

QUICK GUIDE

DC 156 / 186



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 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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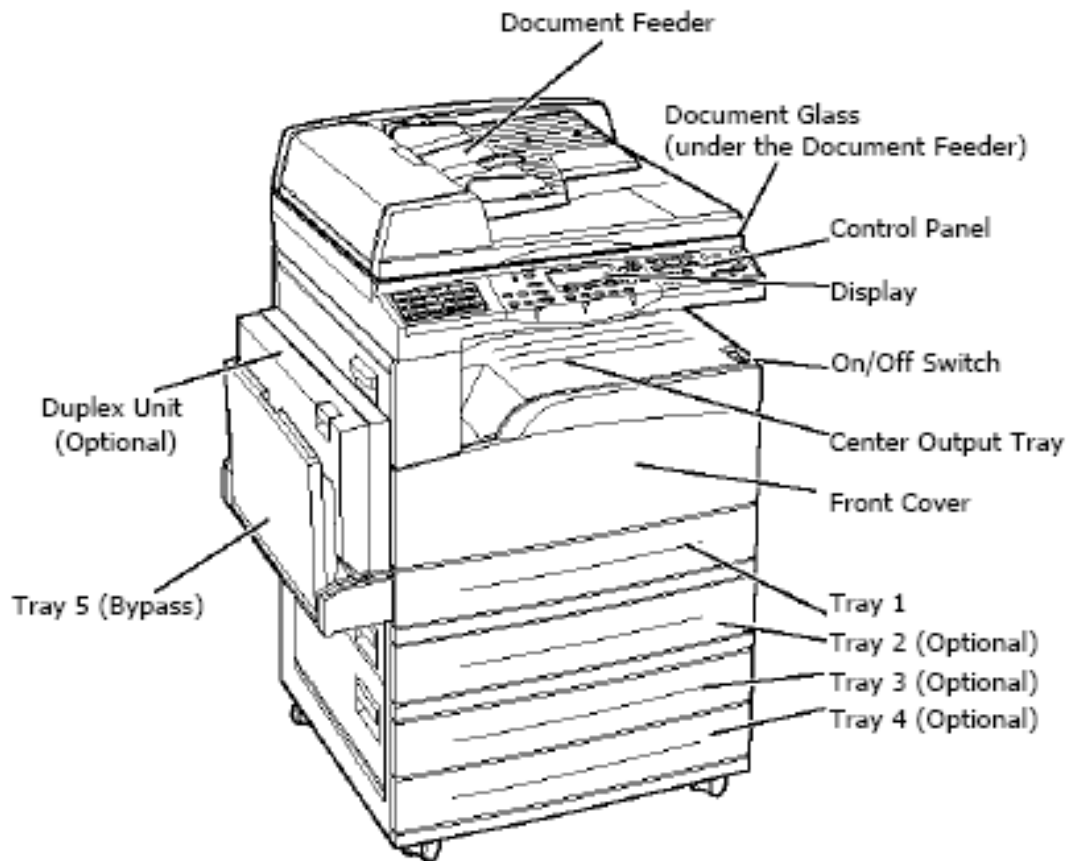
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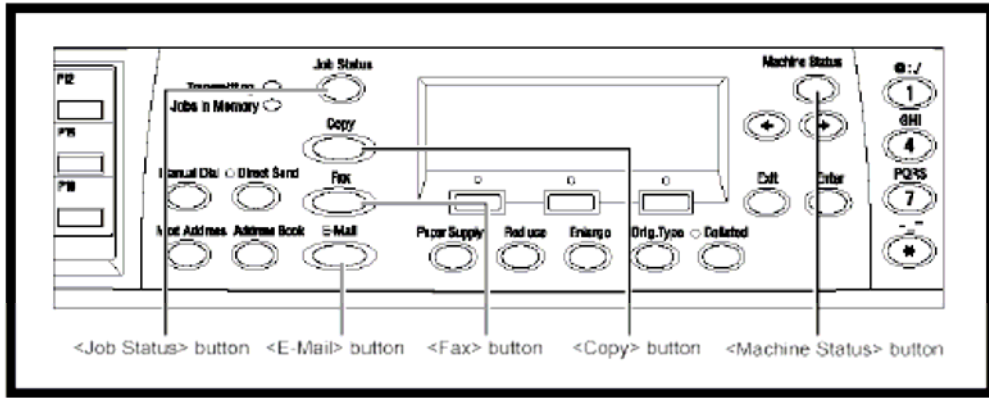
Online Service & Support Request

