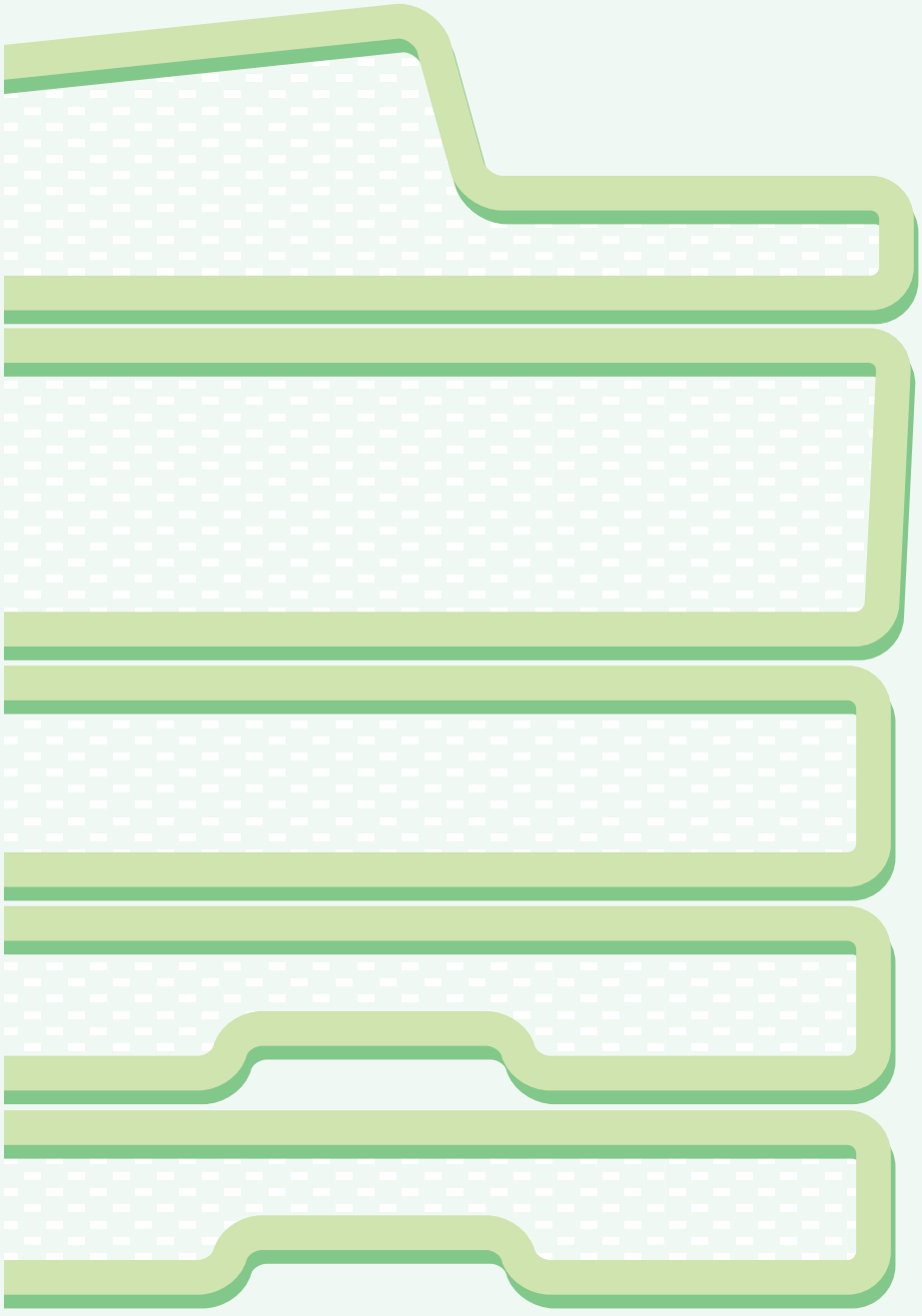
SHARP

MODEL: MX-5500N
MX-6200N
MX-7000N

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM

Quick Start Guide



Keep this manual close at hand for reference whenever needed.

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

Copying
Using the copy function.

Printing
Using the printer function.

Faxing
Using the fax 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.

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.

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.

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

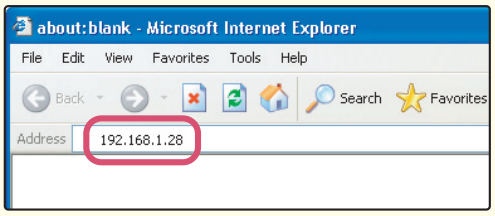
This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

* 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.

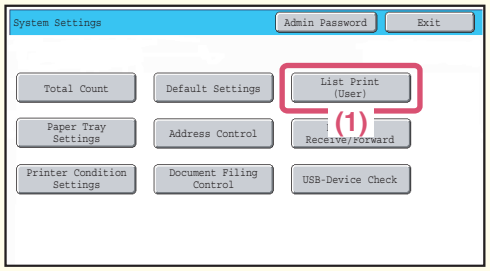
Start a Web browser on a computer that is connected to the same network as the machine and enter the IP address of the machine.

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

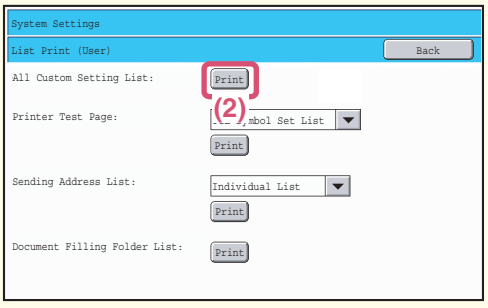
To check the IP address of the machine, print out the all custom setting list in the system settings.

1 Press the [SYSTEM SETTINGS] key.



2 Select the all custom setting list in the touch panel.

(1) Touch the [List Print (User)] key.

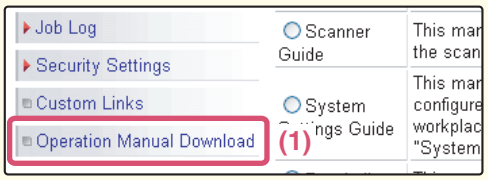


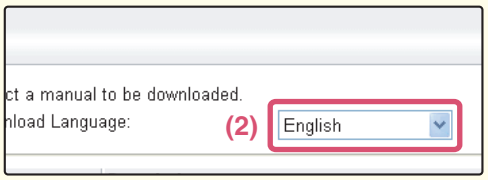
(2) Touch the [Print] key to the right of "All Custom Setting List".

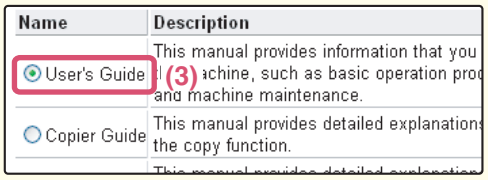
The IP address is shown in the list that is printed.

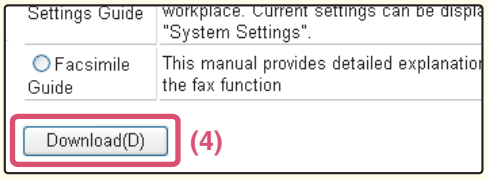
How to download the manuals in PDF format

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









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.

TABLE OF CONTENTS

General information

PART NAMES AND FUNCTIONS 8
OPERATION PANEL 10
USING THE TOUCH PANEL 12
USER AUTHENTICATION 13
HOME SCREEN 14
PLACING ORIGINALS 15
CHANGING PAPER IN A TRAY 16

Copying

BASE SCREEN OF COPY MODE 24
MAKING COPIES 25
2-SIDED COPYING (Automatic Document Feeder) 26
COPYING ON SPECIAL PAPER (Bypass Copy) 27
MAKING COLOUR COPIES (Colour Mode) 29
SELECTING THE EXPOSURE AND IMAGE TYPE 30
FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection) 31
ENLARGEMENT/REDUCTION (Preset Ratios / Zoom) 33
INTERRUPTING A COPY RUN (Interrupt Copy) 35
STORING COPY OPERATIONS (Job Programs) 36
SPECIAL MODES 38
SELECTING A SPECIAL MODE 39
CONVENIENT COPY FUNCTIONS 40

Printing

PRINTING 48
CANCELLING PRINTING (AT THE MACHINE) 55
SELECTING PRINT SETTINGS 56
CONVENIENT PRINTER FUNCTIONS 58

Faxing

BASE SCREEN OF FAX MODE 62
SENDING A FAX 63
CHANGING THE SIZE OF A FAX 64
CHANGING THE EXPOSURE 66
CHANGING THE RESOLUTION 67
STORING A FAX NUMBER 68
SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission) 72
FORWARDING RECEIVED FAXES (Fax Data Forward) 74
CONVENIENT DIALLING METHODS 75
SPECIAL FAX MODES 78
SELECTING A SPECIAL MODE 79
CONVENIENT FAX FUNCTIONS 80

Scanning

NETWORK SCANNER FUNCTION 84
BASE SCREEN OF SCAN MODE 85
SCANNING AN ORIGINAL 86
CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE 87
CHANGING THE RESOLUTION 88
CHANGING THE FILE FORMAT 89
STORING A DESTINATION 90
SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission) 93
CONVENIENT TRANSMISSION METHODS 94
SPECIAL SCAN MODES 96
SELECTING A SPECIAL MODE 97
CONVENIENT SCANNER FUNCTIONS 98

Document filing

DOCUMENT FILING 102
QUICKLY SAVING A JOB (Quick File) 104
APPENDING INFORMATION WHEN STORING A FILE (File) 105
SAVING A DOCUMENT ONLY (Scan to HDD) 107
PRINTING A SAVED FILE 108

System settings

SYSTEM SETTINGS 110

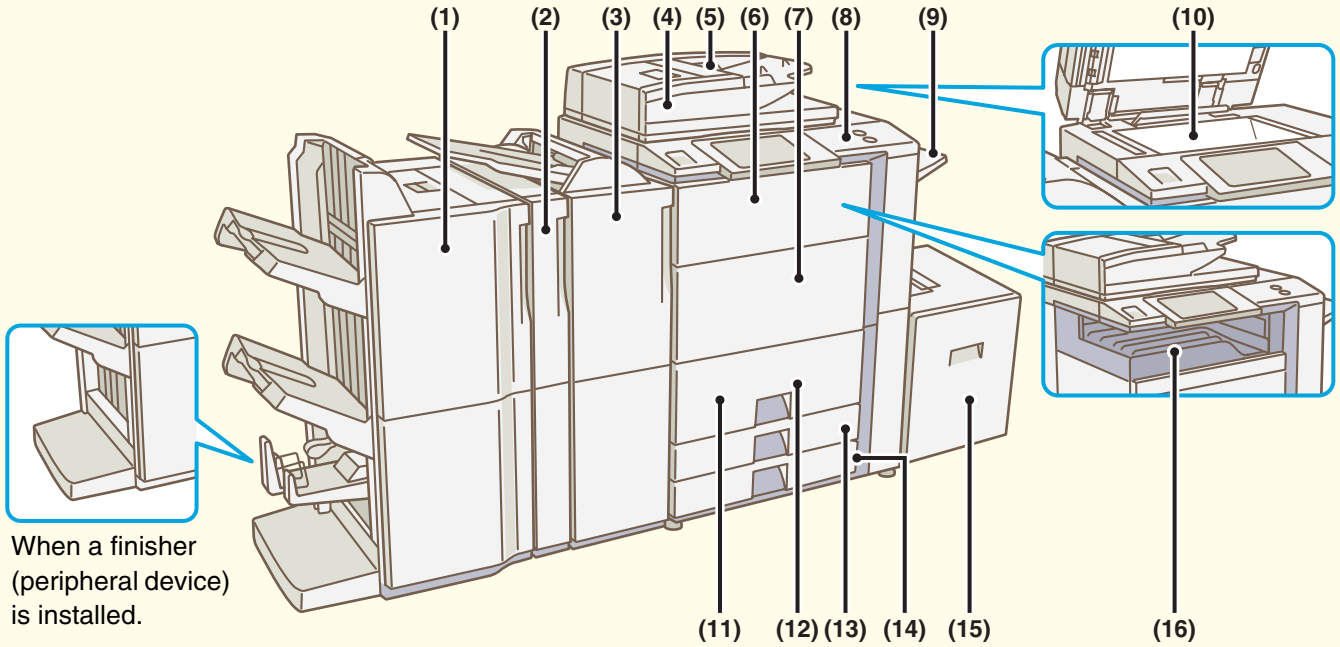
General information

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 8
- OPERATION PANEL 10
- USING THE TOUCH PANEL 12
- USER AUTHENTICATION 13
- HOME SCREEN 14
- PLACING ORIGINALS 15
- CHANGING PAPER IN A TRAY 16

PART NAMES AND FUNCTIONS

Exterior



When a finisher (peripheral device) is installed.

(1) Saddle stitch finisher / 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.

(2) Punch module*

This is used to punch holes in output.

(3) Inserter*

This inserts covers and inserts into copy and print output. Paper loaded in the inserter can also be stapled.

(4) Automatic document feeder

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

(5) Document feeder tray

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

(6) Front cover (upper)

Open to replace a toner cartridge.

(7) Front cover (lower)

Open to power on the machine.

(8) Operation panel

(9) Right Tray

Output can be delivered to this tray.

(10) Document glass

Use this to scan a book or other original that cannot be fed through the automatic document feeder.

(11) Tray 1

This holds paper. Up to 1200 sheets of paper can be loaded.

(12) Tray 2

This holds paper. Up to 800 sheets of paper can be loaded.

(13) Tray 3

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

(14) Tray 4

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

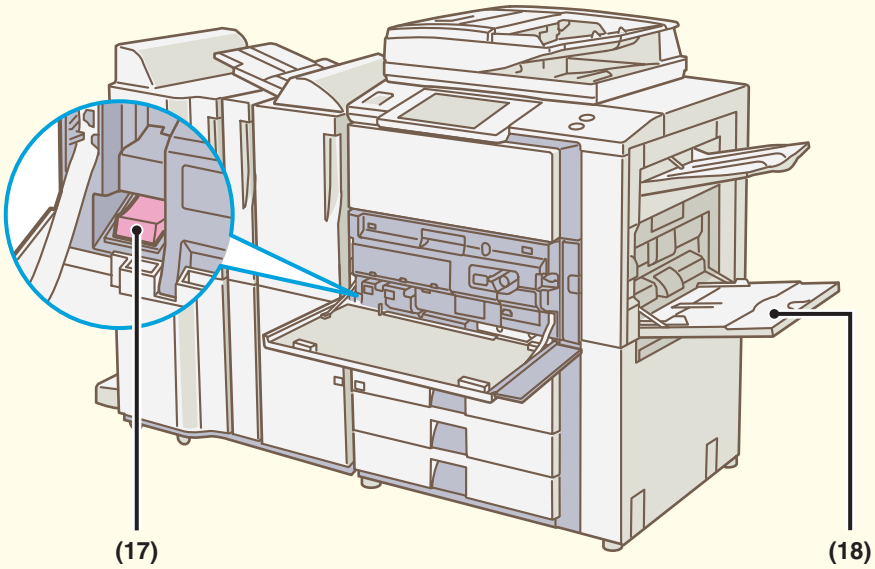
(15) Tray 5 (when a large capacity tray is installed)*

This holds paper. A4 or 8-1/2" x 11" paper can be loaded in the large capacity tray (MX-LCX2). Up to 3500 sheets of paper can be loaded.
Paper from B5 to A3W (8-1/2" x 11" to 12" x 18") can be loaded in the large capacity tray (MX-LCX3). Up to 3000 sheets of paper can be loaded.

(16) Output tray (centre tray)

Copy jobs and print jobs are delivered to this tray. (When a finisher or saddle stitch finisher is installed, the output tray (centre tray) cannot be used.)

Interior



(17) Main power switch

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

(18) Bypass tray

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

* Peripheral device. For more information, see "4. PERIPHERAL DEVICES" in the User's Guide.

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.

[HOME] key

Touch this key to display the home screen.
Keys of frequently used functions can be registered in this screen for quick access, making the machine easier to use.

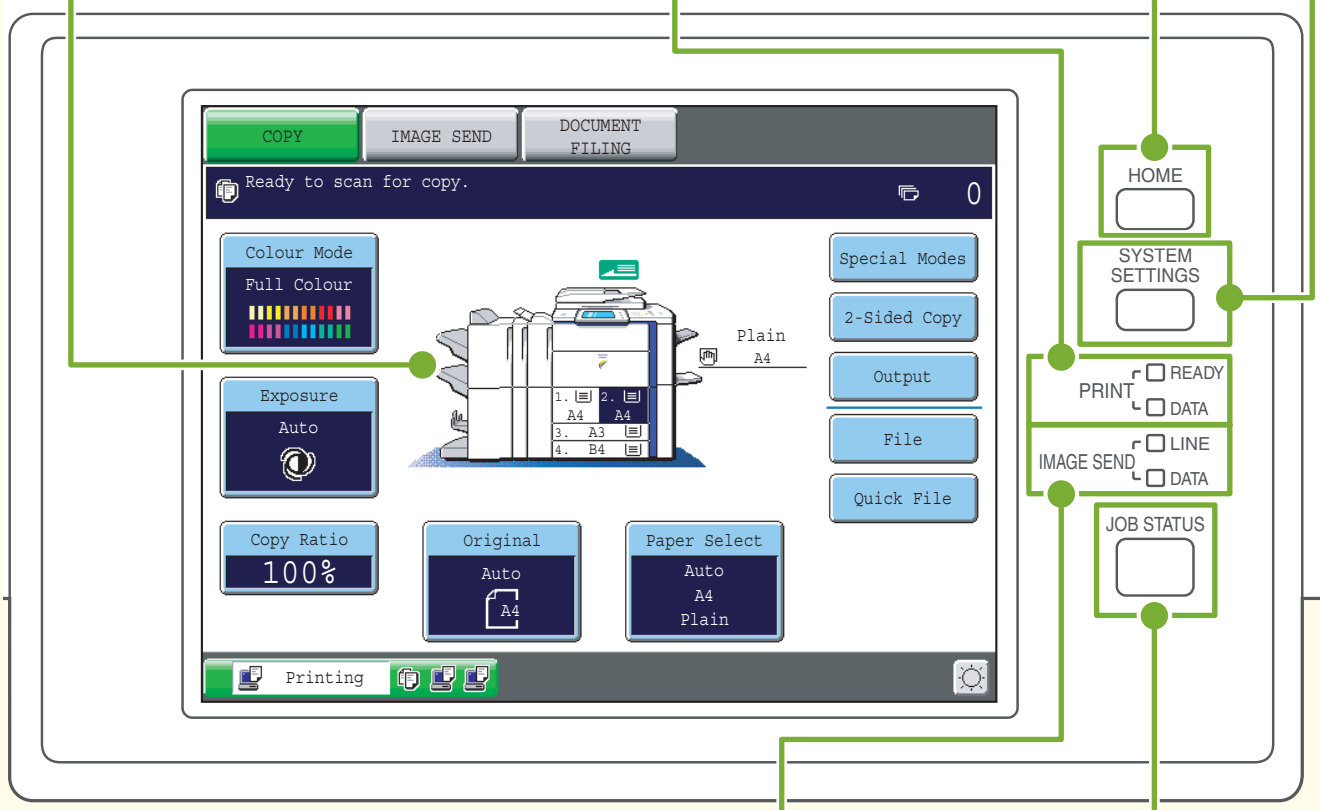


Image send indicators

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.

[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

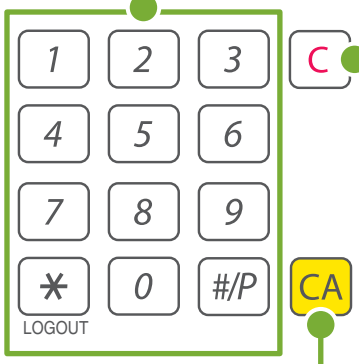
Press this key to return settings such as the number of copies to "0".

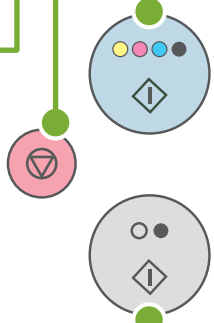
[STOP] key

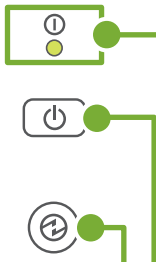
Press this key to stop a copy job or scanning of an original.

[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.

USING THE TOUCH PANEL

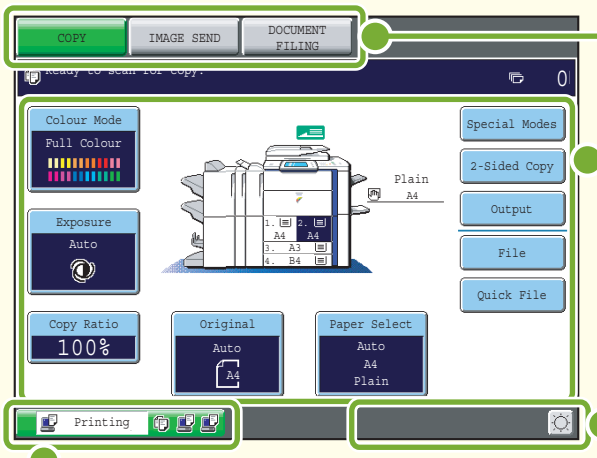
The touch keys that appear in the touch panel are grouped for easy operation. The layout and functions of the touch keys are explained below.

Mode select keys

[COPY] key
To use the copy function, touch this key to switch to copy mode. Keep your finger on the [COPY] key to view the machine's total page use count and amount of toner remaining.

[IMAGE SEND] key
To use the scan or fax function, touch this key to switch to image send mode.

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



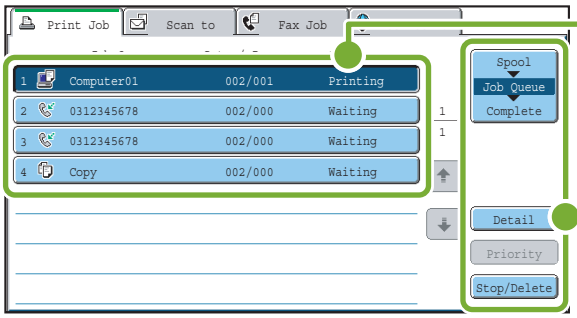
When the mode of the machine is changed, the base screen of the newly selected mode appears. Functions can be selected and settings checked in the base screen.

System display

This shows the brightness adjustment key for the touch panel, the entry mode when text is entered, and other items.

Job status display

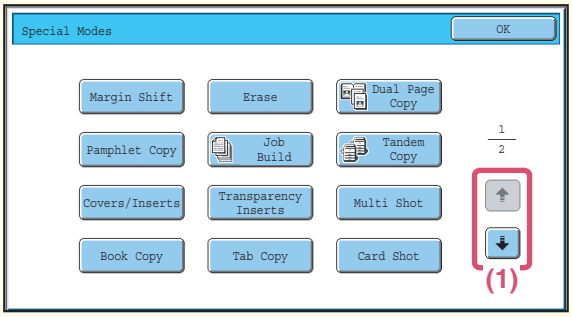
This shows the mode icon and status of reserved jobs and the job in progress. This can be touched to show the job status screen.

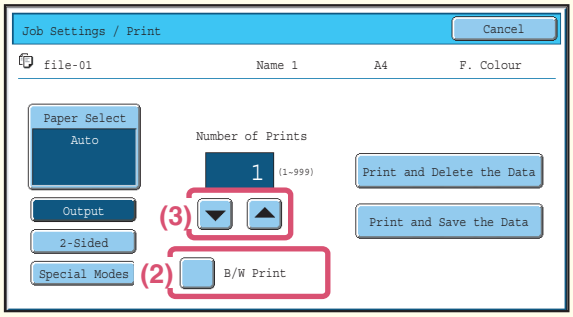


Jobs are displayed as a list of touch keys. The job keys appear in the order that they will be run. A job key can be touched to select it.

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

Using general keys





(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.

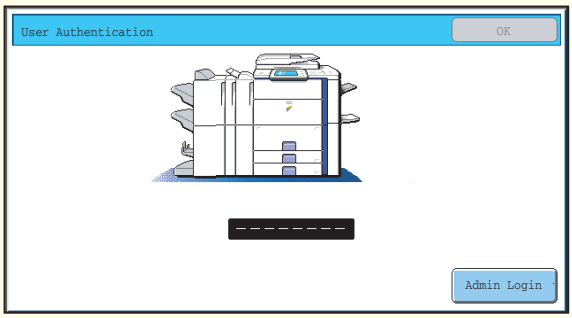
USER AUTHENTICATION

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

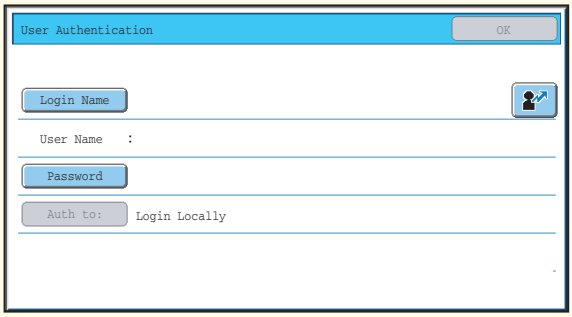
There are two methods for performing user authentication: login by user number and login by login name and password. Ask the administrator of the machine for the information that is required to log in.
For more information on user authentication, see "USER AUTHENTICATION" in the User's Guide.

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.

