

QUICK GUIDE

DC C250 / C360 /

C450



Online Support: www.fujixerox.com.my/support

Website : <http://www.fujixerox.com.my>

Thank you for purchasing the Fuji Xerox Document Centre C3000. This Quick Guide will provide you with the normal operating procedures, maintenance and precautions.

For details about copying and faxing features please refer to the User Guide (Copier) and the User Guide (Facsimile).

For details about printing and scanning features please refer to the User Guide (Printer/Scanner).

The philosophy and objective of the training is to guide users in taking advantage and the best possible way in utilizing the machine.

Always set the Fuji Xerox printer device as a default and gain full benefits from it :

1) Capture Attention

- Color emphasizes critical information and conveys a sense of professionalism
- Color increases reader's attention and recall by 82%
- Color gains readership by 80%
- Color makes an impressions that is 39% more memorable
- Telephone listings printed in color can increase response by 44%
- People are 55% more likely to pick up full color piece of mail first.

2) Enhance Productivity

- Color reduces search time by as much as 80%
- Color educes errors by 80%
- Information can be located 70% faster if it is in color
- Document sorting improves by 15% when highlight color is used
- Highlight color improves search time by 39% compared to using different fonts
- Color can increase payment response by up to 30%
- People are 2.5% more likely to pay the full amount when it's shown in color

3) Improve Communication

- Color increases comprehension by as much as 73%
- Color increases learning and retention by 78%
- Color can boost survey participation by 80%
- Reader comprehension has been found to be 14% better with highlight color than bold text
- Color increases motivation by 80%

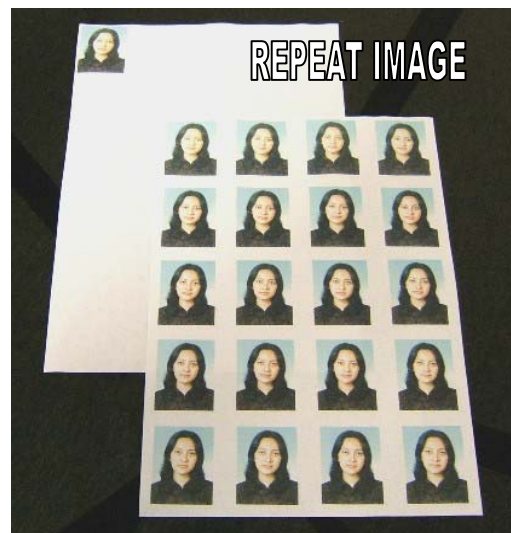
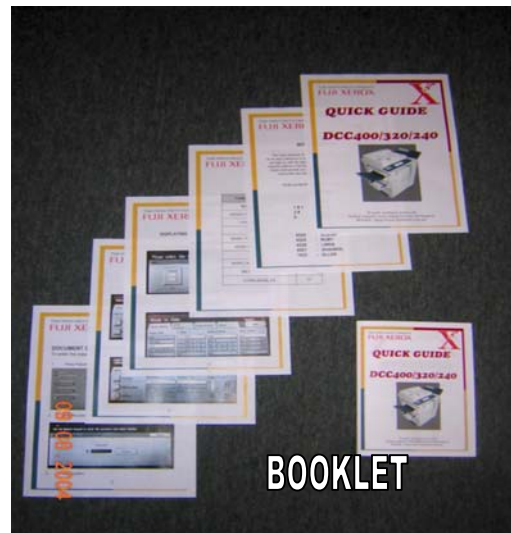
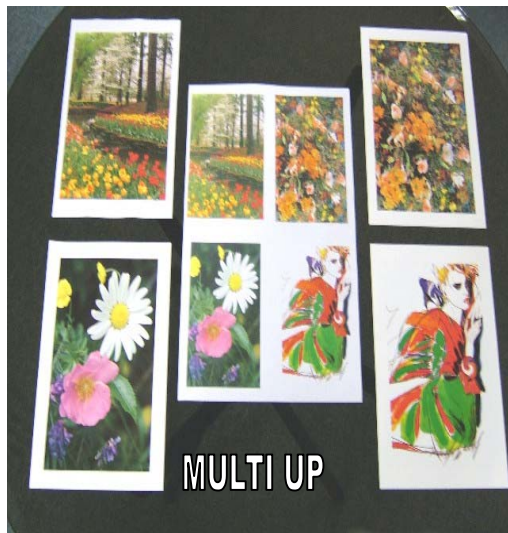
4) Boost Sales

- Color helps sell up to 80% more
- Color can improve brand recognition by up to 80%

5) Reduce color print cost..

- Printing color on Fuji Xerox printers is cheaper than printing on inkjet printers
- Fuji Xerox printing cost for A4 and A3 is the same

COLOR APPLICATIONS



INTRODUCTION

The main objective of compiling this Quick Guide is to serve as an easy reference to customers. We understand customers are tight up with daily schedules and can only learn up limited machine feature in the training sessions. Thus, we hope this Quick Guide will provide you with all the essential feature should you encounter any operation problems with the machine.

Kindly contact the following number :

For General Service & Supplies
Toll Free : 1-300-88-1163

Or

To contact us kindly email to us at:

mysallcto@mys.fujixerox.com

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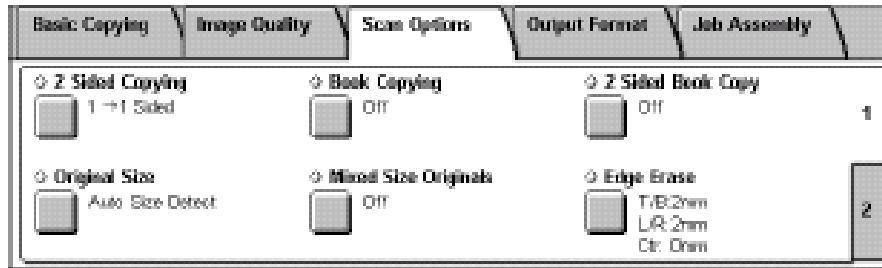
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Online Service & Support Request

Online Support Assistant

Section A: COPY



2-Sided Copying

- Steps:
1. Load document on feeder
 2. Goto [Scan Options Tab]
 3. Select required options:

1 → 1 Sided

Makes a copy of a 1 sided document on one side of the paper.

1 → 2 Sided

Makes a copy of a 1 sided document on both sides of the paper.

2 → 2 Sided

Makes a copy of a 2 sided document on both sides of the paper.

2 → 1 Sided

Makes a copy of a 2 sided document on one side of the paper.

