Multi-Function Printer Simple Operation Manual

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FUJI Xerox

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1. Introduction of <IC card authentication>

1. Hold the IC card (Staff card/ Students card) over the multi-function printer to authenticate.
   The IC card is required to perform this authentication function.

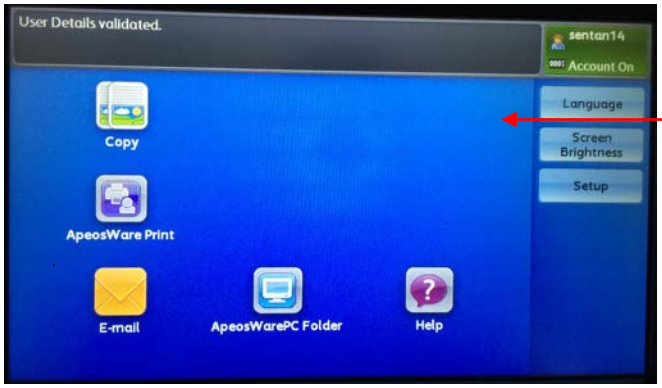
2. When IC card authentication is successful, the user name will be displayed in the upper right corner of the LCD screen.

2. <Main Menu>

< Basic Mode Main Menu>

The following functions are displayed in the basic menu.

※ The displayed buttons change in each of the functions of the multifunction printer.



ファクス利用先のみ
表示されていません。

●Menu Buttons

[**Copy**]⇒ Copy function

[**FAX**]⇒ FAX function
The FAX destination is shown.

[**ApeosWare Print**] ⇒ [Authenticated Print]
⇒ When holding the IC card, the allowed print jobs are displayed.
Location free print.
※ Regardless of the output location.
※ Only for location free target machines

[**Scan (to email)**] ⇒ The scanned data will be sent to the specified mail address.
Frequently used mail addresses can be registered in the ″Address Book″.

[**Scan (to ApeosWarePC Folder)**] ⇒ The scanned data is save in the root folder (share destination) of the user.

※ To change the specified destination folder, use the management server side.

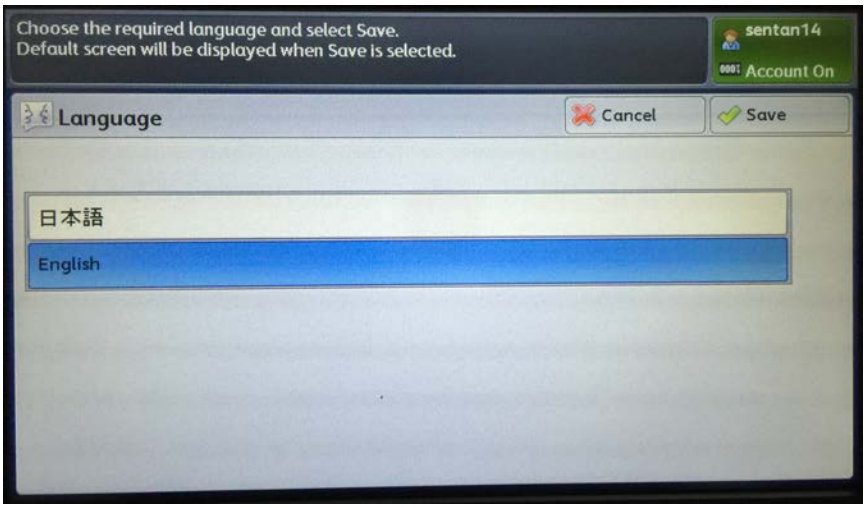
[**Help**] ⇒ Show the help function. The language can be switched between Japanese and English.

3. 〈言語切り替え Language〉

1. From the main menu screen choose the [言語切り替え Language] button.

2. Choose the required language as in the screen below.

3. Push [決定 Save].



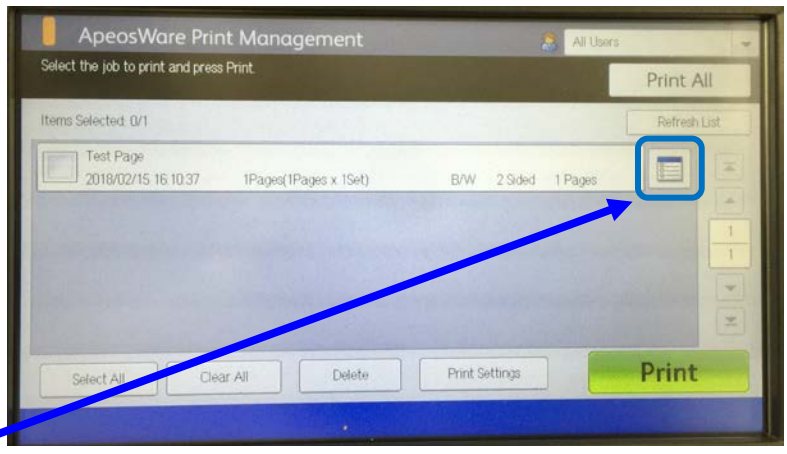
4. <Method of Printing> Location free support

◆Except for location free printers, Direct print jobs are output directly from the multifunction printers not supporting location free.

