

# QUICK REFERENCE FOR ApeosPort-IV C7780/C6680/C5580



### Services Home

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

Language, Screen Brightness, 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



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

### Copy

Copy, Image Quality, Layout Adjustment, Output Format, Job Assembly

Reduce / Enlarge: 100%, 70% A3→A4, D4→B5, 141% A4→A3, B5→B4

Paper Supply: Auto Select, 1 A4 Plain, 2 A4 Plain, 3 A4 Plain, 5 Auto Detect Plain

Output Color: Auto Detect, Black & White, Dual Color Red / Black, Single Color Red

2 Sided Copying: 1→1 Sided, 2 Sided

Copy Output: Auto Right Top Tray, Pages per Side, Darken, Lighten

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

< OR >



### Fax

Fax / Internet Fax, Layout Adjustment, Fax / Internet Fax Options, More Options

Recipient (d001): Fax 1234567890

Address Book, New Recipients...

Control Panel: 1-9, \*, 0, #, Start, Speed Dial

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

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

< OR >



### E-mail

E-mail, Advanced Settings, Layout Adjustment, E-mail Options

Recipient(s), From: mail@add.res, 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, Show E-mail Address

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

Scan to PC, Advanced Settings, Layout Adjustment, Filing Options

Transfer Protocol: SMB, Server, Shared Name, Save in, User Name, Password

Address Book, Browse, 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, Add

0001 Srv Address Name1 FTP, 0002 Srv Address Name2 SMB, 0003 Srv Address Name3 FTP, 0004 Srv Address Name4 SMB, 0005 Srv Address Name5 FTP

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



### Simple Copy

Paper Supply, Auto Select, Reduce / Enlarge: 100%, Darken, Lighten, 2 Pages per Side

1→1 Sided, 1→2 Sided, 2→2 Sided

Black & White, Color

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



### Call Address Book

Fax / Internet Fax, Layout Adjustment, Fax / Internet Fax Options, More Options

Recipient (d001): Fax 1234567890

Address Book, New Recipients

Fax Address Book: List all entries, Name, E-mail Address, Fax No.

0100 Speed Dial Name1100@fd 912, 0101 Speed Dial Name101@fd 912, 0102 Speed Dial Name102@fd 912, 0103 Speed Dial Name103@fd 912, 0104 Speed Dial Name104@fd 912, 0105 Speed Dial Name105@fd 912

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