4. Press Start

IC Copy – 2 methods

I.) Copy IC both sides on the same page

1. Goto [Basic Copying Tab] – Select A4 Paper (Portrait) – Press Save
2. Goto [Image Quality Tab] – Select Original Type: Text/Photograph – Press Save
3. Put IC onto platen glass (Top Left corner) and press Start
4. Take the printed copy and load it to Tray 5 (Bypass)
(Note: Do not change paper order)
5. Open the Cover and Flip IC to the opposite point of A4, press Start

II.) Copy IC both sides front and back page

1. Goto [Basic Copying Tab] – Select A4 Paper (Portrait) – Press Save
2. Goto [Image Quality Tab] – Select Original Type: Text/Photograph – Press Save
3. Goto [Scan Options Tab] – Select 2 Sided – Change to 1 → 2 – Press Save
4. Load the first side of your IC onto platen glass (Top Left corner) and press Start
5. Open the Cover and Flip IC to the opposite point of A4, press Start

Reduce/ Enlarge

(Allows to select/specify the reduction/enlargement ratio within range of 25 - 400%)

- Steps:
1. Load document on feeder
 2. Goto [Basic Copying Tab]
 3. Select Reduce / Enlarge
 4. Select copy ratio
 5. Select Save
 6. Press Start

◆ 100%

Copies are made at the same size as the original document.

◆ Auto%

The copy ratio is automatically set based upon the document and paper sizes, and the document is copied to fit in the selected paper.

◆ Presets % (7 Types)

Select from among 7 preset ratios.

◆ Variable %

You can enter any ratio for copying. Set the ratio within the range from 25 to 400% in 1% increments.

Finishing

(Allows to sort copy outputs collated or uncollated)

- Steps:
1. Load document on feeder
 2. Goto [Output Format Tab]
 3. Select Finishing
 4. Select required options
 5. Select Save
 6. Press Start

◆ Auto

Copies are output collated

◆ Collated/Stapling/Punching

The machine can output sheets sorted into sets that are arranged in page order.

◆ Uncollated

The machine can output the specified number of copies and sort sheets by page

Edge Erase

(To erase shadows/unwanted marks e.g. hole punch from edges or centre of page)

- Steps:
1. Load document on feeder
 2. Goto [Scan Options Tab]
 3. Select Edge Erase
 4. Change the default from Normal to Edge Erase
 5. Use the arrow up or down button to set the amount of area to be erased
 6. Select Save
 7. Press Start

Margin Shift

(Allows to change the position of the image on an output page)

- Steps:
1. Load document on feeder
 2. Goto [Scan Options Tab]
 3. Select Image Shift/Variable Shift
 4. Select any items for image shift options
 - Auto Center; Corner Shift or Variable Shift
 5. Select Save twice
 6. Press Save

Bound Original

(To copy bound documents using document glass into 2 separate pages)

- Steps:
1. Open and place book at top left on the platen glass
 2. Goto [Scan Option Tab]
 3. Select Book Copying
 4. Select required option
 - Left Page then Right OR Right Page then Left
 5. Select Save
 6. Press Start

Multi-up

(To copy 2, 4 or 8 documents onto 1 sheet of paper. Document Centre will automatically reduce/enlarge the images)

- Steps:
1. Load document on feeder
 2. Goto [Output Format Tab]
 3. Select Multiple-Up
 4. Select 2up, 4up or 8up
 5. Select required Image Order
 6. Select Save
 7. Press Start

Booklet Creation

(To print the images side by side on both sides of each pages in the correct order to make a booklet. Fold the copies in half and staple in the middle to create a finished booklet)

- Steps:
1. Load document on feeder
 2. Goto [Output Format Tab]
 3. Select Booklet Creation
 4. Select Left Bind/ Top Bind or Right Bind
 5. Select Save
 6. Goto [Basic Copying Tab]
 7. Select paper tray that contains of Landscape paper
 9. Press Start

Repeat Image + Original Size

(Print original image repeatedly on one sheet of paper)

- Steps:
1. Load document on platen glass
 2. Goto [Output Format Tab]
 3. Select Repeat Image
 4. Select Auto Repeat
 5. Select Save
 6. Goto [Scan Options Tab]
 7. Select Originals Size
 8. Set document size using left-right for value "X" and top-bottom for value "Y"
 9. Select Save
 10. Press Start

Section B: FAX

Keypad Dialing

(Direct Dialing using numeric Keypads)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Enter fax number using numeric keypad
 3. Press Start

One Touch Dialing

(Using Speed Dial Number for pre-programmed fax number)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Select Speed Dial number using One Touch Keypad
 3. Press Start

Dial Directory

(Search by pre-programmed Recipient's Name from the Address book)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Select Dial Directory
 3. Select Recipient's Name
 4. Press Start

Broadcast Send

(Transmitting fax to multiple destinations)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Enter Fax number using:
 - Numeric keypad
 - One Touch Dial Button
 - Speed dial
 3. Select Next Recipient to add new recipients.
 4. Repeat steps 2 - 3 until all numbers are entered.
 5. Press Start

Note: Max number of recipients specified at one time is as follow:

- using numeric keypad : 200 locations
- using address number : 500 locations
- using numeric keypad + address number : 699 locations.

Programming Fax Address Book (*Speed Dial*)

- Steps:
1. Select All Services Screen
 2. Select Setup Menu - Select Address Book
 3. Select an Address Number (e.g 001, or 002..[not in use])
 4. Press [Create / Delete]
 5. Select Address Type – Press [Change Settings]
 6. Select Fax option - Press Save
 7. Select item Fax Number - Press [Change Settings]
 8. Enter Fax Number - Press Save
 9. Select item Recipient Name - Press [Change Settings]
 10. Key in Recipient Name - Press Save
 11. Select item Index - Press [Change Settings]
 12. Enter a single alphanumeric character - Press Save
 13. Press Save to save current entry
 14. Repeat Step 3 to Step 13 to add new numbers -or-
Press Close to Exit Setup Address Book

Programming Group Send

(Max 50 Groups containing 20 addresses can be registered)

- Steps:
1. Select All Services Screen
 2. Select Setup Menu - Select Group Send
 3. Select a Group Number (e.g. #01; #02..)
 4. Press [Create/Delete]
 5. Use numeric keypad to enter the 3-digit Address number (e.g 001) and Press [Add]
 6. Repeat Steps to continue registering fax number into the group
 7. Press Save to Exit Setup Group Send Menu

Transmission Report

(To activate transmission report option in order to print a delivered/undelivered report after transmission)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Enter fax number
 3. Go to Send Option Tab - Select Transmission Report
 4. Select On and press Save
 5. Press Start

* A transmission report is automatically printed when the transmission completes.

