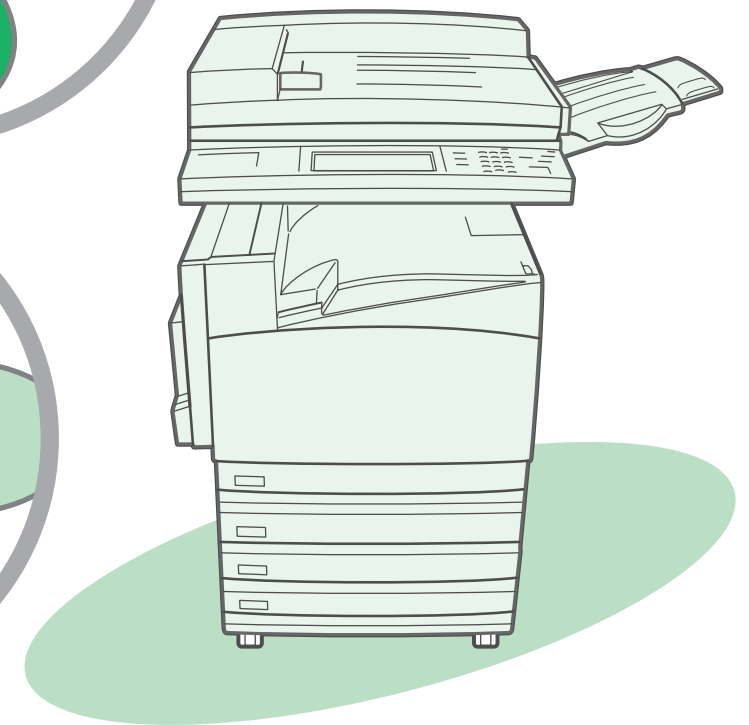# Document Centre C400/320 Series
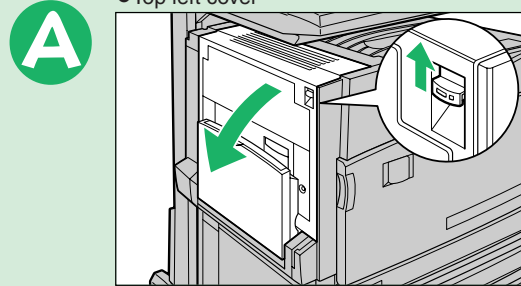
One Point Guide

THE DOCUMENT COMPANY
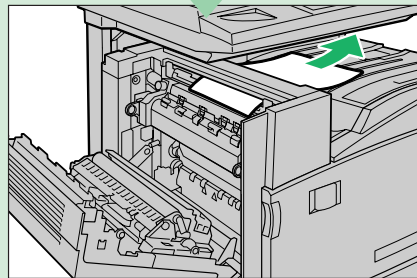FUJI XEROX

Removing Paper Jam

See "4.5 Paper Jams" in "Part 1 Hardware" of the User Guide (Copier).
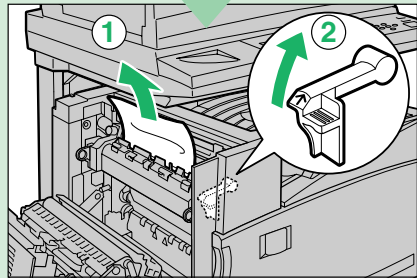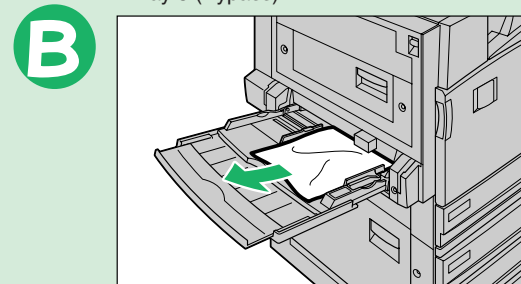
A

●Top left cover

Gently open the top left cover while lifting up the release lever.

If the edge of the jammed paper can be reached at the output tray, pull the jammed paper in the direction of the feed-out area.
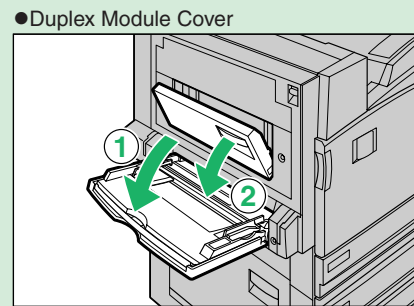
1   2

If you cannot remove jammed paper inside the fuser unit, lift up the lever and remove the jammed paper.

B

●Tray 5 (Bypass)

Inspect the inside (paper feed entrance) of Tray 5 (Bypass), and remove any jammed paper.