Online Support Assistant

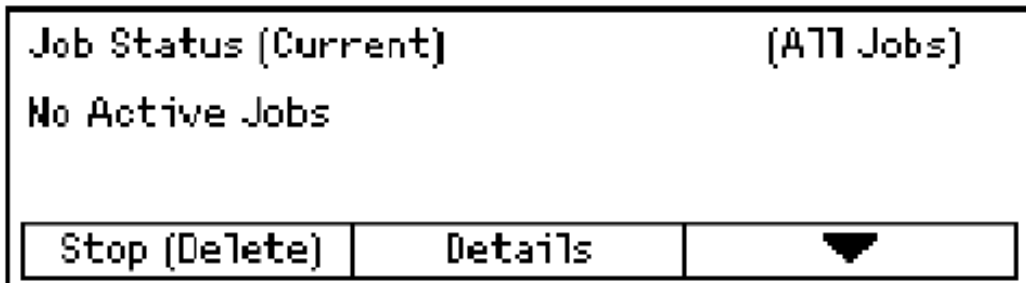
Machine Overview



Keypad



Job Status




Machine Status



Billing Meter: to check on Meter Reading

Section A : COPY

| | | |
|--------------|----------|--|
| Paper Supply | | 1 |
| | <u>3</u> | |
| <u>2</u> | <u>5</u> | A4  |
| Auto | <u>1</u> | <u>4</u> |

1. Select the paper size on the [Paper Size] screen
2. Press Enter button to display the [Paper Type] screen.
3. Select the required option.
4. Press Enter.

| | | | |
|----------------|-----------|-------------|---|
| Reduce/Enlarge | | 100% | 1 |
| 0% | 86% A3→B4 | 141% A4→A3 | |
| Auto % | 81% B4→A4 | 122% A4→B4 | |
| 100% | 70% A3→A4 | 115% B4→A3 | |

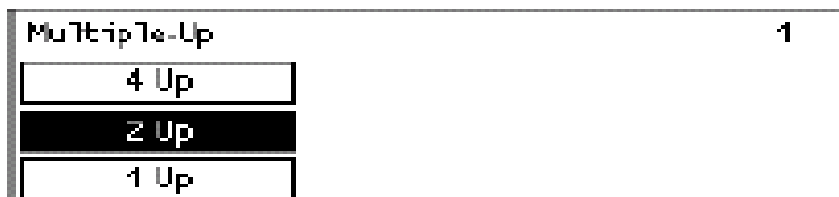
1. Press the arrow key to display [Reduce/Enlarge] on the Copy screen.
2. Select [Reduce/Enlarge] using the <Select> button.
3. Select the required option.
4. Press the Enter



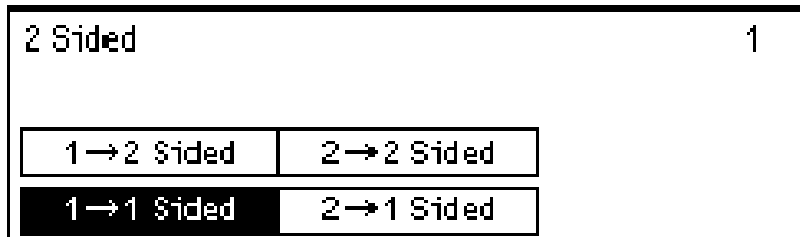
1. Press the arrow key to display [Lighten/Darken] on the Copy screen.
2. Select [Lighten/Darken] using the arrow key.
3. Select the density level required.
4. Press Enter



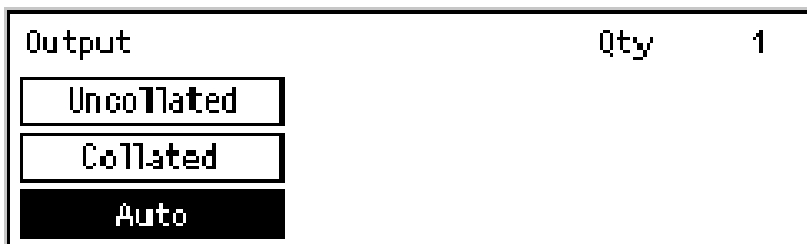
1. Press the arrow key to display [Original Type] on the Copy screen.
2. Select [Original Type]
3. Select the required option.
4. Press Enter.