2-sided Originals

(transmitting both sides of documents automatically)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Enter fax number
 3. On the Basic Features Tab - Select 2-sided Originals
 4. Select the required option (H to H / H to T)
 5. Press Save
 6. Press Start

On-Hook Dialing

(Use this feature when using Manual Send or for troubleshooting line)

- Steps:
1. Load document(s) onto the Document Feeder
 2. Enter fax number
 3. On the On-Hook/Others Tab
 4. Select On-Hook (Manual Send/Receive) button
 5. Enter Fax Number and wait for connection.
 6. Press Start button once connected to transmit fax..
 7. Press Exit (Line Cut) button to hang up

How to Cancel A Fax Job

- Steps:
1. On the Control Panel of the machine
 2. Press [Job Status] Button
 3. Select the fax job to be cancel
 4. Press Stop button on the touch screen
 5. Press Exit

Section C: SCAN TO PC (FTP/SMB)

Scan to PC (FTP/SMB) – From Address Book

- Steps:
1. Press All Services button
 2. Select Scan to FTP/SMB
 3. Select Address Book
 4. Select Recipient Name
 5. Select Save
 6. Under [Basic Scanning Tab], select File Format
 7. Goto [Output Format Tab]
 8. Select File Name (example: PDF)
 9. Key in File Name
 10. Select Save
 11. Press Start

Section D: SCAN TO EMAIL

Email

- Steps:
1. Press All Services button
 2. Select Email icon
 3. Select Address
 4. Select Keyboard if no email address is programmed
 5. Close
 6. Press Start

Programme Address Book (for Email)

- Steps:
1. Select Setup Menu from the All Services menu
 2. Select Address Book
 3. Select Create/Delete
 4. Select an empty address number (Not In Use) and select
 5. Create/Delete
 6. Select **Address Type**
 7. Change Settings
 8. Select Email – Press Save
 9. Select Address – Change Settings
 10. Enter Email address – Press Save
 11. Select Recipient Name – Enter Recipient Name
 12. Press Save
 13. Close all screens

Section E: SCAN TO MAILBOX

Scan to Mailbox

(This feature scan and save document(s) on the machine mailbox an import/retrieve scanned documents using specific program.)

- Steps:
1. Press All Services button
 2. Select Scan to Mailbox
 3. Select your own Mailbox Number
 4. Goto [Scan Options Tab] to change optional settings:
 - Select 2 sided originals (Head to Head)
 - Select Scan Size
 - Select Reduce/Enlarge
 5. Goto [Output Format Tab]
 6. Select Document Name
 7. Key in Document Name
 8. Select Save
 9. Press Start

Retrieving / Importing Scanned Documents

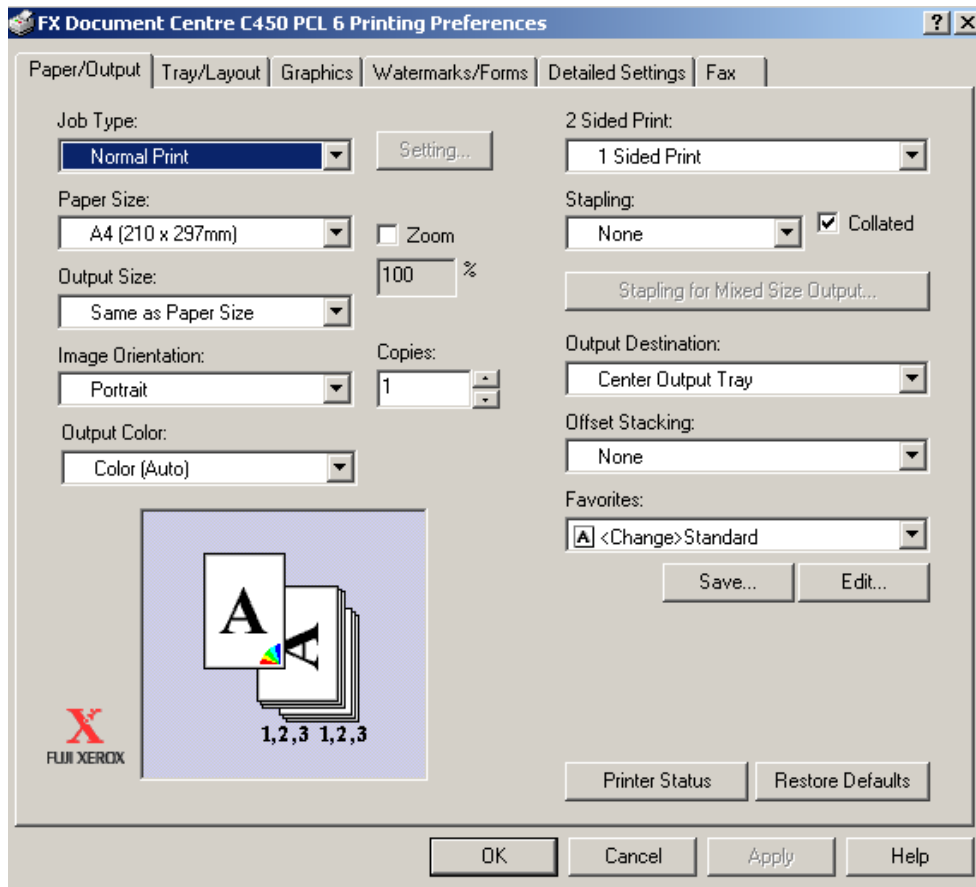
- Steps:
1. Go to START > PROGRAMS > FUJI XEROX > UTILITY > MAILBOX VIEWER2
 2. Identify the scanner (by printer name) and press Select Scanner button
 3. Enter your Mailbox Number into the text box (e.g. 1)
 4. Enter your 4-digit password (if any)
 5. Click on Open Mailbox button
 6. Click 'Import' to import the scanned file
 7. Select Close button once completed file transfer
 8. By default the Scanned documents are stored in *My Documents folder, Fuji Xerox, Network Scan*