●Duplex Module Cover

1   2

Open the Tray 5 (Bypass) and gently open the duplex module cover.
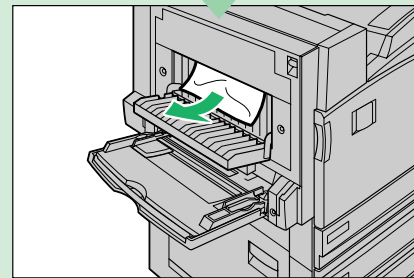
Remove the jammed paper.

●Left center cover

Remove the jammed paper.

●Bottom left cover

Remove the jammed paper.

See the message on the display to check the relevant parts of the machine.

A

B   **C**

C
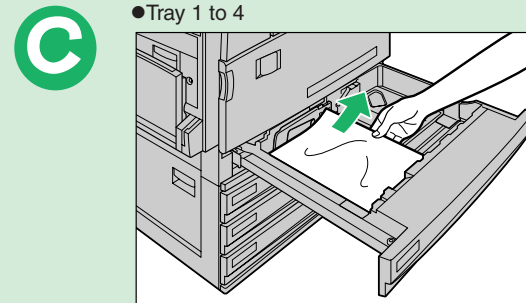
●Tray 1 to 4

Remove the jammed paper.

Loading Documents

Load documents into the Document Feeder.

Place documents facing up.

A
B

Placing documents (such as B4, A3) in the Document Feeder

Place documents facing up.

Placing Documents on the Document Glass
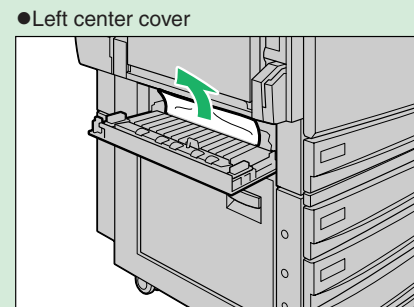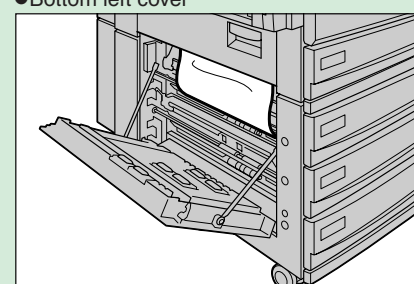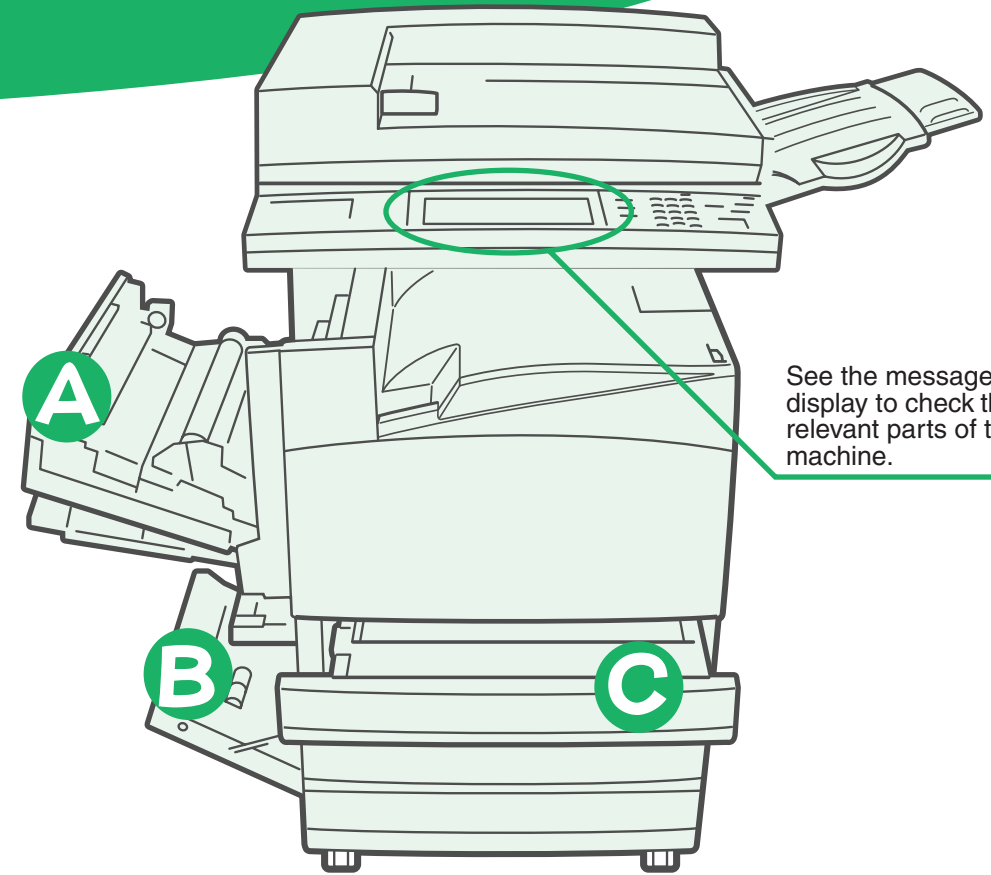
Place documents facing down.
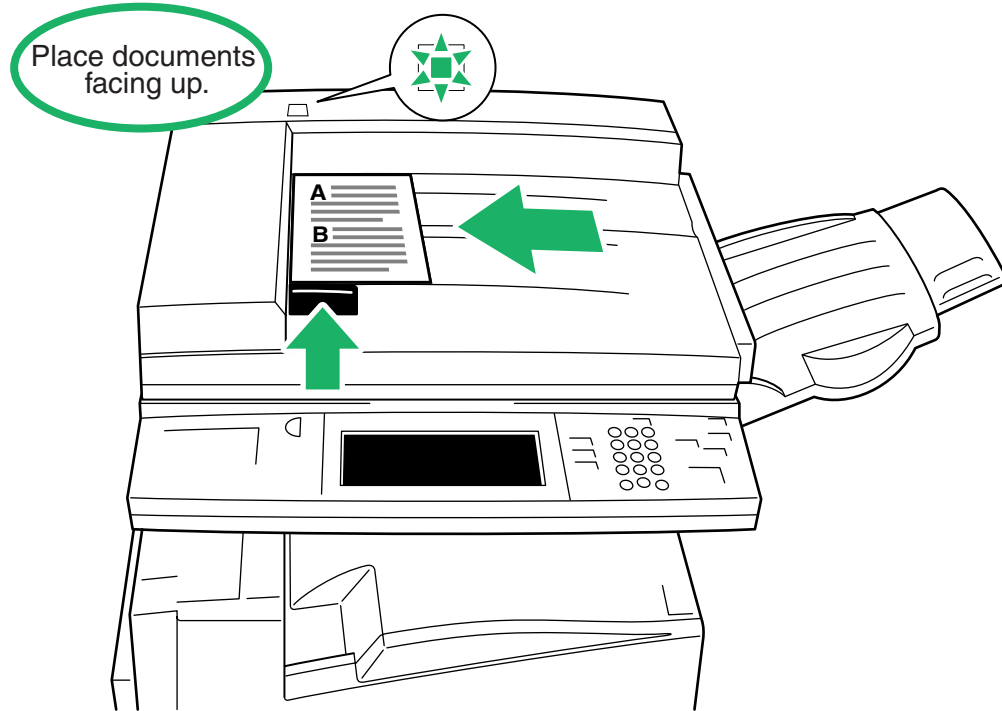
About Original Orientation when Loading Documents

