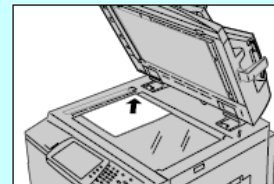
Service hotline
800 820 5146

1. Loading Document

- Place the document face up in the centre of the document feeder.



- Place the document face down on the left corner of the document glass.

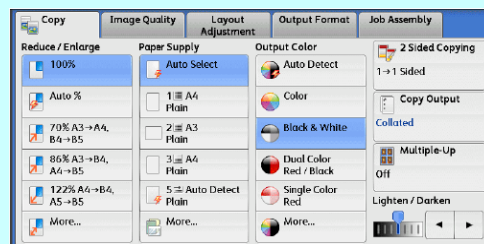


2. Selecting Features



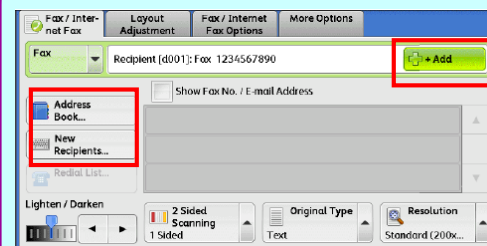
3. Detail Settings

Copy



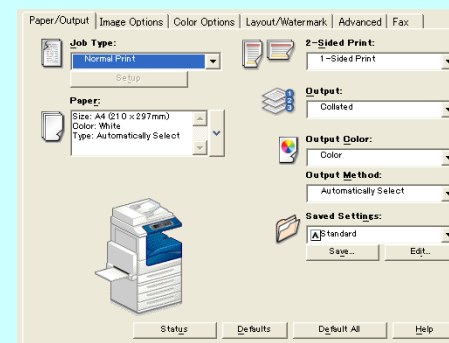
Select features such as [Reduce/Enlarge], [Paper Supply], [Output Color], [2-Sided Copying], enter a quantity using the keyboard, and press the <Start> button.

Fax



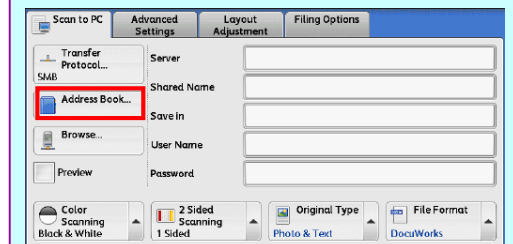
Select features as necessary, enter the fax number using numeric keypad or address book. To specify multiple recipients, select [+Add], and press the <Start> button.

Print



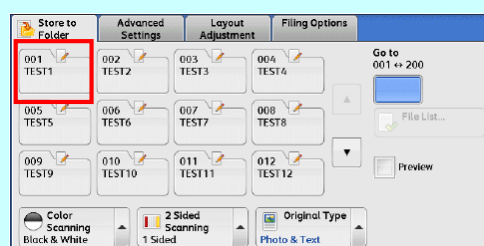
Select [Print] on the application, confirm [Printer Name] and click [Properties] if necessary. Select the feature, and then click [OK].

Scan to PC



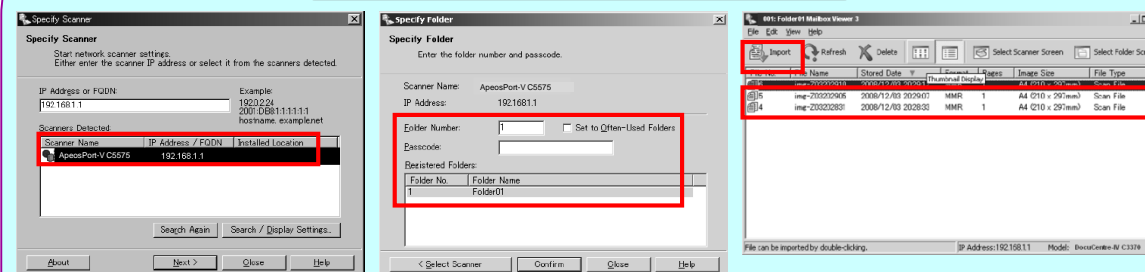
Specify the forwarding destination in Address book. select features as necessary and press the <Start> button. The scanned document will be sent to the specified destination.

Store to Folder-Step 1



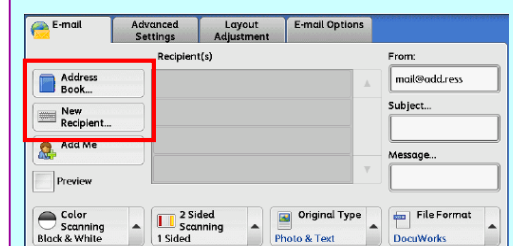
Select a folder to save the scanned data in, select features as necessary and press the <Start> button. The scanned document will be stored in a folder of the machine.

Store to Folder-Step 2



Click [Start] on your PC, and select [All Programs]>[Fuji Xerox]>[Network Scanner Utility 3]>[Mailbox Viewer 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 then select [File Saving Option] to check and modify the save destination.

Email



Specify recipients using the address book or the keyboard. Select features as necessary, and then press the <Start> button.