1. Press the arrow key to display [Multiple-Up] on the Copy screen.
2. Select [Multiple-Up]
3. Select the required option.(2 Up /4 Up)
4. Press the Enter.



1. Press the arrow key to display [2 Sided] on the Copy screen.
2. Select [2 Sided] : (1-2 , 2-2 , 2-1)
3. Press Enter

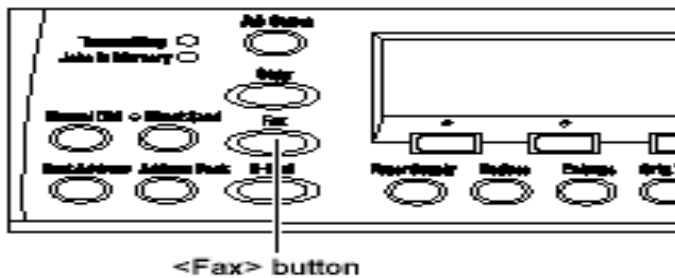


1. Press the arrow key to display [Output] on the Copy screen.
2. Select [Output].
3. Select the required option – Uncollated / Collated
4. Press Enter

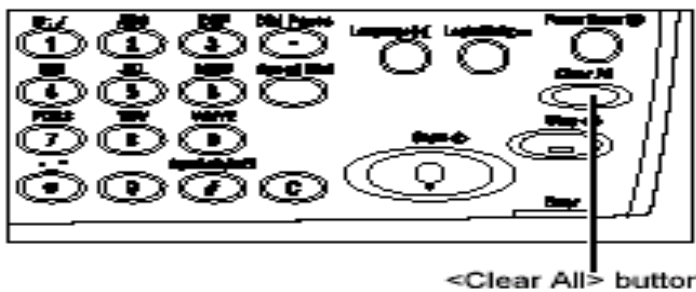


1. Press the arrow key to display [Mixed Size Orig.] on the Copy screen.
2. Select [Mixed Size Orig.]
3. Select [On] to enable the feature.

Section B : FACSIMILE



1. Press the <Fax> button on the control panel.
2. Ensure that the Fax screen is displayed.



1. Press the <Clear All> button on the control panel once to cancel any previous selections.
2. Select an option for the required feature.

Specify Destination

You can use the following ways to fax out:-

- Address Enter/Next
- Address Book
- Speed Dial
- One Touch Dial

Address Enter/Next

Enter the first number

1. Press Address Enter/Next button
2. Enter the next destination
3. Repeat as required
4. Press Start

Address Book

1. Press Address Book button on the panel
2. Select the required address book
3. Press Start

Speed Dial

1. Press The Speed Dial button on the panel
2. Enter the 3 digit code
3. Press Start

One Touch Dial

1. Use the flip card on the panel to change the page if required
2. Press Start

You may select the various features available for faxing:-

Resolution → Quality of fax received by the other party

Lighten / Darken → Adjust the density of the fax document

Scan Size → Specify the scanning area

Reduce / Enlarge → Allows you to reduce / enlarge a specific ratio

Send Header → To add sender name, start time, date of transmission and number of pages

