

Start Guide

TURNING THE POWER ON

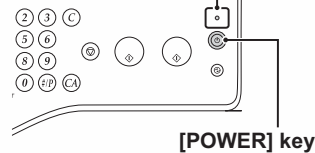
(1) Switch the main power switch to the "on" position.

(2) Press the [POWER] key () to turn on the power.

To turn the power off, perform the step (2), then step (1). In step (1), switch the main power switch to the "off" position.

Main power indicator

Lights up when the main power switch is on.

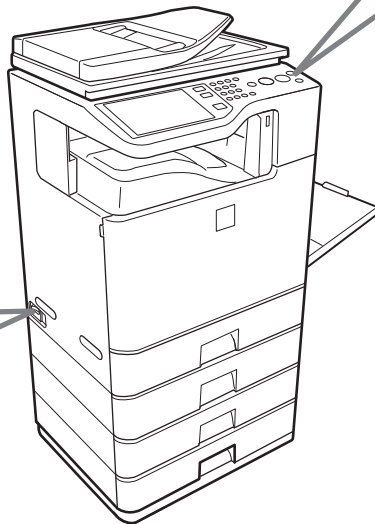


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Main power switch

"On" position

"Off" position



Important rules when turning off the main power

When turning off the main power, always turn off the operation panel power first, wait at least 20 seconds, and then turn off the main power.

If you turn off the main power without turning off the operation panel power, or do not wait at least 20 seconds before turning off the main power, machine failure may result.

If the main power is suddenly interrupted due to a power failure or other reason, turn the machine power back on and then turn it off correctly.

OPERATION MANUALS AND HOW TO USE THEM

A printed manual and a manual in PDF format are provided with the machine. Read Start Guide (this manual) before using the machine for the first time. For detailed explanations of the machine, refer to the Operation Guide (PDF format).

Start Guide (this manual)



Operation Guide (PDF)



To view the Operation Guide in PDF format, Adobe® Reader™ or Acrobat® Reader of Adobe Systems Incorporated is required. The programs can be downloaded from the following URL:
<http://www.adobe.com/>

Downloading the Operation Guide

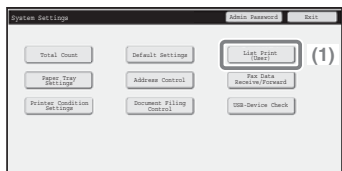
Operation Guide can be downloaded from the Web pages in the machine.

Checking the IP address

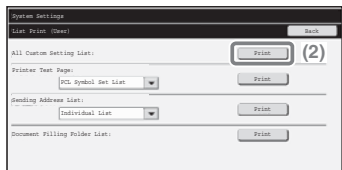


First, press the [SYSTEM SETTINGS] key on the touch panel.

(1) Touch to select [List Print (User)] settings.



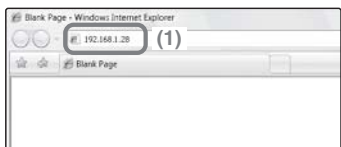
(2) Touch to print the user list. The IP address is shown in the list.



Accessing the Web server in the machine

Confirm that the machine and your computer are connected to the same network and follow the procedures below.

(1) Enter the IP address of the machine.



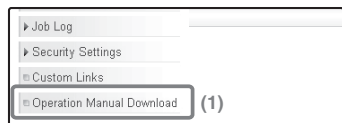
Recommended Web browsers

- Internet Explorer: 6.0 or higher (Windows®)
- Netscape Navigator: 9 (Windows®)
- Firefox: 2.0 or higher (Windows®)
- Safari: 1.5 or higher (Macintosh)

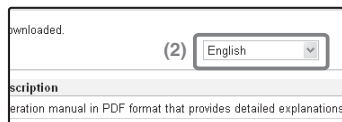
Ask the administrator of the machine to obtain the account information if necessary.

