QUICK REFERENCE FOR
DocuCentre-IV 3060/2060

FUJI XEROX

Services Home

Copy	Fax / Internet Fax	E-mail
Simple Copy	Simple Fax	Scan to PC
Store to Folder	Send from Folder	Stored Programming

- Language
- Screen Brightness
- Setup
- Calibration
- Activity Report
- Fax Receiving Mode
- Print Mode

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Placing Original

Load the document Face Down when using Document Glass

Load the document Face Up when using Document Feeder

Copy

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

< OR >

Simple Copy

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

Fax

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

To add another recipient , click **[+Add]** button

< OR >

Call Address Book

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

E-mail

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

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

Scan to PC

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

Server Address Book

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