Transmission Report → Report for each transmission sent

Overseas Communication → Minimize errors on telephone lines

Delayed Start → Set the start time for transmission

Multiple Up → Send two pages in one page

Priority Send → Urgent document to be send as top priority

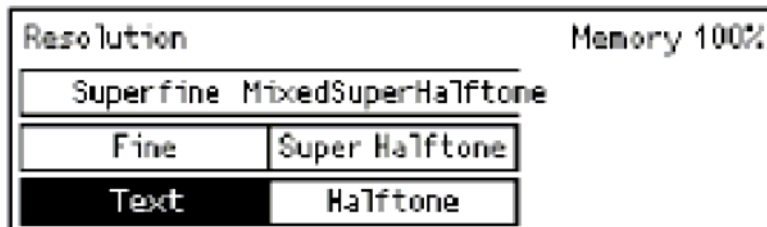
Recipients Sets → Specify number of copies remote to print

Direct Send → Start sending a fax immediately after scanning the first page of document

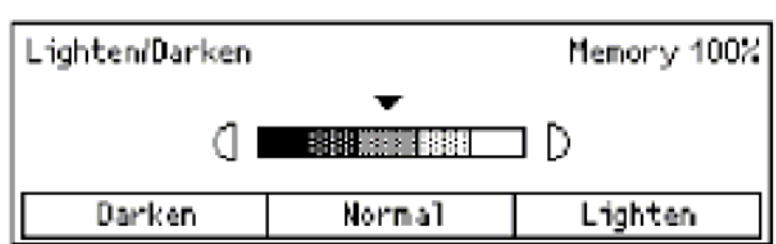
2 Sided Original → To send a 2sided document without making copy of 2nd page

Chain Dial → Specify a destination combining the Speed Dial, One Touch Dial and normal numeric keypad

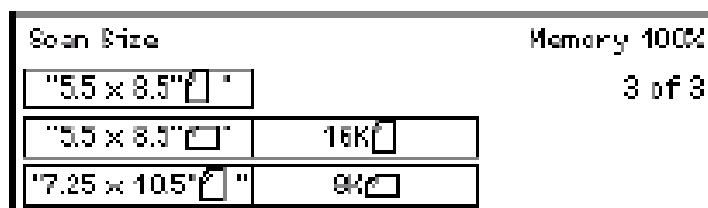
On Hook → To check the transmission line for transmitting



1. Press the arrow key to display [Resolution] on the Fax screen.
2. Select [Resolution] .
3. Select the required option : (text/fine/superfine/superfine halftone/super halftone/halftone)
4. Press the Start button



1. Press the arrow key to display [Lighten/Darken] on the Fax screen.
2. Select [Lighten/Darken]
3. Select the density level : Darken / Normal / Lighten
4. Press the Start button.



1. Press the arrow button to display [Scan Size] on the Fax screen.
2. Select [Scan Size].
3. Select the required option.
4. Press the Start button.

| R/E Presets | 100% | Memory 100% |
|-------------|-----------|-------------|
| 129% | 86% A3→B4 | 141% A4→A3 |
| 64% | 81% B4→A4 | 122% A4→B4 |
| 100% | 70% A3→A4 | 115% B4→A3 |

1. Press the arrow button to display [Reduce/Enlarge] on the Fax screen.
2. Select [Reduce/Enlarge]
3. Select the required option.
4. Press the Start Button

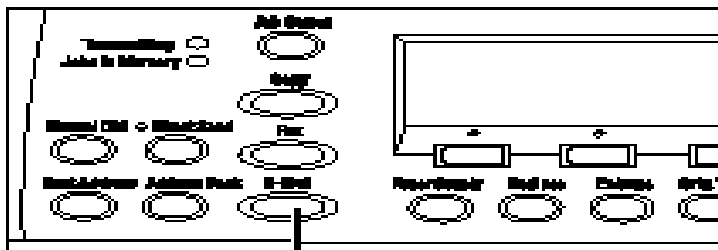
| Send Header | Memory 100% |
|---------------|-------------|
| Sender Name 2 | |
| Sender Name 1 | go |
| OFF | |

1. Press the arrow to display [Send Header] on the Fax screen.
2. Select [Send Header]
3. Select the required option.
4. Press Enter

| Transmission Report | Memory 100% |
|---------------------|-------------|
| On | |
| OFF | |
| Undelivered | |

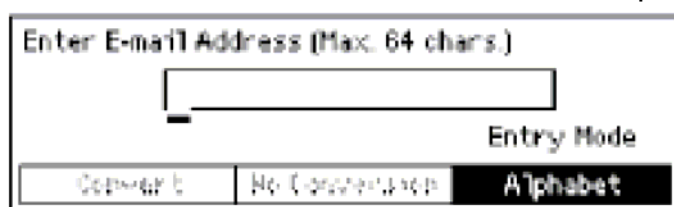
1. Press the arrow button to display [Trans. Report] on the Fax screen.
2. Select [Trans. Report]
3. Select the required option.
4. Press the <Enter> button.

