SHARP

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM

Quick Start Guide

General information
Functions of the machine and procedures for placing originals and loading paper.

Copying
Using the copy function.

Printing
Using the printer function.

Scanning
Using the scan function.

Document filing
Storing jobs as files on the hard drive.

System settings
Configuring settings to make the machine easier to use.
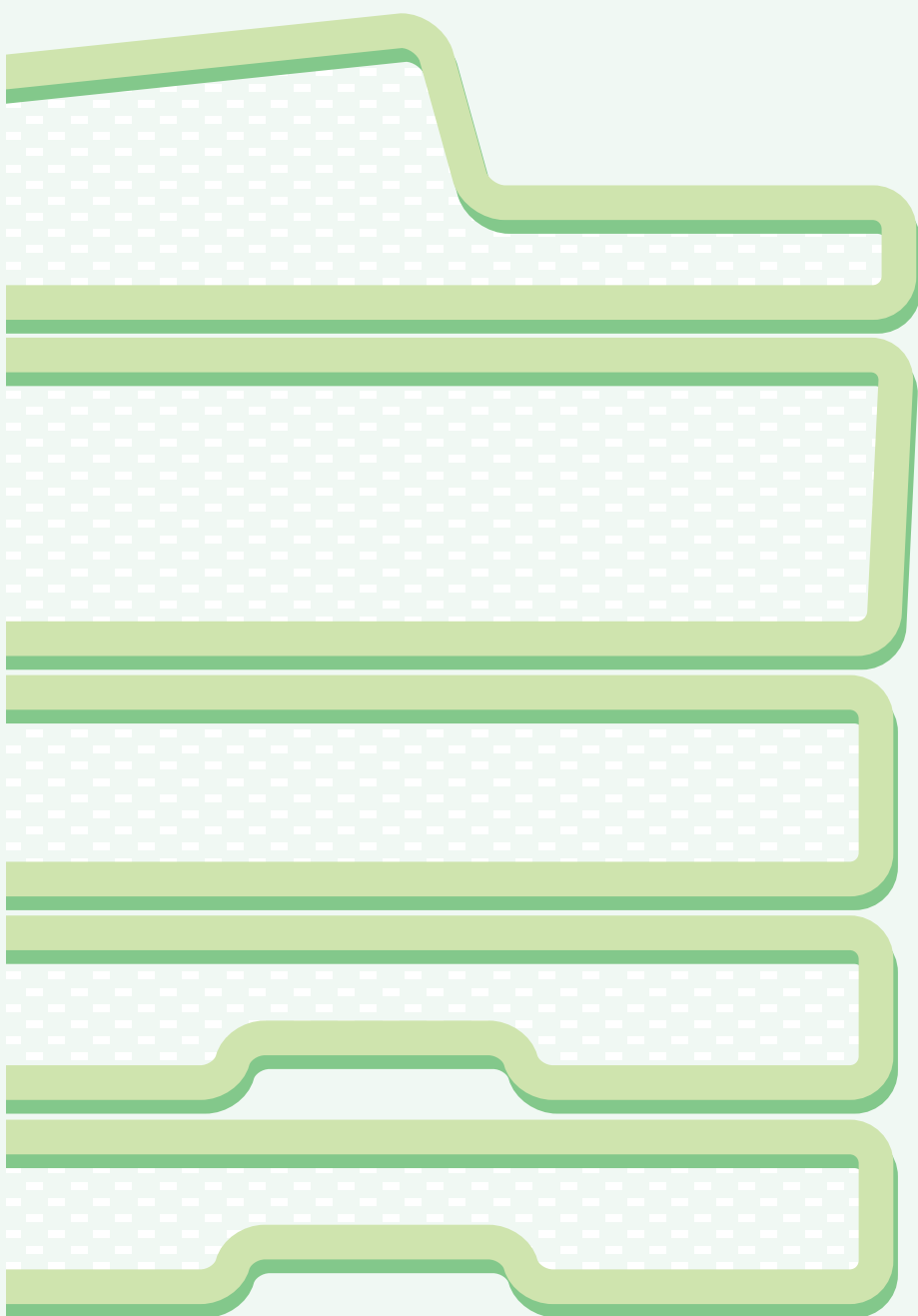
Keep this manual close at hand for reference whenever needed.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals in PDF format are provided with the machine. The manuals in PDF format are stored on the hard drive in the machine.
The printed manuals contain information that you should know before using the machine, including the basic procedures for operating the machine. Please read these manuals well.
The manuals in PDF format provide detailed explanations of the functions of the machine. When the machine is used in a network environment, the PDF manuals can be viewed at any time by simply downloading them using a Web browser.

Printed manuals

Quick Start Guide (this manual)

This manual is intended to help you get started using the many basic and convenient functions of the machine.
When you are ready to learn about the machine in more detail, see the manuals in PDF format described on the next page.

Troubleshooting

This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.

Safety Guide

This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.

Software Setup Guide

This manual explains how to install the software and configure settings to use the machine as a printer or scanner.

Facsimile Quick Reference Guide

This manual explains the basic procedures for using the fax function of the machine, and provides an overview of the features of the fax function, troubleshooting procedures, and specifications.
For detailed information on using the fax function and the system settings for fax, see the "Facsimile Guide" in PDF format.

Manuals in PDF format

Manuals in PDF format can be downloaded from the Web server* in the machine.
The manuals contain detailed explanations of the procedures for using the machine. To download the PDF manuals, see "How to download the manuals in PDF format" (page 3).

User's Guide

This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.

Copier Guide

This manual provides detailed explanations of the procedures for using the copy function.

Printer Guide

This manual provides detailed explanations of the procedures for using the printer function.

Facsimile Guide

This manual provides detailed explanations of the procedures for using the fax function and the "System Settings" that are related to fax.

Scanner Guide

This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.

Document Filing Guide

This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.

System Settings Guide

This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

* You will need the IP address of the machine in order to access the Web server in the machine. The IP address is configured in the Network Settings menu in the system settings.

ACCESSING THE WEB SERVER IN THE MACHINE

When the machine is connected to a network, the machine's built-in Web server can be accessed from a Web browser on your computer.

Opening the Web pages
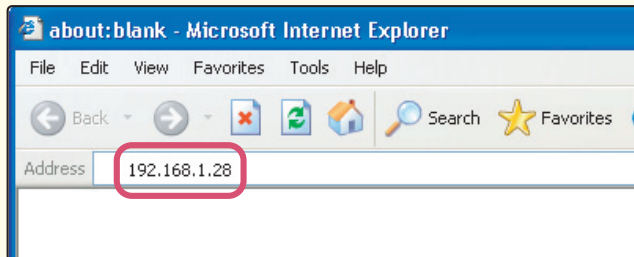
Access the Web server in the machine to open the Web pages.

> **Start a Web browser on a computer that is connected to the same network as the machine and enter the IP address of the machine.**
>
> Recommended Web browsers
> Internet Explorer: 6.0 or higher (Windows®)
> Netscape Navigator: 7.0 or higher
> Safari: 1.2 or higher
> The Web page will appear.
> The machine settings may require that user authentication be performed in order to open the Web page. Please ask the administrator of the machine for the password that is required for user authentication.

Checking the IP address

To check the IP address of the machine, print out the all custom setting list in the system settings.

SYSTEM SETTINGS

1
Press the [SYSTEM SETTINGS] key.
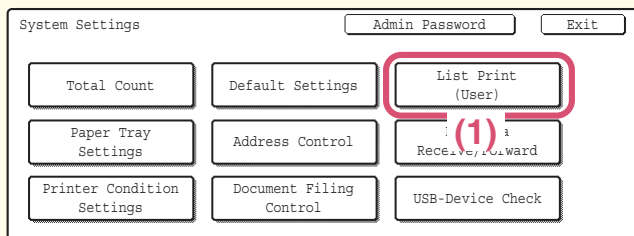
2
Select the all custom setting list in the touch panel.
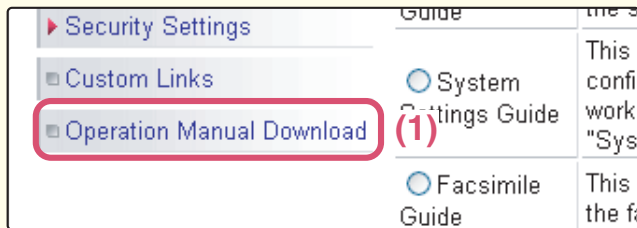
(1) Touch the [List Print (User)] key.
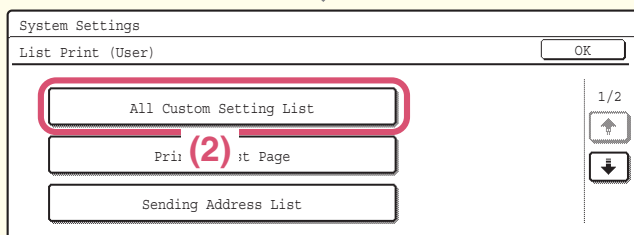
(2) Touch the [All Custom Setting List] key.
The IP address is shown in the list that is printed.

How to download the manuals in PDF format

Manuals containing detailed information on the machine can be downloaded from the Web pages.

Security Settings
Custom Links
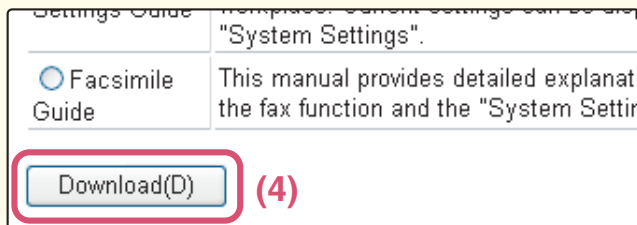Operation Manual Download **(1)**

System Settings Guide

Facsimile Guide

Select a manual to be downloaded.
Download Language: **(2)** English

Name	Description
User's Guide **(3)**	This manual provides information that y... ...achine, such as basic operation p... and machine maintenance.
Copier Guide	This manual provides detailed explanati... the copy function.

Settings Guide ...replace. Current settings can be st... "System Settings".
Facsimile Guide — This manual provides detailed explanat... the fax function and the "System Settin...

Download(D) **(4)**

Download a manual in PDF format.

(1) Click [Operation Manual Download] in the menu of the Web page.
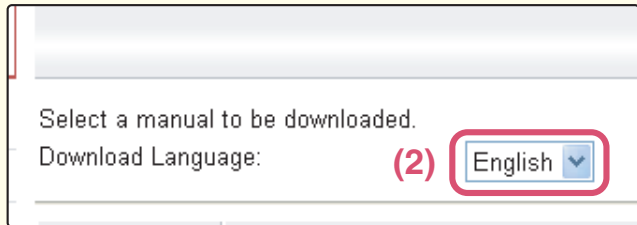
(2) Select the desired language.
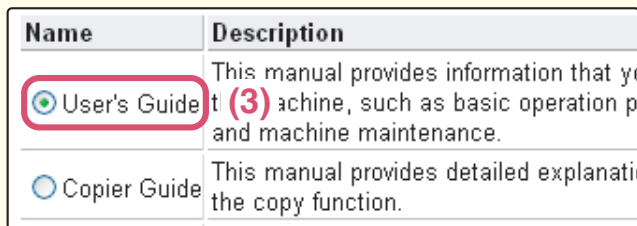
(3) Select the manual that you wish to download.

(4) Click the [Download] button.
The selected manual is downloaded.

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General information

Copying

Printing

Scanning

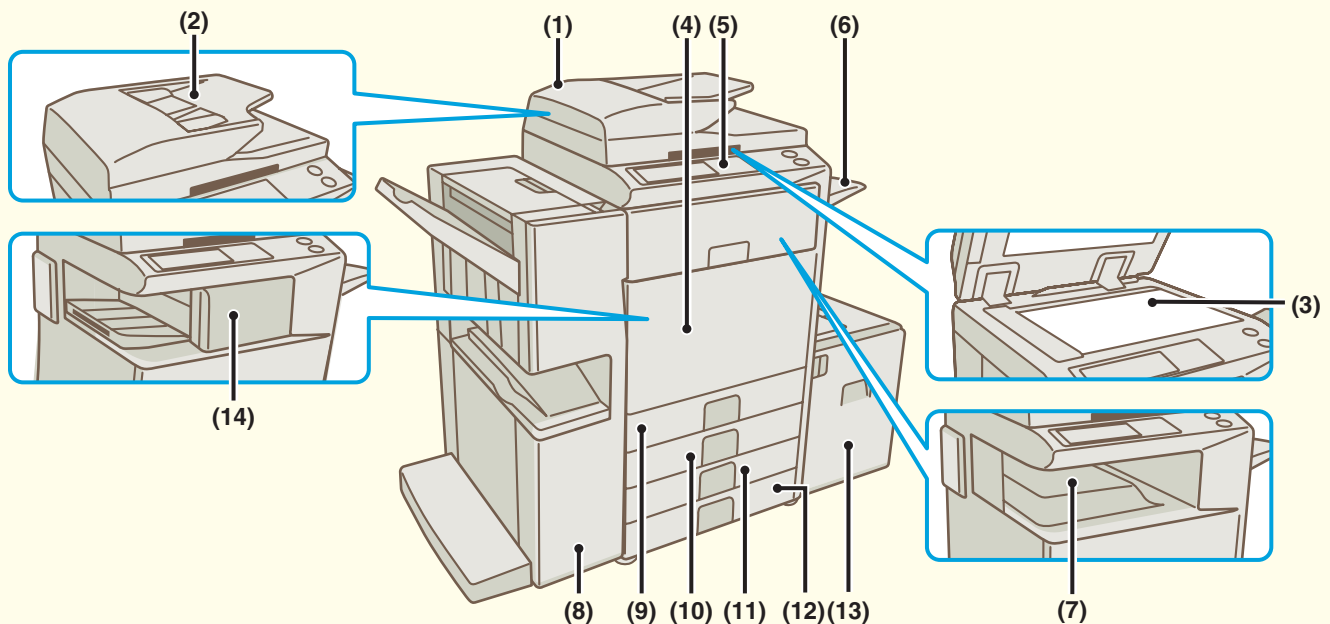## Document filing

System settings

General information

This section provides general information about the machine, including the names and functions of the parts of the machine and its peripheral devices, and the procedures for placing originals and loading paper.

PART NAMES AND FUNCTIONS

Exterior

(1) Automatic document feeder

This automatically feeds and scans multiple originals. Both sides of 2-sided originals can be scanned at once.

(2) Document feeder tray

Place the originals in this tray when using the automatic document feeder.

(3) Document glass

This is used to scan books and other originals that cannot be scanned using the automatic document feeder.

(4) Front cover

Open to replace a toner cartridge.

(5) Operation panel

(6) Exit tray unit (right tray)

When installed, output can be delivered to this tray.

(7) Output tray (centre tray)

Copy jobs and print jobs are delivered to this tray.

(8) Saddle Stitch Finisher

This can be used to staple output. The saddle stitch finisher can automatically staple output at the centre line and fold the pages to create a pamphlet. A punch module can be installed to punch holes in output.

(9) Tray 1

This holds paper. Up to 500 sheets of paper can be loaded.

(10) Tray 2

This holds paper. Up to 500 sheets of paper can be loaded.

(11) Tray 3 (when a stand/1 x 500 sheet paper drawer or stand/2 x 500 sheet paper drawer is installed)

This holds paper. Up to 500 sheets of paper can be loaded.

(12) Tray 4 (when a stand/2 x 500 sheet paper drawer is installed)

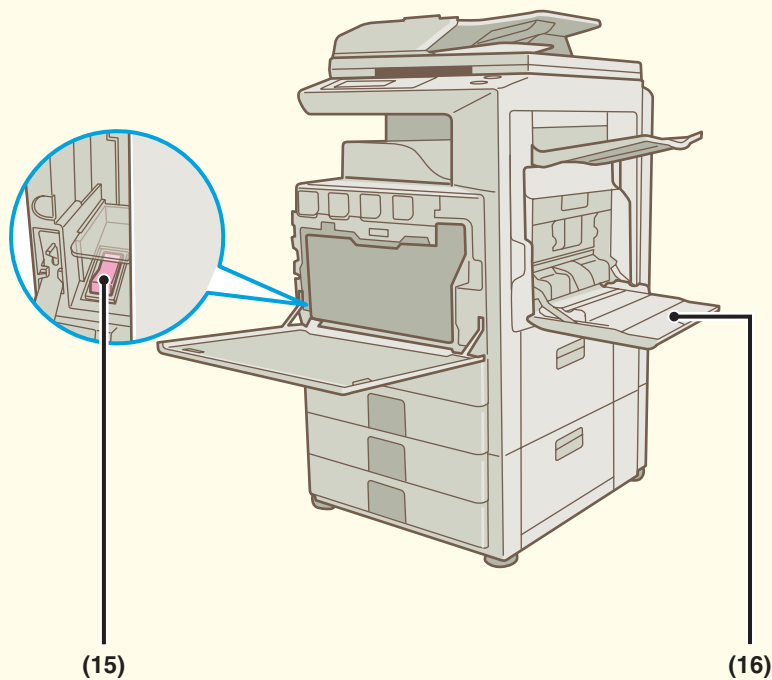This holds paper. Up to 500 sheets of paper can be loaded.

(13) Tray 5 (when a large capacity tray is installed)

This holds paper. Up to 3500 sheets of paper can be loaded. When a stand/1 x 500 sheet paper drawer is installed, this is tray 4.

(14) Finisher

This can be used to staple output. A punch module can be installed to punch holes in output.

Interior

(15)　　　　　　　　　　　　　　　　　　　　(16)

(15) Main power switch

This is used to power on the machine.
When using the fax function or Internet fax function, always keep this switch in the "ON" position.

(16) Bypass tray

Special types of paper can be fed from the bypass tray.

Peripheral devices

The following are some of the peripheral devices that are available. For information on the other peripheral devices, see "4. PERIPHERAL DEVICES" in the User's Guide.

PS3 expansion kit (MX-PKX1)
This kit enables the machine to be used as a PostScript 3 compatible printer.

Facsimile expansion kit (MX-FXX1)
This kit enables the fax function of the machine to be used.

Internet fax expansion kit (MX-FWX1)
This kit enables Internet fax to be used on the machine.

OPERATION PANEL

Touch panel

Messages and keys appear in the LCD display.
Operations are performed by directly touching the displayed keys with your fingers.
When a key is touched, a beep sounds and the selected item is highlighted. This lets you check an operation as you perform it.

[SYSTEM SETTINGS] key

Press this key to display the system settings screen. The system settings can be adjusted to make the machine easier to use, such as configuring paper tray settings and storing addresses.
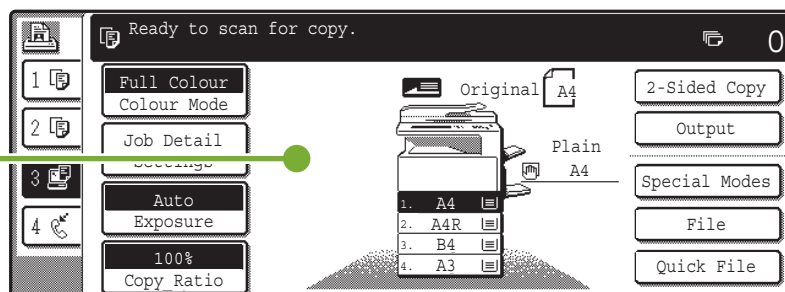
Print mode indicators

READY indicator
Print data can be received when this indicator is lit.

DATA indicator
This blinks while print data is being received and lights steadily while printing is taking place.

```
                                            PRINT
  Ready to scan for copy.          0    DOCUMENT   READY
                                        FILING     DATA
1   Full Colour    Original  A4    2-Sided Copy
    Colour Mode                               IMAGE SEND   LINE
2   Job Detail                       Output               DATA
3   Settings          Plain
    Auto            A4        Special Modes   COPY
4   Exposure      1. A4          File
                  2. A4R                      JOB STATUS   SYSTEM
    100%          3. B4         Quick File                SETTINGS
    Copy Ratio    4. A3
```

Mode select keys

Use these keys to change the mode displayed in the touch panel.
The indicator of the selected key lights up.

[DOCUMENT FILING] key
When you wish to print or send a file stored on the hard drive, press this key to select document filing mode.

[IMAGE SEND] key
When you wish to use the scan or fax functions, press this key to select network scanner / fax mode.

· **LINE indicator**
 This lights up during transmission or reception in fax mode. The indicator also lights up during transmission in scan mode.

· **DATA indicator**
 When a received fax cannot be printed because of a problem such as out of paper, the indicator blinks. The indicator lights steadily when there is data that is waiting to be transmitted.

[COPY] key
When you wish to use the copy function, press this key to select copy mode. You can hold down the [COPY] key to check the total page count and how much toner remains.

[JOB STATUS] key

Press this key to view the job status screen. You can check the status of jobs and cancel jobs in the job status screen.

Numeric keys

These are used to enter the number of copies, fax numbers, and other numbers.

[LOGOUT] key (✳)
When user authentication is enabled, press this key to log out after using the machine. When using the fax function, this key can be pressed to send tone signals on a pulse dial line.

[#/P] key (#/P)
Press this key to use a job program when using the copier function. When using the fax function, press this key to dial using a program.

[CLEAR] key

Press this key to return settings such as the number of copies to "0".

[STOP] key

Press this key to stop a copy job or scanning of an original.

[COLOUR START] key

Use this key to copy or scan an original in colour.

Main power indicator

This indicator lights when the main power is switched on.

[POWER] key

Use this key to turn the machine power on and off.

[CLEAR ALL] key

Press this key to redo an operation from the beginning.
All settings will be cleared and operation will return to the initial state.

[POWER SAVE] key

Use this key to activate power save mode. The [POWER SAVE] key blinks when the machine is in power save mode. This key is also used to deactivate power save mode.

[BLACK & WHITE START] key

Use this key to copy or scan an original in black and white. This key is also used to send a fax in fax mode.

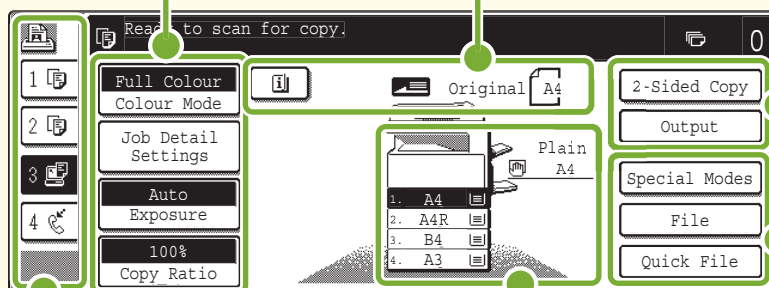**11**

USING THE TOUCH PANEL

The touch keys that appear in the touch panel are grouped for easy operation. The layout and functions of the touch keys are explained below.

Settings related to the original are generally grouped together on the left side of the base screen.

This appears when one or more special modes are selected. Touch the icon to check what modes are selected.

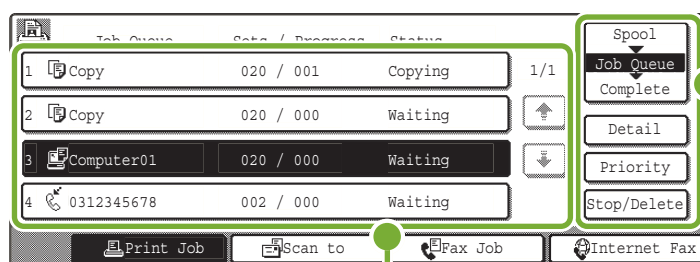This indicates that an original has been placed in the automatic document feeder.

The size of the original appears automatically.

Ready to scan for copy.

Full Colour
Colour Mode

Job Detail
Settings

Auto
Exposure

100%
Copy Ratio

Original A4

Plain
A4
1. A4
2. A4R
3. B4
4. A3

2-Sided Copy

Output

Special Modes

File

Quick File

Settings related to output are generally grouped together on the top right side of the base screen.

Advanced settings are grouped here. You can have frequently used touch keys displayed as shortcuts in this position.

This shows the status of the paper trays on the machine. You can check the paper size, paper type and amount of paper remaining. The currently selected tray is highlighted.

The job status screen normally appears behind the base screen of the currently selected mode. Only the left edge of the job status screen appears, and this can be touched to bring the screen to the front.

	Job Queue	Sets / Progress	Status	
1	Copy	020 / 001	Copying	1/1
2	Copy	020 / 000	Waiting	
3	Computer01	020 / 000	Waiting	
4	0312345678	002 / 000	Waiting	

Spool
Job Queue
Complete

Detail

Priority

Stop/Delete

Print Job   Scan to   Fax Job   Internet Fax

A selected job can be given priority and run ahead of other jobs, or a job waiting in the queue can be cancelled.

Jobs are displayed as a list of touch keys. The job keys appear in the order that they will be run. A job key can be touched to select it.

Using general keys

Special Modes   OK

Covers/Inserts   Transparency Inserts   Multi Shot

Book Copy   Tab Copy   Card Shot

2/4

(1)

System Settings

Auto Clear Setting   OK

Set the time for auto clear.

60 (10-240) sec.

