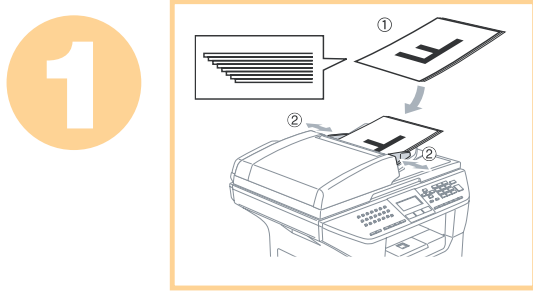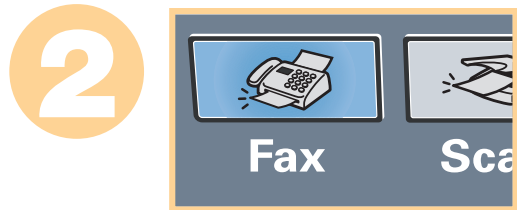# Océ Quick Reference Guide

For Océ Model fx3000

Sending a Fax: For more information, see the fx3000 User's Guide

1 Place your document **face up** in the Document Feeder or **face down** on the Original Glass.
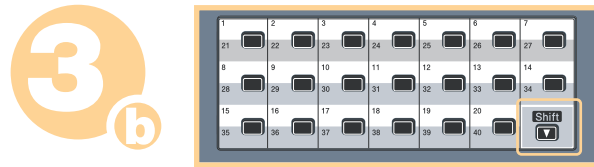
If using the document feeder, adjust the original guides to fit your document.
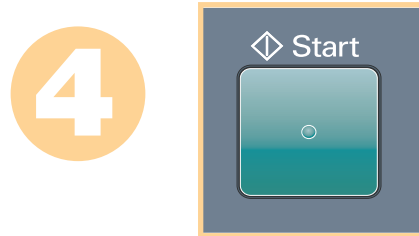
2 Press **Fax** to enter the fax mode.

Fax | Sca

3a Dial the remote fax number using the **10-Key Pad**.

3b Press **OK** to enter additional destinations.

For One-Touch dialing, press the One-Touch key that stores the number you want to dial*. Hold down **Shift** when selecting numbers 21 to 40.
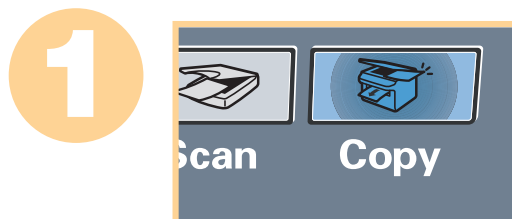
4 Press the **Start** button on the control panel to send the fax.

*Programmed by your System Administrator

Basic Copying: For more information, see the User's Guide

1 Load originals as shown above.

Press the **Copy** key.

Scan | Copy

2 Enter the number of copies using the **10-Key Pad**.

3 Select Copy Options:

Duplex | Contrast/Quality | Enlarge/Reduce | Tray Select | Sort | N in 1

Copy

Duplex: For 2-sided copies or originals
Contrast/Quality: Select *Auto*, *Text* or *Photo*
Reduce/Enlarge: Change the copy size ratio
Tray Select: Change the paper tray
Sort: Copy pages will be stacked in order: 1,2,3 1,2,3
(Sort mode requires document feeder)
N in1: To copy 2 or 4 pages onto one

Use the arrow keys to make settings. Press **OK** to confirm.
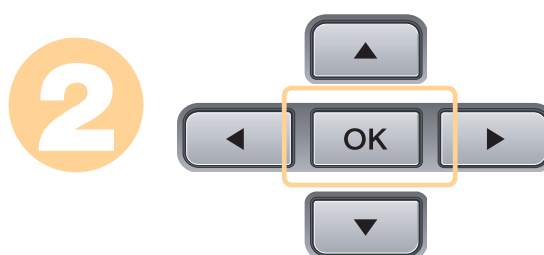
4 Press the **Start** button on the control panel to send the fax.

Scan to E-Mail: (Network Scan - E-Mail Server Mode) See the Software User's Guide for more scanning options.
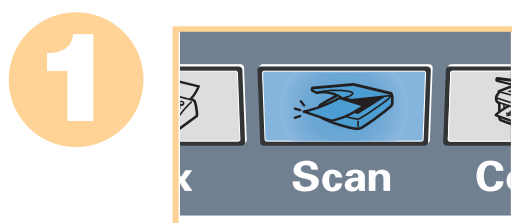
1 Load originals as shown above.
Press the **Scan** key.

k | Scan | C

2 • Use the arrow keys to choose **Scan to E-mail.** Press **OK** to confirm.
• Select original type: 2-sided/1-sided, etc. Press **OK** to confirm.
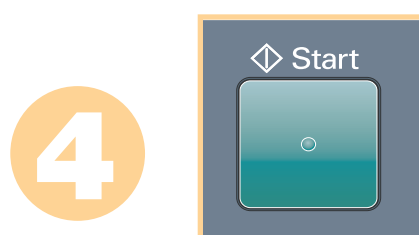• Select **E-mail Server** Press **OK** to confirm.

3 Use the One-Touch keys to enter the pre-programmed E-mail address*.

Or... Enter the address using the **10-Key Pad**.

Press **OK** to enter additional destinations.

*Programmed by your System Administrator

4 Press the **Start** button on the control panel to send.

! At the *"Enter Address"* prompt, press **OK**.
Or... select *"Change Quality"* to change default settings.