

QUICK GUIDE

DC900/1100



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.

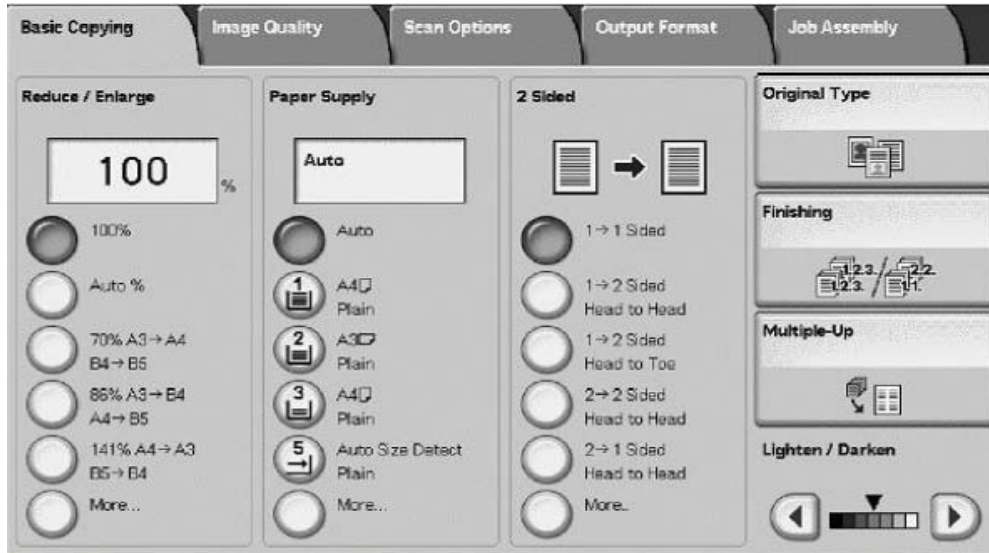
Kindly contact the following number if required :-

For General & Sales Enquiries
Telephone : 03-7882 2888

For Service & Supplies Enquiries
Toll Free : 1 300 88 1163

To contact us please email to :
mysallcto@mys.fujixerox.com

Copier – Basic Copy 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

Single sided to Double Sided Copying

- Steps
1. Load Document
 2. 2 Sided
 3. Select 1 - 2
 4. Press Start

Double Sided to Double Sided Copying

- Steps
1. Load Document
 2. 2 Sided
 3. Select 2 - 2
 4. Press Start

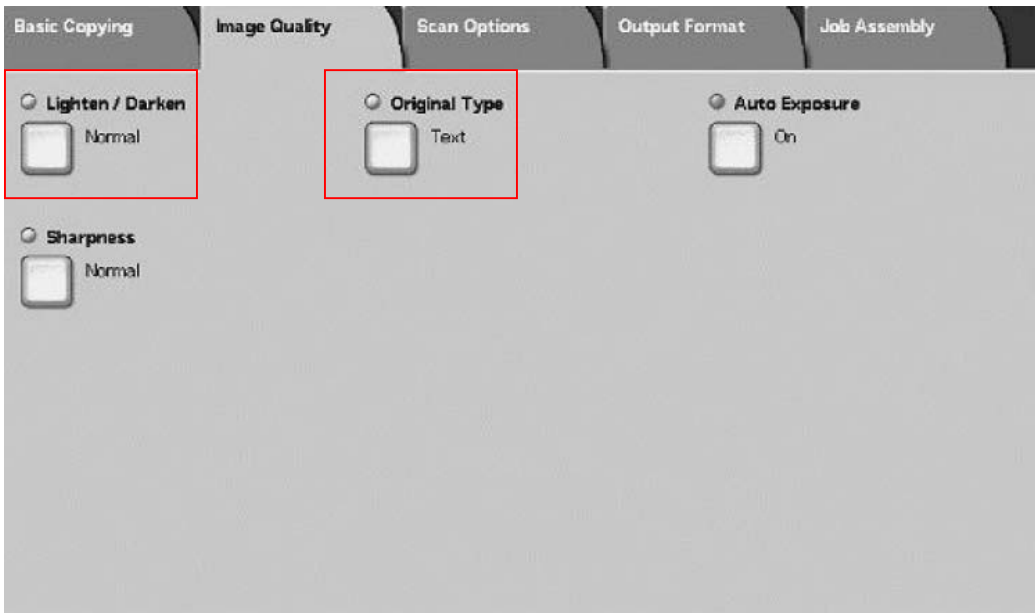
Double Sided to Single Sided Copying

- Steps
1. Load Document
 2. 2 Sided
 3. Select 2 - 1
 4. Press Start

Stapling (max 100 sheets)- Optional

- Steps
1. Load Document
 2. Select Finishing
 3. Select Collated Stapling / Punching
 4. Select the desire staple and hole punch position
 5. Press Start

Image Quality Screen



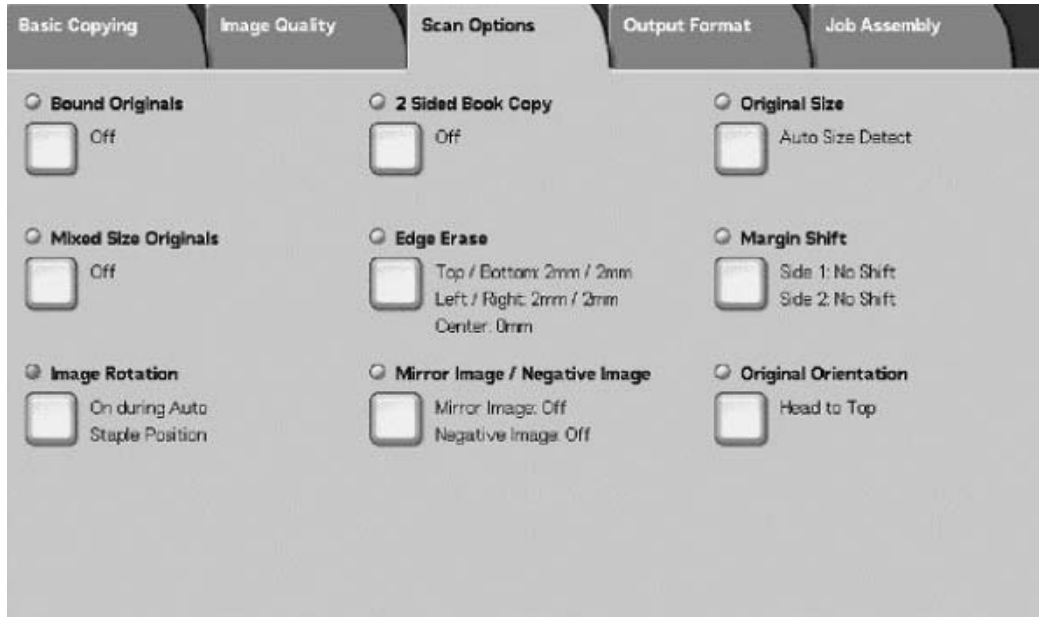
Original Type

- 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 Option Screen



Bound Originals

- Steps
1. Load document
 2. Scan Options
 3. Bound Originals
 4. Select Left page then to Right or Right page then left
 5. Press Save
 6. Press Start

Mixed Size Originals

- Steps
1. Load document
 2. Scan Options
 3. Mixed Size Originals
 4. Select On
 5. Press Save
 6. Basic Copying
 7. Select desire paper size
 8. Press Save
 9. Press Start

Edge Erase

- Steps
1. Load document
 2. Scan Options
 3. Edge Erase
 4. Select items :
Equal Opposite Edges, 4 Independent Edge or 4 Equal Edges
 5. Select desire erase area
 6. Press Save
 7. Press Start