Cancel Timer

(2)

(3)
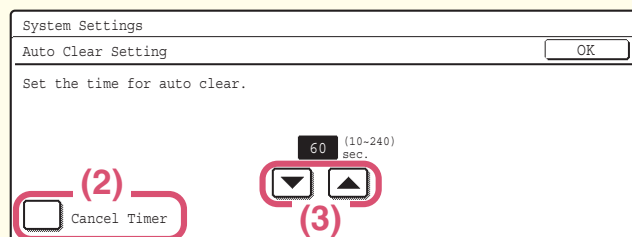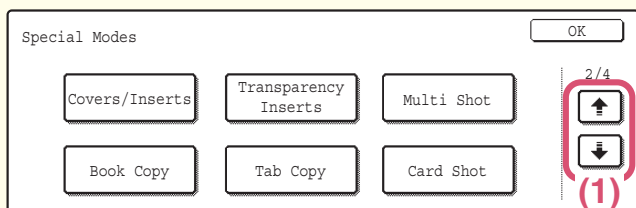
(1) When the displayed screen is one of two or more screens, use the ↓ ↑ keys to switch through the screens.

(2) When a checkbox ☐ is touched, a checkmark ☑ will appear to indicate that the setting is enabled.

(3) The ▼ ▲ keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key.
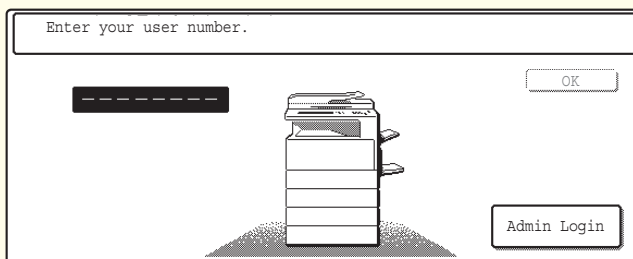
USER AUTHENTICATION

When user authentication is enabled in the system settings, you must log in before using the machine. User authentication is initially disabled.
When you have finished using the machine, log out.
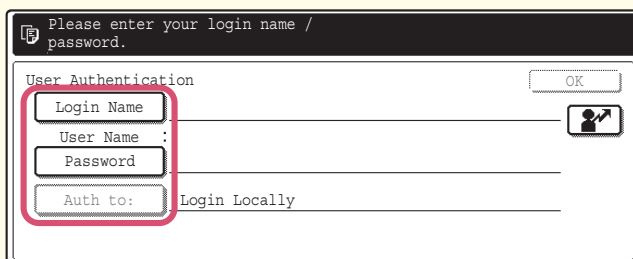
User authentication methods

There are two methods for performing user authentication: login by user number and login by login name and password. Please ask the administrator of the machine for the information that is required to log in.
For more information on user authentication, see "USER AUTHENTICATION" in the User's Guide.

Login by user number

This method requires that you log in by entering your user number (5 to 8 digits), which is stored in the system settings of the machine.

Login by login name and password

This method requires that you log in by entering your login name, password, and the login destination, which are stored in the system settings of the machine. Depending on how the machine administrator has configured the system settings, an e-mail address may also be used for authentication.

Logout

When you have finished using the machine, log out. Logging out prevents unauthorised use of the machine.

How to log out
You can log out from all modes of the machine by pressing the [LOGOUT] key (✳). However, note that the [LOGOUT] key (✳) cannot be used to log out when a fax number is being entered in fax mode, as the [LOGOUT] key (✳) functions as a numeric key at this time.
If a preset duration of time elapses after the machine is last used, the auto clear function will activate. When auto clear activates, logout automatically takes place.

PLACING ORIGINALS

The automatic document feeder can be used to automatically scan many originals at once. This saves you the trouble of manually feeding each original.
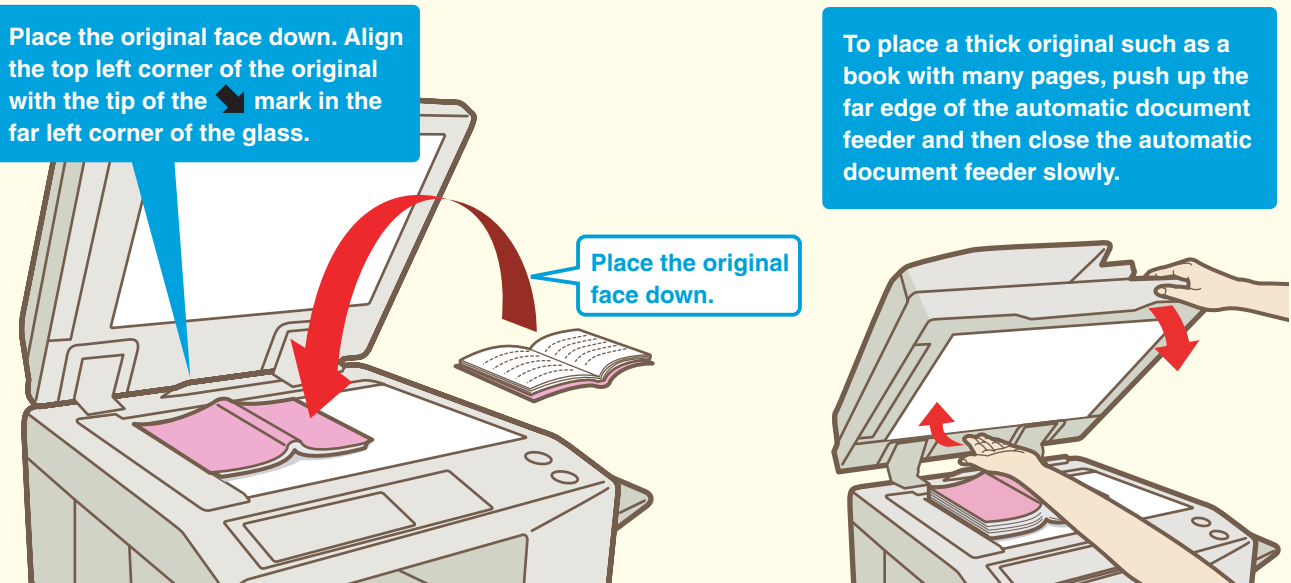For originals that cannot be scanned using the automatic document feeder, such as a book or a document with notes attached, use the document glass.

Using the automatic document feeder

When using the automatic document feeder, place the originals in the document feeder tray.

Adjust the original guides to the width of the originals.

Place the originals face up with the edges aligned evenly.
▼ ▼ The indicator line indicates approximately 100 originals.
The placed originals must not be higher than this line.

Using the document glass

Place the original face down. Align the top left corner of the original with the tip of the ↘ mark in the far left corner of the glass.

To place a thick original such as a book with many pages, push up the far edge of the automatic document feeder and then close the automatic document feeder slowly.

Place the original face down.

CHANGING PAPER IN A TRAY

To change the paper in a tray, you must load the desired paper in the tray and then change the tray settings in the machine to specify the loaded paper. As an example, this section explains how to change the paper in tray 1 from B4 (8-1/2" x 14") plain paper to A4 (8-1/2" x 11") size recycled paper.

Loading paper in a tray
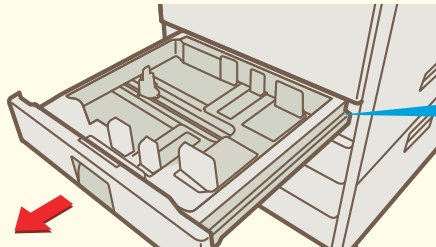
Pull out the paper tray.
If paper remains in the tray, remove it.
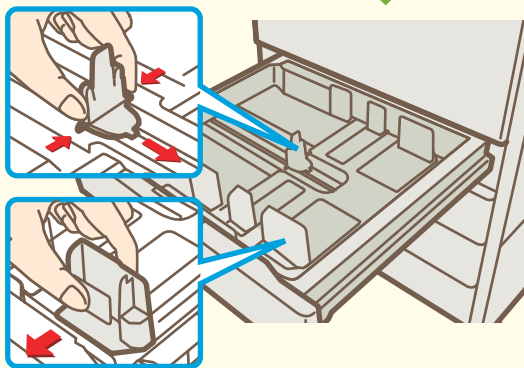
Move the two guides on the tray to change the size from B4 (8-1/2" x 14") to A4 (8-1/2" x 11").
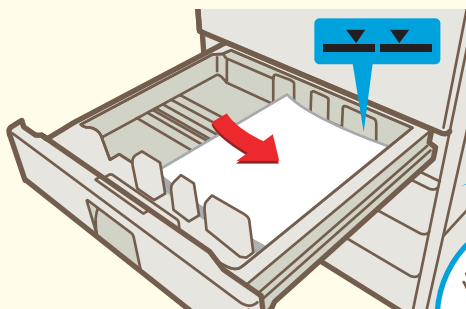
Insert the paper with the print side face up. Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause a misfeed.

▼ ▼ Indicator line
The indicator line indicates the maximum height of the paper that can be loaded in the tray. When loading paper, make sure that the stack is not higher than the indicator line.
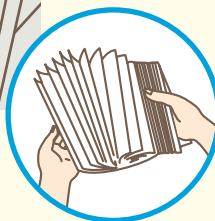
When using letter head paper or pre-printed paper, insert the paper with the print side face down. If "Disabling of Duplex" is enabled in the system settings, insert the paper with the print side face up.
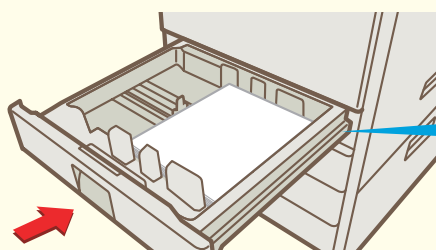
Gently push the tray into the machine.

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Changing the tray settings

When you change the paper in a tray, the tray settings in the system settings must also be changed.

1
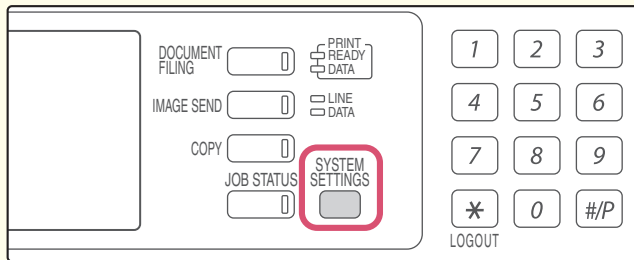
Press the [SYSTEM SETTINGS] key.
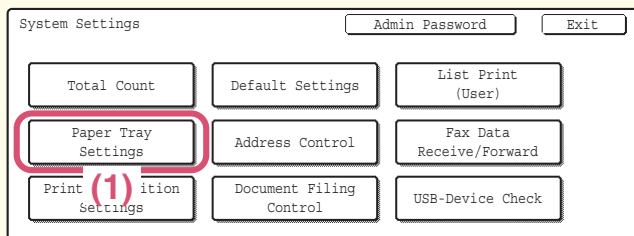
2

Configure the tray settings in the touch panel.

Some of the settings only appear when you have administrator rights.

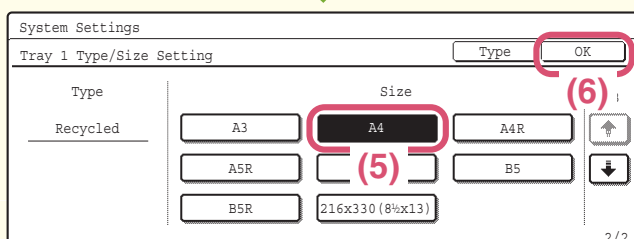**(1) Touch the [Paper Tray Settings] key.**
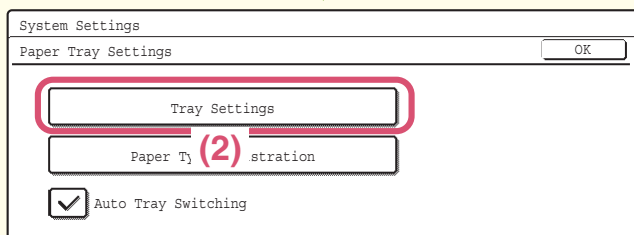
(2) Touch the [Tray Settings] key.
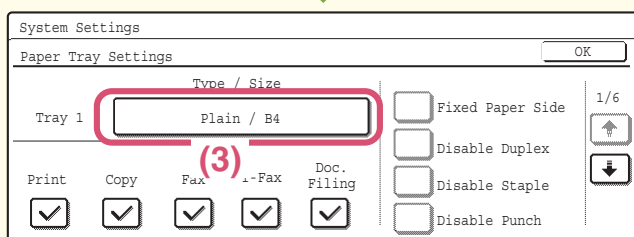
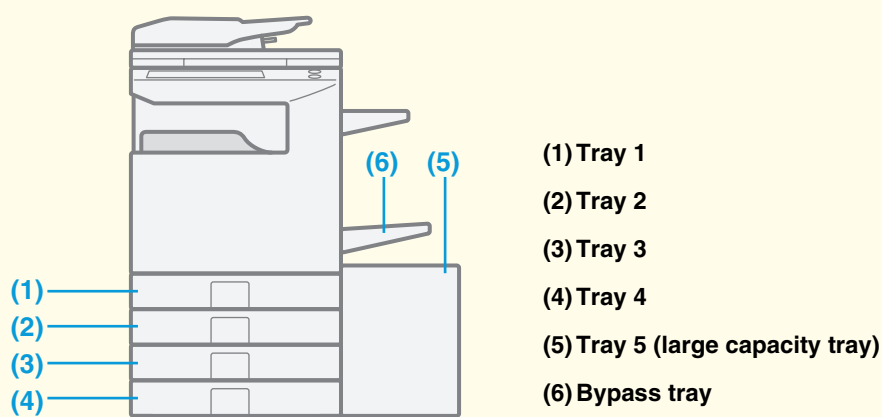**(3) Touch the [Tray 1] key.**
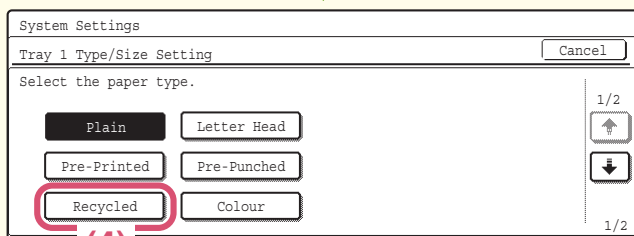
(4) Touch the [Recycled] key.

(5) Touch the key of desired paper size.

(6) Touch the [OK] key.
The above steps change the paper settings for tray 1 to A4 (8-1/2" x 11") recycled paper.

Names of the trays

(1) Tray 1

(2) Tray 2

(3) Tray 3

(4) Tray 4

(5) Tray 5 (large capacity tray)

(6) Bypass tray

Paper that can be loaded in each tray

	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Colour
Tray1/Tray2	Acceptable paper sizes	AB	A3, B4, A4, A4R, B5, B5R, A5R, 216 mm x 330 mm (8-1/2" x 13"), (8K, 16K, 16KR)
		Inch	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, (8K, 16K, 16KR)
	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Colour
Tray3/Tray4	Acceptable paper sizes	AB	A3, B4, A4, A4R, B5, B5R, 216 mm x 330 mm (8-1/2" x 13"), (8K, 16K, 16KR)
		Inch	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, (8K, 16K, 16KR)
Tray5 (large capacity tray)	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Colour
	Acceptable paper sizes	AB	A4, B5, 8-1/2" x 11"
		Inch	8-1/2" x 11", A4
Bypass tray	Type		Plain Paper, Pre-Printed, Recycled Paper, Letter Head, Pre-Punched, Colour, Thin Paper, Heavy Paper
	Acceptable paper sizes	AB	A3W, A3, B4, A4, A4R, B5, B5R, A5R, 11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11", (8K, 16K, 16KR)
		Inch	12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, B4, A4, B5, (8K, 16K, 16KR)
	Type		Labels
	Acceptable paper sizes	AB	A4, A4R, B5, B5R
		Inch	8-1/2" x 11", 8-1/2" x 11"R
	Type		Transparency Film
	Acceptable paper sizes	AB	A4, A4R
		Inch	8-1/2" x 11", 8-1/2" x 11"R
	Type		Tab Paper
	Acceptable paper sizes	AB	A4
		Inch	8-1/2" x 11"
	Type		Envelope
	Acceptable paper sizes		Monarch, Com-10, DL, C5

Other trays

Bypass tray

The side to be copied on must be face down!
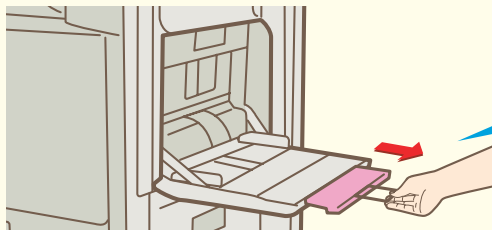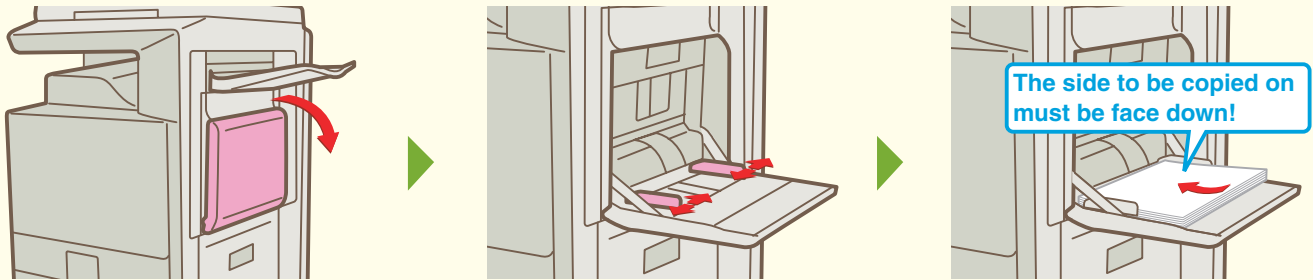
When loading A3W, A3 or B4 size paper, pull out the tray extension.
The maximum number of sheets that can be loaded in the bypass tray is approximately 100 for plain paper and approximately 20 for postcards.

Special types of paper that cannot be loaded in other trays can be loaded in the bypass tray.
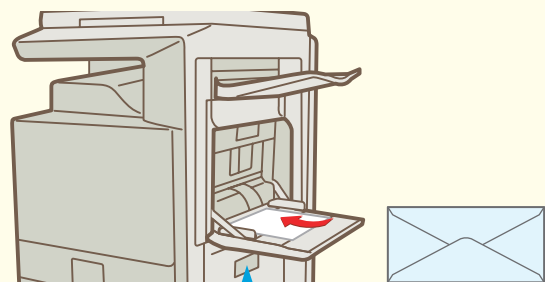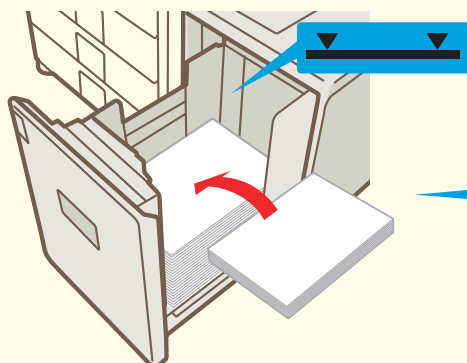
Loading special paper

Loading postcards
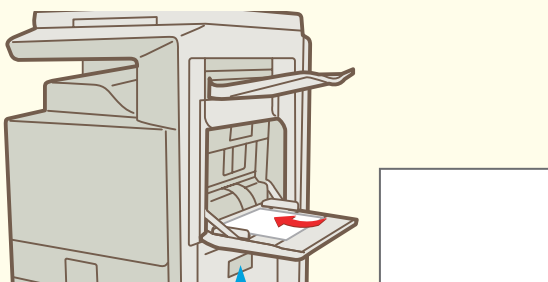
Place postcards face down in the indicated orientation.

Loading envelopes

Only the address side of envelopes can be printed on. Place envelopes with the address side face down.

Large capacity tray

Load paper in the large capacity tray as shown. The size of paper used in the large capacity tray can only be changed by a service technician.

For detailed information on the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.

Copying

This section explains the basic procedures for using the copier function. This section also introduces the various types of copying that can be performed using the special modes.

MAKING COPIES

This is the most basic procedure for making copies.

1-sided original ➡ 1-sided copy
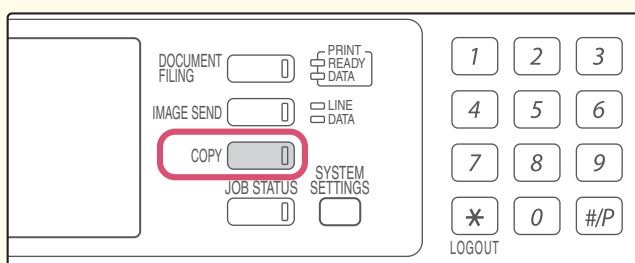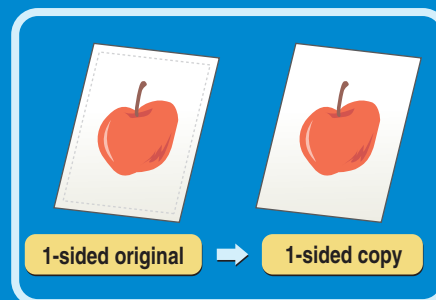
1
Press the [COPY] key.

The base screen of copy mode appears.
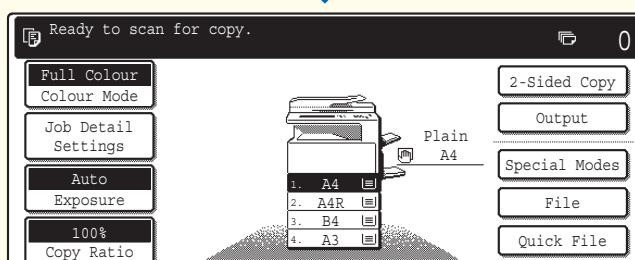
Ready to scan for copy. 0

Full Colour Colour Mode		2-Sided Copy
Job Detail Settings	Plain A4	Output
Auto Exposure	1. A4 2. A4R 3. B4 4. A3	Special Modes
100% Copy Ratio		File
		Quick File

2
The side to be scanned must be face up!

Place the original.
When using the document glass, place the original with the side to be scanned face down.

3
Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

When [Auto] is selected for the colour mode, the machine automatically detects whether the original is black and white or colour when the [COLOUR START] key is pressed.

| Correct sets | Cancel scanning | Cancel copying |
| C | ⊘ | ⊘ |

20
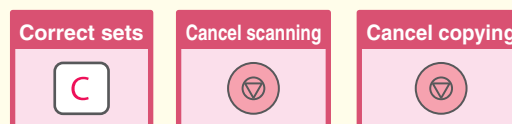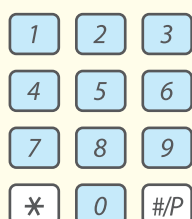
2-SIDED COPYING (Automatic Document Feeder)

You can use the automatic document feeder to make automatic 2-sided copies without the bother of manually turning the originals over and re-inserting them.
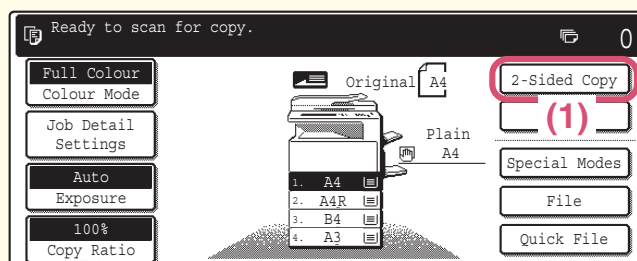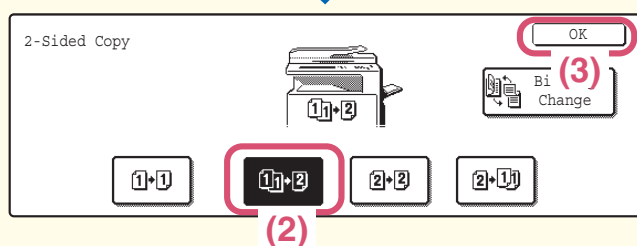This section explains how to copy 1-sided originals onto both sides of the paper.

1-sided original ➡ 2-sided copy

1
Place the originals.
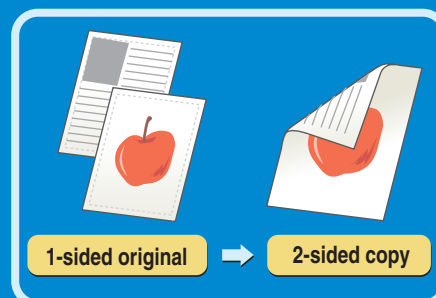
The side to be scanned must be face up!

2
Select 2-sided copying in the touch panel.

Ready to scan for copy.   0

Full Colour Colour Mode	Original A4	2-Sided Copy
Job Detail Settings	Plain A4	Special Modes
Auto Exposure	1. A4 2. A4R 3. B4 4. A3	File
100% Copy Ratio		Quick File

(1)

2-Sided Copy   OK

Bi Change

(3)

(2)

(1) Touch the [2-Sided Copy] key.

(2) Touch the [1-Side to 2-Side] key.