Section C : EMAIL



<E-Mail> button

1. Press the <E-mail> button on the control panel.

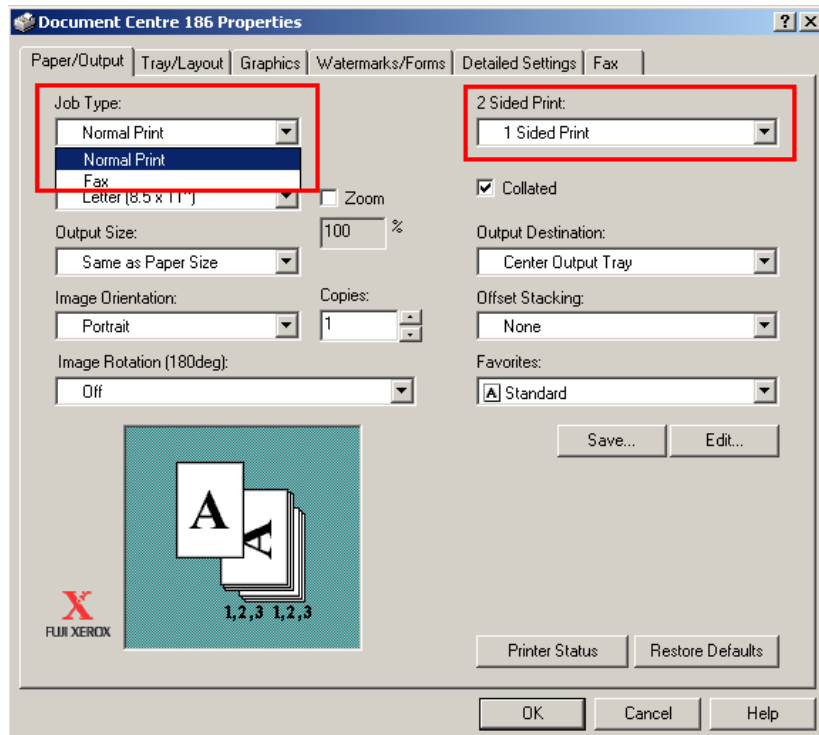


2. Enter addresses using the alphanumeric keypad on the control panel or from Address Book.
3. Press the Start button on the control panel to scan and send the documents.



1. Press the [←] or [→] button to display [File Format] on the Email screen.
2. Select [File Format] using the <Select> button
3. Select the required option
4. Press <Enter> button

