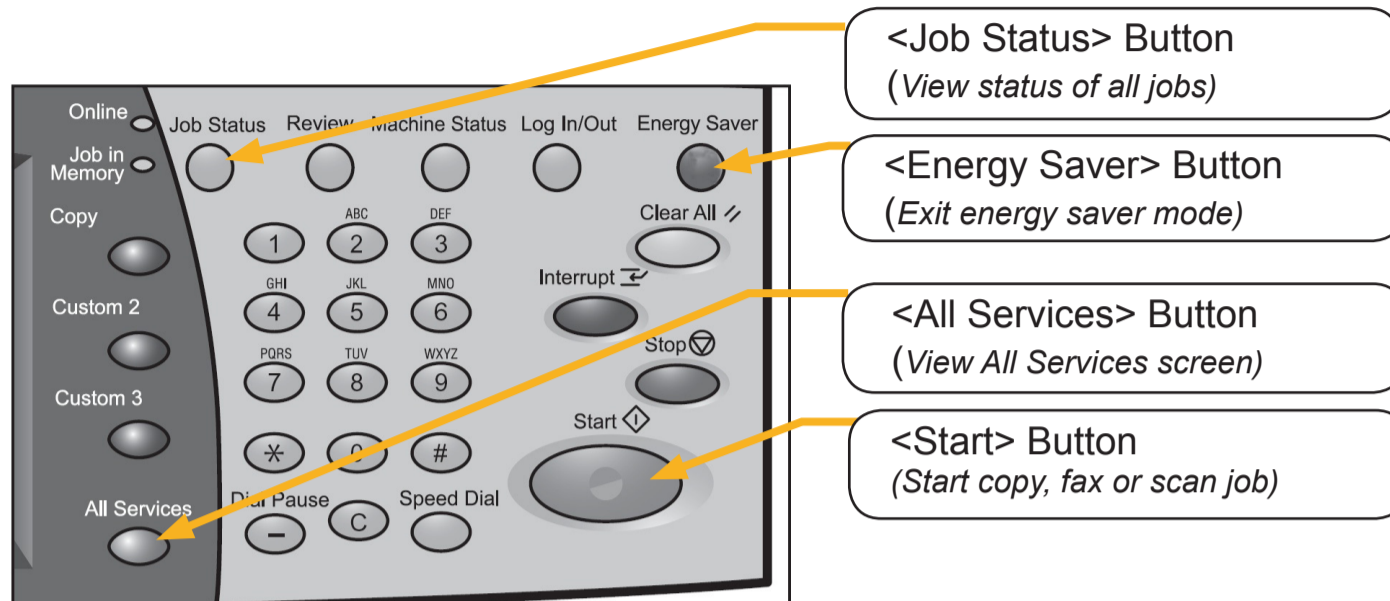


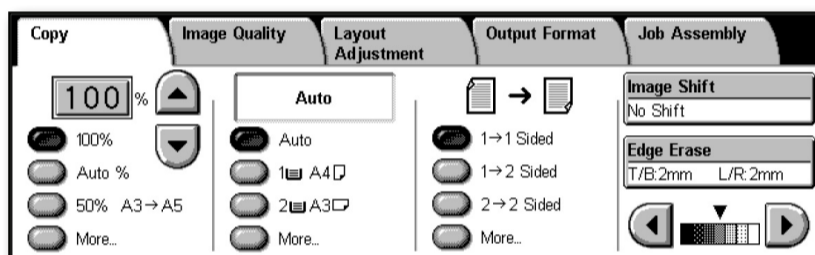
# DocuCentre-III 3007

## Quick Reference Poster



### Copying

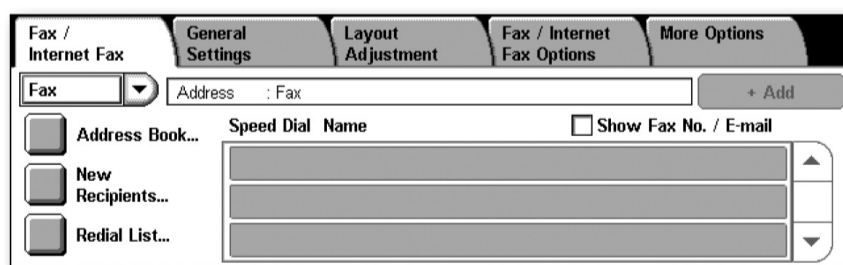
- 1 Press the <All Services> button.
- 2 Select [Copy].



- 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 [Fax/Internet Fax] tab.
- 4 Select the features to set from each tab as necessary.



- 5 Dial 0 first if required, then enter the fax number using the numeric keypad.
- 6 Press the <Start> button.

#### **Skewed Copy Output**

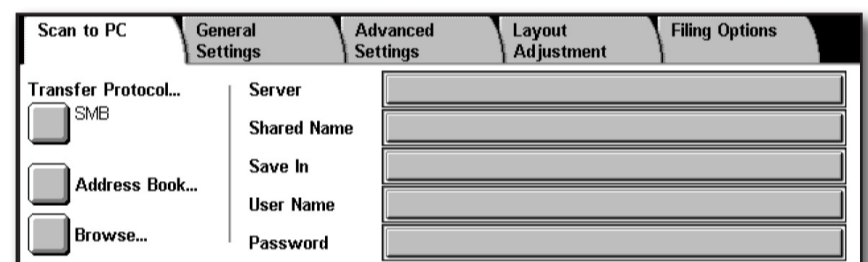
Make sure the slide guides on the Document Handler are pushed up to the edges of your originals.

#### **Paper Jams**

All paper tends to curl to some degree. Most paper is packed into the ream with the curl at seam/print side up. Refer to the Xerox Manual for loading instructions to minimise paper jams.

### Scan to PC

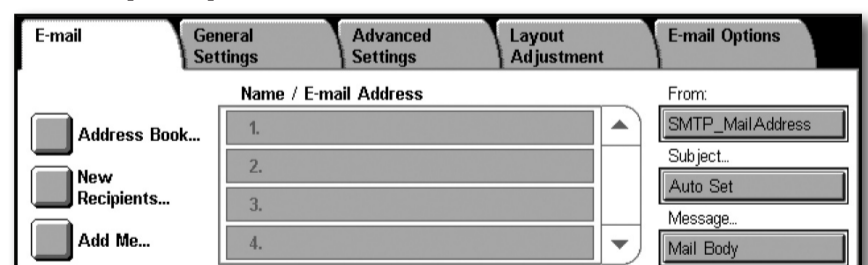
- 1 Remove any paper clips & staples before loading documents.
- 2 Set the document up to be scanned face up (front-side up for two-sided documents) in the document feeder in the direction of the arrow.
- 3 Press the <All Services> button.
- 4 Select [Scan to PC] on the All Services screen.



- 5 Select [Address Book].
- 6 Select the Address Book entry required.
- 7 Select [Add] on the address entry required.
- 8 Select [Close].
- 9 Select features required from each tab as necessary.
- 10 Press the <Start> button.

### Scan to Email

- 1 Press the <All Services> 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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