(3) Touch the [OK] key.
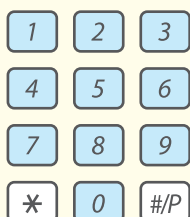
3
Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

1	2	3
4	5	6
7	8	9
✱	0	#/P

or

Correct sets
C

Cancel scanning
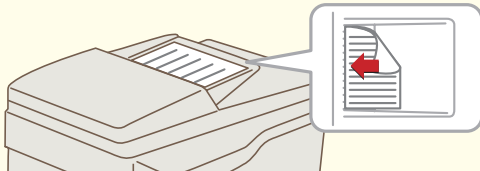
Cancel copying

21
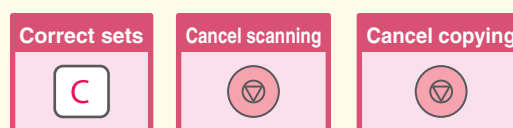
COPYING ON SPECIAL PAPER (Bypass Copy)

Use the bypass tray to copy on special types of paper such as heavy paper, envelopes, and tab paper.
This section explains how to load A4 heavy paper in the bypass tray.
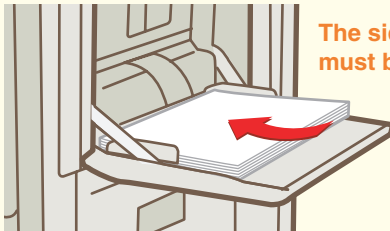
| Original | ➡ | Copy on heavy paper |

1
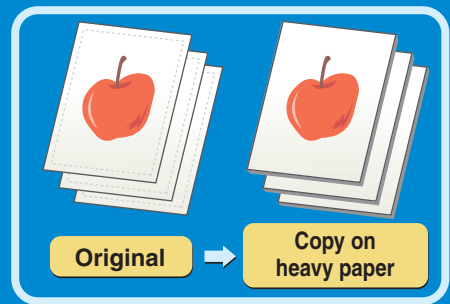
The side to be scanned must be face up!

Place the originals.

When using the document glass, place the original with the side to be scanned face down.

2

The side to be copied on must be face down!

Insert paper in the bypass tray.

3

Select paper settings in the touch panel.

Full Colour
Colour Mode
Auto Original
Auto   A4
Paper Select
2-Sided Copy
Output
Job Detail Settings
(1)
(2)
Special Modes
Exposure
100%
Copy Ratio
Special Modes
File
Quick File

(1) Touch the [Job Detail Settings] key.

(2) Touch the [Paper Select] key.

Paper Select   OK
1. A4   ▤   Plain   A4
2. A4R   ▤   Plain   Plain
3. B4   ▤   Plain   (3)
4. A3   ▤   Plain

(3) Touch the [Plain] key.
Touch the key of the type of paper that is loaded in the bypass tray.

Copy Mode
Bypass Tray Type/Size Setting   Cancel
Select the paper type.   1/2
Plain   Letter Head   Thin Paper   Transparency   ⬆
Pre-Printed Pre-Punched   Heavy Paper   Tab Paper   ⬇
Recycled   Colour   (4)   Envelope
                                        1/2
                                        2/2

(4) Touch the [Heavy Paper] key.

22
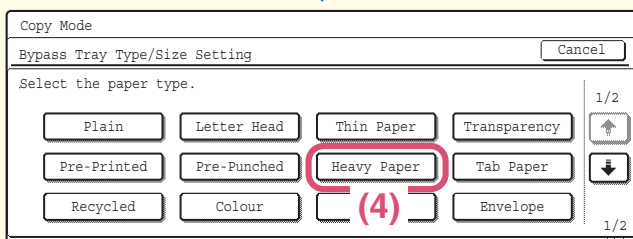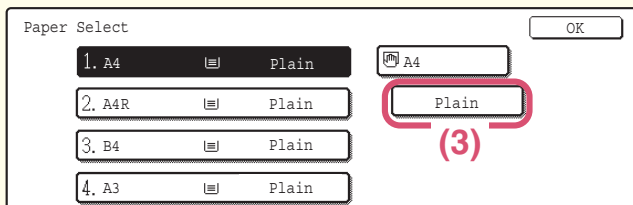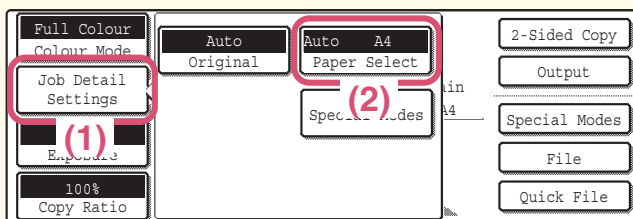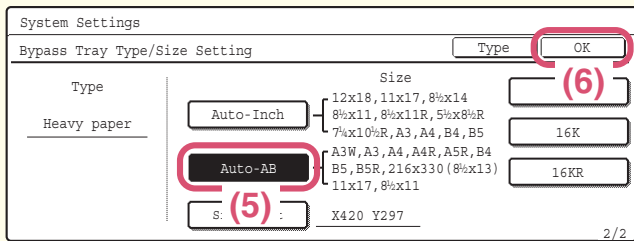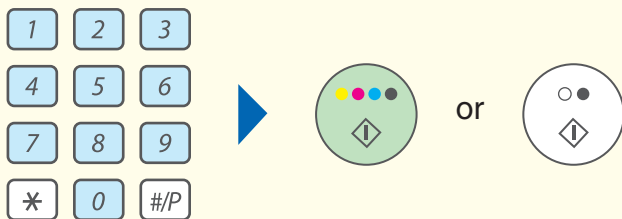
Select paper settings in the touch panel. (Continued)

(5) Touch the [Auto-AB] key.

(6) Touch the [OK] key.

System Settings

Bypass Tray Type/Size Setting | Type | OK

(6)

Type | Size
Heavy paper | Auto-Inch | 12x18,11x17,8½x14
| | 8½x11,8½x11R,5½x8½R
| | 7¼x10½R,A3,A4,B4,B5
| 16K
| Auto-AB | A3W,A3,A4,A4R,A5R,B4
| | B5,B5R,216x330(8½x13)
| | 11x17,8½x11
| 16KR

(5)

S: :   X420 Y297

2/2

Paper Select | OK

1.A4 | Plain | A4
2.A4R | Plain | **(8)**
3.B4 | Plain | h   per   **(7)**
4.A3 | Plain
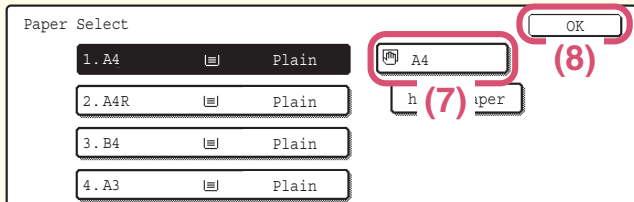
(7) Touch the bypass tray key.

(8) Touch the [OK] key.

4

Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

1	2	3
4	5	6
7	8	9
✱	0	#/P

or

Correct sets
C

Cancel scanning
◉

Cancel copying
◉
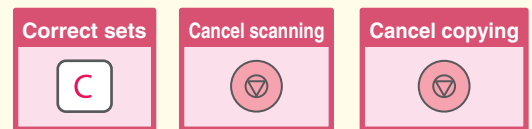
Selecting a tray
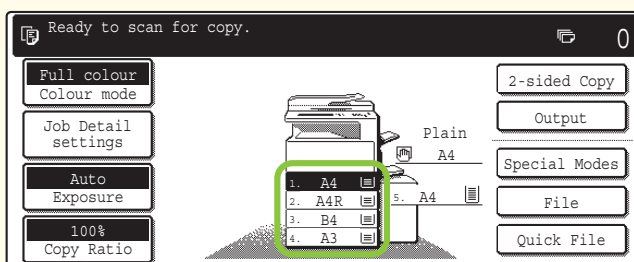
To select the paper to be used for a copy job, touch the image of the machine in the base screen of copy mode.

Ready to scan for copy.   0

Full colour / Colour mode
Job Detail settings
Auto Exposure
100% Copy Ratio

Plain
A4
1. A4
2. A4R   5. A4
3. B4
4. A3

2-sided Copy
Output
Special Modes
File
Quick File

Paper Select | OK

(2)

1.A4 | Plain | A4
2.A4R | Plain | Plain | **(3)**
3.B4 | Plain | 5.A4
4.A3 | Plain | Plain | **(4)**

(1)
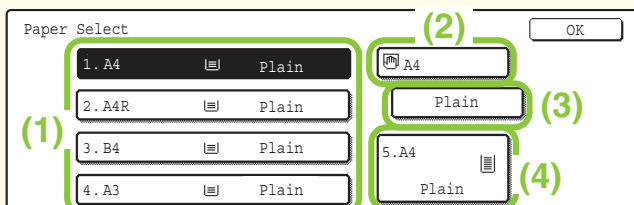
Touch a key to select a tray.
(1) The keys appear in the following order from the top: Tray 1, Tray 2, Tray 3, Tray 4.
(2) Touch this key to select the bypass tray.
(3) Touch this key to set the type of paper in the bypass tray.
(4) Touch this key to select Tray 5 (large capacity tray).

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SELECTING THE EXPOSURE MODE

For a clearer copy result, select an exposure mode appropriate for the original type.
The example of copying an original with light colours such as pencil writing is explained below.
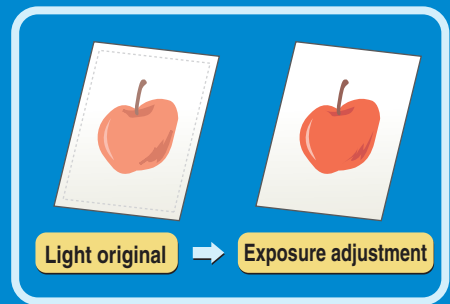
Light original ➡ Exposure adjustment

1

Place the original.

The side to be scanned must be face up!

When using the document glass, place the original with the side to be scanned face down.

2

Select exposure settings in the touch panel.

```
Ready to scan for copy.                    0
Full Colour
Colour Mode          Original  A4      2-Sided Copy
Job Detail                     Plain      Output
Settings                       A4
Auto                     1. A4         Special Modes
Exposure                 2. A4R            File
                         3. B4
Copy Ratio  (1)          4. A3         Quick File
```

```
Exposure                            OK
                                         1/2
        Auto            Text
Manual          Text/        Text/Photo
                Prtd.Photo
  1···3···5     Printed       Photo     (2)
                Photo
```

```
Exposure                            OK  (5)
                Map         Light
                            Original
   Manual  (4)              (3)
  1···3···5
```

(1) Touch the [Exposure] key.

(2) Use the ⬇ keys to switch through the screens.

(3) Touch the [Light Original] key.

(4) Darken the exposure with the ▶ key.
Nine levels are available for the exposure. Darken the exposure with the ▶ key, and lighten the exposure with the ◀ key.
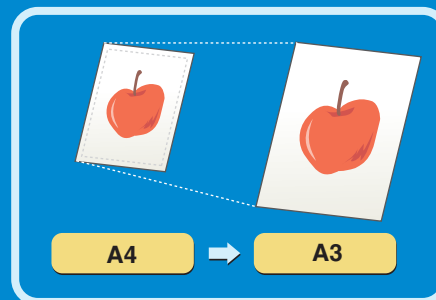
(5) Touch the [OK] key.
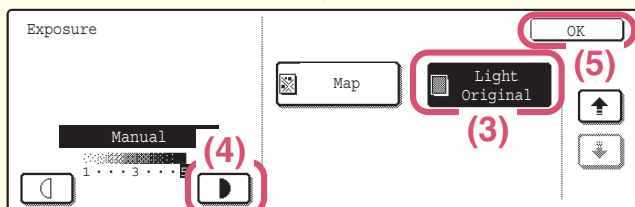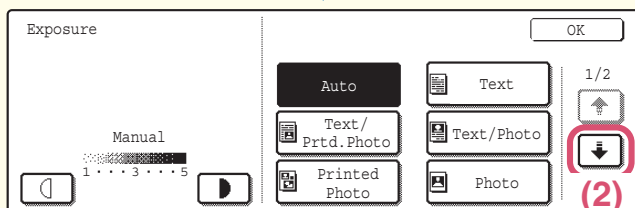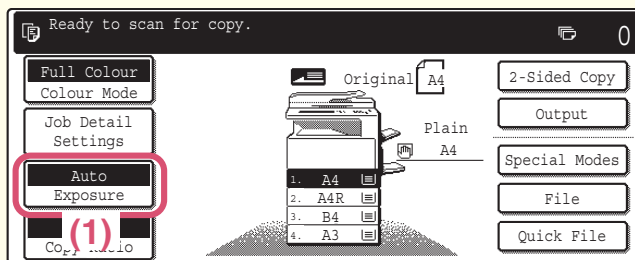
3

Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

1	2	3
4	5	6
7	8	9
✳	0	#/P

or

Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘

24
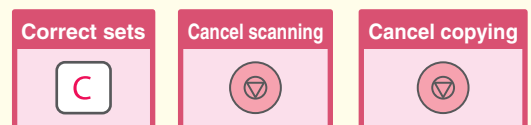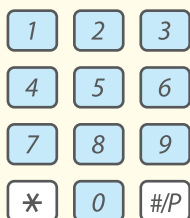
FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection)

You can copy an original onto any size of paper using automatic enlargement/reduction.
This section explains how to copy an A4 original onto A3 paper.

A4 ➡ A3

1

The side to be scanned must be face up!

Place the original.

When using the document glass, place the original with the side to be scanned face down.

2

Select automatic ratio selection in the touch panel.

(1) Touch the [Job Detail Settings] key.

(2) Touch the [Paper Select] key.

(3) Touch the tray that has the desired paper size.

(4) Touch the [OK] key.

(5) Touch the [Job Detail Settings] key to close the job detail settings screen.

(6) Touch the [Auto Image] key.
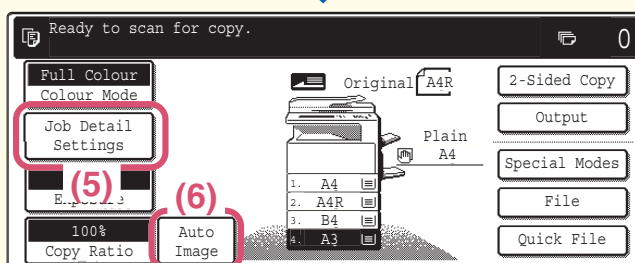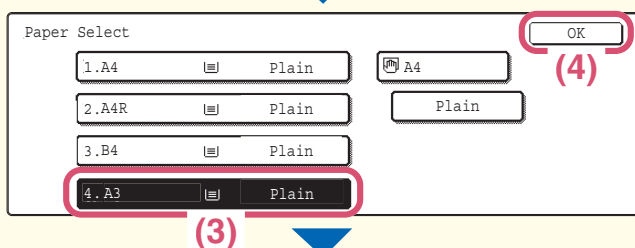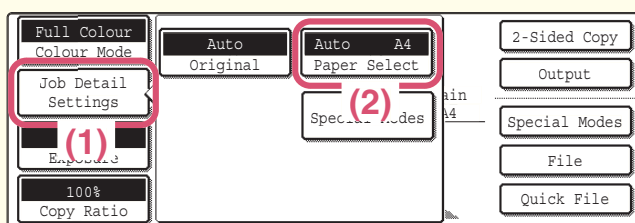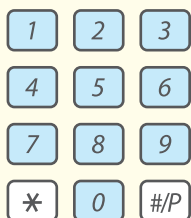
3

Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

or

Correct sets	Cancel scanning	Cancel copying
C	⊝	⊝

ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)

In addition to selecting a preset ratio, you can adjust the ratio in increments of 1% for precise adjustment of the copy size.
As an example, this section explains how to reduce the image to 55%.

Original ➡ **Ratio-specified copy**

The side to be scanned must be face up!

1
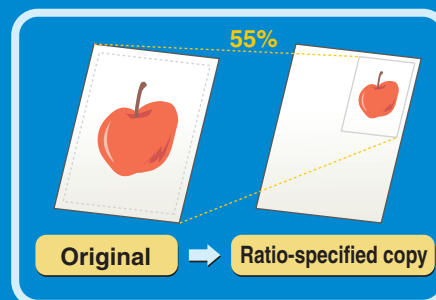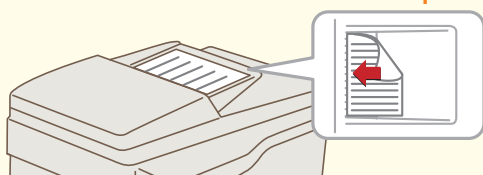
Place the original.
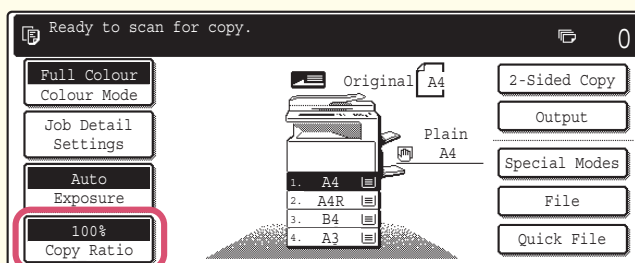
2

Select the ratio in the touch panel.

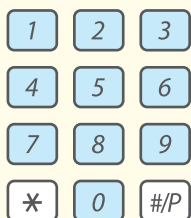**(1) Touch the [Copy Ratio] key.**
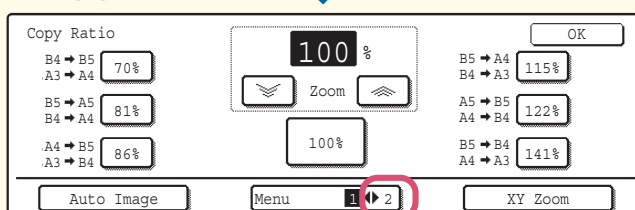
(2) Change the ratio menu.
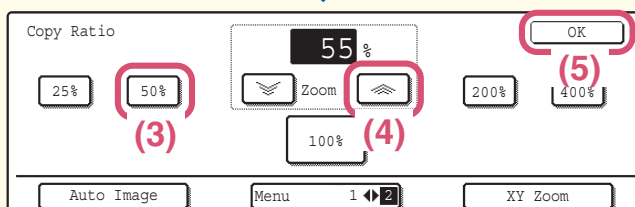
(3) Touch the [50%] key.

(4) Set the copy ratio to 55% with the ⌃ key.
The ratio can be adjusted in increments of 1%.
Touch the ⌄ key to make the ratio smaller, or the ⌃ key to make the ratio larger.
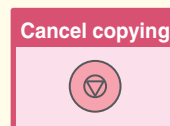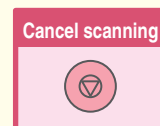
(5) Touch the [OK] key.

3

Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

or

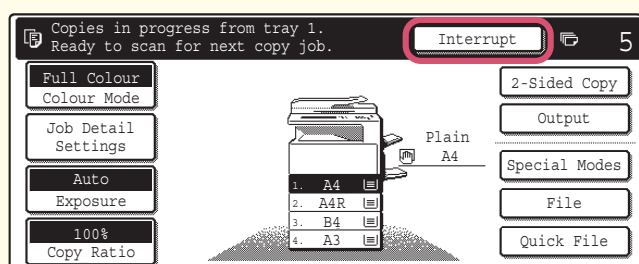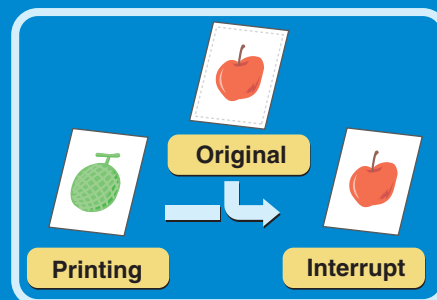| Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘

INTERRUPTING A COPY RUN (Interrupt Copy)

When the machine is busy printing another job, you can temporarily stop the job and make a copy.
This feature is useful when you need to make an urgent copy during a long copy run.

1
Touch the [Interrupt] key.
The [Interrupt] key appears in the base screen while the machine is printing.

2
Place the original.

The side to be scanned must be face up!
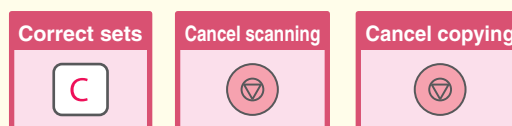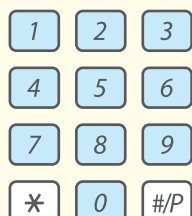
When using the document glass, place the original with the side to be scanned face down.

3
Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.
The interrupted copy job will resume when the copy job is finished.

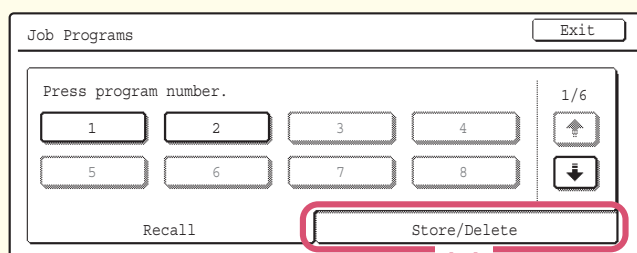| Correct sets	Cancel scanning	Cancel copying

STORING COPY OPERATIONS (Job Programs)

You can store a group of copy settings. The settings can be called up and used whenever needed.
When you frequently use the same group of settings, this saves you the trouble of manually selecting the settings each time you need to use them.
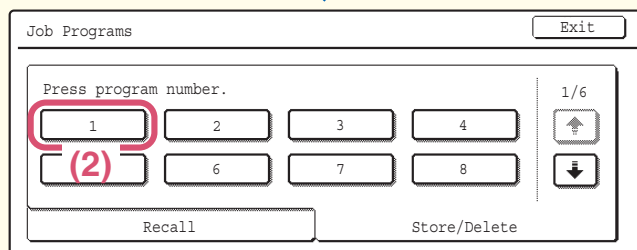
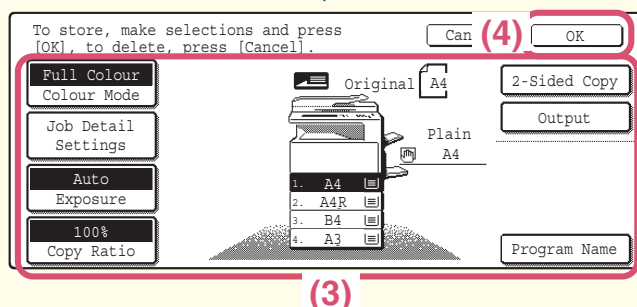## Storing a job program

1

Press the [#/P] key (⌗/P).

2

Store the job program in the touch panel.

(1) Touch the [Store/Delete] tab.

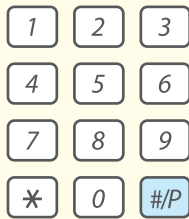**(2)** Touch the key of the job program that you wish to store.

(3) Select the copy settings that you wish to store.

(4) Touch the [OK] key.

Touch the [Program name] key to display a text entry screen. Enter a name for the program.
To enter text, see "6. ENTERING TEXT" in the User's Guide.
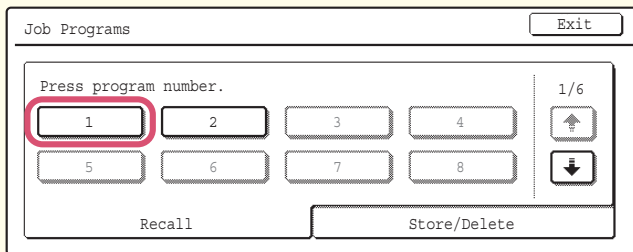
Calling up a job program

1	2	3
4	5	6
7	8	9
✳	0	#/P

1

Press the [#/P] key (#/P).

Place the original.

```
Job Programs                    Exit

Press program number.           1/6
  [  1  ]  [  2  ]  [  3  ]  [  4  ]   ⬆
  [  5  ]  [  6  ]  [  7  ]  [  8  ]   ⬇

        Recall          Store/Delete
```

2
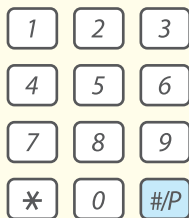
Touch the numeric key of the desired job program.

Set the number of copies and start copying.

Deleting a job program

1	2	3
4	5	6
7	8	9
✳	0	#/P

1

Press the [#/P] key (#/P).

```
Job Programs                    Exit

Press program number.           1/6
  [  1  ]  [  2  ]  [  3  ]  [  4  ]   ⬆
  [  5  ]  [  6  ]  [  7  ]  [  8  ]   ⬇

        Recall          Store/Delete
                          (1)
```

```
Job Programs                    Exit

Press program number.           1/6
  [  1  ]  [  2  ]  [  3  ]  [  4  ]   ⬆
  [  5  ]  [  6  ]  [  7  ]  [  8  ]   ⬇
        (2)
        Recall          Store/Delete
```
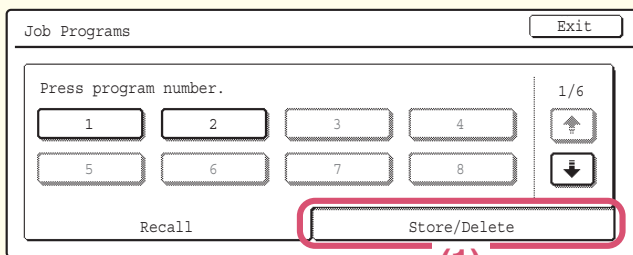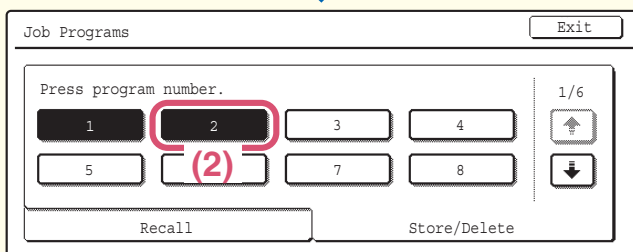
2

Delete the job program in the touch panel.