If you copy using the function, such as "Margin Shift", which needs to set the top, bottom, left and right positions of documents correctly, specify the orientation of the original by using Original Orientation button.

Load the documents in Head to Top Orientation.

Loading documents on the Document Feeder.

Top

Left   Right

Bottom
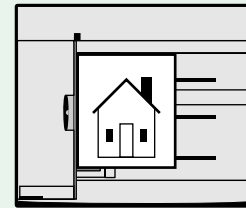
Placing Documents on the Document Glass.

Load the documents in Head to Left Orientation.

Loading documents on the Document Feeder.

Top

Left   Right

Bottom

Placing Documents on the Document Glass.

Loading Paper

●Tray 5 (Bypass)

When loading paper onto the Tray 5 (Bypass), insert the paper with the copy side facing down.

Transparency
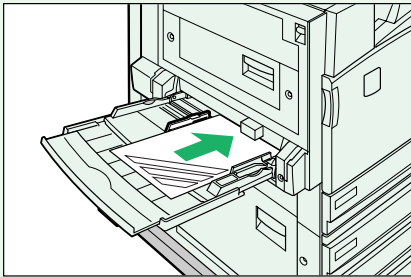
Heavyweight paper
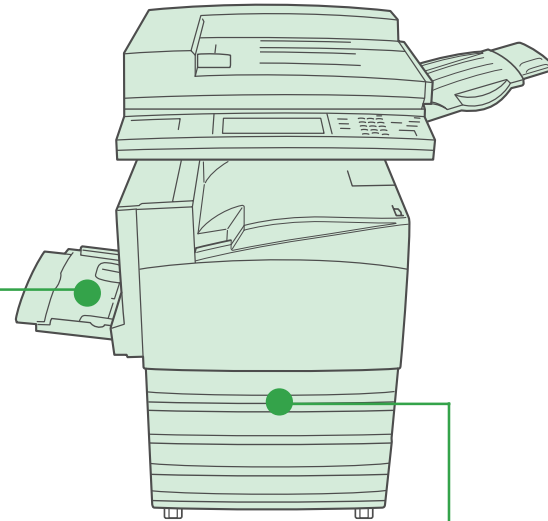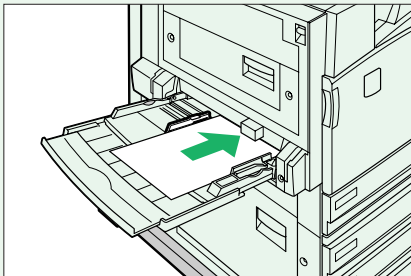
●Trays 1, 2, 3, 4
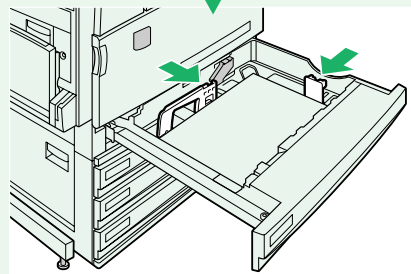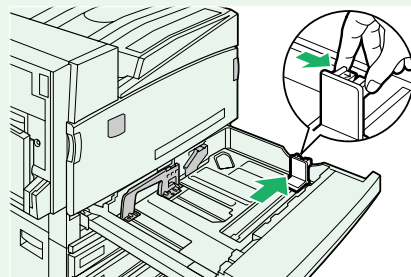
Note If you change the type of paper to be loaded in trays, set the paper type on the Control panel. See "Setting the Paper Type" (P. 8) for details.