Downloading the operation guide

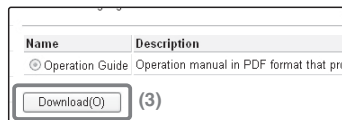
(1) Click in the menu of the Web page.



(2) Select language.



(3) Click to start download.



SPECIFICATIONS

Machine specifications

Name	Digital Full Colour Multifunctional System MX-C312
Type	Desktop
Required power supply	Local voltage $\pm 10\%$ (For the power supply requirements, see the name plate in the lower corner of the left side of the machine.)
Power consumption	1.84 kW (220-240 V) / 1.44 kW (100-127 V)
Dimensions	560 mm (W) x 493 mm (D) x 714 mm (H) (22-3/64" (W) x 19-13/32" (D) x 28-7/64" (H))
Weight	Approx. 46 kg (101.4 lbs.)
Overall dimensions	868 mm (W) x 493 mm (D) (34-11/64" (W) x 19-13/32" (D)) (when bypass tray is extended)
Ambient environment	10 °C (54 °F) to 35 °C (91 °F) (20 % to 60 % RH) 10 °C (54 °F) to 30 °C (86 °F) (85 % RH)

500-Sheet paper feed unit specifications

Model	MX-CSX1 (tray 2)	MX-CSX2 (tray 3, tray 4)
Power supply	Supplied from the machine	
Dimensions	535 mm (W) x 438 mm (D) x 112 mm (H) (21-1/16" (W) x 17-1/4" (D) x 4-13/32" (H)) (not including adjuster)	535 mm (W) x 438 mm (D) x 110 mm (H) (21-1/16" (W) x 17-1/4" (D) x 4-21/64" (H)) (not including adjuster)
Weight	Approx. 6.8 kg (15.0 lbs.)	Approx. 5.6 kg (12.3 lbs.)

Finisher specifications

Model	MX-FN12
Power supply	Supplied from the machine
Dimensions	When tray is folded up: 475 mm (W) x 333 mm (D) x 158 mm (H) (18-45/64" (W) x 13-7/64" (D) x 6-7/32" (H)) When tray is extended: 523 mm (W) x 333 mm (D) x 158 mm (H) (20-19/32" (W) x 13-7/64" (D) x 6-7/32" (H))
Weight	Approx. 9 kg (19.8 lbs.)
Stapler section	
Allowed paper sizes for stapling	A4, B5, 8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 7-1/4" x 10-1/2", 16K (Stapling at one position at front of paper.)
Maximum number of sheets for stapling*1	30 sheets

*1 The maximum number of sheets for stapling assumes a paper weight of 90 g/m² (24 lbs.) and includes two cover sheets of 106 g/m² to 209 g/m² (28 lbs. bond to 110 lbs. index).

Facsimile specifications

Model	MX-FXX3
Applicable telephone line	Public switched telephone network, PBX
Scanning resolution (supports ITU-T standards)	8 x 3.85 lines/mm (Standard), 8 x 7.7 lines/mm (Fine, Fine-Half-tone), 8 x 15.4 lines/mm (Super Fine, Super Fine - Half-tone), 16 x 15.4 lines/mm (Ultra Fine, Ultra Fine - Half-tone)
Transmission speed	33.6 kbps down to 2.4 kbps Automatic fallback
Compression method	MH / MR / MMR / JBIG
Transmission modes	Super G3, G3 (the machine can only send faxes to and receive faxes from machines that support G3 or Super G3)
Paper sizes	A4, B5, A5 (8-1/2" x 14", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 5-1/2" x 8-1/2")
Power supply	Supplied with the machine

Noise emission values

The following shows noise emission values as measured according to ISO7779.

Sound power level LW _{Ad}		
Printing mode (continuous printing)		7.4 B
Standby mode (Low power level mode)		-
Sound pressure level L _{pAm} (actual measurement)		
Printing mode (continuous printing)	Bystander positions	57dB
Standby mode	Bystander positions	31dB

- Operating: with options MX-CSX1+MX-CSX2(x 2)+MX-DS13
- Standby: "-" = less than background noise.