Logging out

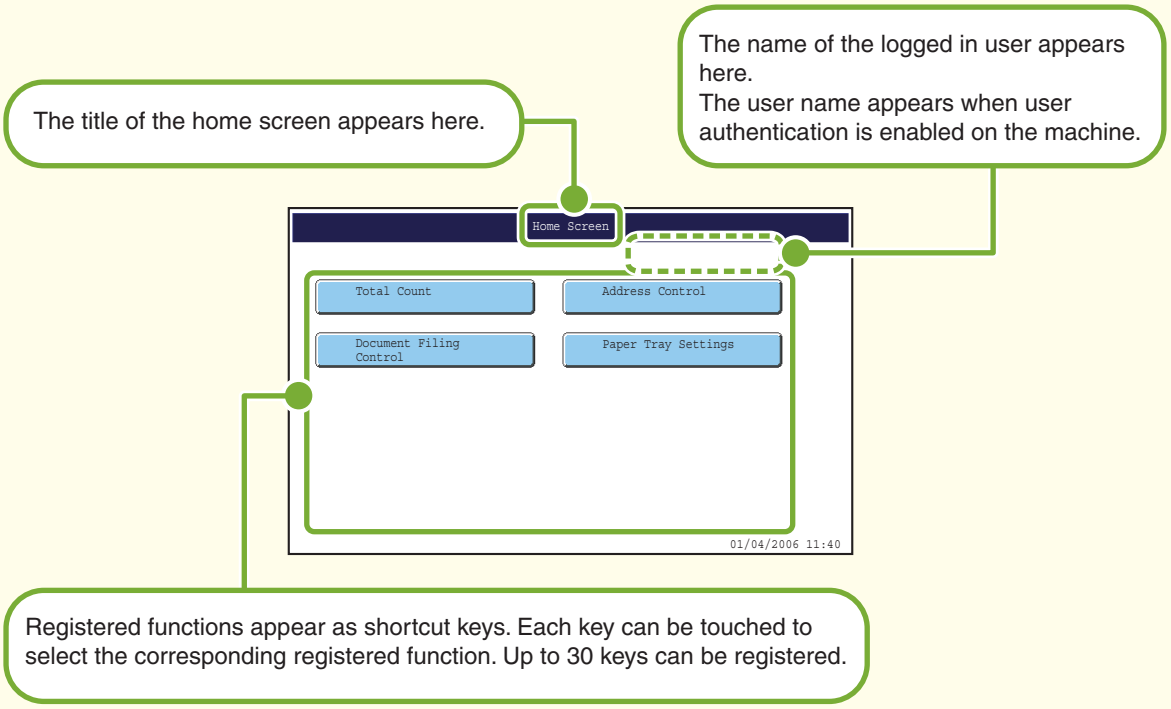
When you have finished using the machine, log out. Logging out prevents unauthorised use of the machine.

How to log out

You can log out from any mode 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.

HOME SCREEN

When the [HOME] key is pressed on the operation panel, the home screen appears in the touch panel. Shortcuts to functions can be registered as keys in the home screen. When a shortcut key is touched, the screen for that function appears. Register frequently used functions in the home screen to quickly and conveniently access those functions. When user authentication is used, the home screen of "Favourite Operation Group" can be displayed.
Register keys that you wish to show in the home screen in the system settings.



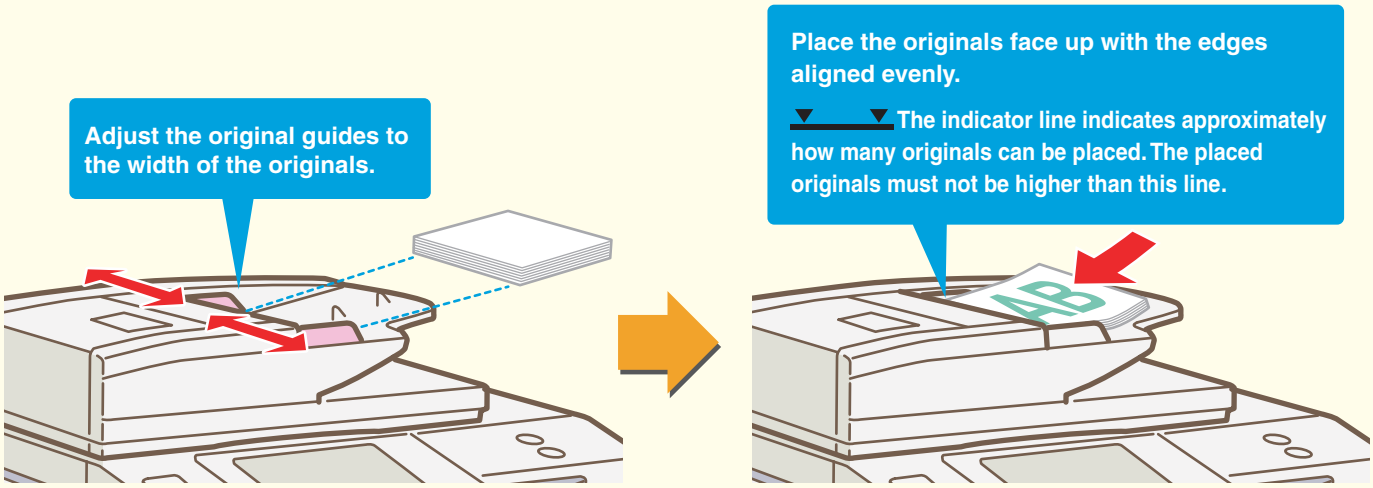
For detailed information on home screen settings, see "Favourite Operation Group Registration" and "Home Screen Settings" in the System Settings Guide.

PLACING ORIGINALS

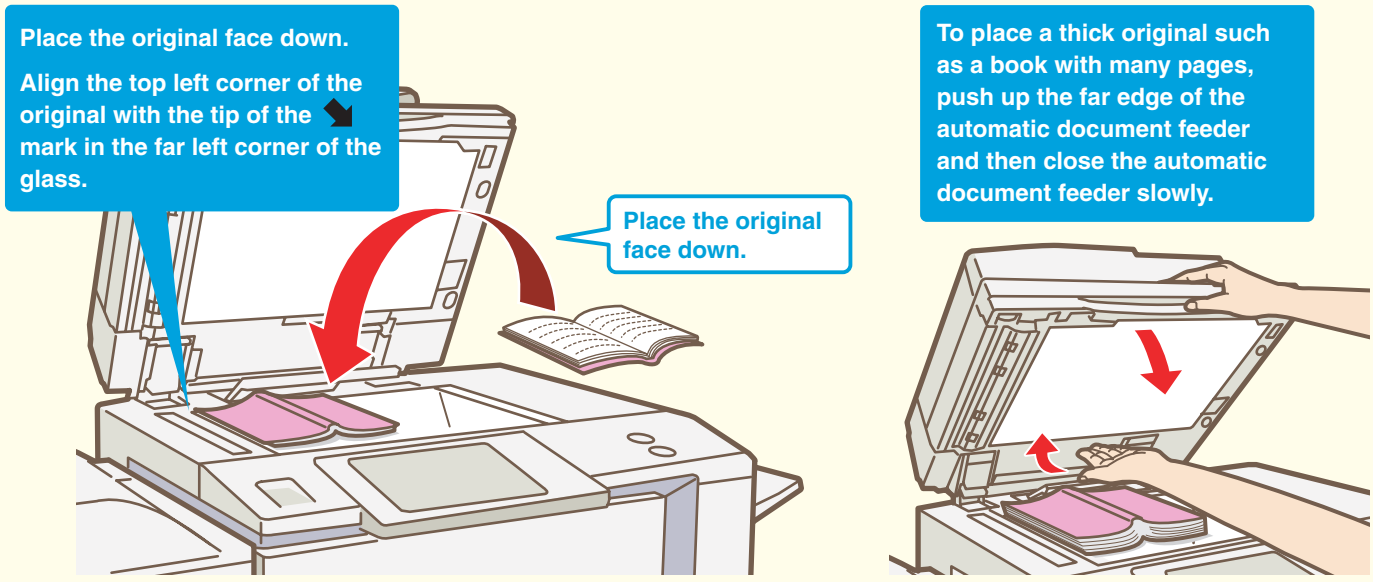
The automatic document feeder can be used to automatically scan many originals at once. This saves you the trouble of manually feeding each original.
For originals that cannot be scanned using the automatic document feeder, such as a book or a document with notes attached, use the document glass.

Using the automatic document feeder

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



Using the document glass

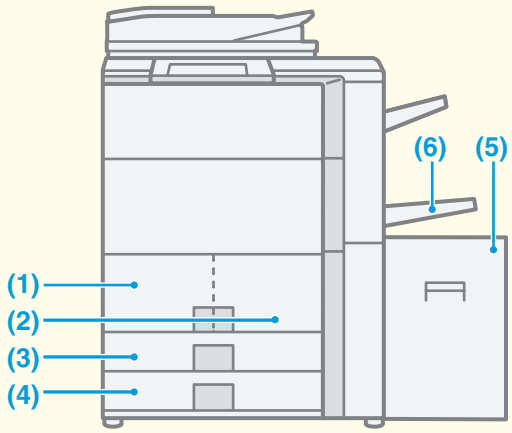


CHANGING PAPER IN A TRAY

Names of the trays

The names of the trays are shown below.
For the number of sheets of paper that can be loaded in each tray, see the following manuals:

- System Settings Guide, "Paper Tray Settings"
- Safety Guide, "SPECIFICATIONS"



(1) Tray 1
(2) Tray 2
(3) Tray 3
(4) Tray 4
(5) Tray 5 (large capacity tray)
(6) Bypass tray

Print side face up or face down

When loading paper in a tray, the print side is loaded face up or face down depending on the tray.

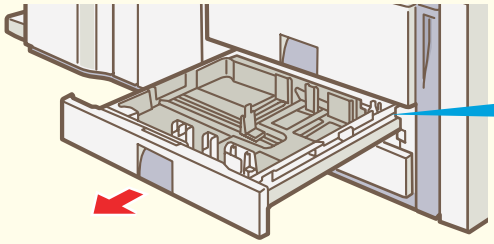
Trays 1 to 4
Load the paper with the print side face up.
However, if the paper type is "Pre-Printed" or "Letter Head", load the paper with the print side face down*.

Bypass tray and tray 5
Load the paper with the print side face down.
However, if the paper type is "Pre-Printed" or "Letter Head", load the paper with the print side face up*.

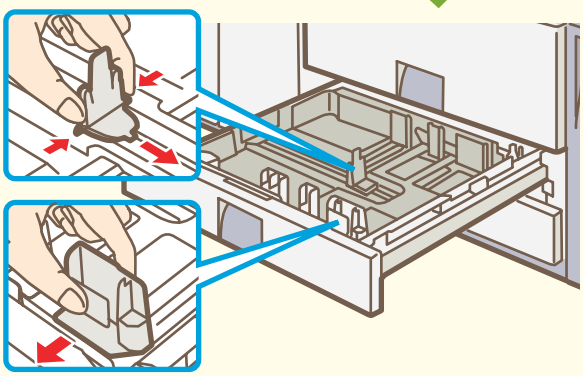
* If "Disabling of Duplex" is enabled in the system settings (administrator), load the paper in the normal way (face up in trays 1 to 4; face down in the bypass tray and tray 5).

Loading paper in a tray

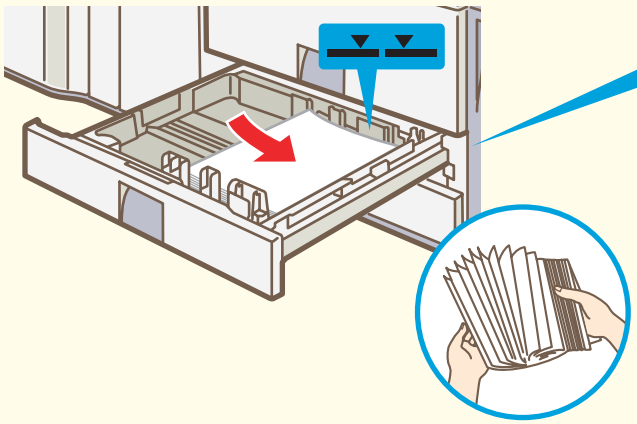
To change the paper in a tray, load the desired paper in the tray and then change the tray settings in the machine to specify the loaded paper. The procedure for changing the tray paper size is explained below. As an example, the paper in tray 3 is changed from B4 (8-1/2" x 14") size plain paper to A4 (8-1/2" x 11") size recycled paper.



Gently pull out the paper tray.
If paper remains in the tray, remove it.

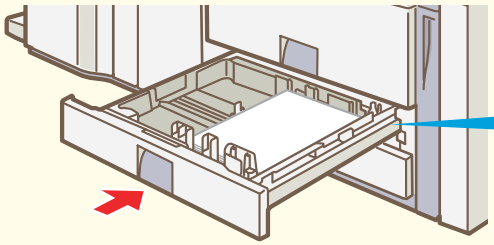


Move the two guides on the tray to change the size from B4 (8-1/2" x 14") to A4 (8-1/2" x 11").



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.

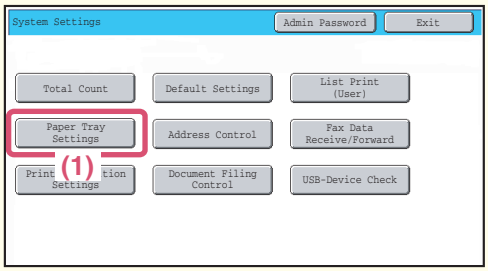


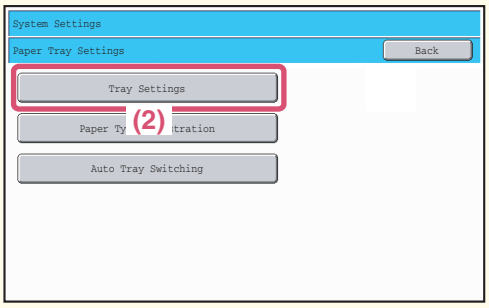
Gently push the tray into the machine.

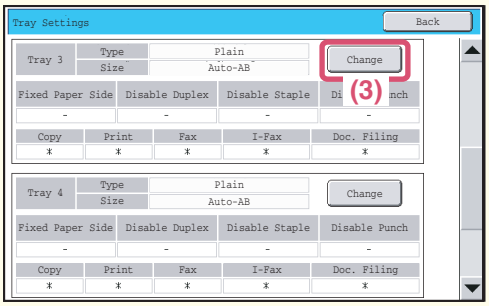
Changing the tray settings

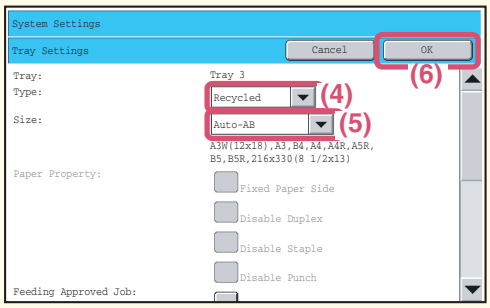
When you change the paper in a tray, the tray settings in the system settings must also be changed.

1 Press the [SYSTEM SETTINGS] key.









(1) Touch the [Paper Tray Settings] key.

(2) Touch the [Tray Settings] key.

(3) Touch the [Change] key in "Tray 3".

(4) Select [Recycled] from the "Type" select box.

(5) Make sure that [Auto-AB] is selected in the "Size" select box.

For more information, see "Paper Tray Settings" in the System Settings Guide.

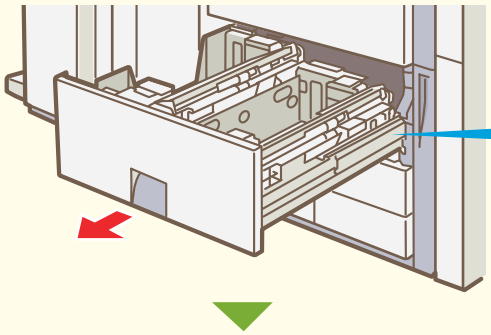
(6) Touch the [OK] key.

The above steps change the paper settings for tray 3 to A4 recycled paper.

Loading paper in other trays

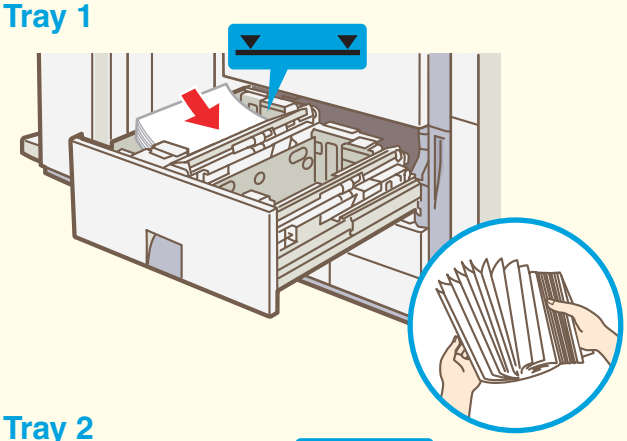
Tray 1 and Tray 2

To change the paper size of tray 1 and tray 2, see "TRAY SETTINGS FOR TRAY 1 AND TRAY 2" in the User's Guide.

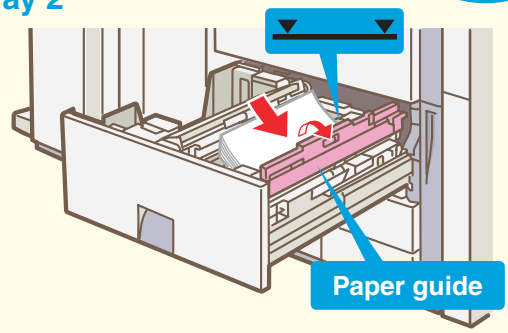


Gently pull out the paper tray.

Tray 1



Tray 2

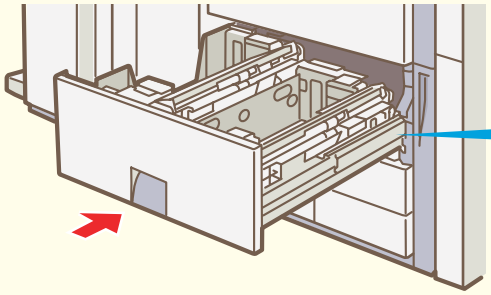


Tray 1
Insert the paper with the print side face up.

Tray 2
Raise the paper guide.
Insert the paper with the print side face up.

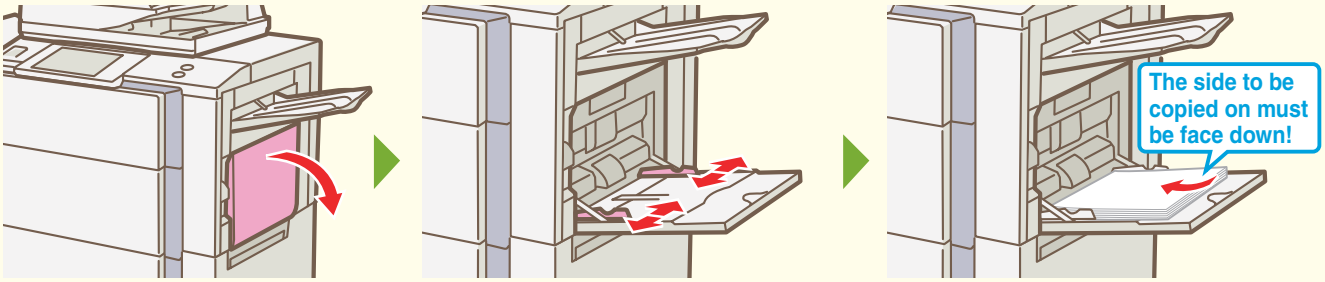
Return the paper guide to its original position after loading the paper.
Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause a misfeed.

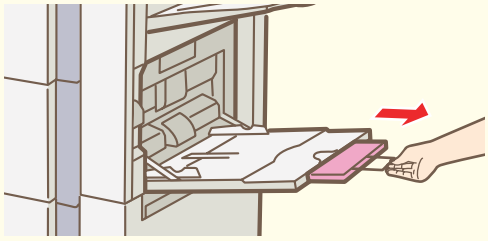
Indicator line
The indicator line indicates the maximum height of the paper that can be loaded in the tray. When loading paper, make sure that the stack is not higher than the indicator line.



Gently push the tray into the machine.

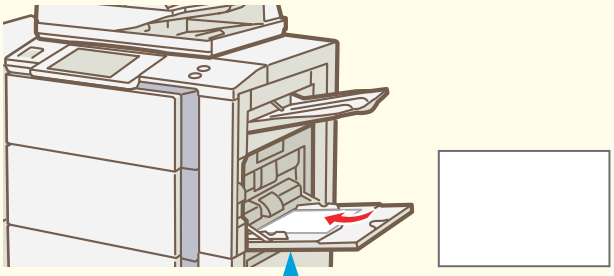
Bypass tray



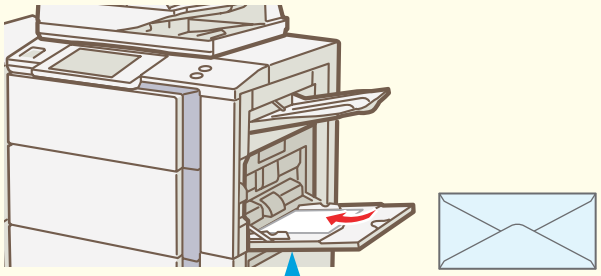


When loading A3W, A3, or B4 size paper, pull out the tray extension.
The maximum number of sheets that can be loaded in the bypass tray is approximately 100 for plain paper and approximately 20 for envelopes.

Example: Loading an envelope



Place paper that is A5 (7-1/4" x 10-1/2") or smaller in the horizontal orientation.



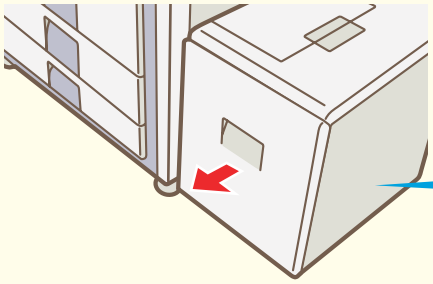
Only the address side of envelopes can be printed on.
Place envelopes with the address side face down.

Special types of paper that cannot be loaded in other trays can be loaded in the bypass tray.
For detailed information on the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.

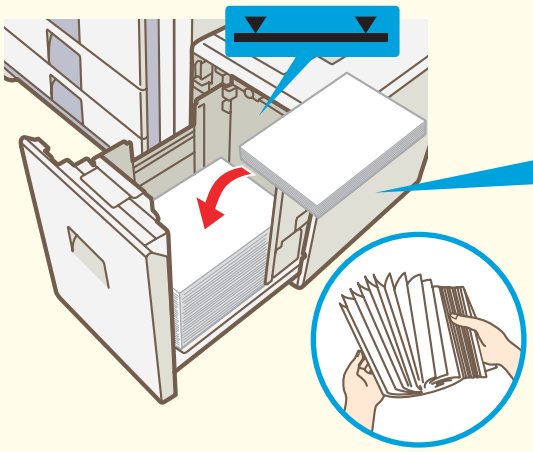
Large capacity tray

MX-LCX2

The paper size of tray 5 (MX-LCX2) can only be changed by a service technician.

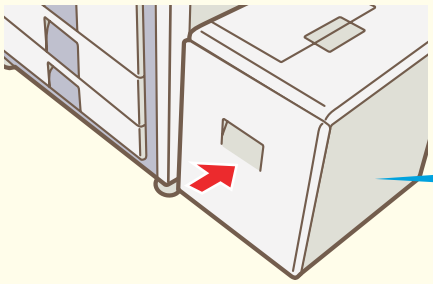


Gently pull out the paper tray.



Insert the paper with the print side face down.
Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause a misfeed.

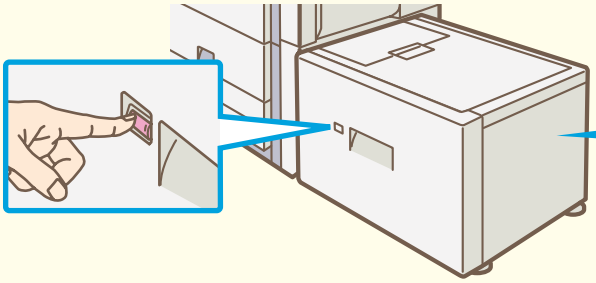
Indicator line
The indicator line indicates the maximum height of the paper that can be loaded in the tray. When loading paper, make sure that the stack is not higher than the indicator line.



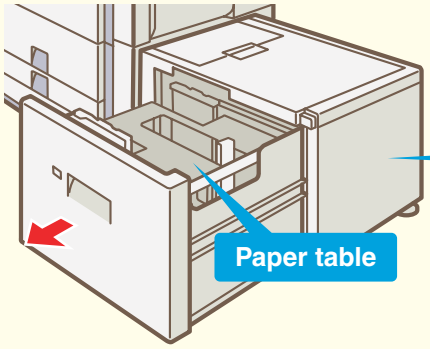
Gently push the tray into the machine.

MX-LCX3

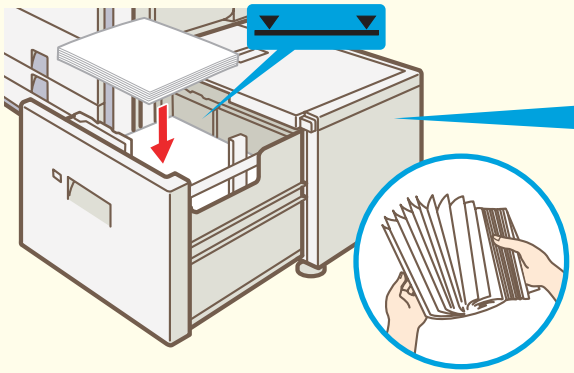
To change the paper size of tray 5 (MX-LCX3), see "CHANGING THE PAPER SIZE (MX-LCX3)" in the User's Guide.



Before pulling the tray out, press the operation button.
The operation button indicator will blink.
Pull out the tray after the operation button indicator turns off.



Gently pull out the paper tray.

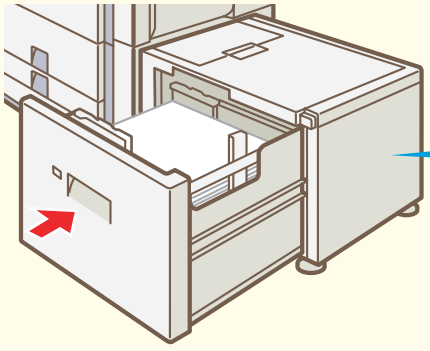


Insert the paper with the print side face down.
When a certain amount of paper is placed on the paper table, the paper table will automatically descend slightly and then stop. Continue loading paper in this way.
Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause 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.

Warning

When placing paper, do not insert your fingers into the openings in the paper table.



Gently push the tray into the machine.
The operation button indicator will blink.
Pull out the tray after the operation button indicator turns off.

