

QUICK REFERENCE GUIDE

DC235/285/405

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Service : 6766-8888

Serial Nos :.....

To go to 'FAX' or 'COPY' Screen

- Touch the 'FAX' or 'COPY' icon at the LCD screen
- Or
- Use the **FEATURE SELECTION** 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 (001-070) or touch the **SPEED DIAL / GROUP** icon
- Enter the 3-digit Speed Dial (001-200)
- Press **START**

3. Transmission of 2-Sided Originals

- Load document
- Touch **FEATURE MENU**
- Touch **2-SIDED DOC**
- Select Top
- Touch **CLOSE**
- 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 **DIAL DIRECTORY** icon and select the desired Speed Dial numbers or use 'Page down' to go to another page of Speed Dial numbers.
- Press **NEXT RECIPIENT** (for a manual dial no. and continue unit 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

- Press the **JOB STATUS** button
- (For current job) Touch the fax number and press **STOP**
- (For pending job) Touch **PENDING JOB**, press the fax number to be stopped
- Press **DETAILS** and press **STOP**
- Touch **EXIT**

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.

- Press **FEATURE MENU**
- Press **PRIORITY SEND**
- Load document
- Press **START**

8. Sending With Cover Note

Note : The comment must be input through the “**Setup menu**” first (please refer to 20. programming comment before sending with cover note)

- Load document
- Touch **FAX**
- Touch **FEATURE MENU**
- Touch **COVER NOTE**
- Touch comment for the receiver and sender
- Touch a comment number
- Touch **CLOSE**
- Dial a remote party or select from the speed dial list
- Press **START**

9. Sending a Delayed Job

- Load document
- Touch **FAX**
- Touch **FEATURE MENU**
- Touch **DELAYED START**
- Enter Time
- Touch **HOOR / MINUTE** to move to minute
- Touch **CLOSE**
- Dial a remote party or select from the speed dial list
- Press **START**

10. Delete a Delayed Job

- Press the **JOB STATUS** button
- Touch **PENDING JOBS** icon
- Highlight job to be deleted
- Touch **DETAILS**
- Touch **STOP**
- Press the **JOB STATUS** button to return back to main menu

11. Programming of Speed Dial

- Touch **SETUP MENU** in the menu screen
- *Touch **SPEED DIAL**
- Enter speed dial no. (001 - 200)
- Touch **ENTER**
- Enter fax number
- Touch **SAVE**
- Touch **< 3. Recipient >**
- Touch **ENTER**
- Enter remote's name (customer name / co. name)
- Touch **SAVE**
- Touch **< 4. Index >**
- Touch **ENTER**
- Enter reference character (e.g. the 1st alpha of the customer name / co. name)
- Touch **SAVE**
- Repeat * or press **CLEAR ALL** to return to default screen

12. Delete Speed Dial

- Touch **SETUP MENU** in the menu screen
- Touch **SPEED DIAL**
- Enter speed dial no. (001 - 200)
- Touch **DELETE**
- Select **YES**
- Press **CLEAR ALL** to return to default screen

13. Group Dial

- Touch **SETUP MENU** in the menu screen
- Touch **GROUP DIAL**
- Touch group number (#01 - #10)
- Touch **ENTER**
- Enter a 3 digit speed dial number (e.g. 001), then touch **ADD**
- Repeat this step for each location
- Touch **SAVE**
- Press **CLEAR ALL** to return to default screen

14. Delete a Group Dial

- Touch **SETUP MENU** in the menu screen
- Touch **GROUP DIAL**
- Touch group number (#01 - #10)
- Touch **ENTER**
- Enter a 3 digit speed dial number (e.g. 001), then touch **DELETE**
- Repeat this step for each location
- Touch **SAVE**
- Press **CLEAR ALL** to return to default screen

15. Programming Comments (use in cover notes or to identify job memories)

- Touch **SETUP MENU** in the menu screen
- Touch **COMMENTS**
- Select comment number (01 - 50)
- Touch **ENTER**
- Enter a comment
- Touch **SAVE**
- Select **YES**
- Press **CLEAR ALL** to return to default screen

16. Local Name (20 characters)

- Touch **SETUP MENU** in the menu screen
- Touch **LOCAL FAX INFORMATION**
- Touch **<1. Local name>**
- Touch **ENTER**
- Enter local name (Company's name)
- Touch **SAVE**
- Touch **CLOSE** to return back to main menu

17. Company Logo (30 characters)

- Touch **SETUP MENU** in the menu screen
- Touch **LOCAL FAX INFORMATION**
- Touch **<2. Company Logo>**
- Touch **ENTER**
- Enter company logo (Company's name)
- Touch **SAVE**
- Touch **CLOSE** to return back to main menu

18. Fax ID (20 digit)

- Touch **SETUP MENU** in the menu screen
- Touch **LOCAL FAX INFORMATION**
- Touch **<3. G3 line 1 - Fax ID>**
- Touch **ENTER**
- Enter fax number
- Touch **SAVE**
- Touch **CLOSE**
- Press **CLEAR ALL** to return to default screen

19. Setting Date & Time

- Touch **CUSTOM PRESETS** in the menu screen
- Touch **TIME**
- Touch **DATE**
- Touch **ENTER**
- Enter Year, Month, Date
- Touch Y/M/D option to move to the item you want to change
- Touch **SAVE**
- Touch **CLOCK**
- Touch **ENTER**
- Enter Time
- Touch **12 / 24 HOUR CLOCK**
- Touch **SAVE**
- Press **CLEAR ALL** to return to default screen

20. Activity Report

Note : An activity report will be printed automatically after every 54 transactions

- From the **Main Menu** screen
- Touch **PRINT REPORT / LIST** icon
- Touch **ACTIVITY REPORT**
- Press **START**

21. Speed Dial Numbers Report

- From the **Main Menu** screen
- Touch **PRINT REPORT / LIST** icon
- Touch **DIAL DIRECTORY REPORT**
- Touch the range i.e. 001-050, 050-100 or touch **SELECT ALL**
- Press **START**

COPY MODE

The above model is classified into 3 different folder.