TO THE ADMINISTRATOR OF THE MACHINE

Factory default passwords

When accessing the system settings, the administrator password is required to log in with administrator rights. The system settings can be configured in the Web pages as well as on the operation panel. To access the system settings using the Web pages, a password is also required.

Factory default administrator password

Factory default setting: admin

Store a new administrator password as soon as the machine is installed. Once the administrator password has been changed, the new password is required to restore the factory default password. Take care to remember the new password.

Factory default passwords (Web pages)

There are two factory default accounts: "Administrator" and "User". A person who logs in as an "Administrator" can configure all settings in the Web pages. In addition, an administrator can restrict access to other settings by enabling "User" accounts.

The factory default passwords are shown below.

	Factory default account	Factory default password
User	users	users
Administrator	admin	admin

Forwarding all transmitted and received data to the administrator (document administration function)

This function is used to forward all data transmitted and received by the machine to a specified destination (Scan to E-mail address, Scan to FTP destination, Scan to Network Folder destination, or Scan to Desktop destination).

This function can be used by the administrator of the machine to archive all transmitted and received data.

To configure the document administration settings, click [Application Settings] and then [Document Administration Function] in the Web page menu.

(Administrator rights are required.)

Note:

- The format, exposure, and resolution settings of transmitted and received data remain in effect when the data is forwarded.
- When forwarding is enabled for data sent in fax mode,
 - The [Direct TX] key does not appear in the touch panel.
- Quick online transmission and dialling using the speaker cannot be used.

SHARP ELECTRONICS (Europe) GmbH
Sonninstraße 3, D-20097 Hamburg

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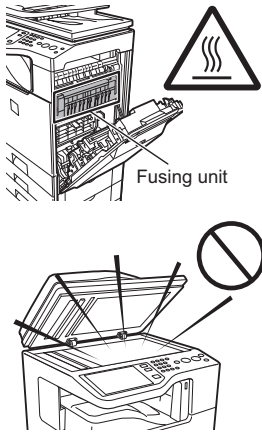
TO ENSURE SAFE USE OF THE MACHINE

Cautions

- Do not make any modifications to this machine. Doing so may result in personal injury or damage to the machine.
- Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from printing by national law. Other items may be prohibited by local law.
 - Money • Stamps • Bonds • Stocks
 - Bank drafts • Checks • Passports • Driver's licences
- Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.
- Do not place a vessel that contains water or other liquid on the machine. Do not place metal objects on the machine that may fall into the machine.
- In the event that a metal object falls or liquid spills into the machine, first turn off the machine's main power switch and then unplug the power cord.
- If a thunderstorm begins, turn off the machine's main power switch and unplug the power cord in order to prevent electrical shock and fire due to a lightning strike.
- If you find that condensation has formed on the surface of the machine or the display, open the right cover and check for condensation inside the machine. If condensation has formed inside the machine, turn off the main power. Turning on the main power when condensation has formed inside the machine may cause a failure. Leave the right cover open until the condensation evaporates naturally. To keep foreign matter from getting on the primary transfer belt unit or secondary transfer roller unit while the right cover is open, place a cover over the opening.
- Do not plug in or unplug the power cord with a wet hand.

Warnings

- Do not touch the transfer belt and the transfer roller. Scratches or smudges on the transfer belt or transfer roller will cause dirty prints.
- The fusing unit is extremely hot. Exercise care in this area.
- Do not look directly at the light source. Doing so may damage your eyes.
- The machine is heavy. To prevent injury when moving the machine, it is recommended that it be moved by four or more persons.
- Do not throw toner, a toner container (toner cartridge), or a toner collection container into a fire. Toner may fly and cause burns.
- Store toner, toner containers (toner cartridges), and toner collection containers out of the reach of children.
- Do not place the machine on a wobbly, slanted, or unstable surface. Install the machine only on a surface that can withstand the weight of the machine.
- When unplugging the power cord, do not grasp and pull on the cord.



