

QUICK REFERENCE GUIDE

DC286/236

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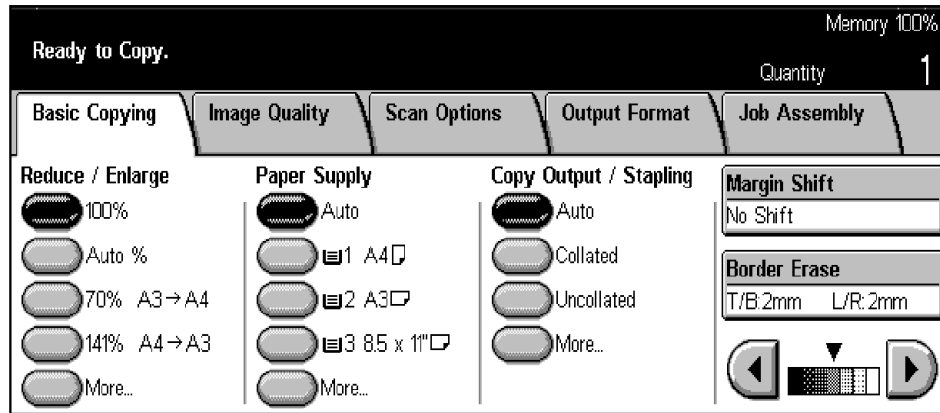
Service : 6766-8888 (press 1)

Serial Nos :

THE DOCUMENT COMPANY
FUJI XEROX

COPIER

Basic Copying Screen



Reduce / Enlarge %

- Steps
1. Load Document
 2. **<Reduce / Enlarge>**
 3. **More**
 4. **Variable %**
 5. Enter desire %
 6. Press **Start**

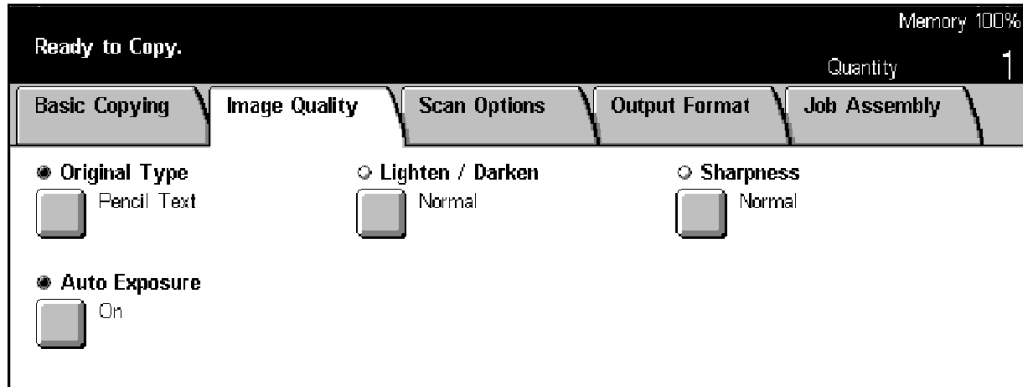
Odd Size Original to A4

- Steps
1. Load Document on platen glass
 2. **Scan Options**
 3. **Original Size**
 4. Input the X/Y axis using the measurement scale
 5. Press **Save**
 6. **Basic Copying**
 7. **Reduce / Enlarge**
 8. Select Auto %
 9. **Paper Supply**
 10. Select A4
 11. Press **Start**

Stapling – Optional feature (max 50 sheets)

- Steps
1. Load Document
 2. **<Copy Output / Stapling>**
 3. **More**
 4. Select the desire staple position
 5. Press **Start**

IMAGE QUALITY SCREEN



Original Type

Steps

1. Load Document
2. <Image Quality>
3. <Original Type>
4. Select desire mode : Text, Photo Text, Photo or Pencil Text
5. Press **Save**

Lighten / Darken

Steps

1. Load Document
2. <Image Quality>
3. <Lighten / Darken>
4. Select desire copy density
5. Press **Save**

SCAN OPTIONS SCREEN

Ready to Copy.			Memory 100%
			Quantity 1
Basic Copying	Image Quality	Scan Options	Job Assembly
<input type="radio"/> 2 Sided <input type="checkbox"/> 1 → 1 Sided	<input type="radio"/> Bound Originals <input type="checkbox"/> Off	<input type="radio"/> 2 Sided Book Copy <input type="checkbox"/> Off	1
<input type="radio"/> Original Size <input type="checkbox"/> Auto Size Detect	<input type="radio"/> Mixed Size Originals <input type="checkbox"/> Off	<input type="radio"/> Border Erase <input type="checkbox"/> T/B: 2mm <input type="checkbox"/> L/R: 2mm <input type="checkbox"/> Ctr: 0mm	2

