

# QUICK REFERENCE GUIDE

## DC451/551/506/606/706

### CONTENT

		Page
<b>1</b>	<b><u>Copy Mode</u></b>	
1.1	Paper Supply	2
1.2	Reduce / Enlarge	
1.3	Original Type	
1.4	2 Sided Copying	3
1.5	Output Finishing	
1.6	Image Shift	
1.7	Edge Erase / Copy All	
1.8	Book Copying	
1.9	Transparency Separators	
1.10	Multi-Up	4
1.11	Mixed Size Originals	
1.12	Negative Image	5
1.13	Mirror Image	
1.14	Image Repeat (name card)	
1.15	IC Printing	6
1.16	Covers ( front cover only)	
1.17	Booklet Creation ( only on dc 506/606/706 )	7



**Service : 6766-8888 ( press 1 )**

**Serial Nos : .....**

THE DOCUMENT COMPANY  
**FUJI XEROX**

## **COPY MODE**

The above model is classified into 4 different folders.

There are :

- Basic Features** :- Allows you to select paper supply,R/E %, 2 sided and Output Finishing.
- Customised Features** :- lighter/darker, book copying, multi-up, mixed size, etc
- Features Menu** :- All features available in the machines.
- Stored Jobs** :- Allows you to store jobs that are frequently used.

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

## **FEATURES**

### **1. Paper Supply**

- Tray 1 - B5 to A3 Max 2 reams.
- Tray 2.1 - B5 to A3 Max 100 sheets
- Tray 2.2 - B5 to A3 Max 100 sheets
- Tray 2.3 - B5 to A3 Max 100 sheets.
- Tray 3/4 - B5 to A3 Max 1 ream.
- Tray 5(Bypass) - A6 to A3 Max 50 sheets (only available on DC506/606/706)
  - Paper Type : Plain ( 64-220gsm ), Transparency
- Tray 6 (HCF) - 3600 sheets

### **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. Original 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.

#### 4. 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.

#### 5. Output

- Collated - Sort document into offset in/out sequence set.
- Uncollated - Document with the same page will be stacked together.
- Finishing - Option to select staple / hole-punch

#### 6 .Image Shift

Auto Centre, Corner Shift , Variable Shift: right, left, top and bottom.

Max 50mm

#### 7. Edge Erase/Copy All

- Able to erase - Top and Bottom Edges.
- Left and Right Edges.
- Centre erase (i.e. Book)

#### 8.Book Copying

- 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**

#### 9. Transparency Separators

Used to copy transparency

- No Separators - Transparency only
- Blank Separators - Transparency with blank paper
- Blank Separators & N Sets - Transparency with hard copy

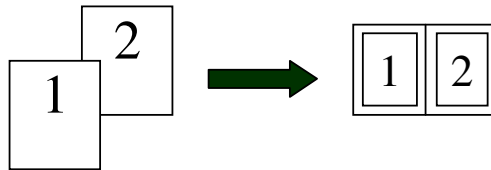
Note : Please load transparency on the bypass tray

## 10. Multi-Up

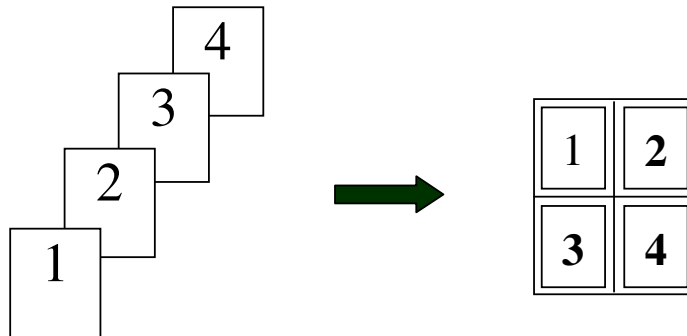
Used to copy 2, 4 or 8 document on one side.

- 2 Up
- Place 2 or more A4 paper portrait on the document feeder
  - Select Multi-up / (N up)
  - Select 1 up / 2 up / 4 up / 8 up
  - Press **START**

Output as follows : (2 up)



Output as follows : (4 up)



## 11. 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)

## 12. Negative Image

- Touch **Next Page**
- Touch **Negative Image**
- Select **On**
- Press **Save**
- Press **Start**

## 13. Mirror Image

- Touch **Feature Menu**
- Touch **Next Page**
- Touch **Mirror Image**
- Select **On**
- Press **Save**
- Press **Start**

## 14. Image (name card) Repeat

- Place name card on platen glass
- Touch **Feature Menu**
- Touch **Paper Supply**
- Select **A4**
- Press **Save**
- Touch **Original Size**
  
- Enter X/Y axis using the scale on platen glass
- Press **Save**
- Touch **Next Page**
- Touch **Repeat Image**
- Select **On**
- Enter paper long ( 1 – 6 )
- Enter paper short ( 1- 6 )
- Press **Save**
- Press **Start**

## 15. IC Printing

Note: \* this list of function can be program or store in the Store Job List.

- Touch **Features Menu**
- Touch **Next Page**
- Touch **Booklet Creation**
- Touch **Left Bind**
- Touch **Originals / Image Order**
- Press **Last Originals as Back Cover**
- Press **Save** (2 times)
- Touch **Previous Page**
- Touch **Original Size**
- Select **A5**
- Press **Save**
- Touch **Paper Supply**
- Select **A4** (Landscape Only)
- Press **Save**
- \* Press **Store Jobs**
- Press **Store Current Selections** (e.g. 1)
- Enter **Job Name** (Name the job, e.g. IC)
- Press **Save**
- Press **Close**

## 16. Covers

- Place originals on the document feeder
- Touch **Output Format**
- Touch **Next Page**
- Select **Front Cover**
- Select desire paper tray for covers and body page
- Press **Save**
- Press **Start**

### 17. Booklet Creation (Only available in DC506/606/706)

- Sheets of A4 can be reduced and form a booklet.
- Place originals A4 document portrait on the document feeder
- Select **Feature Menu**
- Select **Next Page**
- Select **Booklet Creation**
- Select **Left Bind**
- Select **Originals Image Order**
- Enter original sided **1 Sided or 2 Sided**
- Touch **Save**
- Touch **Save**
- Press **Basic Copying**
- Select desire paper size A3 or A4 (must be landscape paper)
- Press **Start**

© *All Rights Reserved*

*This Quick Reference guide may not be reproduced, in full or in part, and in any form or by any means, electronic or mechanical, including photocopying without the written permission of Fuji Xerox Singapore Pte Ltd.*