Quick Guide for Scan, Print, PC Fax
DCC400/320/240

CONTENT

Service : 6766-8888 (press 1)

Serial Nos : …………………

THE DOCUMENT COMPANY
FUJI XEROX

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

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

+   Select Scan

+   Select 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.*

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 Scan from the main menu

+   Select Email

+   Select Address Book (choose the recipient)

+   Press Save (2 times)

+   Load document on the feeder or platen glass

+   Press Start (the image will be deliver into your email inbox)