Mirror Image

- Steps
1. Load document
 2. Scan Options
 3. Mirror Image/ Negative Image
 4. Mirror Image
 5. Select On
 6. Press Save
 7. Press Start

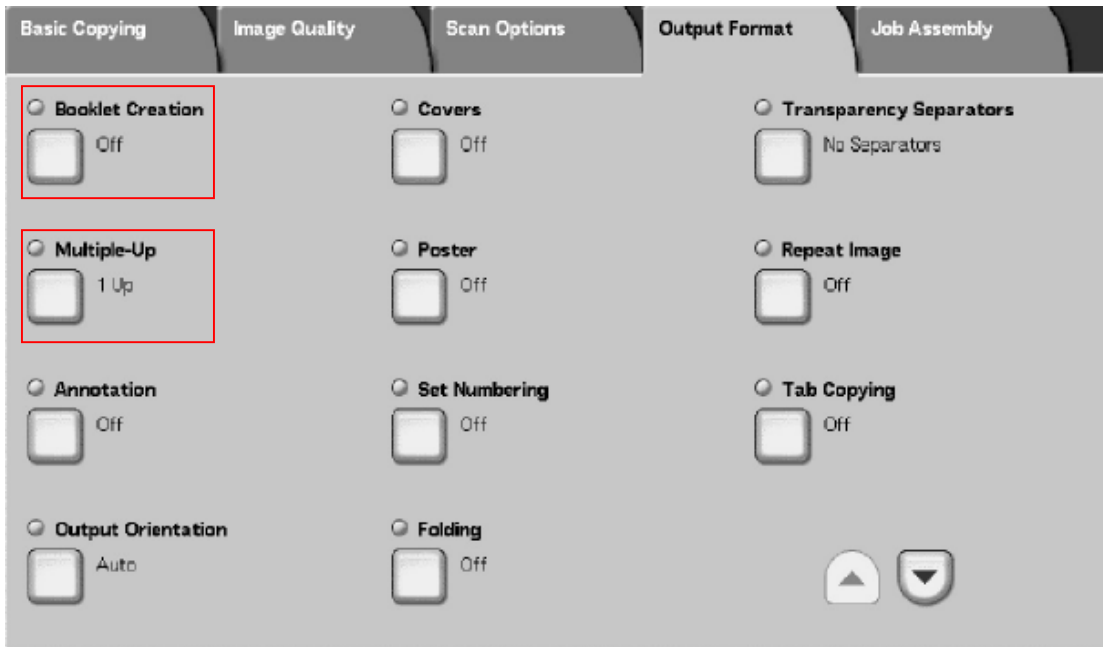
Negative Image

- Steps
1. Load document
 2. Scan Options
 3. Mirror Image/ Negative Image
 4. Negative Image
 5. Select On
 6. Press Save
 7. Press Start

Image Shift

- Steps
1. Load document
 2. Scan Options
 3. Image Shift
 4. Select desire areas : Off, Auto Center or Variable Shift
 5. Key in desire mm to be shifted (max 50 mm)
 6. Press Save
 7. Press Start

Output Format Screen



Booklet Creations

- Steps
1. Load Document
 2. Output Format
 3. Select Booklet Creation
 4. Choose left bind / top bind
 5. Select With or Without Covers
 6. Press Save
 7. Select Basic Copying
 8. Select Paper Tray : A4 or A3 (landscape only)
 9. Press Start

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

- Steps
1. Load Documents
 2. Select Multiple Up
 3. Select 2 Up, 4 Up or 8 Up
 4. Select the required layout order
 5. Press Start

Annotation

(Stamp, date and page number can be added to copy)



- Steps
1. Load document
 2. Output Format
 3. Select Annotation
 4. Select desire item
 5. Press Save
 6. Press Start

Note :

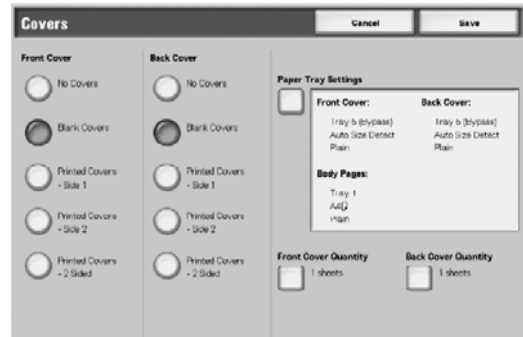
Stamp - On -Confidential, Copy prohibited, Urgent, Important,
Circulation, Side 2 recycled, Draft and Void

Date - On (date added)

Page number - On (page number is added)

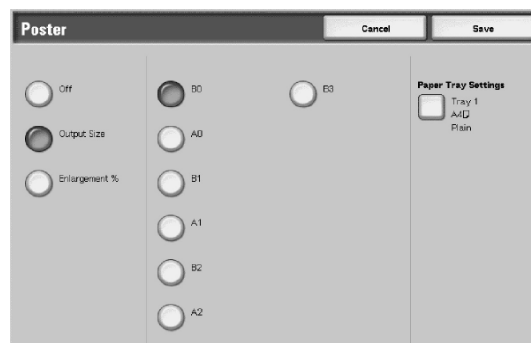
Covers

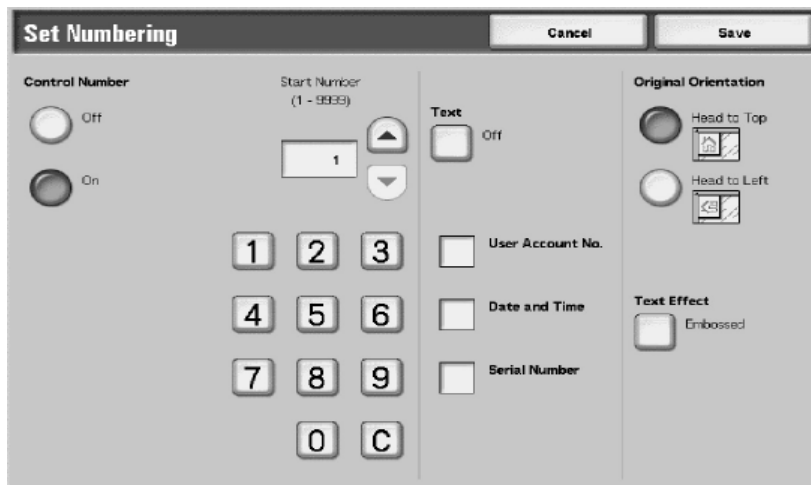
- Steps
1. Load paper for the cover in any trays
 2. Select Output Format
 3. Select Cover
 4. Select desire front cover
 5. Select desire back cover
 6. Select paper trays for body page and cover
 7. Press Save
 8. Press Start



Poster

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





Set Numbering

Lightly print a sequential control number on the background of each copy set

- Steps
1. Load document
 2. Output Format
 3. Select Set Numbering
 4. Select On
 5. Select Control number
 6. Key in Starting nos.
 7. Select desire item (user account nos, date/time, serial nos)
 8. Press Save
 9. Press Start

Note :

