SHARP

MODEL

MX-NB10

NETWORK EXPANSION KIT

OPERATION MANUAL
(for network scanner)

INTRODUCTION

The optional network expansion kit (MX-NB10) enables the machine to be used as a network scanner.

Note

- This manual only explains the network scanner function that can be used when the optional network expansion kit is installed. For information on copier functions, adding paper and toner, removing misfeeds, using peripheral equipment, and other general information, please refer to the "Operation manual (for general information and copier)" that accompanies the machine. For information on the network printer function, please refer to the "Operation manual (for network printer)" in the network expansion kit (MX-NB10).
- For information on installing the drivers and software cited in this manual, see the separate "Software setup guide".
- For information on the operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are primarily for Windows Vista®. The screens may vary in other versions of the operating systems.
- The explanations in this manual are based on American English and the North American version of the software. Software for other countries and regions may vary slightly from the North American version.
- This manual refers to the digital multifunctional system equipped with the network function as "the machine".
- This manual refers to the Reversing single pass feeder as the "RSPF" and the Single pass feeder as the "SPF". Unless specific mention is made, both the RSPF and the SPF are referred to simply as "SPF".
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- The indicators of the operation panel may differ depending on the country and region.

- In some regions the "System settings guide" cited in this manual is a separate manual, and in other regions the "System settings guide" is included in the "Operation manual (for general information and copier)".
- The fax function is not available in some countries and regions.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

CONTENTS

1 BEFORE USING THE NETWORK SCANNER FUNCTION

2 HOW TO USE THE NETWORK SCANNER FUNCTION

3 SYSTEM SETTINGS

## 4 TROUBLESHOOTING

5 SPECIFICATIONS

1 BEFORE USING THE NETWORK SCANNER FUNCTION

ABOUT THE NETWORK SCANNER FUNCTION

When the network expansion kit is installed in the machine, a document or photo can be scanned into an image file and sent over a network or the Internet to a file server, e-mail destination, or your own computer.
You can select from the following transmission methods as the destination where you wish to send the scanned image, depending on where you wish to send the scanned image data.
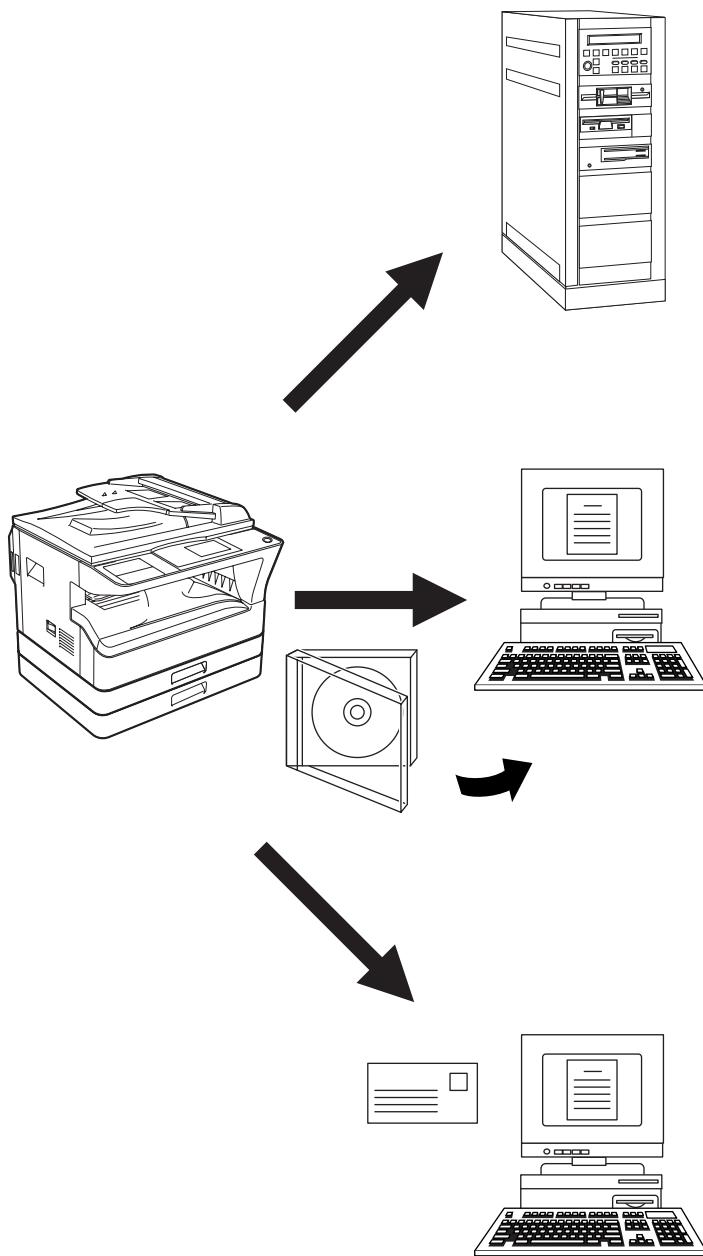
1. The scanned image can be sent to a memory storage device on a network (a designated directory on an FTP server). (This is called **"Scan to FTP"** in this manual.)
When sending a scanned image to an FTP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data. (This is called **"Scan to FTP (Hyperlink)"** in this manual.)

2. A scanned image can be sent to a computer connected to the same network as the machine. (This is called **"Scan to Desktop"** in this manual.)

   *Before Scan to Desktop can be performed, the software in the CD-ROM that accompanies the network expansion kit (MX-NB10) must be installed. For the procedure for installing the software, see the "Sharpdesk installation guide".

3. The scanned image can be sent to an e-mail recipient. (This is called **"Scan to E-mail"** in this manual.)

SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the SMTP server, DNS server, and destination addresses must be configured.
To configure the settings, use a computer that is connected to the same network as the machine to access the machine's Web server. The Web page can be viewed with your Web browser.

## HOW TO ACCESS THE WEB PAGE AND VIEW HELP

Use the following procedure to access the Web pages. [Help] can be clicked at the bottom of the menu frame to view information on the various function settings that can be operated remotely over the network from the machine's Web pages. For the settings of each function, see the explanations in Help.

1 Open the Web browser on your computer.

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

2 In the "Address" field of your Web browser, enter the IP address of the machine.
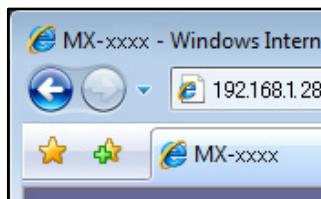
To check the IP address, see "CHECKING THE IP ADDRESS" (page 38).

When the connection is complete, the Web page will appear in your Web browser.
☞ABOUT THE WEB PAGE (FOR USERS) (page 5)

3 Click [Help] under the menu frame.
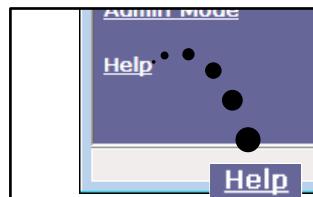
For an explanation of a function or setting in the Web page, click the corresponding item in the Help screen.

4 Close the Web page.
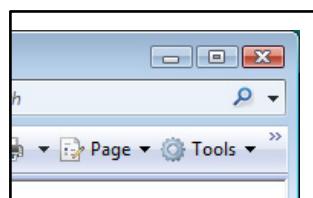
When you have finished using the Web page, click the (close) button in the top right corner of the page.

ABOUT THE WEB PAGE (FOR USERS)

When you successfully connect to the Web server in the machine, the following page will appear in your browser. A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.
For detailed explanations of the procedures for configuring settings, click [Help] in the menu frame.
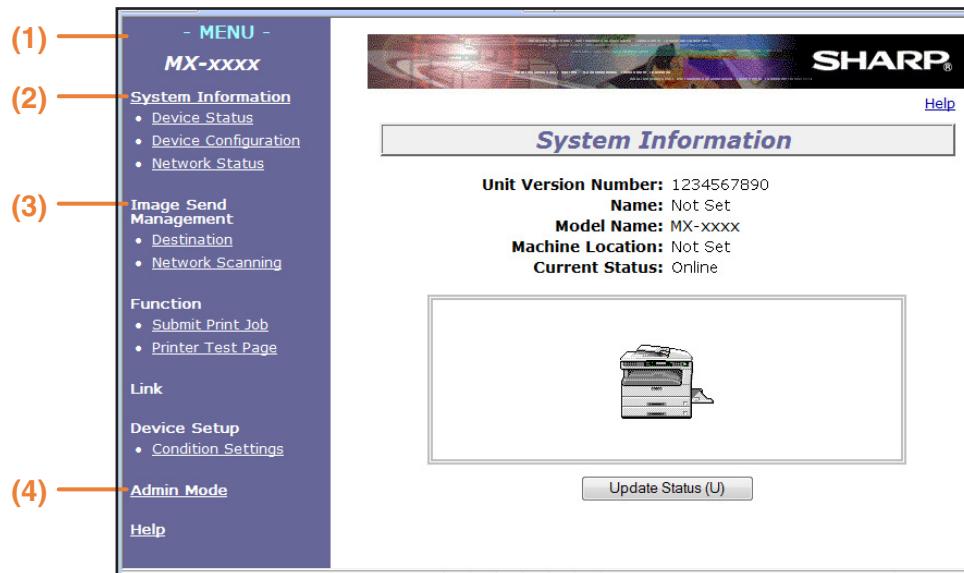
(1) **Menu frame**

The various settings appear in this frame. Click a menu item to configure the corresponding setting.

(2) **System Information**

This shows the model name and current status of the machine.

• Device Status

This shows information on the machine's paper trays and output trays, toner and other supplies, and the total sheet usage count.
Out of paper and other warnings appear in red.

• Device Configuration

Shows what options are installed.

• Network Status

Shows general information as well as the status of TCP/IP, NetWare, AppleTalk, and NetBEUI.

(3) **Image Send Management**

This is the base screen for storing, editing, and deleting destination information.

• Destination (page 6)

Store destinations for Scan to FTP, Scan to FTP (Hyperlink), Scan to Desktop, and Scan to E-mail. You can also edit or delete previously stored destination information.

• Network Scanning (changing custom index names)

This enables to change custom index names. Click the [Submit] button to store the entered information as index names.

The custom index consists of six indexes. A 6-character index name can be stored for each index, allowing destinations to be grouped.

(4) **Admin Mode**

Click here to open the administrator Web page and enter the administrator user name and password.
☞PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords]) (page 14)
☞ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR) (page 11)

STORING DESTINATIONS

To store scanning destinations, click [Destination] in the Web page menu frame. This screen can also be used to edit or delete stored destinations. (Page 10)
A total of 200 destinations* can be stored, including E-mail, FTP, Desktop, and Group destinations.*
 * Multiple e-mail addresses can be stored as a group (up to 100). Note that this may reduce the maximum number of destinations (normally 200) that can be stored.

Click here to store destinations.

E-mail: See below
FTP: See page 7.
Desktop: See page 8.
Group (E-mail): See page 9.
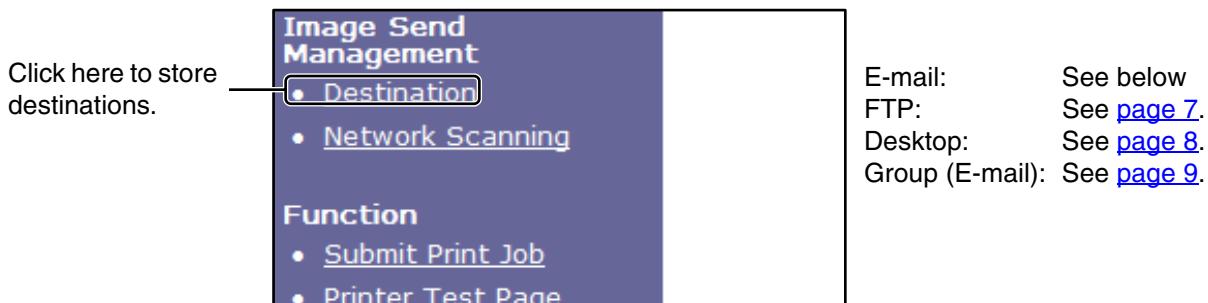
Storing destinations for Scan to E-mail

1 **Click [Destination] in the menu frame of the Web page.**

2 **Click [E-mail].**
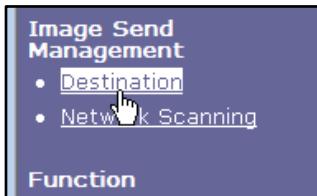
3 **Enter the destination information.**

For each setting, see the following table.

4 **When you have finished entering the information, click [Submit].**
The entries will be stored.

