

Quick User Guide

Apeos 3560/3060/2560














Features Content

Thank you for selecting the FUJIFILM Business Innovation Apeos C3060/2560/2060. (hereafter referred as “the machine”, the “device” or “the printer”).

This complimentary user guide describes the fundamental operations on Copy, Print, Scan, and Fax procedures of the machine for ease of use of the machine.

Quick User Guide Organization

 Overview	03	 Fax	25-26
 Copy	04-12	Single / Multiple Recipients	25
Reduce / Enlarge	04	2-Sided Faxing	25
2-Sided Copying	05	Confirmation Report	26
Book Copying	06	 USB Media	27-29
Copy Output	07	Media Print Text / Photos	27
Mixed Size Originals	08	Store to USB	28
Pages per Side	09	Mobile Printing	29
Booklet Creation	10	 Troubleshooting	30-33
Edge Erase.....	11	Clearing Paper Jams.....	30
ID Card Copying.....	12	Replacing Consumables	33
 Print	13-19	 Machine/Job Status	34-36
Job Type / 2-Sided Print	13	Billing/Supplies Information	34
Release Secure Print	14	Consumables Part No.	35
Booklet Creation	15	Job Status Screen	36
Pages per Sheet	16	 Register New Address	37
Watermark	17	Add New Address Book Entry	37
Direct Fax	18	 Support & Downloads	38
Envelope.....	19	Drivers & User Guides	38
 Scan	20-24	 EP-BB Self Registration	39-40
Email	20	Online Registration	39
Scan to PC	21		
Scan to Folder	22		
Send from folder	23		
Advance Scan Features	24		

IMPORTANT!

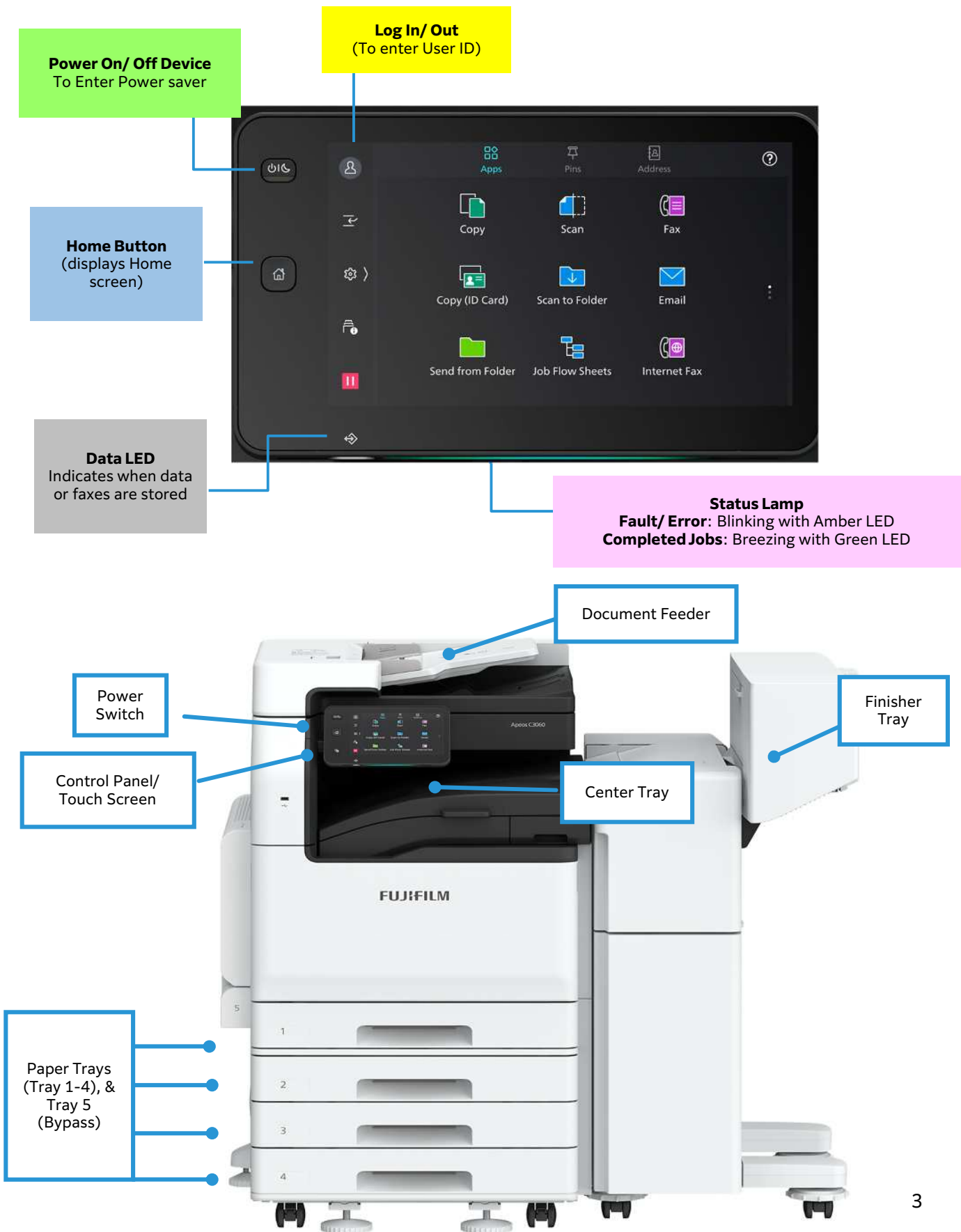
This Quick User Guide may not be copied or modified without the written consent of the author or publisher. Parts of this user guide are subject to change without prior notice. We welcome any comments on ambiguities, errors, omissions or missing pages.

The screen images in this guide solely used for illustration and are based on the standard machine configurations. Some features mentioned may not be used depending on the machine configurations. Unsupported features will not be displayed on the screen. Abnormal features will be grayed out on the screen.

Contact FUJIFILM Customer Training Department Malaysia for more information.

Overview

Control Panel / Touch Screen Overview



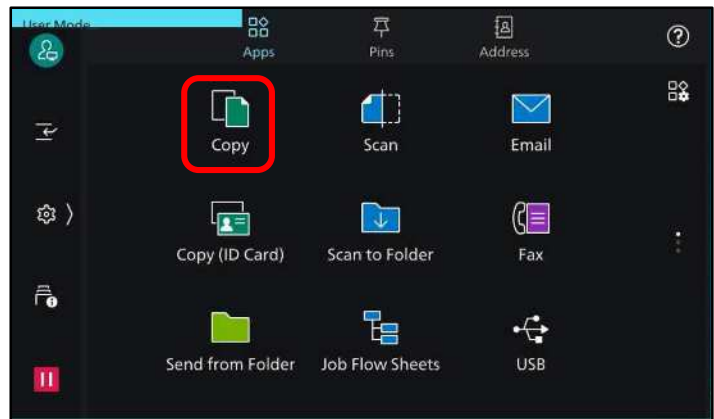
Copy: Reduce or Enlarge...

Allows you to select copy ratio to enlarge or reduce the size of copies

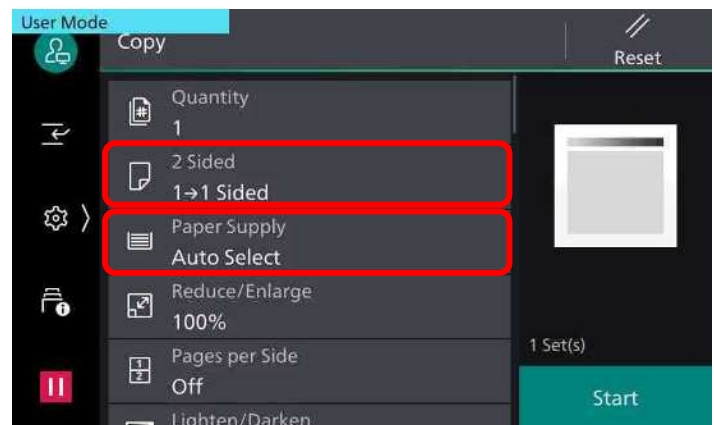


1. Load documents onto the Document Feeder / Platen Glass.

2. Tap on **[Copy]** on the Services Home screen.




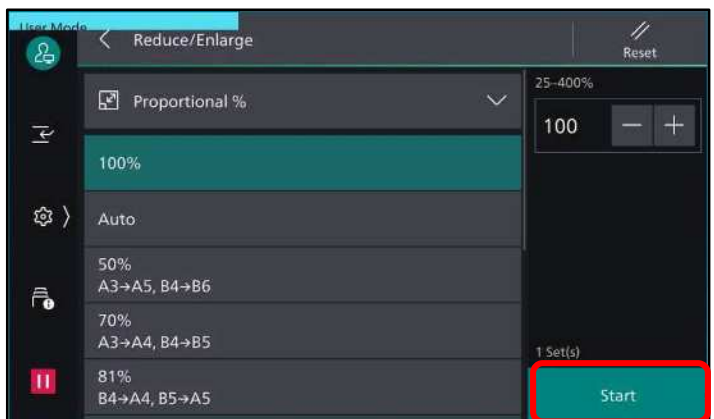
3. On the features list, tap on:
a: **[Reduce/Enlarge]...**
for A3 to A4 : 70%
for A4 to A3 : 141%
b: **[Paper Supply]...**
Tray 1-4, Tray 5 (bypass)



4. Tap **[Quantity]** and enter number of copies.

5. Tap on **[Start]** to copy.

Note: Tap  to restore all settings to their default



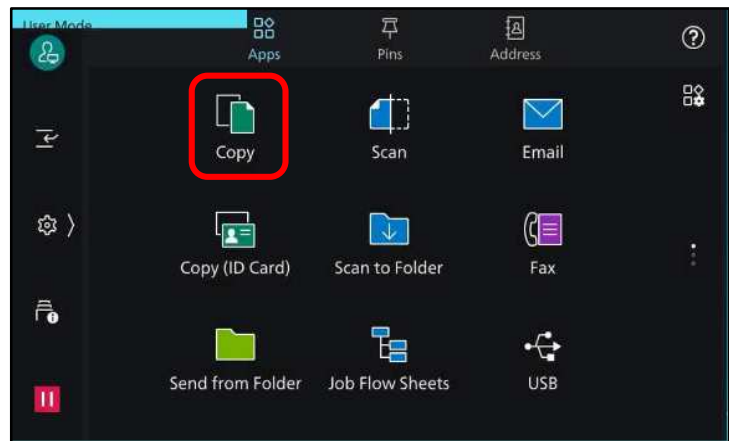
Copy: 2-Sided Copying...

Make copies of 1-sided or 2-sided documents on one side or both sides of paper

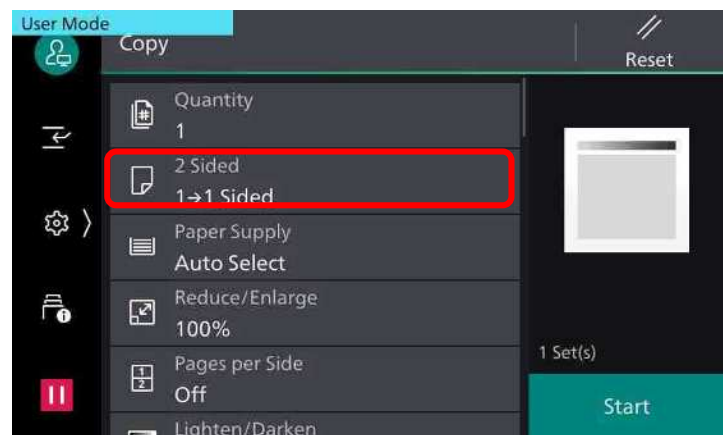


1. Load documents onto the Document Feeder

2. Tap on **[Copy]** on the Services Home screen.



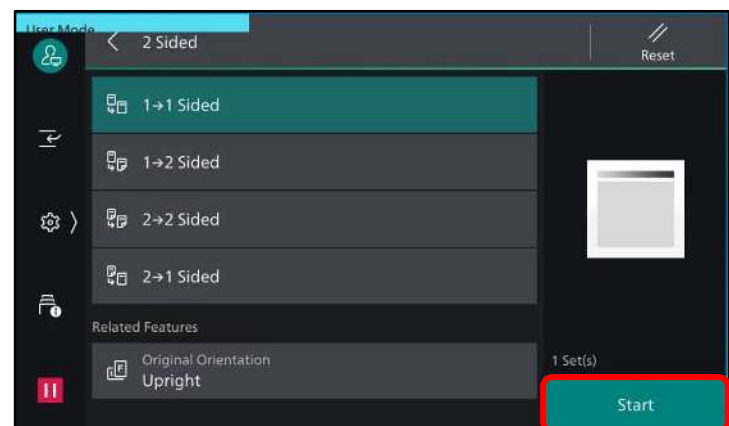
3. On the feature list, tap **[2 sided]**



Choose between the option of:

- 1→1 Sided : copy a 1-sided document on one side of paper
- 1→2 Sided : copy a 1-sided document on both sides of paper
- 2→2 Sided : copy a 2-sided document on both sides of paper
- 2→1 Sided : copy a 2-sided document on one side of paper

4. Tap **[Start]** to copy.

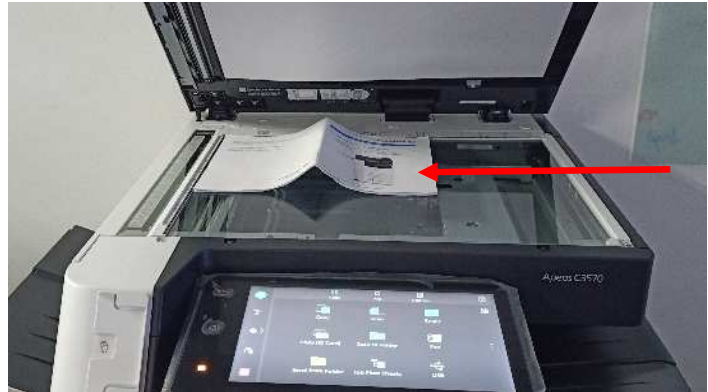


Note: Tap on  or [Pause]

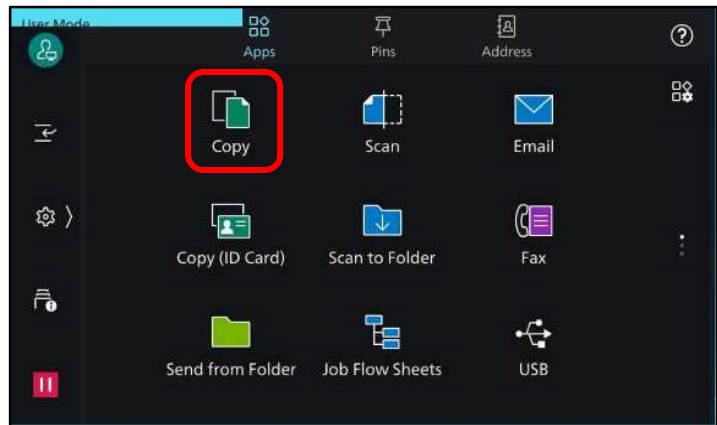
Copy: Book Copying & 2-Sided Book Copying...

Allows you to copy bound documents such as books into separate sheets of paper

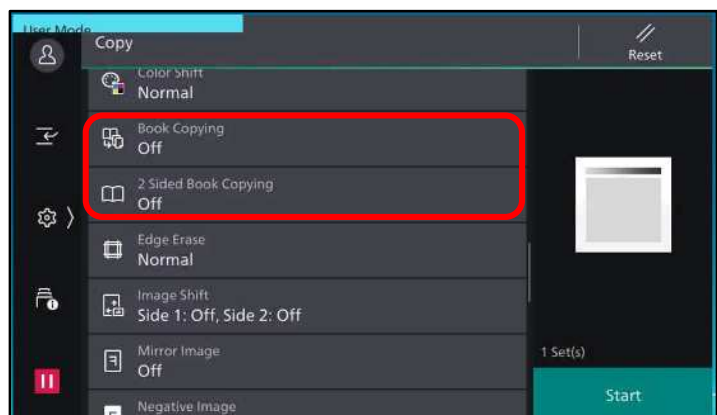
1. Place a book on the Platen Glass face down.



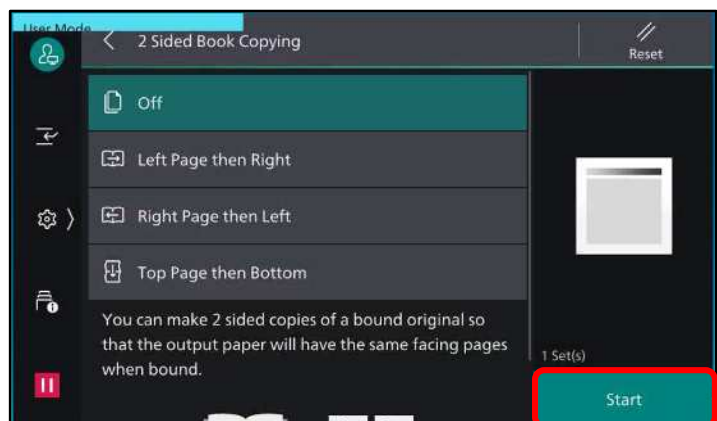
2. Tap **[Copy]** on the Services Home screen.