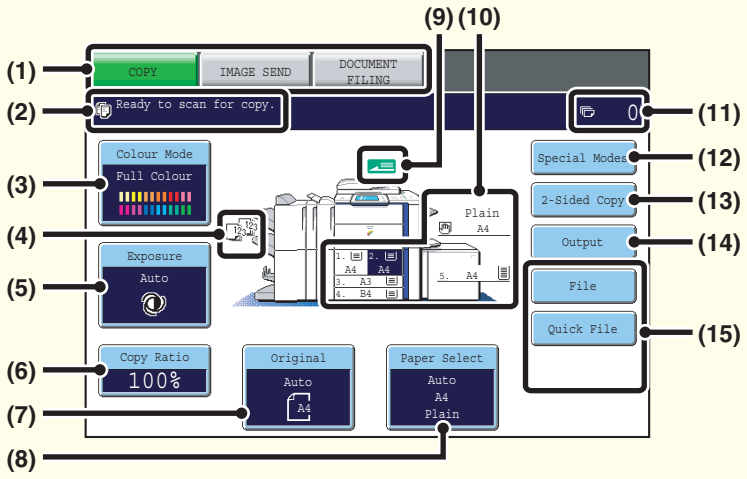
Copying

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.

- BASE SCREEN OF COPY MODE 24
- MAKING COPIES 25
- 2-SIDED COPYING (Automatic Document Feeder) . . 26
- COPYING ON SPECIAL PAPER (Bypass Copy) 27
- MAKING COLOUR COPIES (Colour Mode) 29
- SELECTING THE EXPOSURE AND IMAGE TYPE . . . 30
- FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection) 31
- ENLARGEMENT/REDUCTION (Preset Ratios / Zoom) 33
- INTERRUPTING A COPY RUN (Interrupt Copy) 35
- STORING COPY OPERATIONS (Job Programs) 36
- SPECIAL MODES 38
- SELECTING A SPECIAL MODE 39
- CONVENIENT COPY FUNCTIONS 40

BASE SCREEN OF COPY MODE

Touch the [COPY] key in the touch panel to open the base screen of copy mode.
Select copy settings in the base screen.



(1) Mode Select keys

Use these keys to switch between copy, image send, and document filing modes.
To switch to copy mode, touch the [COPY] key.

(2) Various messages are displayed here.

The icon of the selected mode appears on the left.

(3) [Colour Mode] key

Touch this key to change the colour mode.

(4) Output display

When one or more output functions such as sort, group, staple sort, or saddle stitch have been selected, this shows the icons of the selected functions.

(5) [Exposure] key

This shows the current copy exposure and exposure mode settings. Touch this key to change the exposure or exposure mode setting.

(6) [Copy Ratio] key

This shows the current copy ratio. Touch this key to adjust the copy ratio.

(7) [Original] key

Touch this key to enter the original size manually. When an original is placed, this key shows the automatically detected original size. If the original size is set manually, the set size appears.

(8) [Paper Select] key

Touch this key to change the paper (tray) that is used. The tray, paper size, and paper type will appear. The tray images in the paper size display can be touched to open the same screen.

(9) Original feed display

This appears when an original is inserted in the automatic document feeder.

(10) Paper select display

This shows the size of paper loaded in each tray and the amount of paper remaining .
The selected tray is highlighted.

(11) Number of copies display

This shows the number of copies set.

(12) [Special Modes] key

Touch this key to select special modes such as Margin Shift, Erase, and Dual Page Copy.

(13) [2-Sided Copy] key

Touch this key to select the 2-sided copying function.

(14) [Output] key

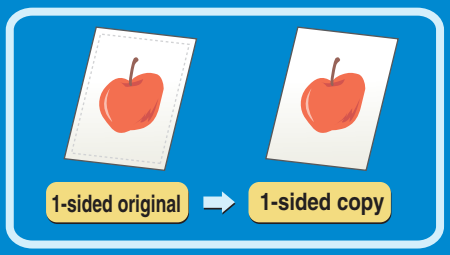
Touch this to select an output function such as sort, group, offset, staple sort, saddle stitch, or punch.

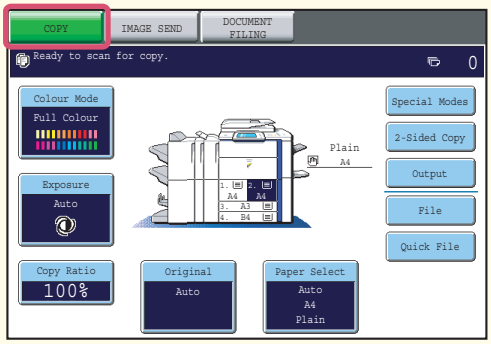
(15) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer.

MAKING COPIES

This is the most basic procedure for making copies.

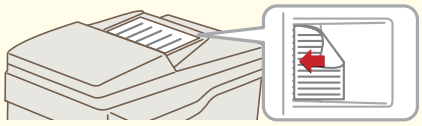




1 Touch the [COPY] key.

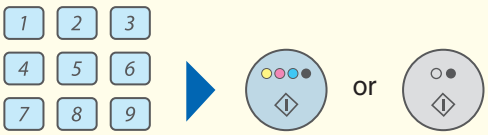
The base screen of copy mode appears.

The side to be scanned must be face up!

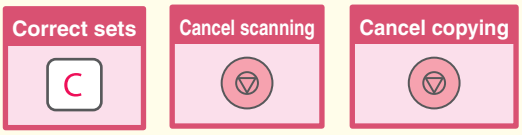


2 Place the originals.

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

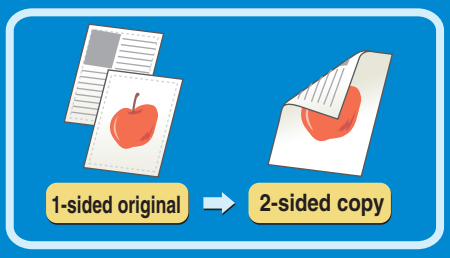


3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

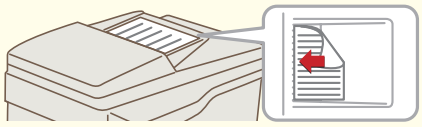


2-SIDED COPYING (Automatic Document Feeder)

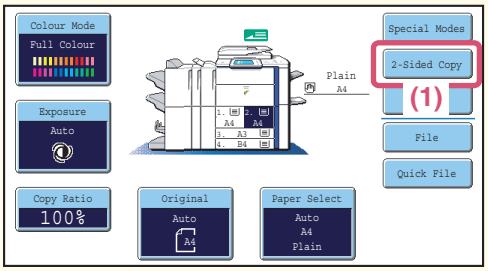
You can use the automatic document feeder to make automatic 2-sided copies without the bother of manually turning the originals over and re-inserting them.
This section explains how to copy 1-sided originals onto both sides of the paper.

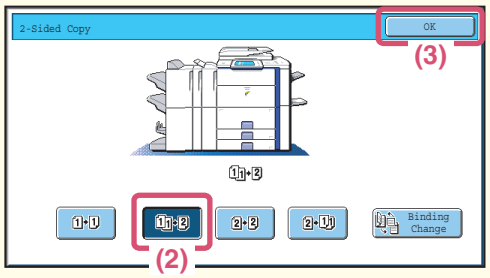


The side to be scanned must be face up!



1 Place the originals.



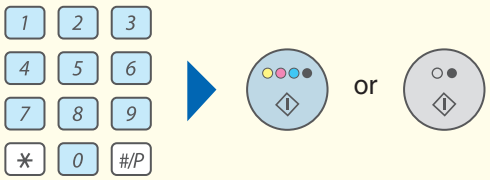


2 Select settings in the touch panel.

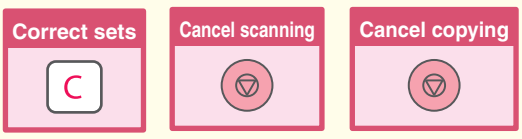
(1) Touch the [2-Sided Copy] key.

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

(3) Touch the [OK] key.

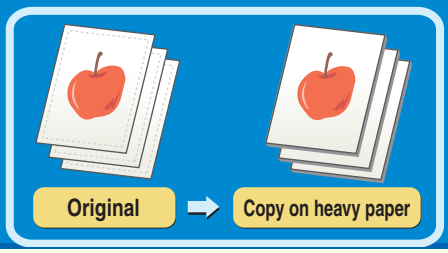


3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

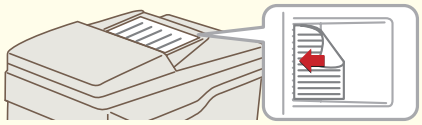


COPYING ON SPECIAL PAPER (Bypass Copy)

Use the bypass tray to copy on special media such as heavy paper, envelopes, and tab paper.
This section explains how to load A4 heavy paper in the bypass tray.

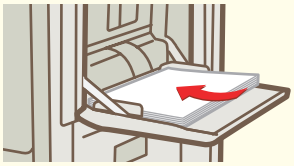


The side to be scanned must be face up!



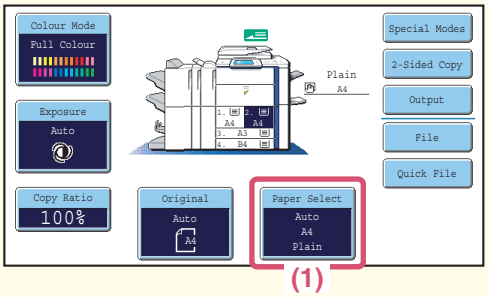
1 Place the originals.

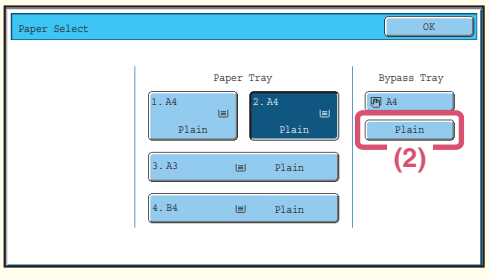
When using the document glass, place the original with the side to be scanned face down.

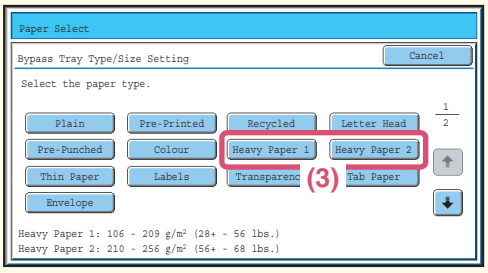


The side to be copied on must be face down!

2 Insert paper in the bypass tray.





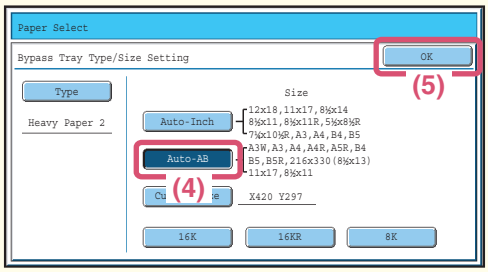


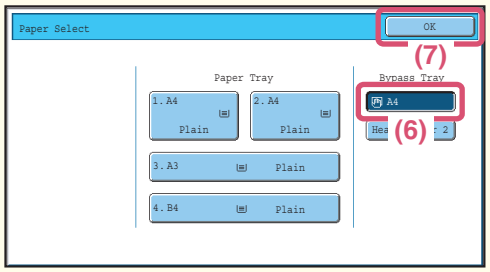
3 Select settings in the touch panel.

(1) Touch the [Paper Select] key.

(2) Touch the paper type key of the bypass tray.
Here the [Plain] key has been touched.

(3) Touch the [Heavy Paper 1] key or [Heavy Paper 2] key.
If the weight of the loaded paper is 106 g/m² to 209 g/m² (28 lbs. to 56 lbs.), touch the [Heavy Paper 1] key. If the weight is 210 g/m² to 256 g/m² (56 lbs. to 68 lbs.), touch the [Heavy Paper 2] key.





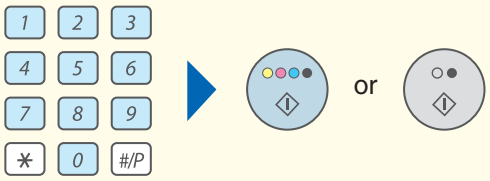
Select settings in the touch panel. (Continued)

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

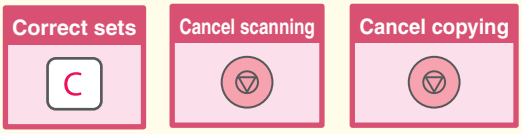
(5) Touch the [OK] key.

(6) Touch the bypass tray key.

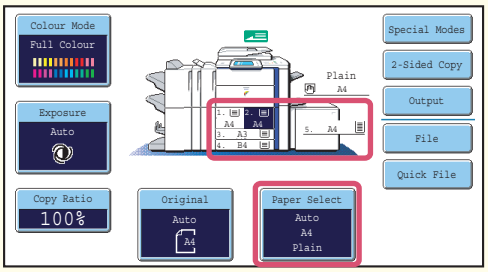
(7) Touch the [OK] key.



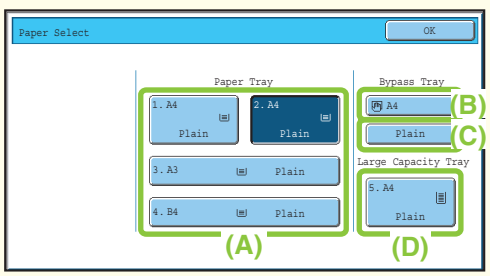
4 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.



Selecting a tray



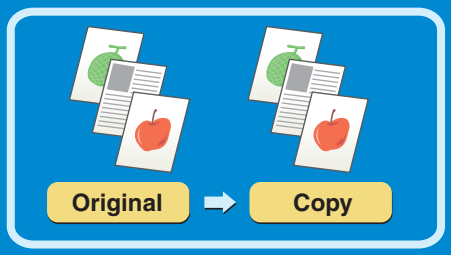
To select paper, touch the [Paper Select] key or the image of the machine in the base screen of copy mode.



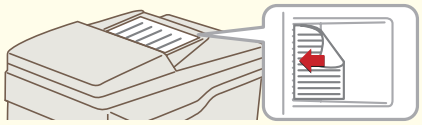
Touch a key to select a tray.
(A) Touch to select one of trays 1 to 4.
(B) Touch to select the bypass tray.
(C) Touch to set the type of paper in the bypass tray.
(D) Touch to select tray 5 (large capacity tray).

MAKING COLOUR COPIES (Colour Mode)

When colour and black & white originals are mixed together, you can have the machine automatically detect whether each original is colour or black & white and make each copy accordingly.
The procedure for copying with the colour mode set to "Auto" for automatic detection of colour and black & white is explained below.

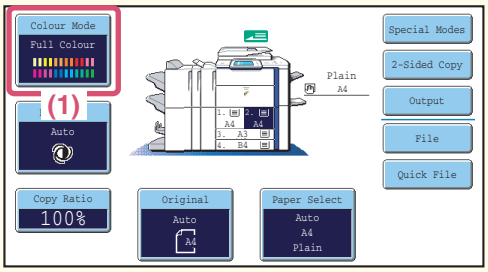


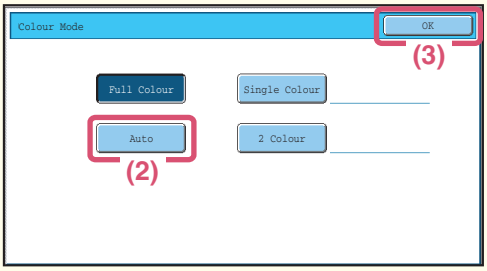
The side to be scanned must be face up!



1 Place the originals.

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



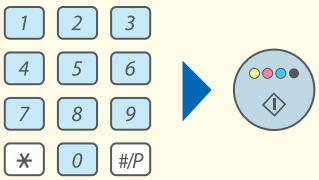


2 Select settings in the touch panel.

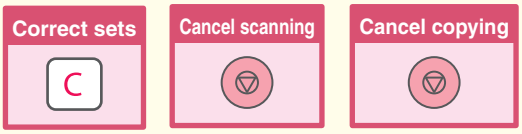
(1) Touch the [Colour Mode] key.

(2) Touch the [Auto] key.

(3) Touch the [OK] key.

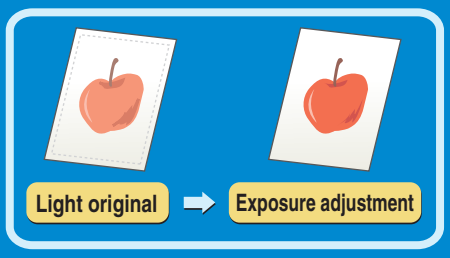


3 Set the number of copies and press the [COLOUR START] key.

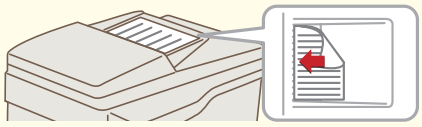


SELECTING THE EXPOSURE AND IMAGE TYPE

You can specify the original image type to obtain a clearer copy.
The example of copying an original with light colours such as pencil writing is explained below.

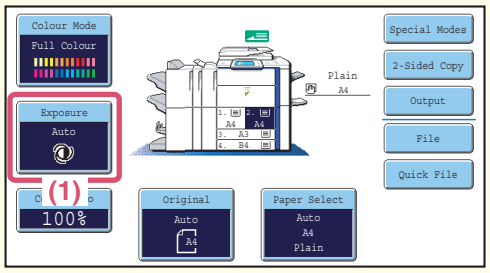


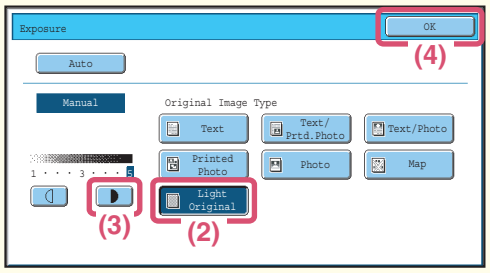
The side to be scanned must be face up!



1 Place the originals.

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





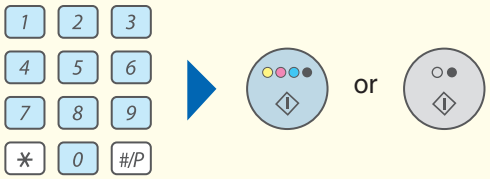
2 Select settings in the touch panel.

(1) Touch the [Exposure] key.

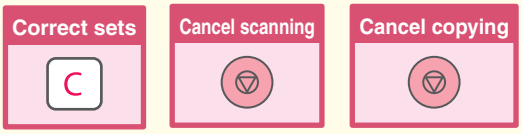
(2) Touch the [Light Original] key.

(3) Darken the printed result with the ◑ key.
Nine levels are available for the exposure. Darken light originals with the ◑ key, and lighten dark originals with the ◐ key.

(4) Touch the [OK] key.

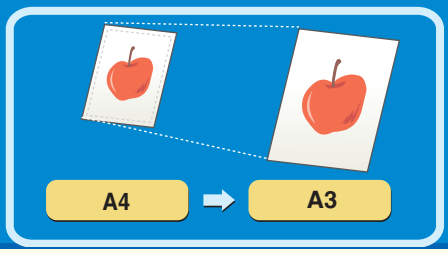


3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

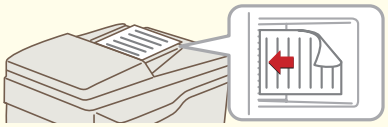


FITTING THE COPY IMAGE TO THE PAPER (Automatic Ratio Selection)

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.

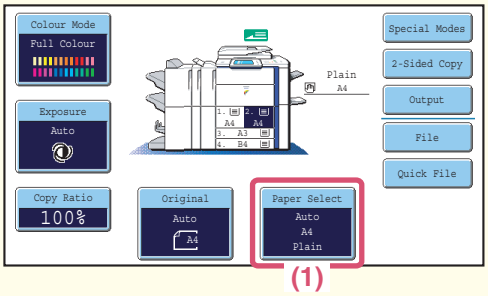


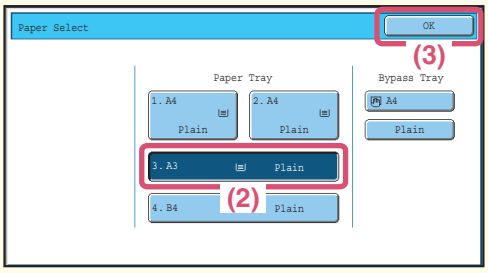
The side to be scanned must be face up!

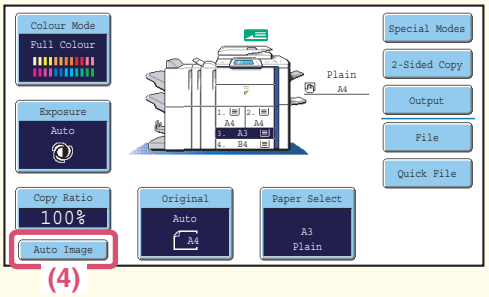


1 Place the originals.

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







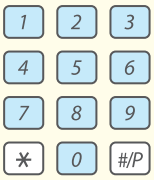
2 Select settings in the touch panel.

(1) Touch the [Paper Select] key.

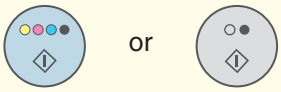
(2) Touch the tray that has the desired paper size.

(3) Touch the [OK] key.

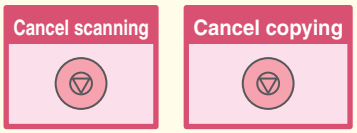
(4) Touch the [Auto Image] key.



3 **Set the number of copies.**

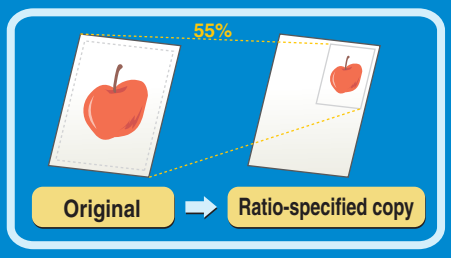


4 **Press the [COLOUR START] key or the [BLACK & WHITE START] key.**

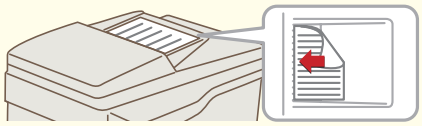


ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)

For precise adjustment of the copy size, you can select a preset ratio and/or adjust the ratio in increments of 1%.
As an example, this section explains how to reduce the image to 55%.

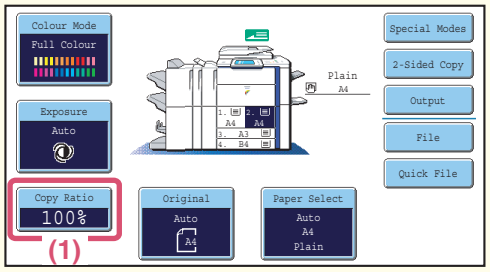


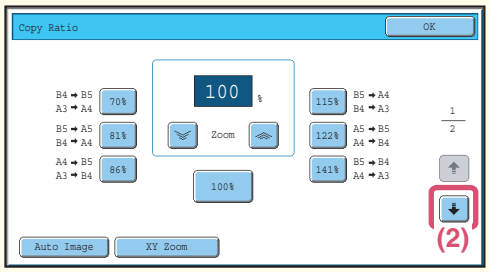
The side to be scanned must be face up!

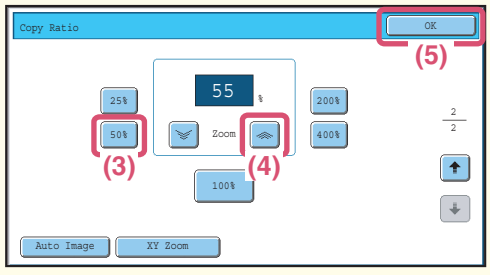


1 Place the originals.

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







2 Select settings in the touch panel.

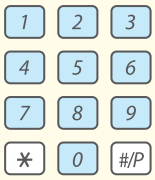
(1) Touch the [Copy Ratio] key.

(2) Touch the ↓ key.

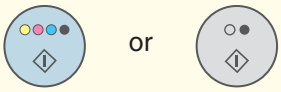
(3) Touch the [50%] key.
Touch the preset ratio key that is closest to 55% (the desired ratio).

(4) Set the copy ratio to 55% with the ▲ key.
The ▼ key decreases the ratio in increments of 1%, and the ▲ key increases the ratio in increments of 1%.

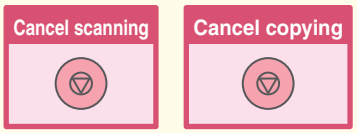
(5) Touch the [OK] key.



3 Set the number of copies.

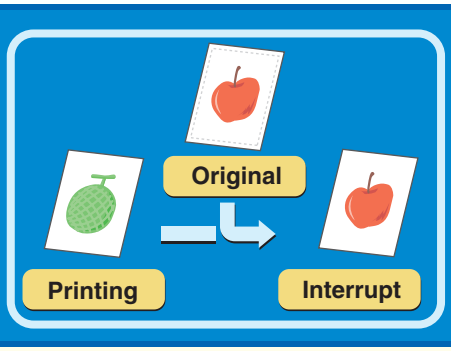


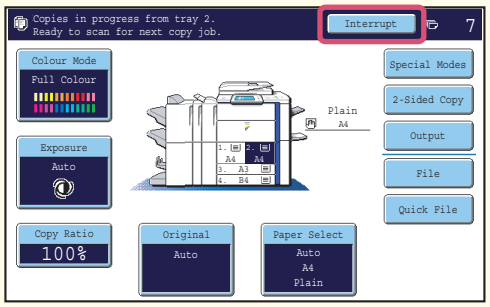
4 Press the [COLOUR START] key or the [BLACK & WHITE START] key.



INTERRUPTING A COPY RUN (Interrupt Copy)

When the machine is printing, you can temporarily interrupt the job and perform a copy job that you wish to prioritize.
This feature is useful when you need to make an urgent copy during a long copy run.

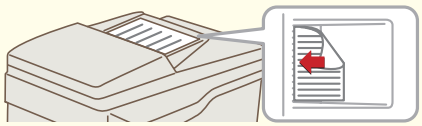




1 Touch the [Interrupt] key while the machine is printing.

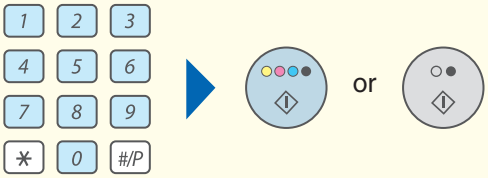
The [Interrupt] key appears in the base screen while the machine is printing.