Papers that can be / cannot be loaded in Tray 5 (Bypass)

●Transparency
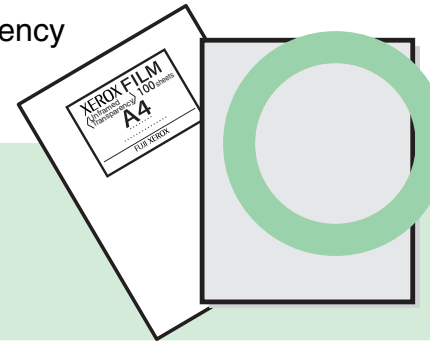
Black and white/Unframed transparencies   **Full-color transparencies (with white frame)**
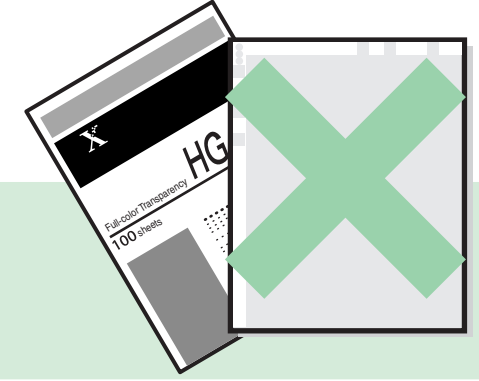
●Label paper
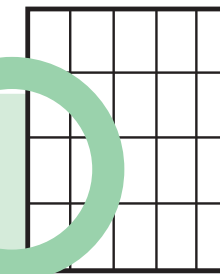
Single-label type   **20-label type**   **Paper base not entirely covered with labels**
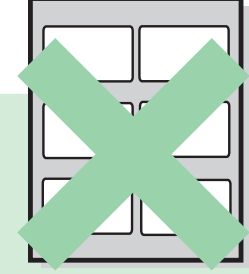
●Other Paper

Already printed or copied paper

Inkjet exclusive paper

Setting the Paper Type

See "2.3 Changing Paper Settings" in "Part 1 Hardware" of the User Guide (Copier).

1 Press [Password/System Settings] on the Control Panel.

If the Password Entry screen is displayed, enter the password and select Confirm. And then, select **System Settings**.

2

System Administrator - Password Entry	Cancel
Password	
▶ ●●●●● Confirm	

→

System Administrator Menu
User Mode   System Settings
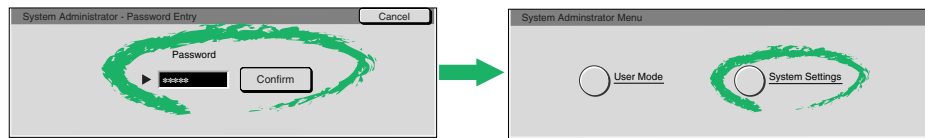
Note If the Password Entry screen is not displayed, proceed to Step 3.

3 Select **System Settings**.

System Settings	Close
SystemSettings Setup Menu System Administrator Password	
Auditron Administration	

4 Select **Common Settings**.

System Settings	Close
Common Settings Copy Mode Settings Network Settings	
Print Mode Settings Scan Mode Settings	
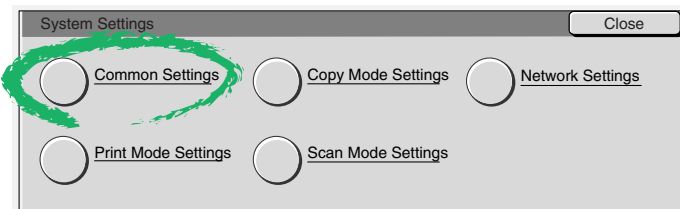
5 Select **Paper Tray Attributes**.