> 📝 **Note**   To perform Scan to E-mail, the SMTP server settings must first be established. (Page 13)

E-mail destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Optional)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired (page 5), allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book. (Page 22)
E-mail Address (Required)	Enter the e-mail address of the destination (up to 64 characters). If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server.

Storing destinations for Scan to FTP

1 **Click [Destination] in the menu frame of the Web page.**

Image Send Management
• Destination
• Network Scanning

Function

2 **Click [FTP].**

ew Destination
[E-mail] [FTP] [Desktop]
estinations List
Type: Scanner Destination

3 **Enter the destination information.**

For the settings, see the following table.

Help

Destination Management

[E-mail] [FTP] [Desktop] [Group(E-mail)] [Fax] [Fax(Rapid/Speed)] [Group(Fax)]

FTP Destination Control

Name (Required)
Initial (Optional)
Custom Index   USER 1 ▾
                      ☐ User
Hostname or IP Address
(Required)
User Name (Optional)
Password (Optional)
Directory (Optional)
☐ Enable Hyperlink to FTP server to be e-mailed

E-mail Destination   [Global Address Search (G)]
                            AAA
                            BBB

[Submit (S)]

4 **When you have completed all the entries, click [Submit].**
The entries will be stored.

Note If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox and select a previously stored recipient (page 6) from "E-mail Destination", an e-mail will be sent to the recipient informing them of the file format and location of the scanned image data (Scan to FTP (Hyperlink)). A hyperlink to the file server to which the scanned image data was sent appears in the e-mail, and the recipient can click the hyperlink to go directly to the location where the image data is stored.

FTP destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Optional)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired (page 5), allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book. (Page 22)
Hostname or IP Address (required)*1	Enter the IP address or host name of the FTP server (maximum of 127 characters).
User Name (Optional)	Enter the login user name for the FTP server (maximum of 32 characters).
Password (Optional)	Enter the login password for the FTP server (maximum of 32 characters).
Directory (Optional)	If you wish to specify a destination directory on the FTP server, enter the directory (maximum of 200 characters).
Enable Hyperlink to FTP server to be e-mailed (Checkbox)*2	When you send a scanned file to an FTP server, you can have a transmission notification automatically sent to the file recipient by e-mail. To have transmission notifications sent, select the checkbox. The FTP server name will appear in the transmission notification as a hyperlink.
E-mail Destination	Select the recipient that you wish to notify of the file transmission to the FTP server. To select a recipient here, the recipient's e-mail address must have been previously stored. (Page 6)

*1 If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (Page 13)
*2 To perform Scan to FTP (Hyperlink), you must also enter the settings for the e-mail server.

7

Storing destinations for Scan to Desktop

The destination for Scan to Desktop is stored by the Sharp Network Scanner Tool Setup Wizard when "Network Scanner Tool" is installed in your computer. For this reason, there is no need to store the Scan to Desktop destination in the Web page. (The Network Scanner Tool is on the "Sharpdesk" CD-ROM that accompanies the Network Expansion Kit.)
For information on Scan to Desktop system requirements, installing the Network Scanner Tool, and storing the destination, see the "Sharpdesk installation guide" that accompanies the network expansion kit. Normally your computer is stored as the destination by the method indicated above.

The following page for storing Scan to Desktop destination information appears when [Destination] is selected in the menu frame, followed by [Desktop]. This page is used mainly by the system administrator in the following circumstance.
• When another machine that also has the network expansion kit is added to your network and you wish to send an image scanned on the new machine to a destination stored on the existing machine
See "Editing and deleting programmed transmission destinations" (page 10) to select the Scan to Desktop destination information that you wish to use on the new machine and enter the displayed information in this screen in the new machine. (When you have completed all entries, click [Submit].)
If there are several destinations that you wish to use on the new machine, repeat this procedure as needed.

If the information entered here differs from the information entered on the host computer, transmission/reception will not be possible.
For the settings, see the following table.

Scan to Desktop destination information

Item	Description
Name (Required)	Enter the name of the destination (up to 36 characters).
Initial (Optional)	Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired (page 5), allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book. (Page 22)
Hostname or IP Address (Required)*	Enter the IP address or host name of the FTP server (maximum of 127 characters).
Port Number (Required)	Enter a port number from 0 to 65535 for the desktop network scanner tool.
Process Directory (Optional)	Enter the destination directory name for the file (maximum of 200 characters). The file will be processed in this directory after it is received.
User Name (Optional)	Enter the login user name for the network scanner tool (maximum of 32 characters).
Password (Optional)	Enter the login password for the network scanner tool (maximum of 32 characters).

* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (Page 13)

8

Storing Groups (Scan to E-mail)

You can send a scanned image to multiple e-mail destinations in a single Scan to E-mail operation. If you frequently transmit to a fixed group of destinations, you can store the destinations as a group.

📝 **Note**   Up to 100 destinations can be stored in one group.

1 **Click [Destination] in the menu frame of the Web page.**

Image Send Management
- Destination
- Network Scanning

Function

2 **Click [Group(E-mail)].**

op] [Group(E-mail)] [Fa

ons ▾

3 **Enter the destination information.**

For the settings, see the following table.

Help
Destination Management
[E-mail] [FTP] [Desktop] [Group(E-mail)] [Fax] [Fax(Rapid/Speed)] [Group(Fax)]

Group Destination Control
Name (Required)
Initial (Optional)
Custom Index   USER 1 ▾
                    ☐ User
Address(es) (Required)
                    Global Address Search (G)
E-mail
AAA
BBB

Submit (S)

4 **When you have completed all of the entries, click [Submit].**
The entries will be stored.

1

Storing a group of destinations

| Item	Description
Name (Required)	Enter a name for the group (up to 36 characters).
Initial (Optional)	Enter initial text for the destinations (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.
Custom Index	Names can be assigned to the custom indexes as desired (page 5), allowing convenient grouping of destinations. Drop down list: Select a custom index for the destination to be stored. User checkbox: When this is selected, the destination is stored in the user tab of the address book. (Page 22)
Address(es) (Required)	Select the address of each destination from the "E-mail" list box. Programmed e-mail destinations appear in each of the destination lists. To select multiple destinations, click each address while holding down the [Ctrl] key on the keyboard. If you need to cancel an address that has been selected, click the address again while holding down the [Ctrl] key. If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server. Multiple e-mail addresses can be entered. Separate the e-mail addresses with a comma (,), semi-colon (;), space ( ), or colon (:).

Editing and deleting programmed transmission destinations

To edit or delete programmed destinations, click [Destination] in the menu frame of the Web page.

1 **Click [Destination] in the menu frame of the Web page.**

Image Send
Management
• Destination
• Network Scanning

Function
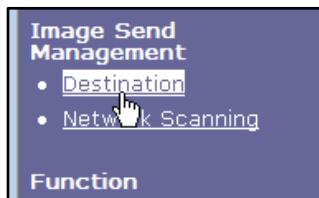
2 **In the Destinations List, click the checkbox of the destination that you want to edit or delete.**

3 Destinations

Name	Type
AAA	E-mail
BBB	E-mail
DDD	Deskto

3 **To edit the selected destination, click [Edit] at the bottom of the Destinations List.**

BBB	E-mail
DDD	Deskto

Edit (M)   Delete (C)
Print Individual List (I)
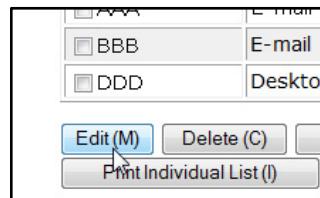
The programming screen of the destination selected in step 2 appears. Edit the information in the same way as you initially stored it.

When finished, be sure to click [Submit] to save your changes.

To delete the selected destination, click [Delete] at the bottom of the Destinations List.

BBB	E-mail
DDD	Desktop

Edit (M)   Delete (C)   Cle
Print Individual List (I)
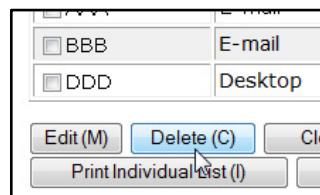
A message appears asking you to confirm the deletion. Click [Yes] to delete.

Note If you attempt to delete a programmed destination in the following situations, a warning message will appear and deletion will not be possible.
• The destination is included in a group.
If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then delete the destination. If the destination is included in a group, delete the destination from the group and then delete the destination.

Printing lists of programmed destinations

You can print lists showing the destinations that have been programmed.
The following lists can be printed.
• Print individual list: Shows the information programmed in e-mail, FTP, desktop, and group destinations.
• Print group list: Shows only the information programmed in group (e-mail) destinations.

1 **Click [Destination] in the menu frame of the Web page.**

Image Send
Management
• Destination
• Network Scanning

Function

2 **To print the individual list, click [Print Individual List] at the bottom of the destinations list.**

BBB	E-mail
DDD	Desktop

Edit (M)   Delete (C)   Cle
Print Individual List (I)

3 **To print the group list, click [Print Group List] at the bottom of the destinations list.**

E-mail	BBB@sharp.co.j
Desktop	111.222.111.22

(C)   Clear Checked (R)
ist (I)   Print Group List (G)
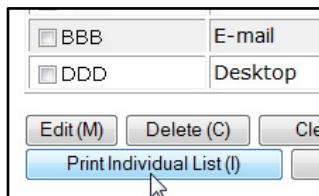
ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR)

In addition to the menu that appear in the user Web page, the Web page for the administrator also shows menus that can only be established by the administrator.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item.

Settings that can only be configured by the administrator are explained here.
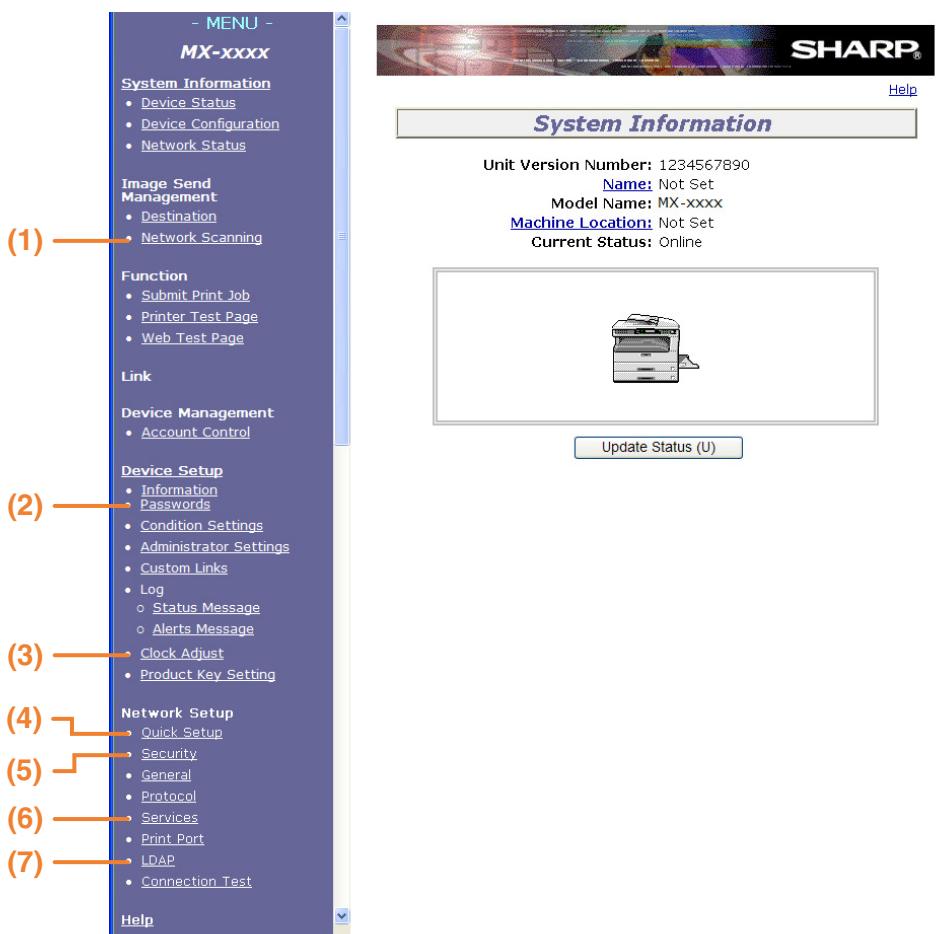
(1) Network Scanning (page 12)
This lets you select transmission methods for the network scanner function and configure settings for Scan to E-mail.

(2) Passwords (page 14)
The administrator can establish passwords to protect the Web site. Enter the password that you wish to establish and click the [Submit] button.
A password can be set for the administrator and users.