3. On the features list, scroll down until:
a. **[Book Copying]**
copies 2 single- sided output
b. **[2-Sided Book Copying]**
copies 2-sided output in the same order of the book



Tap any option:
a. Left Page then Right
b. Right Page then Left
c. Top Page then Bottom
Both Pages
Left Page Only
Right Page Only



4. Tap **[Start]** to copy.

Copy: Collated / Uncollated

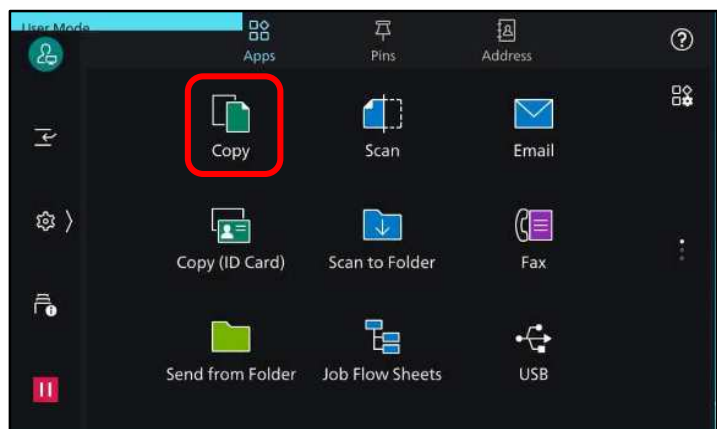
Collated: sorted in sets and arranged in page order (optional: staple/hole punch)

Uncollated: printed in group according to specified quantity.

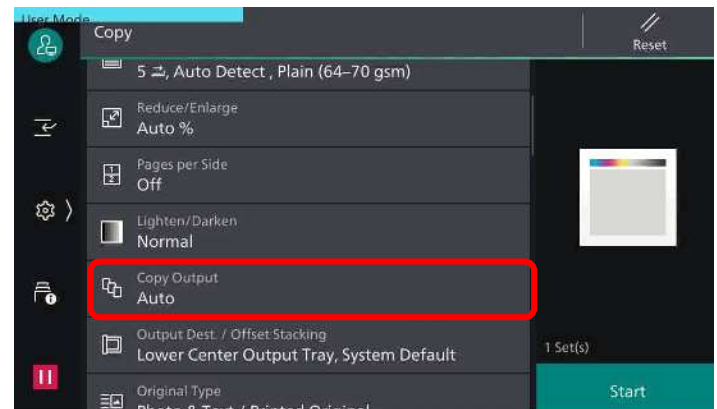


1. Load documents onto the Document Feeder or Platen Glass.

2. Tap **[Copy]** on the Services Home screen.

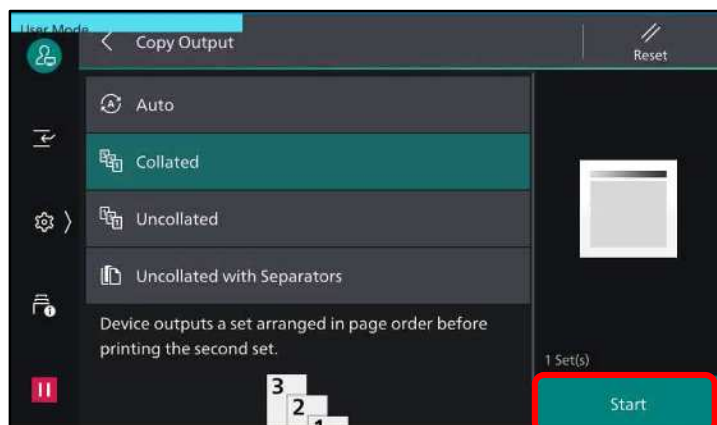


3. On the features list, scroll down until **[Copy Output]**



4. Choose the option:
 - Auto
 - Collated
 - Uncollated
 - Uncollated with Separators
 - Optional: Staple / Hole Punch

Tap **[Start]** to copy.



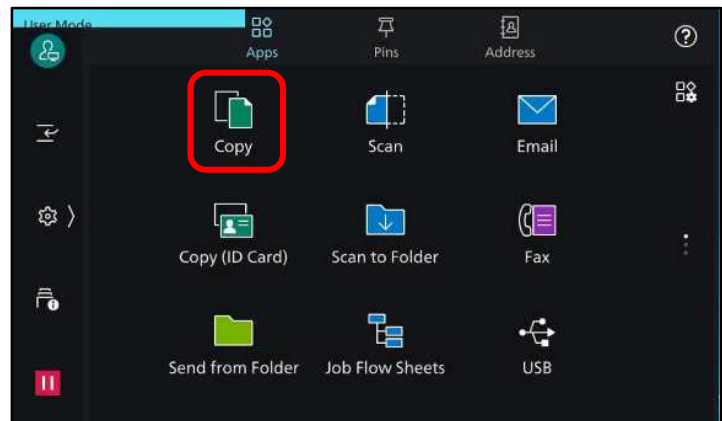
Copy: Mixed Size Originals...

Allows different size documents copied onto matching output paper size.

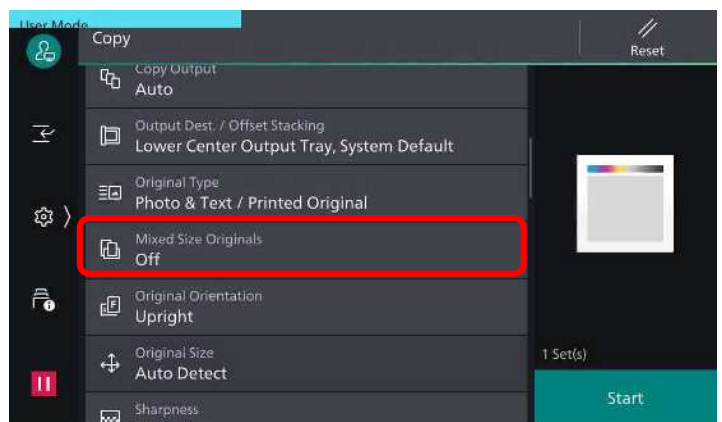


1. Load documents onto the Document Feeder

2. Tap **[Copy]** on the Services Home screen.

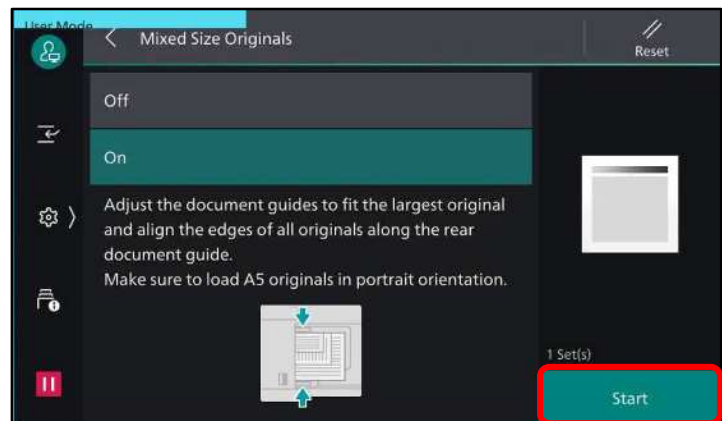


3. On the features list, scroll down until **[Mixed Size Originals]**.



4. Tap **[Mixed Size Originals]** and select :
OFF
ON

5. Tap on **[Start]** to copy.



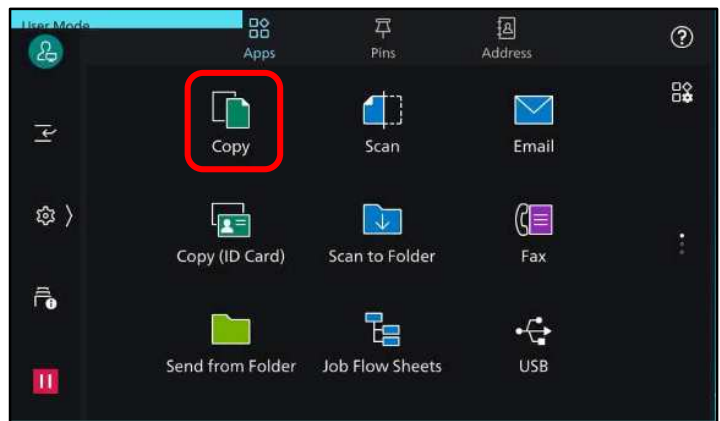
Copy: Pages per Side (N-Up)...

Allows you to copy 2, 4, or 8 pages of documents on to a single sheet of paper.

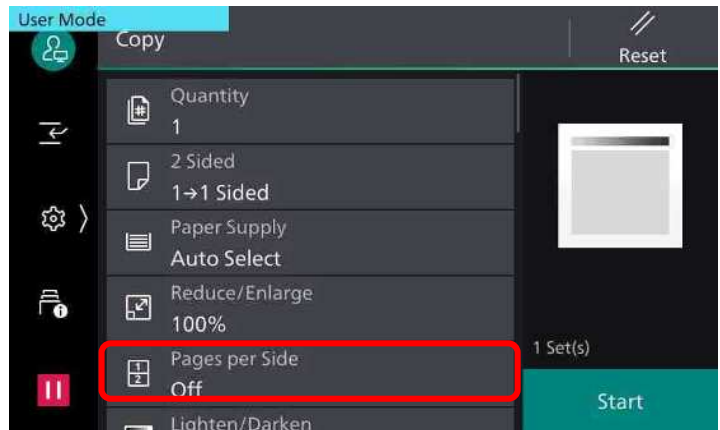


1. Load documents onto the Document Feeder

2. Tap **[Copy]** on the Services Home screen.



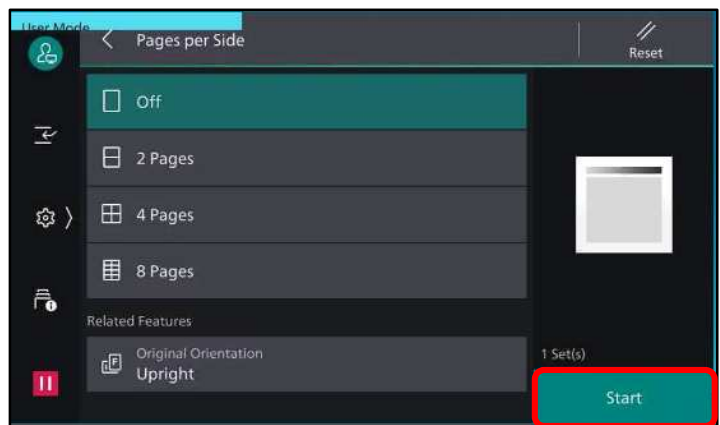
3. On the features list, scroll down to **[Pages per Side]**



4. Tap the options:

- Off – feature not applied
- 2 Pages Up – 2 documents copied into 1 sheet of paper
- 4 Pages Up – 4 documents copied into 1 sheet of paper
- 8 Pages Up – 8 documents copied into 1 sheet of paper

Tap **[Start]** to copy.



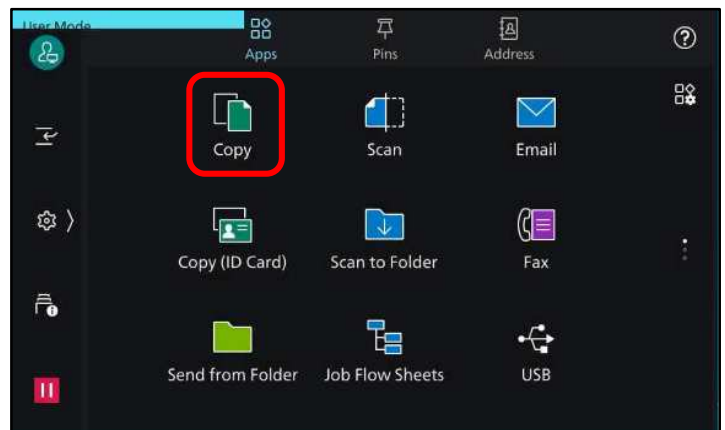
Copy: Booklet Creation...

This feature copies the documents and form the output sheets into a booklet layout.
*optional fold & staple

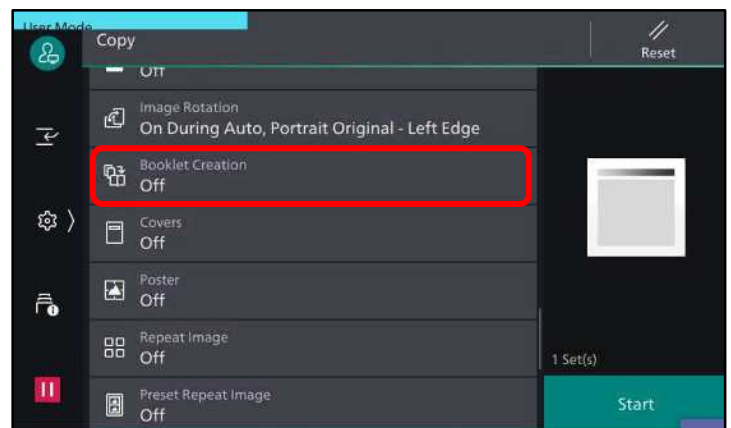


1. Load documents onto the Document Feeder

2. Tap **[Copy]** on the Services Home screen.

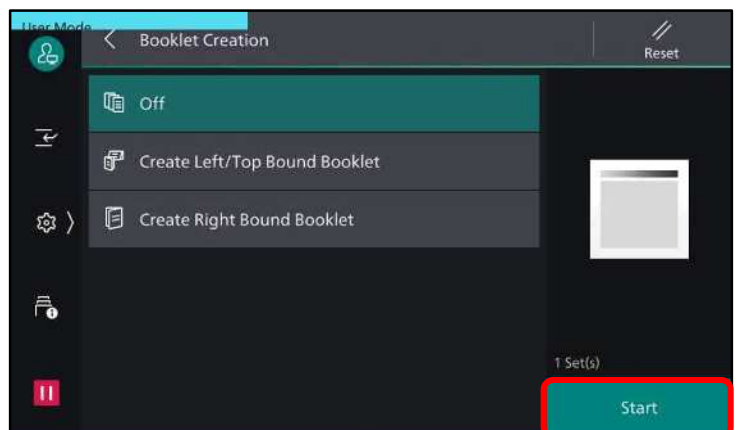


3. On the features list, scroll down to **[Paper Supply]** and choose any paper tray with landscape orientation paper.
(e.g. Tray 3)



4. On the features list, scroll down to **[Booklet Creation]**, and choose the option:
Off – feature not applied
Create Left/Top Bound
Create Right Bound
Copy Booklet
Covers
Fold & Staple (optional)

Tap **[Start]** to copy.



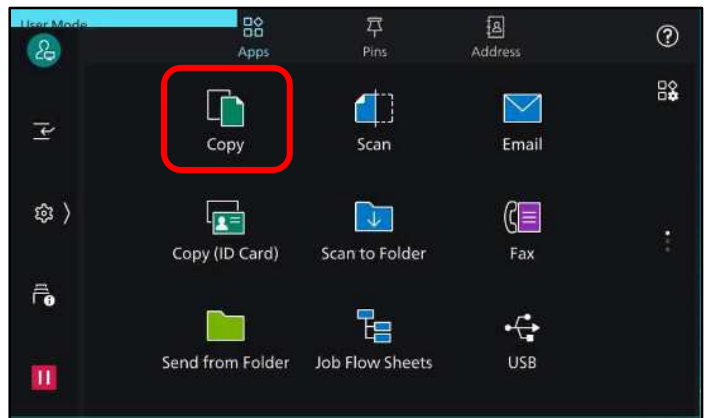
Copy: Edge Erase...

This feature will erase the dark shadow/ dirty at the edges of document or in the center binding part of the book.