Common Settings	Close
Machine Clock/Timers Audio Tones Screen Defaults	
Paper Tray Attributes Printing Priority Image Quality Adjustment	
Reports Diagnostics Others	

6 Select **Paper Type**.

Paper/Tray Attributes	Close
Custom Paper Name Paper Type Paper Tray Priority	
Paper Type Priority Image Quality Tray 5 (Bypass) Paper Size Defaults	
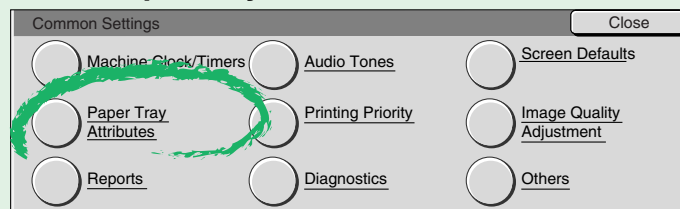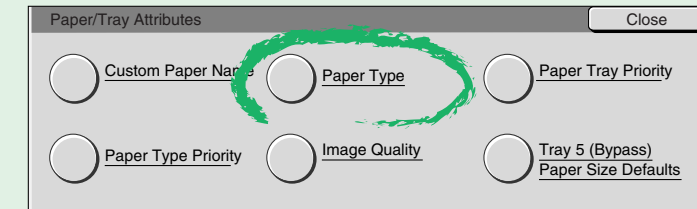
7 Select the paper tray whose paper type setting is to be changed at Items, and select **Change Settings**.

Paper Type		Close
Items	Current Settings	
1. Tray 1	0	
2. Tray 2	0	
3. Tray 3	0	
4. Tray 4	0	Change Settings
5. Tray 5 (Bypass)	0	
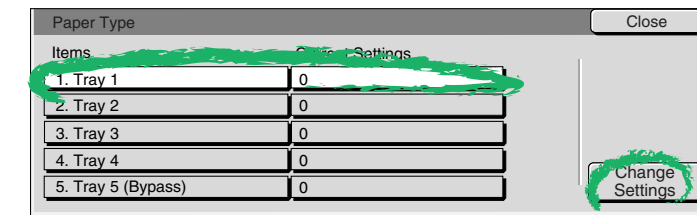
8 Enter the setting value of the paper type to be changed using Numeric Keypad, and select **Save**.

1. Tray 1	Cancel	Save
Current Value : 0		
New Value ▶ 1		
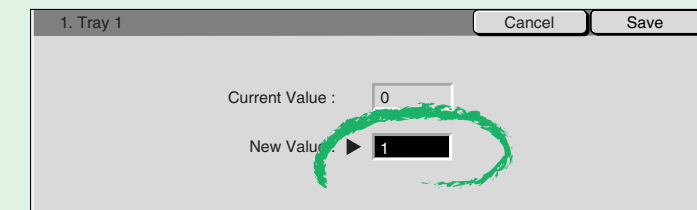
See See "5.4.4 Setting Paper Tray Attributes" in "Part 1 Hardware" of the User Guide (Copier) for details on value of paper type.

9 Select Close repeatedly until the System Settings screen is displayed, and then select **Exit**.
This exits the System Administration Mode.

Changing Screens

Note How these features buttons are displayed differs according to which optional accessories are installed.

Online
Job in Memory

Password/System Settings
Power Saver

Features
Clear All

Interrupt

Job Status

Machine Status

Stop

Start

Pause   Clear   Speed Dial

Ready to copy.

Copy Memory 100%
Quantity 1

| Basic Copying | Added Features | Image Quality | Others | Menu |

Output Color
- Auto
- Full Color
- Black
- Dual Color-Red/Black
- More...

2 Sided
- 1->1 Sided
- 1->2 Sided (H to H)
- 2->2 Sided (H to H)
- 2->1 Sided (H to H)
- More...

Reduce/Enlarge
- 100%
- Auto%
- 50% A3->A5
- 70% A3->A4,B4->B5
- More...

Paper Su
- Auto
- 1 A4 Plai
- 2 A3 Plai
- 3 8.5× Plai
- More...

Password/System Settings
The Password Entry screen is displayed to enter the System Administration Mode.

Machine Status
You can check machine status, meters, consumables and print reports.

Job Status
You can check Job status such as Secure Print.

Features
You can operate copy, scanner and facsimile.