Section F: PRINTING

Printing Job Types

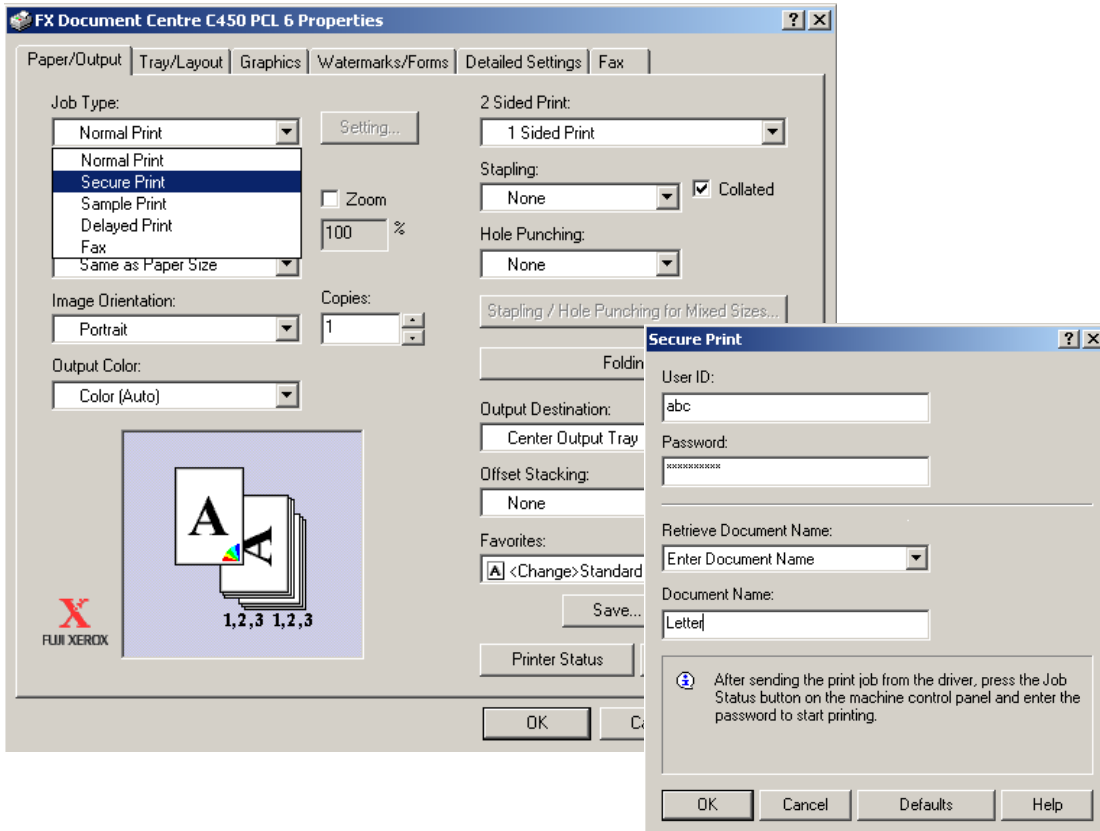
Main Features

1. Normal Print
To print documents from your PC as a normal print job
2. Secure Print
Allows you to set user ID and password for the document on your PC. When send for printing, it temporary stores the documents on the machine and only prints out when you select your user ID and password on the physical machine
3. Sample Print
Before printing multiple sets of a document, you may print one sample set for trial before proceeding the next sets
4. Delay Print
Allows you to print your documents at a specific time



Normal Print

- Steps :
1. Go to File, Select Print
 2. Select Printing Preferences
 3. Under Job Type, Select Normal Print
 4. Select OK

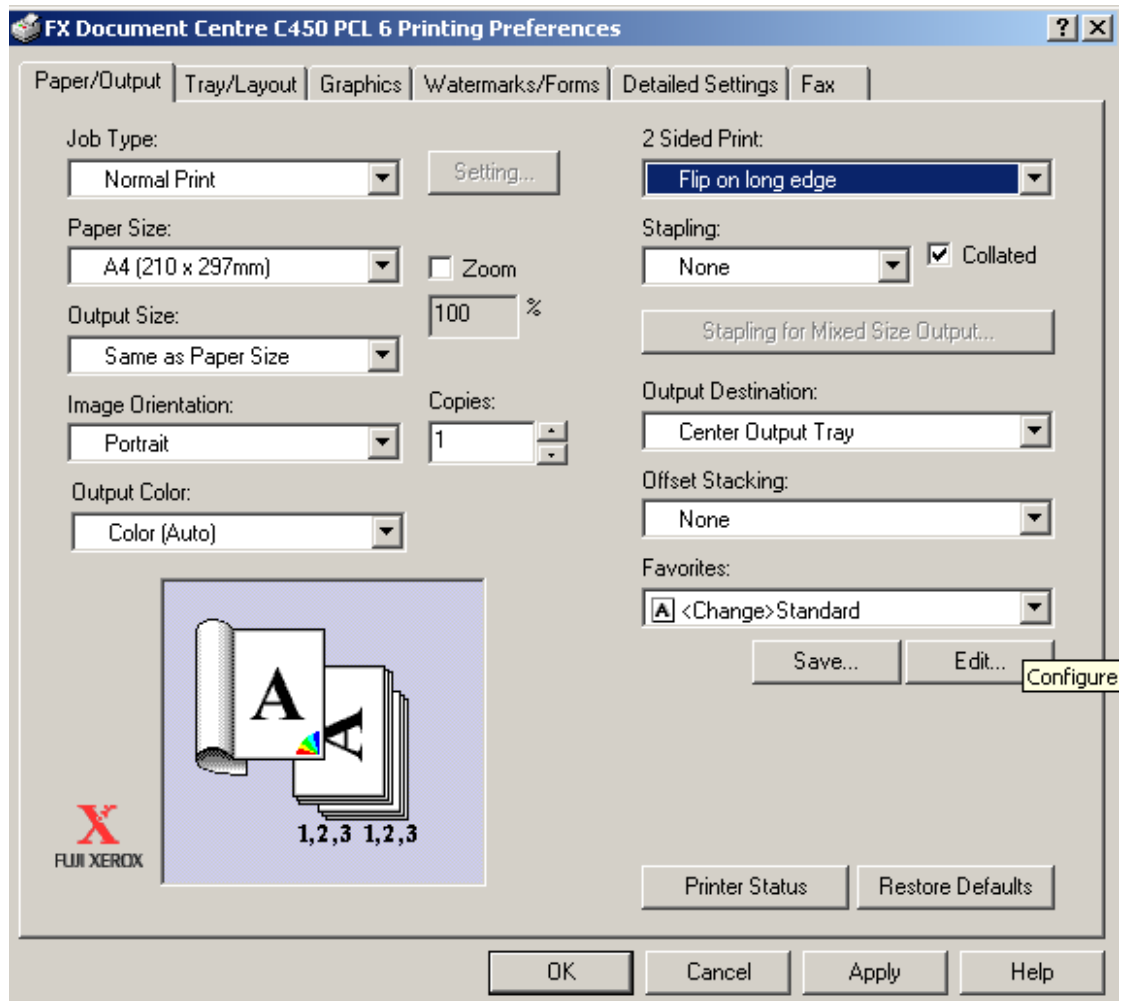


Secure Print

- Steps :
1. Go to File, Select Print
 2. Select Printing Preferences
 3. Under Job Type, Select Secure Print
 4. Under Secure Print Message Box, key in:-
 - User ID
 - Password
 - Document Name

Secure Print (Document Retrieval)

