

# Quick Guide for Scan, Print, PC Fax DCC450/360/250

## CONTENT

- 1 Normal Printing
- 2 Secure Printing
- 3 Faxing from PC
- 4 Scanning documents into mailbox
- 5 Retrieve Scanned Image
- 6 Scanning Documents to Ifax / Email

Service : 6766-8888 ( press 1 )

Serial Nos : .....

## 1. Normal Printing

- + Click File, Print
- + Select Xerox printer
- + Click Properties (optional feature)
  - ← Select duplex (long or short edge binding) for double side printing.
  - ↑ Select watermark if require.  
) *Watermark can also be created.*
- + Click OK to print.

## 2. Secure Printing

### 2.1 Sending Secure Printing

- + Click File, Print
- + Select Xerox printer
- + Click Properties
- + Change the Job Type to Secure Print
- + Select desire features, Click OK
- + Input the User ID (name of sender)
- + Input Password
- + Confirm the Password
- + Click OK x 3 times to release the print

### 2.2 Retrieve Secure Printing

- + Select Job Status at the machine
- + Press Stored Documents
- + Select Secure Print
- + Select respective User ID
- + Press Document List
- + Input Password
- + Press Confirm
- + Select the document name
- + Click Print
- + Select Print and Delete to release the document

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**3. Faxing from PC** *(only available if machine connected to fax)*

- + Click File, Print
- + Select Xerox printer
- + Click properties
- + Change the job type to Fax
- + Click OK
- + Click OK again
- + Fax recipient list will appear
- + Input the name and fax number
- + Click add to list
- ) *The above two steps can be repeated to enter multi fax number for broad casting.*
- + Select fax option if require a transmission report to be printed out after the fax is successful.
- ) *Choose report always*
- + To fax, click OK
- + Check the fax number
- + Click OK to release the fax
- ) *Please note that, the status of the fax transmission have to retrieve at the machine Job Status button.*

## **4. Scanning documents into Mailbox.**

### **4.1 Steps to follow when scanning a document**

- + All Services
- + Select Scan to Mailbox
- + Select desire Mailbox number (ranging from 1 – 200)
- + Key in Password (at least 4 digits)
- + Press Confirm
- + Press Close
- + Select desire features
- + Insert document into feeder
- + Press Start

### **4.2 Points to take note when scanning.**

- ) *A mailbox must be created at the machine before scanning.*
- ) *Always place the document short edge feeding (landscape) through the feeder.*
- ) *Select desire resolution. (range from 200 – 600 dpi)*
- ) *Select the correct document type. (e.g. halftone for graphics)*
- ) *Select double sided if required.*

## 5. Retrieve Scanned Image

- + Go to Start, Programs, Accessories, Imaging
- + Go to File, Scan New
- + Choose the appropriate scanner
- + Input Mailbox Number and Password
- + Click Import
- + Document Will be imported and erase from the machine
- + Save the image

) *Any application with twin acquire will be able to do the retrieval of the image from the Xerox Machine. E.g. Photoshop, Imaging, Adobe writer, etc.*

### 5.2 Retrieve Scanned Image Using Fuji Xerox Scanner Utility

#### Steps

1. Go to Start > Program > Fuji Xerox > Utility > Mailbox Viewer 2
2. Select Scanner > Key-in mailbox number > Key-in password
3. Open Mailbox
4. Highlight Scanned Image > Highlight Settings
5. Tick Auto Import > Tick Import Setting
6. Choose the options you require
7. Save in > Browse > Save (create your own folder)
8. Click OK 3X
9. Click Import and Close

## **6. Scanning Documents to Ifax / Email**

### **6.1 Points to take note when scanning to Ifax**

- + Select Fax from the main menu
- + Select Address Book
- + Select the recipient using the alpha tab at the bottom of the screen
- + Load the document on the feeder or platen glass
- + Press Start (the image will be deliver into your email inbox as an attachment \*.tiff)

### **6.2 Points to take note when scanning to Email**

- + Select All Services
- + Select Email
- + Select desire email address
- + Press Start
- + Load document on the feeder or platen glass
- + Press Start (the image will be deliver into your email inbox)

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