Single sided to Double Sided Copying

- Steps
1. Load Document
 2. <Scan Options>
 3. <2 Sided>
 4. Select **1 → 2**
 5. Press **Start**

Double Sided to Double Sided Copying

- Steps
1. Load Document
 2. <Scan Options>
 3. <2 Sided>
 4. Select **2 → 2**
 5. Press **Start**

Double Sided to Single Sided Copying

- Steps
1. Load Document
 2. <Scan Options>
 3. <2 Sided>
 4. Select **2 → 1**
 5. Press **Start**

OUTPUT FORMAT SCREEN

Ready to Copy.			Memory 100%
Quantity			1
Basic Copying	Image Quality	Scan Options	Output Format
<input type="radio"/> Booklet Creation <input type="checkbox"/> Off	<input type="radio"/> Covers <input type="checkbox"/> No Covers	<input type="radio"/> Transparency Separators <input type="checkbox"/> Off	1
<input type="radio"/> Multiple-Up <input type="checkbox"/> 1 Up	<input type="radio"/> Poster <input type="checkbox"/> Off	<input type="radio"/> Repeat Image <input type="checkbox"/> Off	2

Booklet Creations

- Steps
1. Load Document
 2. **<Output Format>**
 3. **<Booklet Creation>**
 4. Choose **left bind**
 5. Select 1 or 2 sided
 6. Press **Save**
 7. Select **<Basic Copying>**
 8. Select Paper Tray : A4 or A3 (landscape only)
 9. Press **Start**

Covers

- Steps
1. Load paper for the cover in any trays
 2. Load Documents
 3. **<Output Format>**
 4. **<Cover>**
 5. Select front cover or front/back covers
 6. Select printed covers : On or Off
 7. Select paper trays for body page and cover
 8. Press **Start**

Transparency Separator

- Steps
1. Load transparencies in Tray 5 (Bypass Tray)
 2. Load Documents
 3. **<Output Format>**
 4. **<Separators>**
 5. Select Options : Off, Blank Separators, Blank Separators + N sets or No Separators + N sets
 6. Press **Start**

Multiple Up

(Combine 2 or 4 pages onto 1 sheet of paper)

- Steps
1. Load Documents
 2. **<Output Format>**
 3. **<Multiple Up>**
 4. Select **2 Up, 4 Up or 8 Up**
 5. Select the required layout order
 6. Press **Start**

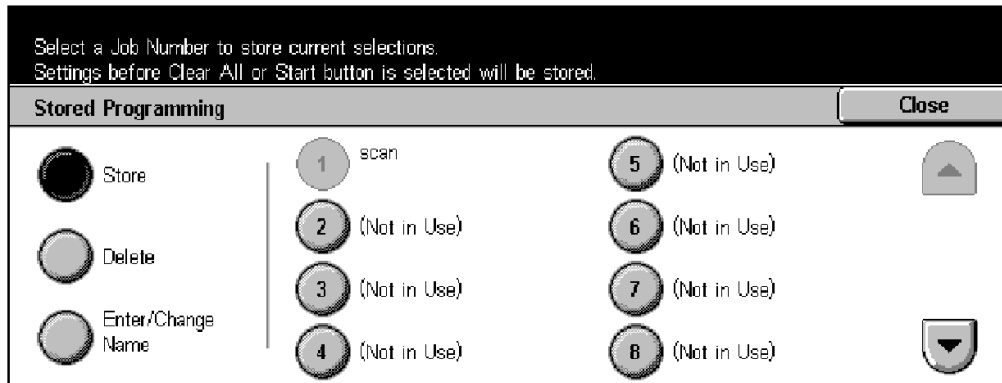
Poster

- Steps
1. Load document on the platen glass
 2. **<Output Format>**
 3. **<Poster>**
 4. Select Output Size
 5. Select desire output size
 6. Select **Paper Tray**
 7. Press **Start**