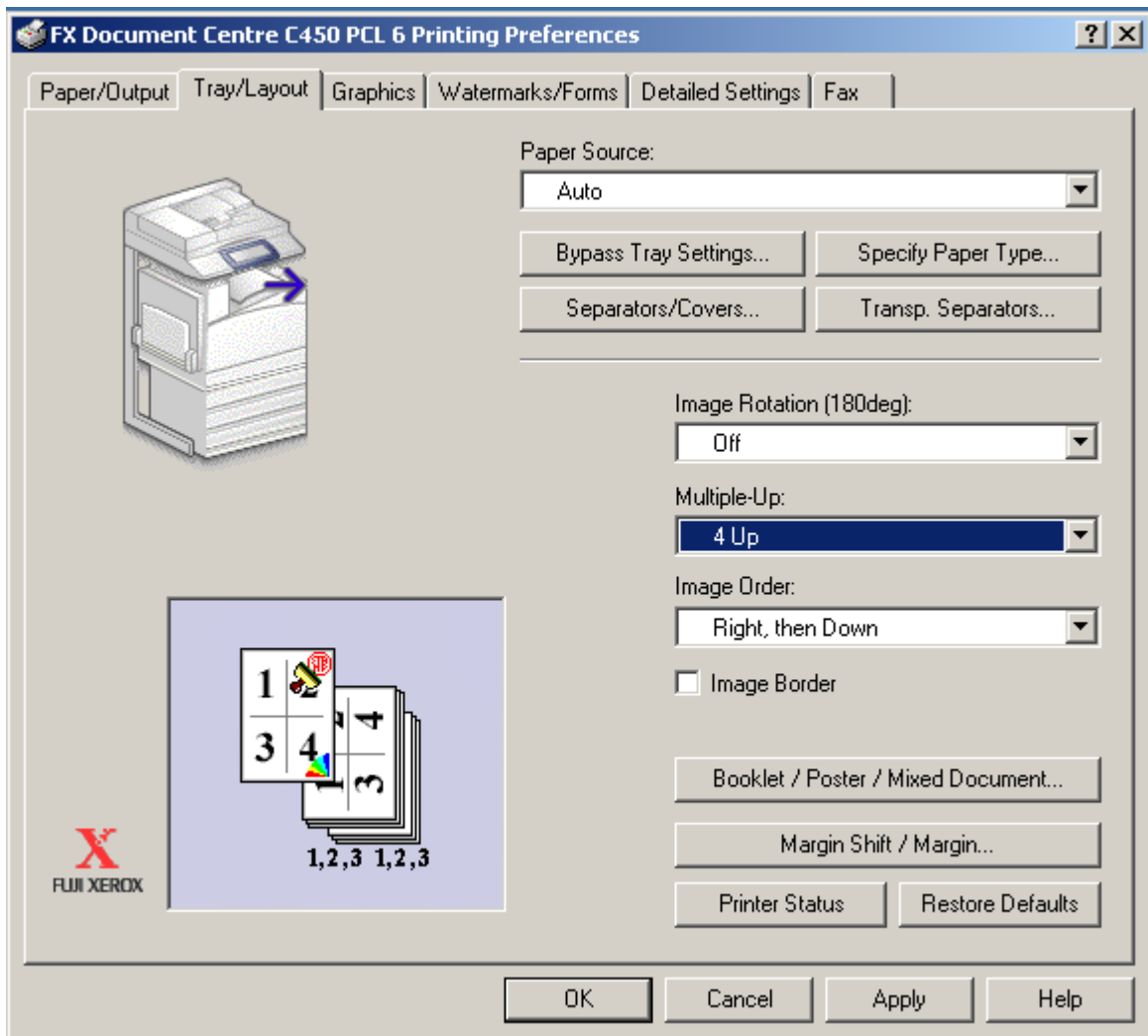
- Steps:
1. Select Job Status Button (at the machine)
 2. Click Stored Documents
 3. Select User ID
 4. Select Document List
 5. Key-in Password and Confirm
 6. Select Job and Print



2-sided Print

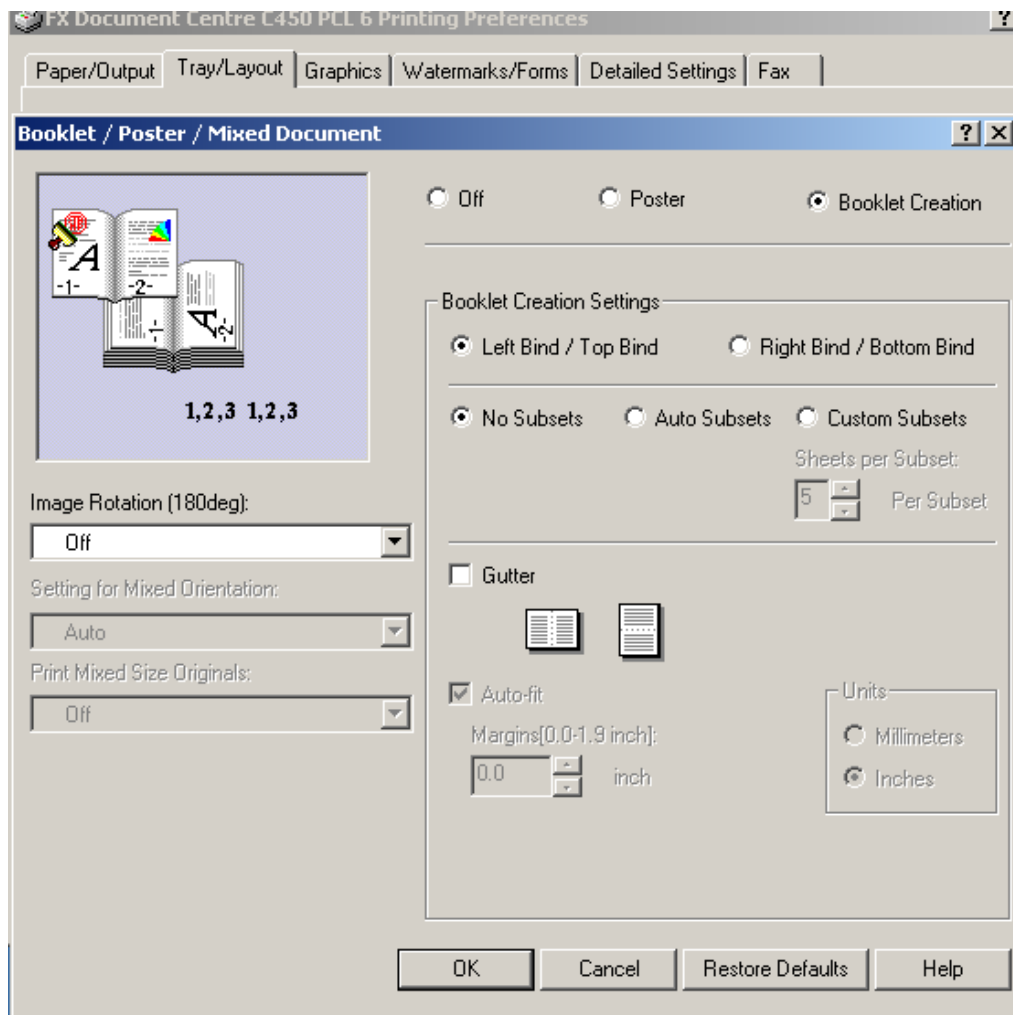
- Steps :
1. Go to File, Select Print
 2. Select Printing Preferences
 3. Under 2 Sided Print, Select Flip on Long Edge or Short Edge
 4. Select OK

