

QUICK REFERENCE FOR DocuCentre-IV 3060/2060



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

Original Type: Text

Copy Output: Auto Center Tray

Pages per Side: Off

Darken / Lighten

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



Fax

Recipient (d001): Fax 1234567890

+ Add

Address Book...

New Recipients...

Control Panel: 1-9, *, 0, #

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



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.



Simple Copy

Paper Tray: 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 dialog box

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



E-mail Address Book

List all public entries...

Go to

Show E-mail Address

Name / E-mail Address	Recipient(s)
0100 Mail Address Name100@ma	To →
0101 Mail Address Name101@ma	Cc →
0102 Mail Address Name102@ma	Bcc →
0103 Mail Address Name103@ma	
0104 Mail Address Name104@ma	

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



Scan to PC

Transfer Protocol: Server

Address Book: Shared Name

Browse: Save in

Preview: Password

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

Go to

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.

