

QUICK GUIDE

DC 506/606/706



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

INTRODUCTION

The main objective of compiling this Quick Guide is to serve as an easy reference to the customer. We understand the customer are tight up with the daily schedule and can only learn up limited machine feature in the training sessions. Thus, we hope this Quick Guide shall 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

| TABLE OF CONTENTS | PAGE |
|---|-------------|
| BASIC COPY | 2 |
| Paper Supply / Reduce Enlarge | 2 |
| 2 Sided Copying | 3 |
| CUSTOMISED FEATURES | 5 |
| Lighter/ Darker Original Type | 5 |
| Book Copying | 6 |
| Multi Up / Original Size | 7 |
| FEATURES MENU | 9 |
| Image Rotation / Transparencies | 9 |
| Image Shift | 10 |
| Edge Erase /Original Orientation | 11 |
| Sharpness / Sample Sets /Negative Image | 12 |
| Mirror Image / Repeat Image | 13 |
| Book Duplex / Covers | 14 |
| Booklet Creation / Stored Jobs | 15 |
| CONSUMABLES | 16 |

MENU SCREEN



BASIC COPY





BASIC FEATURES

Paper supply

Auto Paper Selection will detect standard size paper.
You can select other trays according to you preferences.

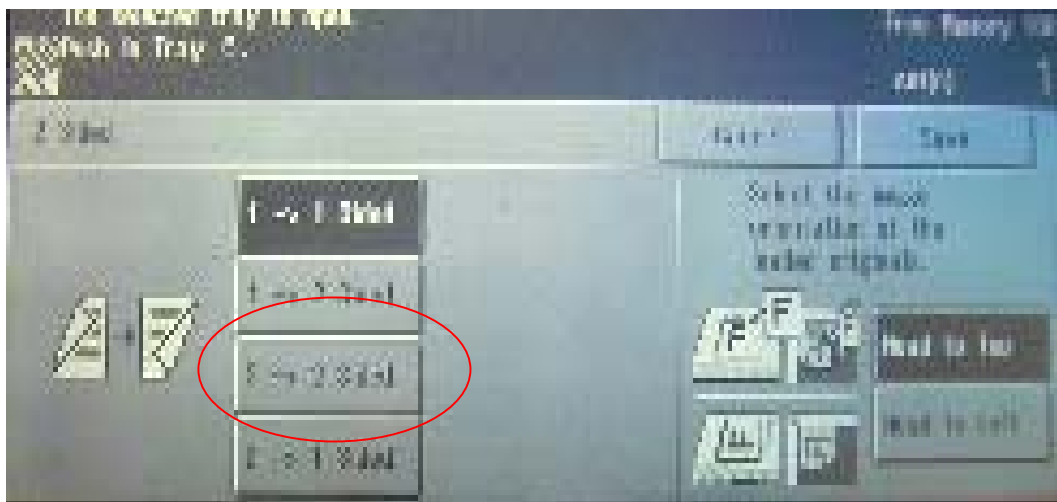
- Steps
1. Load document
 2. Select the tray
 3. Select other features if necessary
 4. Press Start

Reducing / Enlarging

Allows you to adjust the size of the copy image.

- 1) 100% - copy image is the same as original
- 2) Auto % - the machine will determine the appropriate ratio to fit the selected paper (only for standard size paper)
- 3) Preset % - Selected ratios according to the copy image to original
- 4) Variable % - specify your own reduction or enlargement ratio between 25-400%

2 SIDED COPYING



2 Sided Copying

Allows you to make two sided copies from one to two sided documents but you need to use the document feeder to make 2 sided copies to 2 sided document.

