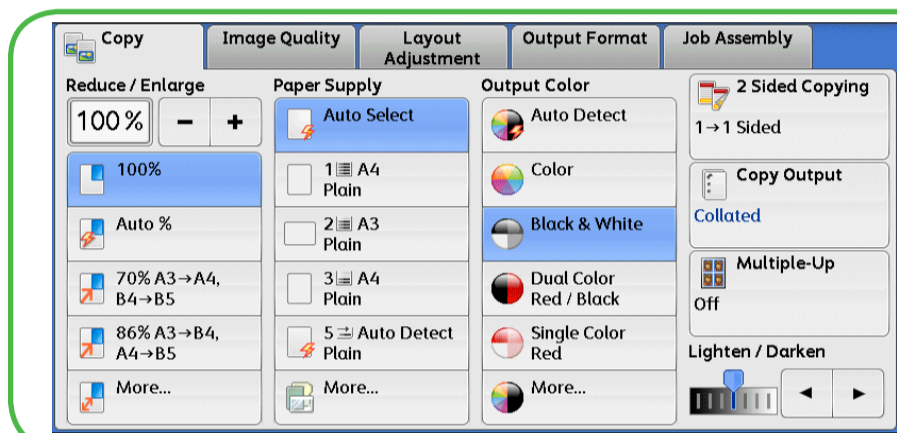


# Docucentre-IV C4475

## Quick Reference Poster

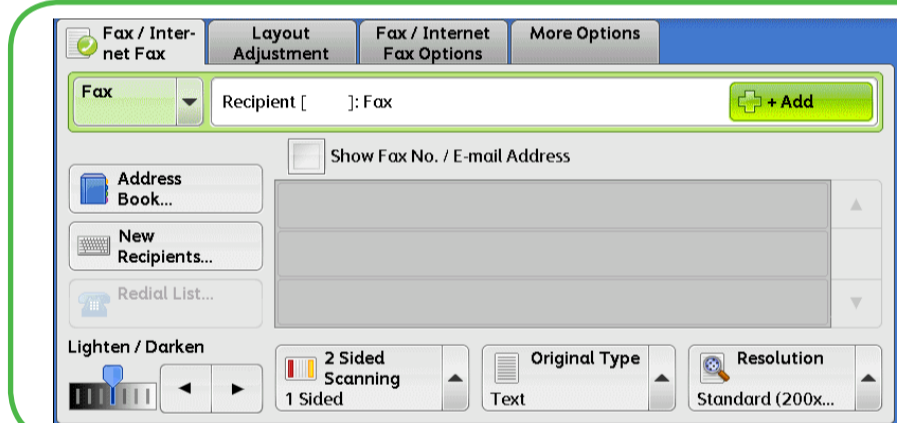


- <Services Home> Button  
(View all Services screen)
- <Energy Save> Button  
(Enter/Exit energy saver)
- <Job Status> Button  
(View status of all jobs)
- <Start> Button  
(Start Copy, Fax, or Scan)



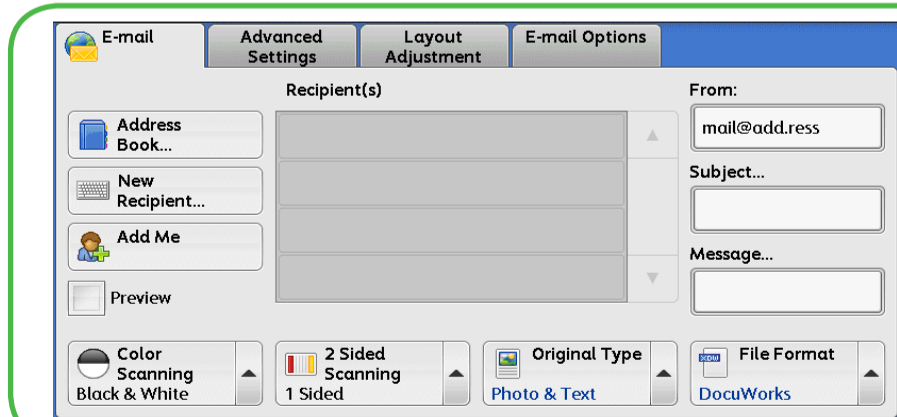
### Copying

- 1 Press the <Services Home> button.
- 2 Select [Copy].
- 3 Select the features to set from each tab as necessary.
- 4 Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.
- 5 Press the <Start> button.



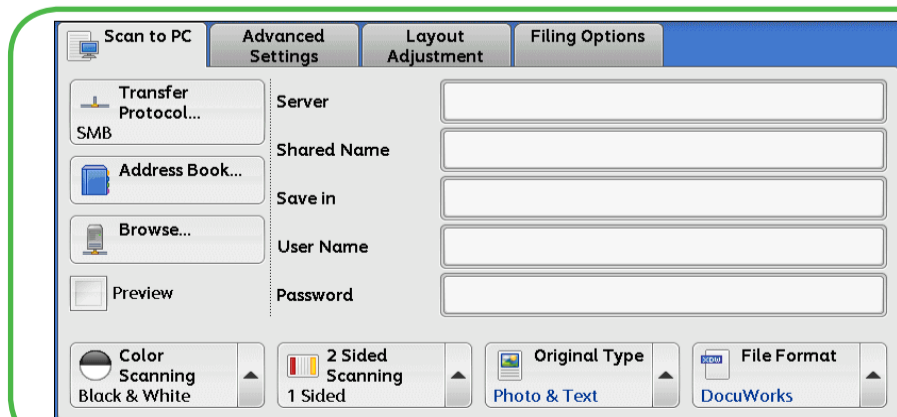
### Faxing

- 1 Press the <Services Home> button.
- 2 Select [Fax/Internet Fax].
- 3 Select [Fax/Internet Fax] tab.
- 4 Select the features to set from each tab as necessary.
- 5 Dial 0 first if required, then enter the fax number using the numeric keypad.
- 6 Press the <Start> button.



### Scan to Email

- 1 Press the <Services Home> button.
- 2 Select [Email].
- 3 Select [Address Book].
- 4 Select the desired address, and select [To].
- 5 Select [Close].
- 6 Select features required from each tab as necessary.
- 7 Press the <Start> button.



### Scan to PC

- 1 Press the <Services Home> button.
- 2 Select [Scan to PC].
- 3 Select [Address Book].
- 4 Select the Address Book entry required.
- 5 Select [Add] on the address entry required.
- 6 Select [Close].
- 7 Select features required from each tab as necessary.
- 8 Press the <Start> button.

### Paper Jam

All paper tends to curl. Refer to the Fuji Xerox User Guide for loading instructions to minimise paper jams.

### Skewed Copy Output

Make sure the slide guides on the Document Handler are pushed up to the edges of your originals.