

# Quick Guide for Scan, Print, PC Fax WorkCenter Pro 45/55/90

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Service : 6766-8888 ( press 1 )

Serial Nos : .....

THE DOCUMENT COMPANY

**FUJI XEROX**

## 1. Normal Printing

- + Click File, Print
- + Select Xerox printer
- + Click Properties (optional feature)
  - ← Select duplex (long or short edge binding) for double side printing.
  - ↑ Select layout/watermark if require.
    - ) *Watermark can also be created.*
- + Click OK to print.

## 2. Secure Printing

### 2.1 Sending Secure Printing

- + Click File, Print
- + Select Xerox printer
- + Click Properties
- + Change the Job Type to Secure Print
- + Select Setup
- + Input Password
- + Confirm the Password
- + Select Paper size – A4
- + Select Covers and Advanced Paper Tray
- + Click OK x 3 times to release the print

### 2.2 Retrieve Secure Printing

- + Select Job Status at the machine
- + Select respective Owner
- + Select Release
- + Input Password
- + Press Enter

### **3. Points to take note when scanning to Email**

- + Select Scan from the main menu
- + Select Email
- + Select < To : > , key in the initial letter of the company eg. “ e ”
- + Press Enter
- + All company starting with the letter will appear
- + Select desire name
- + Press Add
- + Press Done
- + Load document on the feeder or platen glass
- + Press Start (the image will be deliver into your email inbox)

#### **3.1 Points to take note when scanning.**

- ) *A mailbox must be created at the machine before scanning.*
- ) *Always place the document short edge feeding (landscape) through the feeder.*
- ) *Select desire resolution. (range from 200 – 600 dpi)*
- ) *Select the correct document type. (e.g. halftone for graphics)*
- ) *Select double sided if required.*

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