The side to be scanned must be face up!



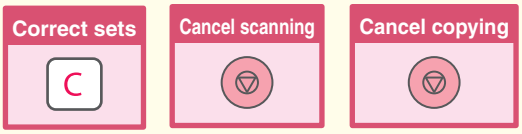
2 Place the originals.

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.

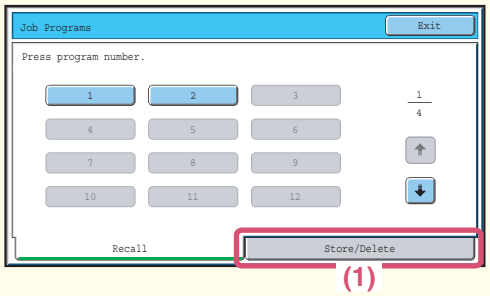


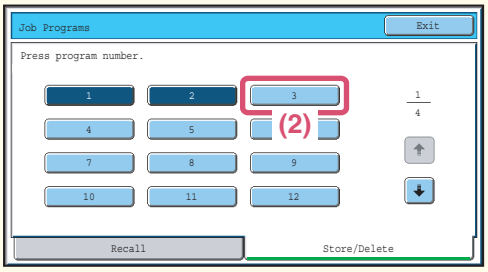
STORING COPY OPERATIONS (Job Programs)

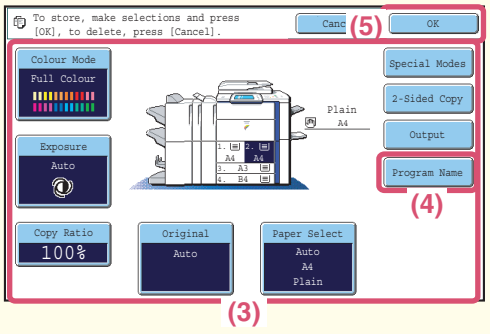
You can store a group of copy settings. The settings can be retrieved and used whenever needed.
When you frequently use the same group of settings, this saves you the trouble of manually selecting the settings each time you need to use them.

Storing a job program

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







2 **Select settings in the touch panel.**

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

(2) Touch the key in which you want to store a job program.
Touch any key that is not highlighted.
Keys that have a job program stored are highlighted.

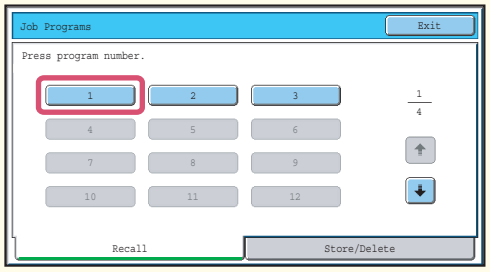
(3) Select the copy settings that you wish to store.

(4) Touch the [Program Name] key.
A text entry screen appears. Enter a name for the program (max. of 10 characters). For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

(5) Touch the [OK] key.

Using a job program

1 **Press the [#/P] key (#/P).**
Place the original.

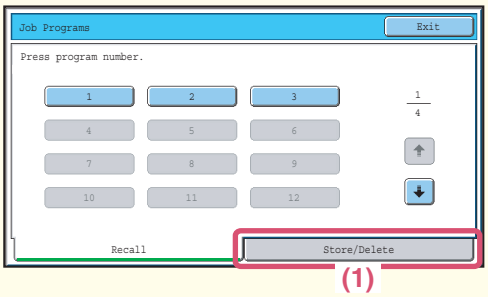


2 Touch the key of the desired job program.

After selecting the job program, set the number of copies and press the [COLOUR START] key or [BLACK & WHITE START] key to begin copying.

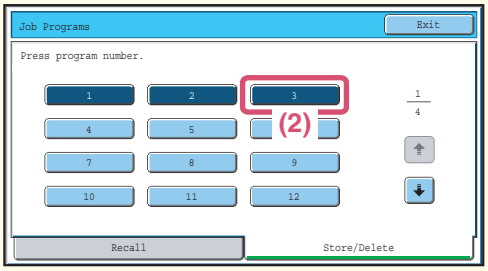
Deleting a job program

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



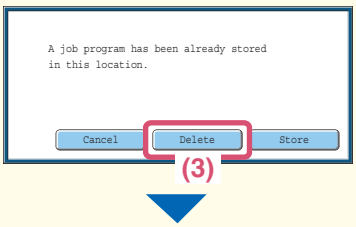
2 Select settings in the touch panel.

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

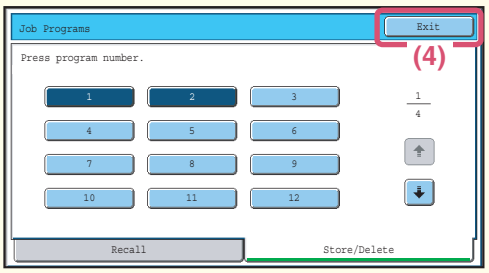


(2) Touch the key of the job program that you wish to delete.

Touch a key that is highlighted.
Keys that have a job program stored are highlighted.



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

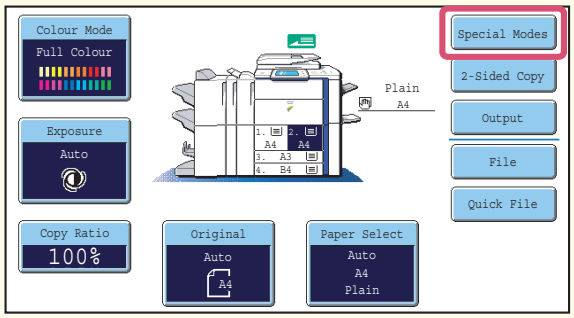


(4) Touch the [Exit] key.

SPECIAL MODES

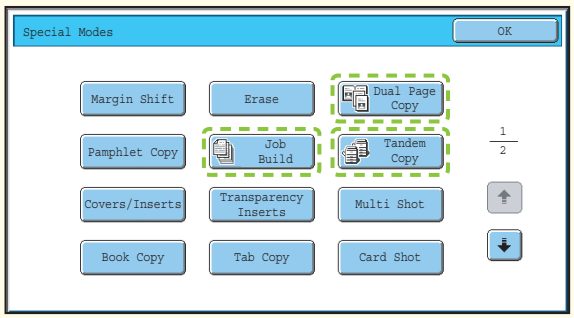
The special modes can be used for a variety of special-purpose copy jobs.
This section introduces the types of copies that can be made with the special modes. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Margin Shift" as an example.
For the procedures for using the special modes, see "3. SPECIAL MODES" 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 two screens. Use the ↓ ↑ keys to switch between the screens.
Touch the [Special Modes] key in the base screen to open the special modes menu.

1st screen



2nd screen

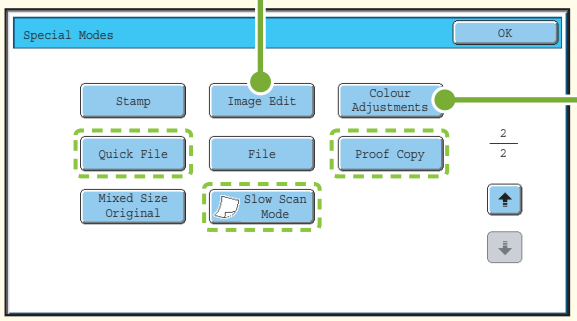
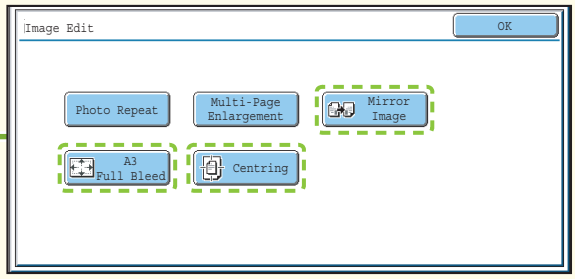
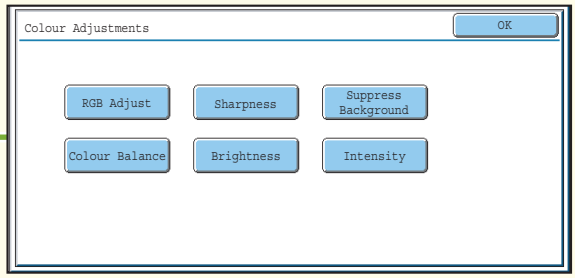


Image edit menu screen



Colour adjustments menu screen

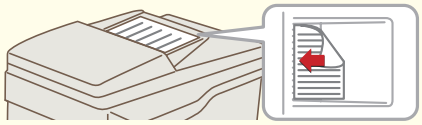


When a special mode key encircled by [ ] is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a screen appears to let you select settings for that mode.
The keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

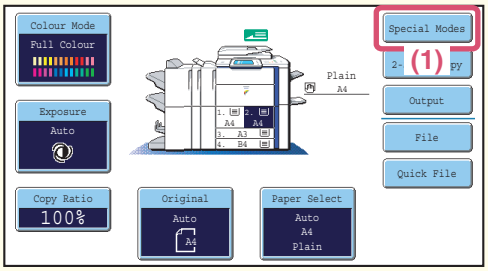
The procedure for selecting settings for "Adding margins (Margin Shift)" is explained below as an example. Although the specific settings for each special mode vary, the general procedure is the same.

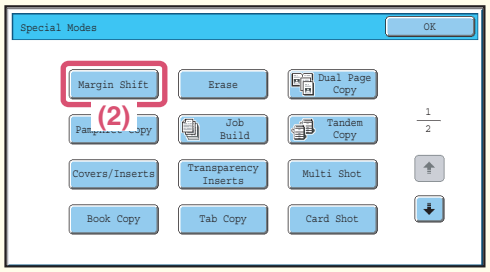
The side to be scanned must be face up!

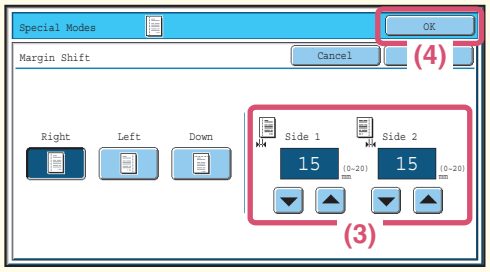


1 Place the originals.

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







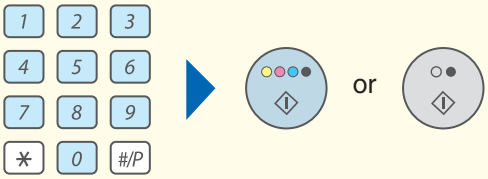
2 Select settings in the touch panel.

(1) Touch the [Special Modes] key.

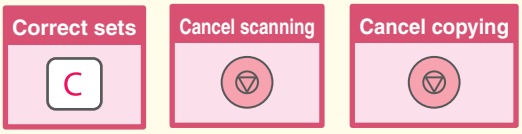
(2) Touch the [Margin Shift] key.
Shifting the left margin by 15 mm will be explained as an example.

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

(4) Touch the [OK] key.



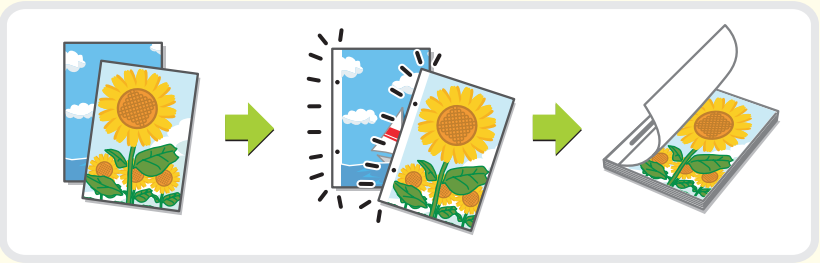
3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.



CONVENIENT COPY FUNCTIONS

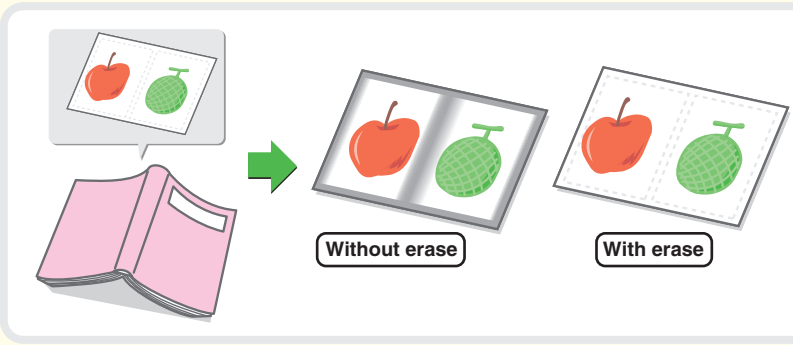
Adding margins (Margin Shift)

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.



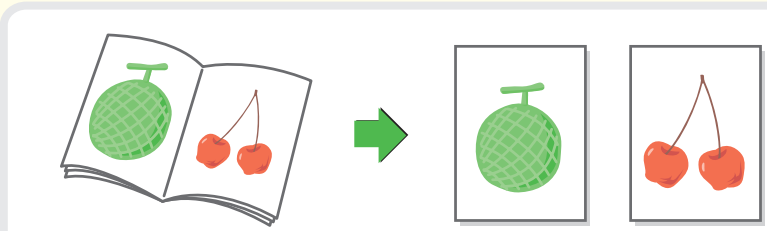
Erasing peripheral shadows (Erase)

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



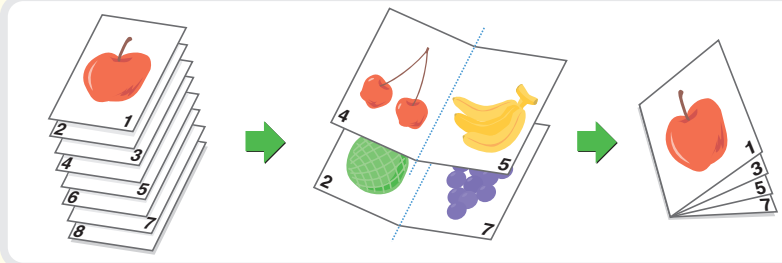
Copying each facing page of a bound document (Dual Page Copy)

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 each side of one sheet of paper.



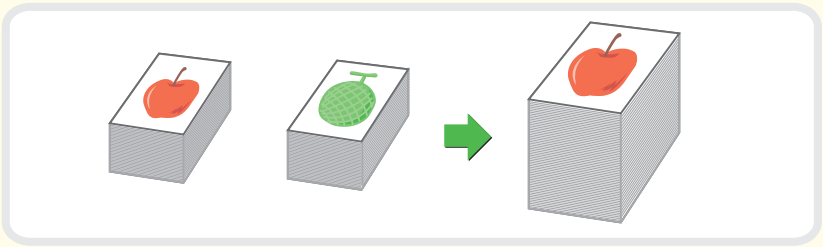
Making copies in pamphlet format (Pamphlet Copy)

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.



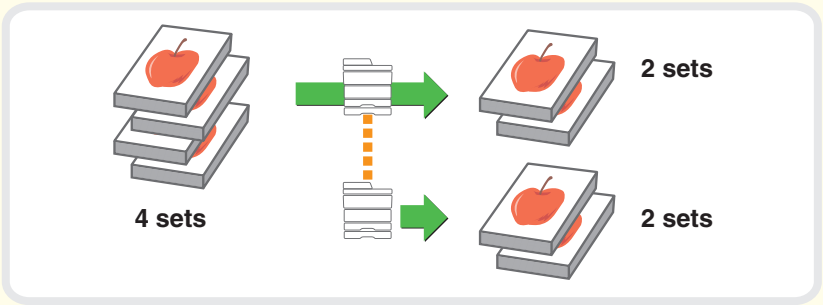
Copying a large number of originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.
The job build function lets you divide the stack of originals into sets, feed each set, and copy the sets as a single job.



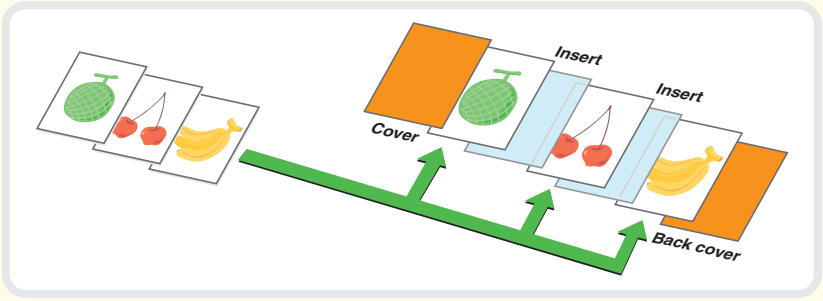
Using two machines to make a large number of copies (Tandem Copy)

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.



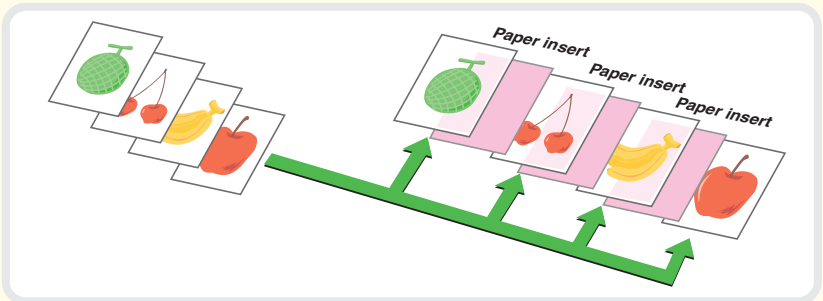
Using a different paper type for covers (Covers/Inserts)

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.



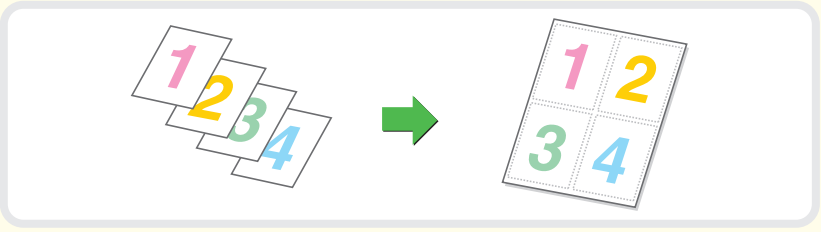
Adding inserts when copying on transparency film (Transparency Inserts)

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



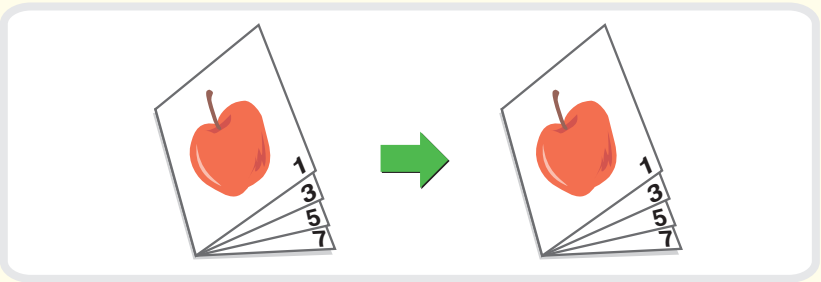
Copying multiple pages onto one sheet of paper (Multi Shot)

Use this function to copy two or four original pages onto one sheet of paper.



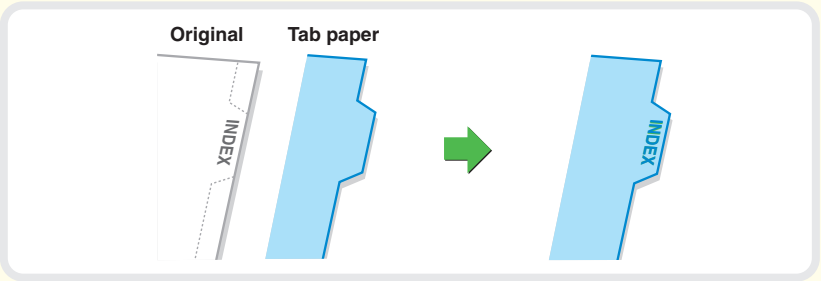
Copying a pamphlet (Book Copy)

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.

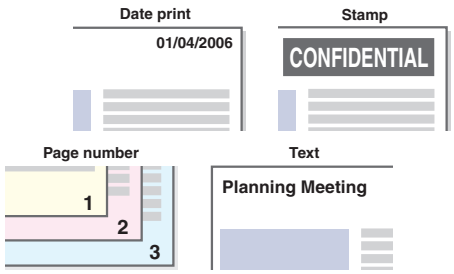


Copying both sides of a card onto one sheet of paper (Card Shot)

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

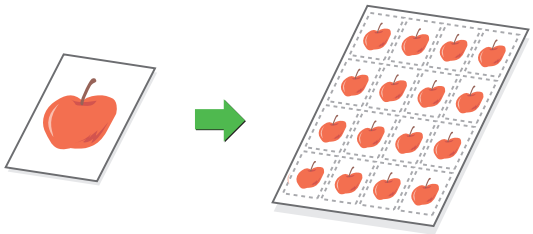
Printing the date or a stamp on copies (Stamp)

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.



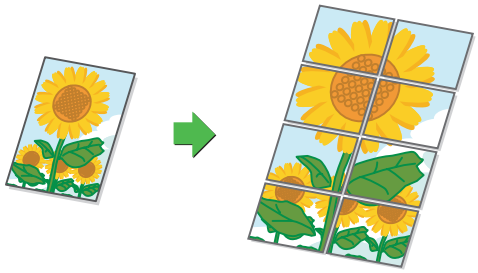
Repeating photos on a copy (Photo Repeat)

Use this function to print up to 24 copies of one photo on one sheet of paper.



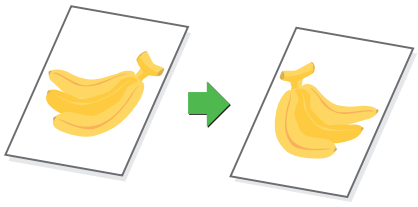
Creating a large poster (Multi-Page Enlargement)

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.



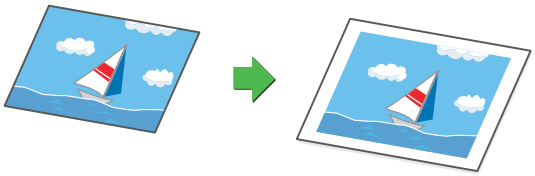
Inverting the image (Mirror Image)

Use this function to make a copy that is a mirror image of the original.



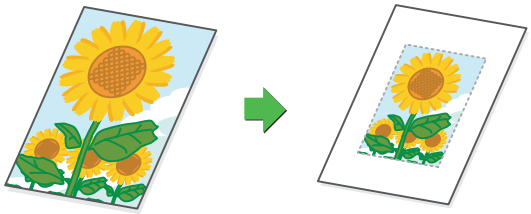
Copying an A3 size original without cutting off the edges (A3 Full Bleed)

Use this feature to make a full-size copy of an A3 original on A3W paper so that the edges are not cut off.
The original must be placed on the document glass.



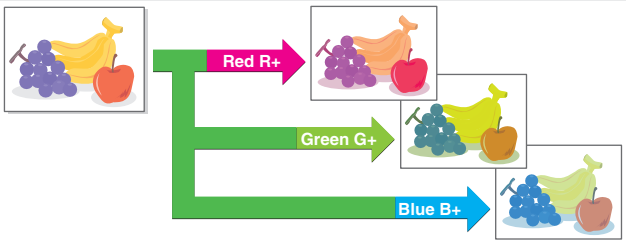
Copying in the centre of the paper (Centring)

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.



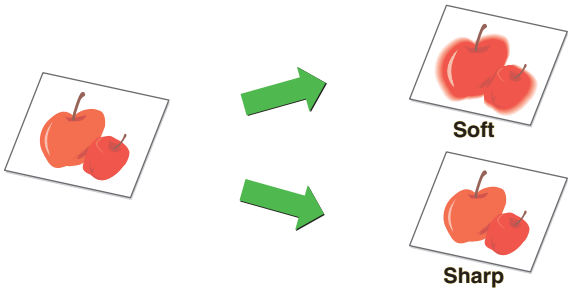
Adjusting red/green/blue in copies (RGB Adjust)

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



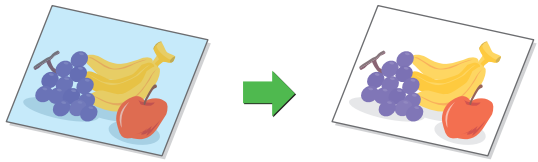
Adjusting the sharpness of an image (Sharpness)

Use this function to sharpen or soften a copy image.



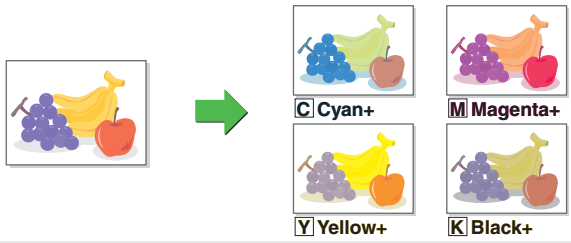
Whitening faint colours in copies (Suppress Background)

Use this function to suppress light background areas of a copy image. When making a copy of an original that has a light coloured background, this can be used to whiten the background.



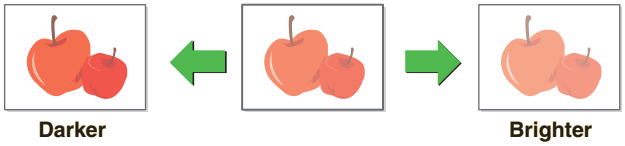
Adjusting the colour (Colour Balance)

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.



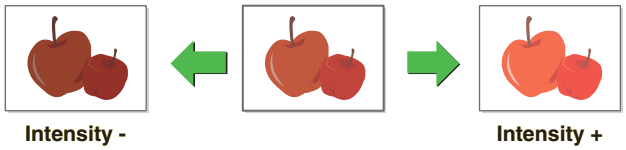
Adjusting the brightness of a copy (Brightness)

Use this function to adjust the brightness of a copy.



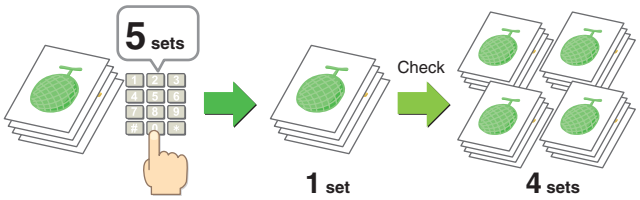
Adjusting the intensity of a copy (Intensity)

Use this function to adjust the intensity of a copy.



