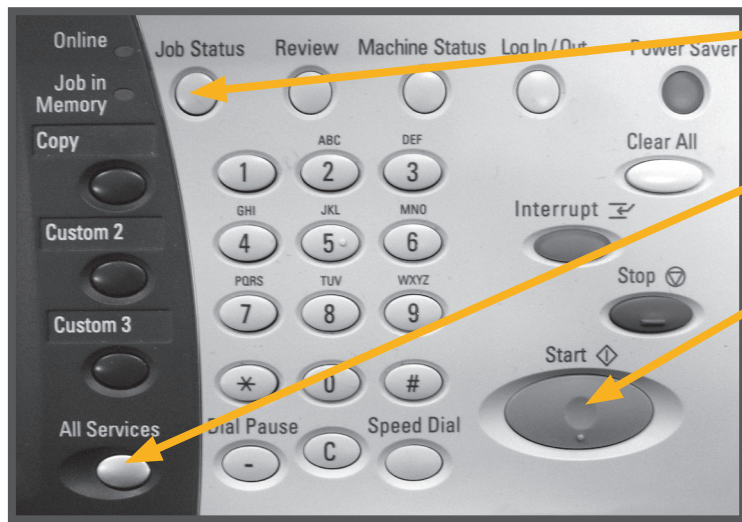


DocuCentre 450 I Quick Reference Poster



<Job Status> Button

<All Services> Button

<Start> Button

Copying

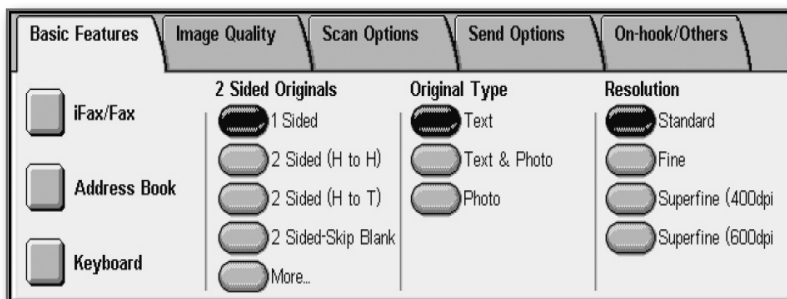
- 1 Press the <All Services> button.
- 2 Select [Copy].



- 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

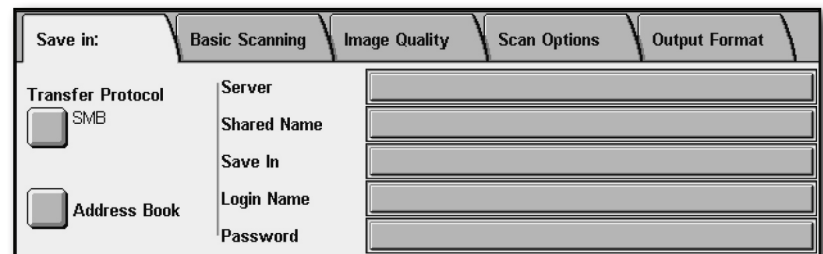
- 1 Press the <All Services> button.
- 2 Select [Fax/Internet Fax].



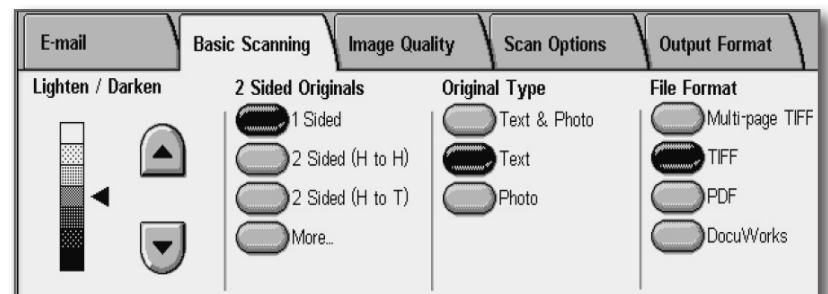
- 3 Select the features to set from each tab as necessary.
- 4 Dial 0 first, then enter the fax number using the numeric keypad.
- 5 Press the <Start> button.

Scan to SMB or FTP

- 1 Set the document up to be scanned face up (front-side up for 2 sided documents) in the document feeder in the direction of the arrow.
- 2 Press the <All Services> button.
- 3 Select [Scan to FTP/SMB].



- 4 Select [Transfer Protocol].
- 5 Select [SMB] or [FTP] and then select [Save].
- 6 Enter a directory name.
- 7 Enter login name for computer where directory resides.
- 8 Enter password for login name.
- 9 If appropriate, select features from configuration tabs.



- 10 Press the <Start> button.

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