- Steps
1. Load document
 2. Select 2 sided copy
 3. Select either 1-2, 2-2 or 2-1 sided
 4. Select Save
 5. Press Start

Output /Finishing

You can choose the output in multiple sets in 3 ways :

- 1) Collated / Finishing (123,123,123)
- 2) Uncollated (1,1,2,2,3,3)
- 3) Auto – required copy sets output

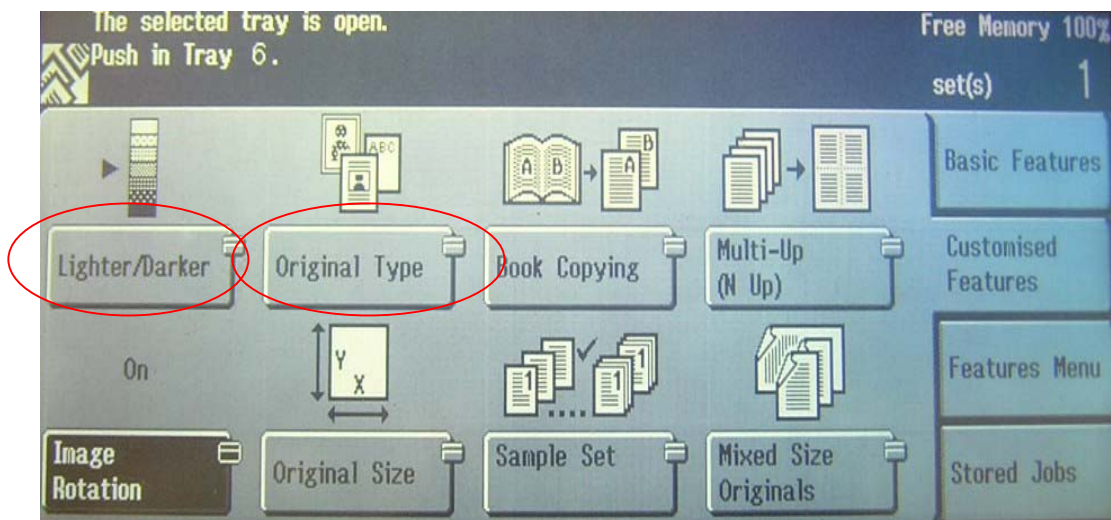
Stapling / Puncher (Optional)

Allows you to have your documents sorted by page sequence, stapled and punched

If the finisher is installed, up to 50 sheets of paper can be stapled together.

- | | |
|-------|---|
| Steps | <ol style="list-style-type: none">1. Load document2. Select Copy Output3. Select Collated4. Select the stapling position5. Select Punching (if required)6. Select Punching position6. Press Save7. Select other features if necessary8. Press Start |
|-------|---|

CUSTOMISED FEATURES



CUSTOMISED FEATURES (factory default)

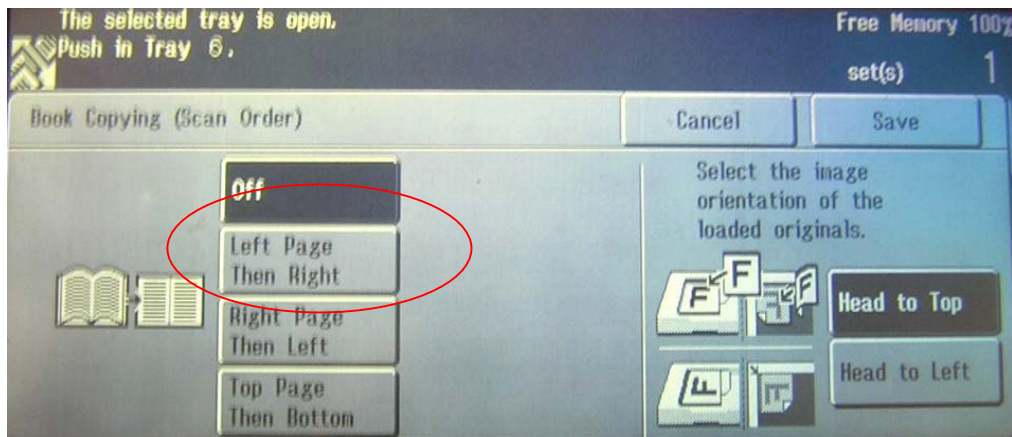
Lighter / Darker

Allows you to adjust the copy density by using the seven level density scale. Default is Normal.

Original Type

Allows you to make copies of photographs, texts or texts with photograph. You can also select Background Suppression feature to reduce the effect of copying from newspaper or colored paper originals.