Section D : PRINT

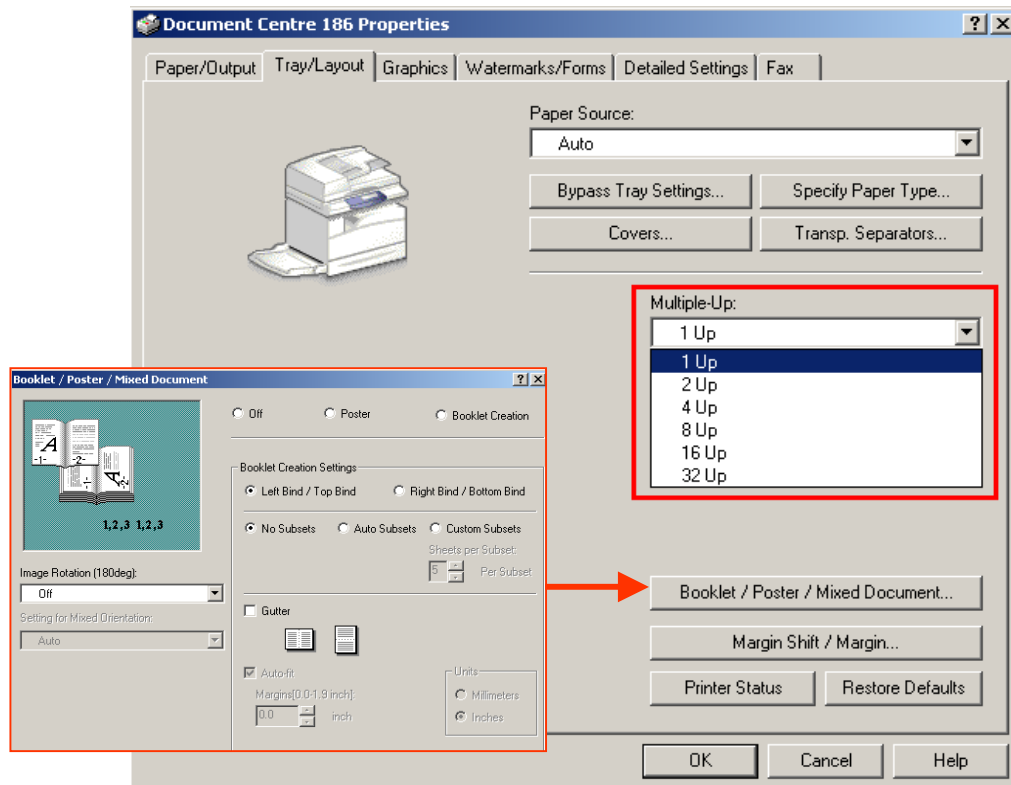


Basic Printing

- Go to File – choose Print
 - Normal Print** : select this for normal printing
 - Fax** : select this to send faxes from your PC via the machine. You can specify the destination
- 2. Click OK

2 Sided Print

1. Click 2 Sided Print
2. Choose Long Edge or Short Edge
3. Click OK



Multi-Up

Print 2, 4 or eight (up to 32) independent documents onto one sheets of paper. The machine will automatically reduces/enlarge the images as needed to print them on one page.

- Choose Tray / Layout
- Click Multi-Up – Choose (x Up) – then click OK

Poster

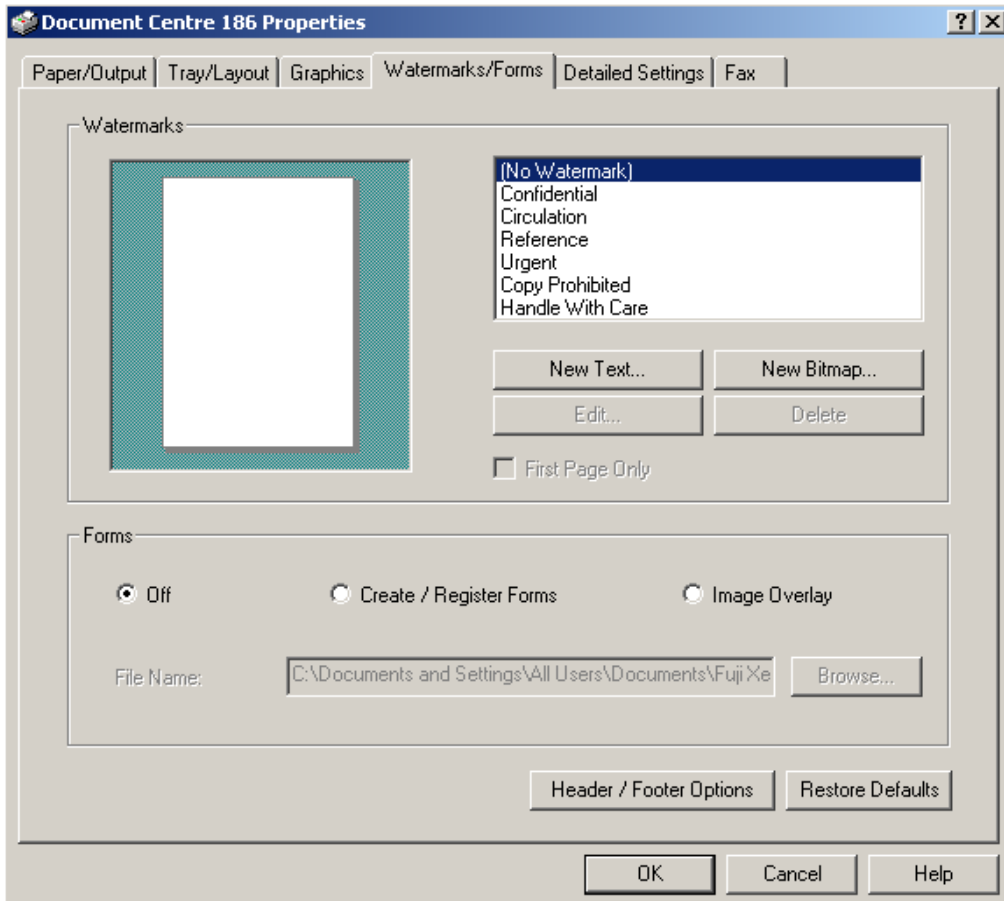
Divide & enlarge a document then print each divided part onto multiple sheets of paper. Paste together to make one large poster.

