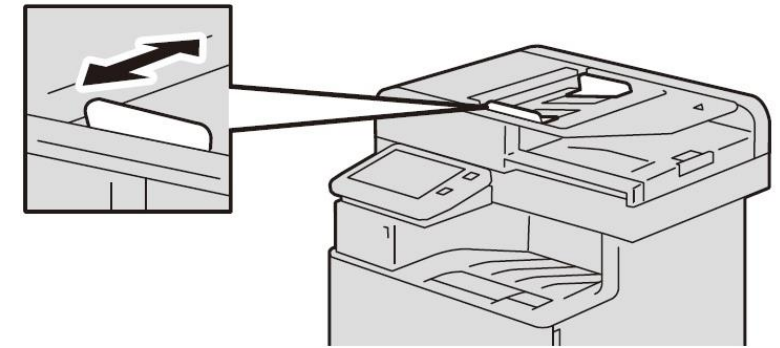


## QUICK REFERENCE FOR ApeosPort® 2560 / 3560



### No. and Component

- 1 <Reset> button
- 2 <Power> button
- 3 <Home> button
- 4 Data indicator
- 5 <Jobs> button
- 6 Note on status display lamp
- 7 User Login



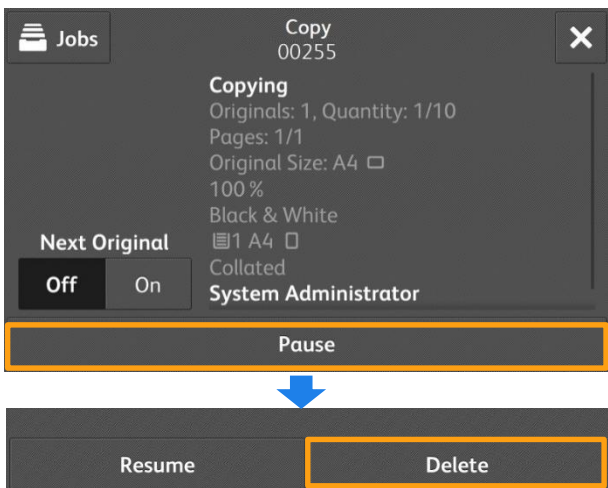
### Copy



- 2 Sided Copying 1→1 Sided
- Paper Supply Auto Select
- Reduce / Enlarge 100%

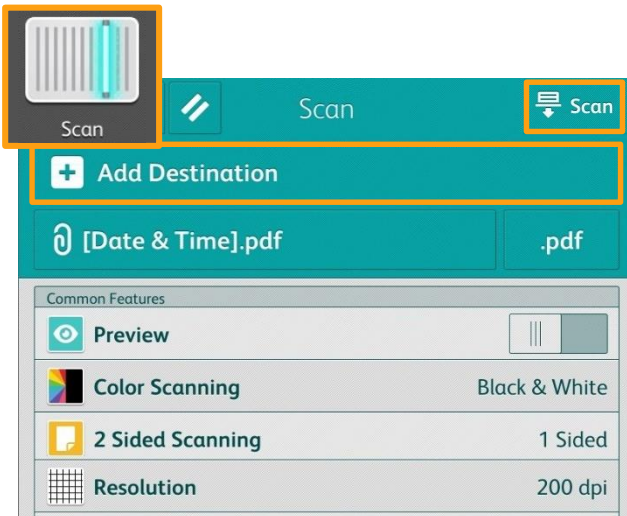
At [Copy] menu, select copy features, then press [Start].

### Stop Copy



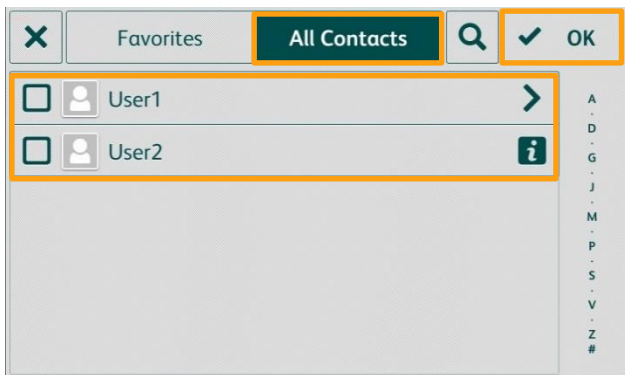
Select [Pause], then press [Delete].

### Scan



Select [Add Destination] to store the data in. Then select scan features and press [Scan].

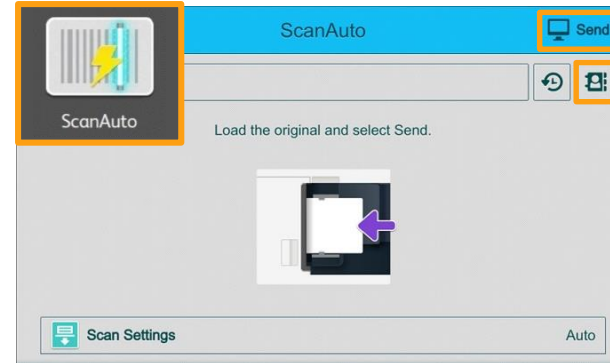
### Add Destination



Select recipient from the [All Contacts] list. Click [OK], then select scan features and press [Scan].

### Scan Auto

Scan Auto can skip the blank pages and rotate the pages into correct orientation automatically.



Select recipient from the [Send] list, then press [Send].

### Address Book



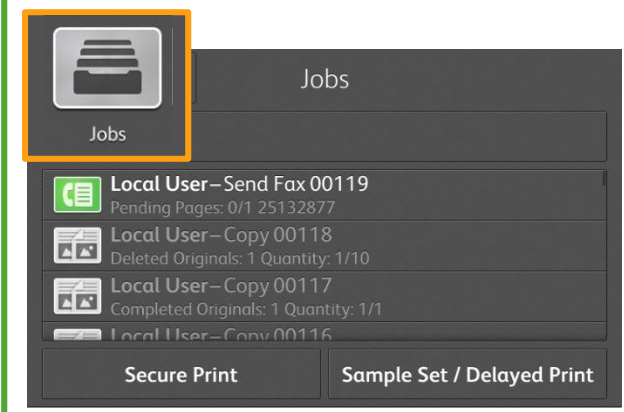
Select recipient from the [All Contacts] list.

### Fax



Select recipient from the [Enter] list. Click [OK], then select fax features and press [Send].

### Check Job Status



After fax transmission, select [Jobs] to verify the job completion status.