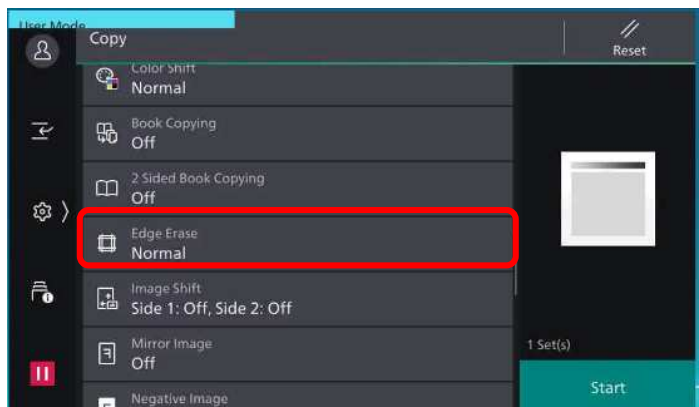


1. Load documents onto the Document Feeder or Platen Glass

2. Tap on **[Copy]** on the Services Home screen.

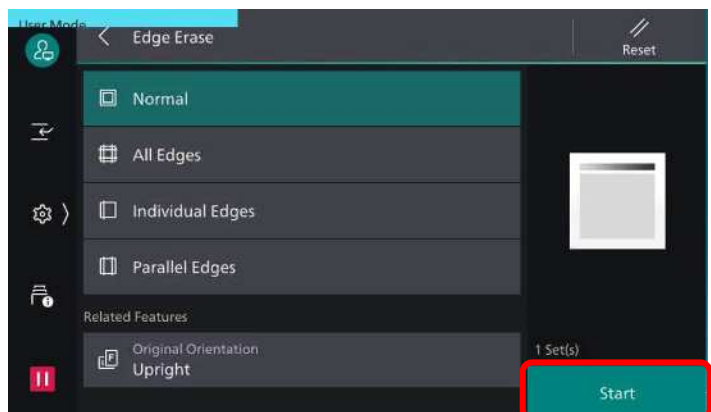


3. On the features list, scroll down to **[Edge Erase]**.



4. Choose the option, and enter the value to erase (0-50mm)

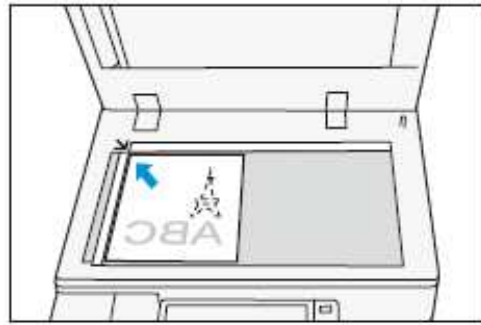
- [Normal]
- [All Edges]
- [Individual Edges]
- [Parallel Edges]



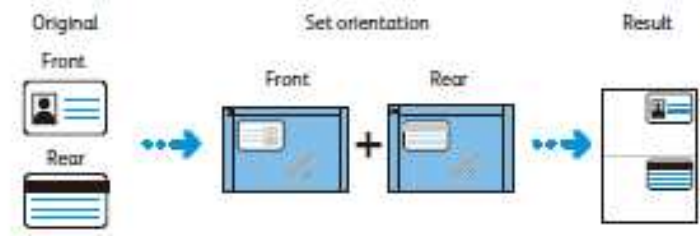
Tap **[Start]** to copy.

Copy: ID Card Copying...

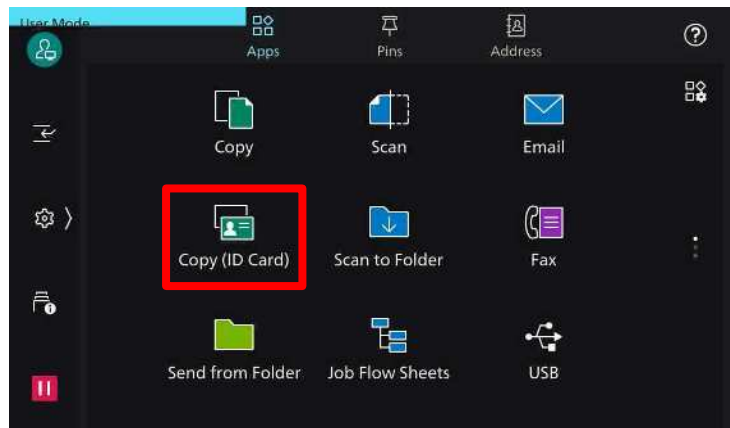
This feature copies both sides of the ID Card onto the same side of the paper.



1. Load card onto the platen glass (within A5 scan area) Close document cover.

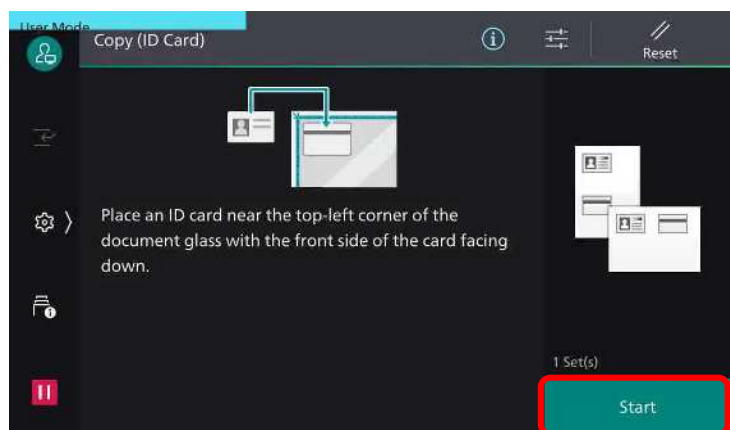


2. Select **[Copy (ID Card)]** button on the main Services Home screen.



3. Set the ID card with the side to be copied facing downward, in a position at least 5mm from the top and left edge of the document glass. Press **[start]**

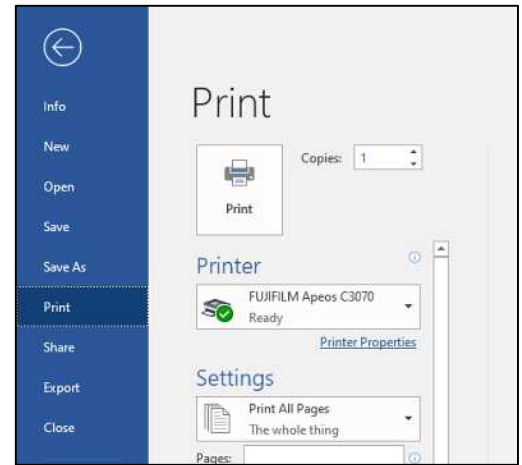
To copy the second side, wait for the first side to finish scanning, turn over the card, placing it slightly away from the top left corner, and then press **[start]**



Print: 2-sided print & Job Types

Print 2 sided documents. Sets secure print to temporarily store print data in the device with a passcode to protect your files. Files will be printed upon entering passcode.

- From application, select **[Print]**, select the printer model, click **[Printer Properties] / [Preference]**.



- On the **[Basic]** tab, choose the option:

[2 Sided Print]

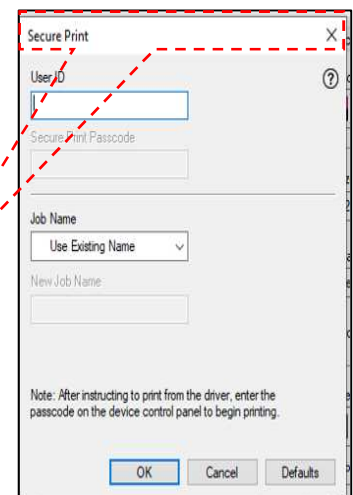
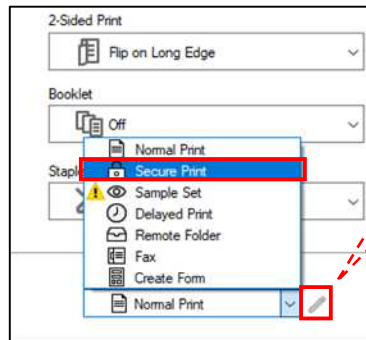
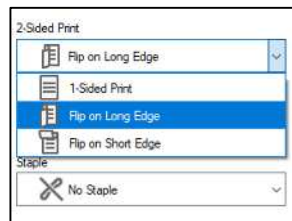
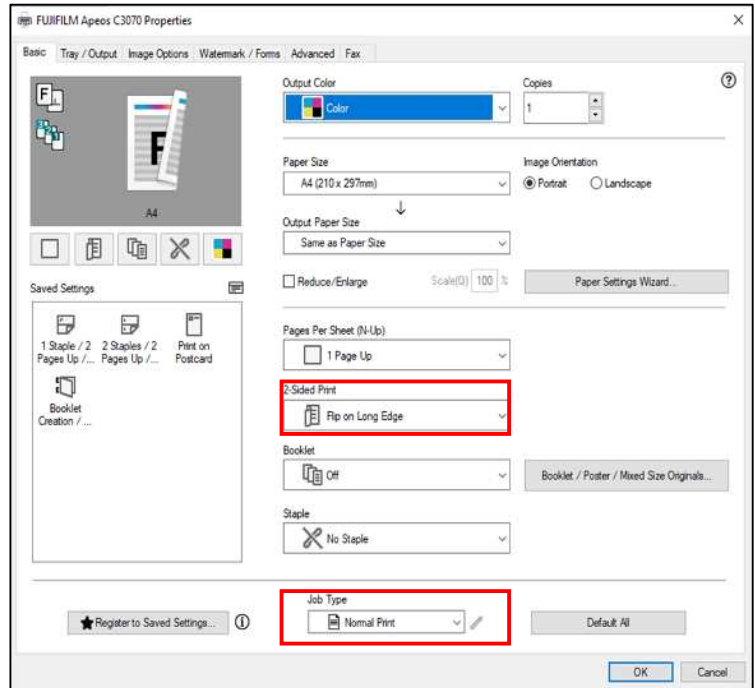
Flip On Short Edge
Flip On Long Edge

[Job Type]

Normal Print
Secure Print (click [Setup] button to enter (User ID & Passcode.)


For more printing options, click on other tabs

Click **[OK]** on all open windows to proceed to print.



Print: To release Secure Print jobs

Files will be printed upon entering your passcode. The following describes how to print, or delete secure print jobs

1. From machine control panel, tap  icon.

2. Tap **[stored print jobs]**.

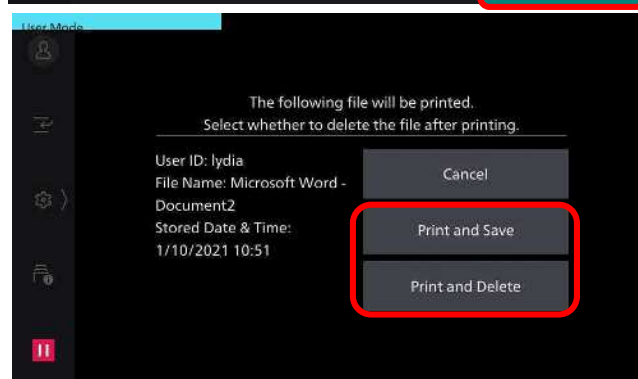
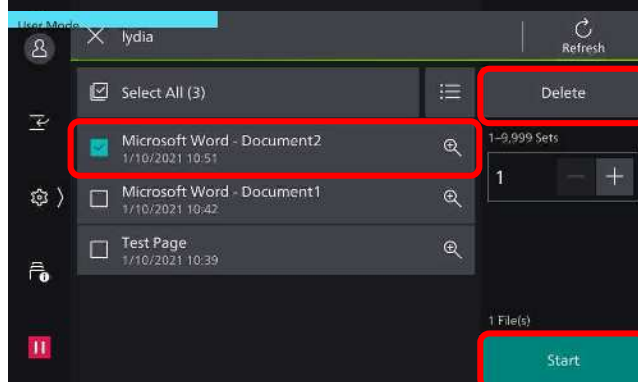
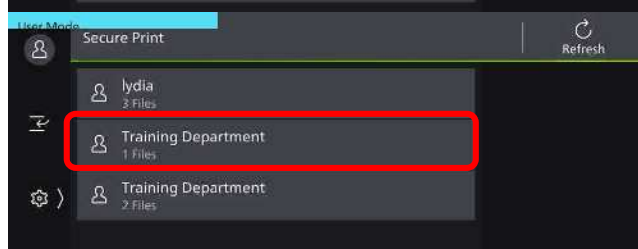
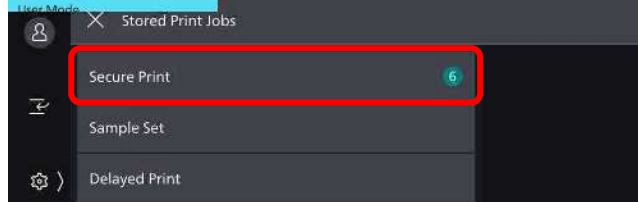
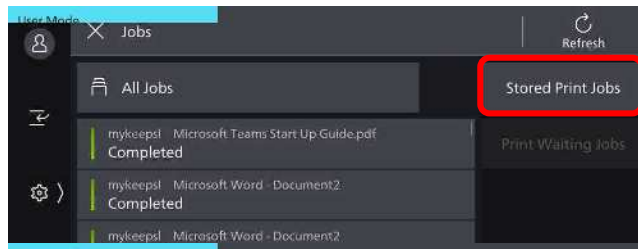
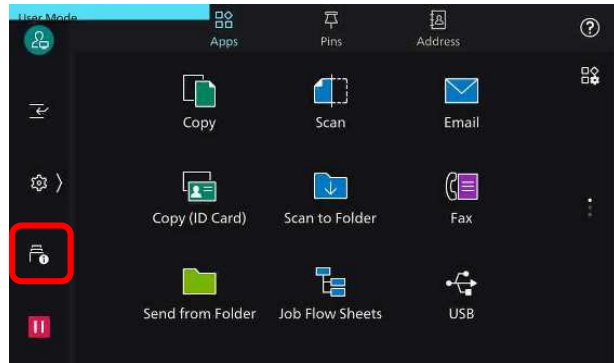
3. Tap **[Secure Print]**

4. Select your User ID:
If using a password, enter your passcode to continue.

5. Select required files to be printed. Enter Print Quantity and press **[Start]** to print or **[Delete]** to delete files stored in secure print folder.

4. Choose **[Print & Delete]** or **[Print & Save]**.

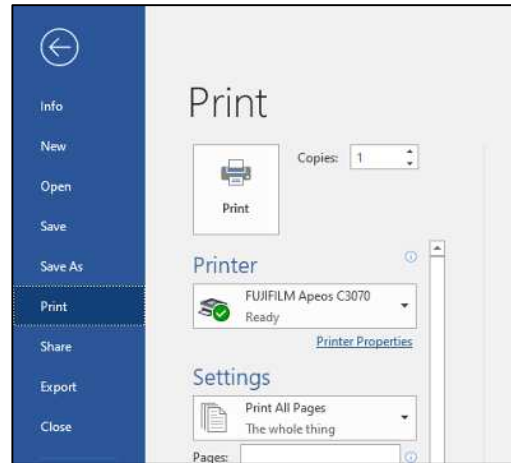
Or, press **[cancel]** to cancel the print job



Print: Booklet Creation (optional finisher)

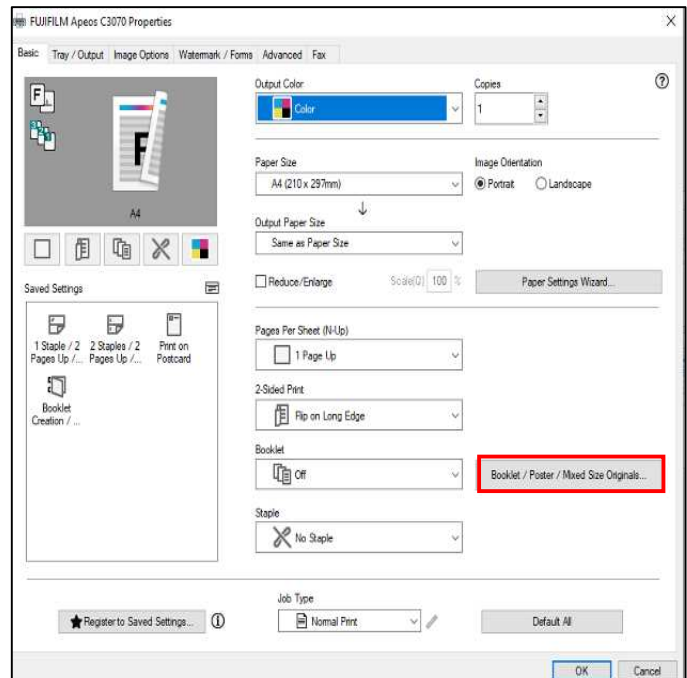
Document can be printed into a 2-side multi-page booklet layout. Output can be finished with booklet finishing, fold and center stapling (optional)

1. From application, select **[Print]**, select the printer model, click **[Printer Properties]** / **[Preference]**.



2. From the **[Basic tab]**, select **[Booklet/Poster/Mixed Sizes Originals...]**

3. On **[Booklet /Poster/Mixed Sizes Originals...]** select options:
 Normal
 Poster
 Booklet Creation



4. Select **[Booklet Creation]**
[Bind Edge]

Left/Top Bind
 Right/Bottom Bind

[Divide]

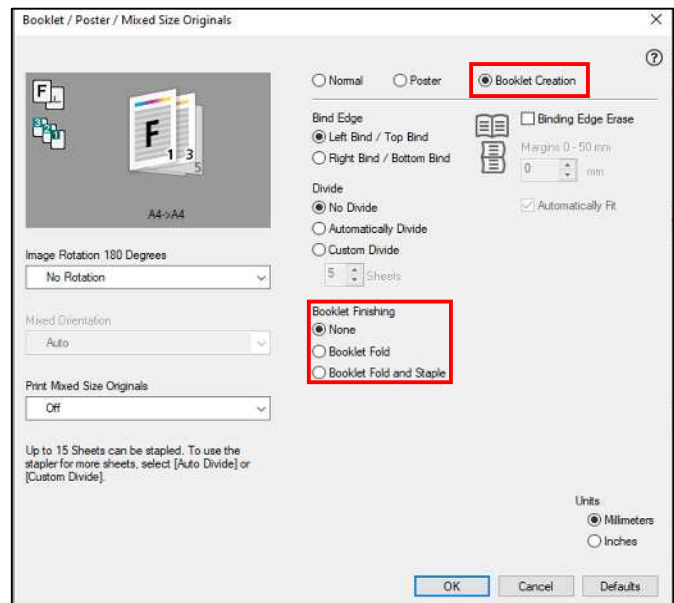
Automatically Divide
 Custom Divide

[Booklet Finishing]*optional Feature

Booklet Fold
 Booklet Fold And Staple

For more printing options, click on the other tabs.