BOOK COPYING



Book Copying

Allows you to make copy from a book on two separate paper. Can only be made from the document glass. For non-standard size documents, accurately copied two equal portion cannot be made unless you identify the reduction / enlargement ratio accordingly.

- Steps
1. Place document on the Document Glass
 2. Select Customized Features tab
 3. Select Book Copying
 4. Select the Scan Order page
 5. Select Save
 6. Select other features
 7. Press Start

Multi Up



Multi Up

Copying several originals onto one page. You can copy up to 8 pages of originals onto one page. Reduction will be at Auto%. You can select to copy on A4 or A3 size paper. Originals has to be placed onto the feeder.

- Steps
1. Select the paper size in Paper Supply
 2. Select Features Menu
 3. Select Multi Up
 4. Select 2,4 or 8 up
 5. Select Image Order
 6. Load document in the feeder (DADF)
 7. Press Save
 8. Press Start

Original Size

Allows you to specify the a non standard size or part of a document onto a specified paper size. The ruler markings on the glass will assist you in determining the size to copy. Once you have the measurement, you can even reduce / enlarge to preferred paper size.

- Steps
1. Load document
 2. Select Features Menu
 3. Select Original Size
 4. Select the desired original size
 5. Select Save
 6. Press Start

Sample Set

Allows you to proof check a copy of the output from a specified sets.
The remaining sets will be copied once the sample set is checked.
To change the settings, press Clear C and re-do.

Mixed Size Originals

Allows you to copy from a set of originals with different sizes.
You can scan them at the same time.
You can match the paper size to the original size.
You can also select the paper size or the Reduction or Enlargement you desire.
Can only be use on the feeder.

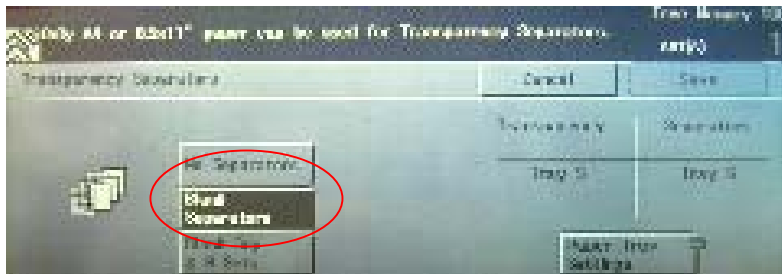
- Steps
1. Load documents
 2. Select Auto in Paper Supply / Auto% in Reduce/Enlarge
 3. Select Mixed Size Originals
 4. Check On
 5. Press Save
 6. Press Start

FEATURES MENU

The features from Basic and Customized will be shown in the Features Menu. There will be a few more additional features included in the screen.

Image Rotation

Allows you to make copies by rotating the document image even though the paper orientation in the tray differs. Can only be used using the feeder. When paper is loaded in tray 5, Image Rotation is invalid.



Transparency separators

Option to insert a piece of paper in between two transparencies. This is to avoid the transparencies to stick to one another. You can also make several sets on paper for distribution at the same time. Paper for separators / distribution copies must be of the same size. Factory default is Tray 5(Bypass) for transparencies.

- Steps
1. Load document
 2. Select Features Menu
 3. Select Transparency Separators
 4. Select Blank Separators or Blank Separators & N Sets
 5. Confirm the paper setting in Paper Tray Settings
 6. Press Save
 7. Press Start

Image Shift

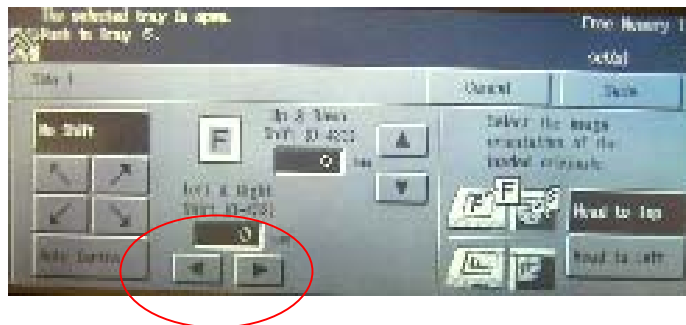


Image Shift

Allows you move the margin of your text to a desired location on the page.