Repeat Image

- Steps
1. Load Document
 2. **<Output Format>**
 3. **<Repeat image>**
 4. Select **Auto Repeat**
 5. Press **Save**
 6. **<Scan Options>**
 7. **<Original Size>**
 8. Enter the X/Y axis using the measuring scale on platen glass
 9. Press **Save**
 10. **<Basic Copying>**
 11. Select the **Paper Supply** : A4, A3
 12. Press **Start**

STORED PROGRAMMING SCREEN



Stored Programming

IC Printing

Steps

1. **All Services** in menu screen
2. **<Setup Menu>**
3. **<Stored Programming>**
4. **Store**
5. Select desire nos (1 – 40 jobs)
6. **<Copy mode>**
7. **<Output Format>**
8. **<Booklet Creation>**
9. Left Bind
10. Press Save
11. **<Scan Options>**
12. **<Bound Originals>**
13. Left to Right page
14. Press Save
15. **<Original Size>**
16. Select A3
17. Press Save
18. **<Image Quality>**
19. **<Original Type>**
20. Text and Photo mode
21. Press Save
22. **<Basic Copying>**
23. Paper Supply – A4 landscape only
24. Press Save
25. **<Reduce/Enlarge>** – 100 %
26. Clear All (yellow button on the right)

To Retrieve Stored Jobs

Steps

1. Select the desire Memory buttons (**M01 –M020**) buttons on the right hand side of machine.

FACSIMILE / INTERNET FAX

Basic Features Screen

Enter Fax No. or E-mail Address. (Use C to cancel entry.)		Memory 100%	
To: <input type="checkbox"/> iFax		<input type="button" value="Next Recipient"/>	
Basic Features	Image Quality	Scan Options	Send Options
On-hook/Others			
<input type="checkbox"/> iFax/Fax	2 Sided Originals	Original Type	Resolution
<input type="checkbox"/> Address Book	<input checked="" type="radio"/> 1 Sided	<input checked="" type="radio"/> Text	<input checked="" type="radio"/> Standard
<input type="checkbox"/> Keyboard	<input type="radio"/> 2 Sided (H to H)	<input type="radio"/> Text & Photo	<input type="radio"/> Fine
	<input type="radio"/> 2 Sided (H to T)	<input type="radio"/> Photo	<input type="radio"/> Superfine (400dpi)
	<input type="radio"/> More...		<input type="radio"/> Superfine (600dpi)

Manual Dialing

- Steps
1. Load Document
 2. Dial the fax number using the keypad
 3. Press **Start**

Speed Dialing

- Steps
1. Load Document
 2. Select the relevant one touch speed dial key (001-070) or
Select desire remote from the Address Book
 3. Press **Start**

Manual Broadcasting

- Steps
1. Load Document
 2. Dial the fax number
 3. Press **<Next Recipient>** on the fax screen
 4. Dial the next number (maximum 200 recipients)
 5. Repeat steps if require
 6. Press **Start**

Ifax Dialing

- Steps
1. Load Document
 2. Press **Fax/Ifax**
 3. Select **Keyboard**
 4. Enter E-mail address
 5. Press **Start**

SCAN OPTIONS SCREEN

Enter Fax No. or E-mail Address. (Use C to cancel entry.)		Memory 100%	Next Recipient
To:			
Basic Features	Image Quality	Scan Options	Send Options
On-hook/Others			
<input type="checkbox"/> 2 Sided Originals <input type="checkbox"/> 1 Sided	<input type="checkbox"/> Bound Originals <input type="checkbox"/> Off	<input type="checkbox"/> Scan Size <input type="checkbox"/> Auto Size Detect	
<input type="checkbox"/> Mixed Size Originals <input type="checkbox"/> Off	<input type="checkbox"/> Reduce / Enlarge <input type="checkbox"/> Auto %	<input type="checkbox"/> Stamp <input type="checkbox"/> Off	

Scan Options

2 Sided Originals

- Steps
1. Load Document
 2. <Scan Options>
 3. <2 Sided Originals>
 4. Press **Save**
 5. Dial fax nos
 6. Press **Start**

Mixed Size originals

- Steps
1. Load Documents (A3,A4 Or B serials)
 2. <Scan Options>
 3. <Mixed Size originals>
 4. Press **Save**
 5. Press **Start**