The machine includes the document filing function or print hold function, which stores document image data on the machine's hard drive. Stored documents can be called up and printed or transmitted as needed. If a hard drive failure occurs, it will no longer be possible to call up the stored document data. To prevent the loss of important documents in the unlikely event of a hard drive failure, keep the originals of important documents or store the original data elsewhere. With the exception of instances provided for by law, Sharp Corporation bears no responsibility for any damages or loss due to the loss of stored document data.

Each instruction also covers the optional units used with these products.

SOFTWARE LICENCE

The SOFTWARE LICENCE will appear when you install the software from the CD-ROM. By using all or any portion of the software on the CD-ROM or in the machine, you are agreeing to be bound by the terms of the SOFTWARE LICENCE.

Laser information

Wave length	790 nm ±10 nm
Pulse times (North America and Europe)	4.1 μs ±4.1 ns /7 mm
Output power	Max 0.6 mW (LD1+ LD2)

Caution
Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 2-2007)

FOR THE USERS OF THE FAX FUNCTION

Important safety instructions

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- The AC power outlet shall be installed near the equipment and shall be easily accessible.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.
- Save these instructions.

INFORMATION ON DISPOSAL

Information on Disposal for Users (private households)

In the European Union

Attention: If you want to dispose of this equipment, please do not use the ordinary dust bin! Used electrical and electronic equipment must be treated separately and in accordance with legislation that requires proper treatment, recovery and recycling of used electrical and electronic equipment. Following the implementation by member states, private households within the EU states may return their used electrical and electronic equipment to designated collection facilities free of charge*. In some countries* your local retailer may also take back your old product free of charge if you purchase a similar new one.



Attention: Your product is marked with this symbol. It means that used electrical and electronic products should not be mixed with general household waste. There is a separate collection system for these products.

*) Please contact your local authority for further details. If your used electrical or electronic equipment has batteries or accumulators, please dispose of these separately beforehand according to local requirements. By disposing of this product correctly you will help ensure that the waste undergoes the necessary treatment, recovery and recycling and thus prevent potential negative effects on the environment and human health which could otherwise arise due to inappropriate waste handling.

In other Countries outside the EU

If you wish to discard this product, please contact your local authorities and ask for the correct method of disposal. For Switzerland: Used electrical or electronic equipment can be returned free of charge to the dealer, even if you don't purchase a new product. Further collection facilities are listed on the homepage of www.swico.ch or www.sens.ch.

Information on Disposal for Business Users

In the European Union

If the product is used for business purposes and you want to discard it: Please contact your SHARP dealer who will inform you about the take-back of the product. You might be charged for the costs arising from take-back and recycling. Small products (and small amounts) might be taken back by your local collection facilities. For Spain: Please contact the established collection system or your local authority for take-back of your used products.

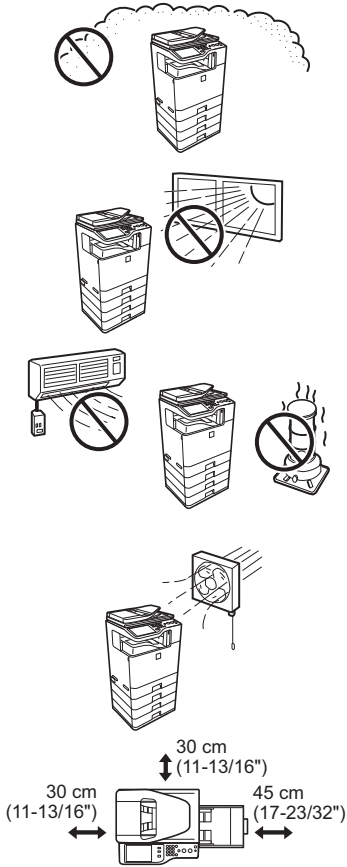
In other Countries outside the EU

If you wish to discard of this product, please contact your local authorities and ask for the correct method of disposal.