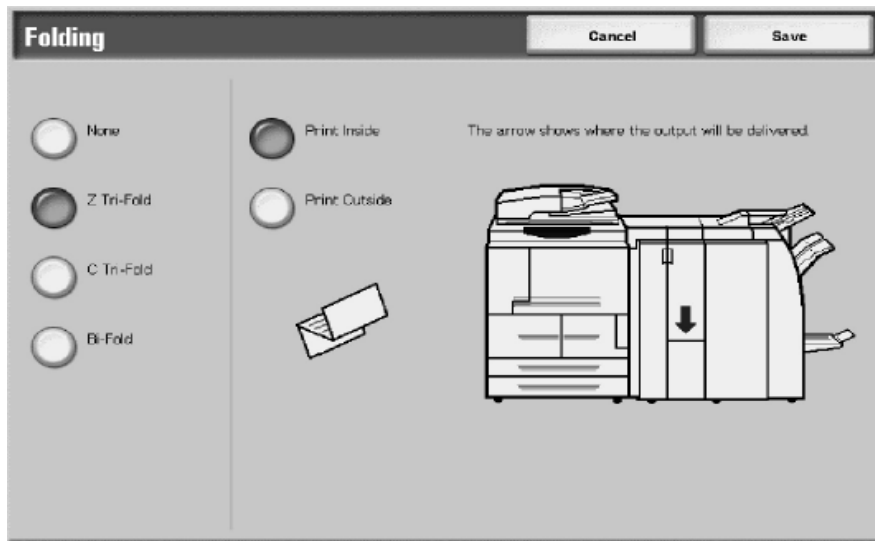
Start number : 1 to 9999

Text : Display the (set numbering –text)

User Account nos : User account is printed
(only when auditron is activated)

Date/Time : Print the dated and time that copying started

Serial number : The serial number of the machine is printed



Folding (Optional)

Copies are folded in half or in thirds

- Steps
1. Load document
 2. Output Format
 3. Select Folding
 4. Select desire item (2 tri-fold, C tri-fold or Bi-fold)
 5. Press Save
 6. Press Start

Note :

Z Tri Fold - Copies are folded in thirds out

C Tri Fold - Copies are folded in thirds in

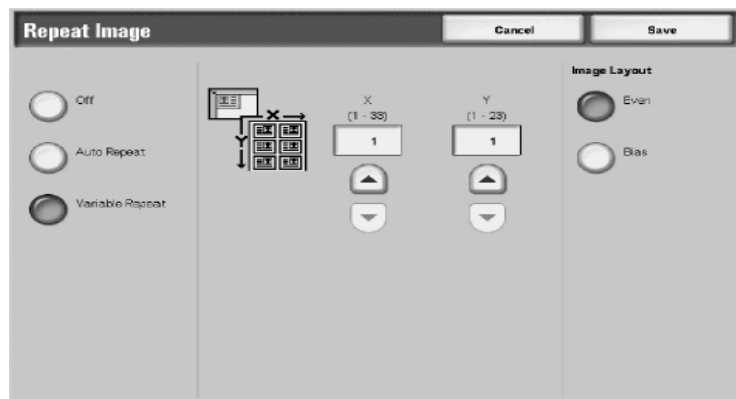
Bi Fold - Copies are folded in half

Print inside - Folds copies so that the image is printed inside

Print outside - Folds copies so that the image is printed outside

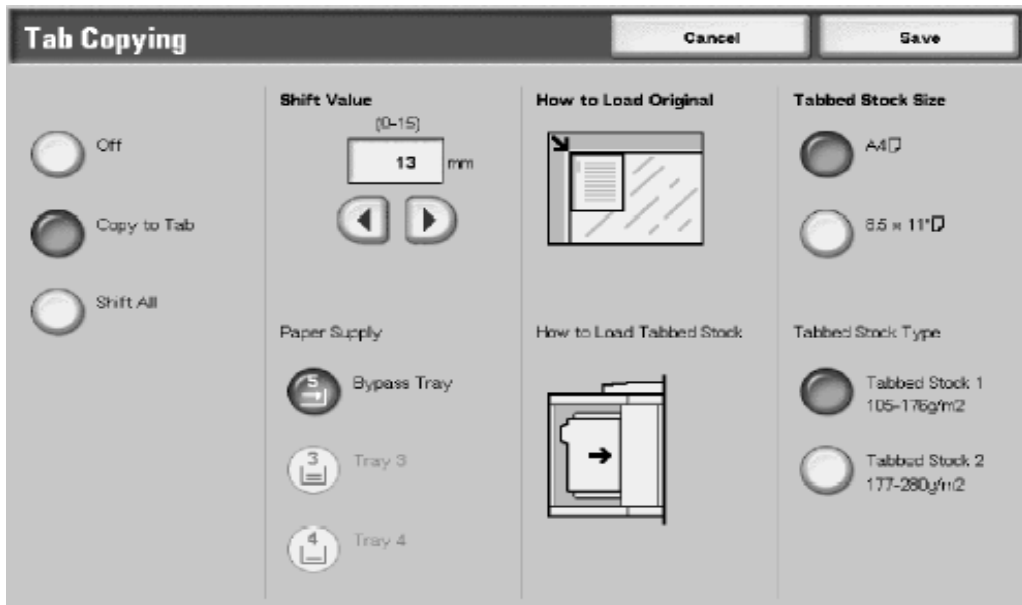
Transparency Separator

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



Repeat Image

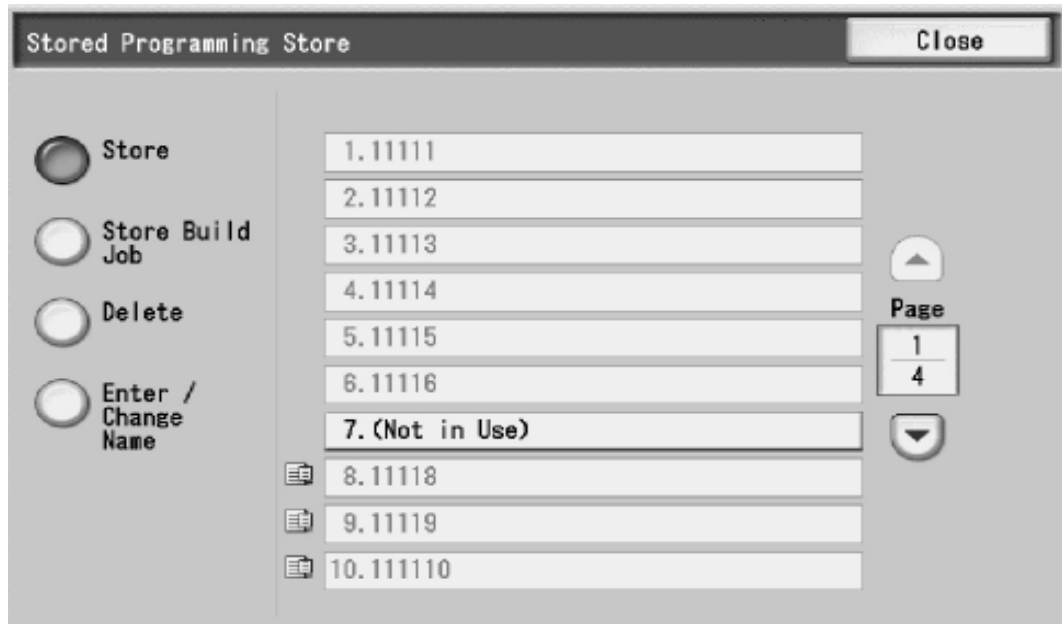
- Steps
1. Load Document
 2. Select Repeat image
 3. Select Auto Repeat
 4. Press Save
 5. Select Scan Options
 6. Select Original Size
 7. Enter the X/Y axis using the measuring scale on platen glass
 8. Press Save
 9. Select Basic Copying
 10. Select the Paper Supply : A4, A3
 11. Press Start



Tab Copying

Copy image on the edge of the document to the tab part of paper

- Steps
1. Load document
 2. Output Format
 3. Select Tab Copying
 4. Select desire item
 5. Load tabs on bypass tray or interposer (optional)
 6. Press Save
 7. Press Start