You can move the image up, down, left & right or in the center.

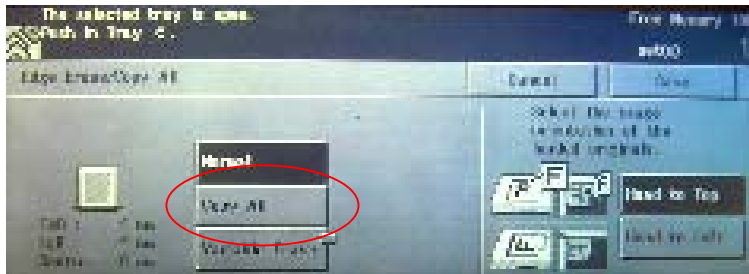
Maximum margin is 432 mm. Ensure that you input the measurement correctly.

Image will be loss if you key in more than the actual measurement.

Selecting Side 2 will give you a mirror shift of your 2 sided document.

- Steps
1. Load document
 2. Select Features menu
 3. Select Image Shift
 4. Select Side 1 for single sided document
 5. Select the position to shift or use the arrows to set the margin
 6. Press Save
 7. Press Start

Edge Erase



Edge Erase

Allows you to erase all unwanted markings at the edge of your document. For example; punch hole shadows, stapled markings or fax numbers printed on top of received faxes. You can even erase shadows from copying bound documents. Factory settings is 2 mm from the edge. Maximum is 50 mm.

- Steps
1. Select Features menu
 2. Select Copy All or Variable Erase
 3. Select the value using the arrow keys
 4. Load document
 5. Press Save
 6. Press Start

Original orientation

Allows you to produce copies of correct image orientation when you select certain features.

These features are 2 sided, Multi Up (N Up), Image Shift, Edge erase/Copy All, Repeat Image or Stapling/Punching.

Select Head To Left if your document aligns with the left guide of the document glass.

Sharpness

Allows you to reduce or enhance the sharpness of the image outline of a document.

This feature can also be used for documents which is quite blur without darkening the document which might also effect the white areas.

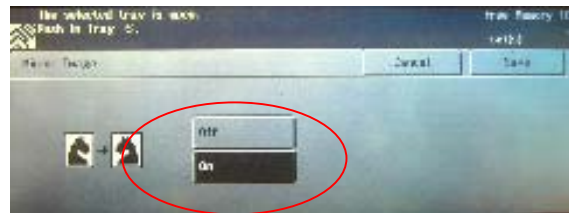
Sample Set

Allows you to proof check a sample set to ensure all the copied documents are According to your desired specification.

This features is useful when you have selected multiple features for your job.

Negative Image

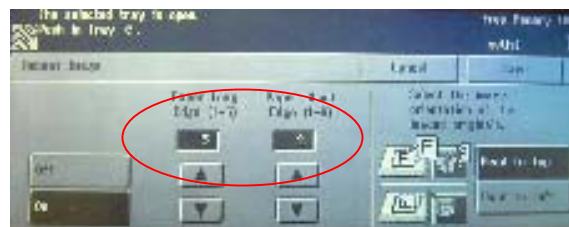
Allows you to create negative- like copies by reversing the black to white regions of the document.



Mirror Image

Allows you to make copies containing mirror images of your documents.

- Steps
1. Load document
 2. Select Features Menu
 3. Select next Page
 4. Select Mirror Image
 5. Check ON
 6. Select Save
 7. Press Start



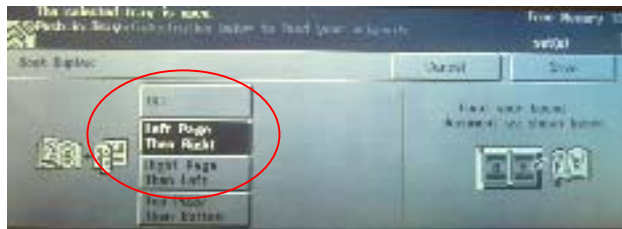
Repeat Image

Allows you to reduce the image and repeat on a single sheet of paper.