Changing to the Menu screen.
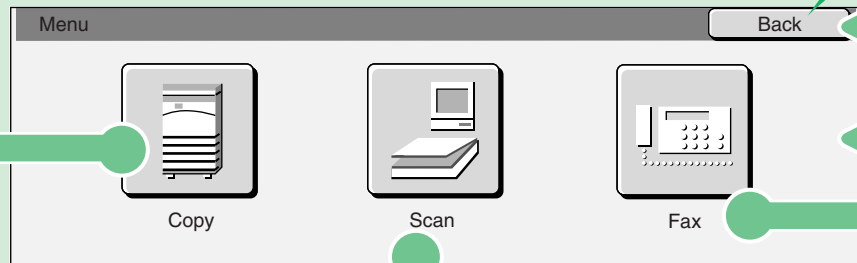
This button is to return to the screen that is displayed when you select the Menu button.

| Menu | Back |

Copy   Scan   Fax

See See "1.4 Using the Touch Panel Display" of the User Guide (Facsimile) for details on the Fax screen.

Changing to the Scan screen.

| Basic Scanning | Scan Options | Image Quality/ File Format | Menu |

Save To
- Mailbox...
- Template...

Output Color
- Auto
- Full Color
- Grayscale
- Black

Scan Resolution
- 200dpi
- 300dpi
- 400dpi
- 600dpi

2 Sided Originals
- 1 Sided
- 2 Sided (H to H)
- 2 Sided (H to T)
- More...
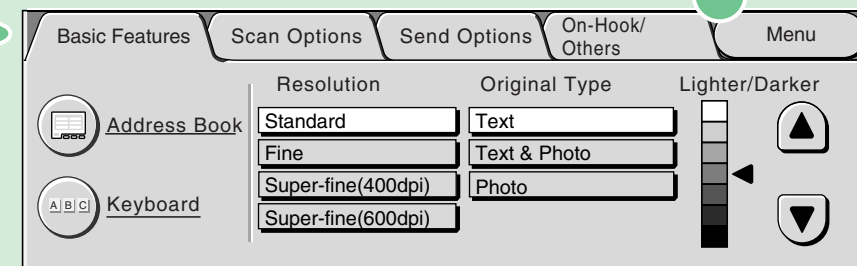
Changing to the Fax screen.

| Basic Features | Scan Options | Send Options | On-Hook/ Others | Menu |

Address Book
Keyboard

Resolution
- Standard
- Fine
- Super-fine(400dpi)
- Super-fine(600dpi)

Original Type
- Text
- Text & Photo
- Photo

Lighter/Darker

Changing Screens

Getting know the Features

Note Reference number (Example: 3.2, 3.3, etc.,) represents the heading number of "Chapter 3 User Friendly Features" in "Part 2 Copier" of the User Guide (Copier).

Basic Copying screen

Basic Copying	Added Features	Image Quality	Others	Menu

Output Color	2 Sided	Reduce/Enlarge	Paper Supply
Auto	1->1 Sided	100%	Auto
Full Color	1->2 Sided (H to H)	Auto%	1 A4 Plain
Black	2->2 Sided (H to H)	50% A3->A5	2 A3 Plain
Dual Color-Red/Black	2->1 Sided (H to H)	70% A3->A4,B4->B5	3 8.5x 11" Plain
More...	More...	More...	More...

Output Color
Selecting the color to copy
See 3.2

2 Sided
Making Onesided/Two-sided copies.
See 3.3

Reduce/Enlarge
Making enlarged/reduced copies.
See 3.4

Paper Supply
Selecting paper (trays)
See 3.5

Added Features screen

Basic Copying	Added Features	Image Quality	Others	Menu

- Output
  Auto
  Center Output Tray
- Original Size
  Auto Size Detect
- Multiple Up
  1 Up

- Margin Shift
  S1: No Shift
  S2: No Shift
- Mixed Size Originals
  Off
- Separators
  Off

- Border Erase
  : 2mm : 2mm
  : 0mm
- Bound Originals
  Off
- Image Rotation
  On during Auto
  Staple Position

Output
Copies can be outputted collated, stacked, or stapled.
See 3.6, 3.7

Original Size
Scanning non-standard size documents to copy.
See 3.10

Multiple Up
Two or four document sheets can be copied together onto a single sheet of paper.
See 3.13

Margin Shift
Copying with the position of the image in the document shifted.
See 3.8

Mixed Size Originals
Simultaneously scanning different size documents
See 3.11

Separators
Printing with a blank sheet inserted as a transparency separator between transparencies.
See 3.14

Border Erase
Erasing black shadows that appear in the paper when copying.
See 3.9

Bound Originals
Copying facing papers of a document in page order.
See 3.12

Image Rotation
Copying with the document image automatically rotated so that the orientation of the document matches that of the paper.
See 3.15

Image Quality screen

Basic Copying	Added Features	Image Quality	Others	Menu

- Original Type
  Text & Photo
  (Halftone)
- Sharpness/Saturation
  Sharpness: Normal
  Saturation: Normal
- Image Quality Presets
  Normal