Stored Programming

IC Printing

Steps

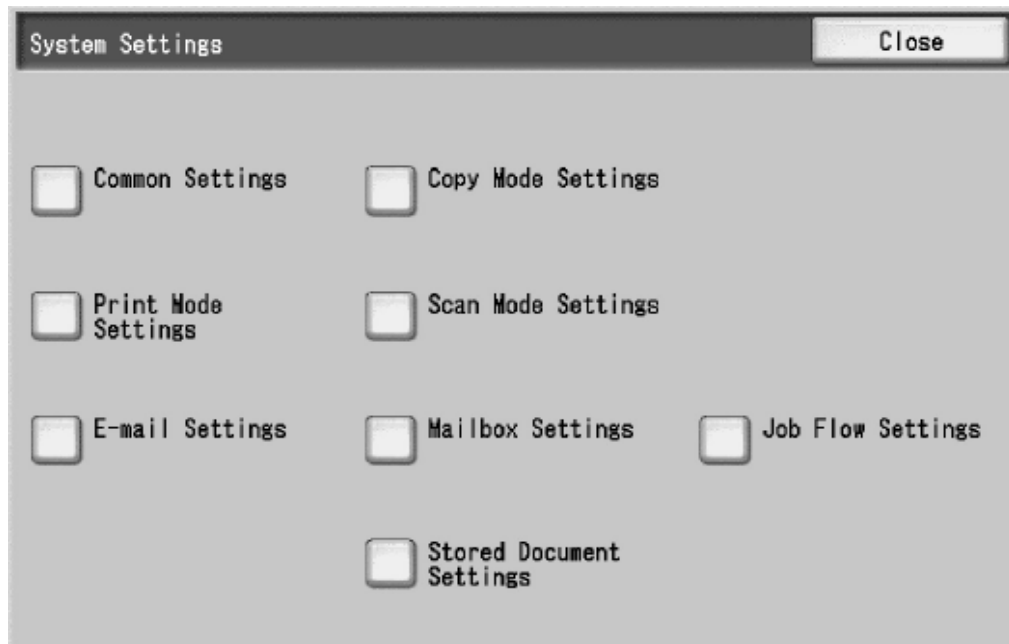
1. All Services
2. Setup Menu
3. Stored Programming
4. Store
5. Select desire numbers (1 – 40 jobs)
6. Copy mode
 - Basic Copying Tab: - Reduce/Enlarge – 100 %
 - Paper Supply – A4
 - 1-2 sided (Head to Head)
 - Image Quality Tab: - Original Type: Text and Photo
 - Scan Option Tab: - Original Size (90mm X 60mm)
 - Image Shift: Auto Center
 - Output Format Tab: - Repeat Image: Auto
7. After settings completed, Click Clear All Button

To Change Stored Programming Name

- Steps
1. Select All Services
 2. Under Setup Menu
 3. Select Store Programming
 4. Select Enter/Change Name
 5. Select the number for the particular stored programming job to change its name

To Retrieve Stored Jobs

- Steps
1. Select All Services
 2. Look for Store Programming
 3. Select the particular stored program number to execute the settings

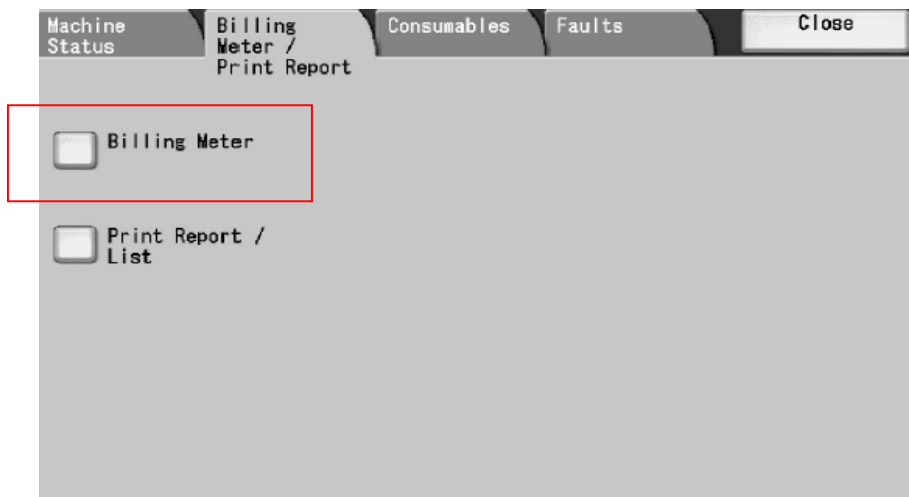


Setup Mailboxes

- Steps
1. All Services
 2. Setup Menu
 3. Local Disk / Mailbox
 4. Select desire mailbox nos (001-500)
 5. Create / Delete
 6. Password On / Off
 7. Key in password xxxx (4-32 characters) or Press Confirm
 8. Press Confirm
 9. Mailbox name
 10. Change Settings
 11. Key in User's name xxxx
 12. Press Save
 13. Press Close 2x to return to default screen

Delete Mailbox

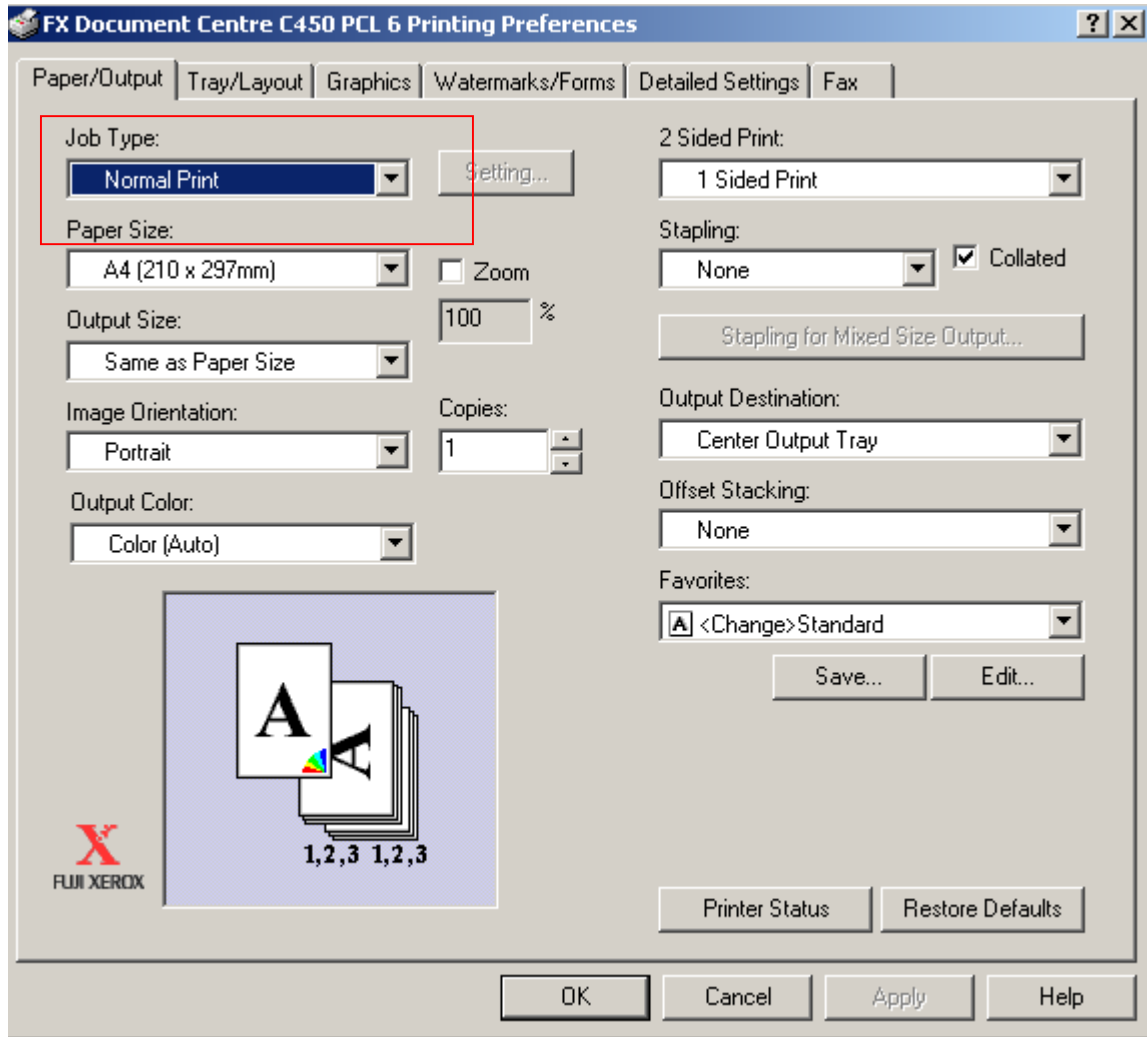
- Steps
1. All Services
 2. Setup Menu
 3. Local Disk / Mailbox
 4. Select desire mailbox number (001-500)
 5. Create / Delete
 6. Delete local disk / mailbox
 7. Select Yes
 8. Press Close 2x to return to default screen