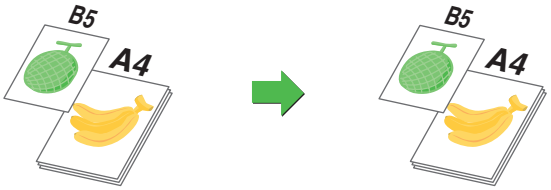
Checking copies before printing (Proof Copy)

Regardless of the number of copies specified, this function initially prints only the first set. After you have checked the first set, the remaining sets are printed.



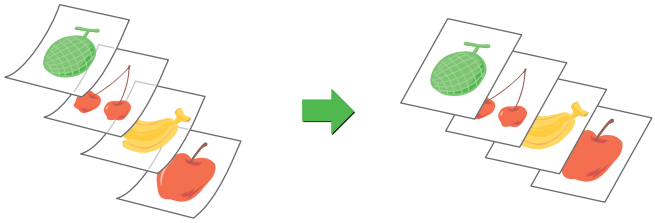
Copying originals that are different sizes (Mixed Size Original)

For example, even when a B5 original is mixed in with A4 originals, this function lets you copy all originals at once.



Copying thin originals (Slow Scan Mode)

This function lets you scan thin originals, which are normally difficult to handle, in 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 v10.4 (Mac OS 9.2.2 in the case of Mac OS 9) in Macintosh environments. The window varies depending on the operating system version, the printer driver version, and the application.

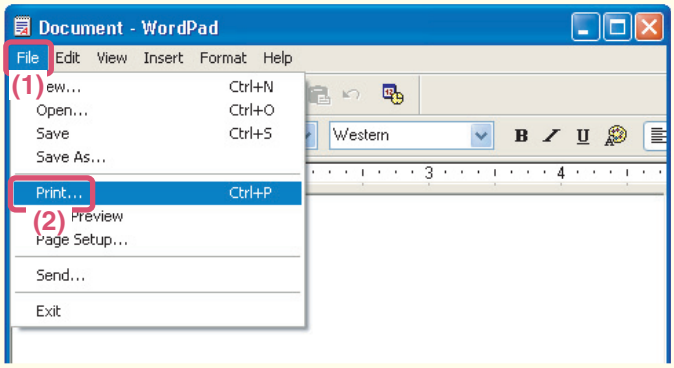
- PRINTING. 48
- CANCELLING PRINTING (AT THE MACHINE) 55
- SELECTING PRINT SETTINGS. 56
- CONVENIENT PRINTER FUNCTIONS 58

PRINTING

This section explains the basic procedures for printing.

Windows

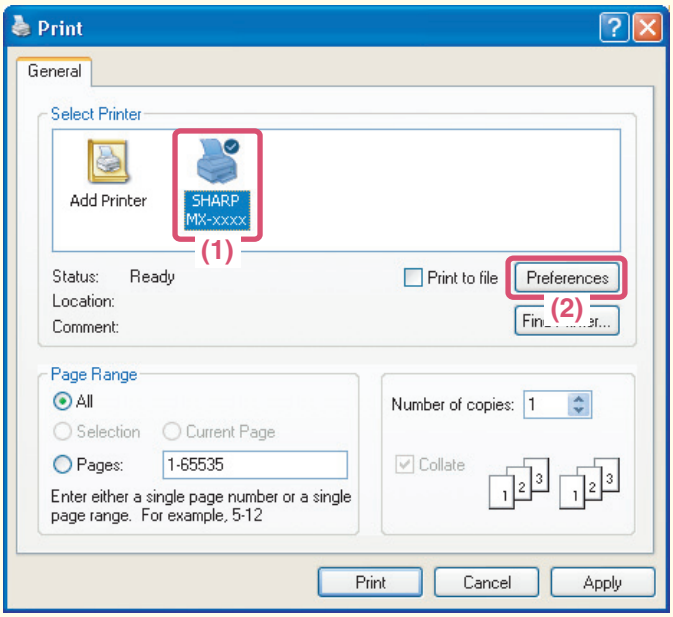
The following example explains how to print an A4 size document from WordPad, which is a standard accessory program in Windows.
To install the printer driver and configure settings in a Windows environment, see "2. SETUP IN A WINDOWS ENVIRONMENT" in the Software Setup Guide.
For information on the available printer drivers and the requirements for their use, see "PRINTER FUNCTION OF THE MACHINE" in the Printer Guide.



1 Select the print command in the application.

(1) Open the [File] menu.

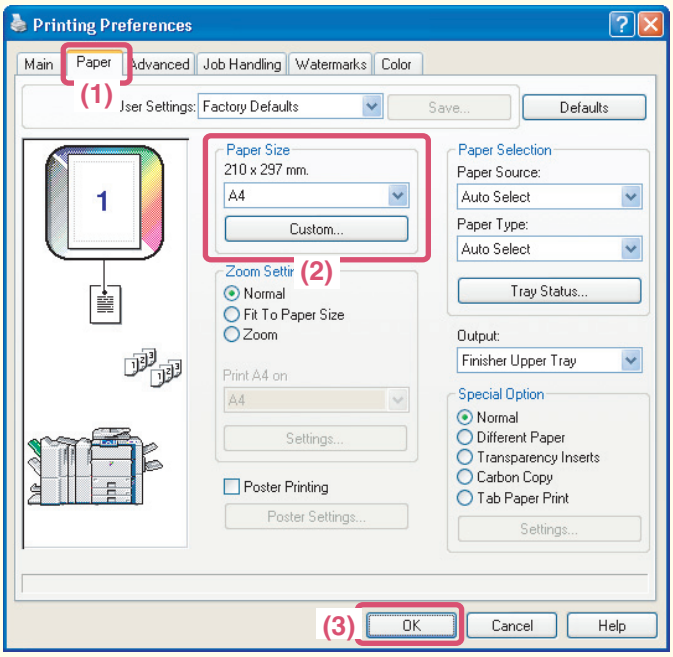
(2) Select [Print].



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 the tabs in the "Print" dialog box to adjust the settings on the tabs.

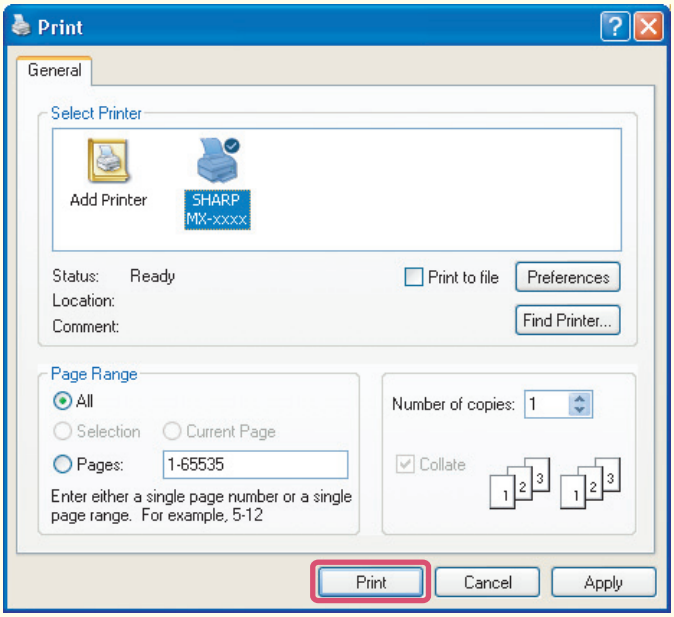


3 Select print settings.

(1) Click the [Paper] tab.

(2) Select [A4].

(3) Click the [OK] button.

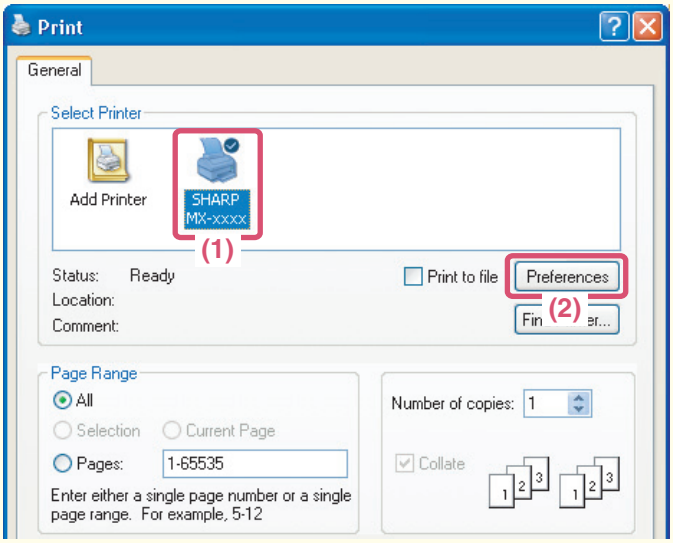


4 Click the [Print] button.

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

USING PRINTER DRIVER HELP

When selecting settings in the printer driver properties window, you can display Help to view explanations of the settings. (Only in Windows)

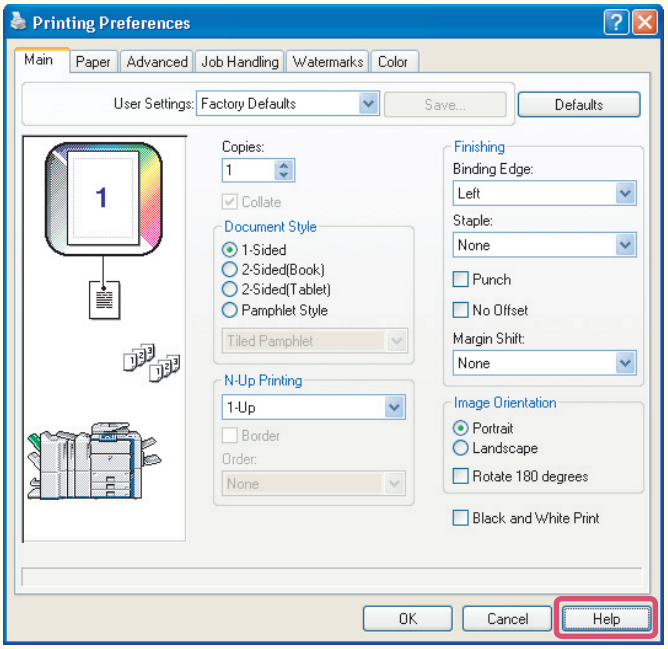


1 Open the printer driver properties window.

(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 the tabs in the "Print" dialog box to adjust the settings on the tabs.



2 Click the [Help] button.

The Help window will open to let you view explanations of the settings on the tab.
To view Help for settings in a dialog box, click the green text at the top of the Help window.

To view Help for a specific setting

To view Help for a particular setting, click the ? button in the upper right-hand corner of the window and then click the setting.

When the information icon (ⓘ) appears

The icon can be clicked to show prohibited combinations of functions and other information.

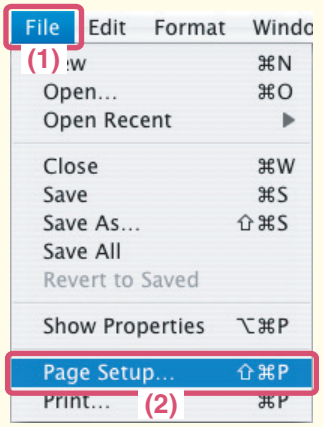
Macintosh

The following example explains how to print an A4 size document from "TextEdit" ("SimpleText" in Mac OS 9), which is a standard accessory program on Macintosh computers.
In a Macintosh environment, the PS3 expansion kit must be installed to use the machine as a network printer.
To install the printer driver and configure settings in a Macintosh environment, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

Setting the paper size

Select paper settings in the printer driver before selecting the print command.

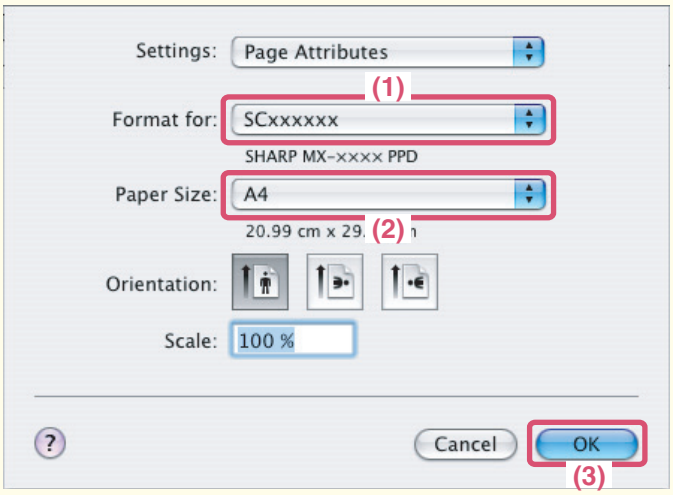
MAC OS X



1 Open the page setup window in TextEdit.

(1) Open the [File] menu.

(2) Select [Page Setup].



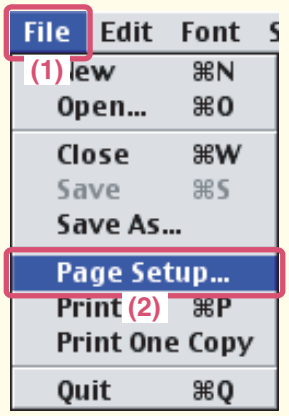
2 Select paper settings.

(1) Make sure 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.

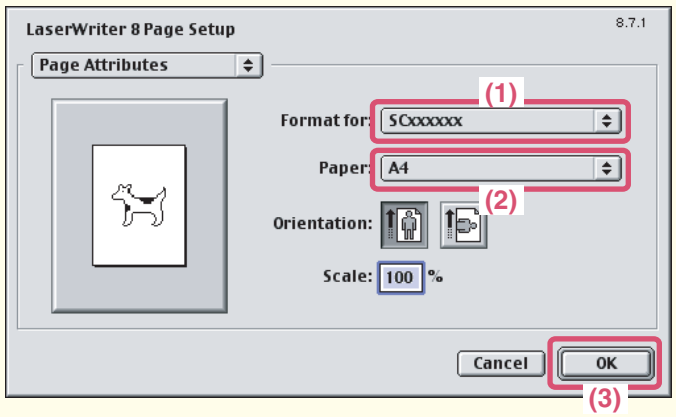
MAC OS 9



1 Open the page setup window in SimpleText.

(1) Open the [File] menu.

(2) Select [Page Setup].



2 Select paper settings.

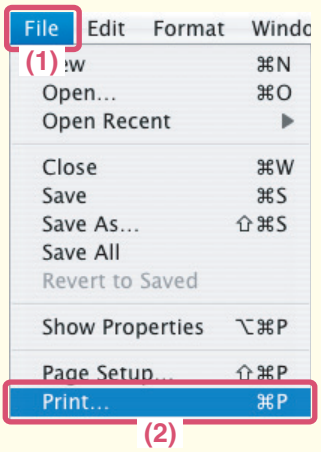
(1) **Make sure the correct printer is selected.**
The machine name that appears in the "Format for" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

(2) Select [A4].

(3) Click the [OK] button.

Printing a file

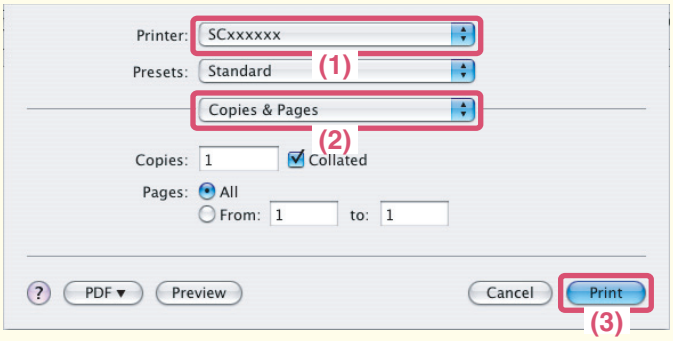
MAC OS X



1 Execute printing from TextEdit.

(1) Open the [File] menu.

(2) Select [Print].



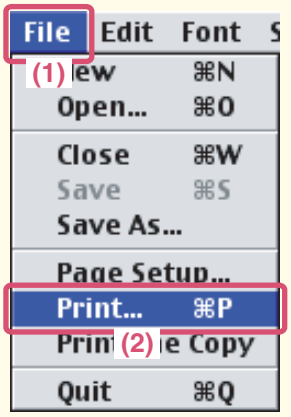
2 Select print settings and click the [Print] button.

(1) Make sure 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] and select each setting that you wish to configure from the pull-down menu. The screen for the selected setting will appear.

(3) Click the [Print] button.
Printing begins.

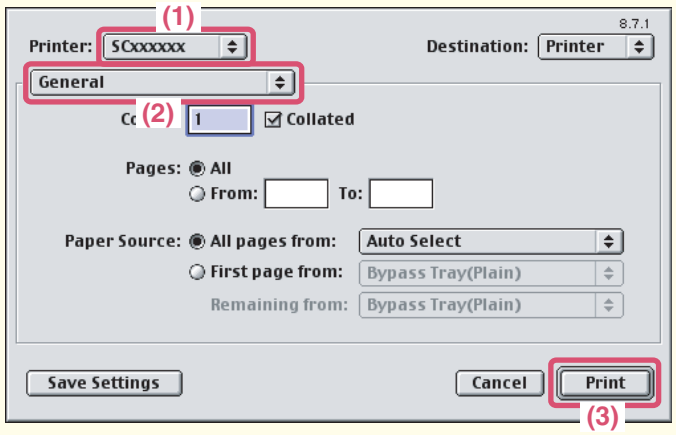
MAC OS 9



1 Execute printing from SimpleText.

(1) Open the [File] menu.

(2) Select [Print].



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

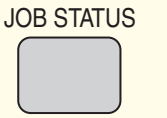
(1) Make sure the correct printer is selected.
The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

(2) Select print settings.
Click ⇕ next to [General] and select each setting that you wish to configure from the pull-down menu. The screen for the selected setting will appear.

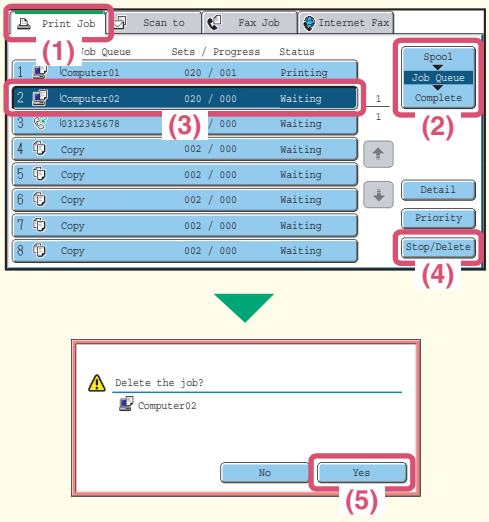
(3) Click the [Print] button.
Printing begins.

CANCELLING PRINTING (AT THE MACHINE)

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



1 Press the [JOB STATUS] key.



2 Select settings in the touch panel.

(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Spool] or [Job Queue].
Touch this key to change modes. The selected mode will be highlighted.

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

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

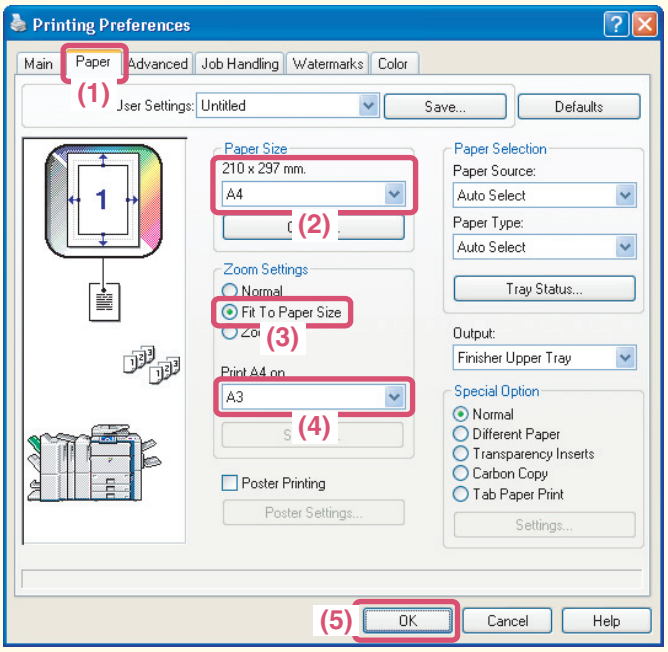
(5) Touch the [Yes] key.

SELECTING PRINT SETTINGS

To use the print function of the machine, the settings in the printer driver properties window must be configured. See "PRINTING" (page 48) for the procedure for opening the printer driver properties window and the basic procedure for printing.

Windows

The procedure for selecting settings in the printer driver is explained below using "Fitting the print image to the paper (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 setting, see "3. FREQUENTLY USED FUNCTIONS" and "4. CONVENIENT PRINTING FUNCTIONS" in the Printer Guide.**



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.

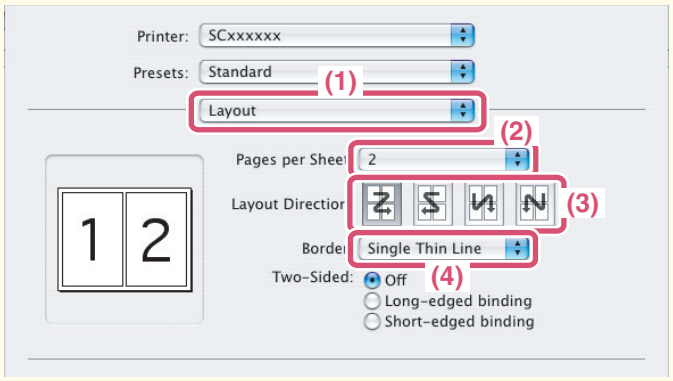
(5) Click the [OK] button.

This completes the settings. Start printing.

Macintosh

The procedure for selecting printer driver settings is explained below using "Printing multiple images on one page (N-Up Printing)" as an example.
This function reduces the size of each page to let you print multiple pages on one sheet of paper. The example of printing two pages on one sheet of paper with borderlines is explained.
The procedures for configuring printer driver settings vary by setting. **For more information on each setting, see "3. FREQUENTLY USED FUNCTIONS" and "4. CONVENIENT PRINTING FUNCTIONS" in the Printer Guide.**

MAC OS X



Select print settings.

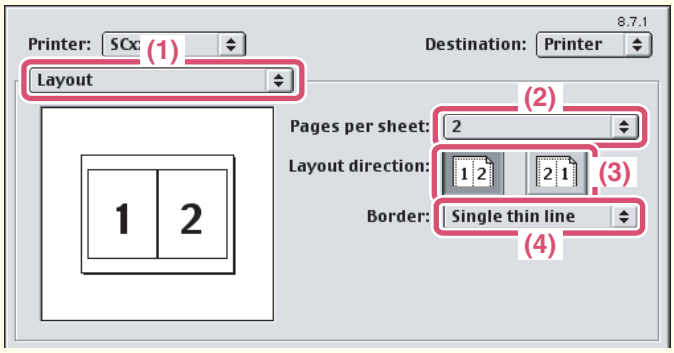
(1) Select [Layout].

(2) Select [2].

(3) Select the order of the pages.

(4) Select the desired type of borderline.

MAC OS 9



Select print settings.

(1) Select [Layout].

(2) Select [2].

(3) Select the order of the pages.

(4) Select the desired type of borderline.

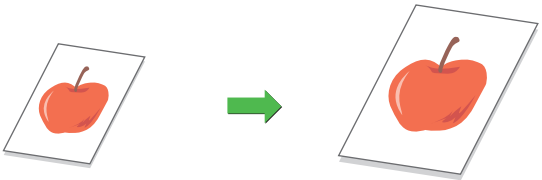
CONVENIENT PRINTER FUNCTIONS

Printing on both sides of the paper (2-sided printing)

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.

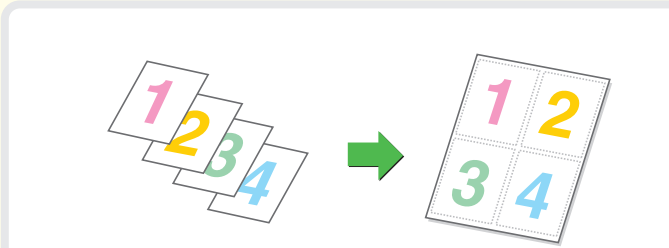
Fitting the print image to the paper (Fit To Paper Size)

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.



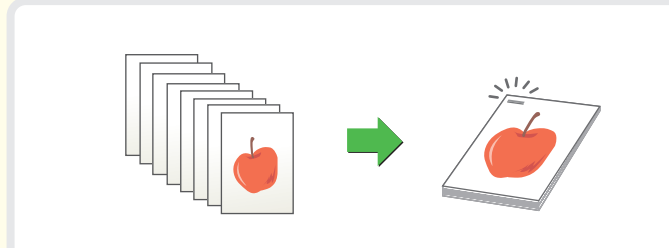
Printing multiple images on one page (N-Up Printing)

Use this function to print multiple pages on a single sheet of paper by reducing the size of the print images.
This is convenient when you wish to show an overall view of multiple pages or conserve paper.



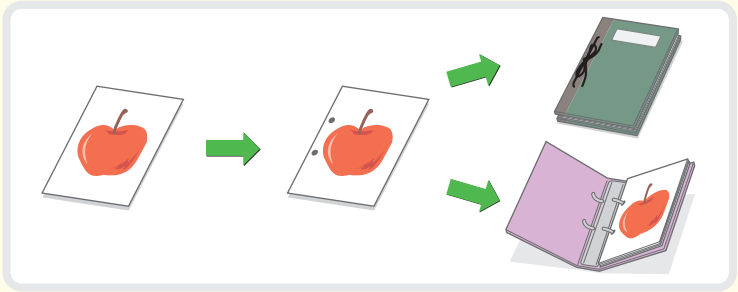
Stapling printed pages (Staple)

Use this function to staple printed output.
(When a saddle stitch finisher or finisher is installed.)