(3) Clock Adjust
This is used to set the time in the machine. Make sure the time is set correctly when performing Scan to E-mail.
This setting does not appear on models that have the fax function. If your model has the fax function, see the "Operation manual (for facsimile)" to set the time at the operation panel of the machine.

(4) Quick Setup (page 13)
This is used to configure basic settings for the SMTP, DNS, and LDAP servers.

(5) Security
Port numbers can be changed or disabled for security purposes.

> **Note**
> If "HTTP" is disabled, it will not be possible to open the Web page. To open the Web page in this case, the network expansion kit must be reset.
> ☞ How to reset the network expansion kit (page 38)

(6) Services (page 13)
This is used to configure advanced SMTP and DNS server settings as needed for each transmission method.

(7) LDAP (page 13)
This is used to configure advanced settings for global address searches.

11

BASIC SETTINGS FOR NETWORK SCANNING

Click [Network Scanning] in the menu frame and configure the required settings. A password is required to access this screen. ([Page 14](#)) These settings should only be configured by the network administrator. For explanations of each of the items, click [Help] in the menu frame.

1 Click [Network Scanning] in the menu frame.
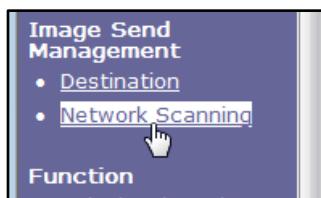
The Network Scanning setup page appears.

2 Select the transmission methods that you wish to use.

Select the scanner delivery methods that you want to use. In the "Enable Scanner Delivery to:" field, click the checkbox next to each method that you want to use so that a checkmark appears in the checkbox.
All transmission methods are initially selected (factory default settings).

3 Configure the Advanced Setup settings.

Select advanced functions that can be used for Scan to E-mail.
If you wish to BCC a copy of a Scan to E-mail transmission to an e-mail address, select the [Bcc] checkbox and enter the e-mail address.

4 Set a limit for the size of image files.

To prevent the transmission of excessively large files by Scan to E-mail, you can set a size limit. If the image file created from the scanned image is larger than the set limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in increments of 1 MB.
The factory default setting is [Unlimited]. If you wish to set a limit, remove the checkmark from the [Unlimited] checkbox and enter the desired limit.

5 Select the method for assigning a file name to a scanned image.

Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Destination Name" and "Date & Time" are initially selected.

Note If you are going to send images to the same recipient more than once, we recommend that you also select "Session Page Counter" or "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.

6 Selecting an e-mail subject (only used for Scan to E-mail).

The setting is used to enter the subject that appears in the recipient's e-mail program when you perform Scan to E-mail. (This setting is not necessary if you will not be using Scan to E-mail.) Enter a subject (maximum of 80 characters). If nothing is entered, "Scanned image from <Device Name>*" will appear.

* The name that appears in Device Name is the name stored in "Name" in the screen that appears when you click [System Information] in the menu frame. If a name has not been stored, the product name will appear.

7 Click [Submit].

After entering the settings, be sure to click [Submit] to store them.

12

VARIOUS SERVER SETTINGS

The procedures for using [Quick Setup] are explained here. [Quick Setup] is used to quickly configure only the required settings for "SMTP", "DNS", and "LDAP" servers. These settings are normally configured first.

SMTP server: SMTP is used to transmit e-mail that is sent using Scan to E-mail or Scan to FTP (Hyperlink). To use these transmission methods, your SMTP server settings must be configured.

DNS server: If you entered a host name in "Primary SMTP Server" or "Secondary SMTP Server" of "SMTP", you must also configure your DNS server settings.
You will also need to configure your DNS server settings if host names will be entered in "Hostname or IP Address" when storing destinations for Scan to FTP (Scan to FTP (Hyperlink)) or Scan to Desktop.

LDAP server: If mail addresses are managed on your network by an LDAP server, the e-mail addresses stored in the LDAP server can be used for Scan to E-mail.
To allow the machine to use the e-mail addresses in the LDAP server, the LDAP server settings must be configured in the Web page.

1

Configuring SMTP, DNS and LDAP server settings.

1 **Click [Quick Setup] in the menu frame.**

2 **Enter the required information in "SMTP", "DNS" and "LDAP".**

For explanations of each setting, click [Help] in the upper right-hand corner of the window.

3 **When you have completed all of the entries, click [Submit].**

The entries will be stored.

📝**Note** | If you need to configure advanced settings for the SMTP, DNS, and LDAP servers, follow the procedures below.
• Configuring SMTP and DNS server settings
Click [Services] in the menu frame to display the services setup screen. Select the desired server and then configure the required parameters for that server.
• Configuring LDAP server settings
Click [LDAP] in the menu frame to display the LDAP setup screen. Configure the required parameters.

PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords])

The settings and information programmed in the Web page can be protected by establishing passwords (click [Passwords] in the menu frame). The administrator must change the factory default password to a new password. The administrator should also take care to remember the new password. From now on, the new password must be entered each time you wish to configure settings in the Web pages.
A password can be set for the administrator and users.

1 **Click [Passwords] in the menu frame.**

Device Setup
- Information
- Passwords
- Condition Settings
- Administrator Settings
- Custom Links
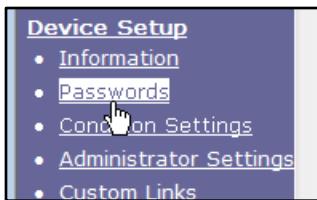
2 **Enter the current password in "Admin Password".**

When establishing a password for the first time, enter "**Sharp**" in "Admin Password".

⚠ *Caution* | **Be sure to enter "S" in upper case and "harp" in lower case (passwords are case sensitive).**

3 **Enter passwords in "User Password" and "Admin Password".**

- A maximum of 7 characters and/or numbers can be entered for each password (passwords are case sensitive).
- Be sure to enter the same password in "Confirm Password" as you did in "New Password".

4 **When you have completed all entries, click [Submit].**
The entered password is stored.
After setting the password, turn the machine power off and then back on.

When prompted to enter the password, a user should enter "user" in "User Name" and an administrator should enter "admin" in "User Name". The appropriate password should be entered in "Password". For more information, click [Help] in the upper right-hand corner of the window.

2 HOW TO USE THE NETWORK SCANNER FUNCTION

This chapter explains how to use the network scanner function at the operation panel of the machine after the settings have been configured in the Web page. The network scanner function is used to convert paper-based information such as a photo or document into image data for transmission over a corporate network (intranet) or the Internet to an FTP server or computer. When transmitting an image using the network scanner function, the destination is specified by selecting a previously stored destination at the operation panel.

There are three methods for transmitting images:

1. The scanned image can be sent to a designated directory on an FTP server. (Scan to FTP)
2. The scanned image can be sent to a computer desktop on the network. (Scan to Desktop)
3. The scanned image can be sent to an e-mail recipient. (Scan to E-mail)

> **✐Note** Before Scan to Desktop can be performed, the software in the CD-ROM that accompanied the network expansion kit (MX-NB10) must be installed. (For the procedure for installing the software, see the "Sharpdesk installation guide".)

A LOOK AT THE MACHINE

OPERATION PANEL
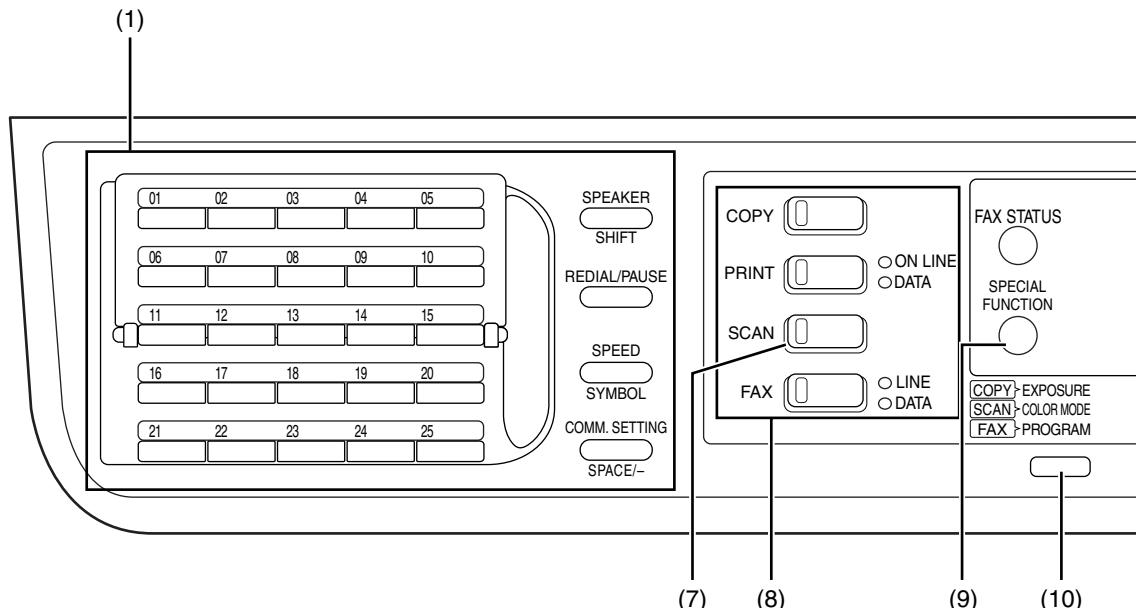
(1) **Keys for the fax function**
(when the fax option is installed)
These keys are used in fax mode. For more information, see the "Operation manual (for facsimile)".

(2) **Display (page 18)**
This displays the base screen and the function settings screen.

(3) **[BACK] key**
In a setting or programming screen, this key is used to move back to the previous screen.

(4) **[OK] key**
This key is used to enter a setting that has been selected with the arrow (▼ ▲ ◄ ►) or other keys.

(5) **Numeric keys**
These are used to enter destination addresses, address search characters, and numeric values for various settings.
For more information on entering characters, see "ENTERING CHARACTERS" (page 32).

(6) **[C] key**
This is used to clear a mistake while entering destination addresses, address search characters, and numeric values for various settings. One digit is cleared each time the key is pressed.
The key is also used to cancel a job.

(7) **[SCAN] key**
Press to switch to scan mode. The initial screen of scan mode will appear in the display.

(8) **[MODE SELECT] keys (step 1 on page 20)**
Use these keys to change current operation mode.

(9) **[SPECIAL FUNCTION] key**
This key is used to select a special transmission function, configure function settings, and access the system settings.

(10) **[COLOR MODE] key (page 27)**
Use this key to select "COLOR", "GRAY", or "B/W" for the scanning mode.

(11) **[RESOLUTION] key (page 27)**
Use this key to select the scanning resolution.

(12) **[ADDRESS] key (page 22)**
Use this key to search for destination addresses such as e-mail address in the address directory.

16

2
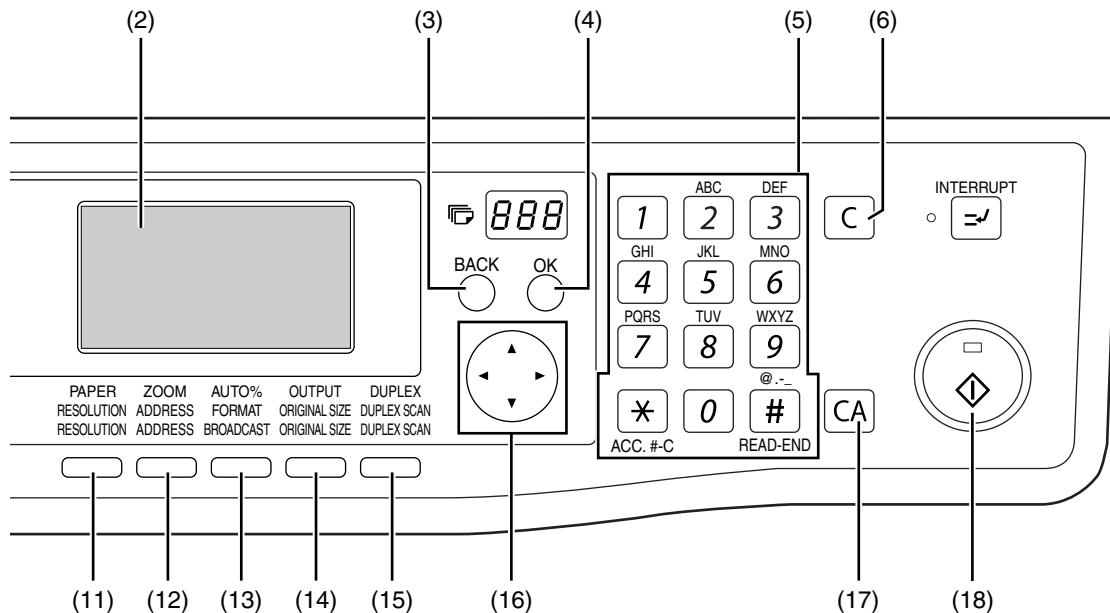
(13) [FORMAT] key (page 28)
When you send an image to one or more recipients using Scan to E-mail or Scan to FTP, the [FORMAT] key enables you to temporarily override the individual file format settings (file type / compression mode) stored for each recipient and send the image to all of the recipients using a single file format setting.