Billing Meter

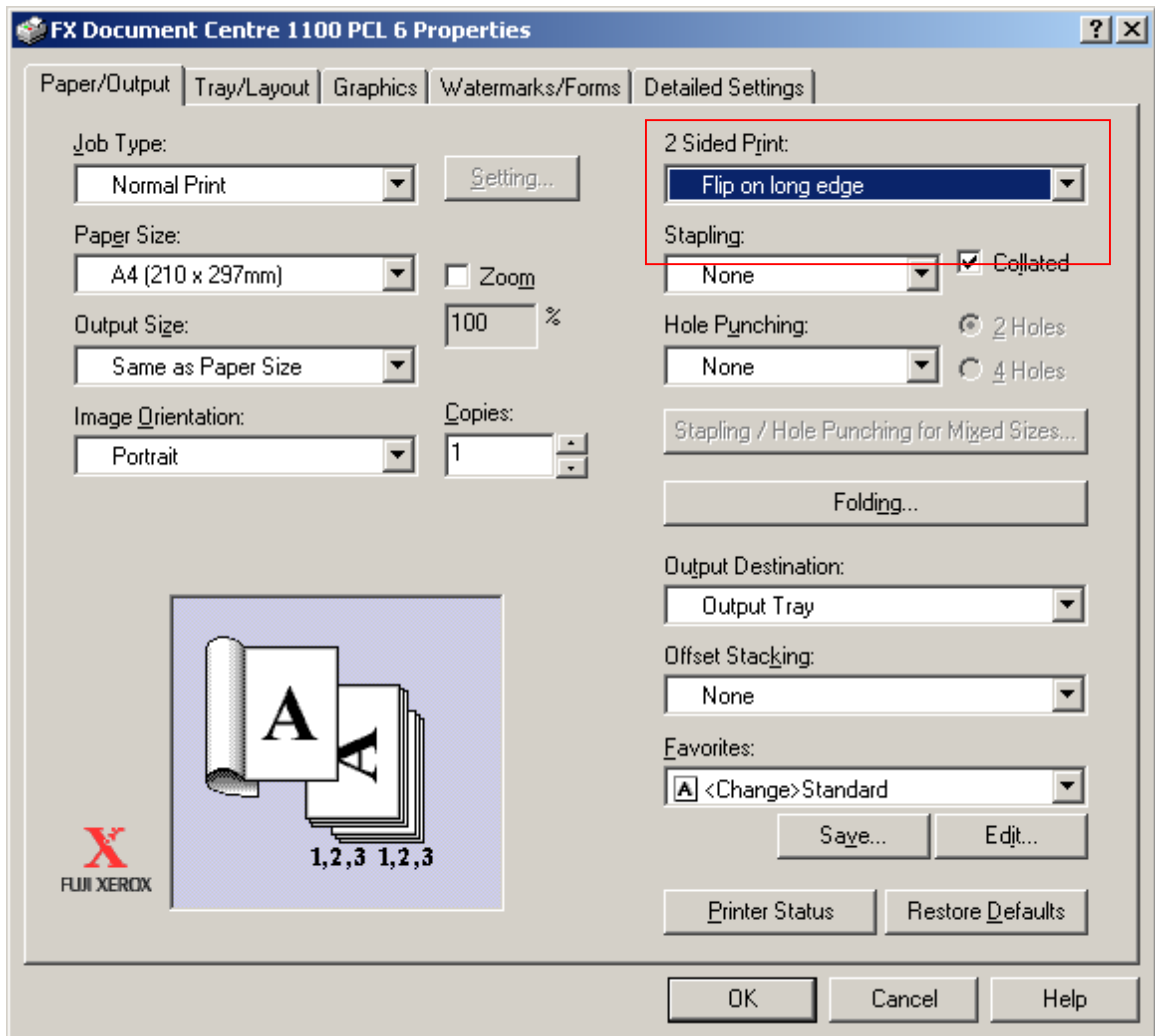
- Steps
1. Machine Status Screen
 2. Billing Meter/Print Report
 3. Billing Meter