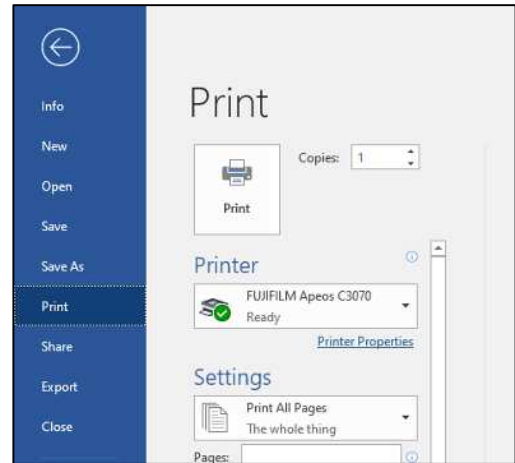
Click **[ok]** on all open windows to proceed to print.



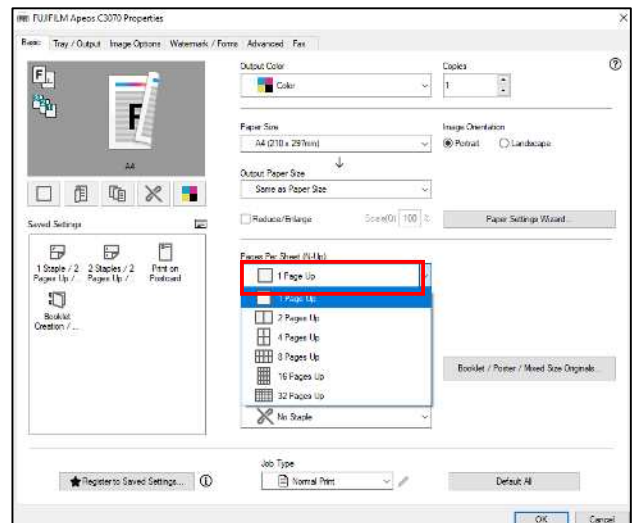
Print: Pages per Sheet N-Up

Allows you to combine multi page document and print onto one sheet of paper

1. From application, select **[Print]**, select the printer model, click **[Printer Properties]** / **[Preference]**.



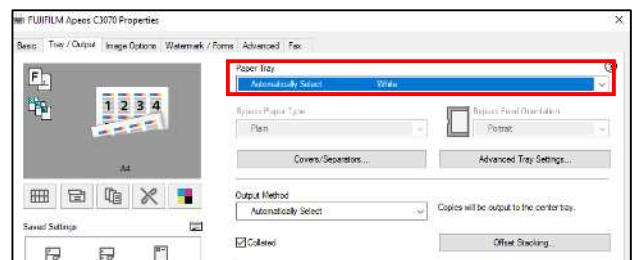
1. From the **[Basic]** tab, select options: **[Pages Per Sheet (N-up)]** Choose from 2 to 32 ups. Select Image Order.



3. From the **[Basic]** tab, select options: **[Paper Size]**
[Output Paper Size]
[Image Orientation]



4. From the **[Tray/Output]** tab, select options: **[Paper Tray]**
[Select By Trays]
[Advance Tray Settings...]



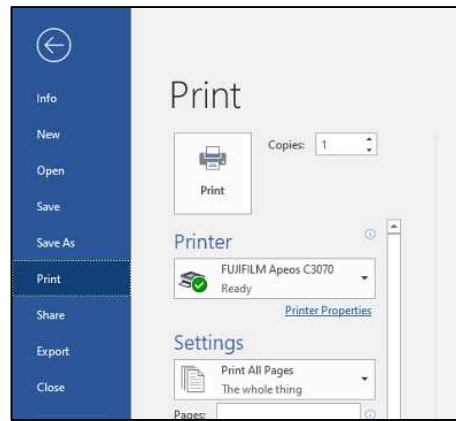
For more printing options, click on other tabs to select.

Click **[OK]** on all open windows to proceed to print.

Print: Watermark

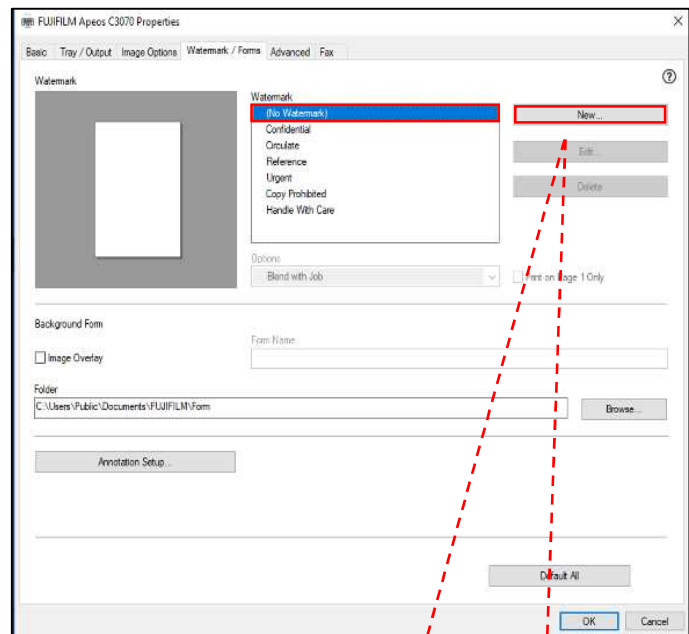
Document can be printed with texts such as 'confidential' over the print job

1. From application, select **[Print]**, select the printer model, click **[Printer Properties]** / **[Preference]**.



2. From the **Watermark/Form]** tab, select **[Watermark]**

Choose from any preset texts or select **[New]** to create new watermark.

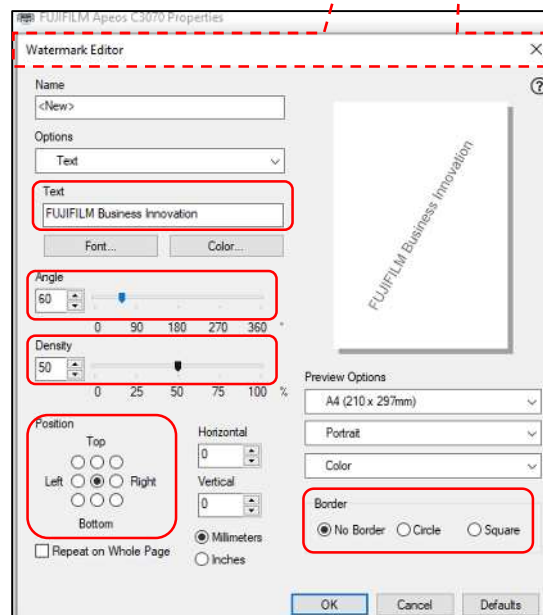


3. On the **[Watermark Editor]**
Enter the **[name]** or **[text]**
Set the following:
Angle, Density, Position, Border.

Click **[OK]** to save.

For more print options, click on other tabs to select.

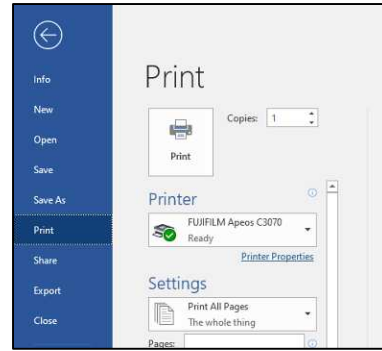
Click **[OK]** on all open windows to proceed to print



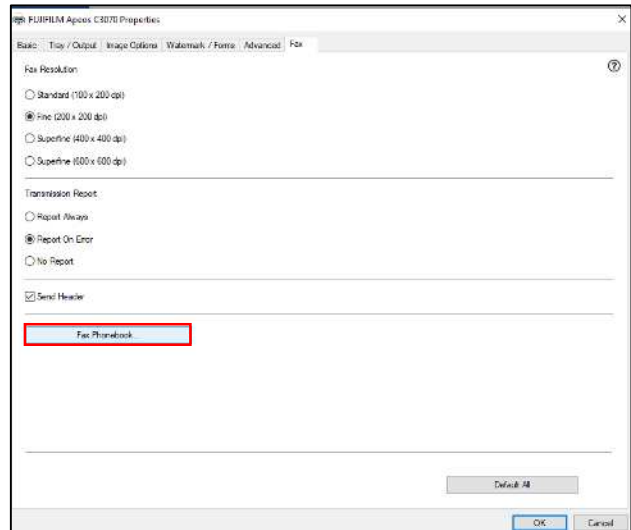
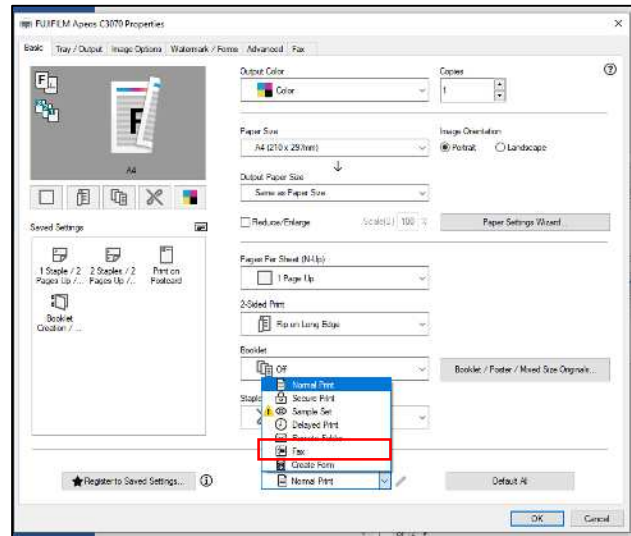
Print: PC Fax

You can send a fax directly from your computer. Direct fax procedure may vary depending on the application you use.

1. From application, select **[Print]**, select the printer model, click **[Printer Properties]** / **[Preference]**.
2. From the **[Basic]** tab, select **[Job Type]** **[Fax]**



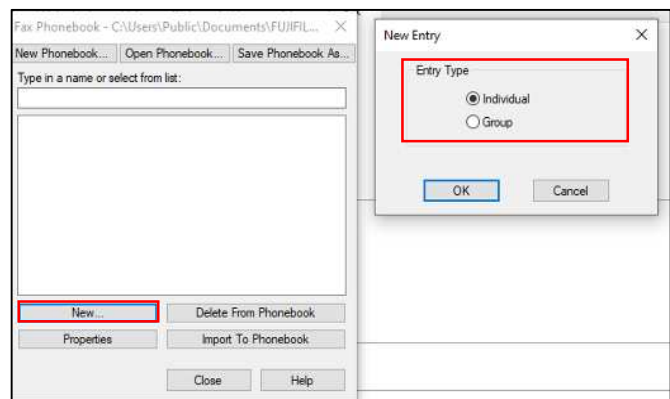
3. For more fax options, click on fax tab to select **[Fax Resolution]** **[Transmission Report]** **[Send Header]**



4. On the **[Fax Phonebook]**, select **[New]** to add new recipient in individual or group.

Click **[close]** to save.
Press **[ok]** to proceed to fax.

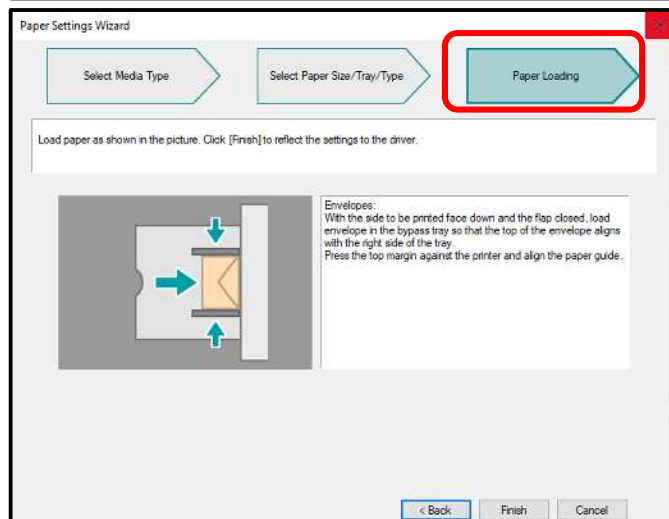
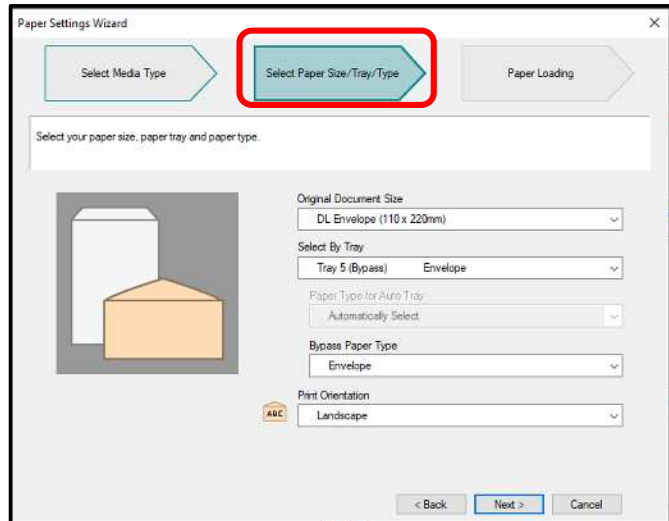
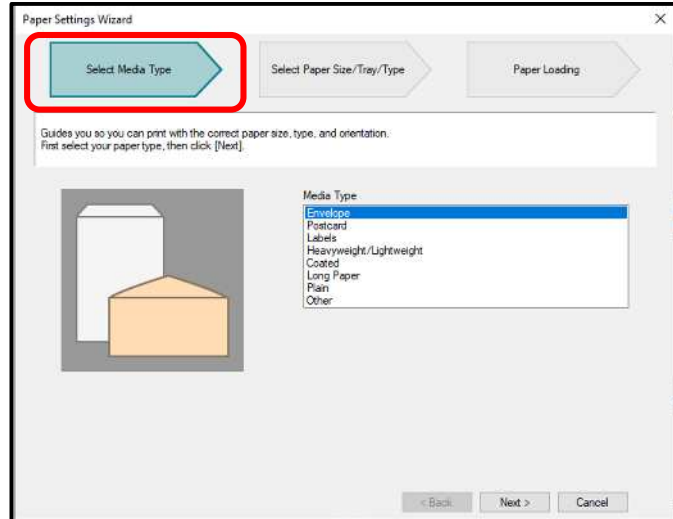
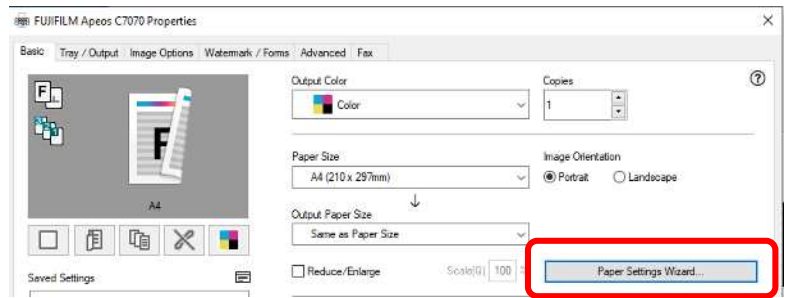
To check fax jobs, press on **[Jobs]** at the machine user interface.



Print: Envelope...

You can print easily on special paper types such as envelope, glossy, label with a visual image and step by step instruction.