(14) [ORIGINAL SIZE] key (page 26)
This is used to set the size of the original to be transmitted.

(15) [DUPLEX SCAN] key (page 25)
Press this key to use the duplex scan function. (when the RSPF is installed)

(16) Arrow keys (▼ ▲ ◄ ►)
These are used to select items and move through pages.

(17) [CA] key
This is used to cancel a transmission or programming operation. When pressed during a programming operation, the operation is canceled and the display returns to the base screen described on page 18.
This key is also used to cancel a resolution, paper size, or special function setting that was selected at the time of transmission.

(18) [START] key (⟨⟩)
This is used at the following times:
(1) When starting transmission
(2) When scanning an original
(3) When configuring and storing settings

> 📝 **Note**
> • When the auto power shut-off function is activated, all indicators except the [START] key indicator go off. For information on auto power shut-off, see the "Operation manual (for general information and copier)".
> • For information on the keys and indicators which are used for the copy function and other functions, see "OPERATION PANEL" in the manual for each function.

17

SCAN MODE (BASE SCREEN)

The base screen of scan mode is displayed by pressing the [SCAN] key from the base screen of copy mode, print mode, or fax mode.

> **✐Note** If a screen appears asking you what type of connection you are using after you press the [SCAN] key, select "NETWORK" with the [▼] or [▲] key and press the [OK] key.

Base screen of scan mode

```
(1) —— Ready to scan.
(2) —— ⬚XXXXX              ⬛▼ —— (6)
(3) —— ▪COLOR      ▪150dpi —— (7)
(4) —— ▪PDF        MULTI —— (8)
(5) —— ⬚  8½x11
```
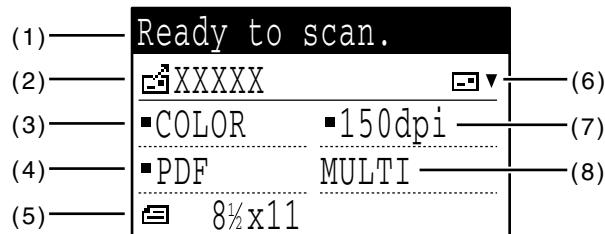
(1) Message display
Messages appear here to indicate the current status of the machine.

(2) Destination display
This shows the selected destination.
There are four scanner transmission modes:
Scan to E-mail, Scan to FTP, Scan to FTP (Hyperlink), and Scan to Desktop.
This shows the currently selected destination and transmission mode.

(3) Color mode display
This shows the currently selected color mode for scanning.

(4) File type display
This shows the image data file type to be created.

(5) Original display (page 26)
This displays an icon to indicate the original scanning mode when an original has been placed.
⬚ : One-sided scanning in the SPF.
⬚ : Document glass
⬚ : Two-sided scanning in the RSPF.
The size of the original is also displayed.

(6) Transmission mode display
When ▼ appears to the right of the icon, the [▼] key can be pressed to show a list of the currently selected destinations.
A destination can also be deleted in this screen.

(7) Resolution display
The shows the scanning resolution.

(8) File creation display
This shows the currently selected file creation method.

AUDITING MODE

Auditing mode is used to restrict the use of scan mode to valid accounts (up to 50 accounts can be created) and to keep a count of pages transmitted by each account.

Using audit mode

When auditing mode is enabled, the account number entry screen is displayed. Enter your account number (five-digit identification number) as explained below before performing a scanner operation.

```
Enter your account
number.
 ACCOUNT #:-----
```

2

1 **Enter your account number (five digits) with the numeric keys.**

```
Enter your account
number.
 ACCOUNT #:**---
```

2 **When you have finished using scan mode, press the [ACC.#-C] key (⁎).**
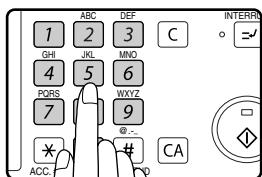
- As the account number is entered, the hyphens (-) change to asterisks (⁎). If you enter an incorrect digit, press [C] key and re-enter the correct digit.
- After you enter your account number, the base screen of scan mode (page 18) appears.

Note
- If you enter an account number for copy mode has also been programmed for scan mode, you can change to scan mode after completing the copy operation and continue with the scan operation without re-entering your account number.
  If you enter an account number for copy mode that has not been programmed for scan mode, enter your account number for scan mode after you press the [SCAN] key to change to scan mode.
- When "ACC. # SECURITY" is enabled in the system settings (see the "System settings guide"), the message "Please see your administrator for assistance" will appear for one minute if an invalid account number is entered three times in a row. During that time operation of the machine will not be possible.

SENDING AN IMAGE

BASIC TRANSMISSION PROCEDURE

1 Make sure the machine is in scan mode.
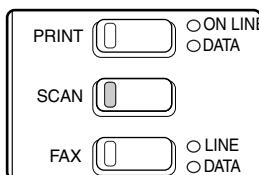
When the SCAN indicator is lit, the machine is in scan mode. If the indicator is not lit, press the [SCAN] key. If auditing mode has been enabled for the scan function in the system settings, a message will appear prompting you to enter your account number when you switch to scan mode. Enter your account number (five digits) with the numeric keys. (Page 19)

2 Place the original(s) in the document feeder tray or on the document glass.

For detailed information on placing an original, see "4. COPY FUNCTIONS" of the "Operation manual (for general information and copier)".
If you are using the document glass to send multiple pages, place the first page first.

Note You cannot place originals in both the document feeder tray and on the document glass and send them in a single transmission.

3 Check the original size. If the original is a non-standard size or the size was not detected correctly, press the [ORIGINAL SIZE] key.
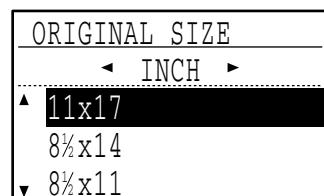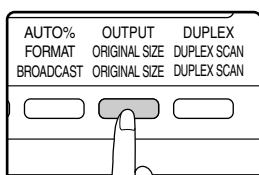
When the [ORIGINAL SIZE] key is pressed, the size selection screen appears. See "MANUALLY SETTING THE SCANNING SIZE" (page 26) to set the original size.

4 If needed, select the color mode (page 27).
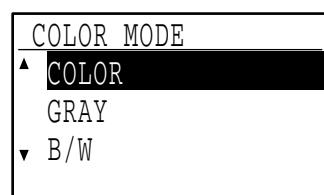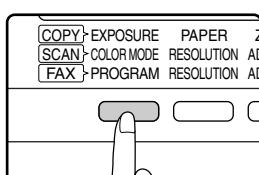
To adjust the color mode, press the [COLOR MODE] key. (See "SELECTING THE COLOR MODE" (page 27).)

5 If needed, select the resolution setting (page 27).
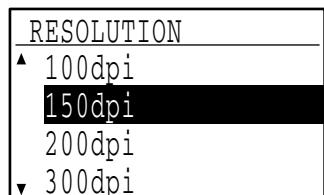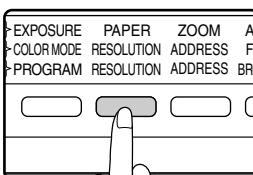
The initial factory setting is [150dpi].

6 If needed, select the format (page 28).
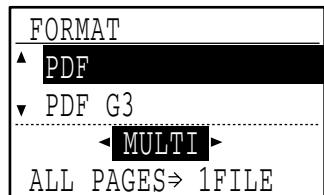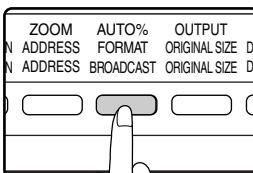
The initial factory setting is [PDF].

Note
• Information on the destination can be stored in the Web page.
• The sender name is normally set to the name stored in "Reply E-mail Address" in "SMTP Setup" in the Web page.

7 Press the [ADDRESS] key.

20
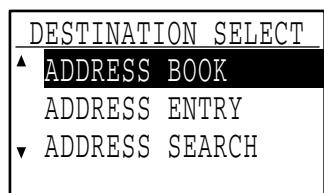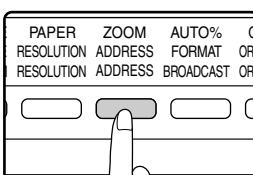
8 Select the destination selection method (page 22).

Select from the following three destination selection methods:

- **"ADDRESS BOOK" (page 22)**
  Select one of the stored destinations directly from the operation panel.
- **"ADDRESS ENTRY" (page 23)**
  Directly enter the e-mail address. (Only for Scan to E-mail.)
- **"ADDRESS SEARCH" (page 24)**
  Access a directory data base on the Internet or your intranet and search for a destination e-mail address. During a global address search, multiple addresses can be entered to perform a broadcast transmission.

When you have finished searching for the destination, you will return to the following base screen.

```
Ready to scan.
🖾 XXXXX            🖃▾
▪ COLOR      ▪ 150dpi
▪ PDF        MULTI
🖻   8½x11
```
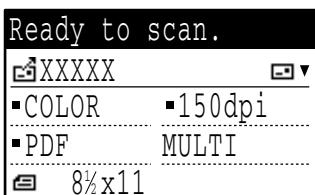
Using the SPF

9 Press the [START] key (⟲).
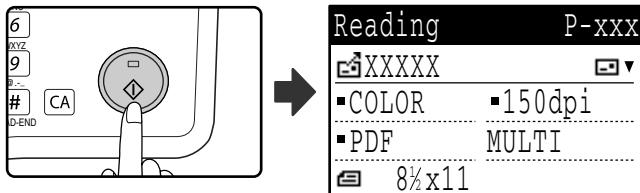
Scanning begins.

If scanning is completed normally, the following screen is appears briefly and then the display returns to the base screen.

```
Reading       P-xxx
🖾 XXXXX            🖃▾
▪ COLOR      ▪ 150dpi
▪ PDF        MULTI
🖻   8½x11
```

```
Complete.
🖾 XXXXX            🖃▾
▪ COLOR      ▪ 150dpi
▪ PDF        MULTI
🖻   8½x11
```

Using the document glass

9 Press the [START] key (⟲).

Scanning begins.

```
Reading       P-xxx
🖾 XXXXX            🖃▾
▪ COLOR      ▪ 150dpi
▪ PDF        MULTI
🖻   8½x11
```

10 If you have another page to scan, change pages and then press [START] key (⟲).

```
[START]:CONTINUE
    [#]:READ-END
▪ COLOR      ▪ 150dpi
▪ PDF        MULTI
🖻   8½x11
```

- Repeat this sequence until all pages have been scanned.
- You can change the color mode and resolution setting as needed for each page. (page 27)
- If no action is taken for one minute (the [START] key (⟲) is not pressed), scanning automatically ends and transmission begins.

11 When the final original page has been scanned, press the [READ-END] key (#).

```
[START]:CONTINUE
    [#]:READ-END
▪ COLOR      ▪ 150dpi
▪ PDF        MULTI
🖻   8½x11
```
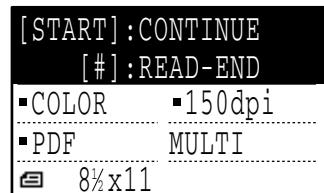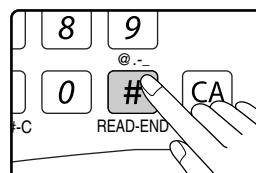
Open the SPF and remove the document. When the original is removed or any key operation is performed, the display returns to the base screen.

✎Note

- **Canceling transmission**
  To cancel the transmission while "Reading" appears or before the # key is pressed, press the [C] or [CA] key.
- If the power is turned off or a power failure occurs while a document is being scanned in the SPF, the machine will stop and a document misfeed will occur. After the power is restored, remove the misfed original as explained in "REMOVING MISFEEDS" in "2. TROUBLESHOOTING AND MAINTENANCE" in the "Operation manual (for general information and copier)".
- When performing a Scan to E-mail transmission, note the following points:
  Be careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down. In cases where you need to send a large file or multiple images, try lowering the resolution or reducing the scanned original size.

2

SELECTING A DESTINATION (USING THE [ADDRESS] KEY)

A destination can be selected using one of three methods: Selecting from "ADDRESS BOOK", using "ADDRESS ENTRY", or "ADDRESS SEARCH".

