

QUICK REFERENCE FOR ApeosPort-IV 5070/4070/3070 DocuCentre-IV 5070/4070/3070



For assistance with Service/Faults/Supplies/Toner-Network/Print/Copier/Scan Features.
Phone: 2513-2513 and quote the Serial Number
Online Support Assistant
www.fujixerox.com.hk

Services Home

Copy	Fax / Internet Fax	E-mail	Language
Simple Copy	Simple Fax	Scan to PC	Screen Brightness
Store to Folder	Send from Folder	Stored Programming	Setup
			Calibration
			Activity Report
			Fax Receiving Mode
			Print Mode

Placing Original

Load the document Face Down when using Document Glass

Load the document Face Up when using Document Feeder



Copy

Reduce / Enlarge: 100%
Paper Supply: Auto Select
2 Sided Copying: 1-1 Sided, 1-2 Sided, 2-2 Sided
Original Type: Text
Copy Output: Auto Center Tray, Pages per Side, Darken, Lighten

At <Copy> menu, select different copy features. Press **[Start]** button.

< OR >



Fax

Recipient (d001): Fax 1234567890
+ Add
Address Book...
New Recipients...
Control Panel: 1-9, *, 0, #, Stop, Speed Dial

Dial fax numbers using the Control Panel. Select the features. Press **[Start]** button.

< OR >



E-mail

Recipient(s)
From: mail@address
Subject...
Message...
Address Book...
New Recipient...
Add Me
Preview
Color Scanning: Black & White
2 Sided Scanning: 1 Sided
Original Type: Photo & Text
File Format: DocuWorks

Highlight recipient(s) from the Address Book, and click **[To]**, **[CC]** or **[BCC]** buttons to add to the recipient list. Click **[Close]** to finish.



E-mail Address Book

List all public entries... Go to
Name / E-mail Address
0100 Mail Address Name100@ma
0101 Mail Address Name101@ma
0102 Mail Address Name102@ma
0103 Mail Address Name103@ma
0104 Mail Address Name104@ma
Recipient(s)
To →
Cc →
Bcc →

Select Scan features. Press **[Start]** button.



Scan to PC

Transfer Protocol... Server
Address Book... Shared Name
Browse... Save in
Preview
Color Scanning: Black & White
2 Sided Scanning: 1 Sided
Original Type: Photo & Text
File Format: DocuWorks

Highlight recipient from the Address Book, and click **[Add]** button. Click **[Close]** to finish.



Server Address Book

Name Protocol Save in
0001 Svr Address Name1 FTP
0002 Svr Address Name2 SMB
0003 Svr Address Name3 FTP
0004 Svr Address Name4 SMB
0005 Svr Address Name5 FTP
Add →

Select Scan features. Press **[Start]** button.



Simple Copy

Paper Tray: 1-1 Sided, 1-2 Sided, 2-2 Sided
Auto Select
Reduce / Enlarge: 100%
Lighten / Darken
2 Pages Up
1 Staple

At <Simple Copy> menu, select the basic copy features. Press **[Start]** button.



Call Address Book

Recipient (d001): Fax 1234567890
+ Add
Address Book...
New Recipients...
Fax Address Book
List all public entries... Go to
Name / E-mail Address
0100 Special Mail Name100@ma
0101 Special Mail Name101@ma
0102 Special Mail Name102@ma
0103 Special Mail Name103@ma
0104 Special Mail Name104@ma
Add

Select fax numbers from Address Book, click **[Add]** for multiple recipients. Select fax features. Press **[Start]** button.