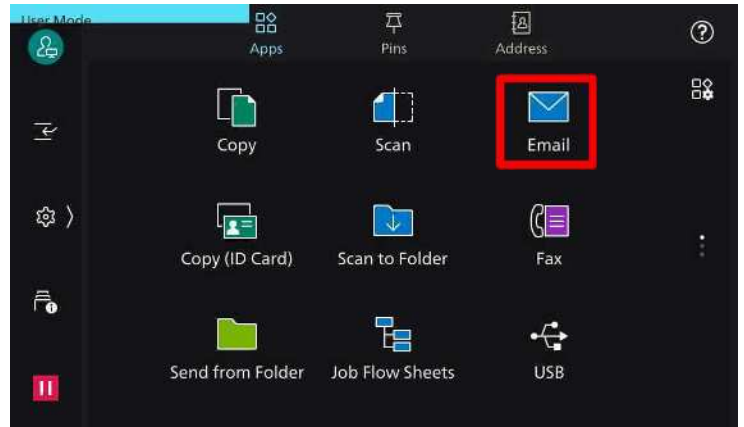
1. From application, select **[Print]**, select the printer model, click **[Printer Properties]** / **[Preference]**.
 2. On the **[Basic]** tab, select **[Paper Setting Wizard]**
 3. Select **[media type]** according to your paper type and click next to proceed
 4. Select **[paper size/tray/type]** and set each item accordingly. You may also click **[custom]** to enter custom size paper
 5. Select **[tray 5 (bypass)]** tray to load the paper (envelope) and click **[next]** to proceed
 6. Click **[next]** to move to **[paper loading]**
Here, a visual instruction will show how to load the document. The photo on the right will guide you how to place the paper (envelope)
- Click **[Finish]** to complete the setting and exit the screens to proceed to print



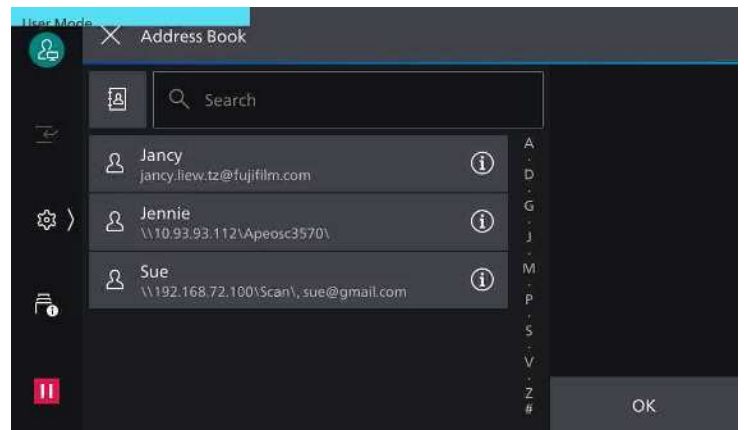
Scan: To Email ...

Allows you to scan a document and send the scanned data as an email attachment

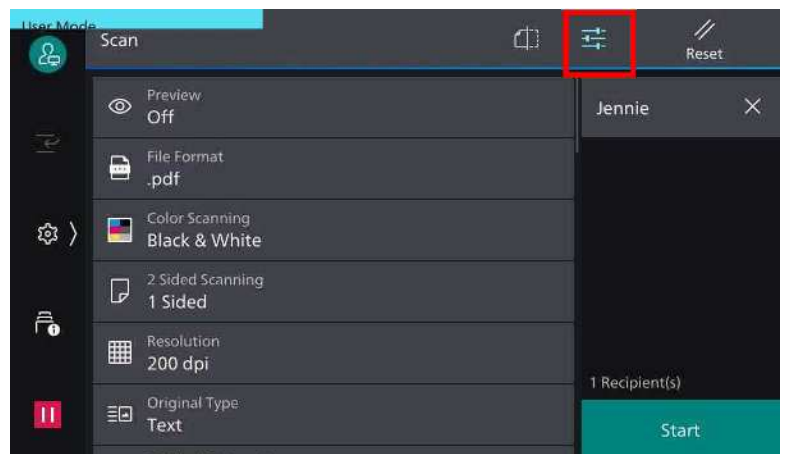
1. Load documents onto the Document Feeder. Tap **[Email]** icon on the Services Home screen.



2. On the **[Email]** screen, tap **[Address Book]**. Select the recipient's name from the contact list.



2. Tap **[Settings]** on the upper side of the screen, and set desired option features
4. Select an option:
 - a: **[Color Scanning]**
 - b: **[2 Sided Scanning]**
 - c: **[File Format]**
TIFF / JPEG / PDF / DOCUWORKS
XPS / Microsoft Office Format**
(advanced Scan Kit is required)
 - d: **[file name]**
to enter a specific file name



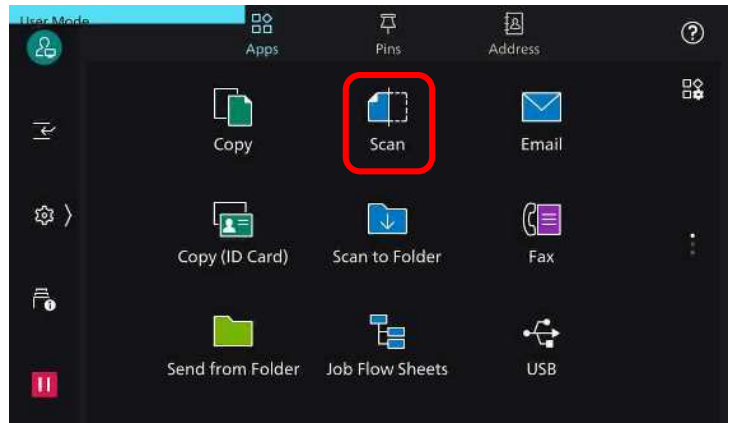
Tap **[Start]** to proceed to start scan process

Scan: To PC

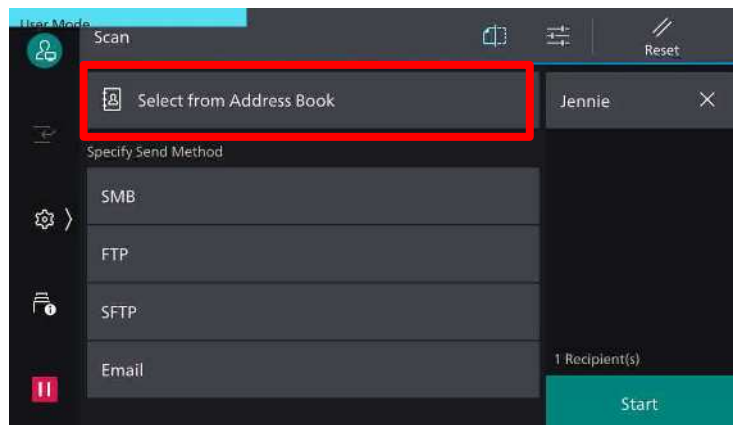
Allows you to scan a document and send the scanned data to a network computer (via SMB/FTP)




1. Load documents onto the Document Feeder.
2. Select **[Scan]** button on the Services Home screen.



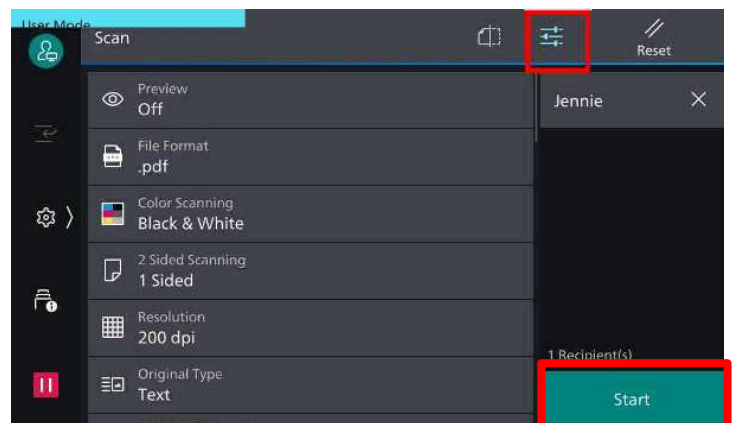
3. Tap the **[Address Book]** to select the recipient and click **[OK]**



4. Tap  on the upper side of the screen and set desired features.

5. Select an option:
 - a: **[Color Scanning]**
 - b: **[2 Sided Scanning]**
 - c: **[File Format]**
TIFF / JPEG / PDF / DOCUWORKS
XPS / Microsoft Office Format**
(advanced Scan Kit is required)
 - d: **[File name]**
to enter a specific file name

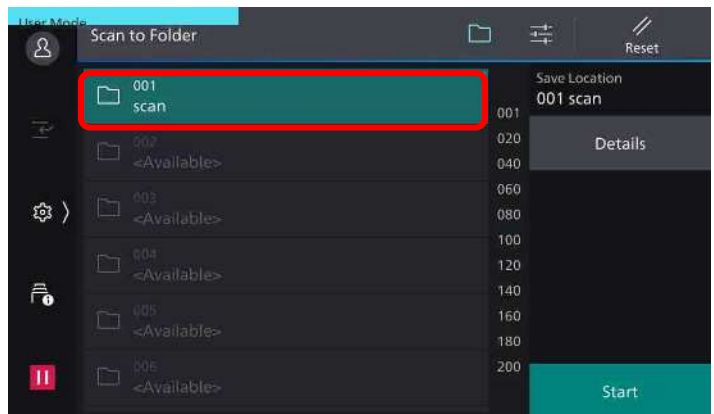
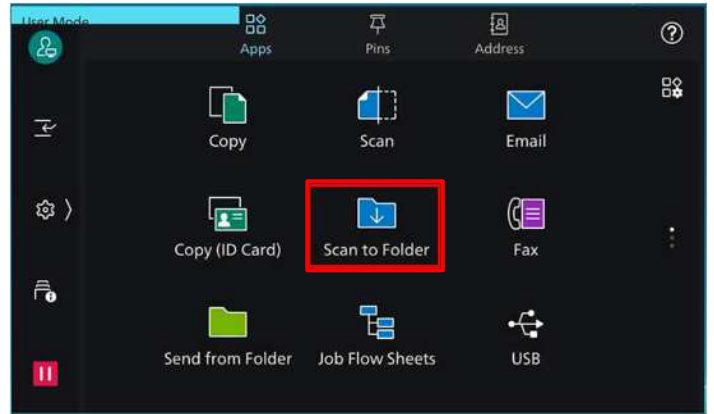
Tap **[Start]** to proceed to start scan process




Scan: Scan to Folder...

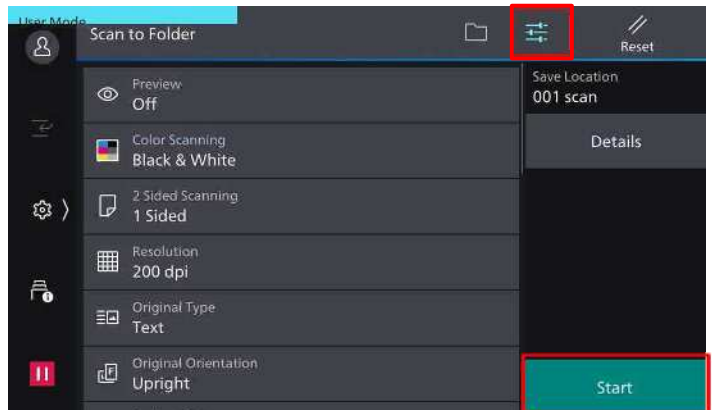
Allows you to scan a document and save the scanned data in a registered folder of the machine.

1. Tap **[Scan to folder]** button on the Services Home screen.
2. From the **[Scan to Folder]** screen, select a folder to save the scanned document. (Enter passcode, if any)



3. Tap  on the upper side of the screen, set desired features.
4. On the **[Scan to Folder]** screen. Select the option:
a: [Color Scanning]
b: [2 Sided Scanning]

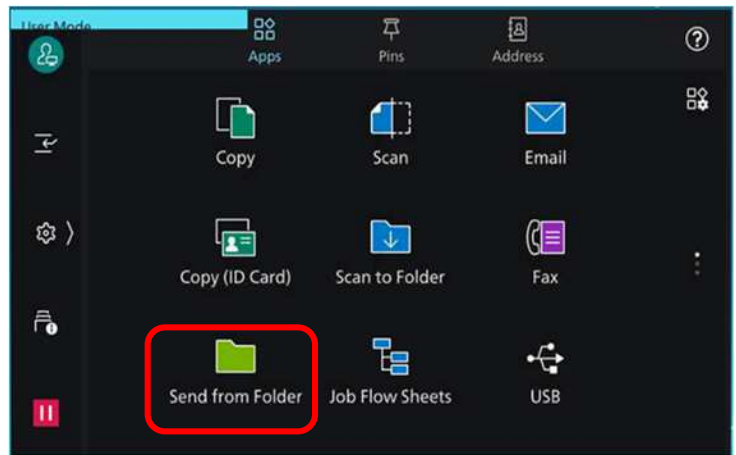
Tap **[Start]** to proceed with scanning.



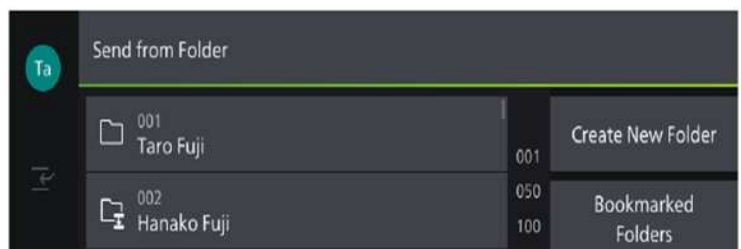
Scan: Send from Folder...

Send to folder allows you to save the scanned document, files to be printed out.

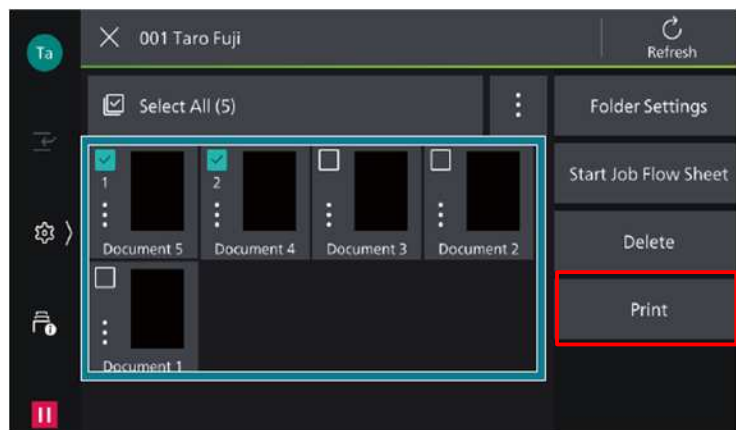
1. Select **[Send from Folder]** button on the Service Home Screen



2. Select the desired folder.

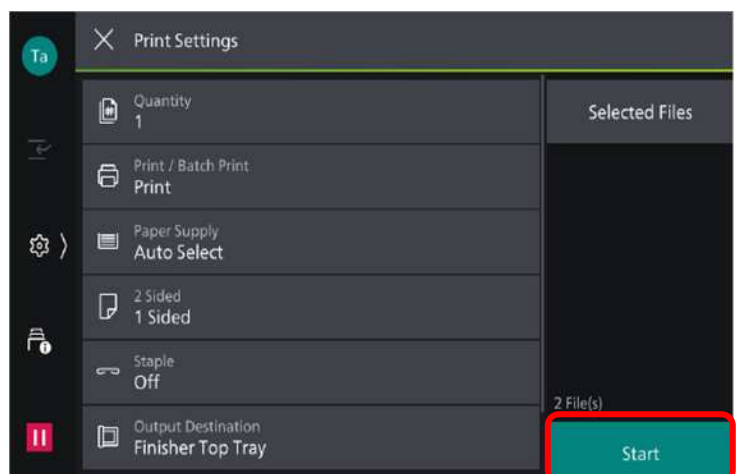


3. Select the file(s) to print and tap **[Print]**.



4. Select the desired feature items as needed

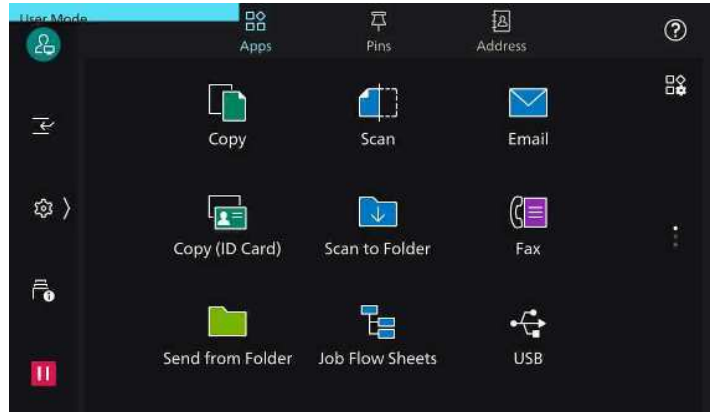
Tap **[Start]** to print out the document.