There are :

- Basic Features** :- Allowing you to select paper, reduction / enlargement and adjusting density.
- Customized Features** :- Margin shift, Bound document and Document type.
- Features Menu** :- Features from basic to whatever features could be found in this model.

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

FEATURES

1. Paper Supply

- Tray 1 - A4, B5, A5, 8.5 x 11 (Letter) Max : 1 ream
- Tray 2 / 3 - B5 to A3 Max : 1 ream
- Tray 4 - Optional
- Bypass - A6 to A3 Max : 100 sheets
- Paper Type : Plain, Transparency, Heavyweight **106-156gsm**

2. 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%

3. Lighter / Darker

To adjust density of a document

4. Margin Shift

Shift right, left, top and bottom. Max 50mm

5. Independent X-Y %

To distort a document either vertically or horizontally.

Using Auto % will auto fix into a different orientation of the paper.

6. Original Document Type

- 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.

7. Border Erase

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

8. Auto Centre

Applies only on to a standard size document. (i.e. A5 to A4) on a bigger size paper.

9. Bound Originals

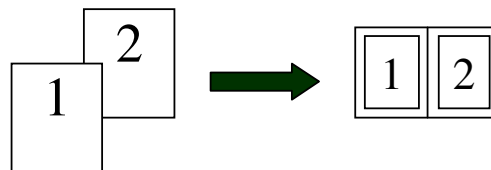
- Used to copy a book into a 2 A4 size paper.
- Choose **RIGHT TO LEFT** to be in ascending order (Page 1 on top and the last Page behind)
- Choose **LEFT TO RIGHT** to be in descending order (Last page on top and the first page behind)

10. Multi-Up (N Up)

Used to copy 2 or 4 document on one side.

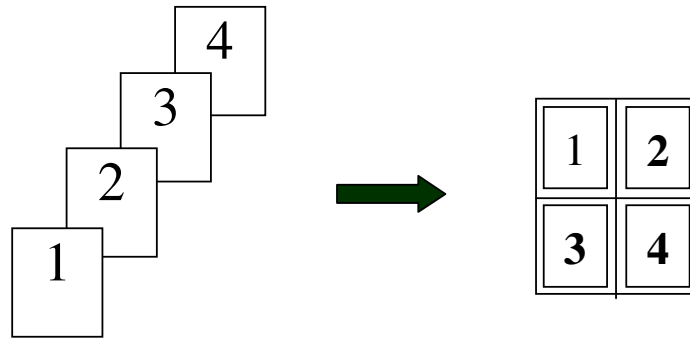
- 2 in 1 - Place 2 or more A4 paper portrait on the document feeder
- Select Auto % and A4 paper
- Select **2 in 1**
- Press **START**

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 :



11. 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.

12. Collation

To sort out document into sequence set. Output document is offset in out sequence.

Without selecting this function, document with the same page will be stacked together.

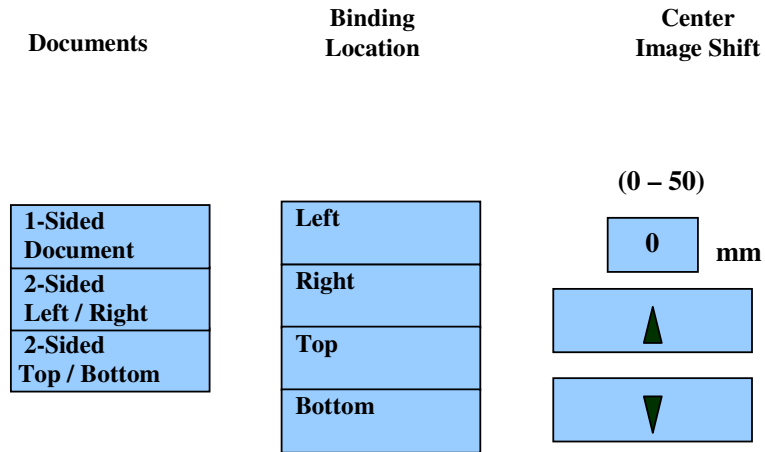
13. Mixed Size Originals

- 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)

14. Booklet Creation

- Sheets of A4 can be reduced and form a booklet.
- Place original A4 document portrait on the document feeder
- Select **BOOKLET CREATIONS**
- Select Auto % and A4 paper
- Press **START**

Output as Follows :



15. Side Output Tray

- Document received from the side tray.
- Output document receive from this tray cannot be collated

16. Transparency

- Used to copy transparency
- Off - Transparency alone
- Blank Separators - Transparency with blank paper
- Printed Separators - Transparency with hard copy
- Blank + N Sets - Transparency with blank paper and hard copy

Note : Please load transparency on the bypass tray

17. 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**
- Select the stapling position (stapling position can be selected between single and double.
- Enter the required number of copies using the keypad.
- Press **START**

Note : For the transparency feature, only the **SPECIAL INTERLEAVE** is available when the stapling feature is selected. (The transparencies with the interleave sheets are delivered to the center tray and the copiers are delivered to the stacker tray.)

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