<How to use>

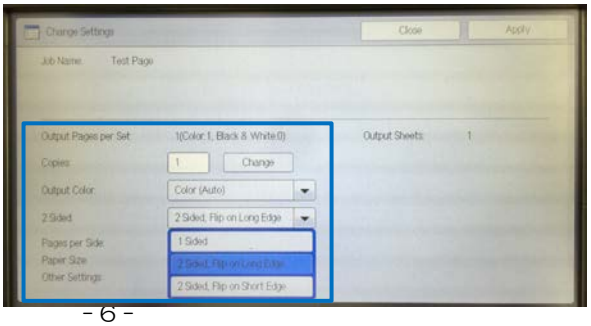
1. Print from the target machine.
2. Authenticate using the IC card
3. Choose [Authenticated Print] or [ApeosWare Print].

4. For every（authenticated user）the print jobs will be shown.
5. Select the required print job and push [Print].



6. Push the [Blue table] button then.

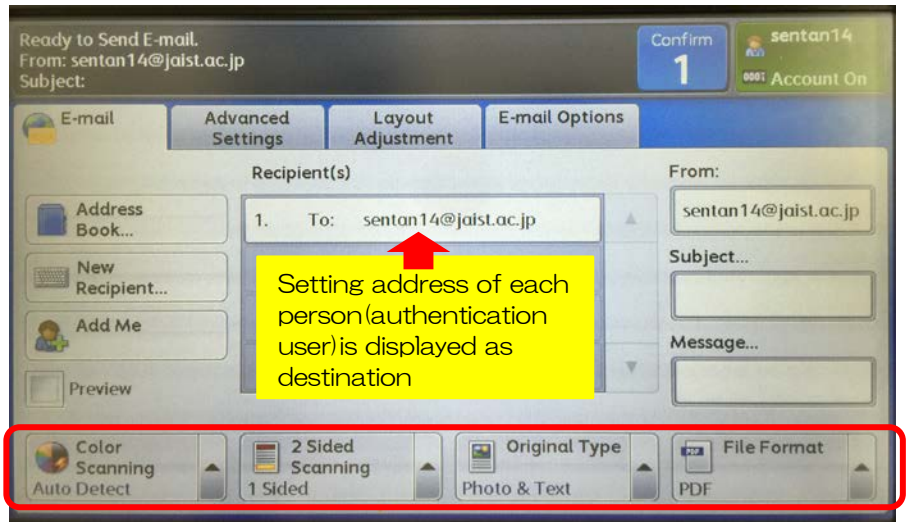
[Number of copies]
[Color mode]
[Double/Single sided]
can be chosen



5. <Scan (E-mail) instructions>

<How to use>

1. Authenticate using the IC card.
2. Push the [Scan (E-mail)] button.



3. Change the color mode, output file format, etc.
   The resolution (dpi) can be changed by choosing the [reading method].

   After laying the material to scan, press the [start] button to start scanning.

<Making an Address Book ... Registering a New Mail>

1. Push the [Address Book] button.

2. Choose [Register a Add New Address] ⇒ [New Entry].

3. Fill in [Enter the Mail Address] ⇒ then push [Next].

4. Fill the name to display in the [Destination Name] and the [Indexing character]. For instance, for JAIST → input [J] ⇒ then push [Next].

5. Push [Registration Complete] to finish.

6. <Scan (to ApeosWarePC Folder)>

1. Authenticate using the IC card.
2. Push the [ApeosWarePC Folder] button.
3. When choosing a specific folder, all the shared folders are displayed.
4. After laying the material to scan, press the [start] button to start scanning.