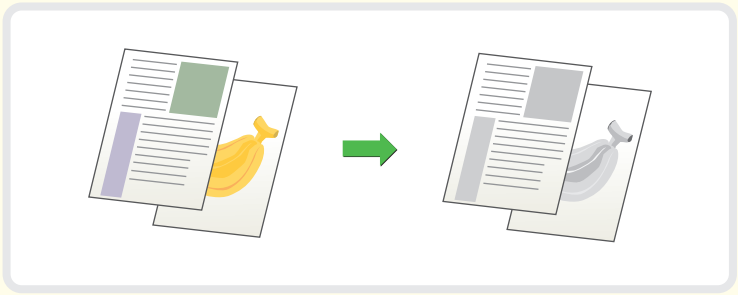
Punching holes in output (Punch)

Use this function to punch holes in output. (When a punch module and saddle stitch finisher or finisher 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

For information on each of these functions, see "4. CONVENIENT PRINTING FUNCTIONS" in the Printer Guide.

Convenient functions for creating pamphlets and posters
- Creating a pamphlet (Pamphlet/Pamphlet Staple)
- Increasing margin (Margin Shift)
- Creating a large poster (Poster Printing)

Functions to adjust the size and orientation of the image
- Rotating the image 180 degrees (Rotate 180 degrees)
- Enlarging/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 faint text or lines in black (Text To Black/Vector To Black)
- Selecting colour settings to match the image (Advanced Colour)

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

Print functions for special purposes
- Printing specified pages on different paper (Different Paper)
- Adding inserts when printing on transparency film (Transparency Inserts)
- Printing a carbon copy (Carbon Copy)
- Printing text on tabs of tab paper (Tab Printing)

Convenient printer functions
- Using two machines to print a large print job (Tandem Print)
- Saving and using print files (Retention/Document Filing)

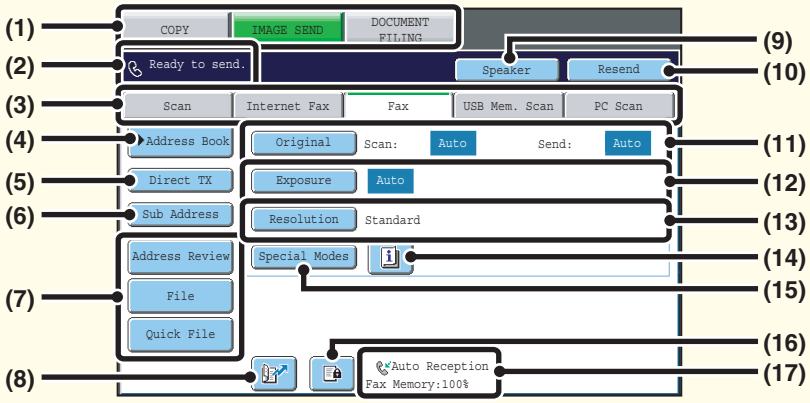
Faxing

This section explains the basic procedures for using the fax function of the machine. In addition, special modes that can be used with the fax function are introduced.
The facsimile expansion kit is required to use the fax function.

- BASE SCREEN OF FAX MODE 62
- SENDING A FAX 63
- CHANGING THE SIZE OF A FAX 64
- CHANGING THE EXPOSURE 66
- CHANGING THE RESOLUTION 67
- STORING A FAX NUMBER 68
- SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission) 72
- FORWARDING RECEIVED FAXES (Fax Data Forward) 74
- CONVENIENT DIALLING METHODS 75
- SPECIAL FAX MODES 78
- SELECTING A SPECIAL MODE 79
- CONVENIENT FAX FUNCTIONS 80

BASE SCREEN OF FAX MODE

Touch the [IMAGE SEND] key in the touch panel to open the base screen of fax mode. If the fax screen does not appear, touch the [Fax] tab.
Select fax settings in the base screen.



(1) Mode select keys

Use these keys to switch between copy, image send, and document filing modes.
To switch to fax mode, touch the [IMAGE SEND] key.

(2) This shows various messages and the destinations that have been entered.

The icon at left indicates fax mode.

(3) Send mode tabs

Use these tabs to change the mode of the image send function. To switch to fax mode, touch the [Fax] tab.

(4) [Address Book] key

Touch this key to dial using a one-touch key or group key. When the key is touched, the address book screen appears.

(5) [Direct TX] key

Touch this key to send a fax by direct transmission. When the [Direct TX] key is not highlighted, normal transmission (memory TX mode) is selected.

(6) [Sub Address] key

Touch this key to enter a sub-address and passcode for F-code transmission.

(7) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer.

(8) key

Touch this key to retrieve a destination using a search number.*

* 3-digit number assigned to a destination when it is stored.

(9) [Speaker] key / [Pause] key / [Space] key

Touch this key to dial using the speaker.
When entering a fax number to be dialled, the key changes to the [Pause] key. When entering a sub-address, the key changes to the [Space] key.

(10) [Resend] key / [Next Address] key

The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax are stored. To select one of these destinations, touch the desired destination. After a destination is selected, this key changes to the [Next Address] key.

(11) [Original] key

Touch this key to set the scan size, send size, and orientation of the original, and select 2-sided scanning settings.

(12) [Exposure] key

Touch this key to select the exposure for scanning.

(13) [Resolution] key

Touch this key to select the scanning resolution.

(14) key

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

(15) [Special Modes] key

Touch this key to use a special mode.

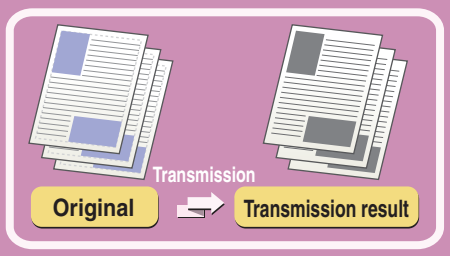
(16) key

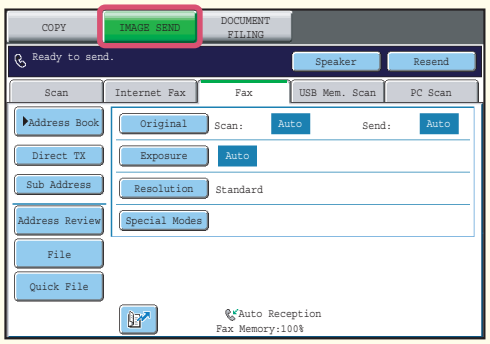
When "Hold Setting for Received Data Print" is enabled, this appears when a fax has been received. Touch this key to open a password entry screen. Enter the set password to print the received fax.

(17) This shows the currently selected fax reception mode and the amount of free memory remaining.

SENDING A FAX

The basic procedure for sending faxes is explained below.
In fax mode, colour originals are sent as black and white images.

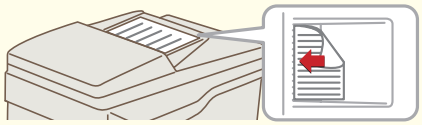




1 Touch the [IMAGE SEND] key.

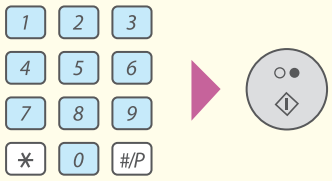
The base screen of fax mode appears.
If the fax screen does not appear, touch the [Fax] tab.

The side to be scanned must be face up!



2 Place the originals.

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



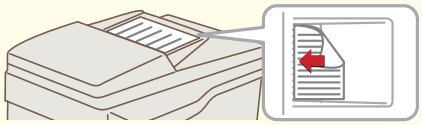
3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.

In fax mode, the [COLOUR START] key cannot be used to send a fax.

CHANGING THE SIZE OF A FAX

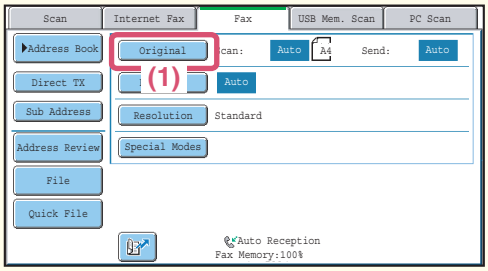
The size of the original and the transmission size can be specified before transmission.
This is convenient when faxing an original that is small and difficult to read.
The procedure for faxing both sides of an A4 original at A3 size is explained below.

The side to be scanned must be face up!



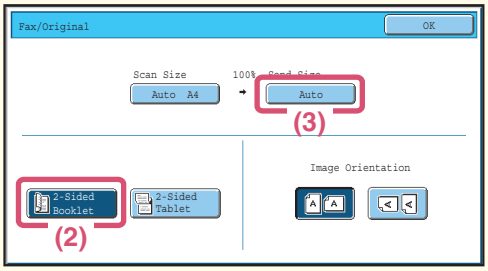
1 Place the originals.

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



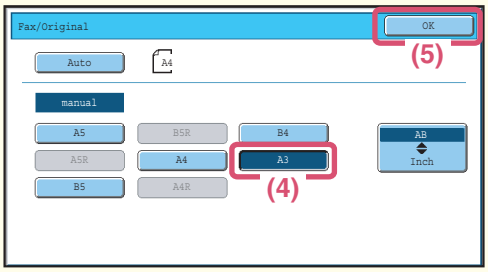
2 Select settings in the touch panel.

(1) Touch the [Original] key.



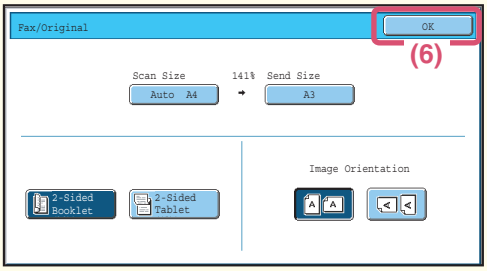
(2) Touch the [2-Sided Booklet] key.
This key is used to send a 2-sided original.

(3) Touch the [Send Size] key.

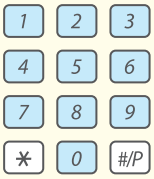


(4) Touch the desired send size key (example: A3).

(5) Touch the [OK] key.



(6) Touch the [OK] key.



3 **Enter the fax number of the first destination.**

Correct a mistake

C

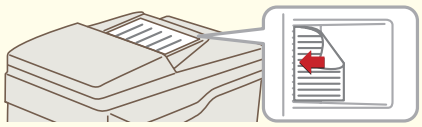
4 **Press the [BLACK & WHITE START] key.**

Cancel scanning

CHANGING THE EXPOSURE

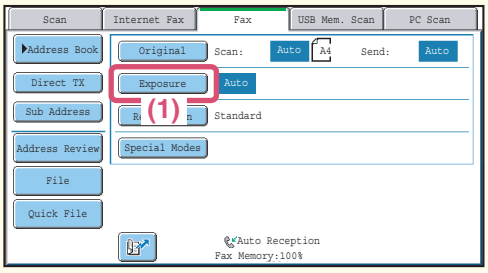
The exposure can be changed as appropriate for the darkness or lightness of the original.
The following example explains how to darken light colours in an original to make the image clearer.

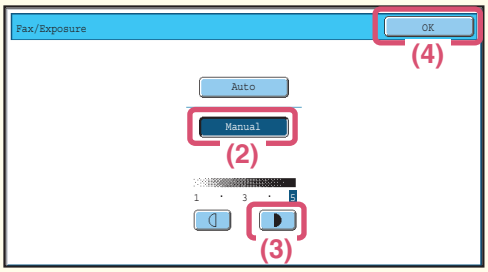
The side to be scanned must be face up!



1 Place the originals.

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





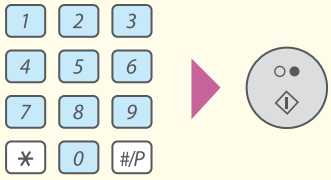
2 Select settings in the touch panel.

(1) Touch the [Exposure] key.

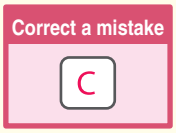
(2) Touch the [Manual] key.

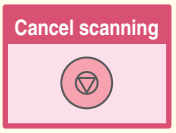
(3) Touch the ◗ key to darken the exposure.
5 levels are available for the exposure. Darken light originals with the ◗ key, and lighten dark originals with the ◖ key.

(4) Touch the [OK] key.



3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.

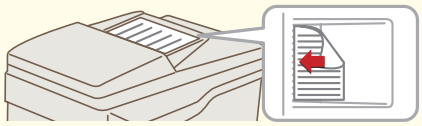




CHANGING THE RESOLUTION

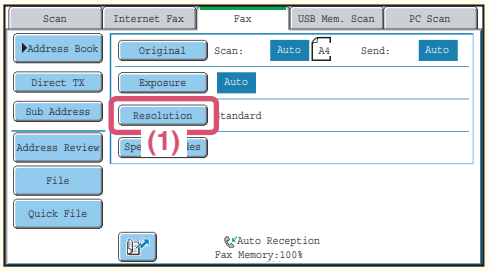
The resolution can be selected to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image.
The following example explains how to set the resolution to [Fine] and [Half Tone] when sending an original with small text.

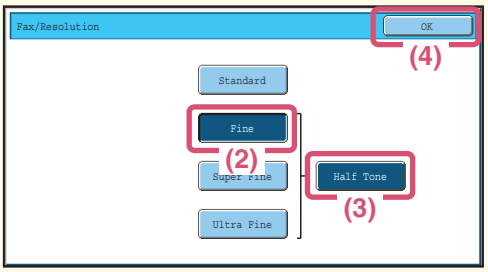
The side to be scanned must be face up!



1 Place the originals.

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





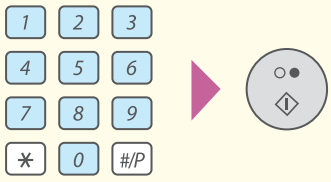
2 Select settings in the touch panel.

(1) Touch the [Resolution] key.

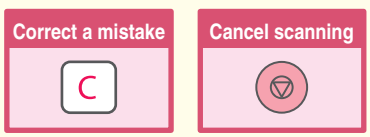
(2) Touch the [Fine] key.
The resolution increases (producing a clearer image) in the following order: [Standard], [Fine], [Super Fine], [Ultra Fine].

(3) Touch the [Half Tone] key.
Select [Half Tone] for a photo or illustration with shading to further improve the image.
[Half Tone] cannot be selected when [Standard] is selected.

(4) Touch the [OK] key.

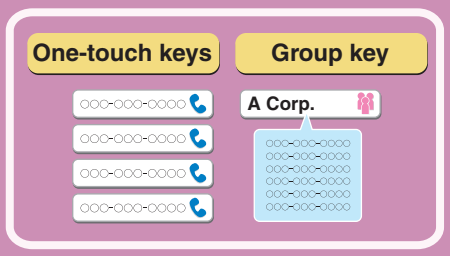


3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.



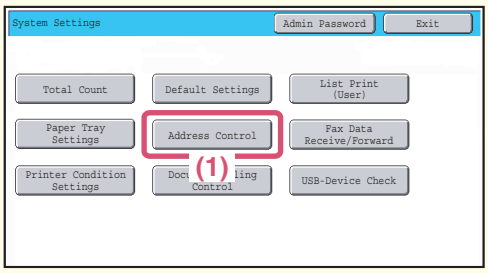
STORING A FAX NUMBER

You can store fax numbers in one-touch keys.
Stored fax numbers can be retrieved quickly and easily.
If you frequently send faxes to the same group of fax machines, the numbers of those fax machines can be stored as a group (multiple fax numbers can be stored in one key).



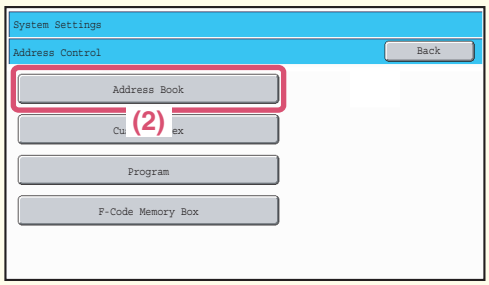
Storing an individual key

1 **Press the [SYSTEM SETTINGS] key.**

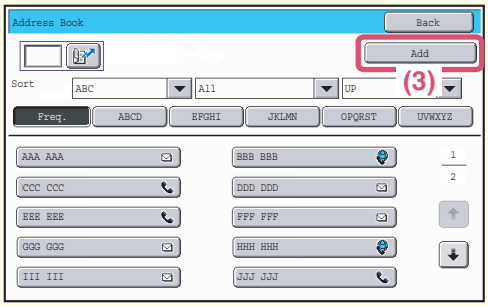


2 **Select settings in the touch panel.**

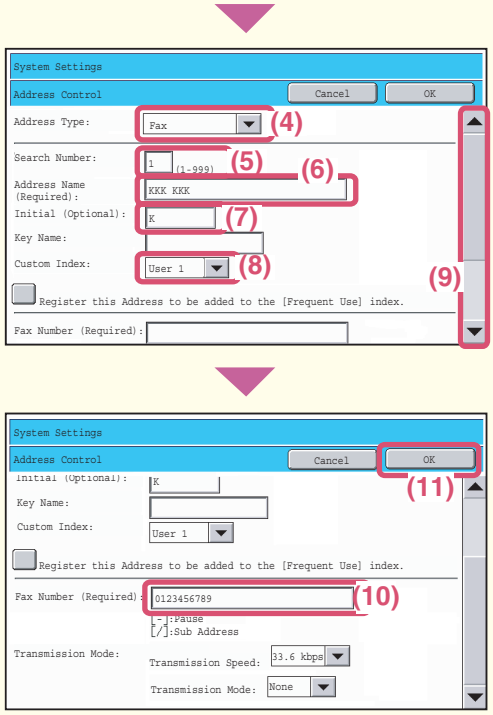
(1) Touch the [Address Control] key.



(2) Touch the [Address Book] key.



(3) Touch the [Add] key.



Select settings in the touch panel. (Continued)

(4) Select [Fax] from the "Address Type" select box.

(5) Touch the "Search Number" text box.

The "Search Number" is automatically assigned. You can touch the search number text box and change the number with the numeric keys. However, a number that is already in use cannot be used.

(6) Touch the "Address Name" text box.

A text entry screen appears. Enter the name of the destination (max. of 36 characters). For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

To have a name different from the "Address Name" appear in the address book, touch the "Key Name" text box. Up to 18 characters can be entered.

(7) Touch the "Initial" text box.

A text entry screen appears. Enter search characters for the destination (max. of 10 characters).

(8) Select [User 1] from the "Custom Index" select box.

The custom index selected here can be used in the address book screen.

If you wish to have the destination appear on the "Frequent Use" tab, touch the "Register this Address to be added to the [Frequent Use] index." checkbox ☑.

(9) Touch the scroll bar to move the screen.

(10) Touch the "Fax Number" text box.

A text entry screen appears. Enter the fax number that you wish to store.

Separate a fax number and sub-address by a slash ("/").

To enter a pause between digits of the number, enter a hyphen ("-") at the place where you wish to enter a pause.

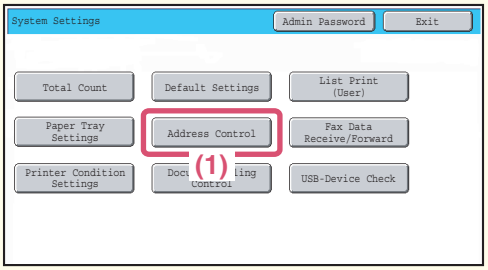
(11) Touch the [OK] key.

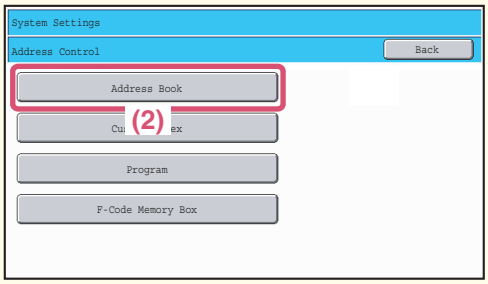
If needed, you can also select "Transmission Speed" and "Transmission Mode" settings. Change these settings if you have difficulty when transmitting to international destinations.

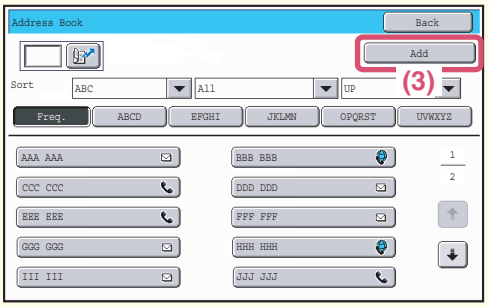
Storing a group key

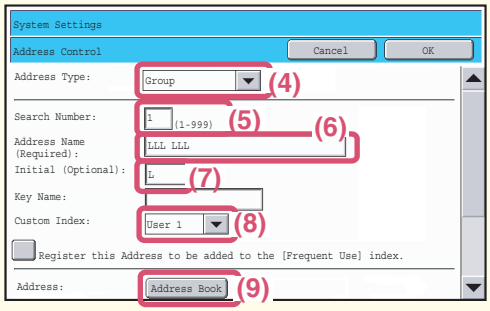
Multiple destinations can be stored in one key.

1 Press the [SYSTEM SETTINGS] key.









2 Select settings in the touch panel.

(1) Touch the [Address Control] key.

(2) Touch the [Address Book] key.

(3) Touch the [Add] key.

(4) Select [Group] from the "Address Type" selection box.

(5) Touch the "Search Number" text box.

The "Search Number" is automatically assigned. You can touch the search number text box and change the number with the numeric keys. However, a number that is already in use cannot be used.

(6) Touch the "Address Name" text box.

A text entry screen appears. Enter the name of the destination (max. of 36 characters). For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

To have a name different from the "Address Name" appear in the address book, touch the "Key Name" text box. Up to 18 characters can be entered.

(7) Touch the "Initial" text box.

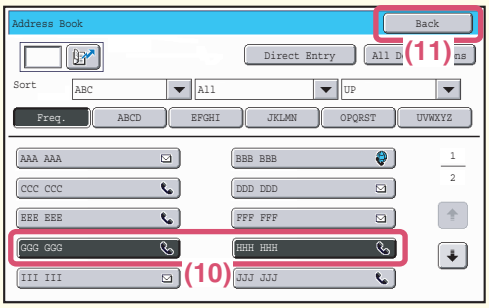
A text entry screen appears. Enter search characters for the destination (max. of 10 characters).

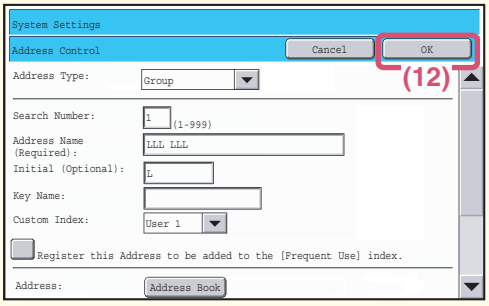
(8) Select [User 1] from the "Custom Index" select box.

The custom index selected here can be used in the address book screen.

If you wish to have the destination appear on the "Frequent Use" tab, touch the "Register this Address to be added to the [Frequent Use] index." checkbox ☑.

(9) Touch the [Address Book] key.





Select settings in the touch panel. (Continued)

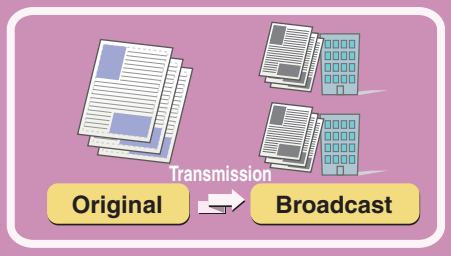
(10) **Touch the key of the next destination that you want to store in the group.**
The selected key is highlighted.
To store a fax number that is not stored in a one-touch key, touch the [Direct Entry] key and enter the fax number with the numeric keys.

(11) **Touch the [Back] key.**

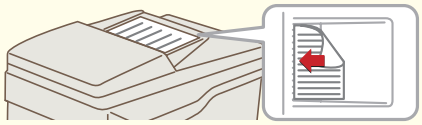
(12) **Touch the [OK] key.**

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same document/image can be sent to multiple fax mode, scan mode (excluding Scan to Network Folder), and Internet fax mode destinations in a single operation. If you frequently send documents/images to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.
The following procedure explains how to enter a fax number with the numeric keys and then select a destination that is stored in a one-touch key.

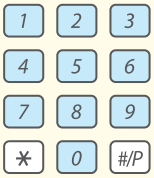


The side to be scanned must be face up!



1 Place the originals.

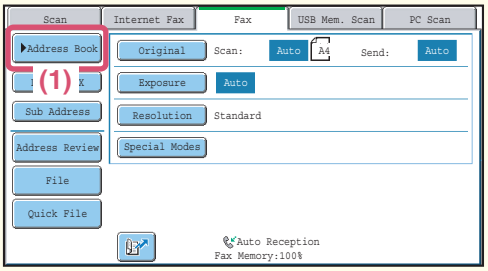
When using the document glass, place the original with the side to be scanned face down.

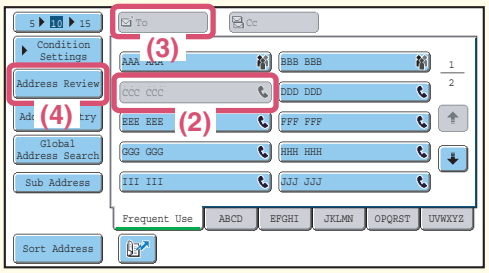


2 Enter the fax number of the first destination.

Correct a mistake

C





3 Select settings in the touch panel.

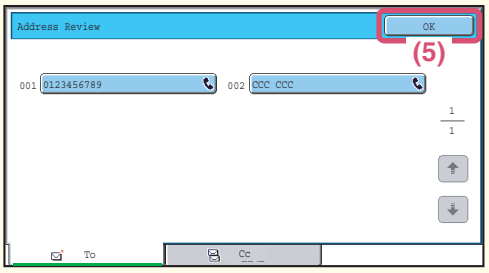
(1) Touch the [Address Book] key.

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

To change the number of one-touch keys displayed in the screen, touch the 5 ▶ 10 ▶ 15 key. Select 5, 10, or 15 keys.

(3) Touch the [To] key.

(4) Touch the [Address Review] key.

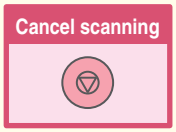


Select settings in the touch panel. (Continued)

(5) Check the destinations and then touch the [OK] key.

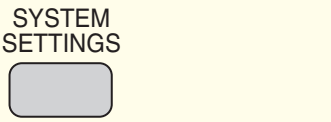
To delete a destination, touch the key of the destination that you wish to delete. A message will appear to confirm the deletion. Touch the [Yes] key.