"ADDRESS BOOK"

1 **Perform steps 1 to 6 of "BASIC TRANSMISSION PROCEDURE" ([page 20](#)).**

2 **Press the [ADDRESS] key.**
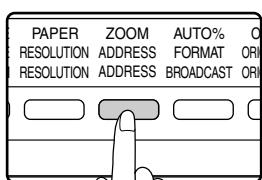
The address selection screen appears
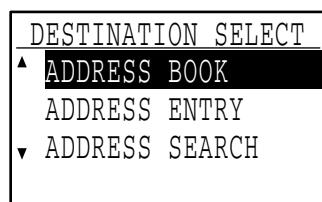
3 **Press the [OK] key.**
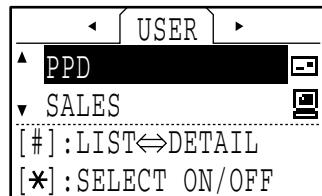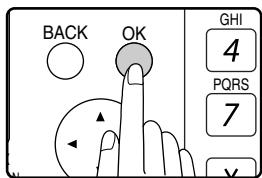
4 **Change tabs as needed with the [◄] or [►] key and select the desired destination with the [▼] or [▲] key.**
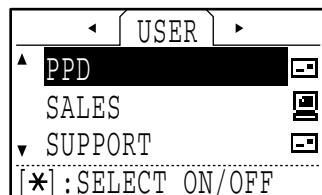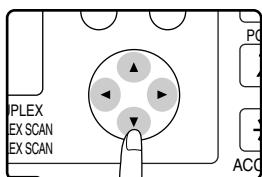
- The [USER] tab changes as follows each time you press the [►] key:
  [USER]→[ABCD]→[EFGHI]→[JKLMN]→[OPQRST]→[UVWXYZ]→[USER]→[ABCD]→...
  To move backwards through the tabs, press the [◄] key.
- You can switch between information on the selected destination and the destination list by pressing the ⊞ key.

5 **Press the ✳ key.**
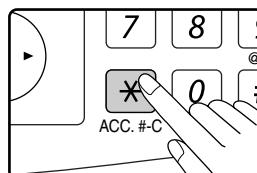
A checkmark appears by the selected destination. To cancel the selection, press the ✳ key once again to remove the checkmark.
To select multiple destinations, repeat steps 4 and 5.

6 **Press the [OK] key.**

Multiple destinations can be selected for a Scan to E-mail transmission. (Maximum of 20.)

Only one destination can be selected for a Scan to FTP or Scan to Desktop transmission.

7 **Continue from step 9 of "BASIC TRANSMISSION PROCEDURE" ([page 21](#)).**

📝**Note** **Canceling transmission**
- To cancel the transmission while "Reading" appears or before the ⊞ key is pressed, press the [C] or [CA] key.
- If the power is turned off or a power failure occurs while a document is being scanned in the SPF, the machine will stop and a document misfeed will occur. After the power is restored, remove the document as explained in "ORIGINAL MISFEED IN THE SPF" in "Operation manual (for general information and copier)".

"ADDRESS ENTRY"

1 **Perform steps 1 to 6 of "BASIC TRANSMISSION PROCEDURE" ([page 20](#)).**

2 **Press the [ADDRESS] key**

```
DESTINATION SELECT
▲ ADDRESS BOOK
  ADDRESS ENTRY
▼ ADDRESS SEARCH
```
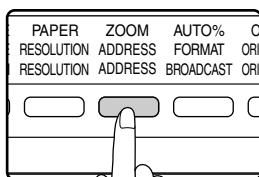
The address selection screen appears.

3 **Select "ADDRESS ENTRY" with the [▼] key.**

```
DESTINATION SELECT
▲ ADDRESS BOOK
  ADDRESS ENTRY
▼ ADDRESS SEARCH
```

4 **Press the [OK] key.**
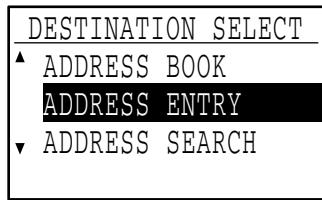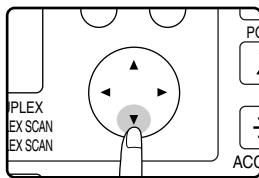
```
ADDRESS ENTRY



[10-key]:ENTRY
```
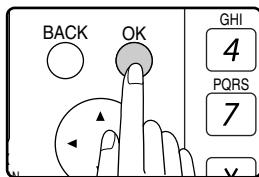
The e-mail address entry screen appears.
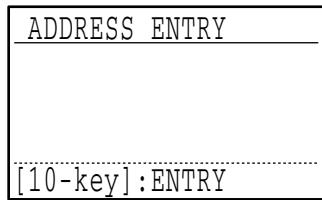
5 **Enter the destination address.**
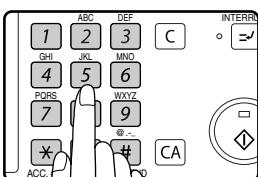
To enter characters, see ["ENTERING CHARACTERS" (page 32)](#).
If you make a mistake, press the [C] key and to clear the mistake.

6 **Press the [OK] key.**

OK

```
Ready to scan.
📧ppd1@sharp.corp▣▾
▪COLOR     ▪150dpi
▪PDF       MULTI
▤  8½x11
```

The base screen appears.
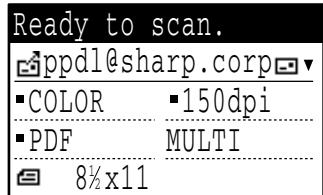
7 **To enter another address, repeat steps 2 through 6.**
Multiple destinations can be selected for a Scan to E-mail transmission. (Maximum of 20.)

8 **Continue from step 9 of "BASIC TRANSMISSION PROCEDURE" ([page 21](#)).**

"ADDRESS SEARCH" search

1 Perform steps 1 to 6 of "BASIC TRANSMISSION PROCEDURE" ([page 20](#)).

2 Press the [ADDRESS] key

```
PAPER    ZOOM    AUTO%    O
RESOLUTION ADDRESS FORMAT  ORI
RESOLUTION ADDRESS BROADCAST ORI
```

```
DESTINATION SELECT
▲ ADDRESS BOOK
  ADDRESS ENTRY
▼ ADDRESS SEARCH
```
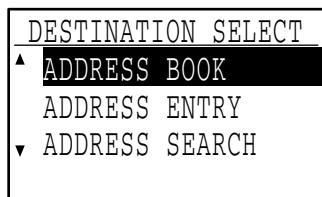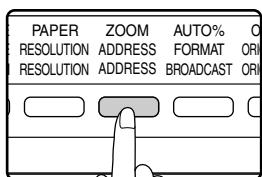
3 Select "ADDRESS SEARCH" with the [▼] key.

```
DESTINATION SELECT
▲ ADDRESS BOOK
  ADDRESS ENTRY
▼ ADDRESS SEARCH
```

4 Press the [OK] key.

BACK   OK   GHI 4   PQRS 7
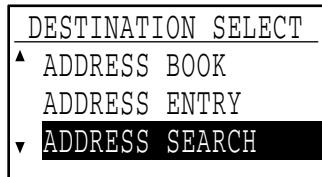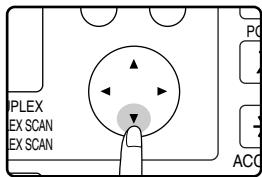
```
ADDRESS SEARCH
_


[10-key]:ENTRY
```
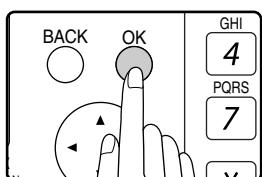
The address search screen appears.

5 Enter the search characters.

To enter characters, see ["ENTERING CHARACTERS" (page 32)](#).
If you make a mistake, press the [C] key to clear the mistake.

6 Press the [OK] key.

OK

```
SEARCH RESULT
▲ Tanaka a
  Tanaka b
  Tanaka c
▼ Tanaka d
```
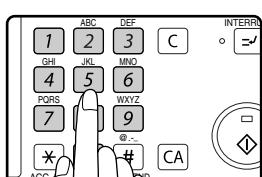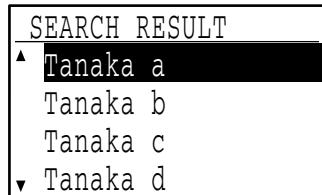
The search results appear.

7 Select the desired destination with the [▼] or [▲] key.

```
SEARCH RESULT
▲ Tanaka a
  Tanaka b
  Tanaka c
▼ Tanaka d
```

8 Press the [OK] key.

OK

```
Ready to scan.
🖼Tanaka c        ▣▼
▪COLOR      ▪150dpi
▪PDF        MULTI
▤   8½x11
```
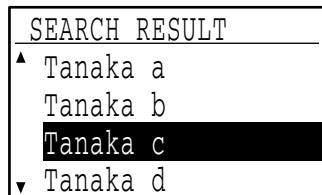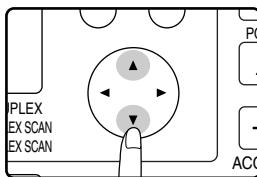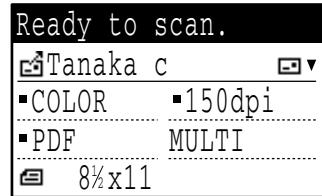
The base screen appears.

9 To perform another search, repeat steps 2 through 8.

Multiple destinations can be selected for a Scan to E-mail transmission. (Maximum of 20.)

10 Continue from step 9 of "BASIC TRANSMISSION PROCEDURE" ([page 21](#)).

24

TRANSMITTING A TWO-SIDED ORIGINAL

Follow these steps to automatically transmit a two-sided original. (This is only possible on models that have an RSPF installed.)

📝**Note** Do not use an original that is not a standard size (11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, B4, A4, A4R, B5, B5R, or A5). Otherwise a scanning error or cut-off image may result.

1 Make sure the machine is in scan mode.
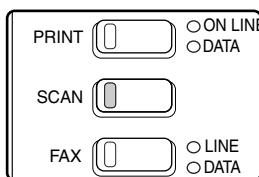
When the SCAN indicator is lit, the machine is in scan mode. If the indicator is not on, press the [SCAN] key. If auditing mode has been enabled for the scan function in the system settings, a message will appear prompting you to enter your account number when you switch to scan mode. Enter your account number (five digits) with the numeric keys. (Page 19)

2 Place the original(s) in the document feeder tray.

For information on placing an original, see "4. COPY FUNCTIONS" of the "Operation manual (for general information and copier)".

3 Check the original size.
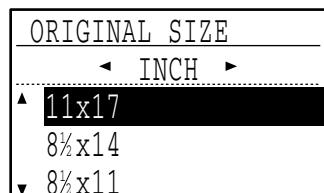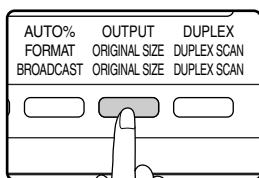
Press the [ORIGINAL SIZE] key to open the original size selection screen. See "MANUALLY SETTING THE SCANNING SIZE" (page 26) to set the original size.

4 Press the [DUPLEX SCAN] key.
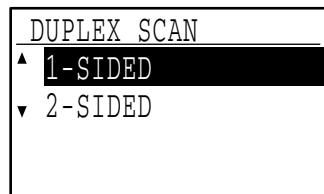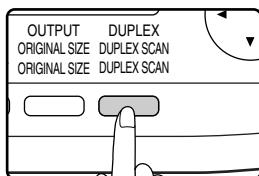
The duplex mode selection screen appears.

5 Select "2-SIDED" with the [▼] or [▲] key.
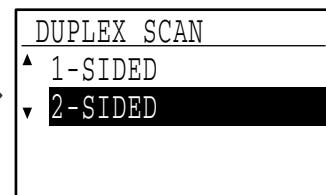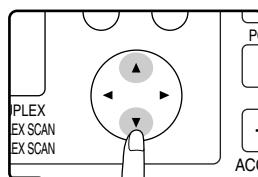
6 Press the [OK] key.
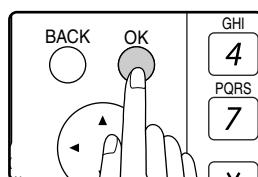
The duplex original type selection screen appears.

7 Select booklet or tablet for the duplex original type with the [▼] or [▲] key.
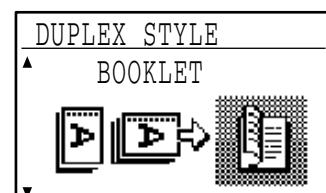
8 Press the [OK] key.

You will return to the base screen and the duplex scanning mode icon will appear.

