QUICK REFERENCE FOR ApeosPort - VII 5021 / 4021
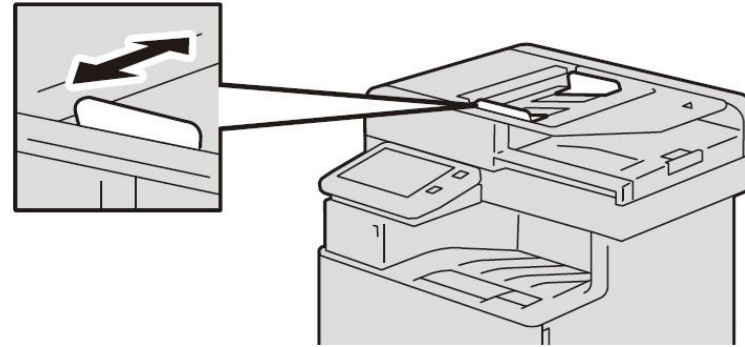
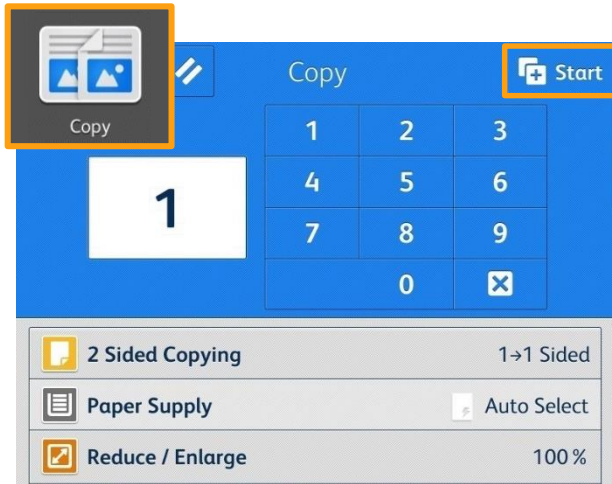**FUJI XEROX**

No. and Component

1 <Reset> button

2 <Power> button

3 <Home> button

4 Data indicator

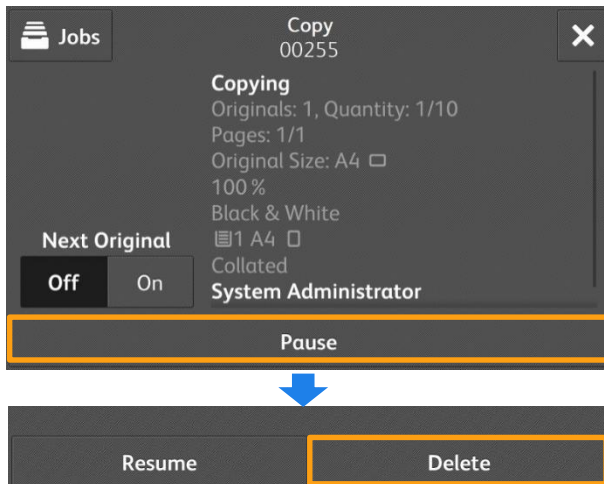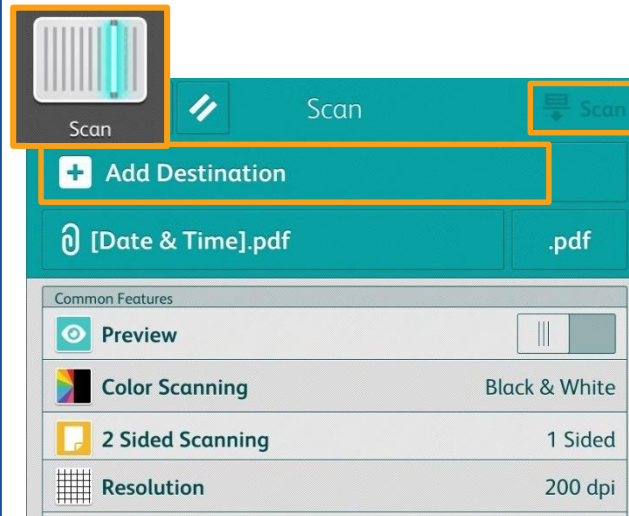5 <Job Status> button

