

STUDENT QUICK REFERENCE GUIDE

FUJI XEROX MODELS:

ApeosPort-V C2276 / C3320 / C4475 / C5576

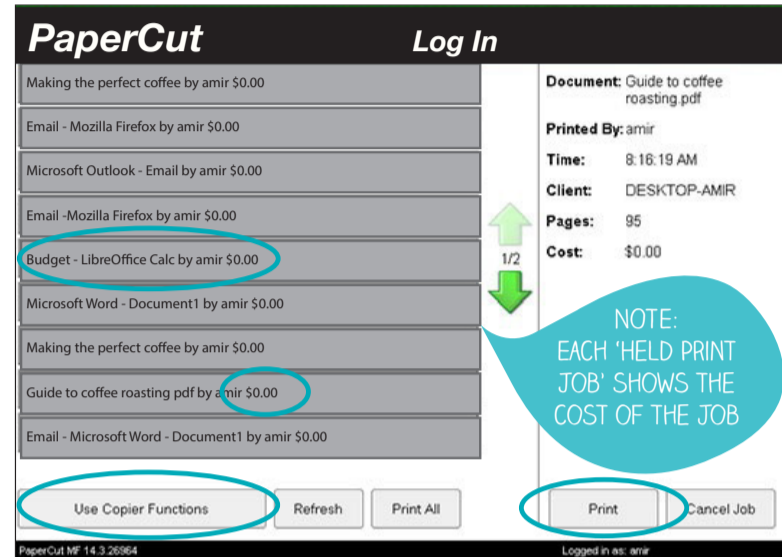
FOR HELP CALL: 1800 800 346

1



Swipe card and enter your P.I.N. or key-in UserName/Password.
Enter your P.I.N.

2



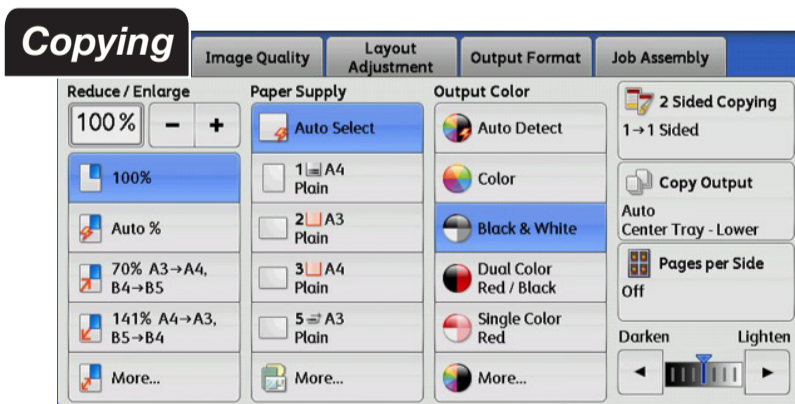
Select document to print,
Select **[Print]** button.
To use copy/scan functions select bottom left **[Use Copier Functions]**
Your student profile will load showing your balance
Select **[Next]**.

3



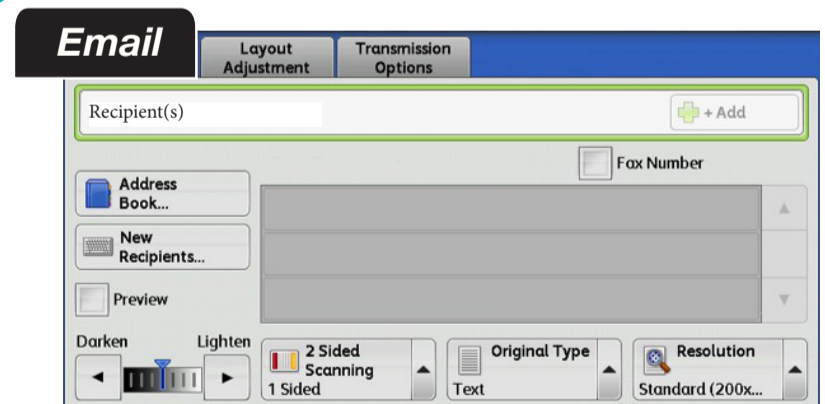
NOTE:
BE SURE TO LOG OFF SO NO-ONE ELSE CAN USE YOUR PRINT CREDIT.

4



1. Press the **<Services Home>** button,
1. Select **[Copy]**,
2. Select the features to set from each tab,
3. Output colour options will be greyed out if you have insufficient credit,
4. Enter the number of copies using the numeric keypad,
1. Press the **<Start>** button.

5



1. Press the **<Services Home>** button,
2. Select **[Email]**,
3. Your email address will show under **[Recipients]**,
4. Place document in the feeder,
5. Press the **<Start>** button.