(1) Touch the [Store/Delete] tab.

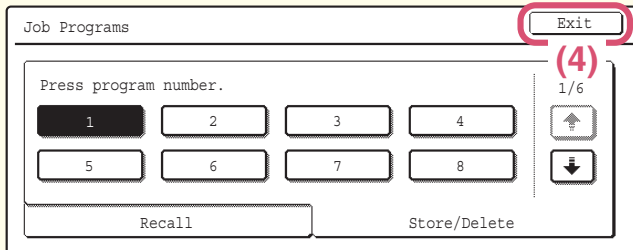**(2) Touch the numeric key of the job program that you wish to delete.**

A job program has been already stored in this location.

Cancel   Delete   Store

(3)

Job Programs   Exit

(4)

Press program number.   1/6

1   2   3   4   ⬆

5   6   7   8   ⬇

Recall   Store/Delete
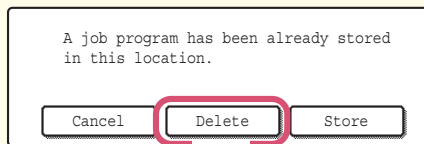
Delete the job program in the touch panel. (Continued)

(3) Read the displayed message and touch the [Delete] key.

(4) Touch the [Exit] key.

SPECIAL MODES

The special modes can be used for a variety of special-purpose copy jobs.
This section introduces the types of copies that can be made with the special modes. (The procedures for using each of the special modes are not explained.)
Although each special mode has its own settings and procedures, the basic procedure is the same for all modes.
The basic procedure for selecting a special mode is explained on the next page using "Margin Shift" as an example.
**For the specific procedures for selecting each of the special modes, see "2. CONVENIENT COPY FUNCTIONS" in the Copier Guide.**
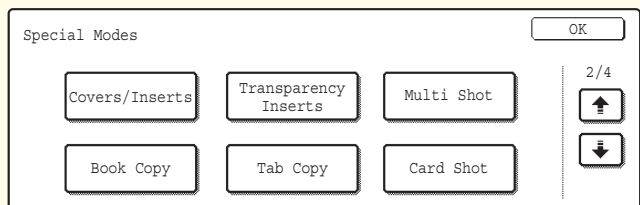
Special modes
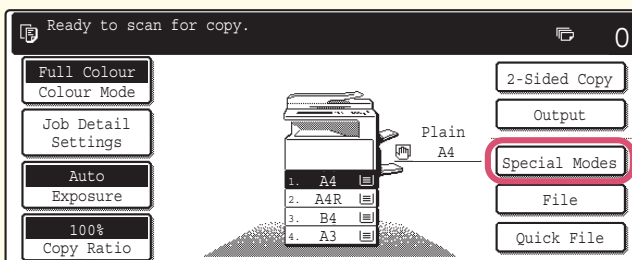
To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu consists of four screens. Use the keys to switch through the screens.
Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu by touching the [Special Modes] key that appears after the [Job Detail Settings] key is touched.)
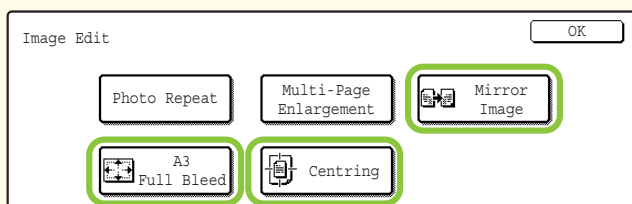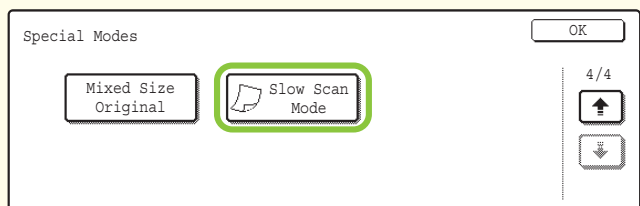
1st screen
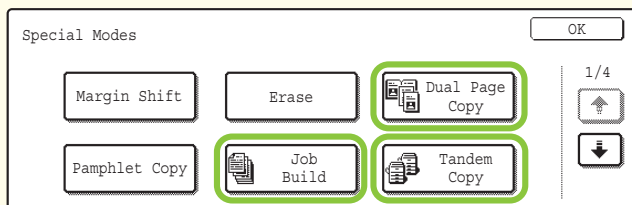
2nd screen

3rd screen

4th screen
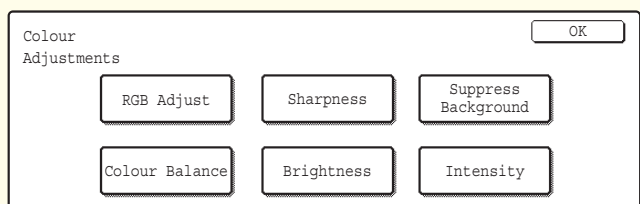

When the [Image Edit] key is touched in the 3rd screen, the following menu opens.

When the [Colour Adjustments] key is touched in the 3rd screen, the following menu opens.

When a special mode key encircled by [   ] is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a setting screen appears to let you select settings for that mode.
The keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

The procedure for selecting settings for a special mode is explained below. The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for selecting settings for "Adding margins (Margin Shift)" is explained below as an example.

The side to be scanned must be face up!
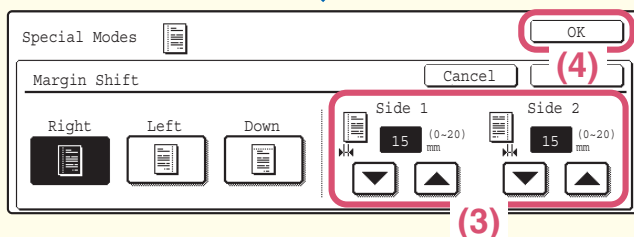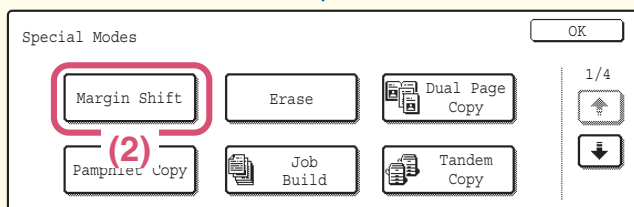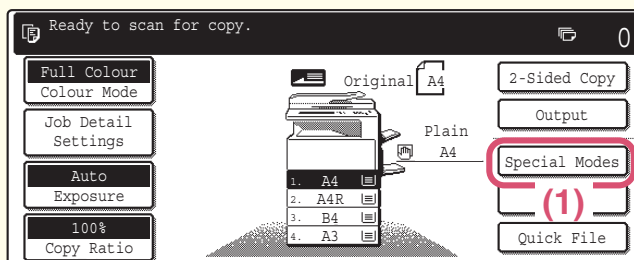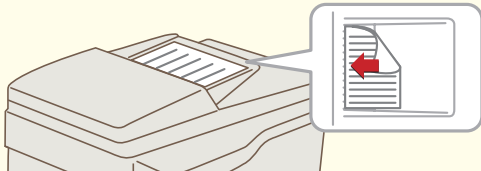
1
Place the original.
When using the document glass, place the original with the side to be scanned face down.

2
Select the desired special mode (example: margin shift) settings in the touch panel.

(1) **Touch the [Special Modes] key.**

(2) **Touch the [Margin Shift] key.**
Settings to shift the left margin by 15 mm will be selected.

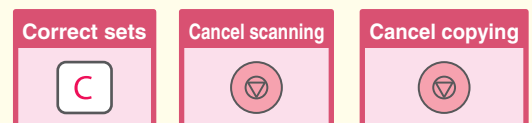(3) **Select 15 mm for the front side and 15 mm for the reverse side using the ▼ ▲ keys.**
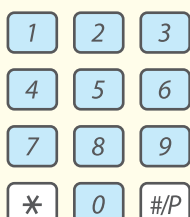
(4) **Touch the [OK] key.**
The margin shift position is initially set to "Right".
To change the position to "Left" or "Down", touch the corresponding key.

3
Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

| Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘

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CONVENIENT COPY FUNCTIONS

Adding margins (Margin Shift)

Use this function to shift the image on the copy to create binding margins. This function is convenient when you will be binding the copies with a string or placing them in a binder.
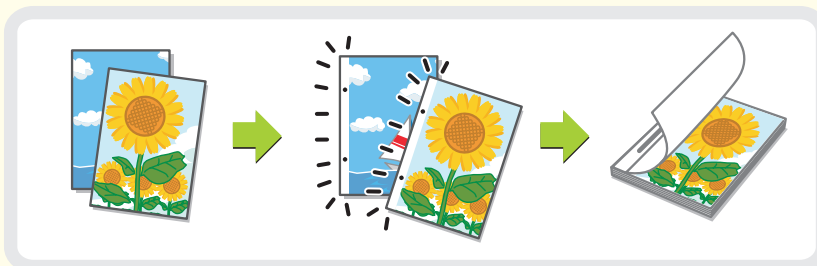
Erasing peripheral shadows (Erase)

Use this function to erase peripheral shadows that occur when making copies of books and other thick originals.

Without erase   With erase
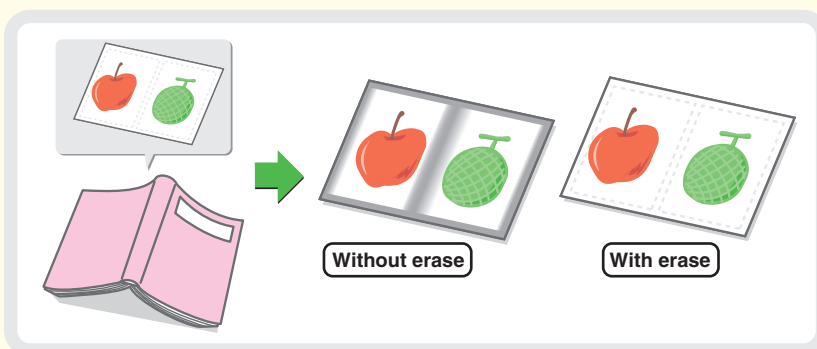
Copying each facing page of a bound document (Dual Page Copy)

Use this function to make separate copies of the left and right pages of a bound document such as a pamphlet. In addition, two facing pages can be copied to both sides of one sheet of paper.
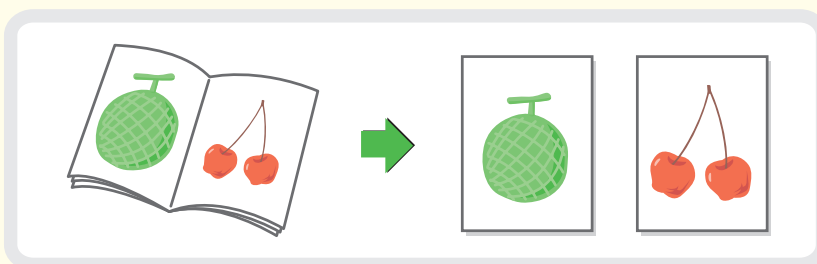
Making copies in pamphlet format (Pamphlet Copy)

Use this function to make copies that can be folded into a pamphlet. Pamphlet copy makes it easy to create pamphlets.
When a saddle stitch finisher is installed, the output is automatically folded at the centre and stapled.

35
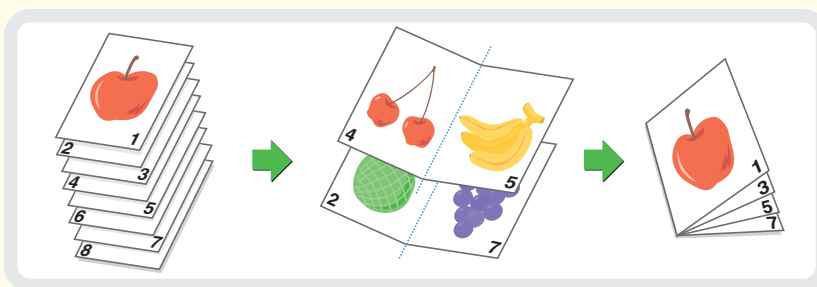
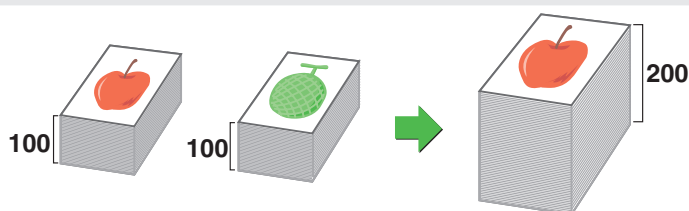# Copying a large number of originals at once (Job Build)

The maximum number of originals that can be fed through the automatic document feeder at once is 100 sheets. If you need to copy more than 100 originals as a single job, the job build function lets you divide the originals into sets and feed each set.
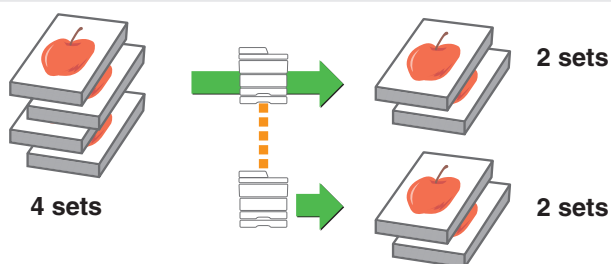

Using two machines to copy a large number of originals (Tandem Copy)

You can divide a copy job between two machines connected to the same network.
This saves considerable time when running a large copy job.
To use this function, the tandem connection setting must be configured in the system settings.

Using a different paper type for covers (Covers/Inserts)

This function enables you to use a different type of paper for the front and back covers of a set of copies.
A different type of paper can also be added as an insert at specified pages.
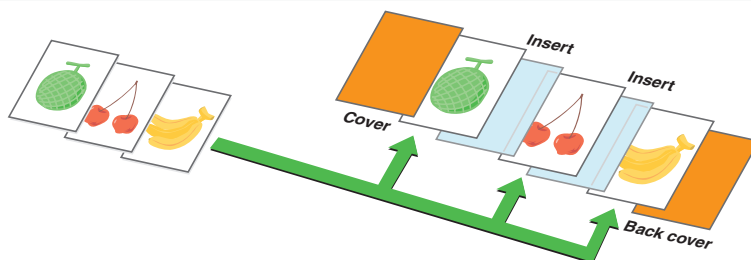
Adding inserts when copying on transparency film (Transparency Inserts)

When copying onto transparency film, this function inserts sheets of paper between the sheets of transparency film to keep them from sticking together.

Copying multiple pages onto one sheet of paper (Multi Shot)
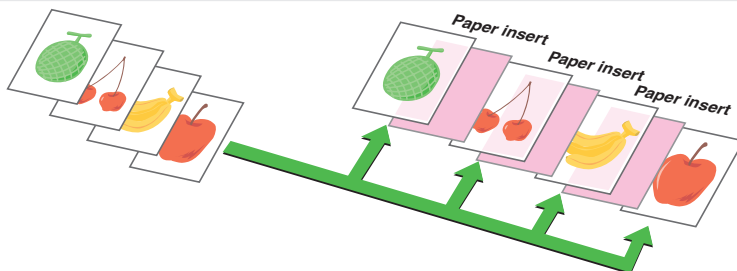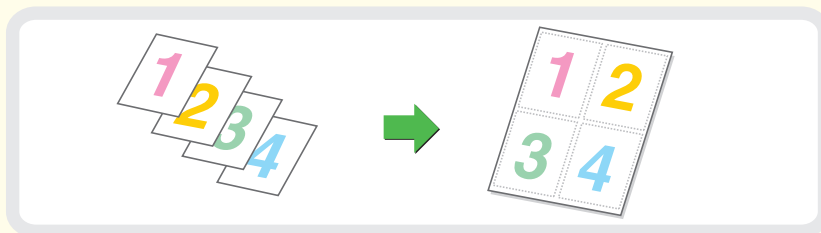
Use this function to copy two or four original pages onto one sheet of paper.

Copying a pamphlet (Book Copy)

Use this function to copy a book, pamphlet, or other bound original. The copies will be arranged in the same pamphlet-style layout.
When a saddle stitch finisher is installed, the output is automatically folded at the centre and stapled.
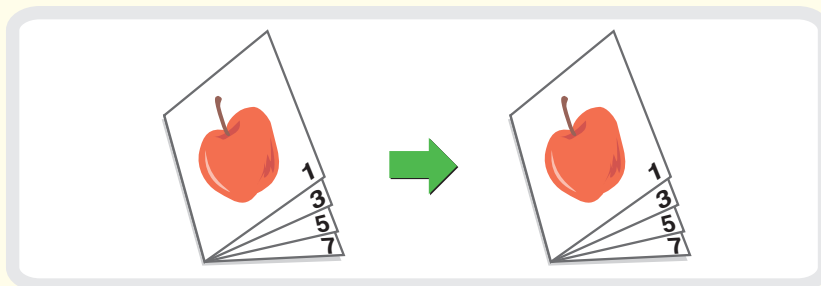
Copying captions onto tab paper (Tab Copy)

Use this function to copy captions onto the tabs of tab paper.
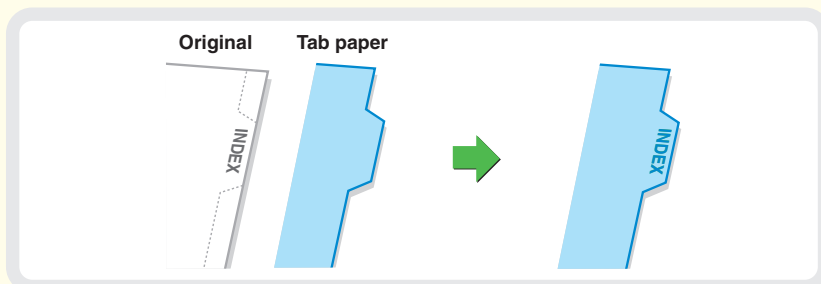
Copying both sides of a card onto one sheet of paper (Card Shot)

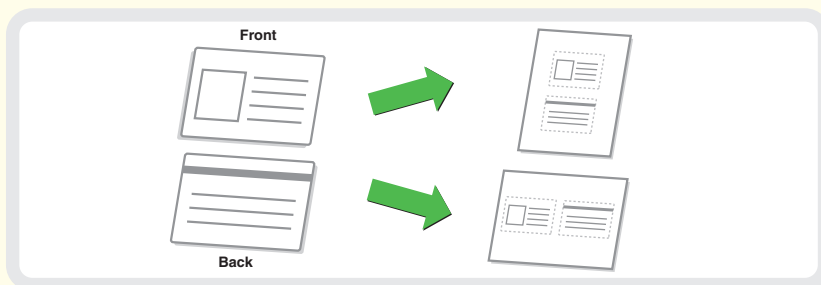Use this function to copy the front and reverse side of a card onto one sheet of paper.

Printing the date or a stamp on copies (Stamp)

Use this function to print the date, a stamp, the page number. or text on copies.
A colour can be selected to print a stamp or text in colour.

Date print	Stamp
01/08/2005	**CONFIDENTIAL**
Page number	**Text**
1 2 3	Planning Meeting
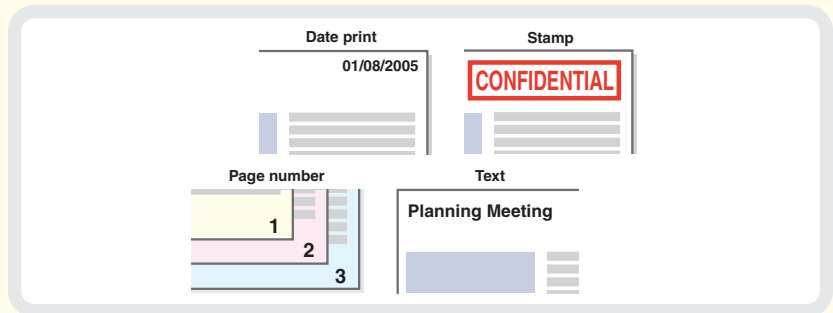
Repeating photos on a copy (Photo Repeat)

Use this function to print up to 24 copies of one photo on one sheet of paper.
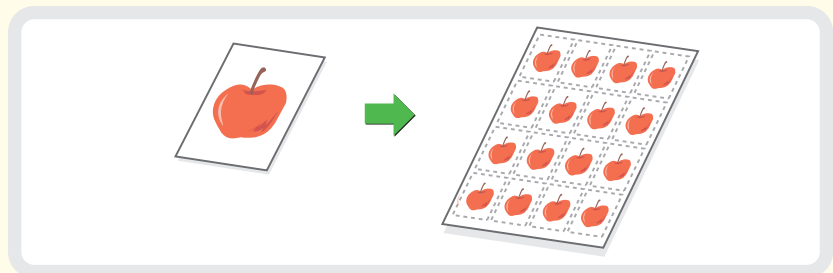
Creating a large poster (Multi-Page Enlargement)

Use this function to enlarge a copy image and print it using multiple sheets of paper. The sheets of paper can be attached together to form one large copy.
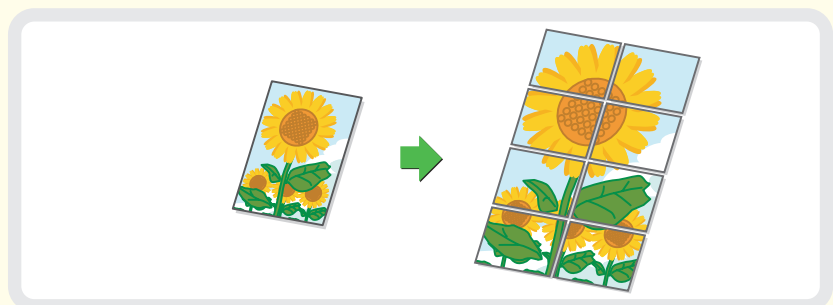
Inverting the image (Mirror Image)

Use this function to make a copy that is a mirror image of the original.
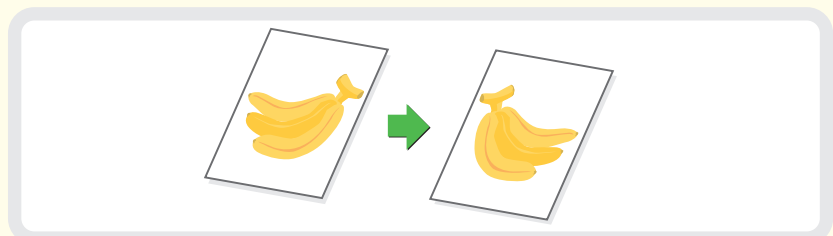
Copying an A3 size original without cutting off the edges (A3 Full Bleed)

Use this function to copy an A3 size original at full size without cutting off the edges.
The original must be placed on the document glass. (A right tray or finisher must be installed.)
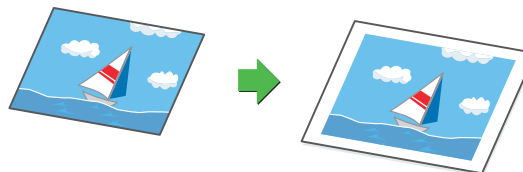
Copying in the centre of the paper (Centring)

Use this function to position the copy image at the centre of the paper.
This is convenient when the image is reduced or copied onto paper that is larger than the original.
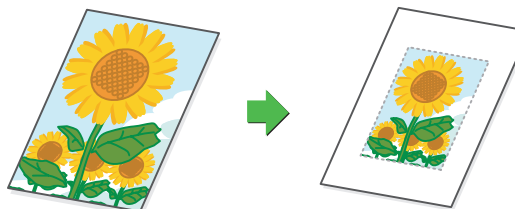
Adjusting red/green/blue in copies (RGB Adjust)

Use this function to strengthen or weaken red, green, or blue (one colour only) and thereby change the overall hue of the copy.

Red R+

Green G+

Blue B+
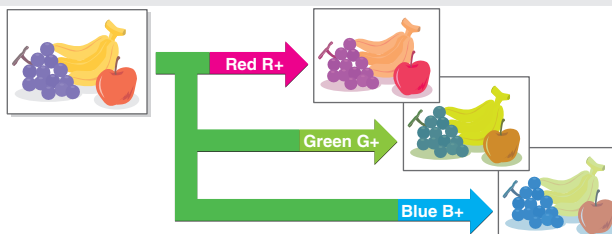
Adjusting the sharpness of an image (Sharpness)

Use this function to sharpen or soften a copied image.