6 Note on status display lamp

7 User Login

Copy

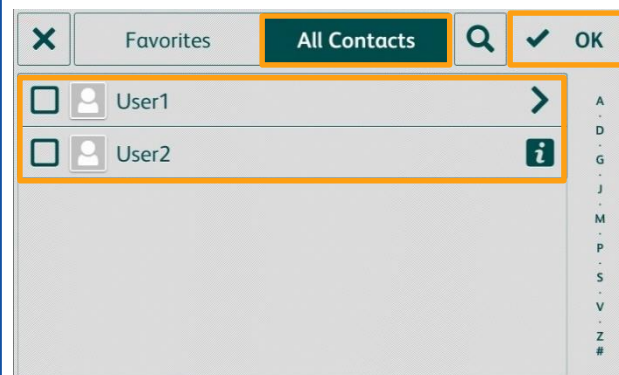At [**Copy**] menu, select copy features, then press [**Start**].

Stop Copy

Select [**Pause**] , then press [**Delete**].

Scan

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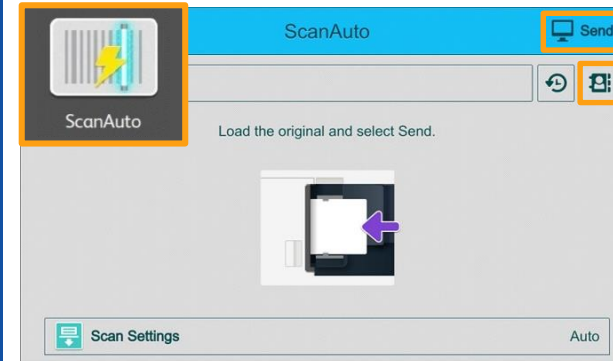
Add Destination

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.
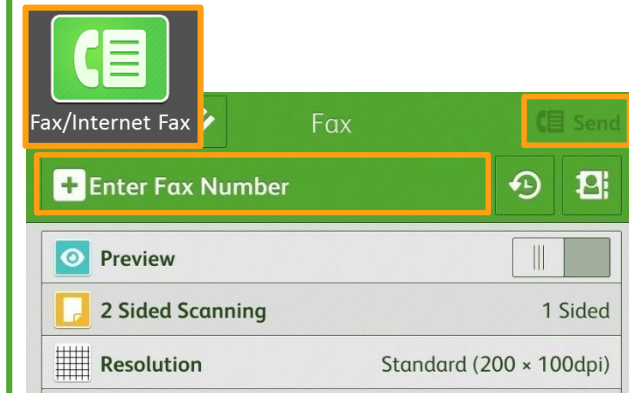
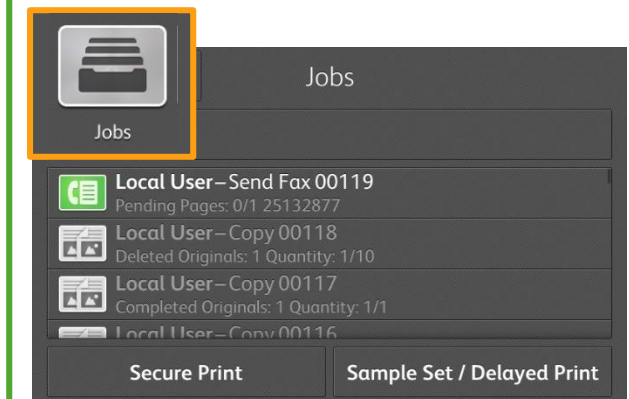Select recipient from the ⊞ , then press [**Send**].

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.

For assistance, please call 2513 2513.