

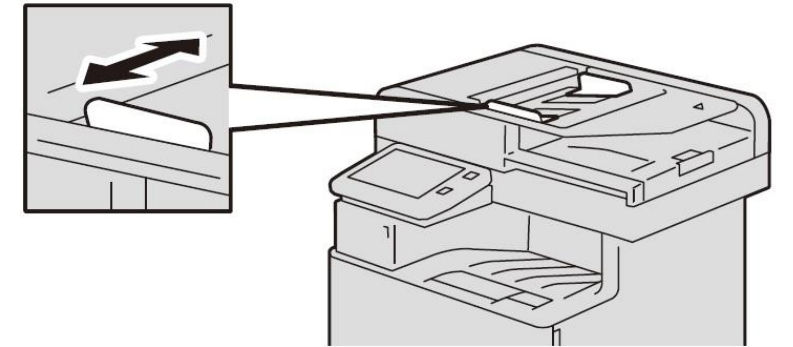


QUICK REFERENCE FOR ApeosPort®- VII 5021 / 4021



No. and Component

- 1 <Reset> button
- 2 <Power> button
- 3 <Home> button
- 4 Data indicator
- 5 <Job Status> button
- 6 Note on status display lamp
- 7 User Login



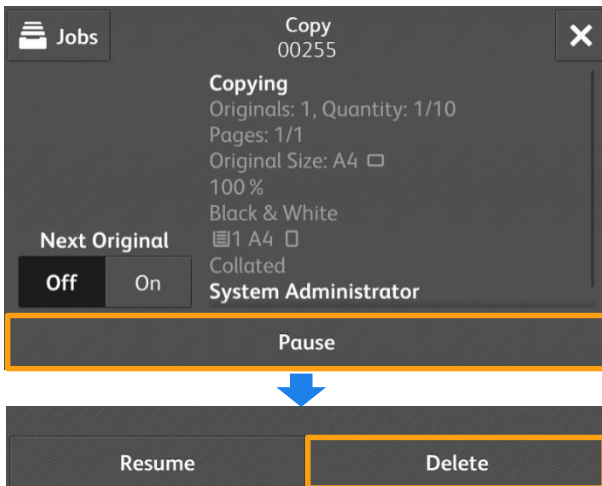
Copy



2 Sided Copying	1→1 Sided
Paper Supply	Auto Select
Reduce / Enlarge	100 %

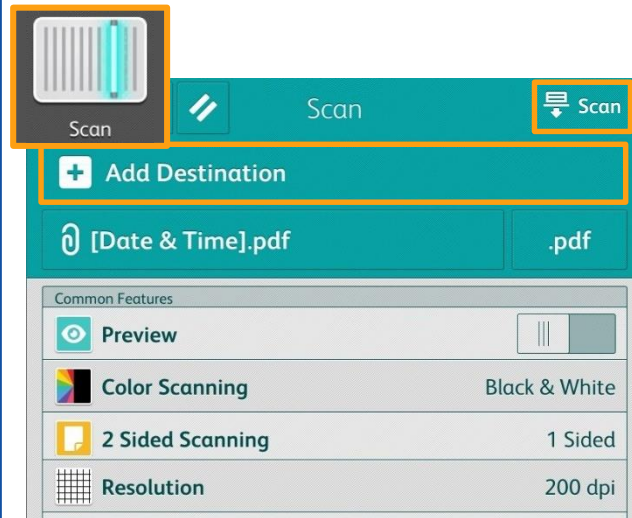
At [Copy] menu, select copy features, then press [Start].

Stop Copy



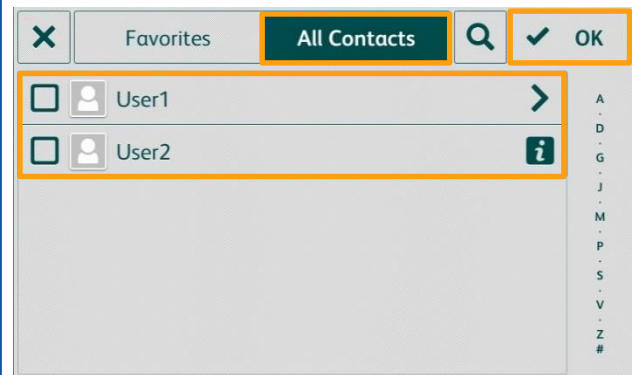
Select [Pause], then press [Delete].

Scan



Select [Add Destination] to store the data in. Then select scan features and press [Scan].

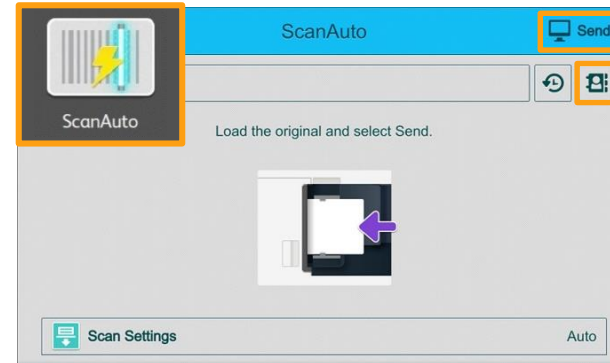
Add Destination



Select recipient from the [All Contacts] list. Click [OK], then select scan features and press [Scan].

Scan Auto

Scan Auto can skip the blank pages and rotate the pages into correct orientation automatically.



Select recipient from the [Enter] list, then press [Send].

Address Book



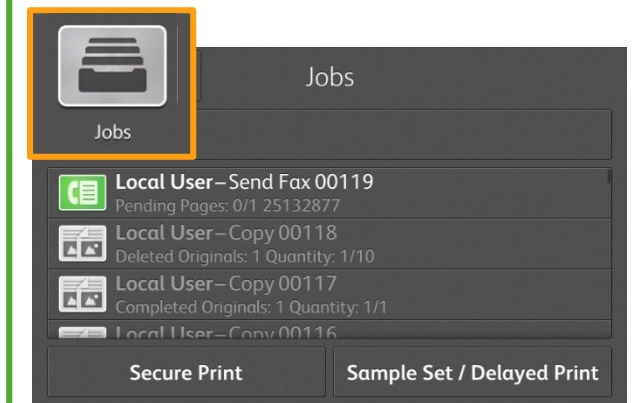
Select recipient from the [All Contacts] list.

Fax



Select recipient from the [Enter] list. Click [OK], then select fax features and press [Send].

Check Job Status



After fax transmission, select [Jobs] to verify the job completion status.