4 Press the [BLACK & WHITE START] key.

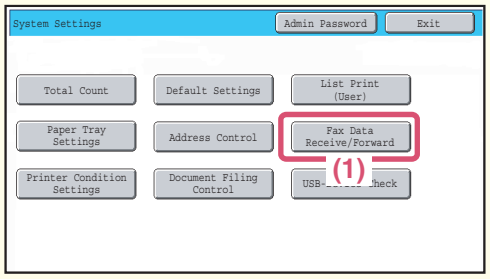


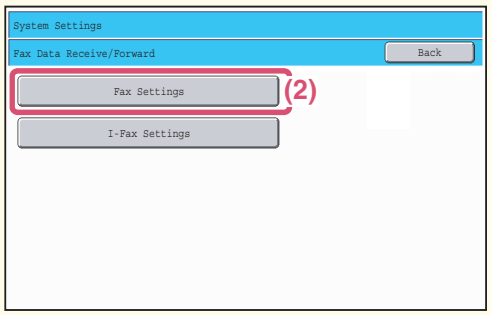
FORWARDING RECEIVED FAXES (Fax Data Forward)

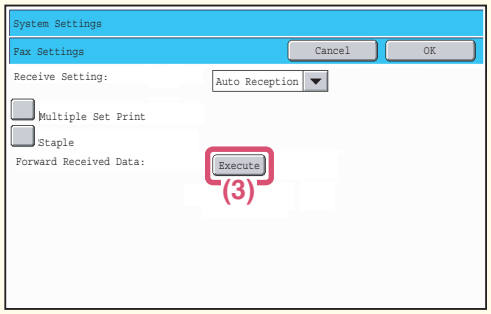
When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another fax machine.
To use this function, the fax number of the destination machine must be stored in "Set the Telephone Number for Data Forwarding" in the system settings.

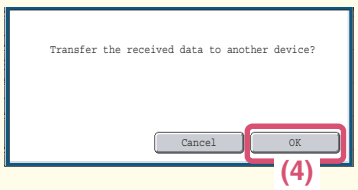


1 Press the [SYSTEM SETTINGS] key.









2 Select settings in the touch panel.

(1) Touch the [Fax Data Receive/Forward] key.

(2) Touch the [Fax Settings] key.

(3) Touch the [Execute] key in "Forward Received Data".

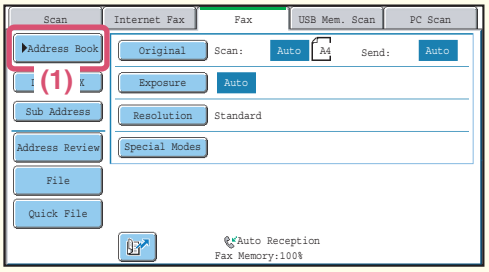
(4) Touch the [OK] key.

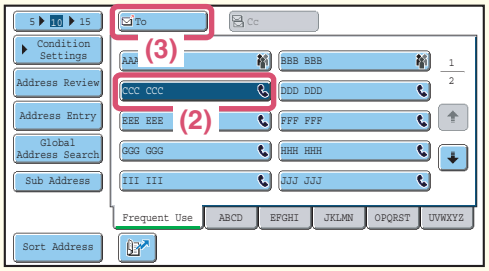
CONVENIENT DIALLING METHODS

Easy to use one-touch keys and the resend function can be used to prevent dialling errors and save time.

One-touch keys

A fax number stored in a one-touch key can be retrieved by a simple touch of the key.
A one-touch key for a group can be selected to automatically transmit to each of the destinations stored in the group.





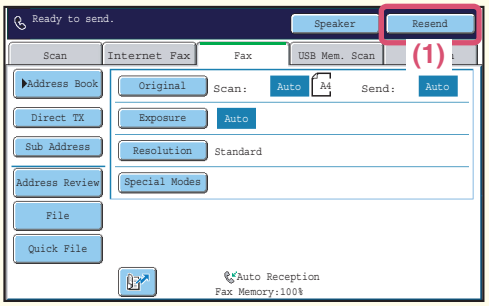
(1) Touch the [Address Book] key.

(2) Touch the key of the desired destination.
To change the number of one-touch keys displayed in the screen, touch the 5 10 15 key. Select 5, 10, or 15 keys.

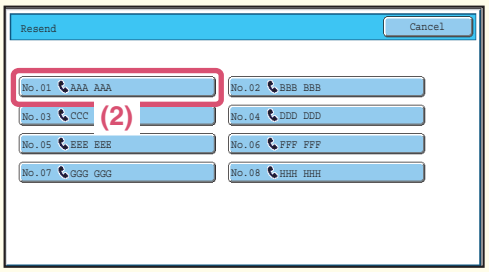
(3) Touch the [To] key.

Resending

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



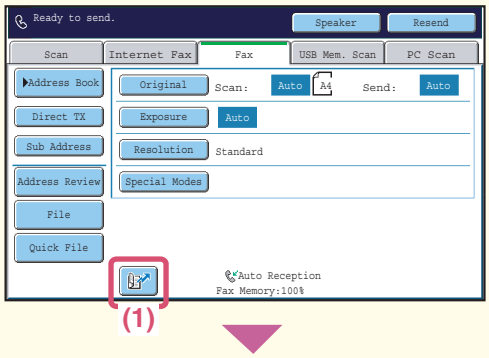
(1) Touch the [Resend] key.



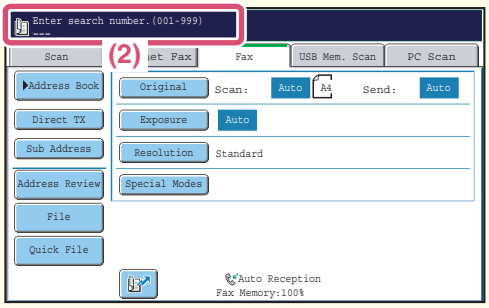
(2) Touch the key of the desired destination.
The destinations that appear also include Scan to E-mail and Internet fax destinations.

Speed dialling

When you store an individual key or a group key, a 3-digit search number is assigned to the key.
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.



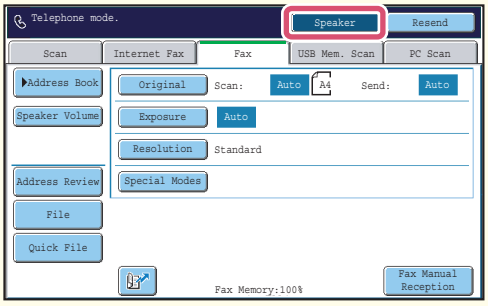
(1) Touch the key.



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

Dialling using the speaker

When the speaker is used to dial, fax transmission is started after the number is dialled and the connection is established. If a person answers, you will be able to hear his or her voice, but you will not be able to speak.



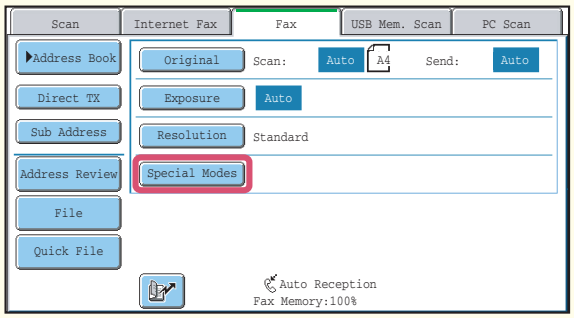
Touch the [Speaker] key.

You will hear the dial tone through the machine's speaker. Dial the fax number of the destination with the numeric keys or with the [Address Book] key.
When the connection is established, press the [BLACK & WHITE START] key to send the fax.

SPECIAL FAX MODES

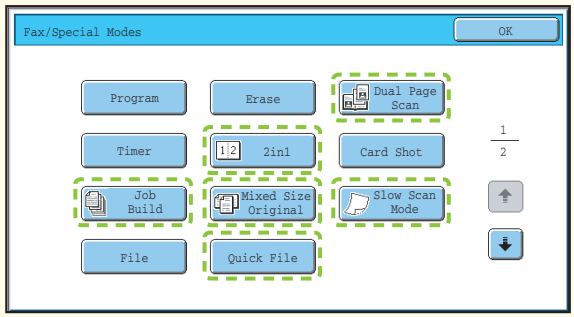
The special modes can be used for a variety of special-purpose fax transmission jobs.
The following pages show the types of fax transmissions that can be performed. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Erase" as an example.
For the procedures for using the special modes, see "5. SPECIAL MODES" in the Facsimile Guide.

Special modes

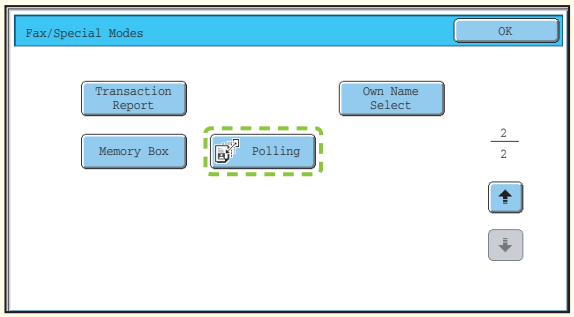


To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu consists of two screens. Use the keys to switch between the screens.
Touch the [Special Modes] key in the base screen to open the special modes menu.

1st screen



2nd screen

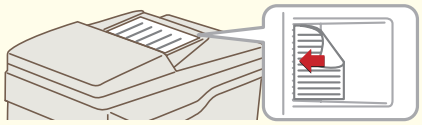


When a special mode key encircled by [ ] is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a screen appears to let you select settings for that mode.
The keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

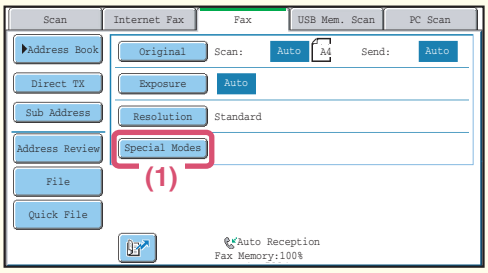
The procedure for selecting a special mode for fax is explained below. The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for erasing shadows at the edges of the image when sending a fax is explained below as an example.

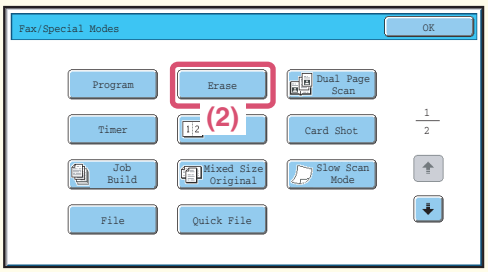
The side to be scanned must be face up!

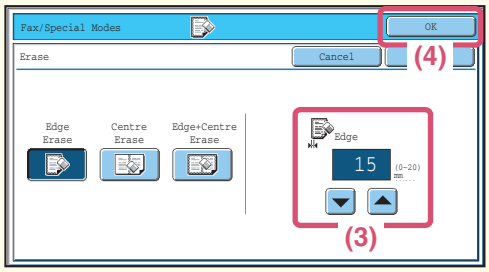


1 Place the originals.

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







2 Select settings in the touch panel.

(1) Touch the [Special Modes] key.

(2) Touch the [Erase] key.

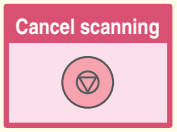
The erase settings will be configured to erase a width of 15 mm around the edges of the original.

(3) Set the erasure width to 15 mm with the keys.

The erase area is set to "Edge Erase" by default. To select "Centre Erase" or "Edge+Centre Erase", touch the appropriate key.

(4) Touch the [OK] key.

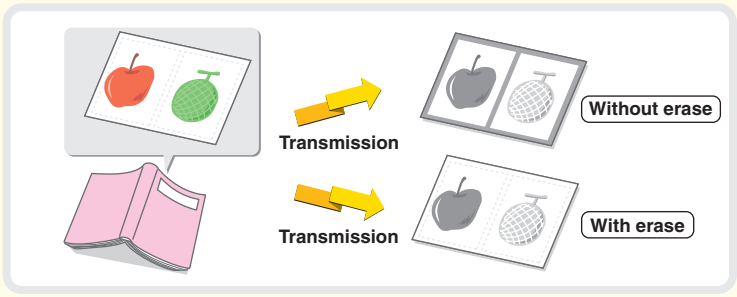
3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.



CONVENIENT FAX FUNCTIONS

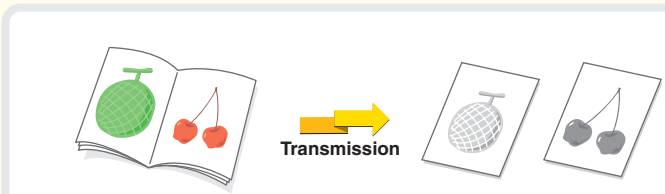
Erasing peripheral shadows (Erase)

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



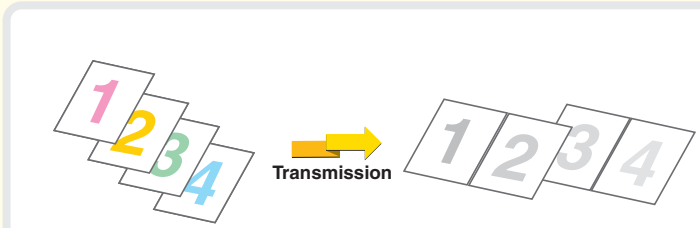
Sending the left and right pages of a bound document as two separate pages (Dual Page Scan)

Use this function to send the left and right pages of a pamphlet or other bound document as two separate pages.



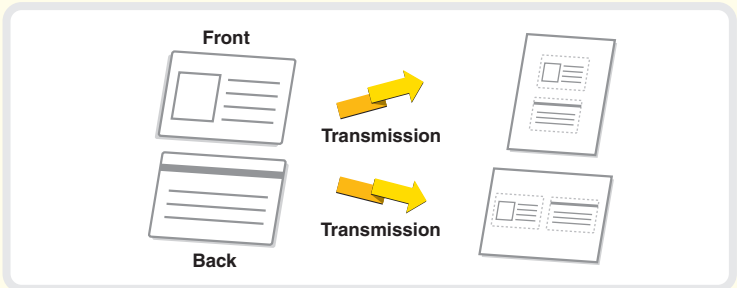
Sending two original pages as a single page (2in1)

Use this function to reduce two original pages to half their size and send them as a single page.



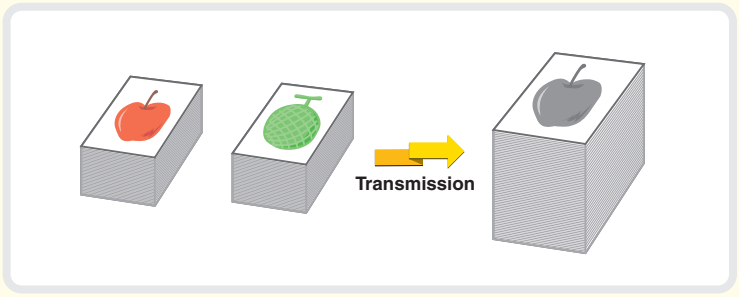
Sending the front and reverse sides of a card as a single page (Card Shot)

Use this function to send the front and reverse sides of a card as a single page in a single transmission.



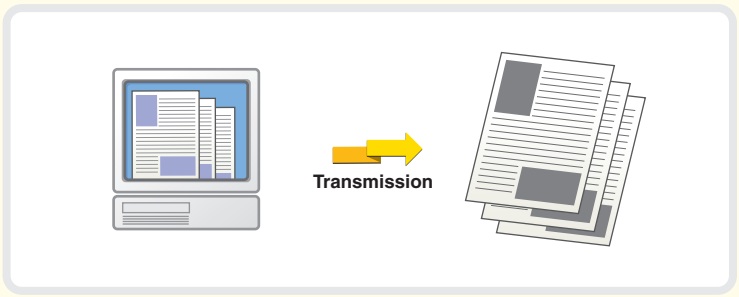
Sending a large number of pages as a single transmission job (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder. The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



Sending a fax directly from a computer (PC-Fax)

A document on a computer can be sent via the machine as a fax. Select the PC-Fax driver as the printer driver on your computer and then select the Print command in the software application. Image data for transmission will be created and sent as a fax.
This function can only be used on a Windows computer.



For more information, see the Help file for the PC-Fax driver.

The machine also has these functions

- Forwarding a received fax to an e-mail address (Inbound Routing Settings)
  For more information on this function, see "4. FAX RECEPTION" in the Facsimile Guide.

- Sending a fax at a specified time (Timer)
- Storing fax operations (Program)
- Temporarily changing the sender information (Own Name Select)
- Transmitting originals of different sizes (Mixed Size Original)
- Faxing thin originals (Slow Scan Mode)
- Calling a fax machine and initiating fax reception (Polling)
- Sending a fax when another machine polls your machine (Polling Memory)
  For more information on these functions, see "5. SPECIAL MODES" in the Facsimile Guide.

- Performing F-code communication
  For more information on this function, see "6. PERFORMING F-CODE COMMUNICATION" in the Facsimile Guide.

- Connecting and using an existing phone (Extension Phone Connection)
  For more information on this function, see "7. USING AN EXTENSION PHONE" in the Facsimile Guide.

- Changing the print settings for the transaction report (Transaction Report)
  For more information on this function, see "9. PRINTING A TRANSACTION REPORT / IMAGE SENDING ACTIVITY REPORT" in the Facsimile Guide.

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 84
- BASE SCREEN OF SCAN MODE 85
- SCANNING AN ORIGINAL 86
- CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE 87
- CHANGING THE RESOLUTION 88
- CHANGING THE FILE FORMAT 89
- STORING A DESTINATION 90
- SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission) 93
- CONVENIENT TRANSMISSION METHODS 94
- SPECIAL SCAN MODES 96
- SELECTING A SPECIAL MODE 97
- CONVENIENT SCANNER FUNCTIONS 98

NETWORK SCANNER FUNCTION

The network scanner function of the machine can be used to transmit scanned images by a variety of methods. The network scanner function has the following modes.

Scan mode

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 Windows 98/Me/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 that accompanies the machine. For the procedures for installing the software, see the Sharpdesk Installation Guide.)

USB Memory mode

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

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.

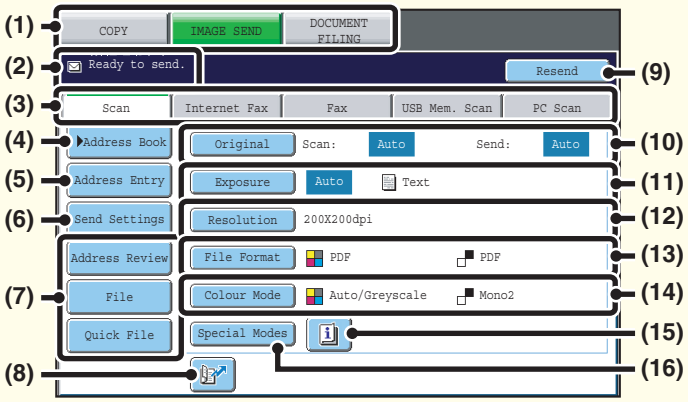
PC Scan mode

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.

BASE SCREEN OF SCAN MODE

Touch the [IMAGE SEND] key in the touch panel to open the base screen of scan mode. If the scan screen does not appear, touch the [Scan] tab.
Select various scan settings in the base screen.



(1) Mode select keys

Use these keys to switch between copy, image send, and document filing modes.
To use scan mode, touch the [IMAGE SEND] key.

(2) Various messages are displayed here.

The icon of the selected mode appears on the left.

(3) Send mode tabs

Use these keys to change the mode of the image send function. To switch to scan mode, touch the [Scan] tab.

(4) [Address Book] key

Touch this key to use a one-touch key or a group key. When the key is touched, the address book screen appears.

(5) [Address Entry] key

Touch this key to manually enter a destination address instead of using a one-touch key.

(6) [Send Settings] key

Touch this key to select or enter the subject, file name, sender name, or message text, which have been previously stored in the Web page.

(7) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer.

(8) key

Touch this key to specify a destination using a search number*.

* 3-digit number assigned to a destination when it is stored.

(9) [Resend] key / [Next Address] key

The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax are stored. To select one of these destinations, touch the desired destination. After a destination is selected, this key changes to the [Next Address] key.

(10) [Original] key

Touch this key to set the scan size, send size, and orientation of the original, and select 2-sided scanning settings.

(11) [Exposure] key

Touch this key to select the exposure for scanning.

(12) [Resolution] key

Touch this key to select the resolution for scanning.

(13) [File Format] key

Touch this key to change the file format (file type) to be used for the scanned image file.

(14) [Colour Mode] key

Touch this key to select the colour mode for scanning.

(15) key

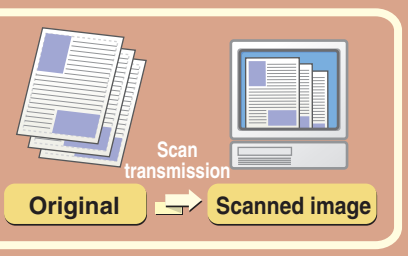
This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

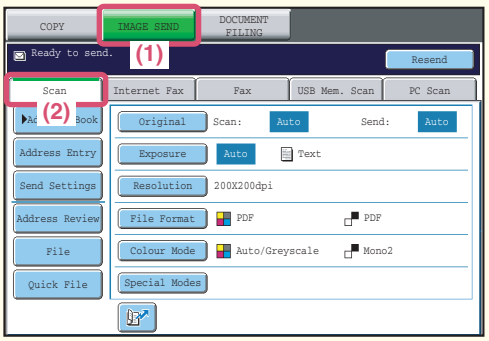
(16) [Special Modes] key

Touch this key to use a special mode.

SCANNING AN ORIGINAL

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



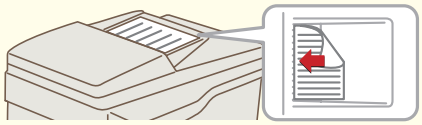


1 Select settings in the touch panel.

(1) Touch the [IMAGE SEND] key.

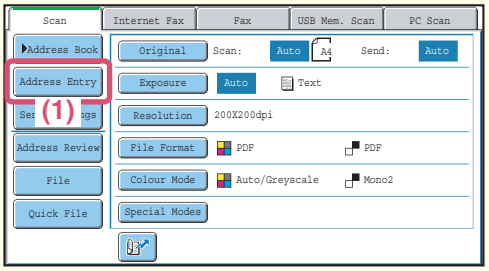
(2) Touch the [Scan] tab.
The base screen of scan mode appears.

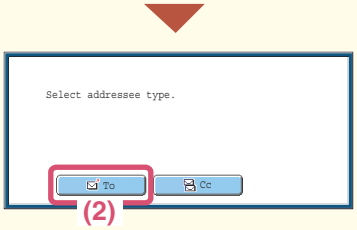
The side to be scanned must be face up!



2 Place the originals.

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

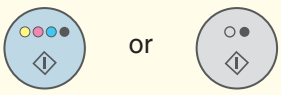




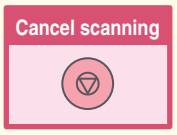
3 Select settings in the touch panel.

(1) Touch the [Address Entry] key.

(2) Touch the [To] key.
A text entry screen will appear. Enter the e-mail address of the recipient and touch the [OK] key.
For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.



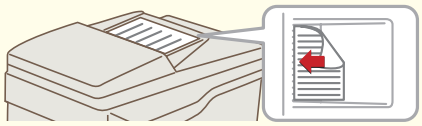
4 Press the [COLOUR START] key or [BLACK & WHITE START] key.



CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

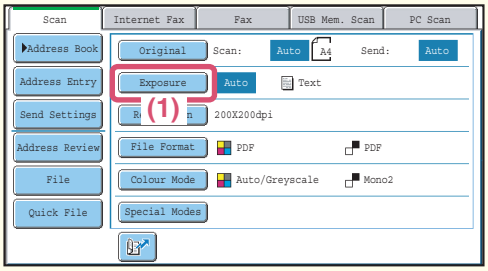
Exposure and original image type settings can be selected as appropriate for the original.
The procedure for darkening the exposure and setting the original image type to "Text/Prtd. Photo" is explained below.

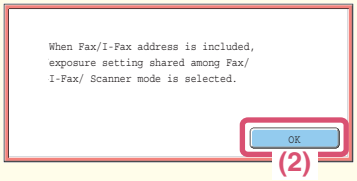
The side to be scanned must be face up!

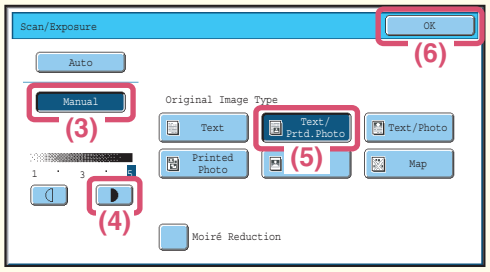


1 Place the originals.

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







2 Select settings in the touch panel.

(1) Touch the [Exposure] key.

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

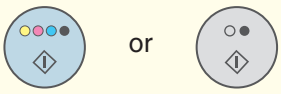
(3) Touch the [Manual] key.

(4) Darken light colours with the ◗ key.
5 levels are available for the exposure. Darken light originals with the ◗ key, and lighten dark originals with the ◖ key.

(5) Touch the [Text/Prtd. Photo] key.

(6) Touch the [OK] key.

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

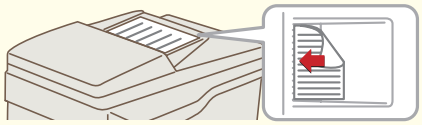


Cancel scanning

CHANGING THE RESOLUTION

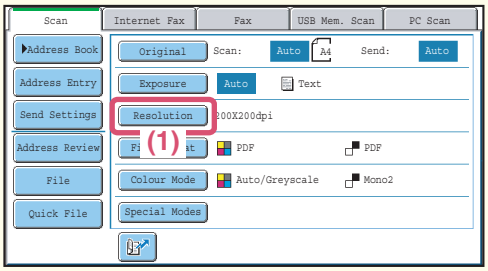
You can select the resolution as appropriate for the original type.
This section explains how to set the resolution to "300X300dpi", which creates a clearer image than the default resolution.