You can repeat up to six identical images at any one time.

For non standard size paper, specify the document size in Original Size feature.

- Steps:
1. Select Features Menu
 2. Select Next Page
 3. Select Repeat Image
 4. Select ON
 5. Use the arrow keys to determine the repetitions(1 – 6)
 6. Load document
 7. Select the paper size & Reduce/enlarge %
 8. Confirm Save
 9. Press Start



Book Duplex

Allows you to make duplex copies from a book.

The sequence will be the same as the book.

A blank page will be inserted automatically in front of the set.

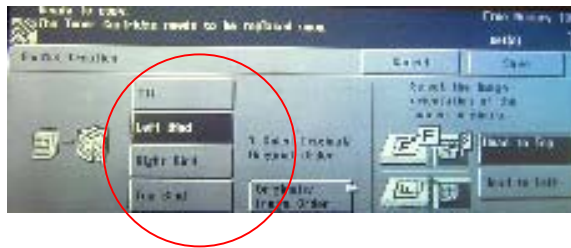
- Steps:
1. Select Features Menu
 2. Select Next Page
 3. Select Book Duplex
 4. Select the following :
 - Off
 - Left page then right
 - Right page then left
 - Top page then bottom
 5. Place the document on the glass
 6. Confirm Save
 7. Press Start
 8. Load the next page to continue
 9. Select End Job to print

Covers

Allows you to use another type of paper and insert them as the first page.

You need to select the same size paper and same orientation the as the body pages.

Factory default tray for cover is Tray 5 (Bypass).



Booklet Creation

Allows you to create documents to be copied as a booklet.
You can create the booklet from a 1 sided or 2 sided document.

- Steps:
1. Load Document
 2. Select features Menu
 3. Select Next Page
 4. Select Booklet Creation
 5. Select the orientation and the binding location.
 6. Select originals/Image Order (1-sided or 2 sided)
 7. Confirm Save
 8. Select a landscape orientation paper tray
 9. Press Start



Stored Jobs

Allows you to store the functions for a frequently used jobs into the memory of the machine.

Up to 8 job memories can be stored.

- Steps:
1. Select the features you wish to store in the Stored Jobs
 2. Select Stored Jobs
 3. Select Store Current Selections
 4. Select the job number
 5. Enter the job name
 6. Select Save

Consumable Units

“The machine is out of toner”

Open the front door and replace the toner cartridge.

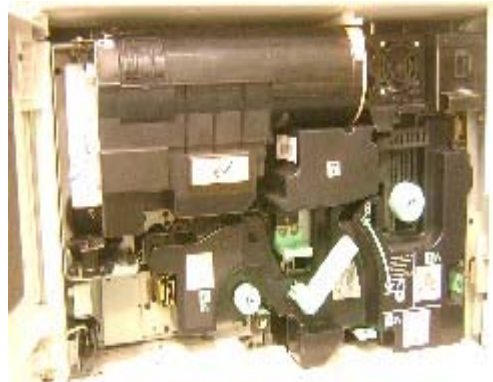
See the cartridge box for replacement instructions.



“ The Drum Cartridge needs to be replaced”

Open the front door of the machine and change the cartridge in are 7.

See the cartridge box for replacement instructions.



SAFETY NOTE

| ITEM | DO | DON'T |
|--------------------------------|---|---|
| 1.Sharing of Supply socket | One socket for one plug | Do not share socket with heavy load unit. Do not use cable extension/multiple socket extension. |
| 2.Power cord length | Proper length to allow certain loosening | Do not allow cable pull to tension |
| 3.Power cord routing | | Avoid obstruction. Keep away from combustable/water/ twisting around table& chair |
| 4.Power cord surface condition | | Discard if surface found stripped /exposed/cracked/burnt |
| 5.Ground/Earthing | | Do not use 2-pin plug type without grounding wire |
| 6.Condition of Plug/socket | | Discard if found cracked/ discolored/deterioration/de formed |
| 7.Plug/socket contact | Ensure plug & socket are tightly connected. | |
| | | |