PRINT FROM DRIVER



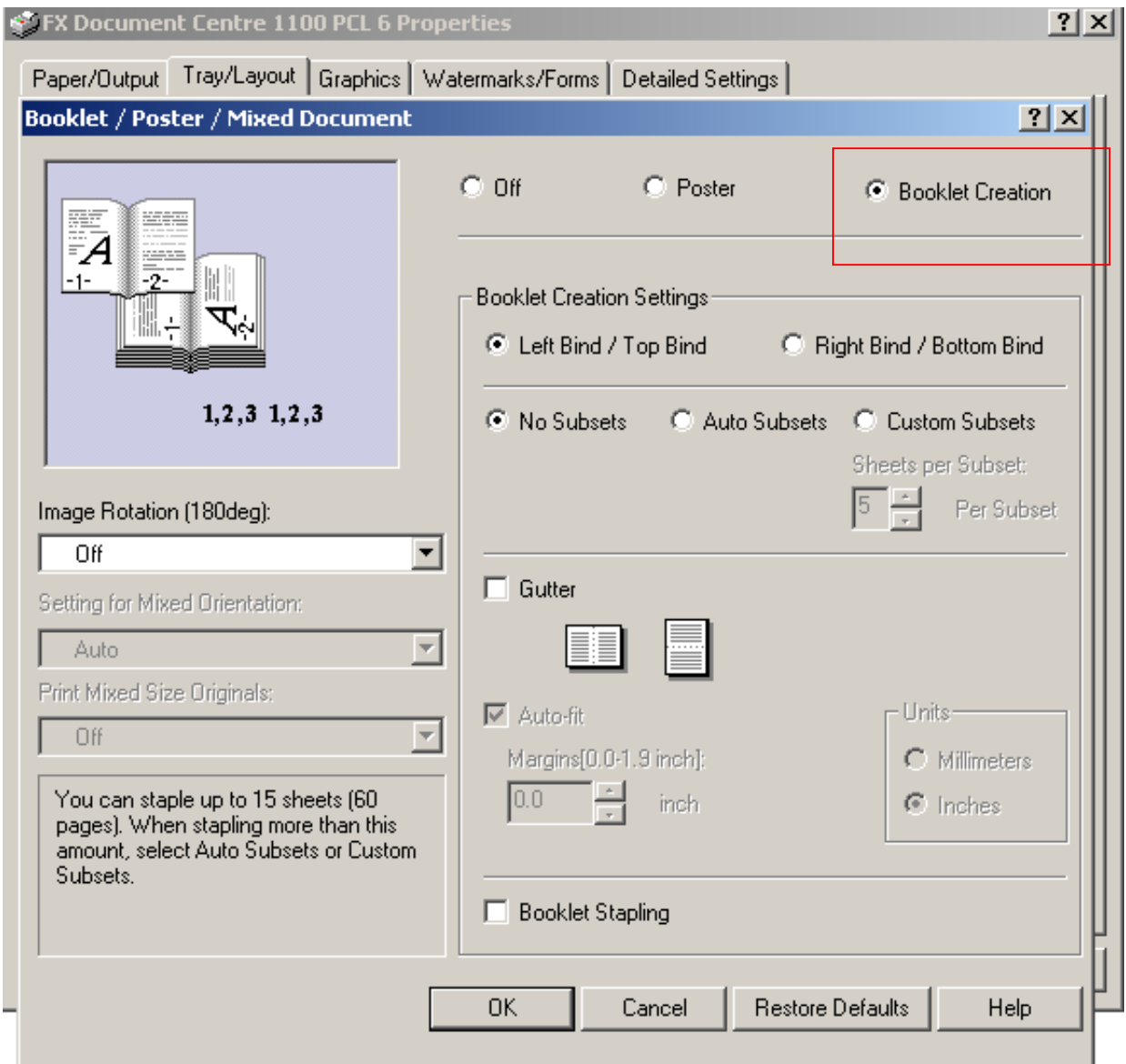
Basic Printing

- Steps :
1. Go to File Choose Print
 2. Choose Printing Preferences
 3. Jobs Type Normal Print
 4. Click OK



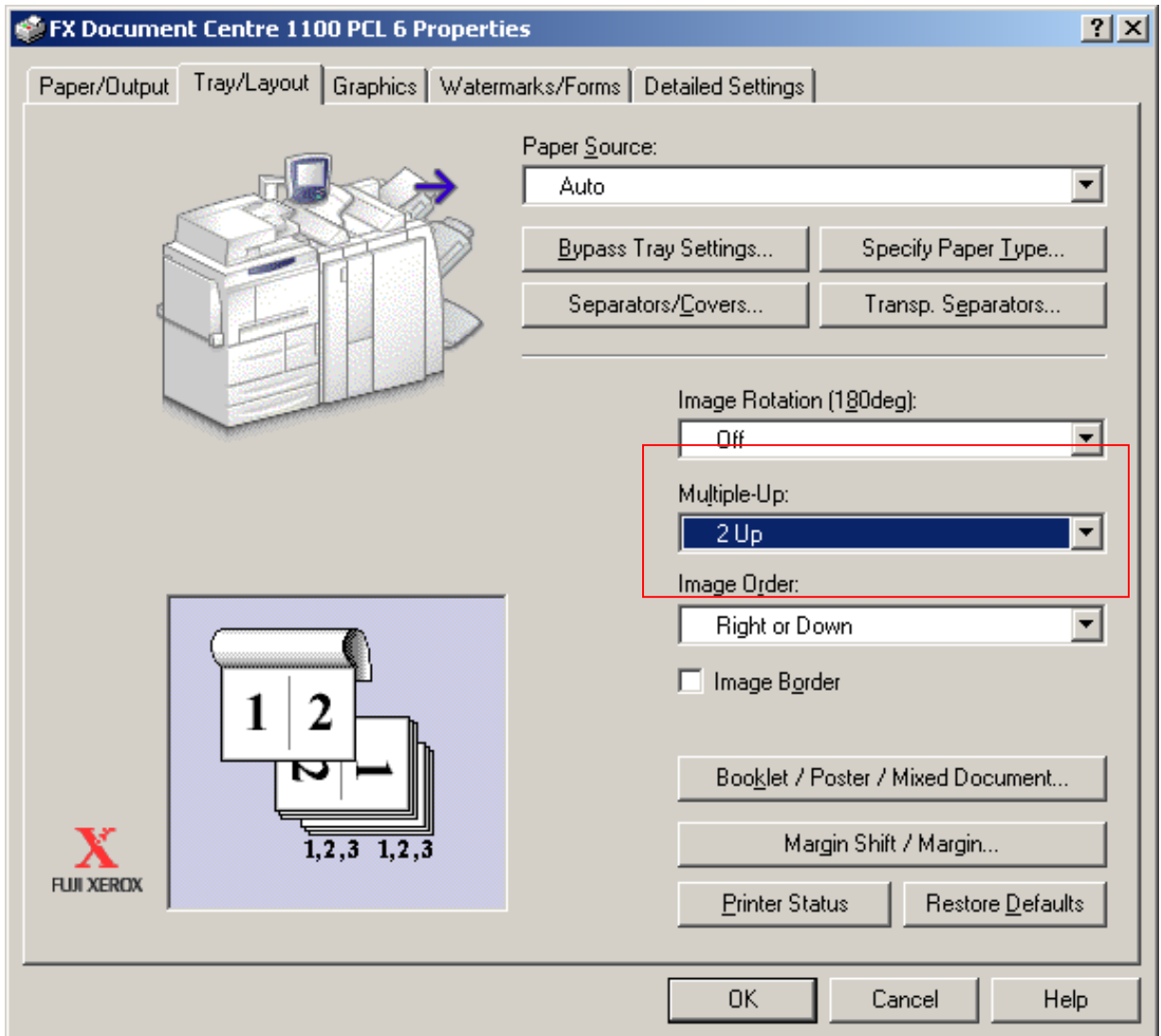
2 Sided Print

- Steps :
1. Click Paper/Output
 2. Click 2 sided Print
 3. Choose Long Edge or Short Edge
 4. Click OK