9 Continue from step 4 of "BASIC TRANSMISSION PROCEDURE" (page 20).

📝**Note**
- Two-sided scanning is not possible when "COLOR MODE" is set to "COLOR" or "GRAY".
- Booklets and tablets
  Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Two-sided scanning mode turns off after the transmission is finished. Two-sided scanning mode can also be canceled by pressing the [CA] key.
- Two-sided scanning is only possible when an RSPF is used. Automatic scanning of both sides of an original is not possible when the document glass is used.
- Two-sided scanning of originals longer than 11" x 17" (A3) is not possible.
- To cancel two-sided scanning, select "1-SIDED" in step 5 and then press the [OK] key.

BOOKLET   TABLET

2

CHECKING THE SIZE OF A PLACED ORIGINAL

When a standard-size* original is placed in the document feeder tray or on the document glass, the original size is automatically detected (automatic original detection function) and displayed in the original display. Make sure that the size has been detected correctly.

(1) When an original is placed, an icon appears to indicate the original scanning mode.

    🖻 : One-sided scanning from the SPF

    🖻 : Scanning from the document glass

    🖼 : Two-sided scanning from the RSPF
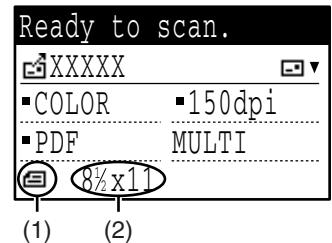
(2) The original size is displayed.

If a non-standard size original is placed or if you wish to change the scanning size, follow the steps below to manually set the original scanning size.

```
Ready to scan.
🖻XXXXX                ▣▼
▪COLOR     ▪150dpi
▪PDF        MULTI
🖻  8½x11
(1)    (2)
```

> **✎Note**
>
> *** Standard sizes:**
> The following sizes are standard sizes: 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2" (A3, B4, A4, A4R, B5, B5R, A5). If a non-standard size original (including a special size) is placed, a standard size close to the original size may appear, or the original size may not be displayed.

STORING SCANNING SETTINGS

Sets of scanning settings (scan size, color mode, resolution, file type, etc.) can be stored for use in various scanning applications.

MANUALLY SETTING THE SCANNING SIZE

If you load an original that is not a standard size, or the original size is not correctly detected, be sure to press the [ORIGINAL SIZE] key and set the original size manually.

Perform the following steps after loading the document in the document feeder tray or on the document glass.

1 Press the [ORIGINAL SIZE] key.

```
AUTO%     OUTPUT    DUPLEX
FORMAT  ORIGINAL SIZE  DUPLEX SCAN
BROADCAST ORIGINAL SIZE  DUPLEX SCAN
```

```
ORIGINAL SIZE
◄   INCH   ►
▲ 11x17
  8½x14
▼ 8½x11
```

The original size selection screen will appear.

2 Select the original size with the [▼] or [▲] key.

```
ORIGINAL SIZE
◄   INCH   ►
▲ 11x17
  8½x14
▼ 8½x11
```
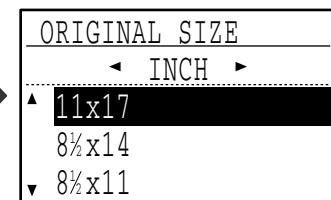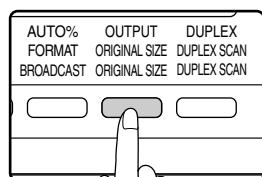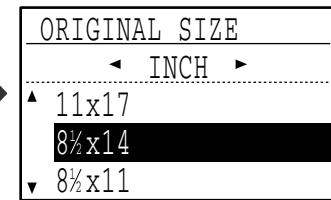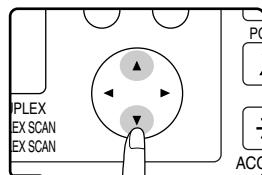
The selected original size is highlighted.

To select an AB size, press the [►] key and go to step 4.

```
ORIGINAL SIZE
◄   AB   ►
▲ A3
  B4
▼ A4
```

When the [►] key is pressed, the original size selection screen for AB sizes appears.

3 Press the [OK] key.

```
BACK    OK      GHI
                 4
               PQRS
                 7
```

You will return to the base screen and the selected original size will appear in the original display.

Selecting an AB original size

4 **Select the original size with the [▼] or [▲] key.**

```
ORIGINAL SIZE
      ◄   AB   ►
▲ A3
  B4
  A4
▼
```
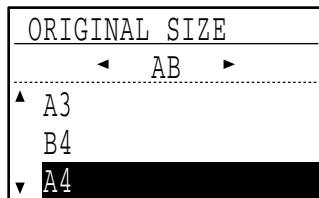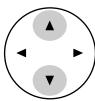
To return to the selection of inch original sizes, press the [◄] key and return to step 2.

5 **Press the [OK] key.**

OK

You will return to the base screen and the selected original size will appear in the original display.

Note To cancel a manual original size setting, press the [CA] key.
If it is not possible to select the actual original size, select a size that is larger than the actual original size. If a smaller size is selected, part of the original will not be transmitted.

SELECTING THE COLOR MODE

After placing the original, you can select an appropriate color mode for the original type. Place the original in the document feeder tray or on the document glass (steps 1 to 3 on page 20) and then follow the steps below.
The factory default setting for the color mode is "COLOR". To change the color mode, follow these steps.

1 **Press the [COLOR MODE] key.**

```
COLOR MODE
▲ COLOR
  GRAY
▼ B/W
```
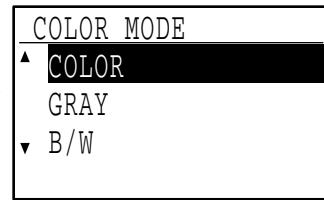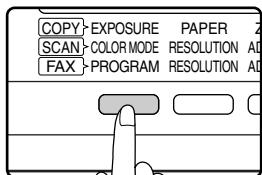
The color mode selection screen appears.

COLOR : Select this mode for color originals.

GRAY : Select this mode for a black and white photograph or when a monochrome image is needed.

B/W : Select this mode when you wish to scan a photo in monochrome or when you wish to make text clearer.

2 **Select the color mode with the [▼] or [▲] key.**

```
COLOR MODE
▲ COLOR
  GRAY
▼ B/W
```
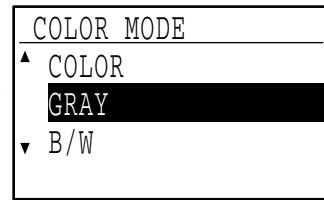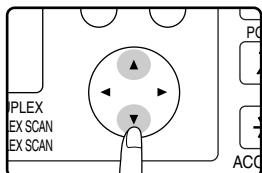
The selected mode is highlighted.

3 **Press the [OK] key.**
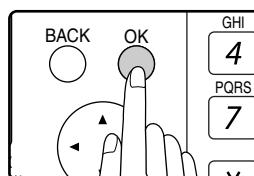
You will return to the base screen and the selected mode will appear in the color mode display.

Note Two-sided scanning is not possible when "COLOR MODE" is set to "COLOR" or "GRAY".

SELECTING THE RESOLUTION

The scanning resolution can be selected. After selecting scan mode and placing the original (steps 1 to 3 on page 20), perform the procedure below.
The factory default setting for the resolution is "150dpi" (e-mail/FTP mode).
If you need to change the resolution, follow these steps.

1 **Press the [RESOLUTION] key.**

```
RESOLUTION
▲ 100dpi
  150dpi
  200dpi
▼ 300dpi
```
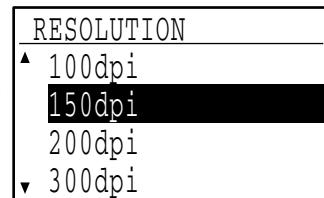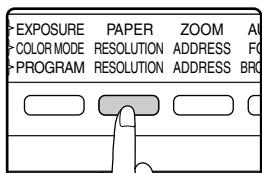
The resolution selection screen appears.

2 **Select the resolution with the [▼] or [▲] key.**

```
RESOLUTION
▲ 100dpi
  150dpi
  200dpi
▼ 300dpi
```
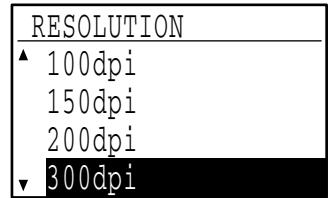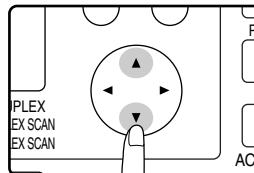
The selected resolution is highlighted.

27

3 Press the [OK] key.
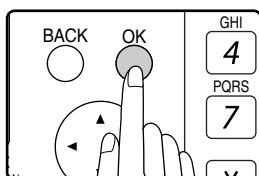
You will return to the base screen and the selected resolution will appear in the resolution display.

Note

Resolution
• The default resolution setting is 150 dpi. For typical text documents, a resolution of 200 dpi or 300 dpi produces sufficiently legible image data. (A resolution of 200 dpi corresponds to the generally used "FINE" in fax mode.
For this reason, the 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as an original that includes photographs or illustrations.
• When an original is scanned at the maximum resolution (600 dpi), the amount of memory available, the original size, the color mode, and other setting conditions may cause the resolution to change. For information on the setting conditions, see "MAXIMUM RESOLUTION" (page 36).

SELECTING THE FILE FORMAT

After selecting scan mode and placing the original (steps 1 to 3 on page 20), perform the procedure below.
The factory default settings are "PDF" for the file type and "MULTI" for the file creation method (multiple scanned images are combined into one file).
If you need to change the file format, follow these steps.

1 Press the [FORMAT] key.
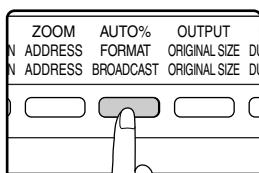
The format selection screen appears.

```
FORMAT
▲
  PDF
▼ PDF G3
    ◄ MULTI ►
  ALL PAGES⇒ 1FILE
```

When "MULTI" is selected, all scanned images can be combined into a single file, or one file can be created for each page (pages 2 to 6).

3 Press the [OK] key.

You will return to the base screen and the selected format will appear in the file type and file creation method display.
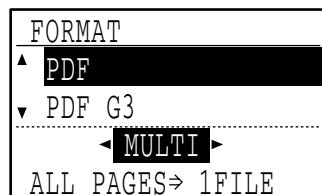
2 Select the file type with the [▼] or [▲] key.
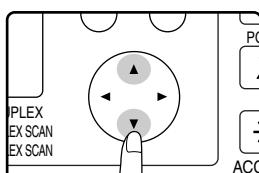
The selected file type is highlighted.

```
FORMAT
▲
  PDF
▼ PDF G3
    ◄ MULTI ►
  ALL PAGES⇒ 1FILE
```
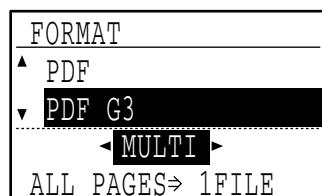
To set the file creation method, press the [◄] or [►] key.

```
FORMAT
▲
  PDF
▼ PDF G3
    ◄ SINGLE ►
  1PAGE⇒ 1FILE
```
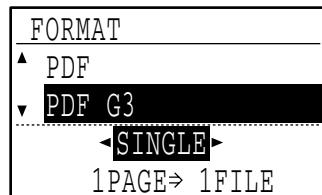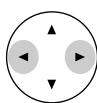
When "SINGLE" is selected, a one-page file is created for the scanned image.

Note
• When the file type is set to "JPEG", the file creation method can only be set to "SINGLE".
• To open the scanned image without using the software program in the accompanied CD-ROM, the recipient must have a viewer program that can open the image format (file type) that was selected as explained above.
If the recipient cannot open the image, try sending the image in a different format.

ADJUSTING THE THRESHOLD VALUE

When scanning in black and white mode, you can adjust the threshold value. As the threshold value is increased, black becomes stronger. As the threshold value is decreased, white becomes stronger.
Select scan mode, place the original (steps 1 to 3 on page 20), and then follow the procedure below.
The factory default setting for the threshold value is "128".
To change the threshold value, follow these steps:

> 📝 **Note**   The threshold value can only be adjusted when the color mode is set to "B/W". (Page 27)
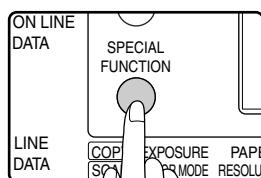
1 **Press the [SPECIAL FUNCTION] key in scan mode.**

Perform this operation from the base screen of scan mode. When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select scan mode, see step 1 on page 20.)