Soft

Sharp
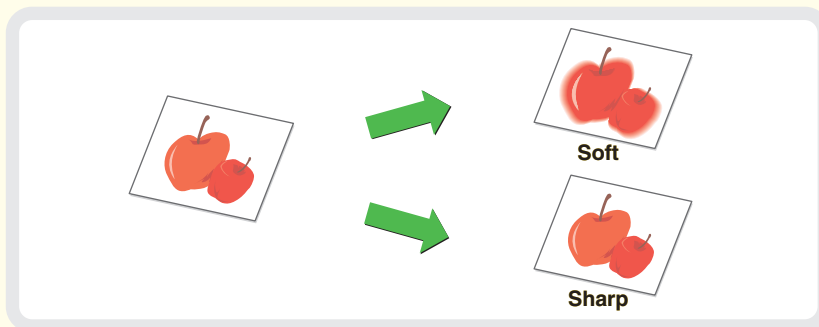
Whitening faint colours in copies (Suppress Background)

Use this function to suppress light background areas of the copied image. This is convenient for making a copy of an original that is printed on coloured paper.
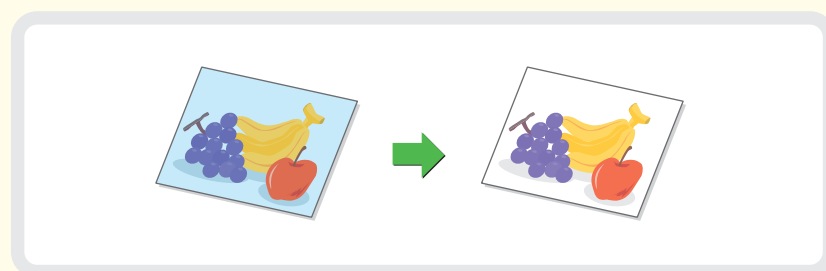
Adjusting the colour (Colour Balance)

Use this function to adjust the colour balance in a colour copy. The densities of the four colours cyan, magenta, yellow, and black can be adjusted.

C Cyan+   M Magenta+

Y Yellow+   K Black+
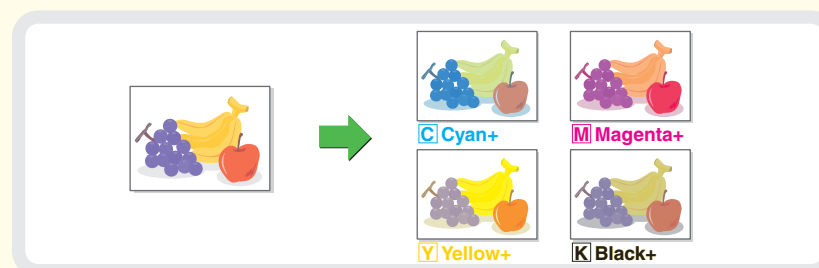
Adjusting the brightness of a copy (Brightness)

Use this function to adjust the brightness of a copy.
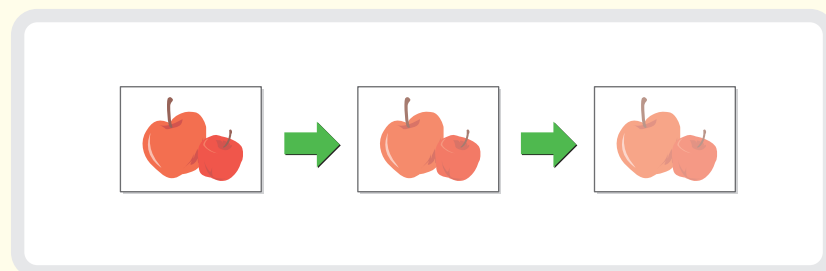
Adjusting the intensity of a copy (Intensity)

Use this function to adjust the intensity of a copy.

Intensity +   Intensity +

Checking copies before printing (Proof Copy)

When this function is used, only one set of copies is made, regardless of the number of sets specified. After the first set is checked for errors, the remaining sets can be printed.

5 sets   1 set   Check   4 sets
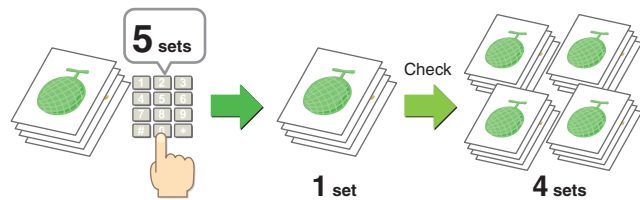
Copying originals that are different sizes (Mixed Size Original)

Even when a B5 original is mixed in with A4 originals, all originals can be copied at once.

B5 *A4*   *B5* *A4*
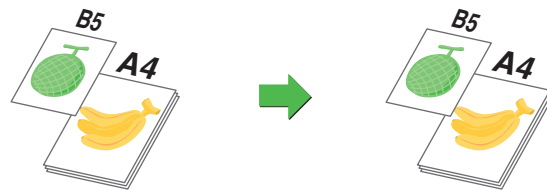
Copying thin originals (Slow Scan Mode)

Use this function to copy thin originals, which misfeed easily, using the automatic document feeder.
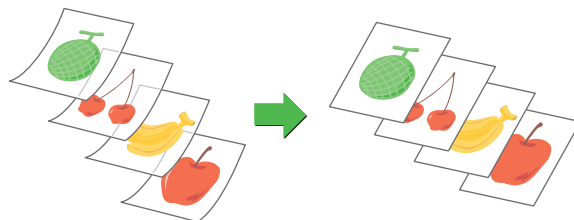
Printing

This section explains the basic procedure for printing using the printer driver of the machine. The settings that can be selected in the printer driver are also introduced.
The explanations of screens and procedures are primarily for Windows® XP in Windows® environments, and Mac OS X v10.3.9 in Macintosh environments.

PRINTING

The basic procedure for printing a document or image from your computer is explained below.
The procedure shows how to print an A4 size document using WordPad.

1
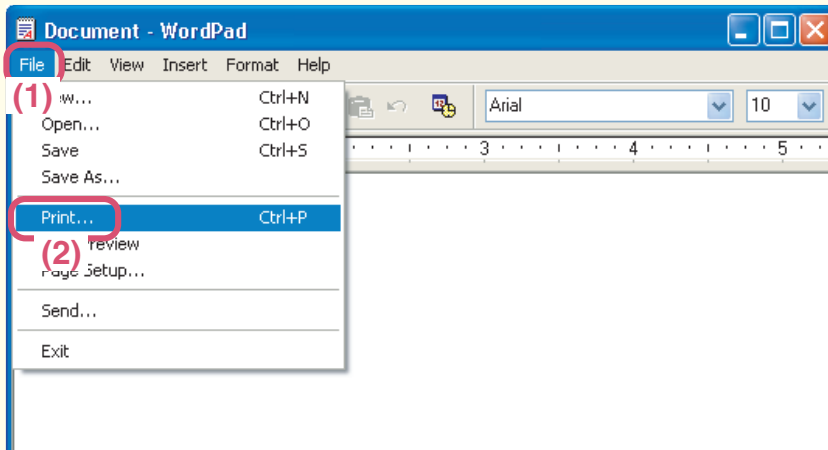
Select the print command in the application.

(1) **Open the [File] menu.**

(2) **Select [Print].**
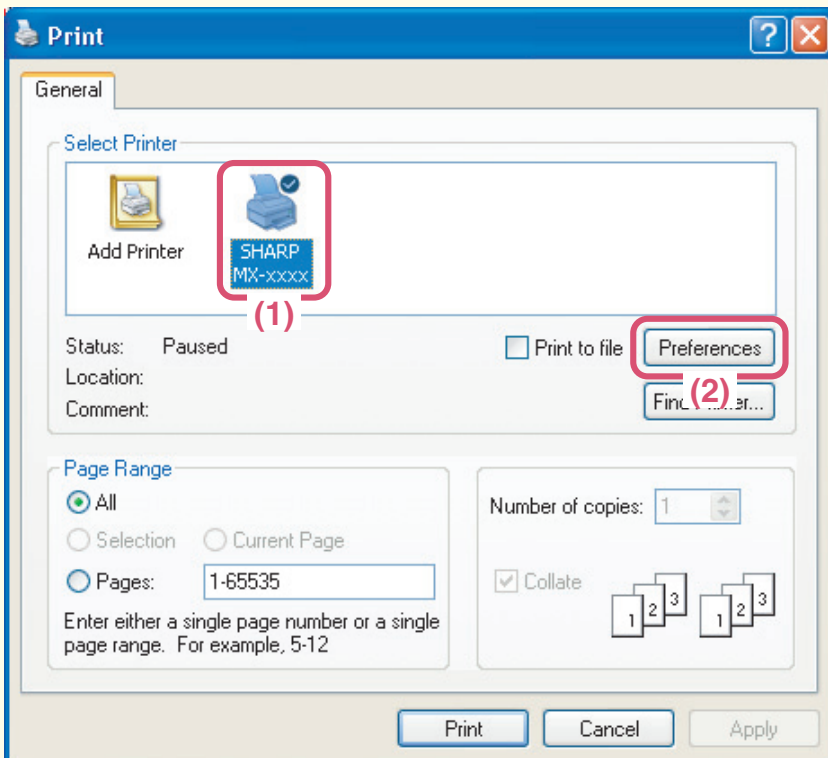
2

Open the printer driver properties window.

(1) **Select the printer driver of the machine.**

(2) **Click the [Preferences] button.**
In Windows 98/Me/NT 4.0, click the [Properties] button. In Windows 2000, the [Preferences] button does not appear. Click each tab in the "Print" dialog box to adjust the settings on that tab.
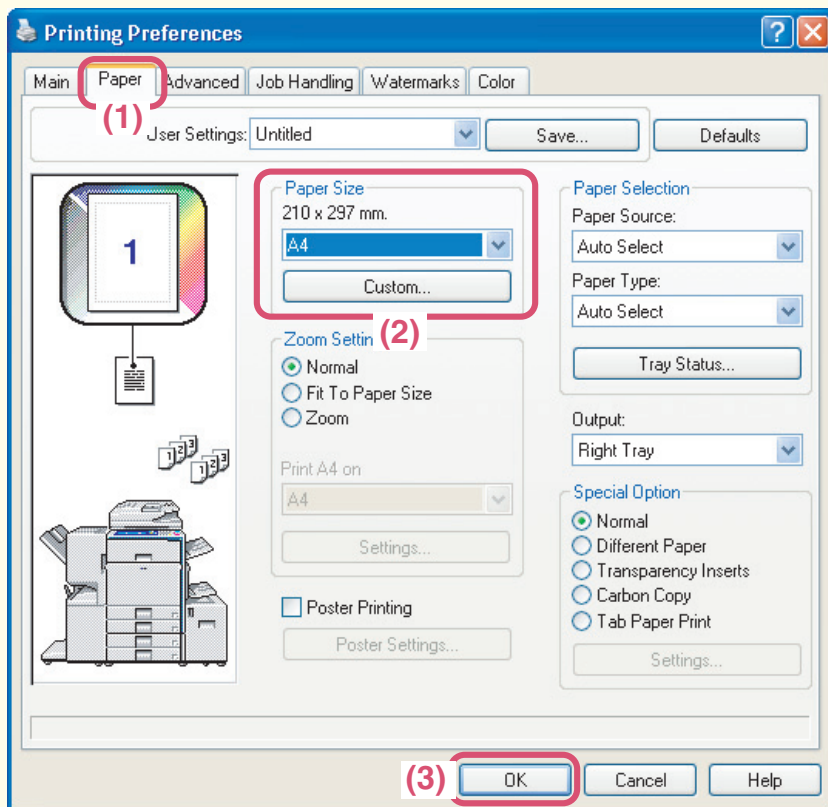
3

Select print settings.

(1) Click the [Paper] tab.

(2) Select the paper size.

(3) Click the [OK] button.
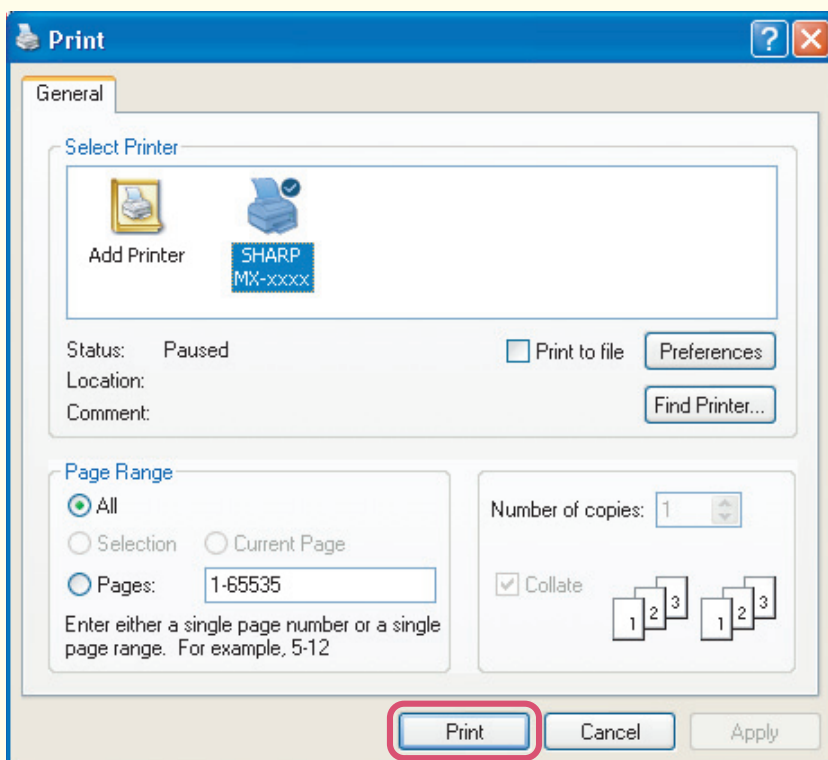
4

Click the [Print] button.

Printing begins.
In Windows 98/Me/NT 4.0, click the
[OK] button.

CANCELLING A PRINT JOB

You can cancel a print job if you cancel before printing actually begins.
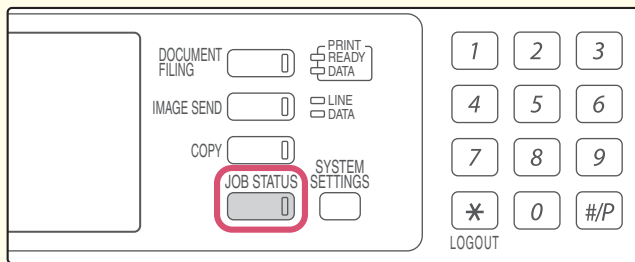
1

Press the [JOB STATUS] key.
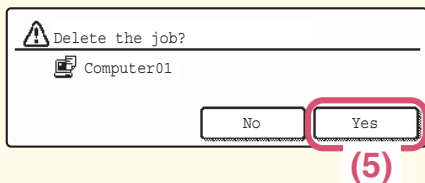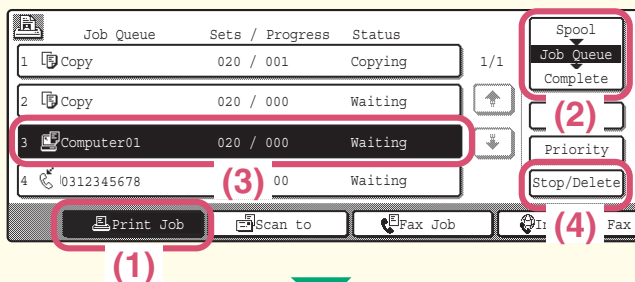
2

Cancel the job in the touch panel.

(1) Touch the [Print Job] key.

(2) Change the print job status mode to [Spool] or [Job Queue].
Change to the mode that shows the key of the job that you wish to cancel.

(3) Touch the key of the print job that you wish to cancel.

(4) Touch the [Stop/Delete] key.

(5) Touch the [Yes] key.

USING PRINTER DRIVER HELP

When selecting settings in the printer driver properties window, you can display Help to view explanations of the settings.
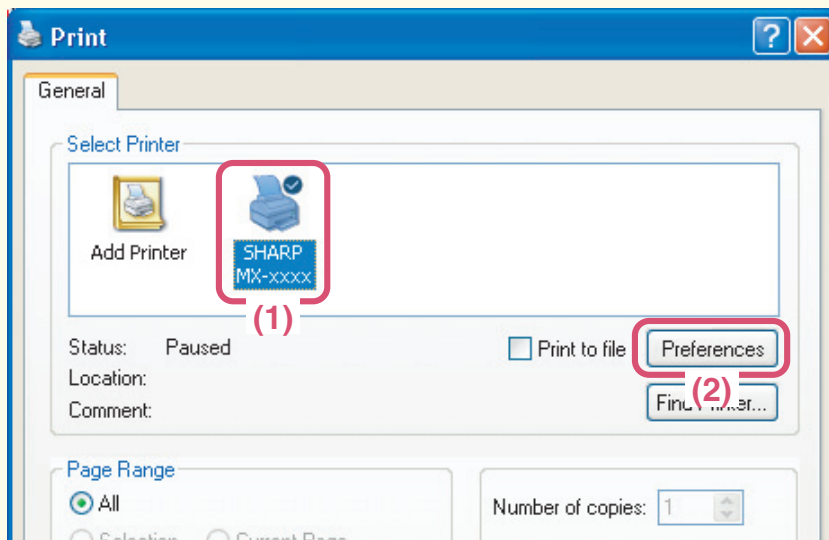
1

Open the printer driver properties window.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

In Windows 98/Me/NT 4.0, click the [Properties] button. In Windows 2000, the [Preferences] button does not appear. Click each tab in the "Print" dialog box to adjust the settings on that tab.
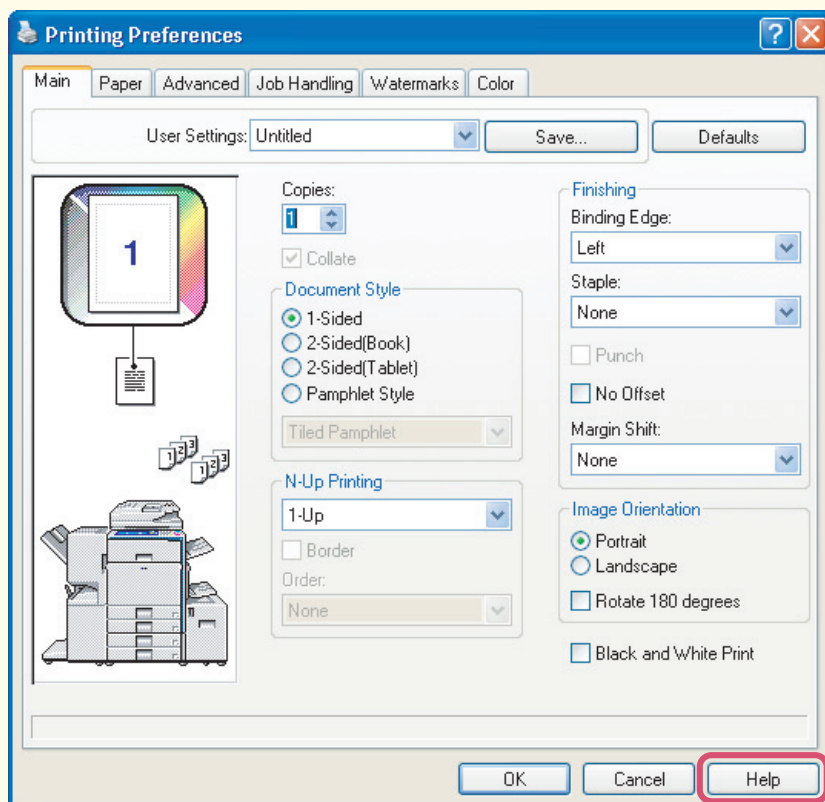
2

Click the [Help] button.

To view Help for a particular setting, click the ? button in the upper right-hand corner of the window and then click the setting. If the information icon ( ) appears, you can click the icon to view information on prohibited combinations of settings and other matters.

PRINTER DRIVERS

When using the printer function of the machine, you can configure a variety of settings in the printer driver properties window. This section introduces the types of printer drivers and the printer driver settings.

Printer driver types

PCL printer driver (provided with the machine)
The machine supports the Hewlett-Packard PCL6 and PCL5c printer control languages. It is recommended that you use the PCL6 printer driver. If you have a problem printing from older software using the PCL6 printer driver, use the PCL5c printer driver.

PS printer driver (for use when the PS3 expansion kit is installed)
This printer driver supports the PostScript 3 page description language developed by Adobe Systems Incorporated and enables the machine to be used as a PostScript 3 compatible printer.

For detailed information on using the drivers, see "PRINTER FUNCTION OF THE MACHINE" in the Printer Guide.

Printer driver settings

The settings that can be selected in the printer driver are grouped on six tabs. Click on a tab to bring it to the front. The settings on each tab are shown below.
Note that there are additional settings that are not shown below. For explanations of the other settings, see printer driver Help.

Main tab
- Document Style
- N-Up Printing
- Staple
- Punch
- Black and White Print
- Pamphlet style / Pamphlet staple
- Margin Shift
- Rotate 180 degrees

Advanced tab
- Mirror Image (PS only)
- Overlays
- Tab Paper Settings
- Tandem Print

Watermarks tab
- Watermark
- Image Stamp (PCL6, PS)

Paper Tab
- Fit To Paper Size
- Poster Printing (PCL6, PS)
- Zoom / XY-Zoom
- Different Paper
- Transparency Inserts
- Carbon Copy
- Tab Paper Print (PCL6 only)

Job Handling tab
- Retention
- Document Filing Settings

Colour tab
- Colour Adjustment
- Text To Black/Vector To Black
- Image Type

SELECTING PRINTER DRIVER SETTINGS

The procedure for selecting settings in the printer driver is explained below using "Fit To Paper Size" as an example.

The Fit To Paper Size function is used to automatically enlarge or reduce the print image to fit the selected paper size. In this example, an A4 size image will be printed on A3 size paper.

The procedures for configuring printer driver settings vary by setting.

For more information on each of the settings, see "2. CONVENIENT PRINTING FUNCTIONS IN WINDOWS" in the Printer Guide.
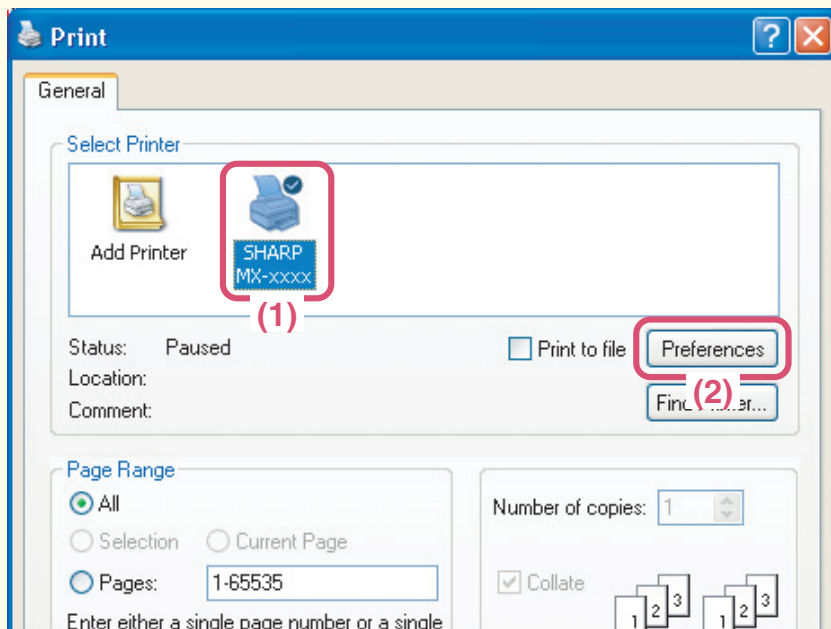
1

Open the printer driver properties window.

(1)   Select the printer driver of the machine.

(2)   Click the [Preferences] button.

In Windows 98/Me/NT 4.0, click the [Properties] button.

In Windows 2000, the [Preferences] button does not appear. Click each tab in the "Print" dialog box to adjust the settings on that tab.

2
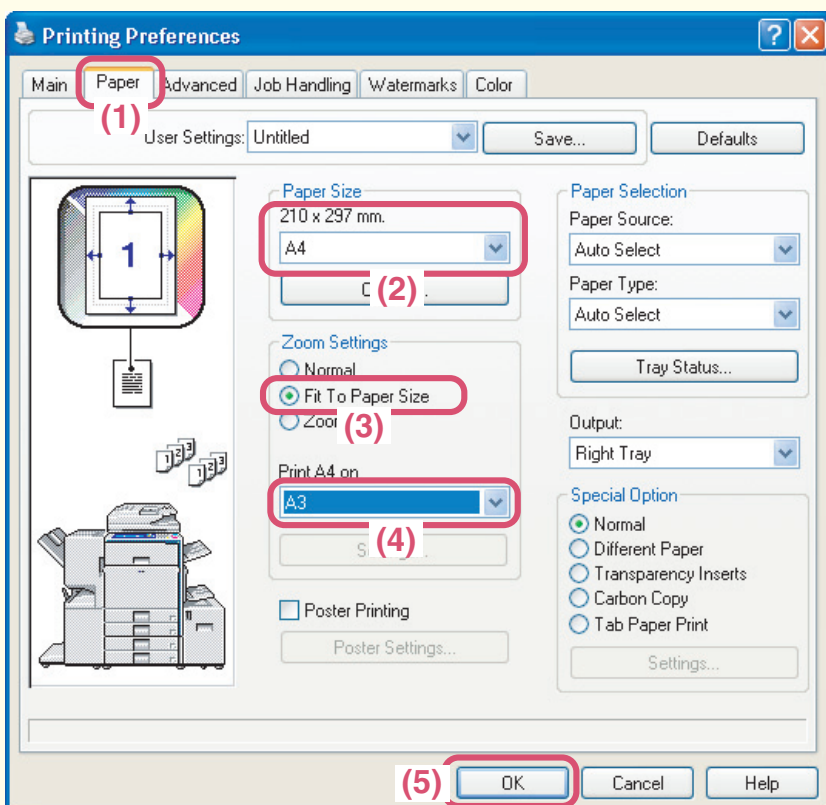
Select print settings.