SEND OPTIONS SCREEN

Enter Fax No. or E-mail Address. (Use C to cancel entry.)		Memory 100%	Next Recipient
To:			
Basic Features	Image Quality	Scan Options	Send Options
On-hook/Others			
<input type="radio"/> Communication Mode <input type="checkbox"/> G3 Auto	<input type="radio"/> Priority Send/Delayed Start <input type="checkbox"/> Priority Send: Off <input type="checkbox"/> Delayed Start: Off	<input checked="" type="radio"/> Send Header <input type="checkbox"/> On	1
<input type="radio"/> Cover Note <input type="checkbox"/> Off	<input type="radio"/> iFax Comment(Mail Contents) <input type="checkbox"/> Off	<input type="radio"/> Report/Read Status <input type="checkbox"/> Report: Off <input type="checkbox"/> MDN: Off	2

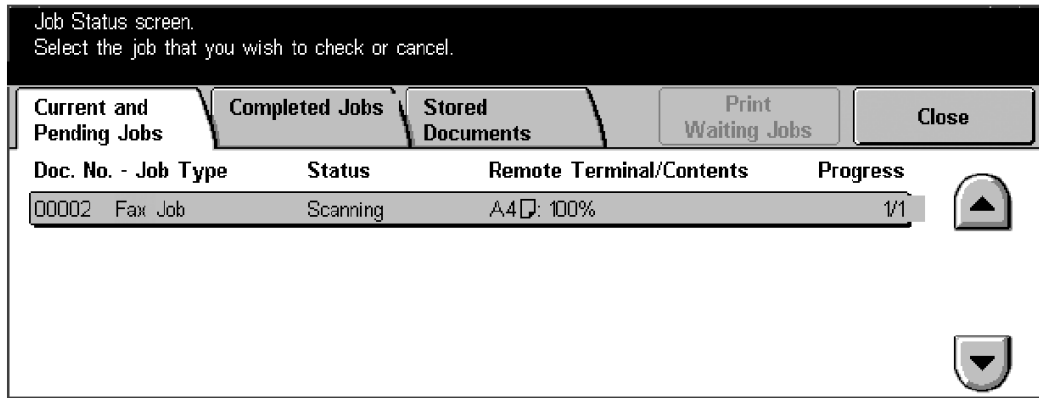
Delayed Start

- Steps
1. Load Document
 2. <Send Options>
 3. <Priority Send/Delayed Start>
 4. **On** - Delayed Start
 5. Press **Start Time**
 6. Enter the Hour and Minutes using the arrow
 7. Press **Save**
 8. Key in fax number
 9. Press **Start**

Transmission Report

- Steps
1. Load Document
 2. <Send Options>
 3. <Report/ Read Status>
 4. **On** - Transmission Report
 5. Press **Save**
 6. Key in fax number
 7. Press **Start**