Booklet Creation

Create a document with the pages in correct order to make a booklet when the document is folded.

Transparency Separator

Insert a divider page after each printed transparency.



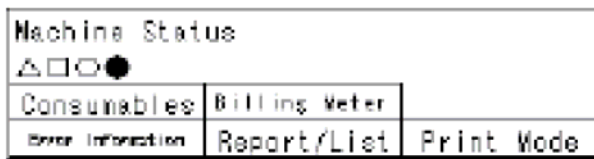
Watermarks/Form

- Go to Watermarks/Forms
- Choose your desire text
- Click OK

Section E : MAINTENANCE

Checking Billing Meter

1. Press **Machine Status** button on the Control Panel
2. Select **Billing Meter**



Notes

Serial Number

Displays the Serial Number of the machine

Print Jobs

Indicates the total number of pages used for print jobs

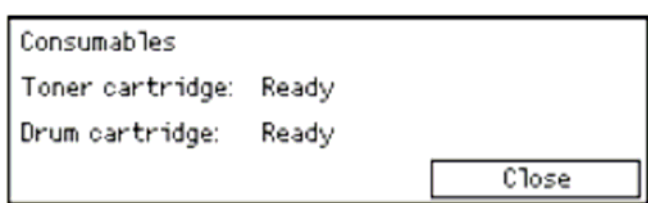
Non-Print jobs

Indicates the total number of pages used for all jobs except Print jobs

| Consumables/ Maintenance Parts | Product Code | Life Span |
|-----------------------------------|--------------|--------------|
| Toner Cartridge | CT200401 | 9,000 pages |
| Drum Cartridge | CT350285 | 60,000 pages |

Checking Consumables

1. Press **Machine Status** button on the Control Panel
2. Select **Consumables**



Notes

Ready

Indicates the status is fine

Replace SOON

Indicates the toner/drum is getting low and the cartridge should be replaced soon

→ **Please order new cartridges**

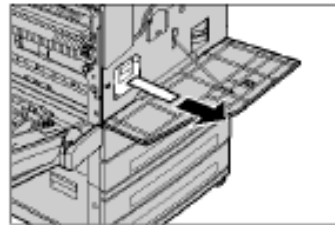
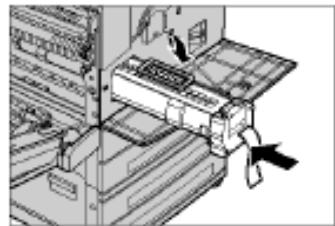
Replace NOW

Indicates the cartridge needs to be replaced immediately

Replacing Toner & Drum Cartridge

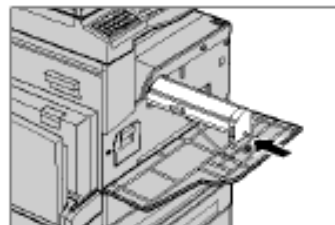
Replacing new drum cartridge:

1. Place the cartridge in position and slide it into the machine until it clicks
2. Pull out the tape and close all the covers until it latches



