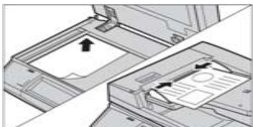


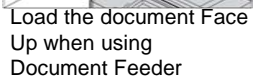
QUICK REFERENCE FOR DocuCentre-IV C2260

Placing Original

Load the document Face Down when using Document Glass



Load the document Face Up when using Document Feeder




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

Fax

Recipient [d001]: Fax 1234567890

+ Add

To add another recipient, click [+Add] button

Copy

Reduce / Enlarge, Paper Supply, Output Color, Job Assembly

100%, Auto %, 70% A3→A4, 141% A4→A3, More...

Auto Select, 1→1 Sided, 2 Sided Copying, Copy Output, Pages per Side, Lighten / Darken

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

< OR >

Simple Copy

Paper Tray, Auto Select, Reduce / Enlarge, Lighten / Darken

1→1 Sided, 1→2 Sided, 2→2 Sided, 2 Pages Up, 1 Staple

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

E-mail

Recipient(s), From: mail@address, Subject, Message

Address Book, New Recipient, Add Me

Color Scanning, 2 Sided Scanning, Original Type, File Format

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, Recipient(s)

To, Cc, Bcc

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

Scan to PC

Transfer Protocol, Server, Shared Name, Save in, Browse, Password

Color Scanning, 2 Sided Scanning, Original Type, File Format

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



Server Address Book

Name, Protocol, Save in, Add

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

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

Call Address Book

Recipient [d001]: Fax 1234567890

+ Add

Address Book, New Recipients

Dial fax numbers using the Control Panel or Select fax numbers from Address Book, click **[Add]** for multiple recipients. Select fax features. Press **[Start]** button.

< OR >

Simple Fax

Resolution, Original Type, 2 Sided Scanning, 1 Sided

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