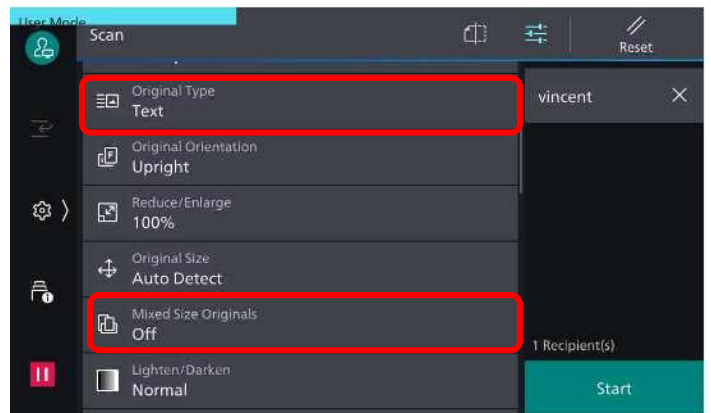
Advance Scan: Preview, Mixed Sizes Original, Original Type...

Additional features that you can select under [E-mail], [Scan to PC], [Store to Folder], [Scan to USB]....

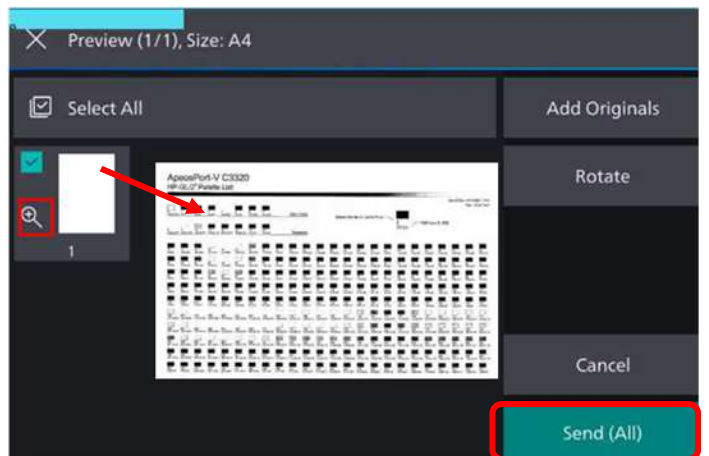
1. Load documents to scan. On the Services Home screen, select scan destination **[Email]**, **[Scan]**, **[Scan to Folder]**, **[Store to USB]**



2. Tap on  the upper side of the screen, to set the desire option features.



3. Select any option required:
 - a: **[Preview]**
View the scanned image before completing scan process
 - b: **[Mixed Sized Originals]**
scan different size documents simultaneously with the document feeder.
 - c: **[Original Type]**
Set the document type.



Tap **[Send (all)]** to start scanning.

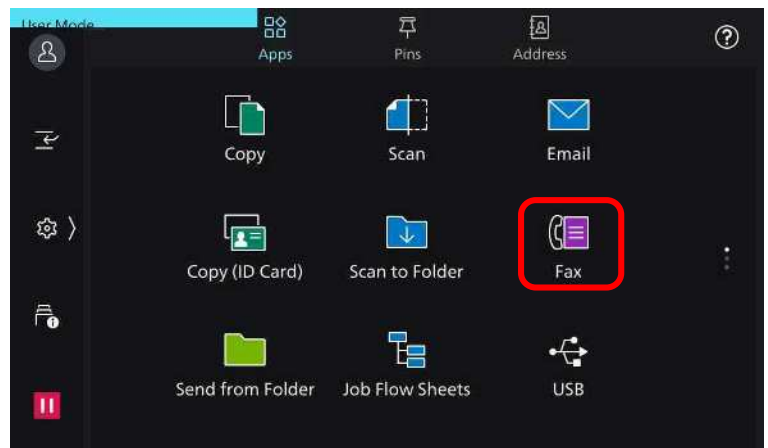
Fax: Basic Faxing (Single/Broadcast), Faxing a 2-Sided Document

Allows to transmit a 2-sided document to single or multiple recipients in a single operation.




1. Load documents onto the Document Feeder.

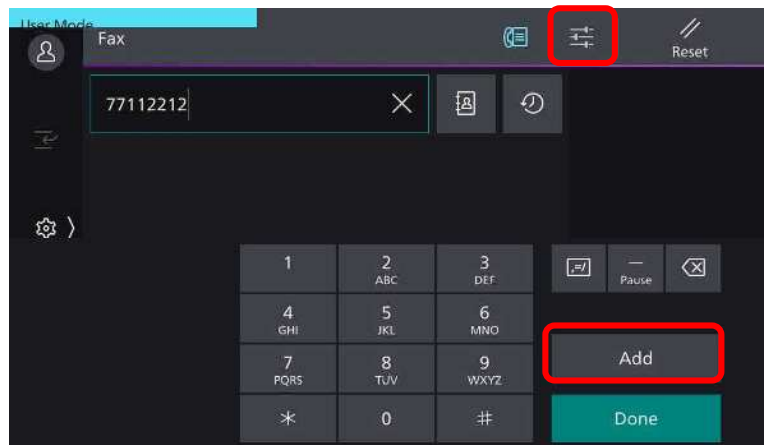
2. Tap **[Fax]** on the Services Home screen.



3. To enter fax recipient(s) select:
[Numeric Keypads] or
[Address Book]

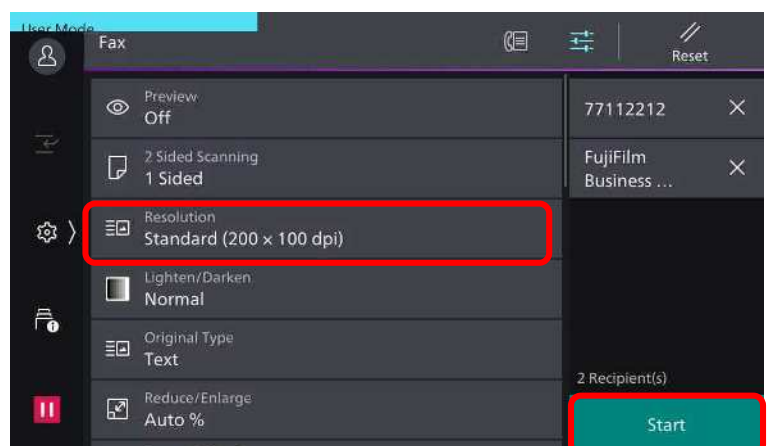
Press **[ADD]** to enter more than one fax recipient/number.

4. Tap  to proceed with fax settings



5. Select the desired options:
[2 Sided Scanning]
[Resolution]
[Original Type]

Tap **[Start]** button to begin fax process



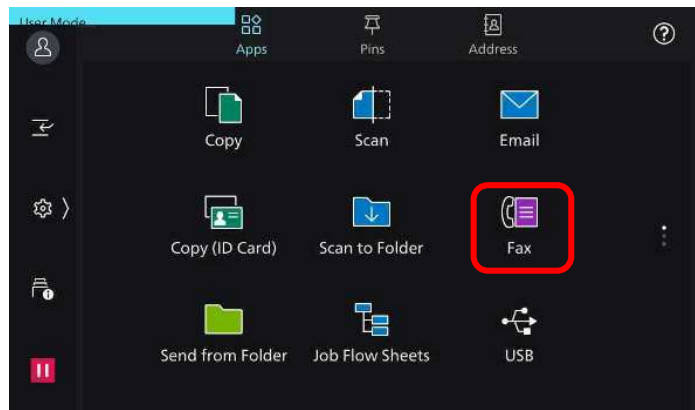
Fax: To enable Confirmation Report


Automatically prints a transmission report when fax transmission is completed

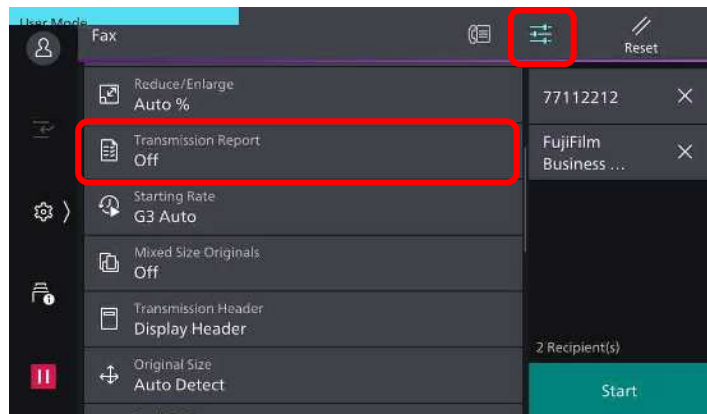


1. Load documents onto the Document Feeder.

2. Tap **[Fax]** on the Services Home screen.

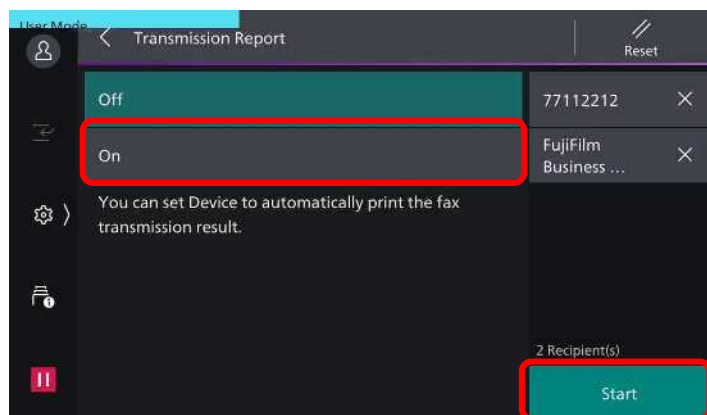


3. Click on  and scroll to **[transmission report]**



4. Tap **[on]** to enable transmission report

Tap **[Start]** button to begin fax process



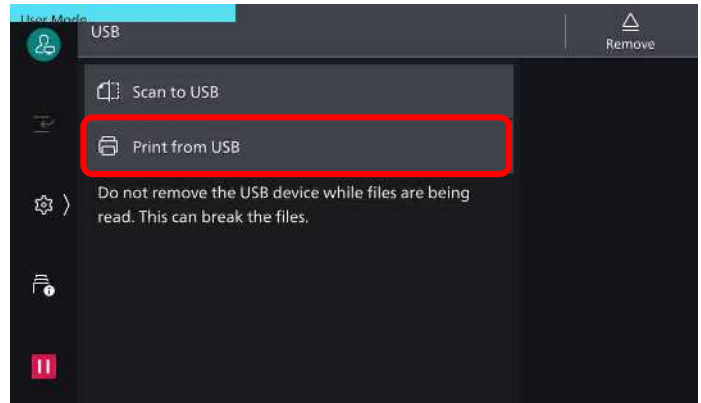
USB: Print from USB ...

Data/Files stored in the USB (2.0) can be printed from the device. Supportable / Recognized files are PDF, JPEG, TIFF, XDW,



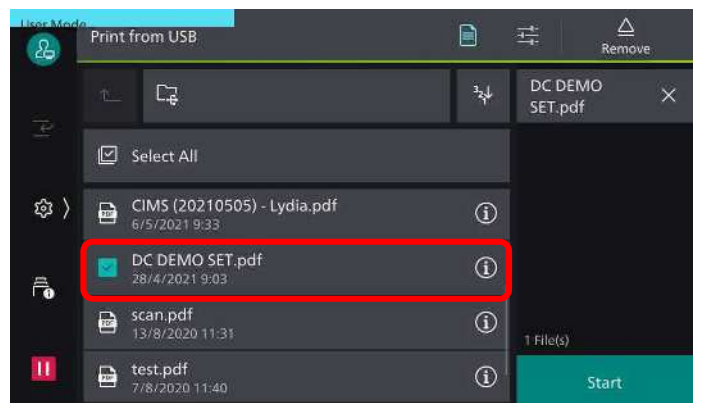
1. Insert the USB memory device into the memory slot.


2. The following screen displays upon detected USB device
a. Scan To USB
b. Print from USB



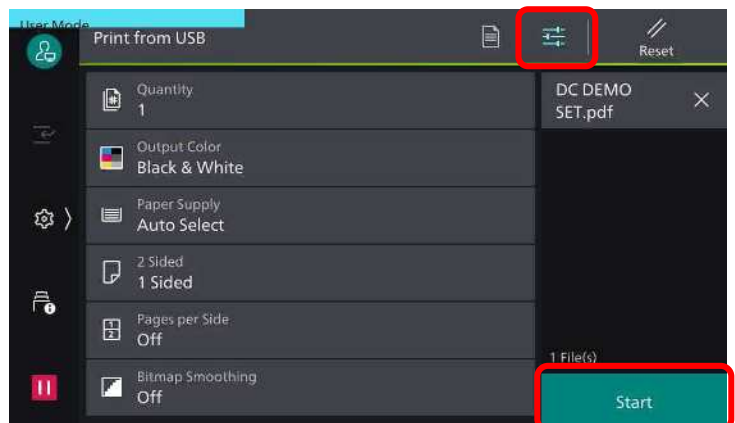
3. Tap **[Print from USB]**

4. Select the required file to be printed



5. Tap  to select the desired print options:
a: [Output Color]
b: [Paper Supply]
c: [2 Sided]

Tap **[Start]** to proceed.



USB: Scan to USB ...

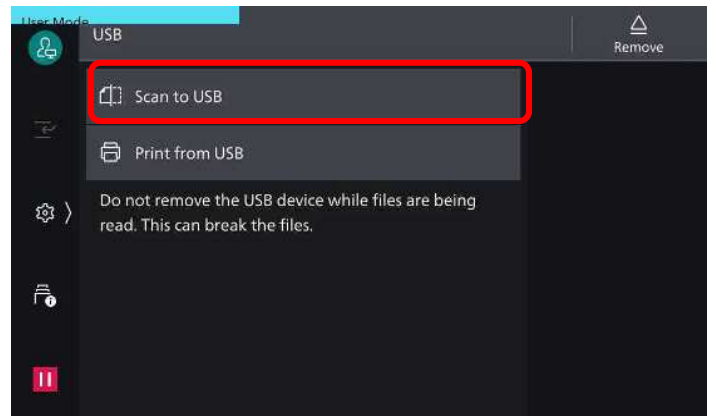
Allows you to scan and stored the scanned data to a USB memory device

1. Insert the USB memory device into the memory slot.

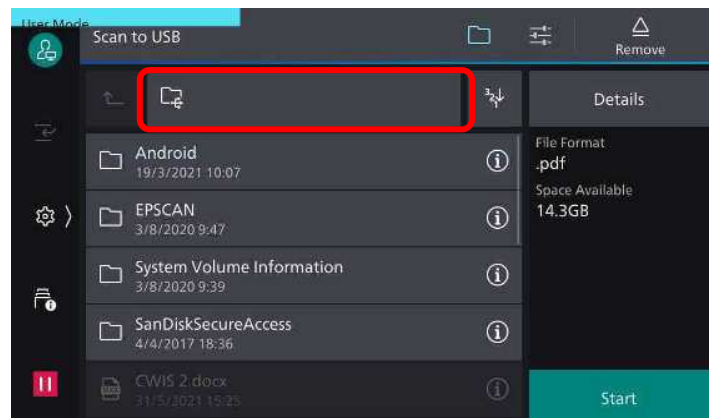
Note: If the pop up message "USB media has been inserted" is not displayed, tap the [USB] icon on the home screen instead

2. Load documents on the Feeder or Platen Glass.

3. The following screen displays upon USB device detected:
 - a. **Scan To USB**
 - b. **Print from USB**

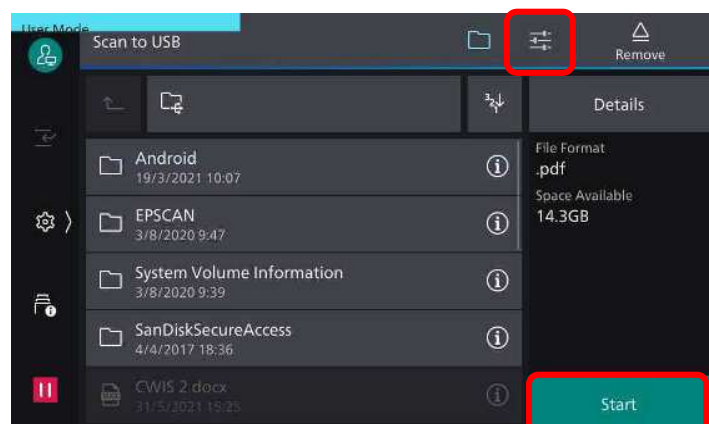


4. Select the destination folder to scan



- 5) Tap [≡] and select desired option
 - a: [Colour Scanning]
 - b: [2-Sided Scanning]
 - c: [File Format]
 - d: [Original Type]

Tap [**Start**] button to proceed.