INSTALLATION REQUIREMENTS

Improper installation may damage this product. Please note the following during initial installation and whenever the machine is moved.

- The machine should be installed near an accessible power outlet for easy connection.
- Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded.
 - For the power supply requirements, see the name plate in the lower left corner of the left side of the machine.Connect the machine to a power outlet which is not used for other electric appliances. If a lighting fixture is connected to the same outlet, the light may flicker.
- Do not install the machine in areas that are:
 - damp, humid, or very dusty
 - exposed to direct sunlight
 - subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater
 - poorly ventilated.
- Be sure to allow the required space around the machine for servicing and proper ventilation.
- The machine includes a built-in hard drive. Do not subject the machine to shock or vibration. In particular, never move the machine while the power is on.



CAUTION:
Do not install the machine in a location with poor air circulation.
A small amount of ozone is created inside the machine during printing. The amount of ozone created is not sufficient to be harmful; however, an unpleasant odor may be noticed during large copy runs, and thus the machine should be installed in a room with a ventilation fan or windows that provide sufficient air circulation. (The odor may occasionally cause headaches.)
* Install the machine so that people are not directly exposed to exhaust from the machine. If installed near a window, ensure that the machine is not exposed to direct sunlight.

MATERIAL SAFETY DATA SHEET

The MSDS (Material Safety Data Sheet) can be viewed at the following URL address:
<http://www.sharp-world.com/corporate/info/index.html>

IMPORTANT NOTICE

Note:

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.
- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.



Products that have earned the ENERGY STAR® are designed to protect the environment through superior energy efficiency.

The products that meet the ENERGY STAR® guidelines carry the logo shown above. The products without the logo may not meet the ENERGY STAR® guidelines.

Warranty

While every effort has been made to make this document as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual. ©Copyright SHARP Corporation 2012. All rights reserved. Reproduction, adaptation or translation without prior written permission is prohibited, except as allowed under copyright laws.

EMC (this machine and peripheral devices)

Warning:
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

For the users of the fax function

FAX interface cable and Line cable:

These special accessories must be used with the device.

The Declaration of Conformity can be viewed at the following URL address.
<http://www.sharp.de/doc/MX-FXX3.pdf>

Caution!
For complete electrical disconnection, pull out the main plug. The socket-outlet shall be installed near the equipment and shall be easily accessible.

Shielded interface cables must be used with this equipment to maintain compliance with EMC regulations.

The equipment should be installed near an accessible socket outlet for easy disconnection.

Notice for users in the UK
MAINS PLUG WIRING INSTRUCTIONS

The mains lead of this equipment is already fitted with a mains plug which is either a non-rewireable (moulded) or a rewireable type. Should the fuse need to be replaced, a BSI or ASTA approved fuse to BS1362 marked ♡ or ⬠ and of the same rating as the one removed from the plug must be used. Always refit the fuse cover after replacing the fuse on the moulded plug. Never use the plug without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied either cut-off the moulded plug (if this type is fitted) or remove by undoing the screws if a rewireable plug is fitted and fit an appropriate type observing the wiring code below.

DANGER: The fuse should be removed from the cut-off plug and the plug destroyed immediately and disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted elsewhere into a 13A socket outlet as a serious electric shock may occur.

To fit an appropriate plug to the mains lead, follow the instructions below:
IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW: Earth
BLUE: Neutral
BROWN: Live

As the colours of the wires in this mains lead may not correspond with coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked with the letter **E**, or by the safety earth symbol ⚡, or coloured green or green-and-yellow. The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black. The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

If you have any doubt, consult a qualified electrician.
WARNING: THIS APPARATUS MUST BE EARTHED.

This machine contains the software having modules developed by Independent JPEG Group.

This product includes Adobe® Flash® technology of Adobe Systems Incorporated. Copyright© 1995-2007 Adobe Macromedia Software LLC. All rights reserved.