- Auto Exposure
  On
- Color Shift
  Normal

- Light/Dark/Contrast
  L/D : Normal
  Contrast: Normal
- Color Balance
  Y: 0 0 0 M: 0 0 0
  C: 0 0 0 K: 0 0 0

Original Type
Copies can be made at the image quality corresponding to each type of document.
See 3.16

Sharpness/Saturation
The contours and brightness of images can be adjusted.
See 3.19

Image Quality Presets
Copies can be made at a quality appropriate for the image of documents.
See 3.22

Auto Exposure
Copies can be made with the background color of the document such as newspapers.
See 3.17

Color Shift
The tone of document can be adjusted.
See 3.20

Light/Dark/Contrast
The color density and contrast can be adjusted.
See 3.18

Color Balance
The strength of the four colors (yellow, magenta, cyan, and black) can be adjusted for each density level.
See 3.21

Others screen

Basic Copying	Added Features	Image Quality	Others	Menu

- Covers
  No Covers
- Repeat Image
  Off
- Stored Jobs

- Booklet Creation
  Off
- Poster
  Off
- Build Job
  Off

- Book Duplex
  Off
- Mirror/Negative Image
  Mirror Image: Off
  Negative Image: Off
- Original Orientation
  Head to Top

Covers
Make copies with a cover on different type of paper of the document.
See 3.23

Repeat Image
The image of a document on one sheet of paper can be copied repeatedly for the specified number of times.
See 3.26

Stored Jobs
Frequently used job setups can be stored to job memory and called up by a single button operation.
See 3.29

Booklet Creation
Copies can be made in a way such that paper can be folded along the center and made into a booklet.
See 3.24

Poster
An enlarged copy of a document can be made spread over multiple sheets.
See 3.27

Build Job
Documents with different settings can be copied in a single operation.
See 3.30

Book Duplex
Copies can be made with pages assigned so that they are in the same facing state as the books.
See 3.25

Mirror/Negative Image
Copies can be made with the left and right sides of the document image reversed or the colors of the document reversed in the color mode.
See 3.28

Original Orientation
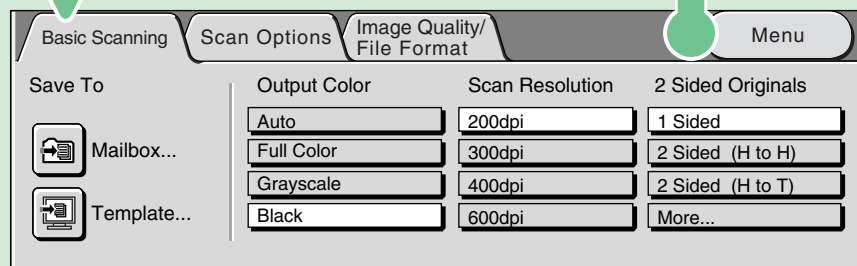The Original Orientation is set to instruct the top of the document.
See 3.31

Note How these feature buttons are displayed differs according to which optional accessories are installed.
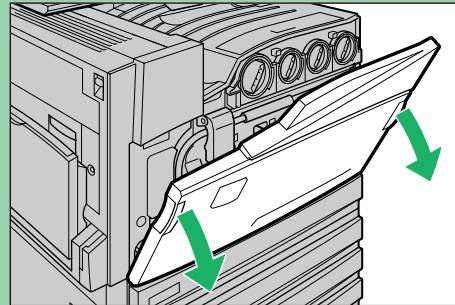
Getting know the Features
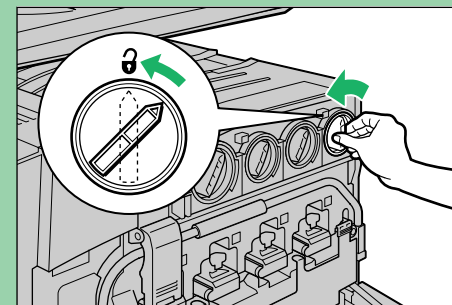
Replacing Toner Cartridges