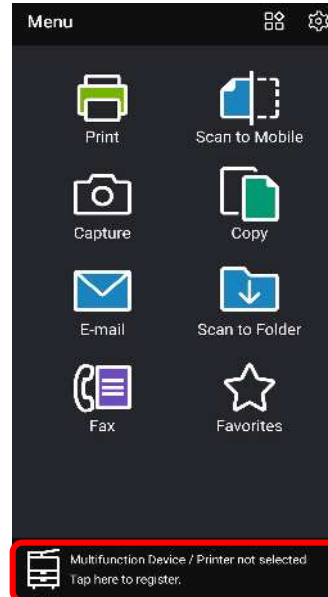


Mobile Printing

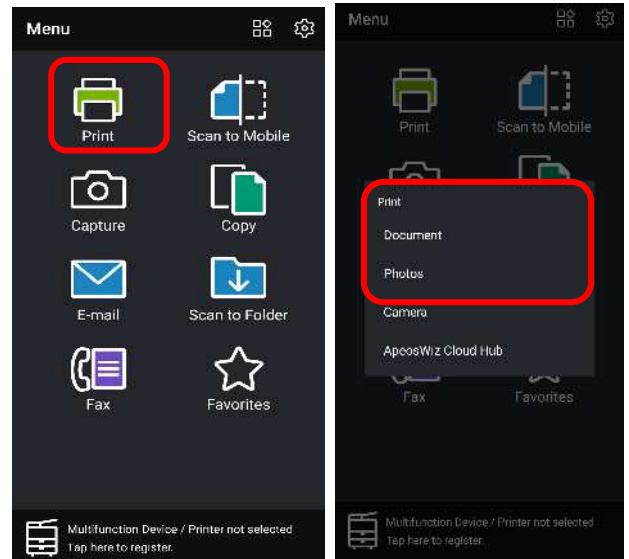
Allows you to print & scan directly from your mobile via FUJIFILM Print Utility app



1. Download the **'Print Utility V3'** app via **'Google Play'** or Apple **'App Store'**
2. Launch the application and register the machine by tapping **[tap here to register]** on the bottom of the screen.
(Wi-Fi will auto detect and display the device name and model)

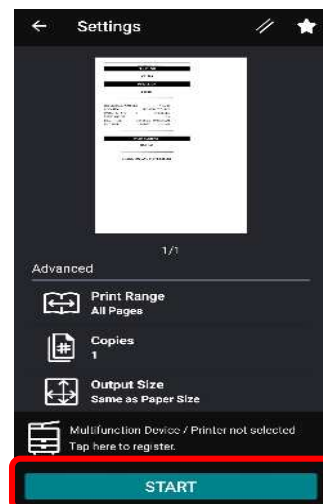


3. From the main menu, select the desired features, and choose a file or document to be printed supported file format: TIFF, JPEG, PDF



4. Under the **[advanced]**, tap on the desired settings.

Tap **[start]** to start the print job



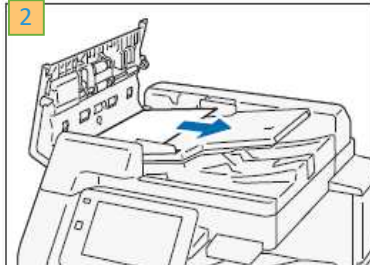
Maintenance : Clearing Paper Jams

NOTE: Follow instructions displayed on the Touch Screen to remove the jammed paper.

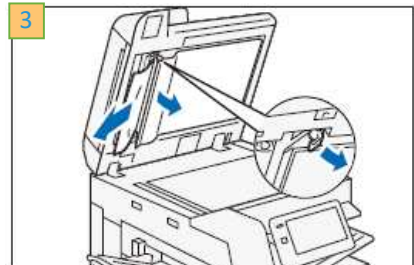
Paper Jam in the Document Feeder (DADF)



1) Pull up the front handle of the cover and open the cover until it stops.



2) Remove the document.

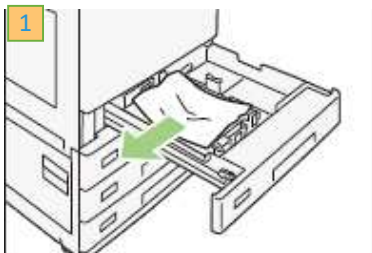


3) Open the document cover, grip the lever to open the side scanner, and remove the document.

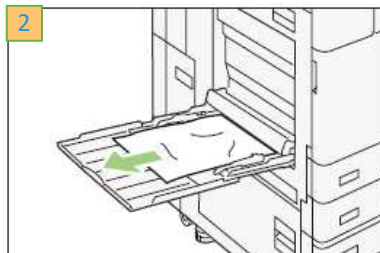


4) Lift the document feeder tray and remove the document.

Paper Jam in Paper Tray (Tray 1, 2, 3, 4 and Bypass Tray 5)



1) Pull out Paper from Tray 1-4 and remove jammed paper. Gently push the tray in.



2) Inspect paper feed Tray 5 (Bypass). Remove jammed paper if any.

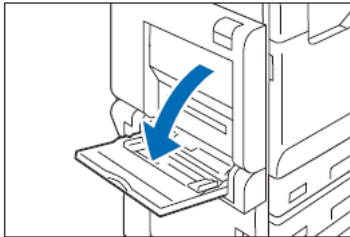
Maintenance: Clearing Paper Jams

Note: Follow instructions displayed on the Touch Screen to remove the jammed paper.

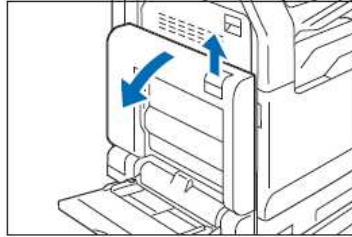
Warning! The machine parts are very hot to touch and remove. Never touch a labeled area indicating 'High Temperature' and 'Caution' to avoid burns.

Areas of paper jam include inside upper left cover, fusing unit [A1], Center Tray Exit [A2], Duplex Unit [A3]

Paper Jam in Inside Upper Left Cover

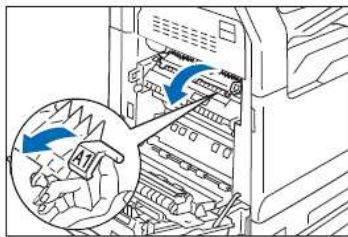


1. Open the paper tray 5 (bypass)

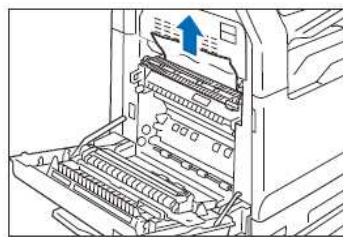


2. While lifting the release handle, open the upper left cover. Remove the jammed paper. Close cover A

Fusing Unit [A1]

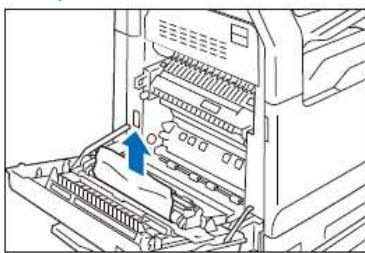


1. Open Cover A and pull the handle [A1]

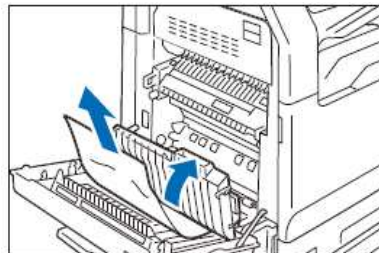


2. Remove the jammed paper. Return the handle [A1] to the original position. Close cover A

Duplex Unit [A2]

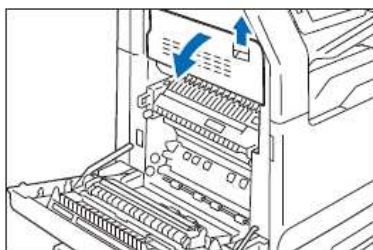


1. Open Cover A. While holding handle [A2], remove the jammed paper.



2. Return the handle [A2] to the original position. Close cover A

Top Cover



1. While lifting the release handle, open the top left cover. Remove the jammed paper. Close the top left cover. Close the upper left cover

Maintenance : Replacing Consumables

Note: The machine will prompt a message when it is time to order a new Toner Cartridge.

Replacing Toner Container

Caution: Place a few sheets of paper on the floor before removing the cartridge.

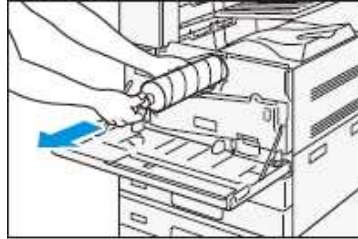
This will allow any excess Toner to fall on the paper.

Replace Toner Cartridges while the machine powered ON.

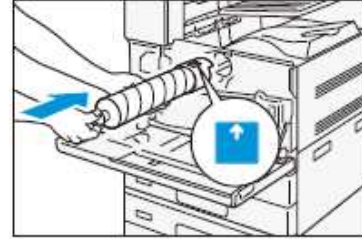
Powering the machine OFF will erase all information stored in the machine's memory.



1. Ensure the machine is not operating, before opening the Front Cover.



2. Place your hand under the toner cartridge and slowly pull out the toner cartridge. Gently shake the cartridge

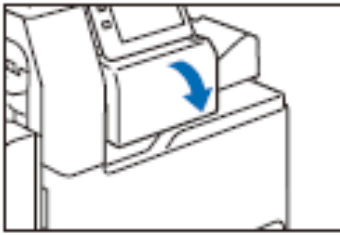


3. Orient the toner cartridge with the arrow facing up and insert the cartridge until it stops. Close the front cover

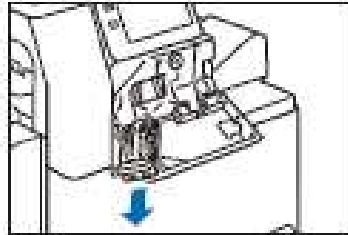
For used cartridges disposal/collection, please call us @ 1-300-88-1163

Maintenance: Replacing Consumables

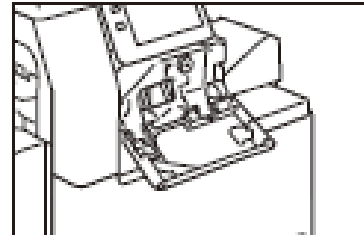
Replacing A2 Finisher Staple Cartridge



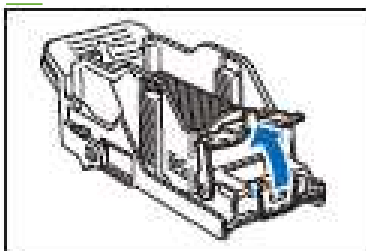
1: Ensure the machine is not operating and open the front cover.



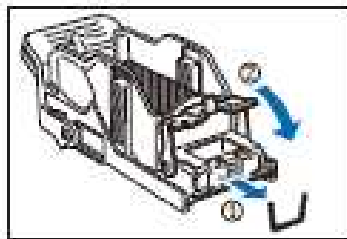
2: Remove the used cartridge



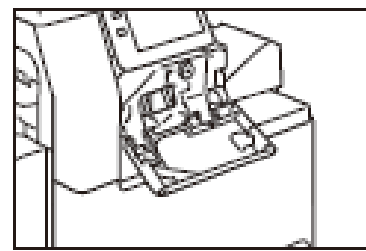
3: Check to ensure that there is no staple inside of the finisher



4: Push the metal part of the cartridge up

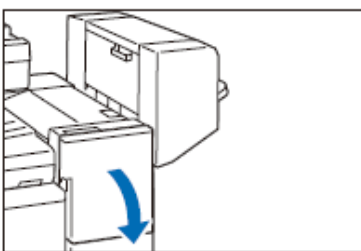


5: Remove the jammed staple (1) and return the pushed-up metal part back to the original position (2)



6: Insert the cartridge into the original position. Hold the handle and lightly press it up until you hear a click.

Replacing B4/B5 Staple Cartridges



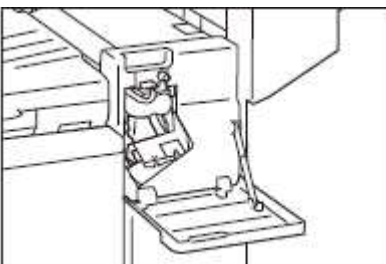
1: Ensure the machine is not operating. And open the front cover



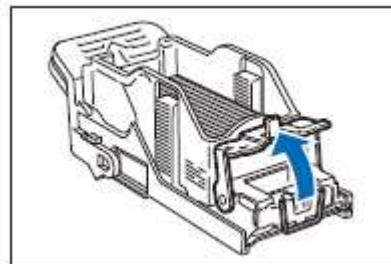
2: Hold [R1] and move the stapler unit to the front



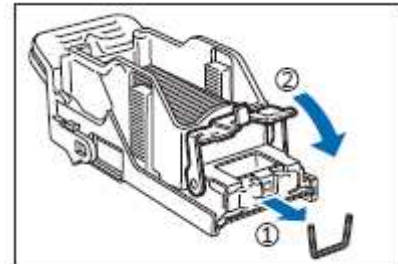
3: Hold the handle and remove the cartridge



4: Check to make sure that there is no stapler inside of the finisher.




5: Push the metal part of the cartridge up.



6: Remove the jammed staple (1) and return the pushed-up metal part back to the original position (2)

Machine Status

Billing Information

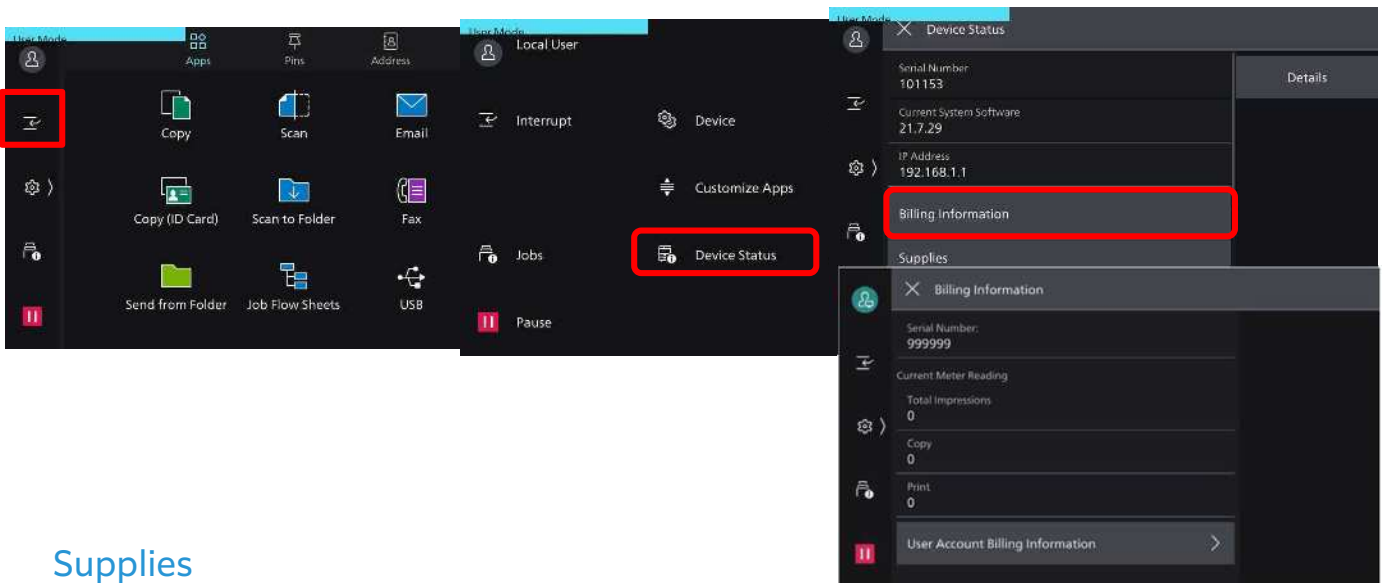
On the Machine Panel, tap  icon.
Select <Device status>, <Billing Information>

Total Impressions : Total number of Copy + Print
Copy Service: Total number of copies made
Print Service : Total number of prints made


Important:

Billing Information is different from the **Usage Counters** in CWIS properties.