Note: Flip on Long Edge is known as Head to Head
 Flip on Short Edge is known as Head to Toe



Multi-Up

- Steps :
1. Go to File, Select Print
 2. Select Printing Preferences
 3. Goto [Tray/Layout Tab]
 4. Select Multiple-Up (1Up to 32 Up)
 5. Select OK

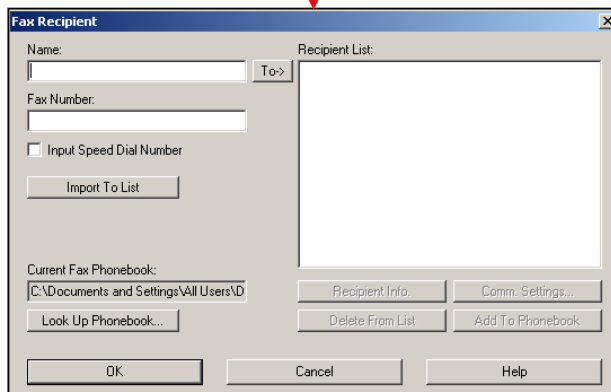
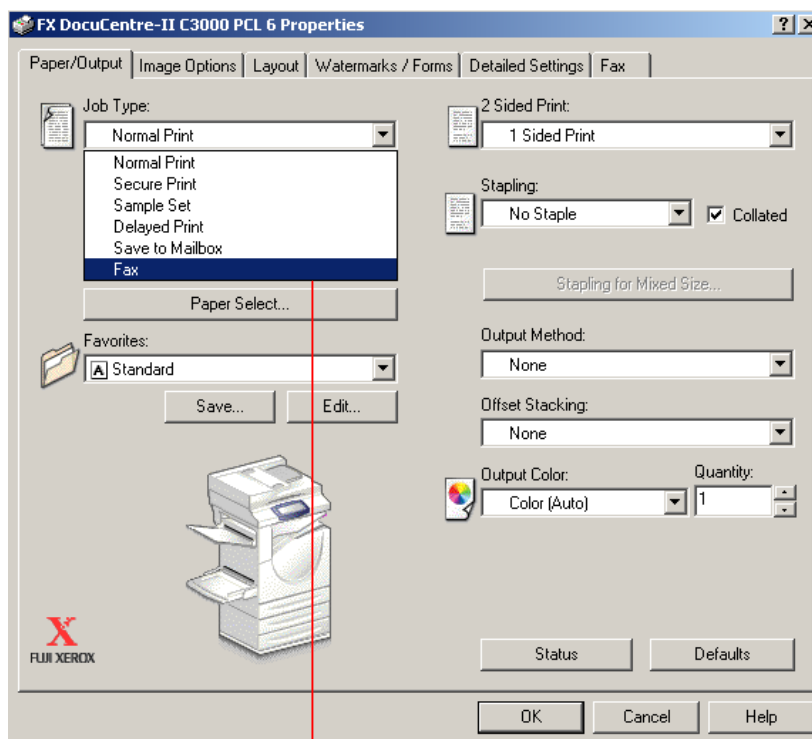


Booklet Printing

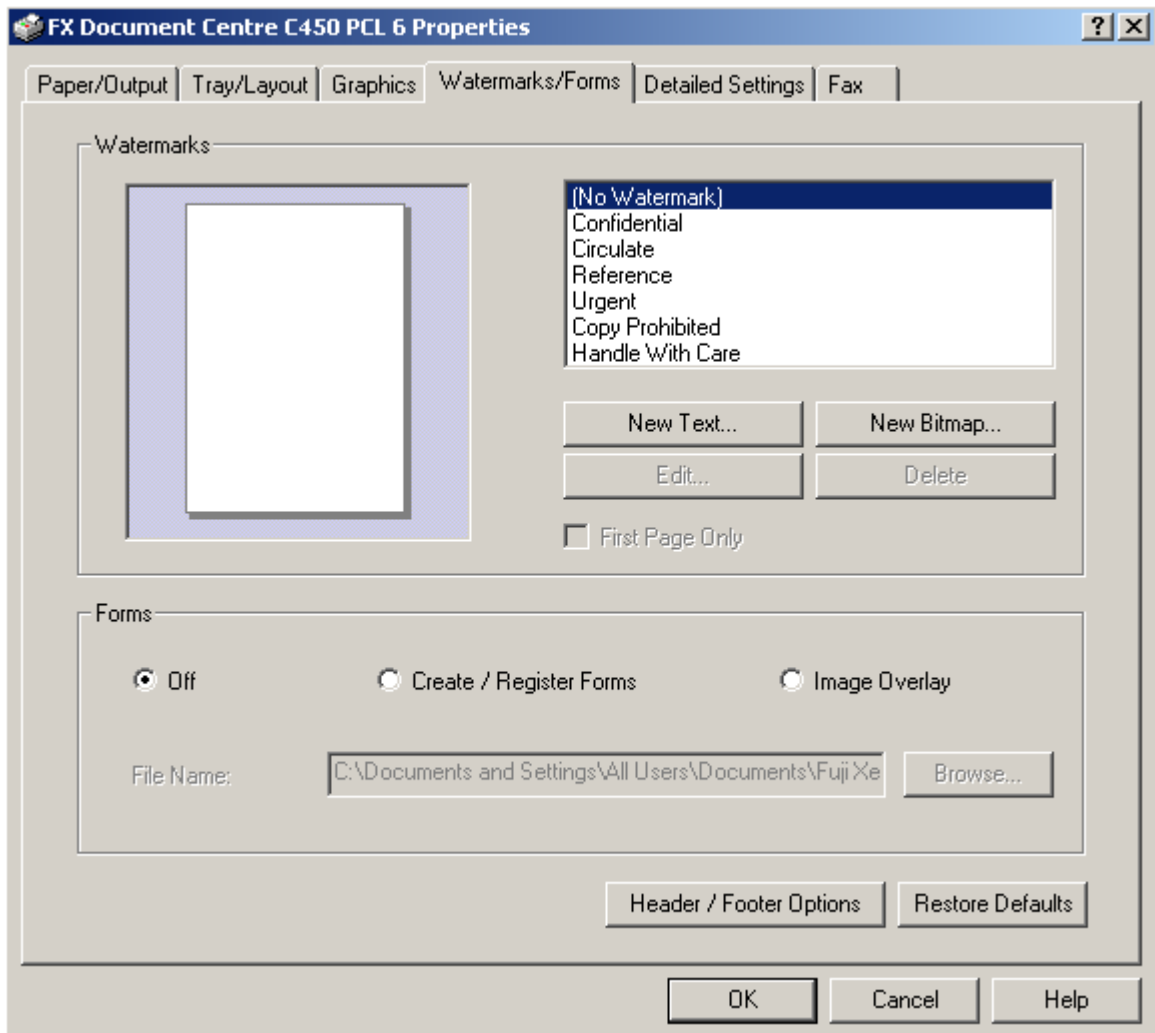
- Steps :
1. Go to File, Select Print
 2. Select Printing Preferences
 3. Goto [Tray/Layout Tab]
 4. Select Booklet/ Poster/ Mix Document/ Rotation
 5. Select Booklet Creation Option Button
 6. Select OK to the pop-up message box
 7. Select OK