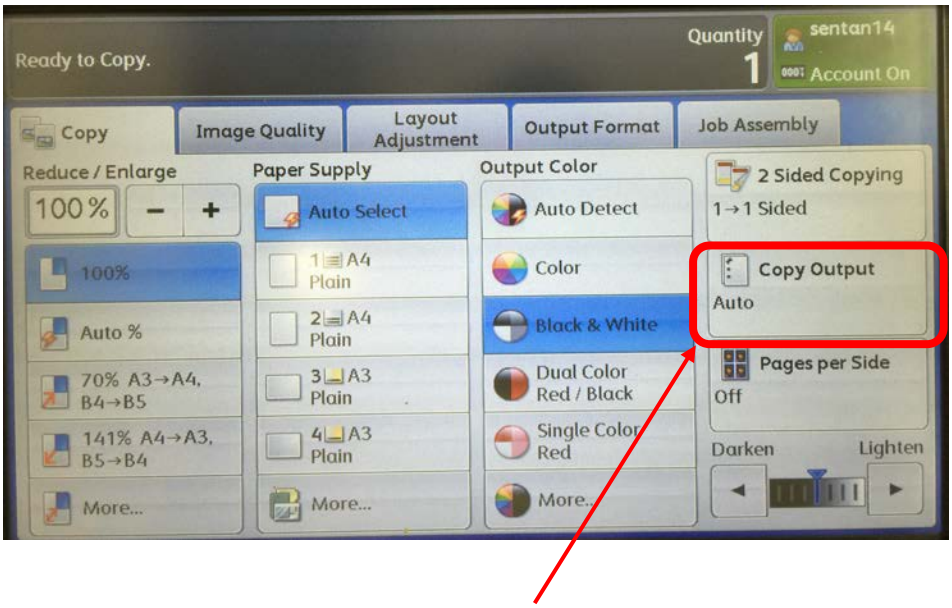
※ To use this function, set the specified destination root folder on the management server side.

The function is under constructing
(2018.2.2)

7. <Photocopying>

1. Authenticate using the IC card.

2. Push the [COPY] button.
   As needed change: magnification, paper size, color mode, 2-sided etc.

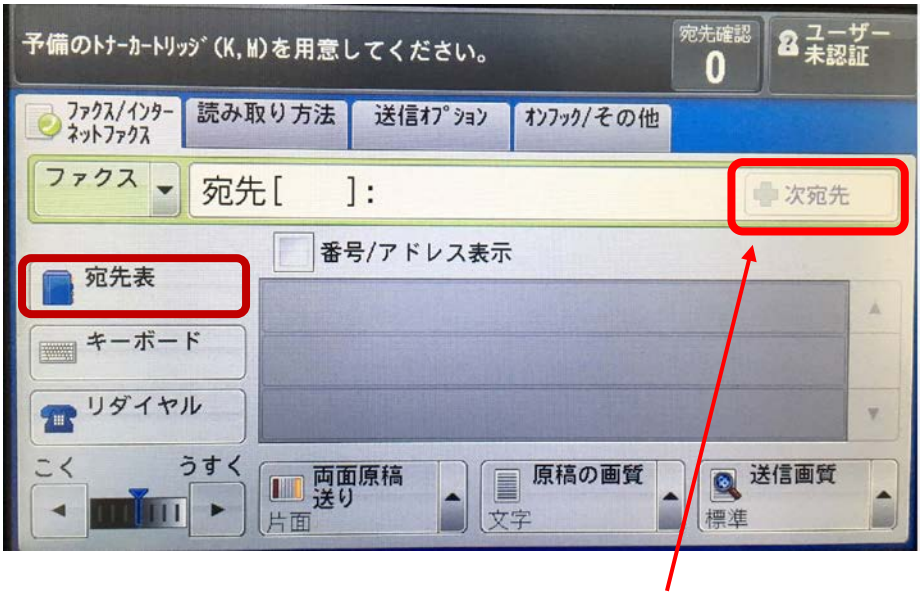


3. To use the built-in stapler/punch, push the [Sort / Staple / Punch]˝ button
   ※ It is limited to multi-function machine supporting the stapler / punch functions

4. After laying the material to scan, press the [start] button to start scanning.

8. <Using the FAX> supporting machines only

1. Authenticate using the IC card.
2. Push the [FAX] button.



Dial the number with the keypad. In the case of multi-recipients, press [Next address] to continue and dial the next recipient number.

For outgoing calls, dial (zero - pause) then the FAX number.

The destination can be selected from the [Address Book] and multiple recipients can be selected.

3. After laying the material to scan, press the [start] button to start scanning.

< Registering in the address book ... FAX fast dial registration>

Same as in page 7.

Please refer to the document "Understanding how to use" or the multifunction printer [Help] screen.

9. <Maintenance / Consumables Replacement>

<contact/inquiry> reception desk ：Weekdays 9:00 - 17:30

Regular remote maintenance check is performed using EP-BB service.

Consumables will be delivered automatically to the target machines.

In case of emergency maintenance and requests, the card is attached to the multifunction machines
Please dial the toll-free number on the contact/inquiry card.
Please take note of the [Model] and [Serial no.].

<Replacing Consumables>

For toner and toner collection bottles (waste toner bottle), please change by yourself.
Open the front cover of the multifunction peripheral, pull it out, to replace.

Details of the replacement method are attached to the multifunction device (inside the tray)
Please refer to the document ″Understanding how to use″ P108～.

＜Other Functions＞
For other functions,
Please refer to the document ″Understanding how to use″ or the multifunction printer [Help] screen.

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