

QUICK REFERENCE GUIDE

DCC240/320/400

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Service : 6766-8888 (press 1)

Serial Nos :

To go to 'FAX' or 'COPY' Screen

- Touch the 'FAX' or 'COPY' icon at the LCD screen
- Or
- Use the **Menu** button (Right Side of the LCD screen) to select

FAX MODE

1. Simple Fax Transmission

- Load document
- Dial fax numbers from the key pad
- Press **START**

2. Transmission From Speed Dial

- Load document
- Press the relevant one-touch speed dial key (001-090) or touch the **ADDRESS BOOK** icon
- Select desired directory (001-500)
- Press **START**

3. Transmission of 2-Sided Originals

- Load document
- Touch **SCAN OPTIONS**
- Touch **2-SIDED ORIGINALS**
- Select 2 Sided
- Touch **SAVE**
- Dial fax number & press **START**

4. Broadcasting From Speed Dial And Manual-Dial Number

- Load document
- Press one-touch speed dial location one after another or press **ADDRESS BOOK** icon and select the desired Speed Dial numbers or use 'arrow down' to go to another page of Speed Dial numbers.
- Press **NEXT RECIPIENT** (for a manual dial no. and continue till the last no.)
- Press **START**

5. Mixed Document Types

- During the scanning of a document, the screen will automatically display icons for you to indicate that you will have another documents to scan
- The LCD screen will appear **LAST DOCUMENT** **NEXT DOCUMENT** icon
- Load 1st set of document, select settings required (e.g. **FINE Resolution** etc.)
- Enter fax numbers or use Speed Dial
- Press **START**
- During scanning, touch **NEXT DOCUMENT** if you have other document to be scanned
- Load the other type of document
- Press **START**
- If prompted by the machine, select paper size & press **START**, otherwise skip this step
- Repeat from Step 6, if necessary or touch **LAST DOCUMENT** to complete & fax will start transmission

6. Cancellation of Transmission Current Job / Pending Job / Delayed Job

- Press the **JOB STATUS** button
- (For current/pending job) Touch the fax number and press **STOP**

7. Priority Send

Note : If there is some jobs pending in the **Pending Job**, you can use the **PRIORTITY SEND** to send an urgent job.

- Load document
- Press **SEND OPTIONS**
- Press **PRIORITY SEND**
- Press **ON**
- Dial fax number
- **START**

8. Sending a Delayed Job

- Load document
- Touch **SEND OPTIONS**
- Touch **DELAYED START**
- Touch **ON**
- Touch **START TIME**
- Select Am or Pm (if set to 12 hours format)
- Select Hours using arrows
- Select Minutes using arrows
- Dial a remote party or select from the speed dial list
- Press **START**

9. Activity Report

- Touch **MACHINE STATUS**
- Touch **PRINT REPORT**
- Touch **PRINT REPORT / LIST**
- Touch **JOB STATUS**
- Touch **JOB HISTORY**
- Touch **ACTIVITY REPORT**
- Press **START**

10. Speed Dial Numbers Report

- Touch **MACHINE STATUS**
- Touch **PRINT REPORT**
- Touch **PRINT REPORT / LIST**
- Touch **FAX MODE SETTINGS**
- Touch **ADDRESS BOOK**
- Select desire Speed dials eg. 001-050
- Touch **START**
- Press **CLOSE** (2times)

COPY MODE

The above model is classified into 4 different folders.

There are :

- Basic Copying** :- Allowing you to select output color, 2 sided, R/E and Paper supply
- Added Features** :- Multiple up, margin shift, mixed size, border erase and Bound originals.
- Image Quality** :- Enhance of color density and sharpness.
- Others** :- Covers, repeat image, booklet creation, poster....etc.

For further information p/s refer to the diagram and the notes attached.

FEATURES

1. Output Colour

- Auto - Full Color of Black
- Black - Black / White
- Dual Color - Red / Black (option to select color in **More** icon)
- Single Color - Red, Green, Blue, Yellow, Magenta, Cyan

2. 2-Sided Copying

Used to make a double sided document.

- 1 – 2 - Single sided document to a double sided document
- 2 – 2 - Double sided document to a double sided document
- 2 – 1 - Double sided document to a single sided document

Note : When loading a document in a portrait position, always select Left or Right.

When loading a document in a landscape position, always select Top or Bottom.

3. Reduce / Enlarge

- 100% - Size to size
- Auto % - Reduce or enlarge to a standard size as in A5, A4, A3 and B4.
- Variable % - Preset %, manual % from Min 25% to Max 400%

4. Paper Supply

- Tray 1 - B5 to A3 Max 1 ream.
 - Tray 2 /3 - B5 to A3 Max 1 ream.
 - Tray 4 - B5 to A3 Max 1 ream.
 - Bypass - A6 to A3 Max 50 sheets
- Paper Type : Plain, Transparency, Lightweight **55-63gsm**
Heavyweight **106-220gsm**

5. Output

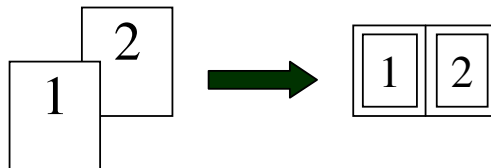
- Auto - Sort document into offset in/out sequence set
- Collated - Sort document into offset in/out sequence set.
- Uncollated - Document with the same page will be stacked together.