PC Faxing

1. On your document, Select File Menu - Select Print
2. Select printer Document Centre 236/286 - Select printing Properties
3. On the Jobs Type list – Select FAX
4. Click OK on all open windows
5. The Fax Recipient dialog box appear.



6. Enter Recipient Name and Fax Number into the respective field
7. Press "To->" button.
9. Repeat step 8 & step 9 to add more recipients
10. Press OK
11. On the Fax Job Confirmation box, check Delayed Send (if necessary) or Click OK to proceed.



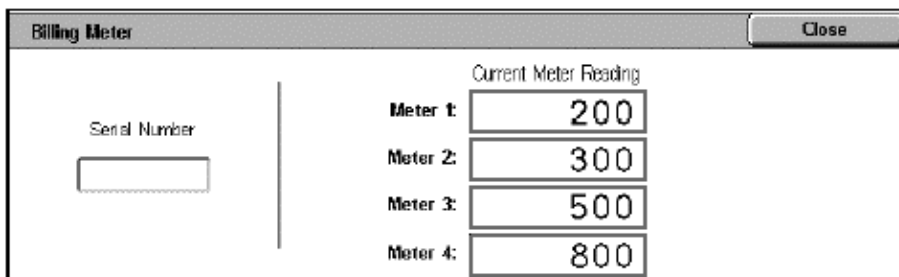
Watermarks

1. Go to File Menu of your document - Select Print
2. Select Document Centre 236 or 286
3. Select Printing Properties
4. Select Watermarks/Forms tab
5. Select Required Watermark (e.g Confidential / Copy Prohibited)
Or Click New Text to enter user defined text as required.
6. Click OK on all open windows

Section G: Maintenance

Check Meter Reading

1. Press machine Status Button
2. Select Billing Meter / Print Report tab
3. Select Billing Meter



The screenshot shows a window titled "Billing Meter" with a "Close" button in the top right corner. On the left side, there is a label "Serial Number" above an empty text input field. A vertical line separates this from the right side, which is titled "Current Meter Reading". Below this title, there are four rows, each with a label and a text input field containing a number:

	Current Meter Reading
Meter 1:	200
Meter 2:	300
Meter 3:	500
Meter 4:	800

Meter 1 : Number of full color copies + Number of full color prints

Meter 2 : Number of B/W copies + Number of B/W prints

Meter 3 : Number of large-size

Meter 4 : Meter 1 + Meter 2

Check Consumables

You can check the status of consumables in the [Consumables] screen. The status of consumables is shown as "Ready", "Replace Soon", or "Replace Now". For toner, the amount is shown in percentage (0 to 100%).

- Steps: 1. Press <Machine Status> button on the control panel
2. Select SuppliesTab
3. Press Close button once done

Machine Status	Billing Meter/ Print Report	Consumables	Faults	Close
		Consumables	Status	
		1. Yellow Toner (Y)	100% Full	▲ ▼
		2. Magenta Toner (M)	100% Full	
		3. Cyan Toner (C)	100% Full	
		4. Black Toner (K)	100% Full	
		5. Yellow Drum Cartridge (A4)	Ready	

Consumables Status Reminder!

REPLACE SOON

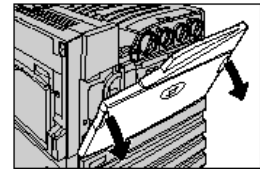
to Order New Cartridges

REPLACE NOW

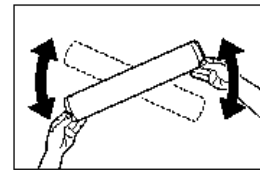
To Replace Immediately and Place New Order for Standby.

REPLACING TONER CARTRIDGES

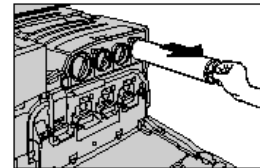
- 1 Make sure the machine has stopped before opening the front cover.



- 2 Turn the toner cartridge of the color indicated in the message anticlockwise to the unlocked position



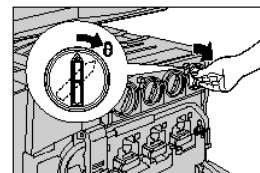
- 3 Remove the toner cartridge by gently pulling it towards you.



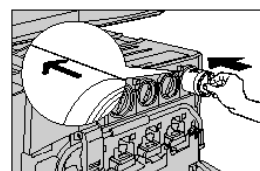
- 4 Prepare a new toner cartridge of the same color as the cartridge that you removed and gently tilt the cartridge 3 or 4 times up, down, left and right as shown in the figure on the right



- 5 Insert the toner cartridge as far as possible with the arrow (↑) on the cartridge facing upwards.



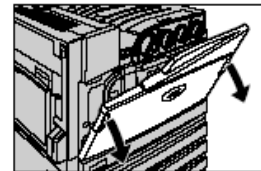
- 6 Turn the toner cartridge clockwise to the locked position.



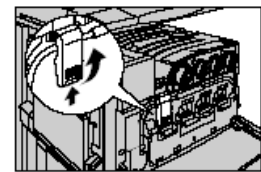
- 7 Close the front cover.

REPLACING DRUM CARTRIDGES

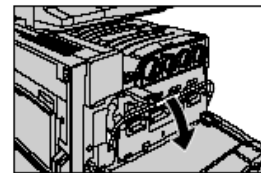
- 1 Make sure the machine has stopped before opening the front cover.