(1)   Click the [Paper] tab.

(2)   Select [A4].
Select the size of the print image.

(3)   Select [Fit To Paper Size].

(4)   Select [A3].
Select the size of paper that you want to print on.

(5)   Click the [OK] button.
This completes the settings. Start printing.

CONVENIENT PRINTER FUNCTIONS

2-sided printing (Document Style)

Use this function to print on both sides of the paper. You can use 2-sided printing to reduce the number of printed sheets when you are printing a large number of pages or when you wish to conserve paper.
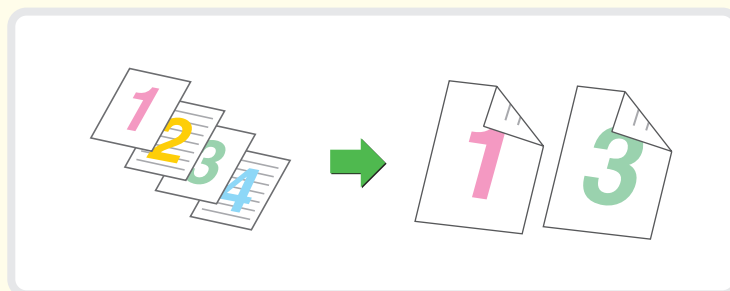
Fitting the print image to the paper (Fit To Paper Size)

Use this function to enlarge or reduce the print image to fit the paper size.
This is convenient for such purposes as enlarging an A4 or letter size document to A3 or ledger size paper to make it easier to view, and to print when the same size of paper as the print image is not loaded in the machine.

A4   **A3**
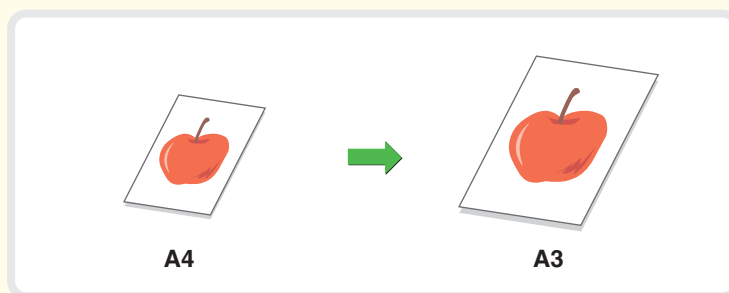
Printing multiple images on one sheet of paper (N-Up Printing)

Use this function to reduce and print multiple images on a single sheet of paper.
2, 4, 6, 8, 9, or 16 images can be printed on one sheet of paper. This is convenient when you wish to show an overall view of multiple pages or conserve paper.
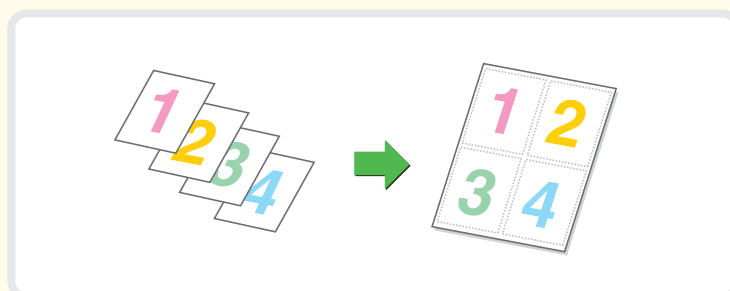
Stapling printed pages (Staple)

Use this function to staple printed output.
(When a finisher is installed.)
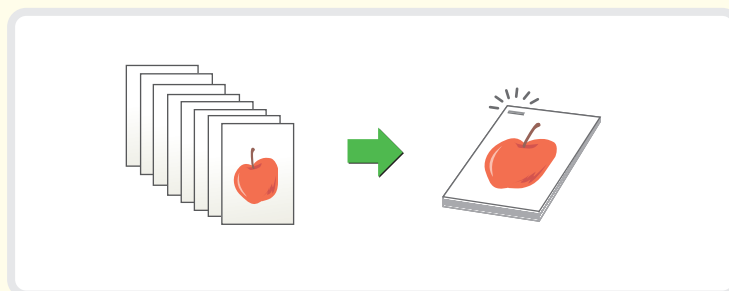
Punching holes in output (Punch)

Use this function to punch holes in the output.
(When a finisher/punch module is installed.)
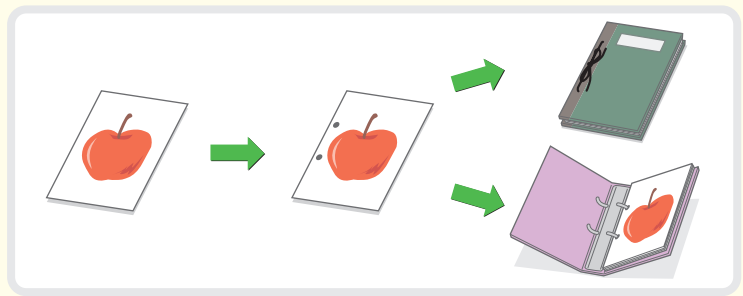
Printing a colour image in greyscale (Black and White Print)

Use this function to print colour images in greyscale.
This lets you save colour toner when colour printing is not necessary, such as when you only need to check the contents of a document.
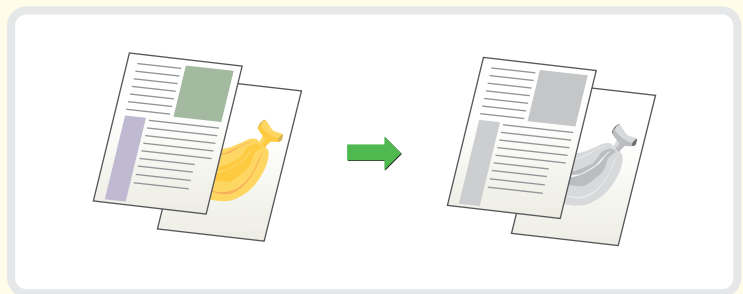
The machine also has these functions

See "2. CONVENIENT PRINTING FUNCTIONS IN WINDOWS" in the Printer Guide for detailed information on each function.

Functions convenient for creating pamphlets and posters
 • Creating a pamphlet (Pamphlet/Pamphlet Staple)
 • Adding margins (Margin Shift)
 • Creating a large poster (Poster Printing)

Functions to adjust the size and orientation of data
 • Rotating the print image 180 degrees (Rotate 180 degrees)
 • Enlarging and reducing the print image (Zoom/XY-Zoom)
 • Reversing the image (Mirror Image)

Colour mode adjustment function
 • Adjusting the brightness and contrast of the image (Colour Adjustment)
 • Printing light text or lines in black (Text To Black/Vector To Black)
 • Selecting colour settings to match the image type (Image Type)

Functions that combine text and images
 • Adding a watermark to printed pages (Watermark)
 • Printing another image over the print image (Image Stamp)
 • Creating overlays for print images (Overlays)

Print functions for special purposes
 • Printing specified pages on different paper (Different Paper)
 • Keeping sheets from sticking together when printing on transparency film (Transparency Inserts)
 • Printing a carbon copy (Carbon Copy)
 • Printing text on the tabs of tabbed paper (Tab Printing)

Convenient printer functions
 • Using two machines to print a large print job (Tandem Print)
 • Using the document filing function (Retention/Document Filing)

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PRINTING FROM A MACINTOSH

This section explains the basic procedure for printing from a Macintosh.

The following example explains how to print a document from "TextEdit", which is a standard accessory program in Mac OS X.

To print from a Macintosh, the PS3 expansion kit must be installed in the machine and the machine must be connected to a network. For the procedure for installing the PPD file, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

Setting the paper size

The following example explains how to set the paper size to "A4".
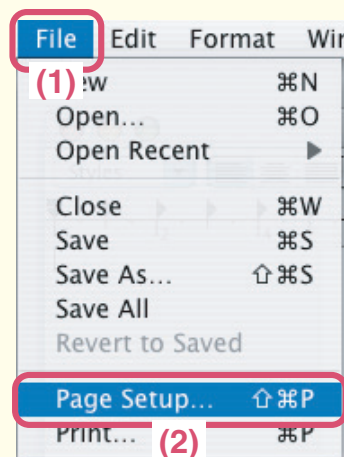
1

Open the page setup screen in the software application.

(1) Open the [File] menu.

(2) Select [Page Setup].
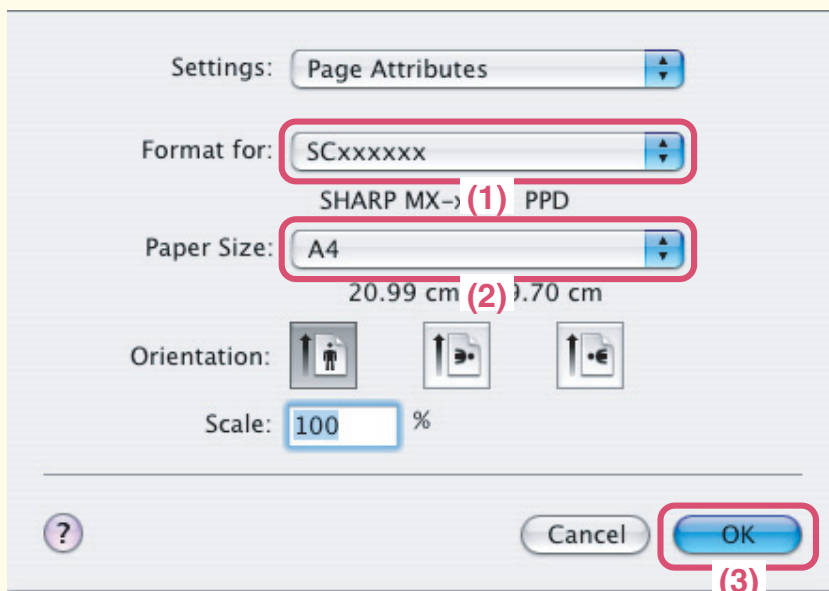
2

Set the paper size in the page setup screen.

(1) Make sure that the correct printer is selected.

The machine name that appears in the "Format for" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

(2) Select [A4].

(3) Click the [OK] button.

The window varies depending on the operating system version, the printer driver version, and the application.

Printing a file

1
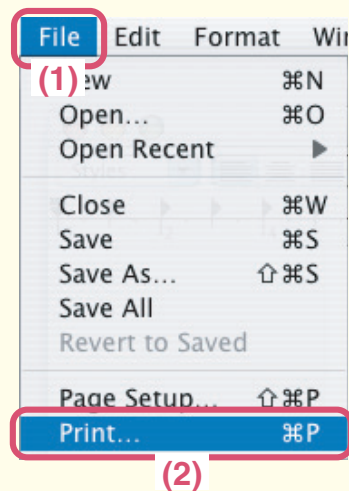
Select the print command in the application.

(1) Open the [File] menu.

(2) Select [Print].

2
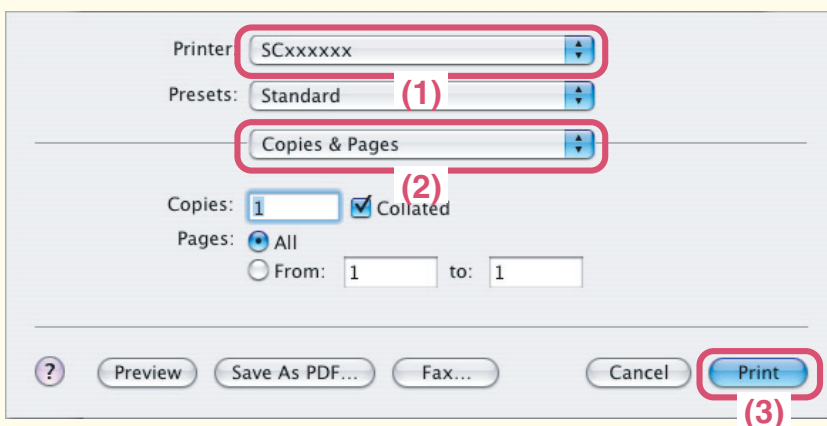
Select print settings and click the [Print] button.

(1) **Make sure that the correct printer is selected.**
The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

(2) **Select print settings.**
Click ⬍ next to [Copies & Pages] ([General] in Mac OS 9.0 to 9.2.2) and select the settings that you wish to configure from the pull-down menu. The corresponding setting screen will appear.

(3) **Click the [Print] button.**
Printing begins.
The print window varies depending on the operating system version, the printer driver version, and the application.

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Scanning

This section explains the uses of the network scanner function and the basic procedure for using scan mode. In addition, special modes that can be used with the network scanner function are introduced.
The Internet fax expansion kit is required to use the Internet fax function.

NETWORK SCANNER FUNCTION

You can send a scanned image file to various destinations using the network scanner function of the machine. The network scanner function has the following modes.

Scan modes

Scan to E-mail
The scanned file is sent by e-mail.

Scan to FTP
The scanned file is sent to a specified directory on an FTP server.

Scan to Network folder
The scanned file can be sent to a shared folder on a computer on your network. Transmission is possible to computers running the following operating systems:
Windows 98/NT 4.0/2000/XP/Server 2003.

Scan to Desktop
The scanned file is sent to a specified folder on your computer. (To use Scan to Desktop, software must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM in the network scanner expansion kit that accompanies the machine. For the procedures for installing the software, see the Sharpdesk Installation Guide.)

Internet Fax mode

A fax can be sent via the Internet. This function requires the expense of an Internet connection, however, if you already have Internet service or frequently send faxes, this function can help reduce communication costs.

USB Memory mode

The scanned file is sent to and stored in a USB memory device[*1] connected to the machine.

PC Scan mode

You can scan an original using a TWAIN[*2] compliant software application on a computer on the same network as the machine.
When you intend to edit the scanned image, it is convenient to be able to perform the scan operation from your computer.
To use PC Scan mode, the scanner driver must be installed from the "Software CD-ROM" provided with the machine. Operating systems that can be used are Windows 98/Me/2000/XP/Server 2003.

*1 A USB memory device is a storage device that is connected via a USB interface.
*2 TWAIN is an interface standard used for scanners and other image input devices. When the TWAIN driver is installed on your computer, you can use any TWAIN-compliant application to scan an image.

SCANNING AN ORIGINAL

The basic operation for scanning is explained below.
This section explains how to send a scanned file by e-mail.

Scan transmission

Original ⟹ Scanned image
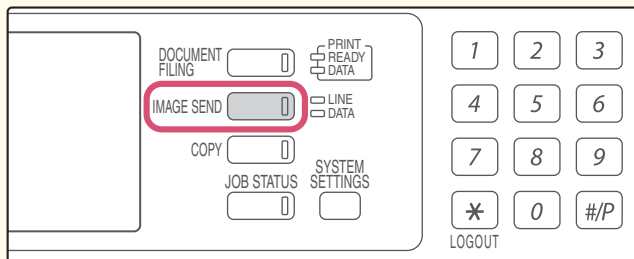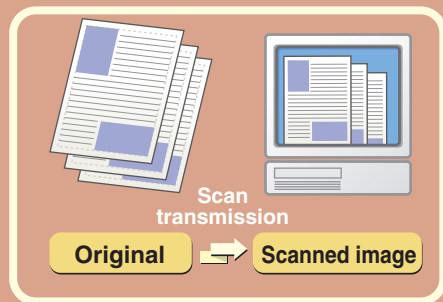
1
Press the [IMAGE SEND] key.
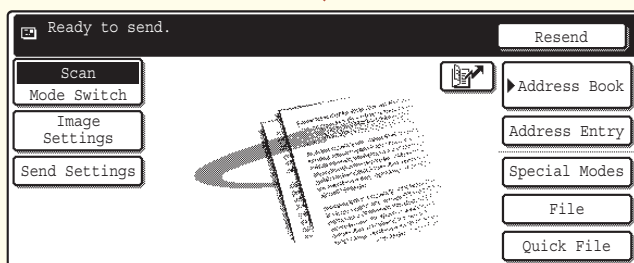
The base screen of scan mode appears.

2
Place the original.

The side to be scanned must be face up!

When using the document glass, place the original with the side to be scanned face down.
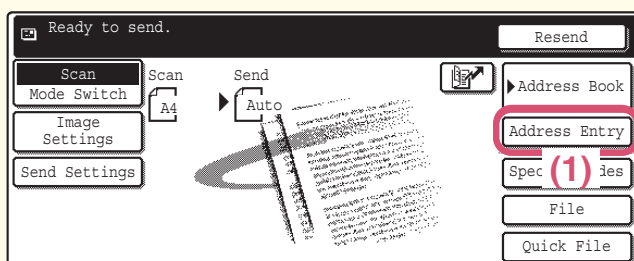
3
Select the destination in the touch panel.

(1) Touch the [Address Entry] key.

(2) Touch the [To] key.
A text entry screen will appear. Enter the destination e-mail address.
To enter text, see "6. ENTERING TEXT" in the User's Guide.

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4

Press the [COLOUR START] key or the [BLACK & WHITE START] key.

or

Cancel scanning

CHANGING THE RESOLUTION

You can select the resolution to match the original type.
This section explains how to set the resolution to "300X300dpi", which creates a clearer image than the default resolution.

The side to be scanned must be face up!
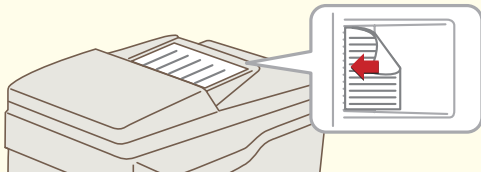
1

Place the original.

When using the document glass, place the original with the side to be scanned face down.

2

Select the resolution in the touch panel.

(1) Touch the [Image Settings] key.

(2) Touch the [Resolution] key.

(3) Touch the [300X300dpi] key.

(4) Touch the [OK] key.
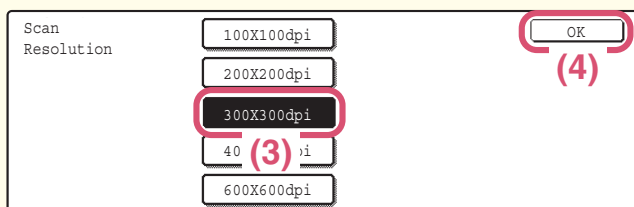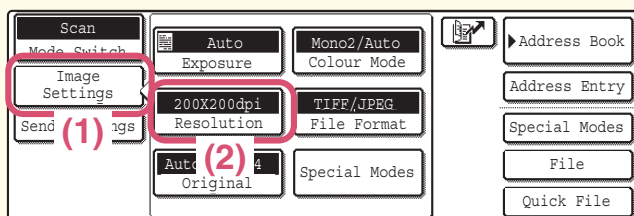
3

Select the destination and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

or

Cancel scanning
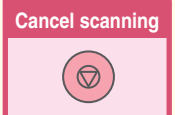
SELECTING THE EXPOSURE AND EXPOSURE MODE

The exposure can be set to match the darkness of the colours in the original and the exposure mode can be set to match the original type.
This section explains how to darken a light original and set the exposure mode to "Text".

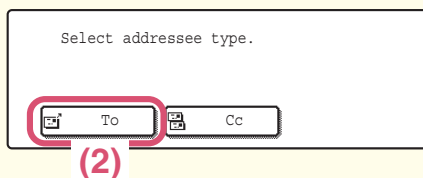**The side to be scanned must be face up!**

1

Place the original.

When using the document glass, place the original with the side to be scanned face down.

2
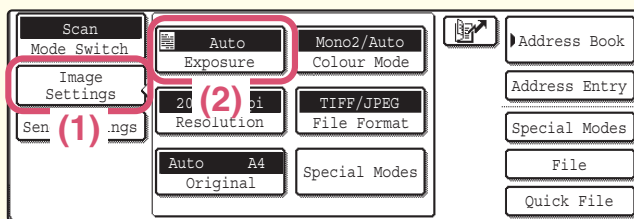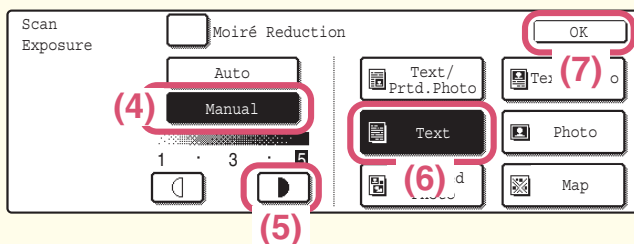
Select exposure settings in the touch panel.

(1) Touch the [Image Settings] key.

(2) Touch the [Exposure] key.

(3) Read the displayed message and touch the [OK] key.

(4) Touch the [Manual] key.

(5) Darken light colours with the ▮ key.
Five levels are available for the contrast.
Darken light originals with the ▮ key, and lighten dark originals with the ◻ key.

(6) Touch the [Text] key.

(7) Touch the [OK] key.

3

Select the destination and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

or

Cancel scanning

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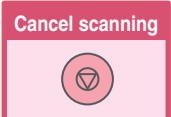
CHANGING THE FILE FORMAT

The file format (file type and compression method) for sending a scanned image is specified when the destination is stored in a one-touch key; however, you can change the format at the time of transmission.
The procedure below explains how to send a scanned image in full colour TIFF format.

The side to be scanned must be face up!
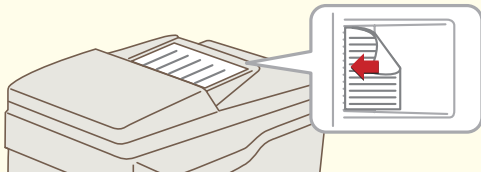
1

Place the original.

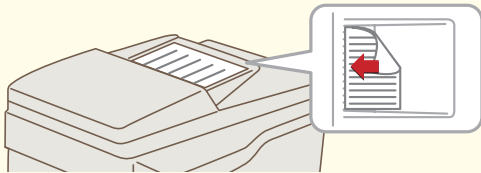When using the document glass, place the original with the side to be scanned face down.
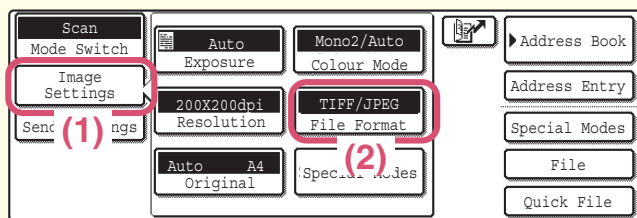
2

Select format settings in the touch panel.

(1) Touch the [Image Settings] key.

(2) Touch the [File Format] key.

(3) Read the displayed message and touch the [OK] key.

Select a file format to apply it to all scan destinations.
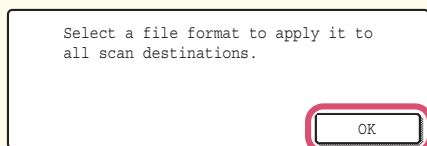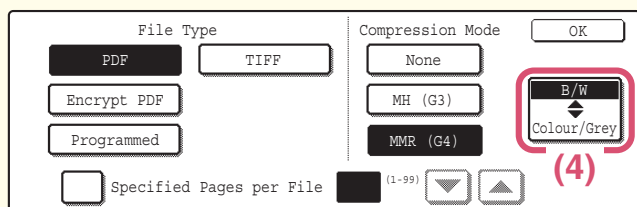
(4) Change the mode to Colour/Greyscale mode.
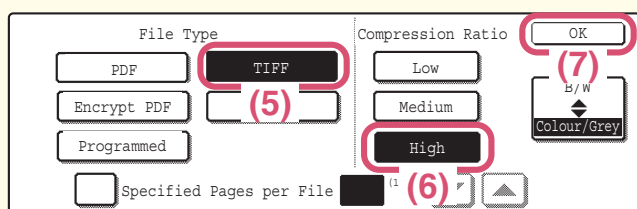
(5) Touch the [TIFF] key.

(6) Touch the [High] key.
This sets the compression to high.
A higher compression ratio creates a smaller file size.

(7) Touch the [OK] key.

3

Select the destination and press the [COLOUR START] key.

If the file type is set to [Encrypt PDF], you will be prompted to enter a password when you start transmission.

Cancel scanning
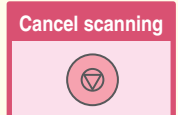
STORING A DESTINATION

The procedure for storing e-mail addresses in one-touch keys for Scan to E-mail is explained below.
Stored e-mail addresses can be entered quickly and easily.
If you frequently send images to the same group of destinations, the e-mail addresses of those destinations can be stored as a group. To store destinations for the other modes of the network scanner function, see "STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK" in the Scanner Guide.

Storing a individual key

1
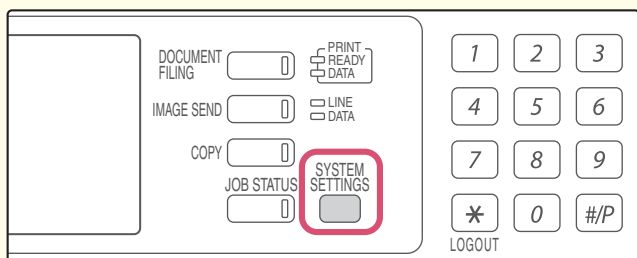
Press the [SYSTEM SETTINGS] key.
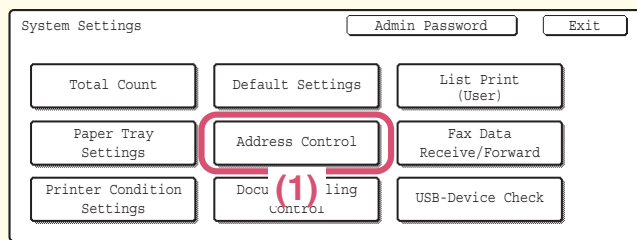
2

Store the Scan to E-mail destination in the touch panel.