6. Multi-Up (N Up)

Used to copy 2 or 4 document on one side.

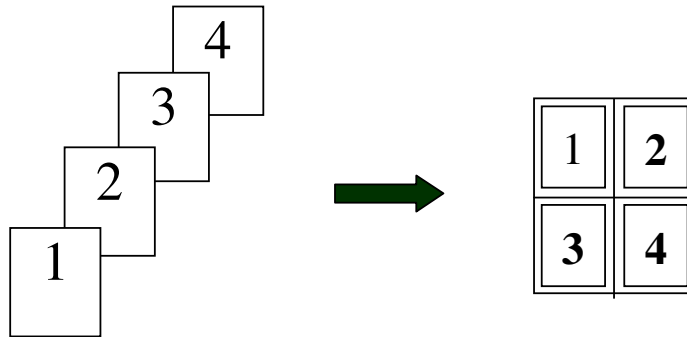
- 2 in 1 - Place 2 or more A4 paper portrait on the document feeder
- Select Auto % and A4 paper
- Select **2 in 1**
- Press **START**

Output as follows :



- 4 in 1
- Place 4 or more paper portrait on the document feeder
 - Select Auto % and A4 paper
 - Select **4 in 1**
 - Press **START**

Output as follows :



7. Margin Shift

No Shift, Auto Center, Corner Shift and Variable Shift (max 50mm)

8. Mixed Size Originals

- Used to copy document of different standard size without having to sort them out.
- Only can be done on the document feeder and make sure that paper supply is set to auto.
- By selecting Auto % onto A4 landscape all the different standard size document can be reduce or enlarge to fit in i.e. A4 paper size. (i.e. all the output will be on A4 paper)

9. Separators

Used to copy transparency

- Off - Transparency alone
- Blank Separators - Transparency with blank paper
- Separators + N sets - Transparency with blank paper and hard copy
- No Separators + N set - Transparency with hard copy

Note : Please load transparency on the bypass tray

10. Border Erase

- Able to erase - Left and Right Margin. (max 50mm)
- Top and Bottom Margin.
- Center line erase (i.e. Book)

11. Bound Originals

- Used to copy a book into a 2 A4 size paper.
- Choose **LEFT PAGE THEN RIGHT** to be in descending order
- Choose **RIGHT PAGE THEN LEFT** to be in ascending order
- TOP PAGE THEN BOTTOM**

12. Original Document Type

Copies can be made at the image quality corresponding to each type of document

- Text - For normal letter or typewritten text
- Text & Photo - For Document with typewritten text and photo
- Photo - For colored document so as that the document appeared to be sharper and clearer.
- Other Color - For Highlighted / Inkjet originals, Map
- Originals

13. Light / Dark / Contast

To adjust density of a document

14. Covers

- Place originals on the document feeder
- **OTHERS**
- **COVERS**
- Select **FRONT / BACK COVERS**
- Select printed covers **ON** or **OFF**
- Select desire paper tray for covers and body page
- **SAVE**
- **START**

15. Repeat Image

- Place original on the platen glass
- Select A4 or A3 paper output
- **ADDED FEATURES**
- **ORIGINAL SIZE**
- Enter X/Y measurements using the scale on the platen glass
- **SAVE**
- **OTHERS**
- **REPEATS IMAGE**
- **AUTO REPEAT**
- **SAVE**
- **START**

16. Booklet Creation

- Sheets of A4 can be reduced and form a booklet.
- Place originals A4 document portrait on the document feeder
- Select **OTHERS**
- Select **BOOKLET CREATION**
- Select **LEFT BIND / TOP BIND**
- Select **ORIGINALS**
- Enter original sided **1 SIDED or 2 SIDED**
- **SAVE**
- **SAVE**
- **BASIC COPYING**
- Select desire paper size A3 or A4 (must be landscape paper)
- **START**

17. Poster

- Place original on the document feeder
- **OTHERS**
- **POSTER**
- Select **2X2, 3X3, OR 4X4**
- Select desire paper output A3 or A4
- **SAVE**
- **START**

18. Mirror / Negative Image

Mirror image - Copies can be made with the left and right sides of the document image reversed.

Negative image - Copies can be made with the color of the document reversed in color mode.

19. Stored Job – IC Printing

- Others
- Booklet creation
- Left Bind / Top Bind
- Save
- Added Features
- Bound Originals
- Left Page then Right
- Save
- Original Size
- A3
- Save
- Basic Copying
- 100%
- A4 (must be landscape)
- Others
- Store
- Eg. Job 1
- Enter/Change name
- Job 1
- Key in stored job description/name
- Close

20. Retrieving Stored Job

- Others
- Stored Jobs
- Eg. Job 1
- Start

21. Finisher-Stapling (This function is optional, may not applicable to all machines)

- Stapling is available for documents of 2 to 50 sheets.
- Select **COLLATED** before selecting the stapling feature.
- Select **OUTPUT / STAPLING**
- Enter the required number of copies using the keypad.
- Press **START**

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