1 Make sure that the machine has stopped before opening the front cover.

2 Turn the toner cartridge of the color indicated in the message to the left up to the key mark (open).
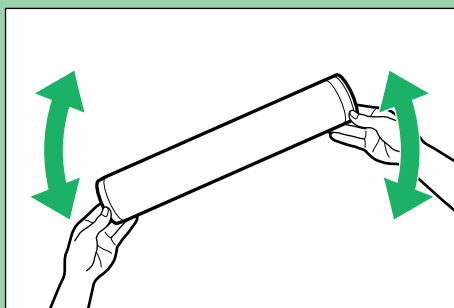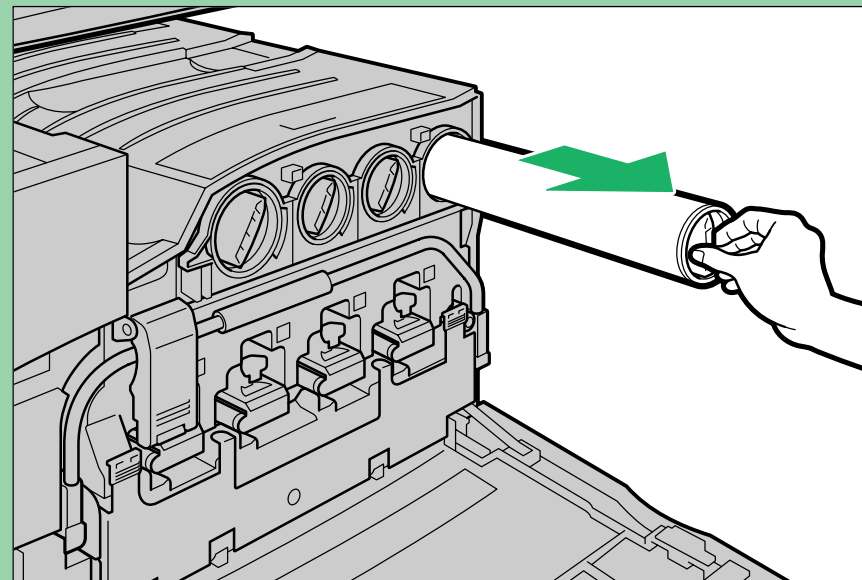
✎ **Note** "Y" stands for Yellow, "M" for Magenta, "C" for Cyan, and "K" for Black.

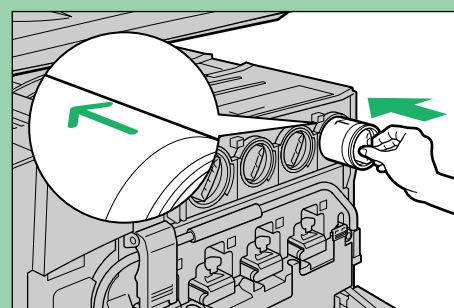**3** Gently pull the toner cartridge towards you to remove.

⚠ **Warnings** Do not throw toner cartridges into an open fire.Toner remaining in the cartridge can cause an explosion and you can get burnt.

✎ **Note** • Pull out toner cartridges gently.
   Otherwise, toner may fly out of the cartridges.
   • Return used toner cartridges to our Customer Support Center for disposal.

7 Close the front door.

✎ **Note** A message will be displayed and the machine will not operate if the front cover is even slightly open.
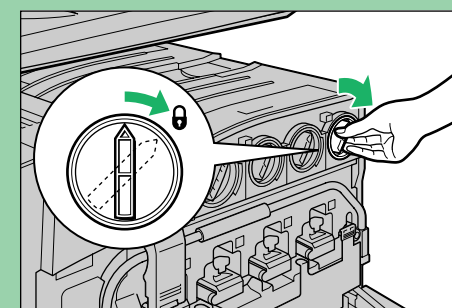
4 Lightly shake the new toner cartridge three or four times up and down to the left and right.

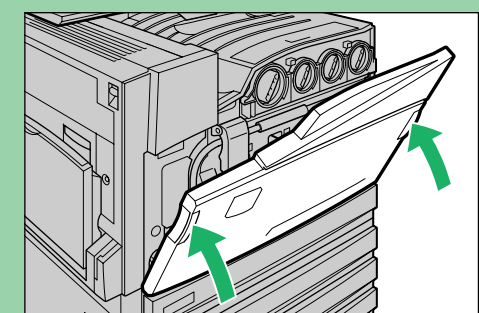**5** Insert the toner cartridge as far as possible with the arrow (↑) on the cartridge facing up.

6 Turn the toner cartridge to the right up to the key (closed).

14

15

Copy Ration Quick Reference Matrix

Making Copies by Selecting a Specified Size/Ratio (Standard Scaling Ratios)

Ratio (%)	Paper Size
141	A 4 → A 3 / B 5 → B 4
122	A 4 → B 4 / A 5 → B 5
115	B 4 → A 3 / B 5 → A 4
86	A 3 → B 4 / A 4 → B 5
81	B 4 → A 4 / B 5 → A 5
70	A 3 → A 4 / B 4 → B 5
50	A 3 → A 5

Making Copies by Selecting a Variable Ratio (Zoom)

Document \ Copy	A5	B5	A4	B4	A3
A 6	141%	173%	200%	245%	282%
B 6	115%	141%	163%	200%	231%
A 5	100%	122%	141%	173%	200%
B 5	81%	100%	115%	141%	163%
A 4	70%	86%	100%	122%	141%
B 4	58%	70%	81%	100%	115%
A 3	50%	61%	70%	86%	100%

This Guide describes as the example where an optional Offset Catch Tray is installed.

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

http://tv.somanuals.com