Quick Reference Guide

Model: ApeosPort-IV C4475

University of Western Sydney
Bringing knowledge to life

Contact UWS IT Service Desk for Service, Support or Relocations on 9852 5111 (ext 5111) or itservicedesk@uws.edu.au

<Services Home> Button

To copy, scan or fax press this button

<Energy Saver> Button

Enter/edit energy saver

<Job Status> Button

To confirm the status of a job press this button

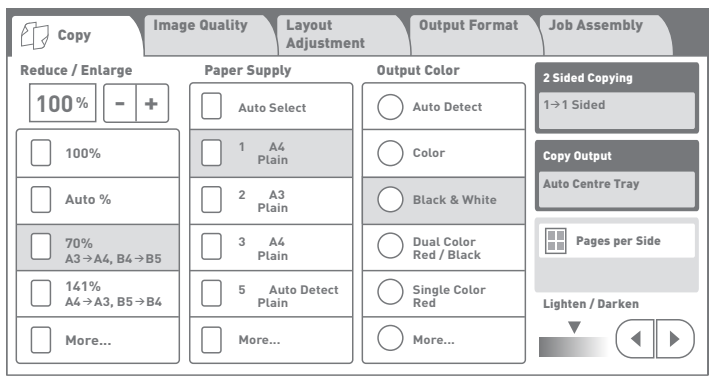
<Start> Button

Press this button to start the job

<C> Button

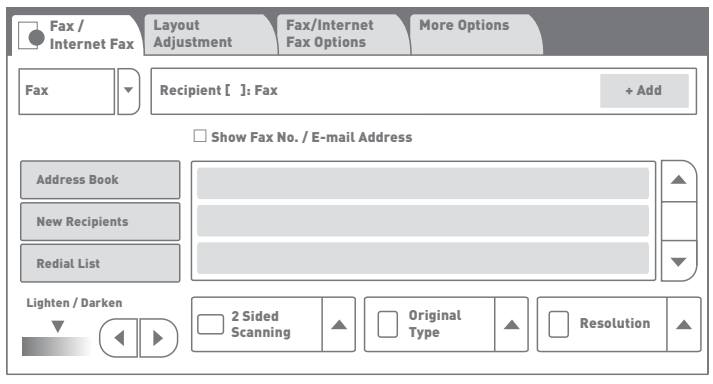
If you enter an incorrect value, press this button and then enter the correct value

Copying



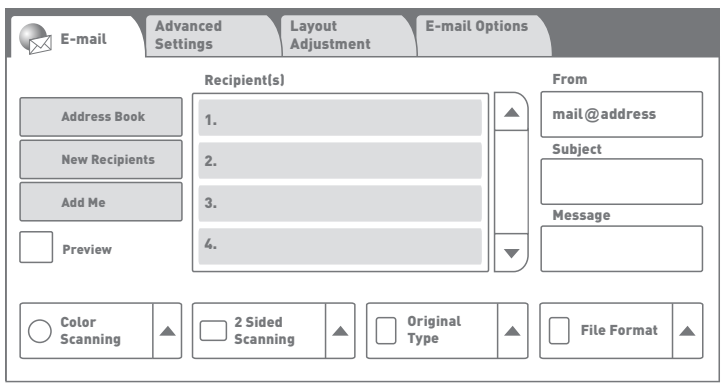
1. Press the **<Services Home>** button.
2. Select **[Copy]**.
3. Select the features to set from each tab as necessary.
4. Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right of the touch screen.
5. Press the **<Start>** button.

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. Depending on your telephony system, you may have to dial 0 first, 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.

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