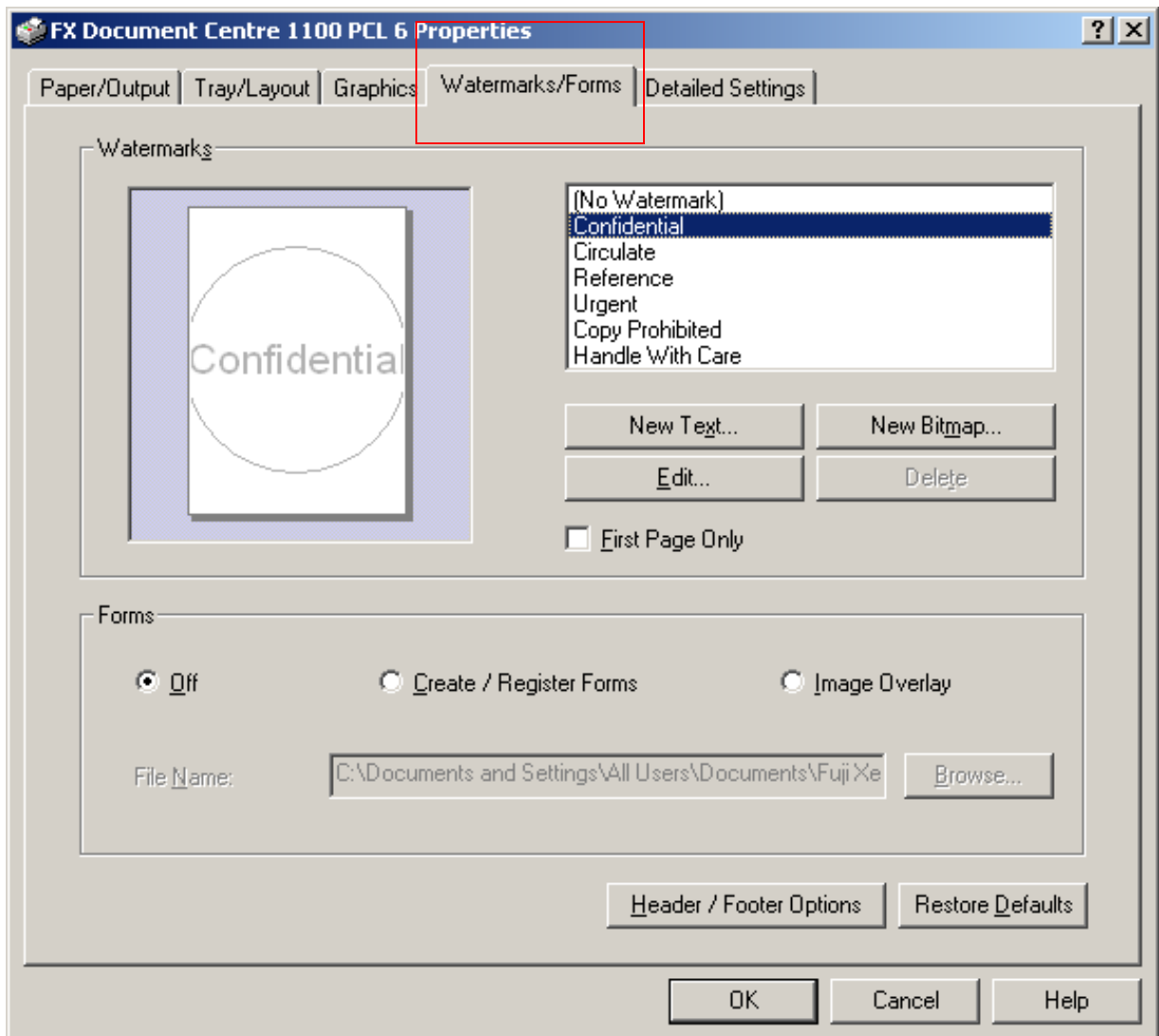
Booklet Creation

- Steps :
1. Choose Tray/Layout
 2. Click Booklet
 3. Choose Left Bind/Top Bind
 4. Click OK
 5. Choose Paper/Output
 6. Select Output Size as A4
 7. Click OK



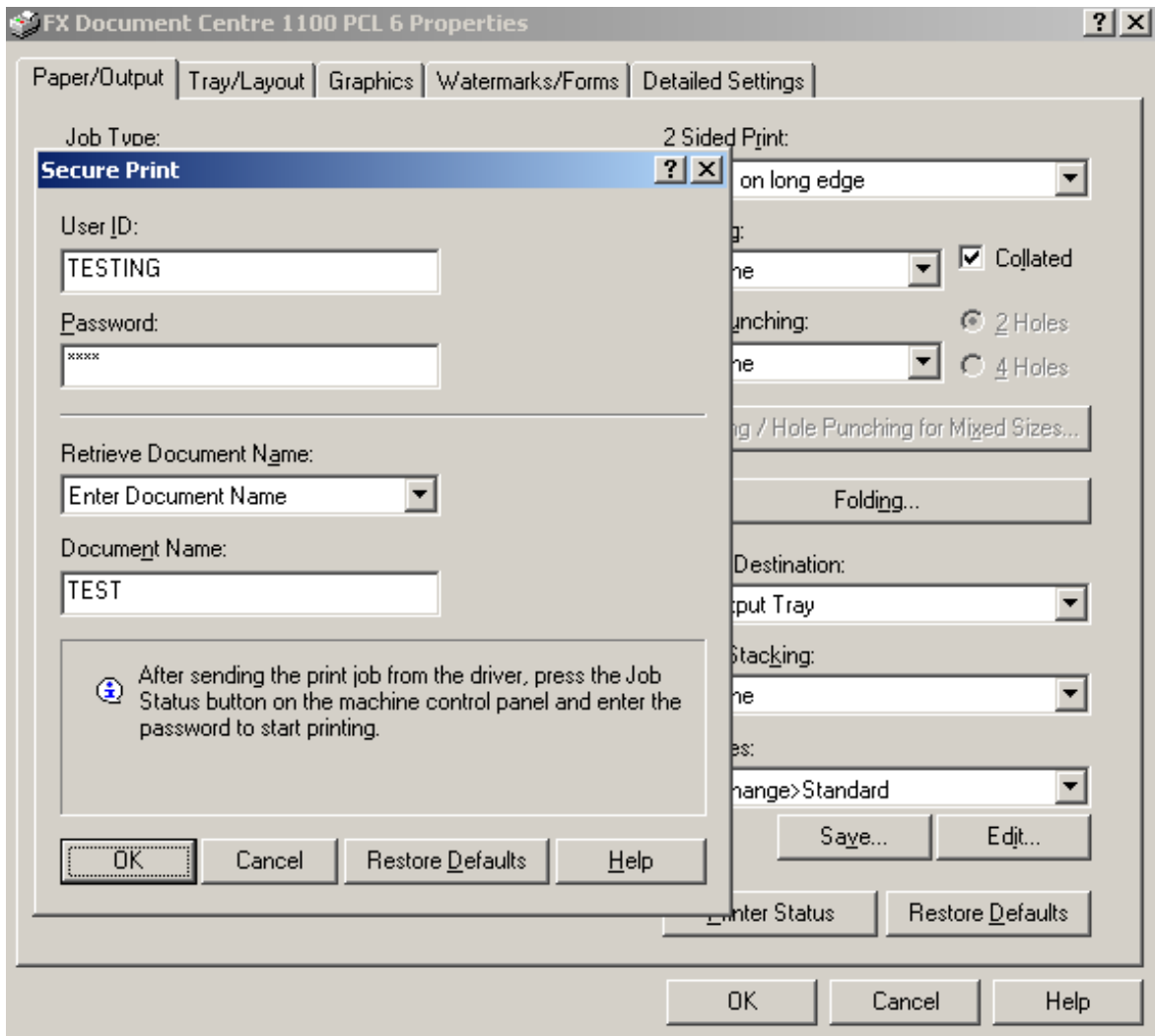
Multi-up

- Steps :
1. Click Tray/Layout
 2. Click Multiple-up
 3. Choose Image Order
 4. Click OK