JOB STATUS SCREEN

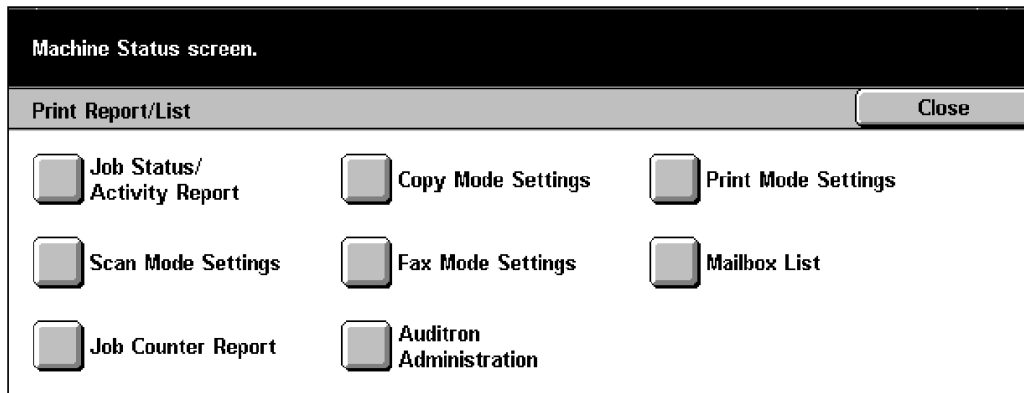


Cancellation of Transmission : Current Job / Pending Job

Steps

1. <Job Status>
2. Highlight desire Job
3. Press **Stop**

MACHINE STATUS SCREEN – Print Report



Activity Report

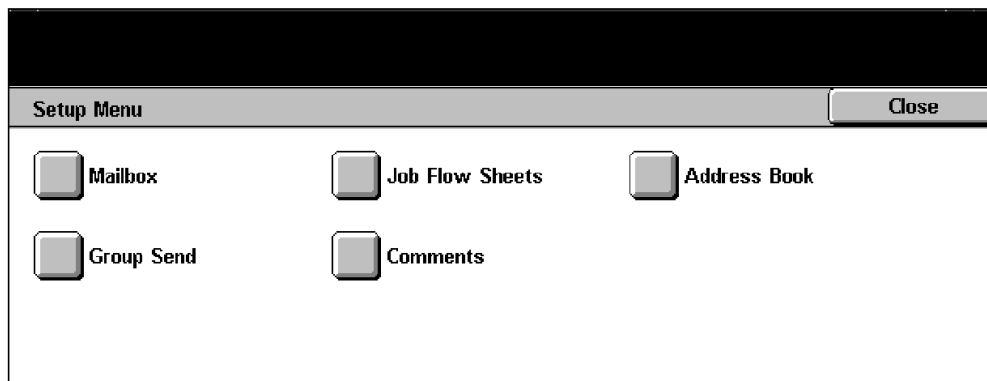
Steps

1. <Machine Status Screen>
2. <Billing Meter/Print Report>
3. Print Report/List
4. Job Status/Activity Report
5. Activity Report
6. Press **Start**

Printing of Address Book

- Steps
1. <Machine Status>
 2. <Billing Meters / Print Report>
 3. Print Report / List
 4. Fax Mode Settings
 5. Address Book
 6. Select desire speed dials to be printed (eg. 001-050)
 7. Press **Start**

SETUP MENU



Speed Dial Programming

- Steps
1. **All Services** in menu screen
 2. <Setup Menu>
 3. <Address Book>
 4. *Select a desire nos. (eg. 001 -500)
 5. Create / Delete
 6. < 1. Address Type >
 7. Change / Settings
 8. Select Fax, Ifax or Email
 9. Press **Save**
 10. <2. Fax number>
 11. Change / Settings
 12. Enter remote's fax number or email address
 13. Press **Save**
 14. < 3. Recipient name >
 15. Change / Settings
 16. Enter remote's company name
 17. Press **Save**
 18. < 4. Index >
 19. Change / Settings
 20. Key in the reference character of the company's name
 21. Press **Save**
 22. Repeat * or Press Close 2x to return to default screen

Delete Speed Dial

- Steps
1. **All Services** in menu screen
 2. **<Setup Menu>**
 3. **<Address Book>**
 4. Select a desire nos (eg. 001 – 500) to be deleted
 5. Create / Delete
 6. Delete All Settings
 7. Press Yes
 8. Press **Close 2x**

Group Dial Programming

- Steps
1. **All Services** in menu screen
 2. **<Setup Menu>**
 3. **<Group Send>**
 4. Select a desire group number (# 01 - # 50)
 5. Create / Delete
 6. Enter a 3 digit speed dial number (eg. 001), then touch Add
 7. Repeat this step for each location
 8. Press **Save**
 9. Press **Close 2x** to return to default screen

Delete a Group Dial

- Steps
1. **All Services** in menu screen
 2. **<Setup Menu>**
 3. **<Group Send>**
 4. Select a desire group number (# 01 - # 50)
 5. Create / Delete
 6. Enter a 3 digit speed dial number (eg. 001), then touch Delete
 7. Repeat this step for each location
 8. Press **Save**
 9. Press **Close 2x** to return to default screen

Setup Mailboxes

- Steps
1. **All Services** in menu screen
 2. **<Setup Menu>**
 3. **<Mailbox>**
 4. Select desire mailbox nos (001-200)
 5. Create / Delete
 6. Key in password xxxx (4-32 characters) or Press Confirm
 7. Press Confirm
 8. Mailbox name
 9. Create / Delete
 10. Key in User's name xxxx
 11. Press **Save**
 12. Press **Close 2x** to return to default screen

MACHINE STATUS SCREEN – Billing Meter

Machine Status screen.	
Billing Meter	Close
Serial Number	Current Meter Reading
992043	Meter 1: 2217
	Meter 2: 0
	Meter 3: 0
	Meter 4: 0

Billing Meter

- Steps
1. <Machine Status Screen>
 2. <Billing Meter/Print Report>
 3. Billing Meter

Meter 1

Displays the total number of pages processed for all services.

Meter 2

Displays the total number of pages processed for the Copy service.

Meter 3

Displays the total number of pages scanned for the Fax service.

Meter 4

Displays the total number of pages processed for the Print service.

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