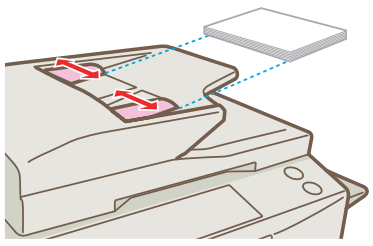
Océ Quick Reference Guide

For Models cm2510 / cm4010

For Supplies call:1-800-462-6797
For Service call:1-800-243-5556
www.oce.com

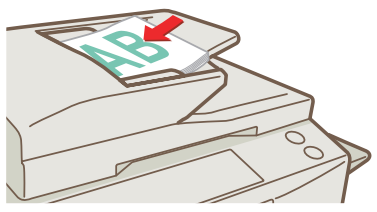
Sending a Document via E-mail: For more information, see the Network Scanning Operation Manual

1



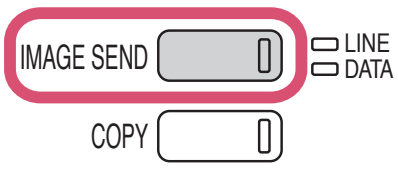
If using the document feeder, adjust the original guides to fit your document.

2



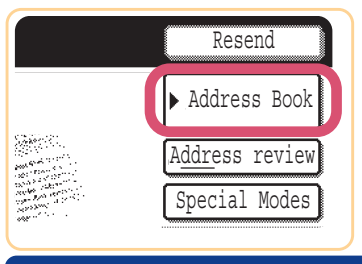
Place your document **face up** in the Document Feeder or **face down** on the Glass.

3



Make sure the **IMAGE SEND** key light is green. If it is not on, press the **IMAGE SEND** key.

4a



Touch **ADDRESS BOOK** to select pre-programmed e-mail addresses*.

*Programmed by your System Administrator

Or...

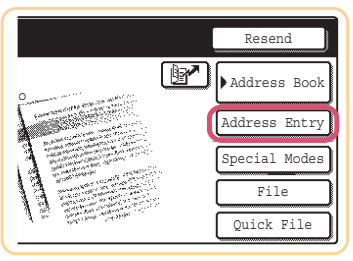
4b



Touch ADDRESS BOOK then **GLOBAL ADDRESS SEARCH** to search and select from your organization's e-mail directory.

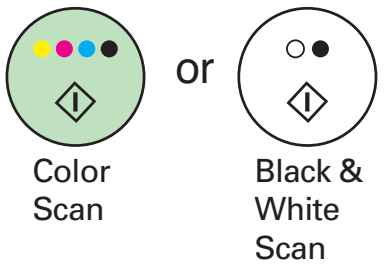
Or...

4c



Touch **ADDRESS ENTRY** to enter e-mail addresses via the touch screen keyboard.

5



Press the [Color] or [Black & White] **START** button on the control panel.

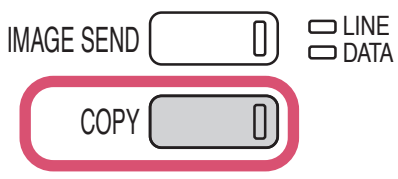
!



When scanning originals from the Original Glass, press READ-END on the touch panel to finish.

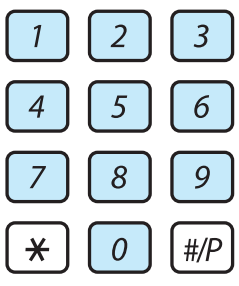
Basic Copying Instructions: For more information, see the Copying Operation Manual

1



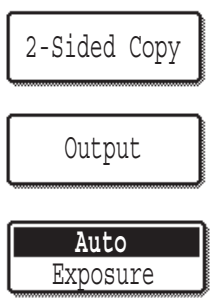
- Load originals as shown in steps 1 & 2 above.
- Make sure the **COPY** key light is on. If it is not on, press the **COPY** key.

2



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

3 Enter Copying Options:



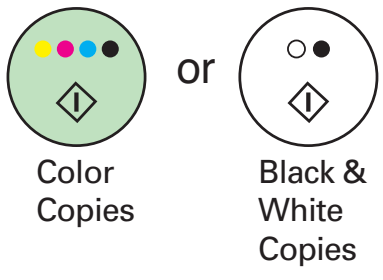
To select duplex copy modes.

To select finishing options such as Sort & Staple.

To adjust copy clarity.

To set reduction and enlargement.

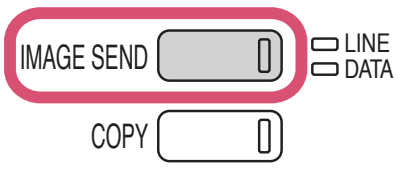
4



Press the [Color] or [Black & White] **START** button on the control panel.

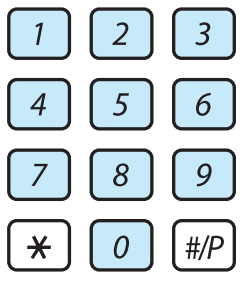
Sending a Fax: For more information, see the Facsimile Operation Manual

1



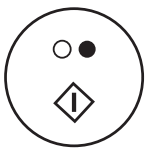
- Load Letter size originals as shown at top of page.
- Make sure the **IMAGE SEND** key light is on. If it is not on, press the **IMAGE SEND** key.

2



Dial the fax number using the **10-Key Pad**.
(For one-touch dialing, see the Facsimile Operation Manual.)

3



Press the [Black & White] **START** button to send the fax.