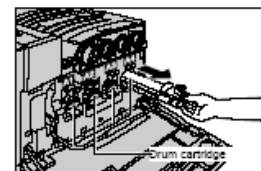
- 2 Lift up the stopper on the left side of the front of the machine while pressing the bottom of the stopper upwards



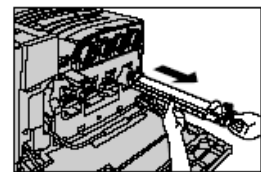
- 3 Pull down the handle



- 4 Grip the handle of the drum cartridge (A1, A2, A3, or A4) indicated in the message and gently pull out the cartridge



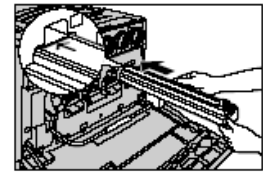
- 5 Pull out the drum cartridge while holding its underside as shown in the figure on the right



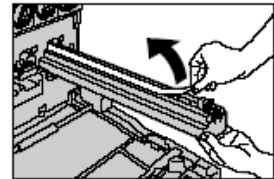
- 6 Remove the new drum cartridge from its box, then place the used drum cartridge into the supplied polyethylene bag and place it in the box

REPLACING DRUM CARTRIDGES

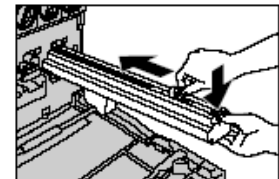
- 7 Place the new drum cartridge (with protective cover) on the handle, and insert the end of the drum cartridge into the machine



- 8 Peel off the seal from the top of the drum cartridge while the end of the cartridge is inserted in the machine



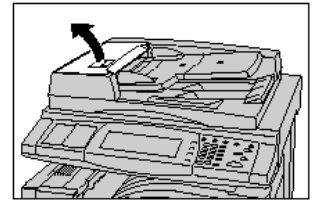
- 9 Firmly hold the drum cartridge while pressing down on the front part of the protective cover and use the orange tab at the top to slide the cartridge forward



How to clear Document Jams

On Document Feeder

Pull up the handle at the front of the left cover on the document feeder, and open the left cover until it comes to a stop.



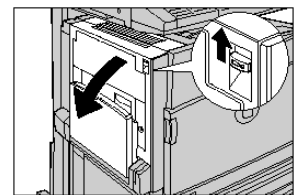
If there are instructions to turn the wheel, turn the green wheel to eject the document upward.



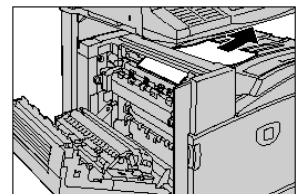
How to clear Paper Jams

Top Left Cover

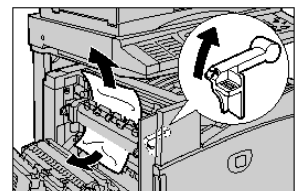
1 Gently open the top left cover while lifting up the release lever



2 If the edge of the jam paper can be reached at the output tray, pull out the jammed paper in the direction of the feed-out area.



3 If paper is jammed inside the fuser, lift up the green lever and remove the jammed paper

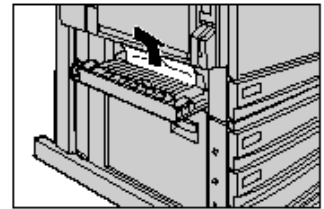


Note: Press the center section on the top left cover to gently close the cover.

How to clear Paper Jams

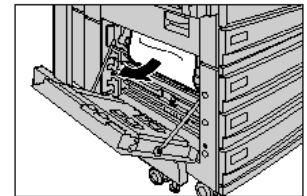
Middle Left Cover

Gently open the left center cover while pulling the release lever then remove the jammed paper



Lower Left Cover

Gently open the lower left cover and remove the jammed paper.



Tray 5 (Bypass Tray)

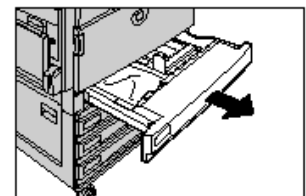
Inspect the inside part (paper feed entrance) of Tray 5 and remove any jammed paper.



Note: Press the center section on the top left cover to gently close the cover.

Tray 1 – 4

Pull out the tray where the paper jammed occurred and remove the jammed paper.



1 Log onto
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3 Type a problem & search

Support & Drivers :
ApeosPort 5540
Online Support Assistant

Search For Keyword or Phrase:
paper jam in paper tray 

Example: install toner cartridge

To find a specific fault code, try our [Fault Code Search](#).
For further help, try our [Tips on Searching](#).
Use the "How To" and "Solutions For" links on the navigation bar for a quick reference.

Product Family FAQs

1. [How To Print a System Settings \(Configuration Report\)](#)
2. [How To Scan to Email](#)
3. [How To Scan to Mailbox](#)

You've got the solution ! **4**

Support & Drivers : ApeosPort 5540 :

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Solution: Remove the Paper Jam in Paper Tray 3
NOTE: Paper can sometimes be torn and remain inside the machine if the paper tray is opened without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before clearing the problem.

1. Open Paper Tray 3.



2. Remove any jammed paper.
3. Push the tray in gently until it comes to a stop.

5 Feedback from you !
Select Contact Xerox Support if
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Solution Options

Have you found what you are looking for?

Yes	Not Yet	Please Help
I Found My Answer	Return to Solutions List	Contact Xerox Support
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Fax : 03-7956 9911 please fill in the form (attachment) or,
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Email : Fill in the Contact Form below and click Send.

Model Name: _____
Serial Number: _____
Company's Name: _____
Machine's Installation Address: _____

Online Service & Support Request

1

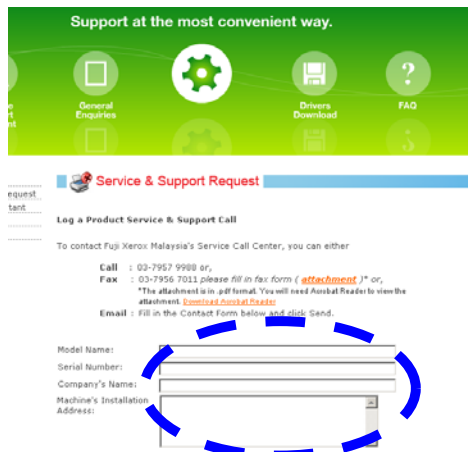
Log onto

www.fujixerox.com.my
 & Select Service & Support Request



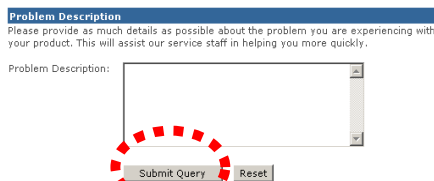
2

Input the machine's info



3

Submit your request-
 You've done it !!



Important Note: If you do not receive any feedback from us within 30 minutes, * please log in again.
 * Applies during office hour : 8.30a.m - 5.05p.m

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