2 **Select "B/W THRESHOLD" with the [▼] or [▲] key.**

```
SPECIAL FUNCTION
▲ B/W THRESHOLD
  EXPOSURE ADJUST
  LIGHT SOURCE
▼ VOID AREA
```
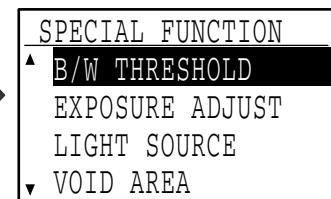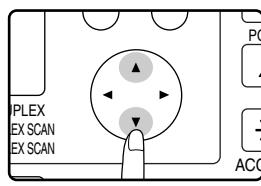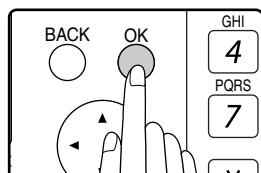
3 **Press the [OK] key.**

4 **Select the desired threshold value with the [◄] or [►] key.**

```
B/W THRESHOLD

  ◄ 128 ►
  (1~254)
```
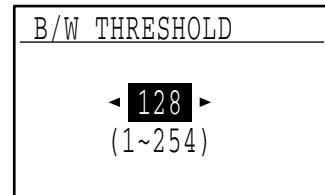
The default setting is "128". White becomes stronger as the displayed value approaches "1". Black becomes stronger when the displayed value approaches "254".

5 **Press the [OK] key.**

The set value is stored and you return to the base screen.

ADJUSTING THE SCANNING EXPOSURE

The exposure for an image can be adjusted when scanning in color mode or gray mode. The larger the value, the darker the image.
Select scan mode, place the original (steps 1 to 3 on page 20), and then follow the procedure below.
The scanning exposure is set to "3" by factory default.

1 **Press the [SPECIAL FUNCTION] key in scan mode.**
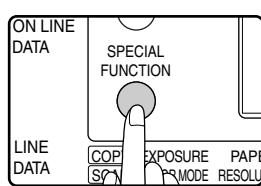
Perform this operation from the base screen of scan mode. When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select scan mode, see step 1 on page 20.)

2 **Select "EXPOSURE ADJUST" with the [▼] or [▲] key.**
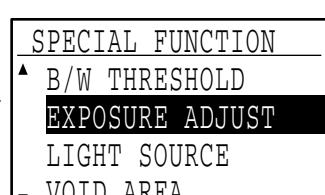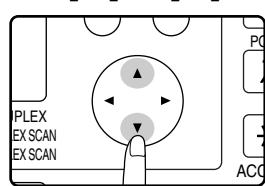
```
SPECIAL FUNCTION
▲ B/W THRESHOLD
  EXPOSURE ADJUST
  LIGHT SOURCE
▼ VOID AREA
```

29
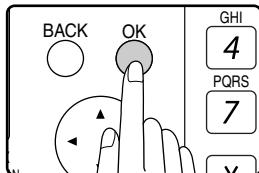
3 **Press the [OK] key.**

4 **Adjust the scanning exposure with the [◄] or [►] key.**

```
EXPOSURE ADJUST


   ◄  3  ►
     (1~5)
```
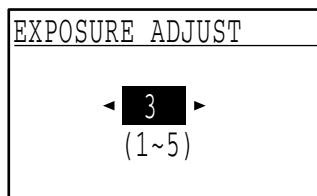
Note The scanning exposure can be adjusted only when "COLOR MODE" is set to "COLOR" or "GRAY". (Page 27)

SETTING THE LIGHT SOURCE COLOR

When scanning in black and white mode, you can set the light source color.
For example, if you do not wish to scan the red parts of an original, set the light source color to "RED". ("WHITE" will cause all colors to be scanned.)
Select scan mode, place the original (steps 1 to 3 on page 20), and then follow the procedure below.
The factory default setting for the light source color is "WHITE".
If you need to change the light source color, follow these steps.

Note The light source color can only be selected when the color mode is set to "B/W". (Page 27)
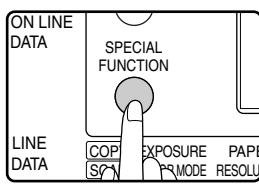
**1** **Press the [SPECIAL FUNCTION] key in scan mode.**

Perform this operation from the base screen of scan mode. When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select scan mode, see step 1 on page 20.)
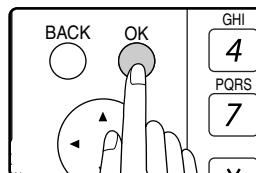
2 **Select "LIGHT SOURCE" with the [▼] or [▲] key.**

```
SPECIAL FUNCTION
▲ B/W THRESHOLD
  EXPOSURE ADJUST
  LIGHT SOURCE
▼ VOID AREA
```
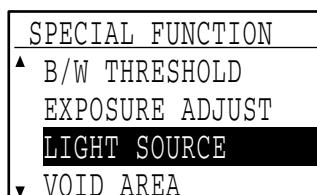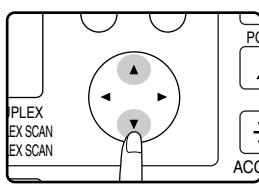
3 **Press the [OK] key.**

4 **Select the desired light source color with the [▼] or [▲] key.**

```
LIGHT SOURCE
▲ WHITE
  RED
  GREEN
▼ BLUE
```

5 **Press the [OK] key.**

The setting is stored and you return to the base screen.
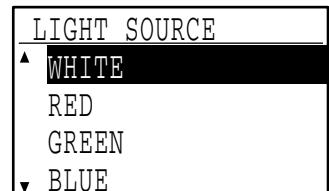
5 **Press the [OK] key.**

The setting is stored and you return to the base screen.

ENABLING SCANNING MARGINS (VOID AREA)

When this function is enabled, margins (void areas that are not scanned) are created around the edges of the machine's maximum scanning area.
Select scan mode, place the original (steps 1 to 3 on page 20), and then follow the procedure below.
The factory default setting for the void area is "OFF" (disabled).
If you need to change the void area setting, follow these steps.
Void area: 7/64" (2.5 mm) from the top and bottom edges
        1/8" (3.0 mm) from the left and right edges

## 1 Press the [SPECIAL FUNCTION] key in scan mode.
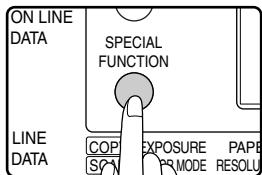
Perform this operation from the base screen of scan mode. When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select scan mode, see step 1 on page 20.)

2 Select "VOID AREA" with the [▼] or [▲] key.

SPECIAL FUNCTION
B/W THRESHOLD
EXPOSURE ADJUST
LIGHT SOURCE
VOID AREA
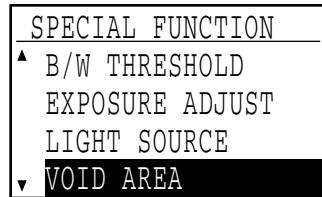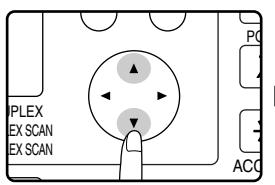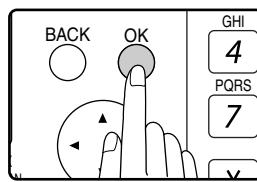
3 Press the [OK] key.

4 Select "ON" or "OFF" with the [▼] or [▲] key.

VOID AREA
ON
OFF

5 Press the [OK] key.

The setting is stored and you return to the base screen.

2

31
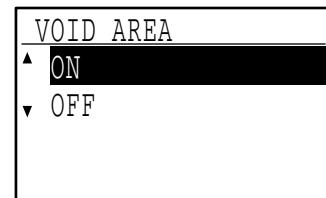
IMAGE ORIENTATION AND STANDARD ORIGINAL PLACEMENT ORIENTATION

When using the document glass, the original should be placed face down in the far left corner of the glass with the top edge of the original at the left edge of the glass.
When using the SPF, the original should be placed face up in the middle of the document feeder tray, with the top of the original to the right.

Document glass	SPF	Scanning result
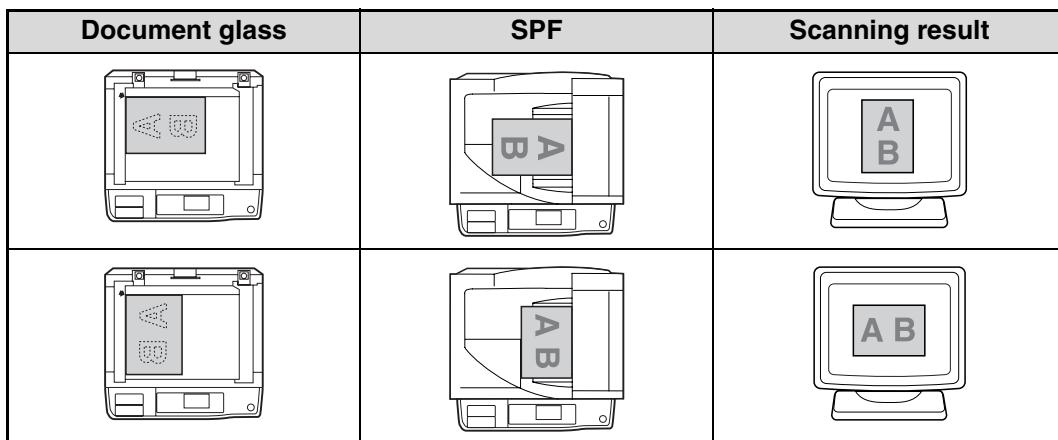
Long horizontal originals of size 11" x 17", 8-1/2" x 14", A3, or B4 can only be placed as shown below. For this reason, the scanned image will be rotated 90° when viewed on a computer.

Document glass	SPF	Scanning result
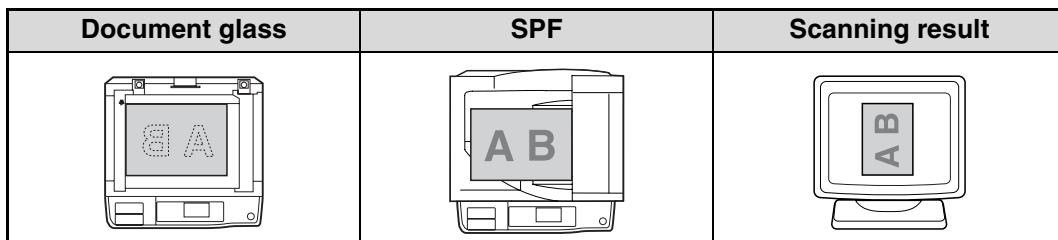
ENTERING CHARACTERS

Characters are entered by pressing the numeric keys on the operation panel. The letters entered with each numeric key are shown below.

	Characters that can be entered	
Key	**Directly entering an e-mail address**	**Searching for an address on an LDAP server**
1	1	1 Space
2	a b c 2 A B C	A B C 2 a b c
3	d e f 3 D E F	D E F 3 d e f
4	g h i 4 G H I	G H I 4 g h i
5	j k l 5 J K L	J K L 5 j k l
6	m n o 6 M N O	M N O 6 m n o
7	p q r s 7 P Q R S	P Q R S 7 p q r s
8	t u v 8 T U V	T U V 8 t u v
9	w x y z 9 W X Y Z	W X Y Z 9 w x y z
✱	_-.@	* } {][?>=;:,+)('&%$"!/_-.@#
0	0	0
#	@.-_	#@.-_/!"$%&'()+,:;=>?[]{} *

Note To enter two characters in succession that require the same key, press the [▶] key to move the cursor after entering the first character.
Example: Entering "ab" (when directly entering an e-mail address)
      Press the [2] key once, press the [▶] key once to move the cursor, and then press the [2] key twice.

3 SYSTEM SETTINGS

The system settings allow the administrator of the machine to enable and disable functions to suit the needs of the workplace. This chapter explains the system settings for the network scanner functions. For system settings for general use of the machine, see the "System settings guide". To access the system settings, the administrator password must be entered.

For the initial administrator password set at the factory, see "PROGRAMMING AN ADMINISTRATOR PASSWORD" in the "System settings guide".

SYSTEM SETTINGS LIST

The system settings for the network and printer functions are shown in the following table.
Factory default settings are indicated in bold.

Mode	System settings	Settings	Explanation
SCANNER	DISABLE USB SCAN	YES, **NO**	Select whether or not scanning from a computer and scanning from the machine are disabled when a USB connection is used. When "YES" is selected, USB scanning is disabled.
	NEW DEFAULT	COLOR MODE	This is used to change the default settings for the color mode, format, and resolution. (For more information, see "STORING SCANNING SETTINGS" (page 26).)
		FORMAT	
		RESOLUTION	

USING THE SYSTEM SETTINGS

**1** **Press the [SPECIAL FUNCTION] key.**
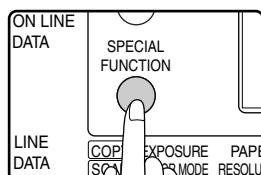
The special function screen will appear.