(1) Touch the [Address Control] key.
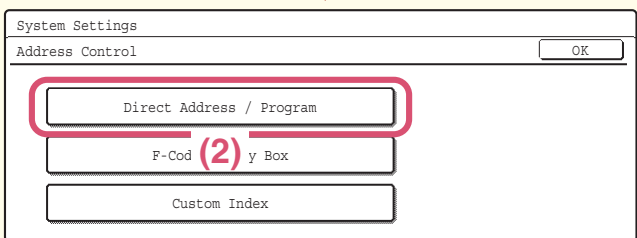
(2) Touch the [Direct Address / Program] key.
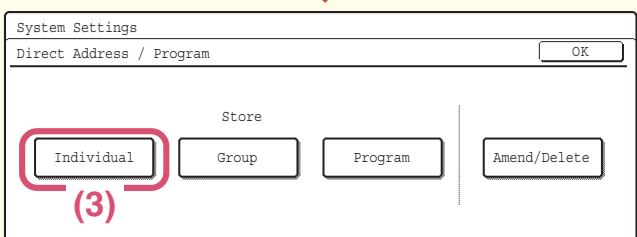
(3) Touch the [Individual] key.
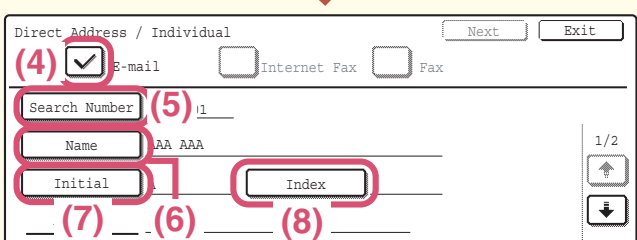
(4) Select the [E-mail] checkbox so that a checkmark ☑ appears.

(5) Touch the [Search Number] key.
The "Search Number" is automatically assigned. The search number can be changed in the screen that appears when the [Search Number] key is touched. However, a number that is already in use cannot be used.

(6) Touch the [Name] key.
A text entry screen appears. Enter the name of the destination (max. of 36 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(7) Touch the [Initial] key.
A text entry screen appears. Enter initials for the destination (max. of 10 characters).

(8) Touch the [Index] key.

Store the Scan to E-mail destination in the touch panel. (Continued)

```
┌─────────────────────────────────────────────┐
│ Direct Address / Individual    [ Next ] [ Exit ] │
│  No.001                                       │
│ ─────────────────────────────────────────    │
│ Index                              [ OK ]     │
│ Select the custom index where you register this address. │
│ [ User 1 ] [ User 2 ] [ User 3 ] [ User 4 ] [ User 5 ] [ User 6 ] │
│                                               │
│ Do  ;ister this address at the [Frequent Use], too? │
│              [ Yes ]   [ No ]                 │
└─────────────────────────────────────────────┘
```

(9) (11)
(9) (10)

```
┌─────────────────────────────────────────────┐
│ Direct Address / Individual    [ Next ] [ Exit ] │
│  [✓] E-mail   [ ] Internet Fax  [ ] Fax      │
│ ─────────────────────────────────────────    │
│ [ Search Number ]  001  [ Registration is completed. ] │
│                                          1/2  │
│ [ Name ]  AAA AAA                        [↑]  │
│ A        [ Index ]   User 1              [↓]  │
│ [ Address ]  xxx@xx.xxx.com                   │
└─────────────────────────────────────────────┘
```

(13)
(12)

(9) Touch the [User 1] key.
The user index selected here can be used in the address book screen.

(10) Touch the [Yes] key.
Touch the [Yes] key if you wish to have the stored destination appear on the frequent use tab of the address book. Otherwise, touch the [No] key.

(11) Touch the [OK] key.

(12) Touch the [Address] key.
A text entry screen appears. Enter the E-mail address that you want to store.

(13) Touch the [Exit] key.

Storing a group key

```
┌───────────────────────────────────────────────────┐
│  DOCUMENT          [ ]  ▤ PRINT      [1] [2] [3]   │
│  FILING                 READY                       │
│                         DATA                        │
│  IMAGE SEND        [ ]  ▢ LINE       [4] [5] [6]   │
│                         ▢ DATA                      │
│  COPY              [ ]                [7] [8] [9]   │
│                         SYSTEM                      │
│  JOB STATUS [ ]    SETTINGS          [✳] [0] [#/P] │
│                         [  ]                        │
│                                      LOGOUT         │
└───────────────────────────────────────────────────┘
```

1
Press the [SYSTEM SETTINGS] key.

```
┌─────────────────────────────────────────────┐
│ System Settings       [ Admin Password ] [ Exit ] │
│                                               │
│ [ Total Count ]   [ Default Settings ] [ List Print (User) ] │
│ [ Paper Tray    ] [ Address Control  ] [ Fax Data        ] │
│   Settings                              Receive/Forward    │
│ [ Printer Condition ] [ Docu    ling ] [ USB-Device Check ] │
│   Settings              Control                │
└─────────────────────────────────────────────┘
```
(1)

```
┌─────────────────────────────────────────────┐
│ System Settings                               │
│ Address Control                    [ OK ]     │
│                                               │
│ [      Direct Address / Program      ]        │
│                                               │
│ [        F-Cod    y Box              ]        │
│                                               │
│ [        Custom Index                ]        │
└─────────────────────────────────────────────┘
```
(2)

2
Store the group in the touch panel.

(1) Touch the [Address Control] key.

(2) Touch the [Direct Address / Program] key.

Store the group in the touch panel. (Continued)

(3) Touch the [Group] key.

System Settings

Direct Address / Program   [OK]

Store

[Individual]   [Group]   [Program]   [Amend/Delete]

(3)

Direct Address / Group   [Next] [Exit]

Sea **(4)** ber   004 _____

[Group Name] DDD DDD _____

[Initial] D _____

[Index] _____ Address _____

_ **(6)** _ _ **(5)** _____

(4) Touch the [Group Name] key.
A text entry screen appears. Enter the name of the group (max. of 36 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(5) Touch the [Initial] key.
A text entry screen appears. Enter initials for the destination (max. of 10 characters).

(6) Touch the [Index] key.

(7) Touch the [User 1] key.
The user index selected here can be used in the address book screen.

Direct Address / Group   [Next] [Exit]

No.004

Index   [OK]

Select the custom index where you register this address. **(9)**

[User 1] [User 2] [User 3] [User 4] [User 5] [User 6]

Do **(7)** gister this address at the [Frequent Use], too?

[Yes] [No]

(8)

(8) Touch the [Yes] key.
Touch the [Yes] key if you wish to have the stored destination appear on the frequent use tab of the address book. Otherwise, touch the [No] key.

(9) Touch the [OK] key.

(10) Touch the [Address] key.

Direct Address / Group   [Next] [Exit]

[Search Number] ___ 004 _____

[Group Name] DDD DDD _____

[Initial] D _____

[Index] User 1 [Address] _____

Key Name _____

(10)

---

(11) Touch the destination key that you want to store next.
The selected key is highlighted.
To store a destination that is not stored in a one-touch key, touch the [Direct Entry] key and enter the e-mail address.


Direct Address / Group

Select address.   [OK]

[AAA AAA] [BBB BBB]   1/1   [Direct **(12)**]

[CCC CCC] **(11)** _____ [Address Review]

✳ 2

Frequent Use [ABCD] [EFGHI] [JKLMN] [OPQRST] [UVWXYZ] [Sort Address]

(12) Touch the [OK] key.

(13) Touch the [Exit] key.

Direct Address / Group   [Next] [Exit]

[Search Number] ___ 004   Registration is completed.

[Group Name] DDD DDD _____   **(13)**

[Initial] D _____

[Index] User 1 [Address] 2 Addresses

[Key Name] DDD DDD _____

SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same image can be sent to multiple destinations in a single operation. The destinations can also include fax and Internet fax destinations.
The procedure for selecting multiple destinations stored in one-touch keys and sending an image to those destinations is explained below.
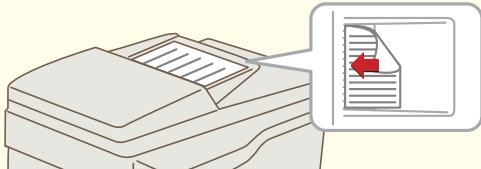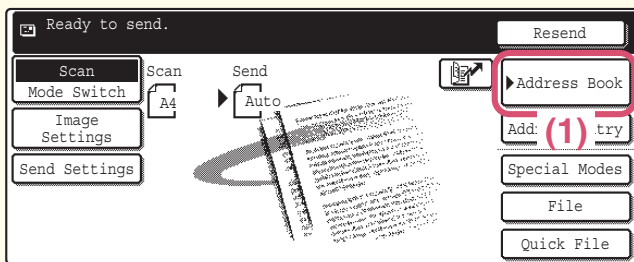
1

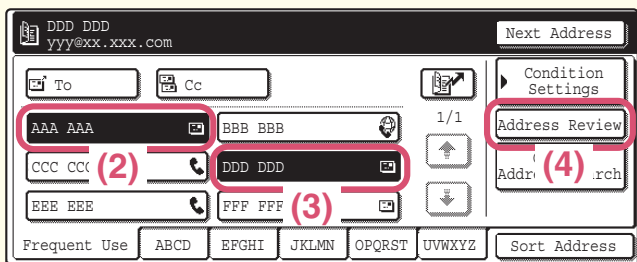**The side to be scanned must be face up!**

Place the original.
When using the document glass, place the original with the side to be scanned face down.

2

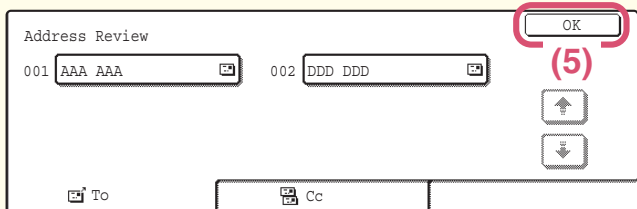### Select destination settings in the touch panel.

(1) Touch the [Address Book] key.

(2) Touch the one-touch key in which the desired destination is stored.

(3) Touch the one-touch keys of the other desired destinations.

(4) Touch the [Address Review] key.

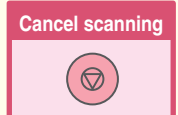**(5)** Check the destinations and then touch the [OK] key.
To delete a destination, touch the key of the destination that you wish to delete. A message will appear to confirm the deletion. Touch the [Yes] key.

3

Press the [COLOUR START] key or the [BLACK & WHITE START] key.
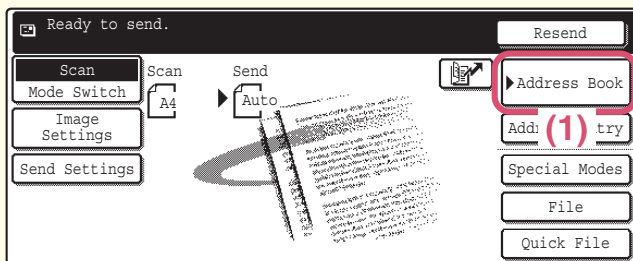
or

Cancel scanning
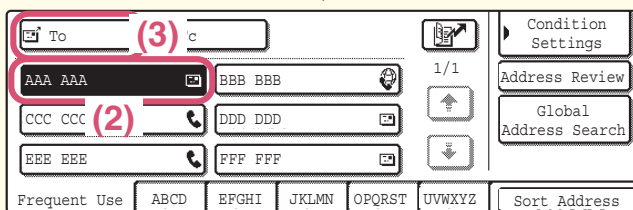
CONVENIENT TRANSMISSION METHODS

Convenient transmission functions are available such as one-touch sending and resending that make it easy to send an image.

One-touch key

A destination stored in a one-touch key can be called up by a simple touch of the key.

(1) Touch the [Address Book] key.

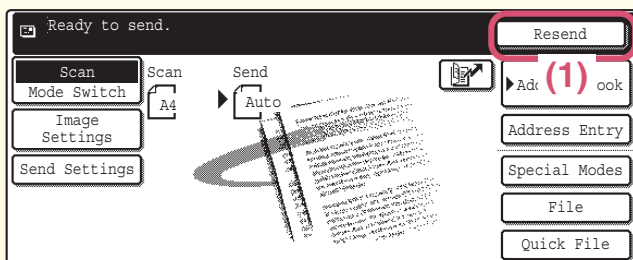**(2) Touch the key of the desired destination.**

(3) Touch the [To] key.
If an e-mail address is stored in the one-touch key, select [To] or [Cc] to specify the type of recipient after selecting the key.
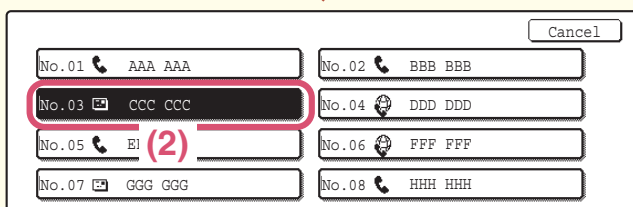
Resending

The [Resend] key can be touched to send an image to one of the most recent 8 transmission destinations. Resending is not possible in some cases, such as when an image is sent using a one-touch key for a group.


(1) Touch the [Resend] key.

(2) Touch the key of the desired destination.
The destinations that appear also include fax and Internet fax destinations.
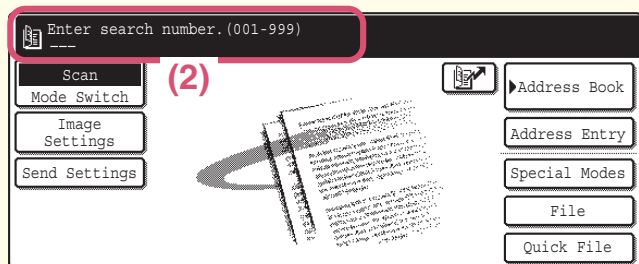
66

Speed sending

When you store a individual key or a group key, a 3-digit search number is assigned.
You can select a destination using the 🖉 key and the 3-digit search number.
To check a search number, print the appropriate list in the sending address list menu in the system settings.
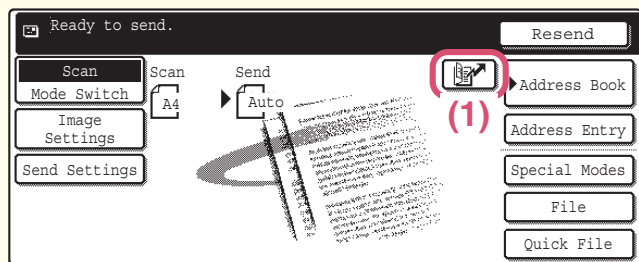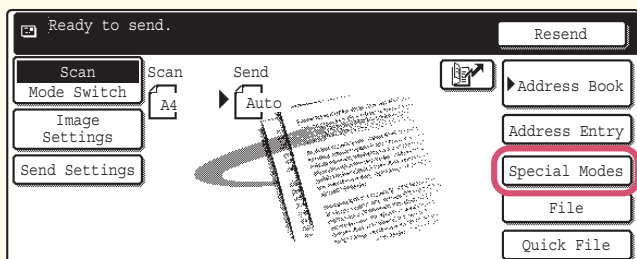
(1) Touch the 🖉 key.

(2) Enter the 3-digit search number with the numeric keys.

SPECIAL SCAN MODES

The special modes make it possible to perform a variety of scan transmissions for specific purposes.
The following pages show the types of scan transmissions that can be performed. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and procedures, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Suppress Background" as an example.
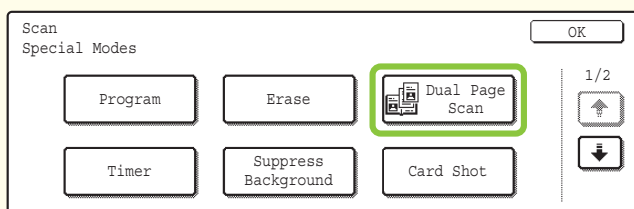**For the specific procedures for using the special modes, see "7. CONVENIENT FUNCTIONS" in the Scanner Guide.**

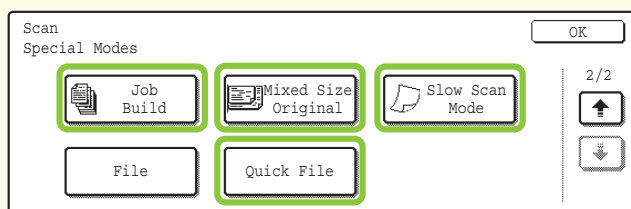|	
Ready to send.	Resend
Scan Mode Switch	Scan A4 ▸ Send Auto	Address Book
Image Settings		Address Entry
Send Settings		**Special Modes**
		File
		Quick File

To use a special mode, open the special modes menu and touch the key of mode that you wish to use.
The menu varies depending on whether scan mode, Internet fax mode, or USB memory scan mode is selected.
Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu by touching the [Special Modes] key that appears after the [Image Settings] key is touched.)
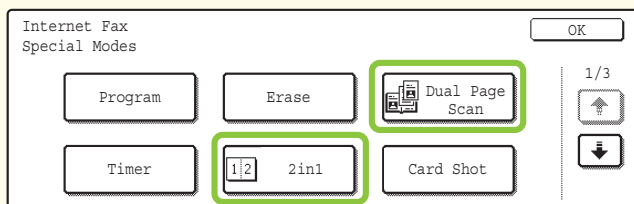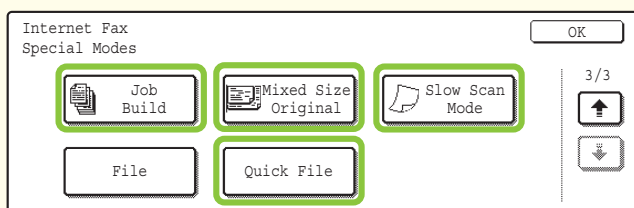
Scan mode

1st screen

Scan Special Modes			OK
Program	Erase	Dual Page Scan	1/2
Timer	Suppress Background	Card Shot	

2nd screen

Scan Special Modes			OK
Job Build	Mixed Size Original	Slow Scan Mode	2/2
File	Quick File		

Internet fax mode

1st screen

Internet Fax Special Modes			OK
Program	Erase	Dual Page Scan	1/3
Timer	2in1	Card Shot	

2nd screen

Internet Fax Special Modes	OK
Transaction Report	2/3

3rd screen

Internet Fax Special Modes			OK
Job Build	Mixed Size Original	Slow Scan Mode	3/3
File	Quick File		

USB memory scan mode

1st screen
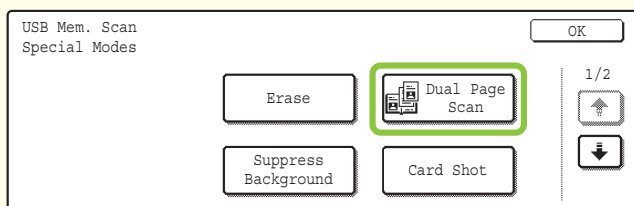
USB Mem. Scan Special Modes			OK
	Erase	Dual Page Scan	1/2
	Suppress Background	Card Shot	

2nd screen

| USB Mem. Scan Special Modes			OK
Job Build	Mixed Size Original	Slow Scan Mode	2/2

When a special mode key encircled by [ ] is touched, the key is highlighted and the setting is completed.
The keys that appear will vary depending on what peripheral devices are installed.

SELECTING SPECIAL MODES FOR THE SCANNER FUNCTION

The procedure for selecting a special mode for the scanner function is explained below.
The settings that must be selected vary for each special mode, however, the general procedure is the same.
The procedure for selecting "Suppress Background" is explained here as an example.

The side to be scanned must be face up!
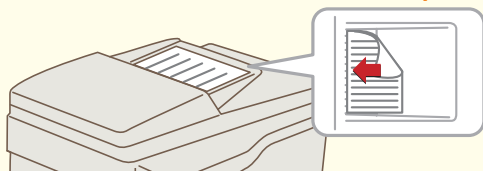
1

Place the original.

When using the document glass, place the original with the side to be scanned face down.

2

Select the desired special mode (example: suppress background) settings in the touch panel.
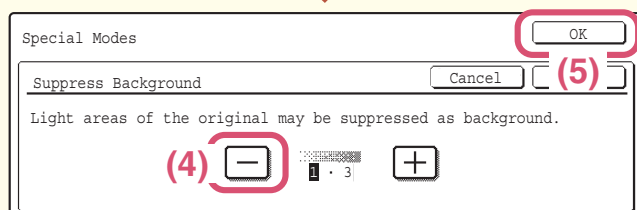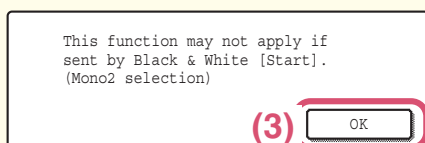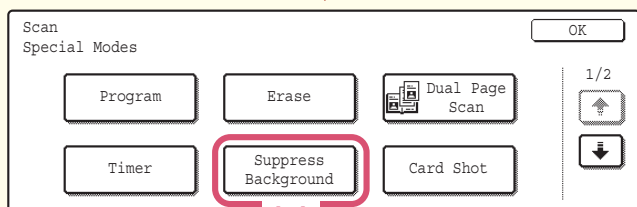
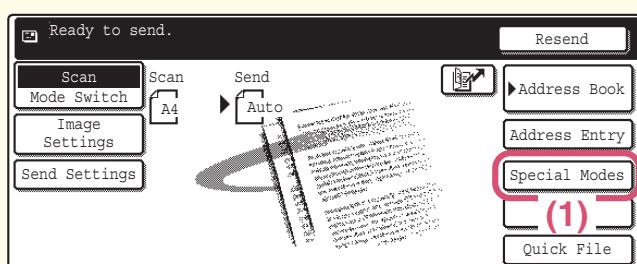**(1) Touch the [Special Modes] key.**

(2) Touch the [Suppress Background] key.

(3) Read the displayed message and touch the [OK] key.

(4) Set the darkness of the background that will be left with the ⊟ ⊞ keys.
Three levels are available. Touch the ⊟ key to leave lighter backgrounds. Touch the ⊞ key to leave darker backgrounds.
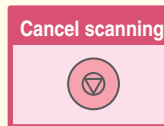Here, "1" is set for the lightest background.

(5) Touch the [OK] key.

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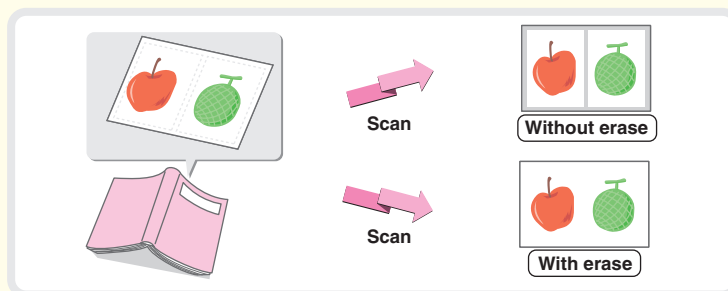
3

Select the destination and press the [COLOUR START] key.

This function cannot be used when the colour mode is set to [Mono2].

Cancel scanning

CONVENIENT SCANNER FUNCTIONS

Erasing peripheral shadows (Erase)

Use this function to erase peripheral shadows that occur when scanning books and other thick originals.


Scan — Without erase
Scan — With erase

Scanning the left and right pages of a bound document as two separate pages (Dual Page Scan)

Use this function to scan the left and right pages of an open pamphlet or other bound document as separate pages.
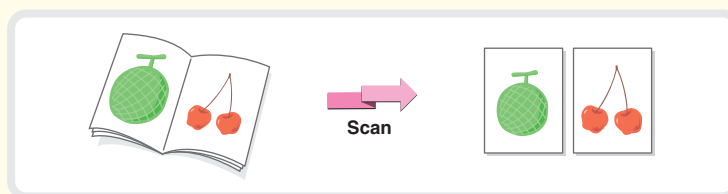
Scan

Whitening faint colours (Suppress Background)
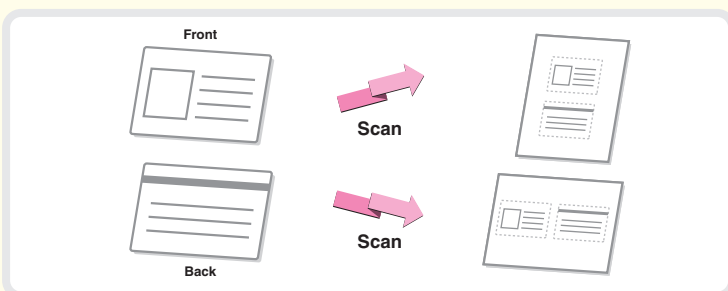
Use this function to suppress light background areas in the scanned image. This is convenient for scanning an original that is printed on coloured paper. This function does not operate in black and white mode.
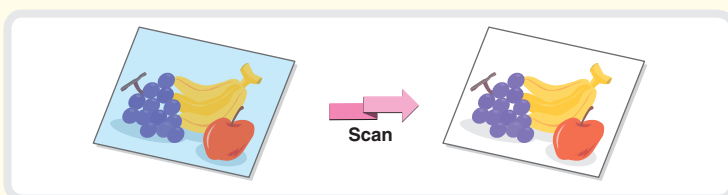

Scan

Scanning both sides of a card onto a single page (Card Shot)

Use this function to scan the front and back of a card as a single image.