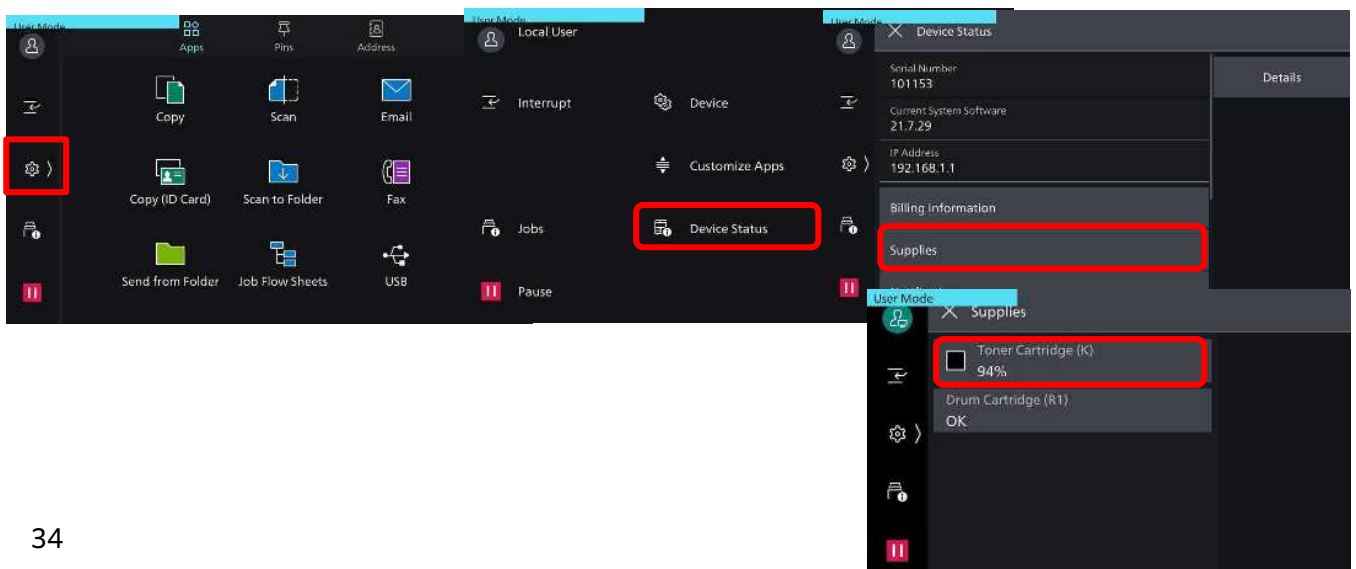
User should submit meter readings based on the meter from machine UI / Touch Screen.



Supplies

On the Machine Panel, tap  icon
Select <Device Status>, <supplies>
The status of consumables is shown as:
"OK", "Replace Soon (Order Now)", or "Replace Now"
For toner, the amount is shown in percentage (0 to 100%).
Scroll down to display Other Consumables .

Replace only when the alert Message displays "Replace Now"



Consumables Part No.



Standard Unit



A2 Finisher



B4/B5 Finisher



B4/B5 Finisher with Booklet Maker

Consumables Part Number

Product Code

Quantity/Box

Toner Cartridge Black [K]
(Finisher)

CT202488

1 unit/box

50 Sheet Staple Cartridge for Finisher-A2^{*1}

CWAA0856

2sets/box (5000 staples)

50 Sheet Staple Cartridge for Finisher-B1 Booklet^{*2}

CWAA0728

4sets/box (2000 staples)

*1: For Single and Dual Stapling on Finisher-A2, can be used with Finisher A2, B4/B5 with booklet maker

*2: For Saddle stapling only, can be used with finisher B4/B5 booklet


Replace Toner Cartridges

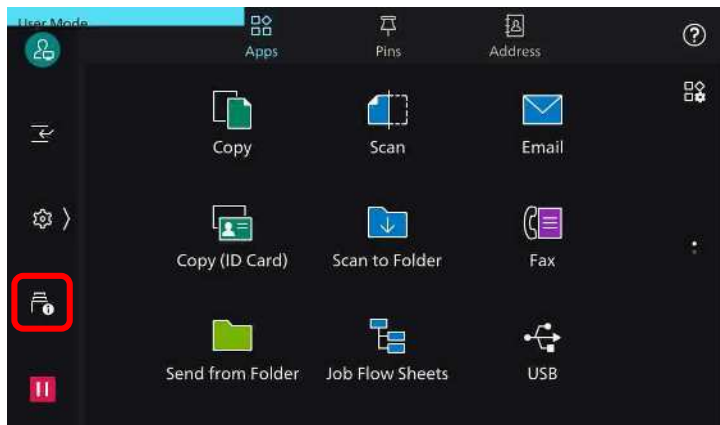
The following messages are displayed on the touch screen depending on the amount of toner remaining. Replace the toner cartridge according to the message.

Message :	Remaining Yield:	Solution:
Please order a Black Toner [K] Cartridge	Black: Approx 3,500pages Others: Approx 2,500 pages	Do not required to replace immediately. Order Toner Cartridge as displayed.
Black Toner [K] Cartridge needs to be replaced soon.	Approx. 40 pages	Replace toner cartridge with a new one.
Black Toner [K] Cartridge needs to be replaced.	-	Machine will stop, replace toner cartridge with a new one.

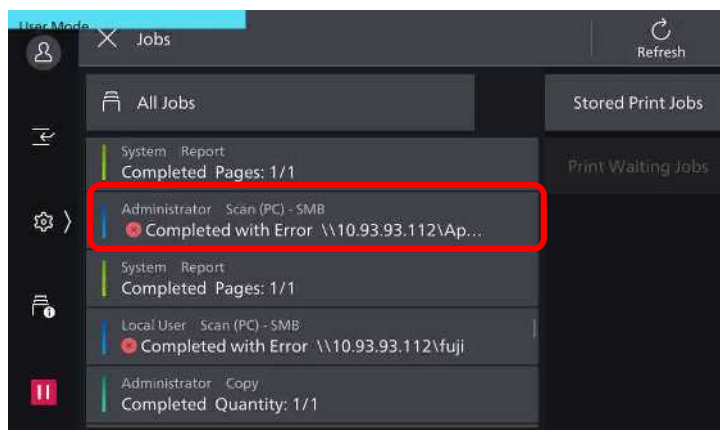
Job Status

Allows you to check current, pending, and completed jobs. You can also cancel or resume a pending /inactive job.

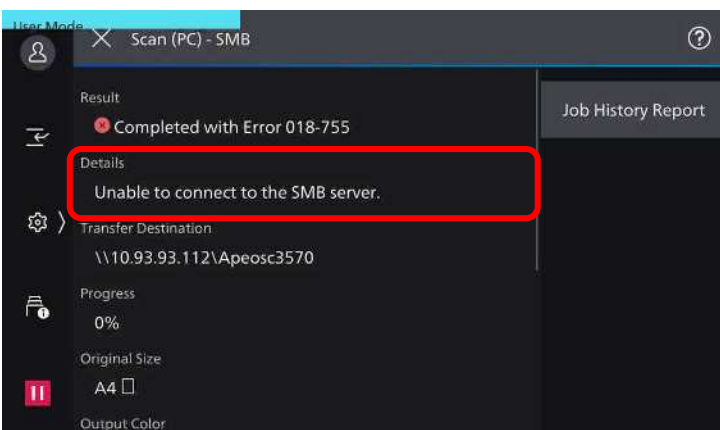
1. From machine home screen, tap 



2. The **[All Jobs]** screen displays the current or pending jobs.
Select a job, to view the status of the job
 - a) Completed [successful]
 - b) Completed with error [unsuccessful]




3. Click on the job log to display the details of the job
If an error occurs, the error will be indicated in the message.
tap [job history report] to print out the report

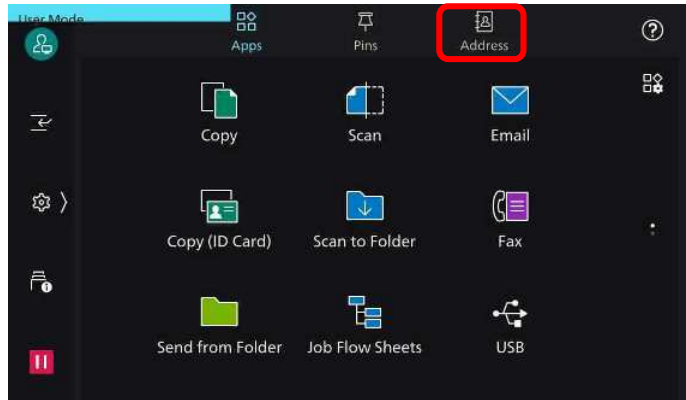


4. Select **[X]** to close the screen.

Register New Address (Email / Fax Recipient)

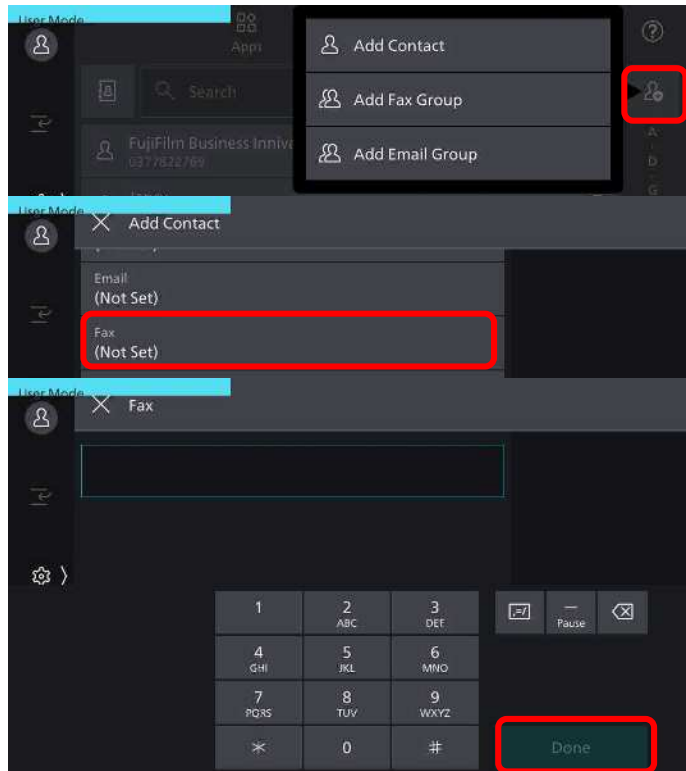
You can register frequently used addresses on the address book. Select address type from Fax, IP Fax, I-fax, Email & Server. (Up to 5000 addresses can be stored.)

1. From machine home page, select **[Address Book]** icon on the top left corner and tap
2. Tap **[Add Contact]**. 



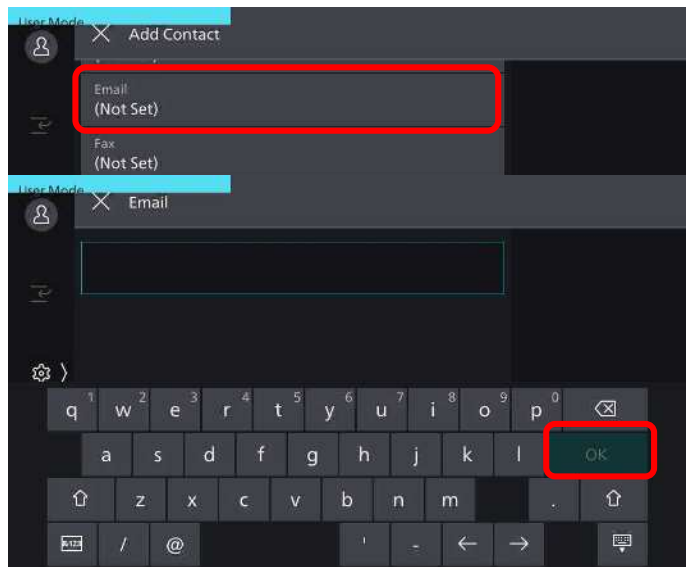
Option 1: add fax numbers

- 1) Enter recipient name and tap **[not set]** to enter the fax number, use the keyboard to enter fax number.
- 2) Press **[done]** to close fax number window and confirm the entry, then tap **[OK]** to continue and register the number.



Option 2: add email address

1. Repeat step 1 and 2 in option 1
2. Enter recipient name and tap email **[not set]**
3. Enter a name for the recipient. Tap **[OK]** to continue.
4. Confirm the entries, and tap **[OK]** to register and exit.



Support & Download (Drivers & Self-help)

Check out FUJIFILM Business Innovation website @ fujifilm.com/fbmy

Apeos 3060 How To, FAQ & Answers

Not your product? Search again

Drivers **Self Help** Documentation Utilities Learning

Type your question here...e.g How to remove a Windows print driver

Print Fax Image Quality Copy Scan Consumables

Apeos 3060 Drivers & Downloads

Not your product? Search again

Drivers **Self Help** Documentation Utilities Learning

Operating System: Windows 10 64bit Language: English Help with Driver Selection +

Recommended

Easy Setup Installer >

Version: 1.0.4.2 Compatibility > File Information >

FUJIFILM Value from Innovation FUJIFILM Business Innovation

Solutions & Services Products Support & Drivers Company Insights **Contact Us**

Sales Enquiries For Equipment & Software	1300-88-1163	Sales Enquiry
For Online Support, Technical Support,		Technical Support
Training and Toner Ordering		Toner Ordering
For Used Consumables Collection		Used Consumables Collection
For Invoicing, Billing and Meter Reading		Meter Reading Submission

Contact Information

First Name *
Last Name *
Mobile Number *
Email *
Customer Reference

*A reference specified by you that you request FUJIFILM Business Innovation to use. This is not mandatory.

Organisation Information

Product/Model *
Serial Number *
Account
Company Name
Machine Address *
This is the address where the machine is located. Use an accounting or headquarters address.
Hours of Operation

Support Request Information

Live Chat

Hi, how can i help you?

Welcome to FUJIFILM Business Innovation Malaysia Live Chat. Our operating hours are from 8.30am to 6.00pm, Monday to Friday. We are closed on Public Holidays.

Please enter your details below:

Name Required

Phone number Required

Email Optional

Serial Number Optional

Request Type Please Select

Powered by GENESYS

EP-BB Self Registration (subject to configuration)

For Green Report, kindly Self-Register your account 30 days after activation date. Please follow the steps below to register.

Open a web browser and key in the below address
https://service-fb.fujifilm.com/direct_app/

The screenshot shows the Fujifilm registration interface. At the top, it displays the Fujifilm logo and 'Fuji Xerox Direct Multi-Function Printer Management Service'. A progress bar at the top indicates five steps: 'Input Email Address', 'Receive Application URL', 'Accept Legal Agreements', 'Complete Online Application', and 'Receive Confirmation Email'. The 'Input Email Address' step is currently active. Below the progress bar, the page is titled 'Register E-mail Address'. It contains three steps: 'Step 1. Select preferred Language.' with a dropdown menu set to 'English'; 'Step 2. Select your Country/Territory.' with a dropdown menu set to '--Please Select--'; and 'Step 3. Input E-mail Address.' with two text input fields. A 'Submit' button is located at the bottom right of the form area.

An e-mail notification with the personalized URL will be sent via e-mail

The screenshot shows the Fujifilm registration interface at the 'Receive Application URL' step. The progress bar at the top now highlights the 'Receive Application URL' step. The page title is 'Receive Application URL'. The main content area contains the following text: 'Your personalised URL was sent to the following email address: **testemail@gmail.com**'. Below this, it says: 'Locate the email with the subject "FUJIFILM BI Direct Application Request". Click on the personalised URL to complete the online registration within 5 days.' At the bottom, it provides contact information: 'If you have any question or issue regarding this application, please contact us at onlinesupport@fujixerox.com'. A 'Close' button is located at the bottom right of the page.

Click on the URL and you will be redirected to the following link. Proceed with the application by accepting the Legal Agreements.

FUJIFILM
Value from Innovation

Fuji Xerox Direct
Multi-Function Printer Management Service

FUJIFILM Business Innovation Official
English

Contact Us

Accept Legal Agreements → Complete Online Application → Receive Confirmation Email

Legal Agreements

Web Site Usage Notes and Legal Disclaimers

TERMS OF USE FOR THIS WEB SITE

By using any of the websites (each a "Site") operated by or for and on behalf of FUJIFILM Business Innovation, you agree to be bound by the following terms and conditions ("Terms and Conditions").

1. Registered User of Site

I have read and agreed with the disclaimer.
 I have read and accepted the terms of the privacy policy. [Click here to review the policy.](#)

Submit

Complete the Online Application form to Continue. Your application will be processed. Thank you.

Accept Legal Agreements → **Complete Online Application** → Receive Confirmation Email

Application Form

*Denotes a required field

Contact Information	
Title	<input type="text"/>
First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Display Name	<input type="text"/>
* Phone	<input type="text"/>
Email	testemail@email.com
* Promotional Emails	<input checked="" type="radio"/> Wish to receive <input type="radio"/> Do not receive

Organisation Information	
* Type of business	<input checked="" type="radio"/> Organisation <input type="radio"/> Individual
* Organisation	<input type="text"/>
* Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
* Post Code	<input type="text"/>
Country/Territory	Malaysia
* Please provide details for one product.	Product/Model <input type="text"/> Which product do I have? Serial Number <input type="text"/>

Continue

Notes

Notes

Notes

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