

Quick Guide for Scan, Print, PC Fax DC405/285/706/606/506

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Service : 6766-8888

Serial Nos :

1. Normal Printing

- $V_T^{N_U}$ Click File, Print
- $V_T^{N_U}$ Select Xerox printer
- $V_T^{N_U}$ Click Properties (optional feature)
 - Select duplex (long or short edge binding) for double side printing.
 - ^{N_U} Select watermark if require.
 - H_T *Watermark can also be created.*
- $V_T^{N_U}$ Click OK to print.

2. Secure Printing (Optional)

2.1 Sending Secure Printing

- $V_T^{N_U}$ Click File, Print
- $V_T^{N_U}$ Select Xerox printer
- $V_T^{N_U}$ Click Properties
- $V_T^{N_U}$ Change the Job Type to Secure Print
- $V_T^{N_U}$ Input the User ID (name of sender)
- $V_T^{N_U}$ Input Password
- $V_T^{N_U}$ Confirm the Password
- $V_T^{N_U}$ Click OK x 3 times to release the print

2.2 Retrieve Secure Printing

- $V_T^{N_U}$ Select Job Status / Stop button at the machine
- $V_T^{N_U}$ Press Secure / Sample Job
- $V_T^{N_U}$ Select Secure Print
- $V_T^{N_U}$ Select respective User ID
- $V_T^{N_U}$ Press Show Document List
- $V_T^{N_U}$ Input Password
- $V_T^{N_U}$ Press Confirm
- $V_T^{N_U}$ Select the document name
- $V_T^{N_U}$ Click Print
- $V_T^{N_U}$ Select Print and Delete to release the document

3. Faxing from PC *(only available if machine connected to fax)*

V_T^N_U Click File, Print

V_T^N_U Select Xerox printer

V_T^N_U Click properties

V_T^N_U Change the job type to Fax

V_T^N_U Click OK

V_T^N_U Click OK again

V_T^N_U Fax recipient list will appear

V_T^N_U Input the name and fax number

V_T^N_U Click add to list

H_T^N_U *The above two steps can be repeated to enter multi fax number for broad casting.*

V_T^N_U Select fax option if require a transmission report to be printed out after the fax is successful.

H_T^N_U *Choose report always*

V_T^N_U To fax, click OK

V_T^N_U Check the fax number

V_T^N_U Click OK to release the fax

H_T^N_U *Please note that, the status of the fax transmission have to retrieve at the machine Job Status button.*

4. Setting Mailbox.

4.1 Creating a mailbox using DC 285 / 235 / 405

- $V_{T^N_U}$ Touch “Setup Menu” in the main menu
- $V_{T^N_U}$ Touch “Mailbox”
- $V_{T^N_U}$ Select a mailbox number (001-200)
- $V_{T^N_U}$ Touch “Enter”
- $V_{T^N_U}$ Enter the 4 digit password “xxxx”
- $V_{T^N_U}$ Touch “Confirm”
- $V_{T^N_U}$ Select “Enter/Change Name”
- $V_{T^N_U}$ Input your name
- $V_{T^N_U}$ Touch “Save”
- $V_{T^N_U}$ Select Mailbox Options
- $V_{T^N_U}$ Select the report “OFF”
- $V_{T^N_U}$ Touch “Save”
- $V_{T^N_U}$ Press “Clear All’ to exit from the setting

4.2 Creating a mailbox using DC 451 / 551 / 505 / 506 / 507

- $V_{T^N_U}$ Press “Settings / Meter Check”
- $V_{T^N_U}$ Touch “Store / Modify”
- $V_{T^N_U}$ Select “ Mailbox – Create / Delete”
- $V_{T^N_U}$ Select Mailbox number (001 – 200)
- $V_{T^N_U}$ Touch “Create / Delete”
- $V_{T^N_U}$ Input mailbox password (must be 4 digit)
- $V_{T^N_U}$ Touch “Confirm”
- $V_{T^N_U}$ Touch “ Enter / Change Name”
- $V_{T^N_U}$ Input user name
- $V_{T^N_U}$ Touch “Save”
- $V_{T^N_U}$ Touch “Close” (3 times to exit to the main menu)

5. Scanning documents into Mailbox.

5.1 Steps to follow when scanning a document using DC405

- $V_T^{N_U}$ Select Scan
- $V_T^{N_U}$ Select Mailbox
- $V_T^{N_U}$ Key in Mailbox number (mailbox number range from 1 – 200)
- $V_T^{N_U}$ Press Select
- $V_T^{N_U}$ Key in Password (at least 4 digits)
- $V_T^{N_U}$ Press Save
- $V_T^{N_U}$ Insert document into feeder
- $V_T^{N_U}$ Press Start

5.2 Steps to follow when scanning a document using DC506 / 606 / 706

- $V_T^{N_U}$ Select Scan Mode
- $V_T^{N_U}$ Select Scan-to-Mailbox
- $V_T^{N_U}$ Select Mailbox number (mailbox number range from 1 – 200)
- $V_T^{N_U}$ Press Close
- $V_T^{N_U}$ Insert document into feeder
- $V_T^{N_U}$ Press Start

5.3 Points to take note when scanning.

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

6.1 Retrieve Scanned Image Using Imaging

- $V_T^N U$ Go to Start, Programs, Accessories, Imaging
- $V_T^N U$ Go to File, Scan New
- $V_T^N U$ Choose the appropriate scanner
- $V_T^N U$ Input Mailbox Number and Password
- $V_T^N U$ Click Import
- $V_T^N U$ Document Will be imported and erase from the machine
- $V_T^N U$ Save the image

$H_T^N U$ *Any application with twin acquire will be able to do the retrieval of the image from the Xerox Machine. E.g. Photoshop, Imaging, Adobe writer, etc.*

6.2 Retrieve Scanned Image Using Fuji Xerox Scanner Utility

- Steps
1. Go to Start > Program > Fuji Xerox > Utility > Mailbox Viewer 2
 2. Select Scanner > Key-in mailbox number > Key-in password
 3. Open Mailbox
 4. Highlight Scanned Image > Highlight Settings
 5. Tick Auto Import > Tick Import Setting
 6. Choose the options you require
 7. Save in > Browse > Save (create your own folder)
 8. Click OK 3X
 9. Click Import and Close

7. Scanning Documents to Ifax

7.1 Points to take note when scanning using IFax

- $V_T^N U$ Select Fax from the main menu
- $V_T^N U$ Select Dial Directory List
- $V_T^N U$ Select the recipient using the alpha tab at the bottom of the screen
- $V_T^N U$ Load the document on the feeder or platen glass
- $V_T^N U$ Press Start (the image will be deliver into your email inbox as an attachment *.tiff)

8. **Setting Of Speed Dial Via Internet Explorer** (DC405/285/235)

- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Internet Explorer
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Input the IP address ()
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Properties
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ * Fax Speed Dial Directory
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Select 001 – 200
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Edit
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ User name (admin)
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Password (admin)
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Ok
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Line Type : Line, Email, Ifax
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Recipient Nos : Line (input fax nos)
Email (input email address)
Ifax (input email address)
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Recipient Name : xxxxx (Input remote's name)
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Index : x (Input the initial letter of remote's name)
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ Apply New Settings
- $\sqrt{\text{T}}^{\text{N}}_{\text{U}}$ To continue programming, repeat * or press Home to end

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