Front
Scan
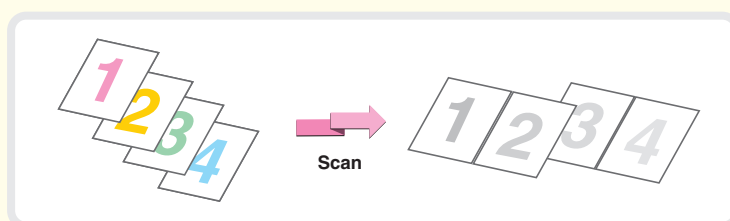Scan
Back

Sending a large number of pages (Job Build)

The maximum number of originals that can be fed through the automatic document feeder at once is 100 sheets. If you need to scan more than 100 originals at once, the job build function lets you divide the originals into sets and feed each set.
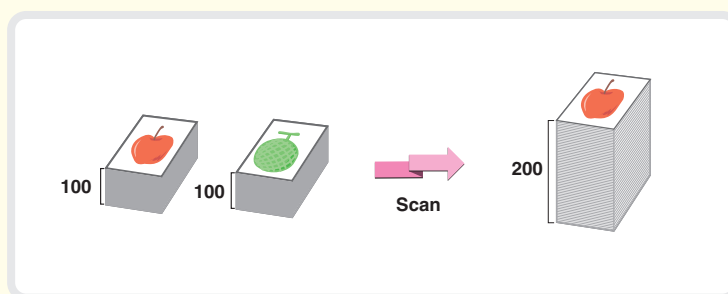
Sending two original pages as a single page (2in1)

Use this function to reduce two original pages to half their size and send them as a single page.
This is a special function in Internet fax mode.

The machine also has these functions

For the specific procedures for using the special modes, see "7. CONVENIENT FUNCTIONS" or "8. INTERNET FAX FUNCTIONS" in the Scanner Guide.
 • Sending an image at a specified time (Timer)
 • Using stored settings (Program)
 • Scanning thin originals (Slow Scan Mode)
 • Scanning different sizes of originals together (Mixed Size Original)
 • Changing the print settings for the transaction report (Transaction Report)
 • Forwarding a received Internet fax to an e-mail address (Inbound Routing Settings)

Document filing

The document filing function is used to store the document or print image on the hard drive when performing a copy, print, or other job. A stored file can be called up and used whenever needed.
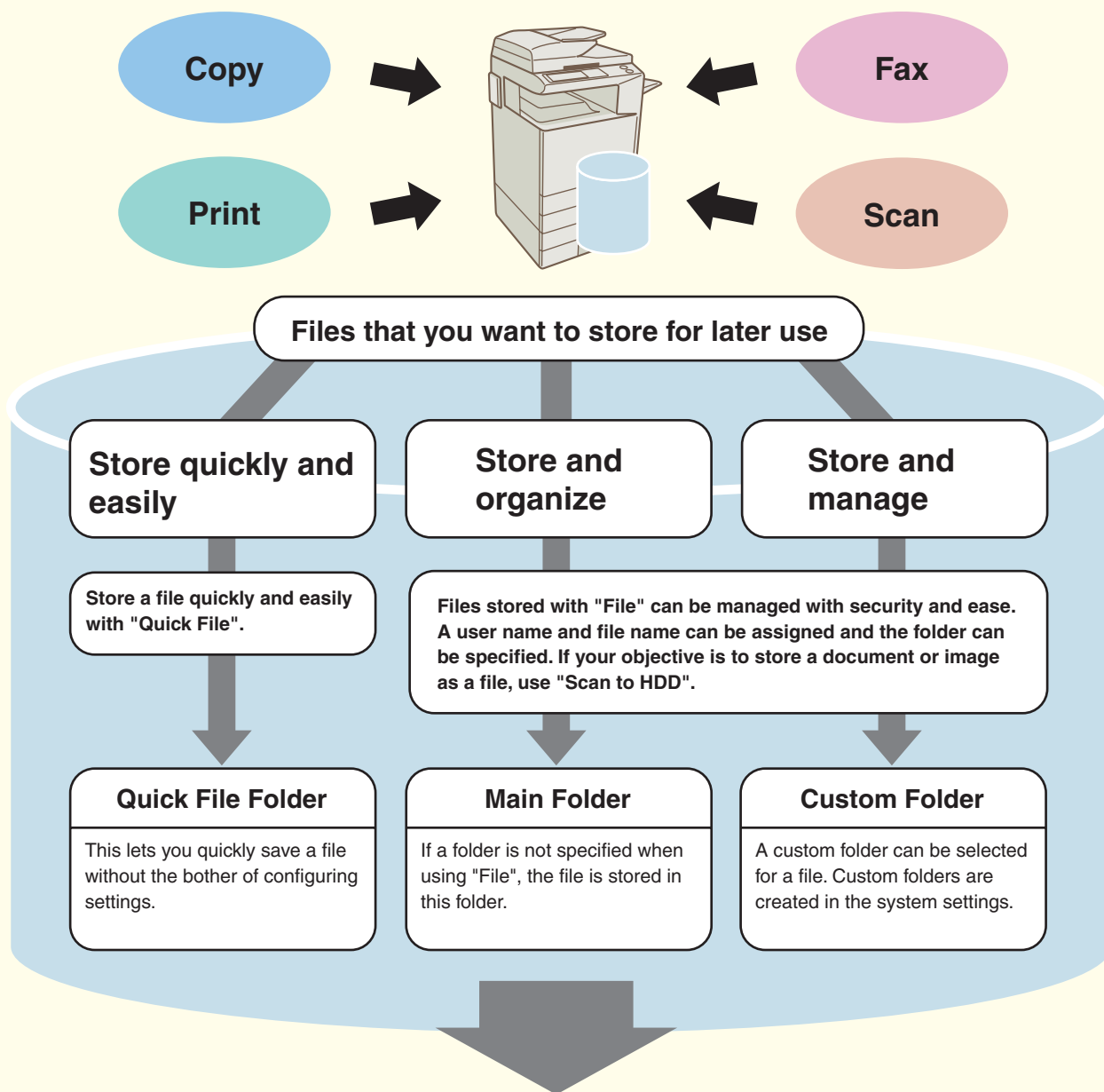This section introduces several of the document filing functions.

DOCUMENT FILING

The document filing function allows you to save the document data of a copy or fax job, as a file on the machine's hard drive. The file can be called up as needed and printed or transmitted.

Uses of the document filing function

Copy → Fax

Print → Scan

Files that you want to store for later use

Store quickly and easily	Store and organize	Store and manage
Store a file quickly and easily with "Quick File".	Files stored with "File" can be managed with security and ease. A user name and file name can be assigned and the folder can be specified. If your objective is to store a document or image as a file, use "Scan to HDD".	

Quick File Folder	Main Folder	Custom Folder
This lets you quickly save a file without the bother of configuring settings.	If a folder is not specified when using "File", the file is stored in this folder.	A custom folder can be selected for a file. Custom folders are created in the system settings.

Stored files can be printed or transmitted whenever needed.

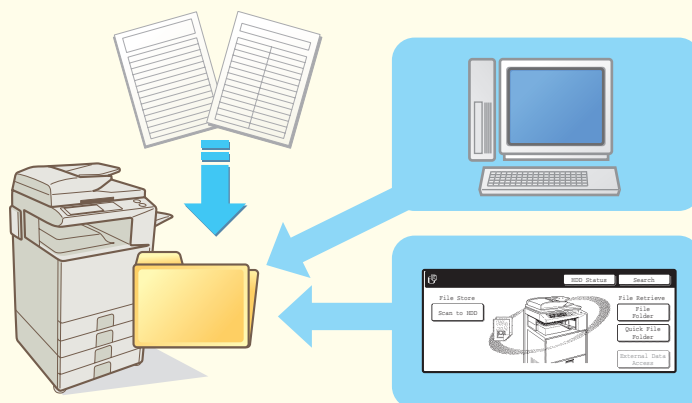# The document filing function is convenient in these situations
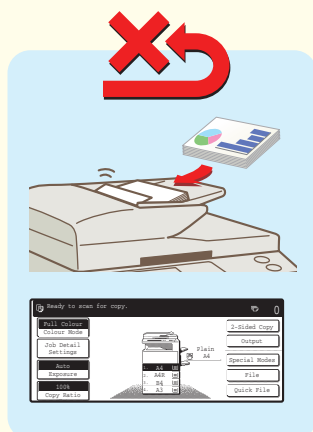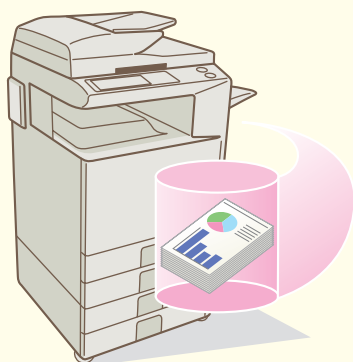
You prepared copies of a many-page handout for a meeting, but the number of participants suddenly increases and you need to quickly prepare more copies of the handout.

It takes time to scan all of the pages of the handout. And the copy settings must be selected again. In this situation, there is no need to panic. Simply print the file that you stored using document filing. There is no need to scan the originals or select the copy settings again.

Forms for daily or weekly reports are kept in the office, but they are often used up and you have to print more using the original file.

If you store the forms for daily or weekly reports together in a folder, users can obtain a form using the Web page or the operation panel of the machine.


Features that make the document filing function even more convenient

When user authentication is enabled, "My Folder" can be specified in the user information of the users. When a user calls up a stored file, "My Folder" appears first, saving the user the trouble of selecting the folder.

QUICKLY SAVING DOCUMENT DATA (Quick File)

This section explains the Quick File feature of the document filing function using copying as an example. Quick File is the easiest way to save a file using the document filing function.

The side to be scanned must be face up!
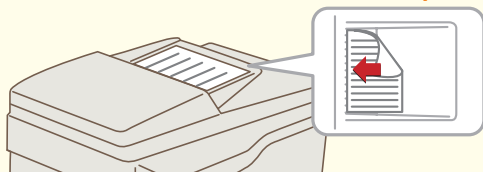
1

Place the original.

When using the document glass, place the original with the side to be scanned face down.
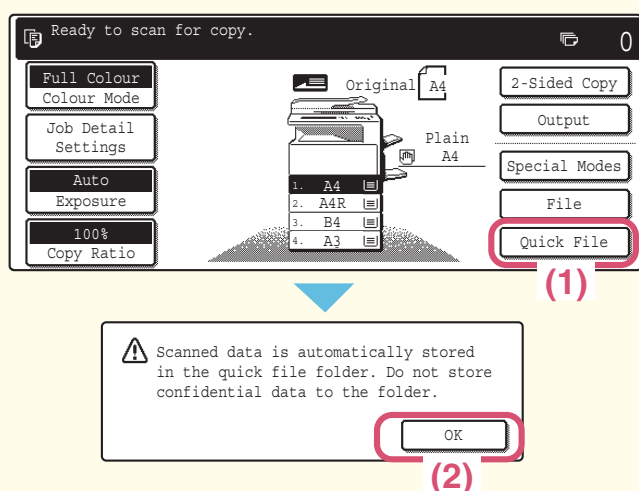
2

Select Quick File in the touch panel.

Select settings in the same way as when making a regular copy.
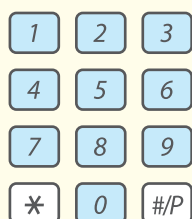
(1) Touch the [Quick File] key.
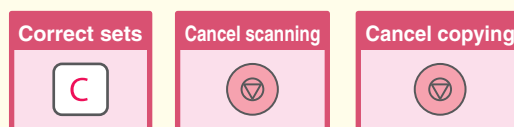
(2) Touch the [OK] key.

Scanned data is automatically stored in the quick file folder. Do not store confidential data to the folder.

3

Perform the copy operation.

The file is stored on the hard drive at the same time as the copy is made.

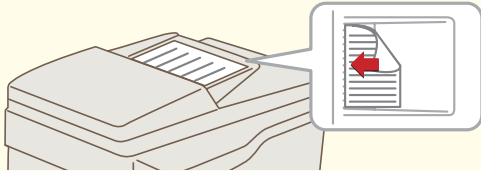| Correct sets	Cancel scanning	Cancel copying
C		

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APPENDING INFORMATION WHEN STORING A FILE (File)

As an example, the procedure for storing a scanned image in the main folder when using the copy function is explained below. Unlike quick file, a file name and user name can be assigned to the file.

The side to be scanned must be face up!
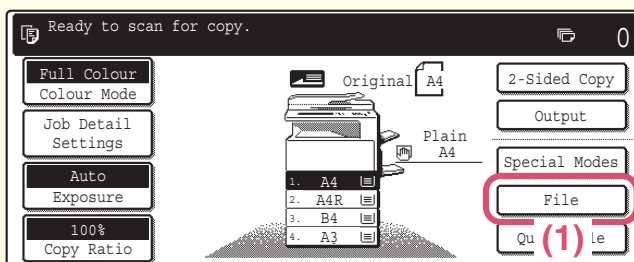
1
Place the original.
When using the document glass, place the original with the side to be scanned face down.
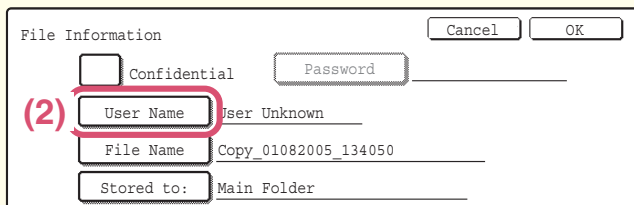
2
Select File settings in the touch panel.
Select settings in the same way as when making a regular copy.
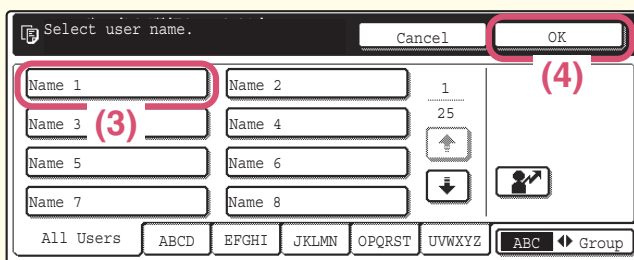
(1) Touch the [File] key.

(2) Touch the [User Name] key.
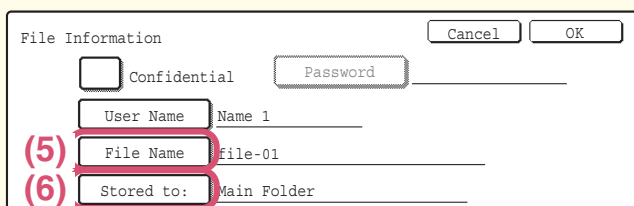
(3) Touch the [Name 1] key.

(4) Touch the [OK] key.

(5) Touch the [File Name] key.
A text entry screen appears. Enter the name of the destination (max. of 30 characters). To enter text, see "6. ENTERING TEXT" in the User's Guide.

(6) Touch the [Stored to:] key.

Select File settings in the touch panel. (Continued)

(7) Touch the [User 1] key.

(8) Touch the [OK] key.

Select the folder.　　　Main Folder　　OK

User 1 (7)	User 2
User 3	User 4
User 5	User 6
User 7	User 8

1/2

All Folders | ABCD | EFGHI | JKLMN | OPQRST | UVWXYZ

(9) Touch the [OK] key.

File Information　　　　　Cancel　　OK

☐ Confidential　　Password _____

User Name | Name 1
File Name | file-01
Stored to: | User 1

3

Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

The file is stored on the hard drive at the same time as the copy is made.

1	2	3
4	5	6
7	8	9
✳	0	#/P

or

| **Correct sets** | **Cancel scanning** | **Cancel copying** |
| C | ⊘ | ⊘ |

ONLY SAVING DOCUMENT DATA (Scan to HDD)

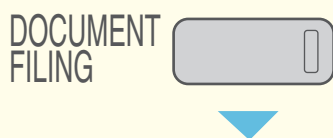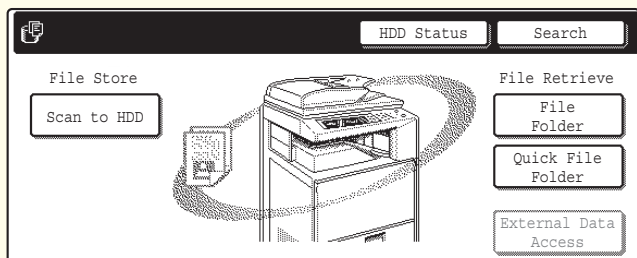You can simply save document data without performing a copy, print, or send job.
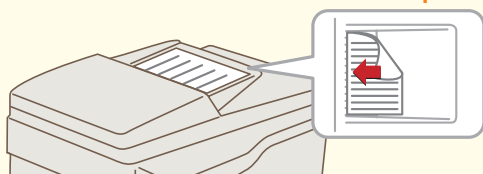The procedure for storing a file in a main folder is explained below.

1
Press the [DOCUMENT FILING] key.

DOCUMENT FILING

The base screen of document filing mode appears.

	HDD Status	Search
File Store		File Retrieve
Scan to HDD		File Folder
		Quick File Folder
		External Data Access

2
Place the original.

The side to be scanned must be face up!
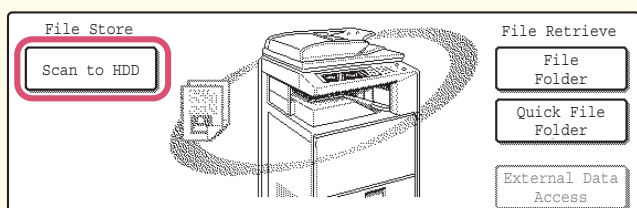
When using the document glass, place the original with the side to be scanned face down.

3
Touch the [Scan to HDD] key.

File Store		File Retrieve
Scan to HDD		File Folder
		Quick File Folder
		External Data Access

The Scan to HDD base screen appears.

Ready to scan to HDD.
Press [Start] to scan original.

- Mono2/Auto Colour Mode
- Job Detail Settings
- Auto A4 Original
- ← Back
- Special Modes
- File Information
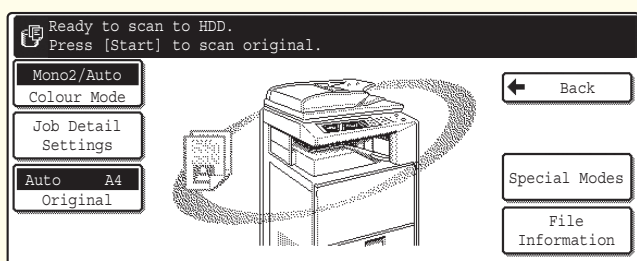
4
Press the [COLOUR START] key or [BLACK & WHITE START] key.

or

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PRINTING A SAVED FILE

You can call up a file stored by document filing and print or transmit it.
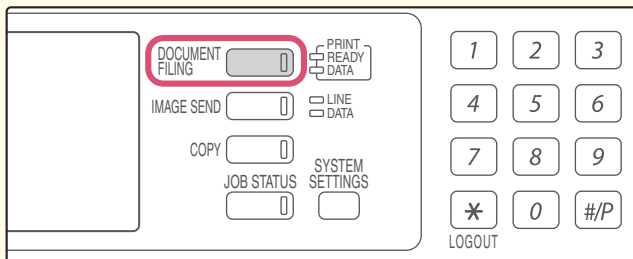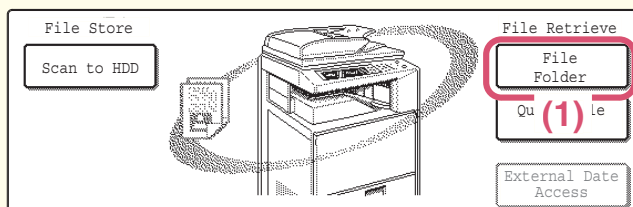This section explains how to call up a file stored in the main folder and print it.

1

Press the [DOCUMENT FILING] key.

2

Select the file in the touch panel and print it.

(1) Touch the [File Folder] key.
When the [File Folder] key is touched, either the [Main Folder] or the [Custom Folder] will open, depending on which was used last.

(2) Touch the key of the file that you wish to call up.
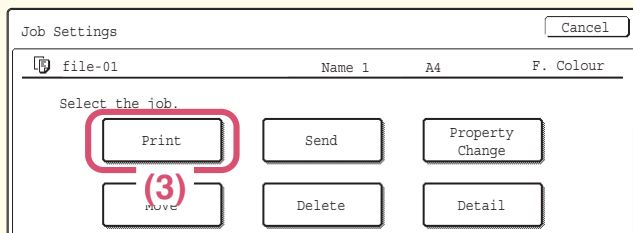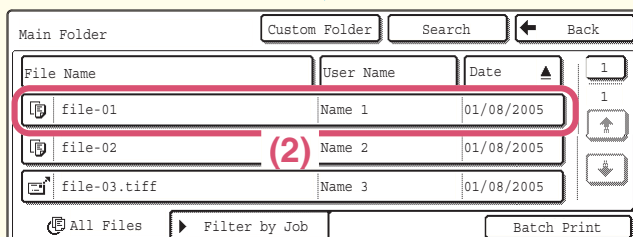
(3) Touch the [Print] key.
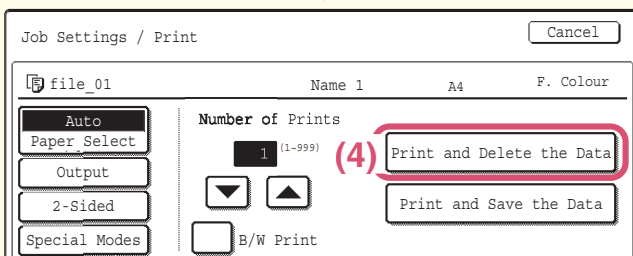
(4) Touch the [Print and Delete the Data] key.
To delete the file after printing it, select [Print and Delete the Data].
To keep the file after printing it, touch the [Print and Save the Data] key.

System settings

The system settings let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the system settings.
For detailed explanations of the system settings, see the System Settings Guide.

SYSTEM SETTINGS

The date and time can be set, fax and scan destinations can be stored, document filing folders can be created, and various other settings related to the operation of the machine can be configured in the system settings screen.
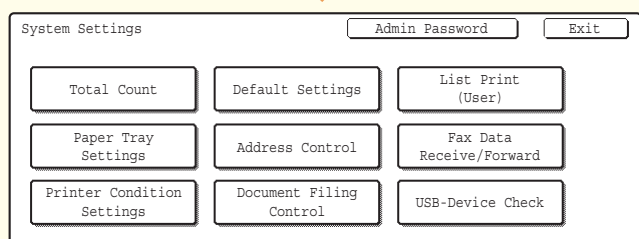The procedure for opening the system settings screen and the items in the screen are explained below.
For detailed explanations of the system settings, see the System Settings Guide.
For system settings related to the fax function, see the "11. SYSTEM SETTINGS FOR FAX" in the Facsimile Guide.

Displaying the system settings screen
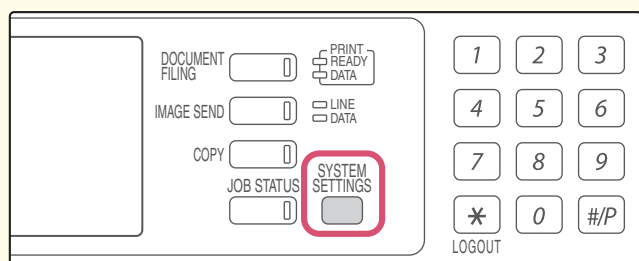
Press the [SYSTEM SETTINGS] key.

The system settings screen will appear.
The keys that appear will vary depending on what peripheral devices are installed.

What you can do in the system settings

Settings	Description
Total Count	This displays the total number of pages printed by job type such as copy jobs and print jobs.
Default Settings	This lets you adjust the contrast of the touch panel, set the clock, and change the software keyboard used for text entry.
List Print (User)	This lets you print lists showing the machine status and settings.
Paper Tray Settings	This is used to set the type and size of paper used in each tray, and to store new paper types.
Address Control	Destinations for the image send function can be stored in one-touch keys, and settings can be stored in program keys.
Fax Data Receive/Forward	This is used to configure settings for receiving faxes and Internet faxes, and settings for forwarding received faxes and Internet faxes.
Printer Condition Settings	This is used to configure settings for printing without using the printer driver and settings for the printer function.
Document Filing Control	This is used to store, edit, and delete custom folders for the document filing function.
USB-Device Check	This is used to check the connection status of a USB device.

Please note

- For information on your 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® XP in Windows® environments, and Mac OS X v10.3.9 in Macintosh environments. The screens may vary depending on the version of the operating system.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

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- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.
The explanations in this manual assume that a right tray and stand/2 x 500 sheet paper drawer are installed.
To further explain certain functions and uses, some explanations assume that additional peripheral devices are installed.

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.

Quick Start Guide

SHARP®