Watermarks/Form

- Steps :
1. Go to Watermark
 2. Choose your desire text
 3. Click OK

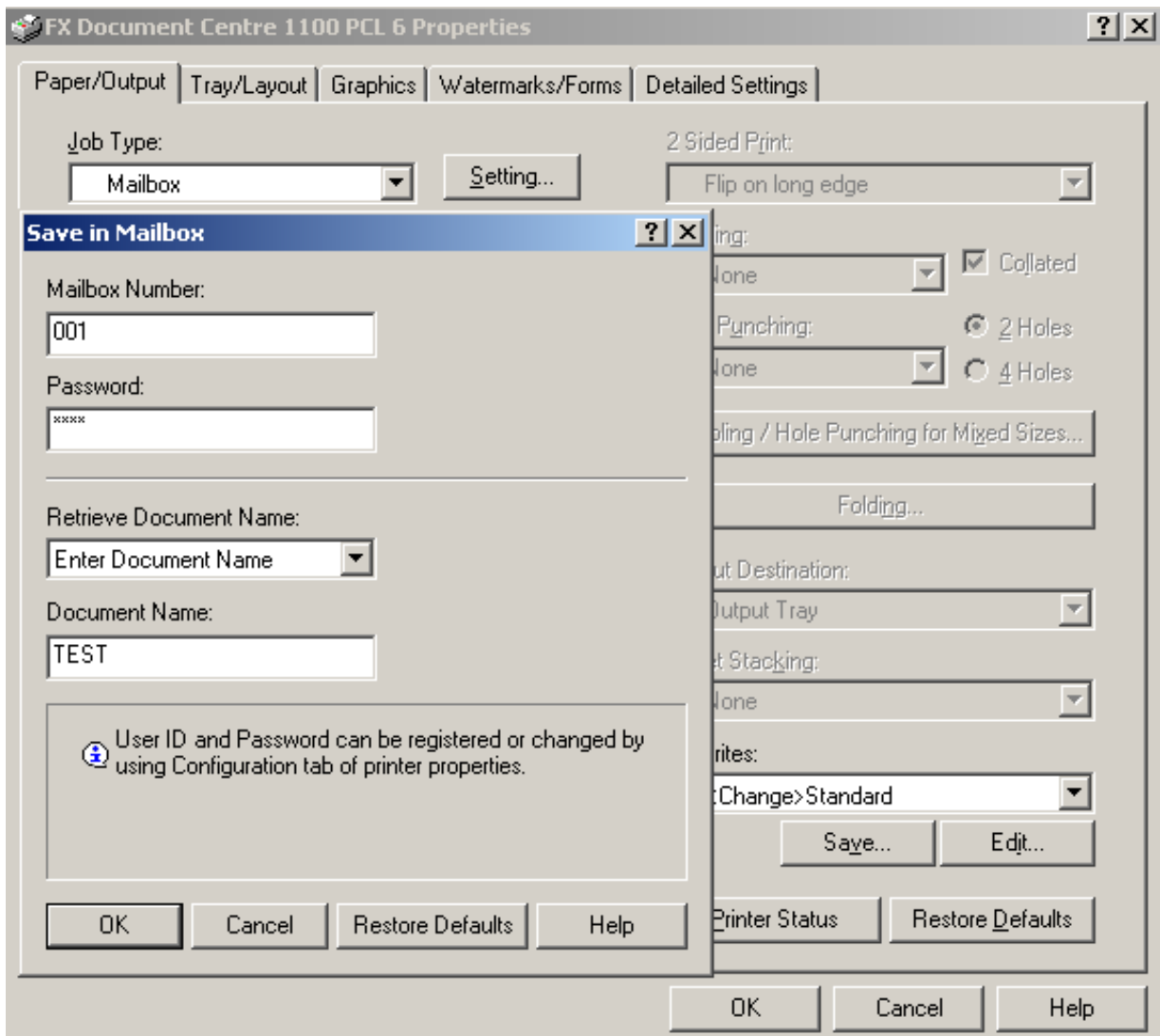


Secure Print

- Steps :
1. Click Paper/Output
 2. Click User ID
 3. Key-in Password
 4. Key-in Document Name
 5. Click OK

To Retrieve the Secure Print

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



Mailbox Print

- Steps :
1. Click Paper/Output
 2. Click Mailbox Number
 3. Key-in Password
 4. Key-in Document Name
 5. Click OK

To Retrieve the Mailbox to Print

- Steps :
1. All Services
(at the machine)
 2. Click Check Mailbox
 3. Select the Mailbox Number
 4. Select the Document
 5. Click on Change Settings/Print
 6. Select Print or Save or
Print and Save

SAFETY NOTE

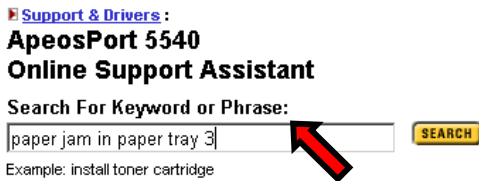
| ITEM | DO | DON'T |
|--------------------------------|---|---|
| 1.Sharing of Supply socket | One socket for one plug | Do not share socket with heavy load unit. Do not use cable extension/multiple socket extension. |
| 2.Power cord length | Proper length to allow certain loosening | Do not allow cable pull to tension |
| 3.Power cord routing | | Avoid obstruction. Keep away from combustible/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/deformed |
| 7.Plug/socket contact | Ensure plug & socket are tightly connected. | |
| | | |

1 Log onto
www.fujixerox.com.my
 & Select Online Support Assistant

2 Select product



3 Type a problem & search



4 You've got the solution !

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 you can't find a solution- you can report your problem online

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 |
| Save Page URL | Return to Search Results | |
| Start a New Search | New Search - Tips on Searching | |



Online Service & Support Request

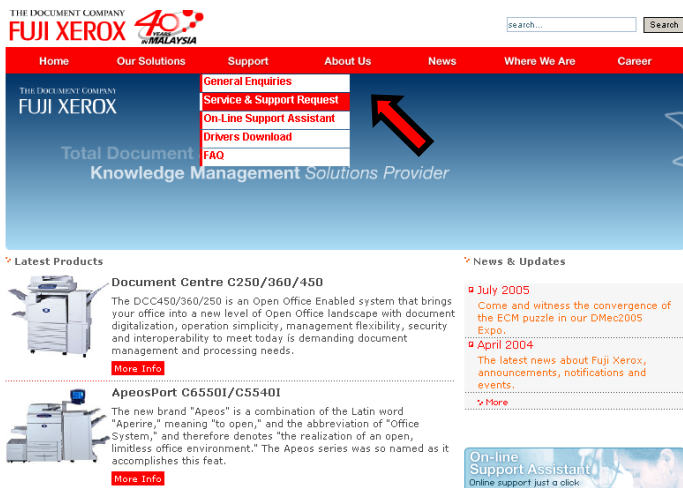


1

Log onto

www.fujixerox.com.my

& Select Service & Support Request

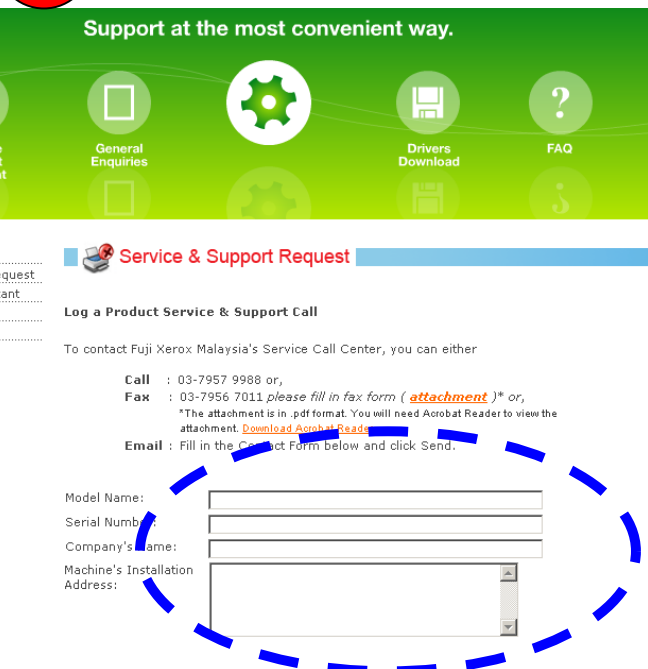


Another service to bring us closer to you

Upon receiving your request by FXM Call Center, the request will be logged into our system and you will be notified through e-mail with a report number.

2

Input the machine's info



Benefits :

1. No phone call is require
2. No more waiting/holding on the phone line
3. Your call will be logged into our service system on time

3

Submit your request- You've done it !!



Fuji Xerox Asia Pacific Pte. Ltd.
Call Center Manager

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