2 **Select "SYSTEM SETTINGS" with the [▼] or [▲] key.**

```
SPECIAL FUNCTION
▲ PAPER SIZE SET
  DISPLAY CONTRAST
  TOTAL COUNT
▼ SYSTEM SETTINGS
```

3 **Press the [OK] key.**

```
Enter admin
password.

ADMIN PASSWORD:
           ─────
```
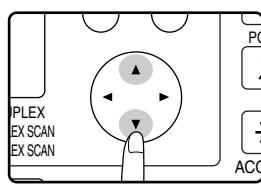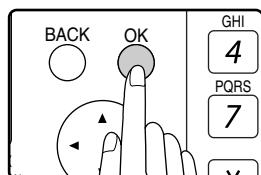
The administrator password entry screen appears.

4 **Enter the administrator password with the numeric keys.**

```
MODE SELECT
▲ CHANGE ADMIN PW
  COPIER
  PRINTER
▼ SCANNER
```
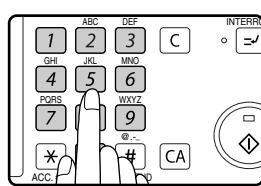
• "⁎" will appear for each digit will enter.
• The mode selection screen will appear.

5 **Select the desired mode with the [▼] or [▲] key.**

```
MODE SELECT
▲ CHANGE ADMIN PW
  COPIER
  PRINTER
▼ SCANNER
```

6 **Press the [OK] key.**

```
SCANNER
▲ DISABLE USB SCAN
▼ INITIAL COND.
```
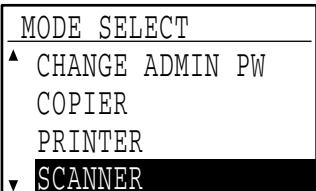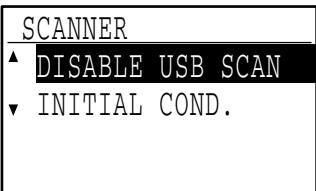
The settings of the selected mode will appear.

Example: The screen when "SCANNER" is selected.

7 **Select the desired program with the [▼] or [▲] key.**

• If a checkbox appears to the left of the program name, the program is enabled by pressing the [OK] key to make a checkmark appear. The program is disabled by pressing the [OK] key once again to clear the checkmark. After making the selection, go to step 9.
• If a checkbox does not appear by a program, press the [OK] key to display the settings screen for the program.

8 **Press the [OK] key and follow the instructions in the program screen.**

9 **To use another program for the same mode, select the desired program with the [▼] or [▲] key.**

To use a program for a different mode, press the [BACK] key and select the desired mode. Press the [CA] key to exit the system settings.

34

TROUBLESHOOTING

If a problem or question arises, try to solve the situation using the following information before contacting your authorized SHARP dealer.
Image transmission problems are explained here.
For image scanning problems, see the "Operation manual (for general information and copier)".

Problem	Cause and solution
The scanned image is clipped.	**The original scan size setting is smaller than the actual original size.** → Set the actual original size (page 26). If you have intentionally set a smaller size than the actual original size, place the original taking into account the guides for the set original size. For example, if the actual size is 8-1/2" x 11" (A4) and you selected 5-1/2" x 8-1/2" (B5) for the size setting, place the original so that the part that you wish to scan is within the 5-1/2" x 8-1/2" (B5) area indicated by the guides at the far left corner of the document glass.
The received image data cannot be opened.	**The viewer program used by the recipient does not support the format of the received image data.** → Try selecting a different file type (TIFF, JPEG, or PDF) and/or a different compression format (None, G3, or G4) for the image data. Otherwise, have the recipient use Sharpdesk or a viewer program that supports the above combinations of file types and compression formats.
When the same file name is used for two successive Scan to FTP transmissions, the second file is not sent.	The first file may still remain in the cache of the file server client. Disable use of the cache in the client software.
The recipient does not receive a transmitted data.	**There is a mistake in the stored destination information or the wrong destination was selected.** → Make sure that the correct destination information is stored. If there is a mistake, correct it. (Page 10) * If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.
The recipient does not receive data sent by e-mail (Scan to E-mail).	Check the Web page to see if a limit has been set for the size of image files sent using Scan to E-mail (the factory default setting is "Unlimited"). A limit can be set from 1 MB to 10 MB. Consult the administrator of the Web page to select a suitable limit. (Page 12)
	The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the file size is within the limit explained above, if it exceeds the limit set by the administrator of the mail server, the file will not be delivered to the recipient. Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.)
Transmission takes a long time.	When there is a large amount of image information, the data file is also large and transmission takes a long time.

MAXIMUM RESOLUTION

When scanning takes place with the resolution set to the maximum resolution (600 dpi), the resolution may change depending on the amount of memory available, the original size, the color mode, and other scanning conditions. The table below shows the relation between the possible scanning area and the scanning conditions. (Note that the following examples are for standard memory in the machine and 128 MB or more of memory in the network expansion kit.)

(dpi)

	Models without the two-sided printing function			Models with the two-sided printing function		
	Color	**Gray**	**B/W**	**Color**	**Gray**	**B/W**
11" x 17"	150	300			300	
8-1/2" x 14"	200	400		200	400	
8-1/2" x 11" 8-1/2" x 11"R	200	400		200	400	
5-1/2" x 8-1/2" 5-1/2" x 8-1/2"R	300			400		
A3	150	300			300	
B4	200	300		200	400	
A4, A4R	200	400		200	400	
B5, B5R	300	400		300		
A5, A5R	300			400		

▨ : Scanning is possible at the maximum resolution (600 dpi).

DISPLAY MESSAGES

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the display on the machine.

Error Code	Solution	Page
CE-00 CE-01	Turn off the power and then turn it back on. Consult with your network administrator to make sure that no problems exist on the network or in the server. If the error is not cleared after turning the power off and on, turn off the power and contact your dealer.	–
CE-02 CE-04	The scanned image was not sent because a connection to the server could not be established. Make sure that the SMTP server settings or Scan to FTP destination settings in the Web page are correct. The procedure for configuring the SMTP server is explained in "VARIOUS SERVER SETTINGS", and the procedure for editing Scan to FTP destination information is explained in "Editing and deleting programmed transmission destinations". For information on the settings to be entered, see Help in the Web page.	10, 13
CE-03	The scanned image was not sent because the server was busy or there was too much traffic on line. Wait briefly and then try again.	–
CE-05	The scanned image was not sent because the directory of the destination FTP server was not correct. Make sure that the correct FTP server information is configured in the Web page.	10
CE-09	The size of the scanned image file exceeds the limit set in "Maximum Size of E-mail attachments" in the Web page. Reduce the number of original pages scanned into the file, or change the limit set in "Maximum Size of E-mail attachments".	12
CE-11	The memory became full during scanning. Scan less pages, lower the resolution, or change the color mode so that the file size is smaller, and try scanning again.	27, 28
CE-12	The maximum number of destinations of a global address search has been exceeded. Increase the number of search characters to narrow the range of the global address search.	24

IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail transmission is not successful, an e-mail informing you of this fact is sent to the return address configured in the SMTP server. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

IMPORTANT POINTS WHEN USING SCAN TO E-MAIL

Be careful not to send image data files that are too large.

Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment.

If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.

The following table shows the approximate file sizes when the 8-1/2" x 11" (A4) size originals (one page each) shown below are scanned.

Resolution	File size of text original A when scanned	File size of photo original B when scanned	
	B/W	Gray	Color
75 dpi	Approx. 10 KB	Approx. 125 KB	Approx. 140 KB
300 dpi	Approx. 34 KB	Approx. 1430 KB (approx. 1.43 MB)	Approx. 1440 KB (approx. 1.44 MB)

* All sizes are for image files created in TIFF G4 format.
  If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

⊘ **Caution** The scan resolution will vary depending on the scanning area and how much memory in the machine is free. During network scanning, the resolution may change automatically because enhancement is not performed. To scan an A3 original in color at 600 dpi without enhancement, the 256 MB optional memory on the dual function board and the 128 MB additional memory on the network expansion kit are required as a minimum.

Although the actual limitation depends on your network environment, a general guideline for the maximum file size for Scan to E-mail is 2000 KB (2 MB). In cases where you need to send multiple images in one transmission, try such measures as lowering the resolution mode.

4

Original image samples

The original images shown below are samples to help you understand the above explanations. Note that these images are smaller than the actual originals (the actual originals are 8-1/2" x 11" or A4).

Text original A

Photo original B
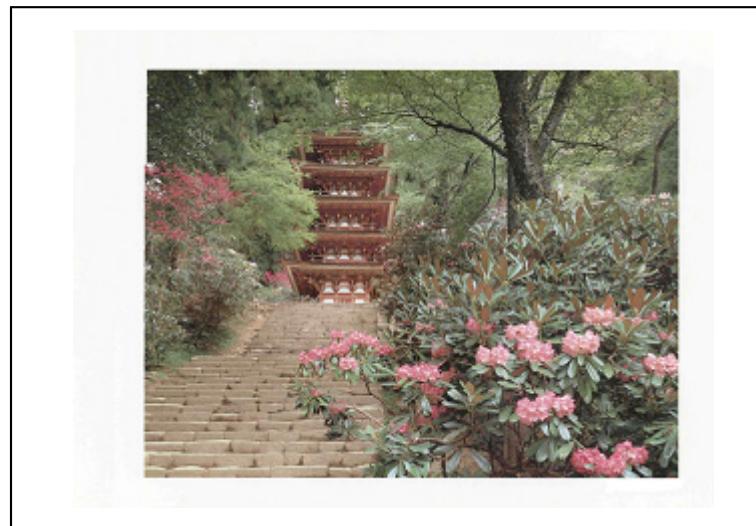
CHECKING THE IP ADDRESS

There are several settings where the IP address must be entered or checked.
To check the IP address of the machine, hold down the status button on the network expansion kit at least 2 seconds to print out a Printer Setting List.

Status button
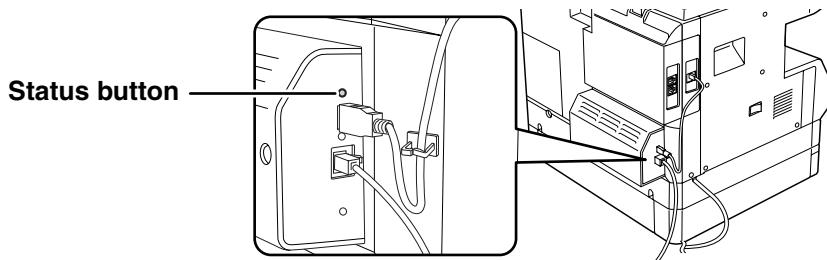
⚠ *Caution*	**How to reset the network expansion kit** To reset the network expansion kit, power on the machine while holding down the status button on the network expansion kit. Network scanner destination information and scanning settings will remain after the network expansion kit is reset, however, the network settings and network printer settings will revert to the factory default settings.

5 SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to the "Operation manual (for general information and copier)".

Type	Color scanner
Scanning resolution (Primary scanning x Secondary scanning)	75x75, 100x100, 150x150, 200x200, 300x300, 400x400, 600x600 dpi
Interface	LAN connection 10Base-T/100Base-TX
Network protocol	NetWare, NetBEUI, EtherTalk, TCP/IP, SMTP, LDAP, FTP
Supported client PC operating systems	Windows 2000 Professional, Windows XP Home Edition, Windows XP Professional, Windows Vista, Windows 2000 Server, Windows Server 2003, Windows Server 2008
File formats	File types: PDF, TIFF, JPEG Compression modes: None, G3, G4

Remarks

Two-sided originals	Possible
Optical resolution	600dpi
File creation method	One file per each 1 to 6 pages/One file for all pages
Scan destinations	Scan to FTP Scan to Desktop Scan to E-mail
Management system	Uses built-in Web server
Recommended Web browser	Internet Explorer: 6.0 or higher (Windows®) Netscape Navigator: 9 (Windows®) Firefox: 2.0 or higher (Windows®) Safari: 1.5 or higher (Macintosh)
Supported mail system	Mail server that supports SMTP, mail server that supports POP3
Number of destinations	200 maximum*
Utilities	Sharpdesk

* A total of 200 destinations can be stored, including E-mail, FTP, Desktop, Fax, and Group destinations. Among these, multiple e-mail addresses (up to 100) can be stored as a group. Note that this may reduce the maximum number of destinations (normally 200) that can be stored.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

OPERATION MANUAL (for network scanner)

SHARP

SHARP CORPORATION