Replacing the toner cartridge:

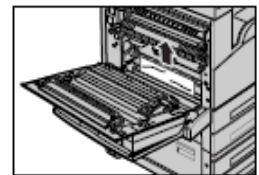
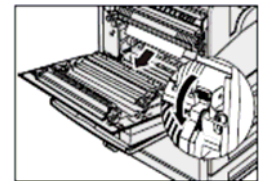
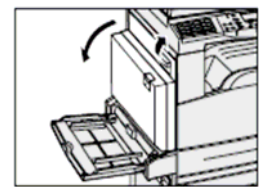
1. Shake the new cartridge before placing it in position
2. Slide until it clicks
3. Close the front cover



Clearing Paper Jams

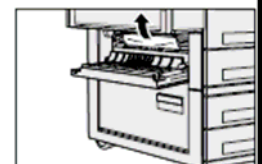
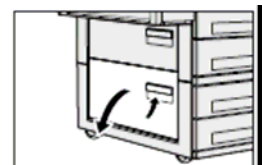
Cover A

- Open the Cover A while lifting up the release lever.
- If the jammed paper is inside the fuser unit, press the lever toward you to remove the jammed paper.
- If the edge of the jammed paper does not reach the fuser unit, remove the paper in the direction of the arrow.



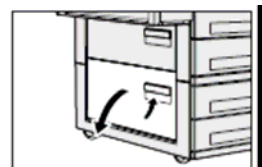
Cover B

- Open the left center cover while lifting up the release lever.
- Remove the jammed paper



Cover C

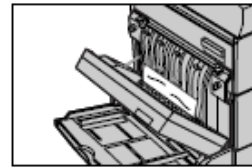
- Open the Cover C while lifting up the release lever.
- Remove the jammed paper



Clearing Paper Jams

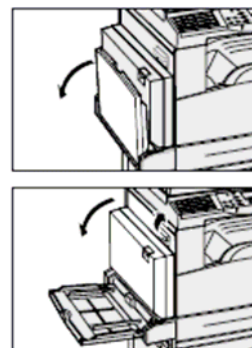
Cover D

- Open the bypass tray.
- Open the Cover D while lifting up the release lever.
- Remove the jammed paper inside the duplex unit.



Paper Jam in "Exit"

- Open the bypass tray if necessary
- Open the Cover A while lifting up the release lever.
- Remove the jammed paper



Online 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.

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



Fuji Xerox Asia Pacific Pte. Ltd.

Call Center Manager

1 Log onto www.fujixerox.com.my & Select Service & Support Request



2 Input the machine's info



Service & Support Request

Log a Product Service & Support Call

To contact Fuji Xerox Malaysia's Service Call Center, you can either

Call : 03-7957 9988 or,
 Fax : 03-7956 7011 please fill in fax form ([attachment](#))* or,
*The attachment is in .pdf format. You will need Acrobat Reader to view the attachment. [Download Acrobat Reader](#)!

Email : Fill in the [Contact Us](#) Form below and click Send.

Model Name:

Serial Number:

Company's Name:

Machine's Installation Address:

3 Submit your request- You've done it !!

Problem Description

Please provide as much details as possible about the problem you are experiencing with your product. This will assist our service staff in helping you more quickly.

Problem Description:

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

eSUPPORT by xerox

Online Support Assistant

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



2 Select product



3 Type a problem & search

**Support & Drivers :
ApeosPort 5540
Online Support Assistant**

Search For Keyword or Phrase:

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.

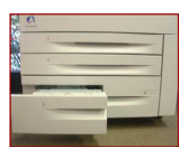
4 You've got the solution !

Support & Drivers : ApeosPort 5540 :

[Print this page](#) [Email this page](#)

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 | |

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Service & Support Request

Log a Product Service & Support Call

To contact Fujixerox Malaysia's Service Call Center, you can either

Call : 03-7957 9888 (9L)
 Fax : 03-7956-7011 please fill in Fax form (attachment 1)* or
 *The attachment is in pdf format. You will need Acrobat Reader to view the attachment. (Contact Us/Contact Us/2005)

Email : Fill in the Contact Form below and click Send.

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