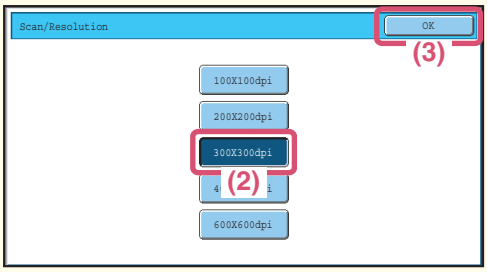
The side to be scanned must be face up!



1 Place the originals.

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



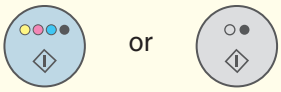


2 Select settings in the touch panel.

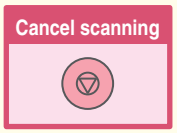
(1) Touch the [Resolution] key.

(2) Touch the [300X300dpi] key.

(3) Touch the [OK] key.



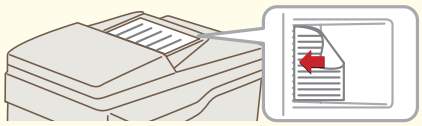
3 Select the destination and then press the [COLOUR START] key or the [BLACK & WHITE START] key.



CHANGING THE FILE FORMAT

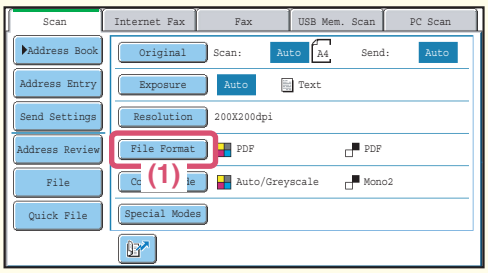
The file format (file type and compression method) for sending a scanned image is specified when the destination is stored in a one-touch key; however, you can change the format at the time of transmission.
The procedure for sending a scanned image in full colour TIFF format is explained below.

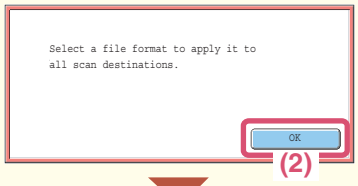
The side to be scanned must be face up!

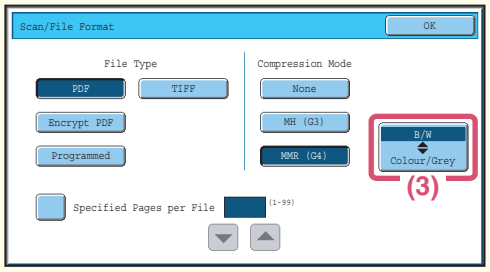


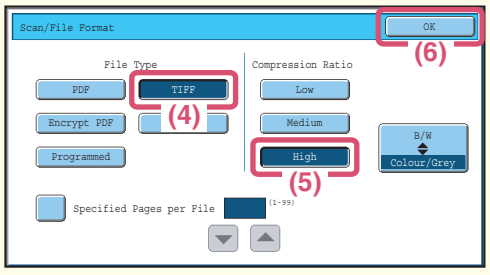
1 Place the originals.

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









2 Select settings in the touch panel.

(1) Touch the [File Format] key.

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

(3) Change the mode to Colour/Greyscale mode.

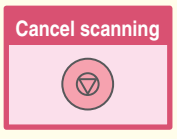
(4) Touch the [TIFF] key.

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

(6) 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.

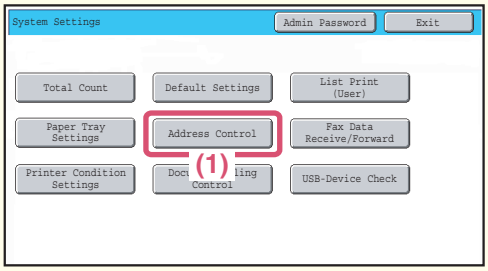


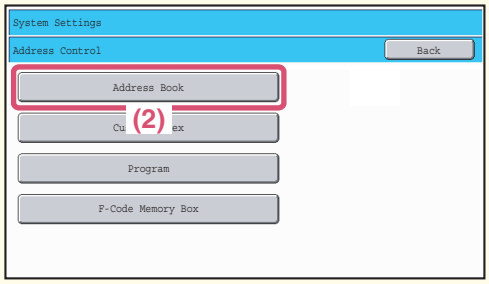
STORING A DESTINATION

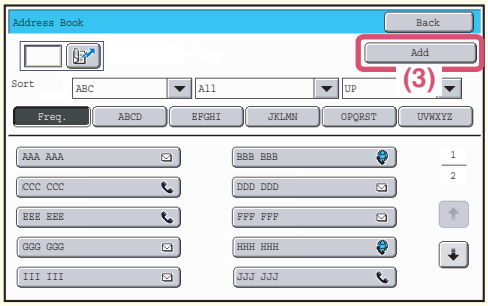
The procedure for storing e-mail addresses in one-touch keys for Scan to E-mail is explained below.
Stored e-mail addresses can be retrieved quickly and easily.
If you frequently send images to the same group of destinations, those destinations can be stored as a group.
To store destinations for the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

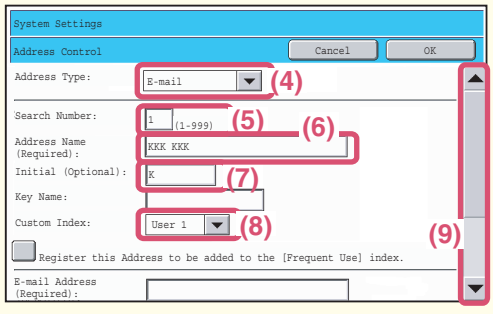
Storing an individual key

1 **Press the [SYSTEM SETTINGS] key.**









2 **Select settings in the touch panel.**

(1) **Touch the [Address Control] key.**

(2) **Touch the [Address Book] key.**

(3) **Touch the [Add] key.**

(4) **Select [E-mail] from the "Address Type" select box.**

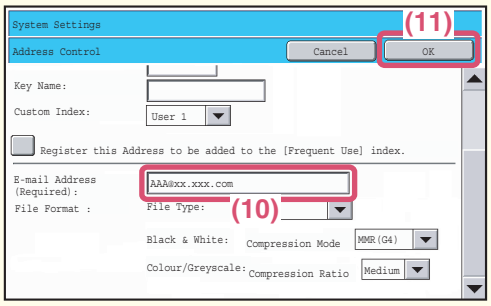
(5) **Touch the "Search Number" text box.**
The "Search Number" is automatically assigned. You can touch the search number text box and change the number with the numeric keys. However, a number that is already in use cannot be used.

(6) **Touch the "Address Name" text box.**
A text entry screen appears. Enter the name of the destination (max. of 36 characters). For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.
To have a name different from the "Address Name" appear in the address book, touch the "Key Name" text box. Up to 18 characters can be entered.

(7) **Touch the "Initial" text box.**
A text entry screen appears. Enter search characters for the destination (max. of 10 characters).

(8) **Select [User 1] from the "Custom Index" select box.**
The custom index selected here can be used in the address book screen.
If you wish to have the destination appear on the "Frequent Use" tab, touch the "Register this Address to be added to the [Frequent Use] index." checkbox ☑.

(9) **Touch the scroll bar to move the screen.**



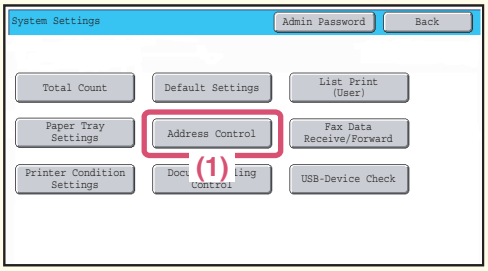
Select settings in the touch panel. (Continued)

(10) **Touch the "E-mail Address" text box.**
A text entry screen appears. Enter the E-mail address that you want to store. For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide. The "File Format" settings can be specified as needed. Specifying a format for each destination you store will save you the trouble of selecting format settings each time you send an image.

(11) **Touch the [OK] key.**

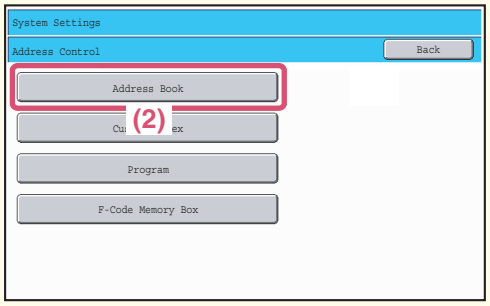
Storing a group key

1 Press the [SYSTEM SETTINGS] key.

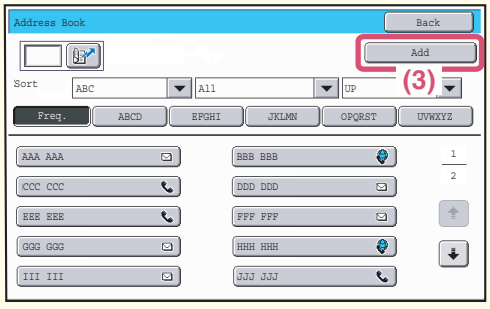


2 Select settings in the touch panel.

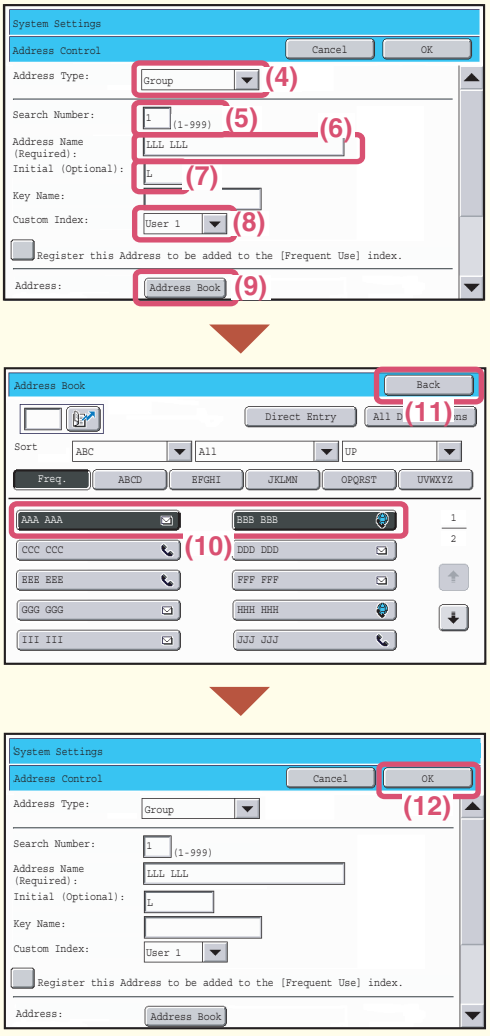
(1) **Touch the [Address Control] key.**



(2) **Touch the [Address Book] key.**



(3) **Touch the [Add] key.**



Select settings in the touch panel. (Continued)

(4) Select [Group] from the "Address Type" select box.

(5) Touch the "Search Number" text box.

The "Search Number" is automatically assigned. You can touch the search number text box and change the number with the numeric keys. However, a number that is already in use cannot be used.

(6) Touch the "Address Name" text box.

A text entry screen appears. Enter the name of the destination (max. of 36 characters). For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

To have a name different from the "Address Name" appear in the address book, touch the "Key Name" text box. Up to 18 characters can be entered.

(7) Touch the "Initial" text box.

A text entry screen appears. Enter search characters for the destination (max. of 10 characters).

(8) Select [User 1] from the "Custom Index" select box.

The custom index selected here can be used in the address book screen.

If you wish to have the destination appear on the "Frequent Use" tab, touch the "Register this Address to be added to the [Frequent Use] index." checkbox ☑.

(9) Touch the [Address Book] key.

(10) Touch the key of the next destination that you want to store in the group.

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 address.

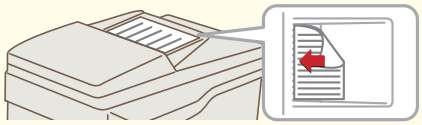
(11) Touch the [Back] key.

(12) Touch the [OK] key.

SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

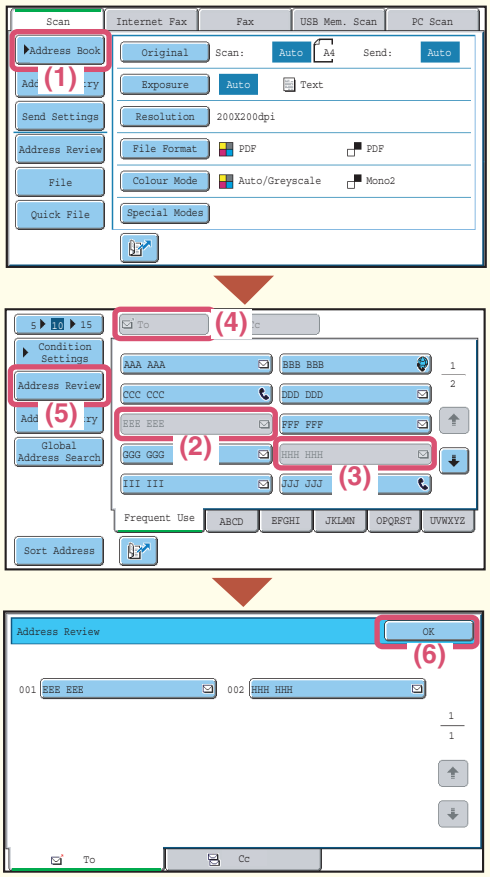
The same image can be sent to multiple scan mode (excluding Scan to Network Folder), Internet fax mode, and fax mode destinations in a single operation. If you frequently send images to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.
The procedure for selecting multiple destinations stored in one-touch keys and sending an image to those destinations is explained below.

The side to be scanned must be face up!



1 Place the originals.

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



2 Select settings in the touch panel.

(1) Touch the [Address Book] key.

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

To change the number of one-touch keys displayed in the screen, touch the 5 10 15 key. Select 5, 10, or 15 keys.

(3) Touch the one-touch keys of the additional destinations to which you want to send the image.

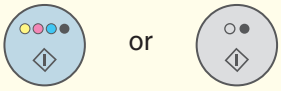
(4) Touch the [To] key.

(5) Touch the [Address Review] key.

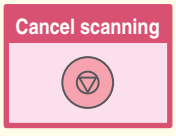
(6) Check the destinations and then touch the [OK] key.

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.



If fax or Internet fax destinations are included in the broadcast transmission, the [COLOUR START] key cannot be pressed. Press the [BLACK & WHITE START] key.

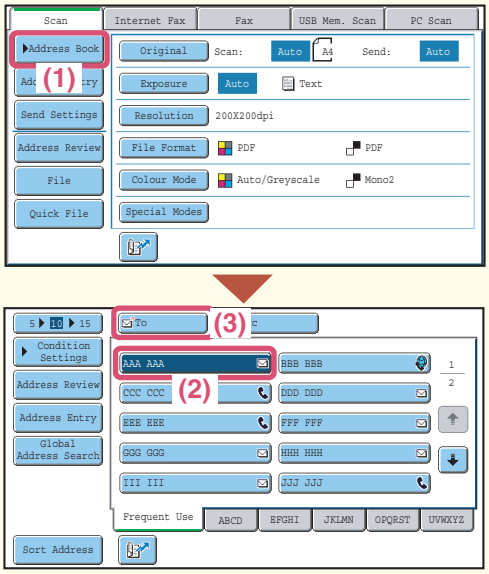


CONVENIENT TRANSMISSION METHODS

One-touch sending, resending, and other convenient transmission functions that make it easy to send an image are available.

One-touch key

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



(1) Touch the [Address Book] key.

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

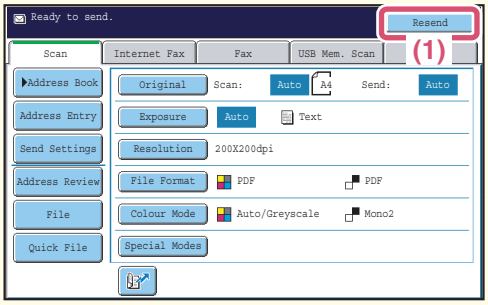
To change the number of one-touch keys displayed in the screen, touch the 5 10 15 key. Select 5, 10, or 15 keys.

(3) Touch the [To] key.

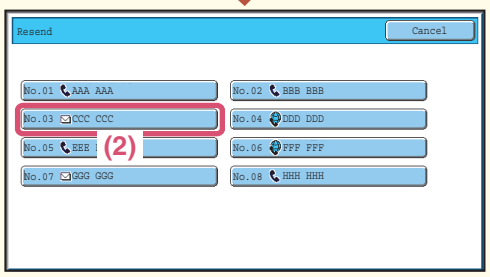
If an e-mail address is stored in the one-touch key, select [To] or [Cc] to specify the type of recipient after selecting the key.

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.



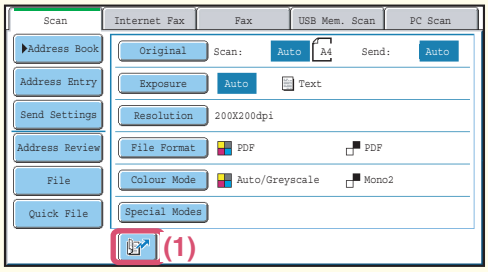
(1) Touch the [Resend] key.



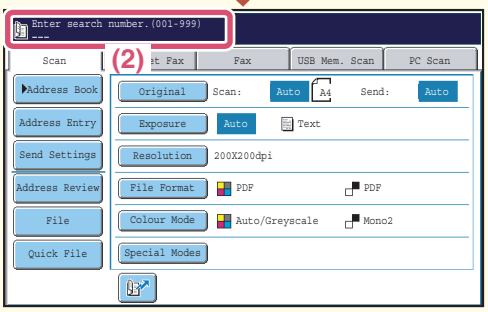
(2) Touch the key in which the desired destination is stored.
The destinations that appear also include fax and Internet fax destinations.

Search number sending

When you store an individual key or a group key, a 3-digit search number is assigned to the key.
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.



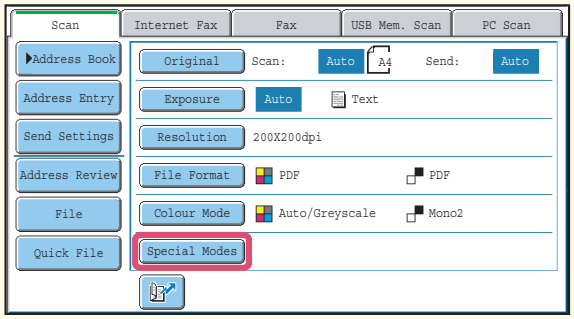
(1) Touch the key.



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

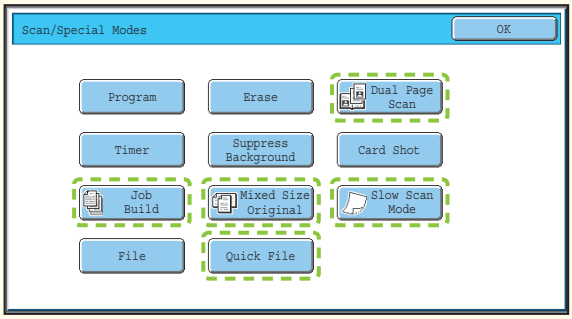
SPECIAL SCAN MODES

The special modes can be used for a variety of special-purpose scan send jobs.
The following pages show the types of scan send jobs that can be performed. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, 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 procedures for using the special modes, see "4. SPECIAL MODES" in the Scanner Guide.

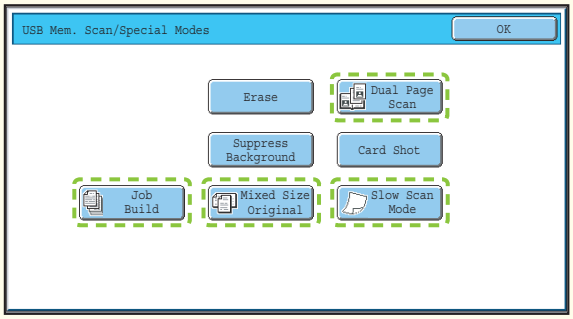


To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu varies depending on whether scan mode, Internet fax mode, or USB memory mode is selected.
Touch the [Special Modes] key in the base screen to open the special modes menu.

Scan mode

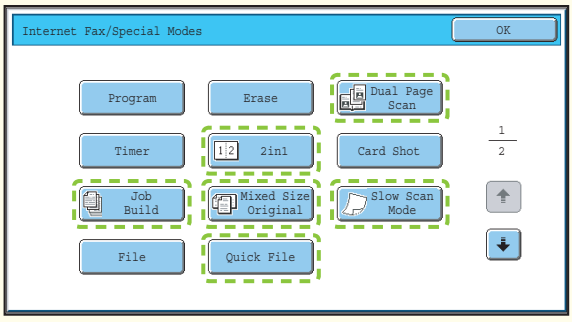


USB memory mode

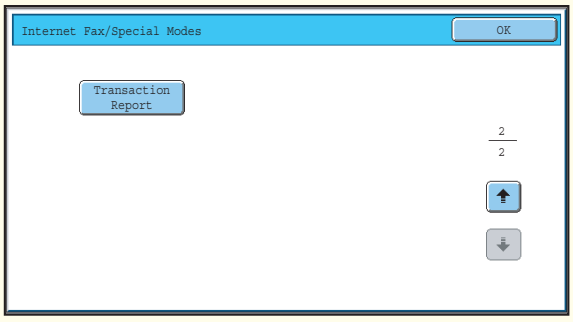


Internet fax mode

1st screen



2nd screen

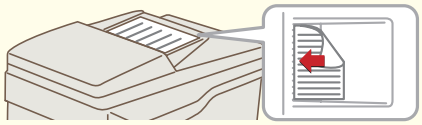


When a special mode key encircled by [ ] is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a screen appears to let you select settings for that mode.
The keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

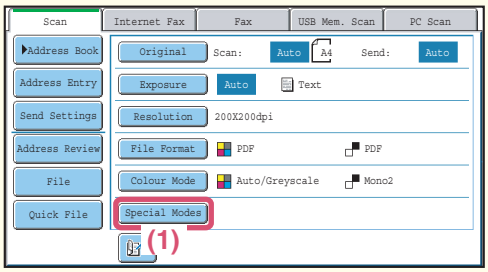
The procedure for selecting a special mode for the scanner function is explained below.
The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for selecting "Whitening faint colours in the image (Suppress Background)" is explained here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

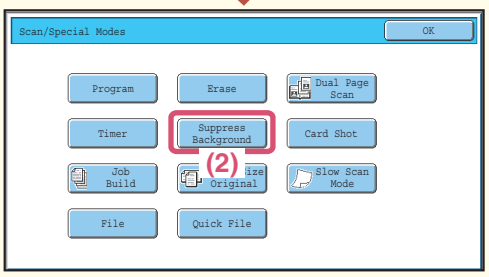
The side to be scanned must be face up!

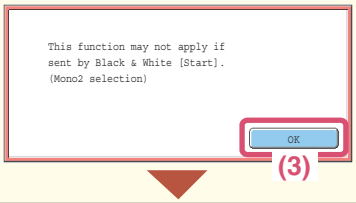


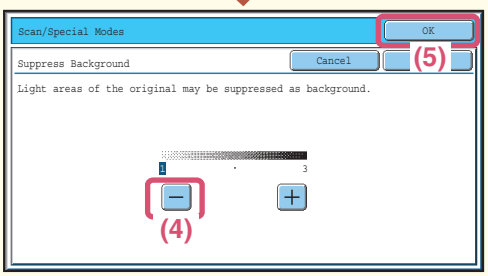
1 Place the originals.

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









2 Select 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 remain with the [-] [+] keys.
3 levels are available. Touch the [-] key for a lighter background. Touch the [+] key for a darker background.
Here "1" is set for the lightest background.

(5) Touch the [OK] key.

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

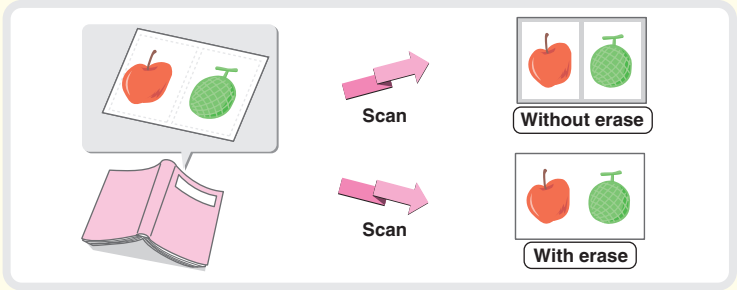
This function cannot be used when the colour mode is set to [Mono2].

Cancel scanning

CONVENIENT SCANNER FUNCTIONS

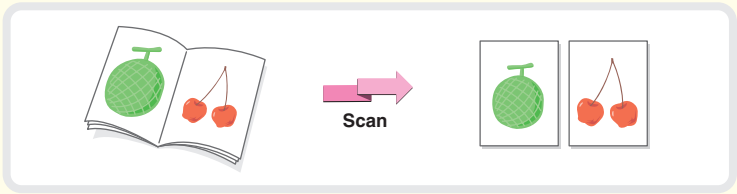
Erasing peripheral shadows on the image (Erase)

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



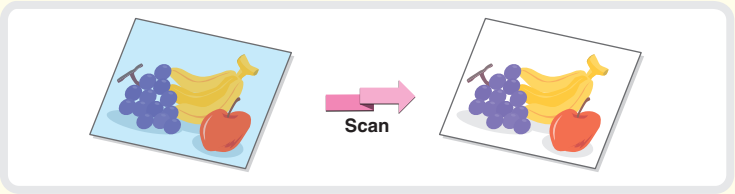
Scanning an original as two separate pages (Dual Page Scan)

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



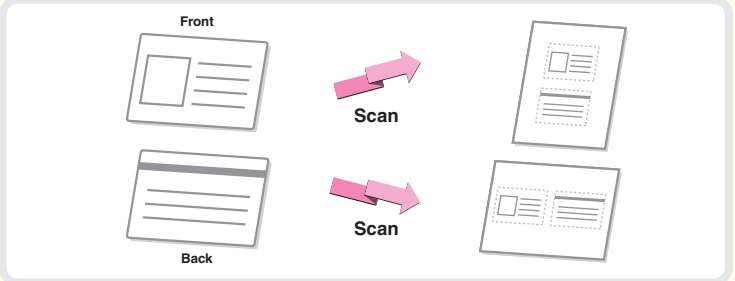
Whitening faint colours in the image (Suppress Background)

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.



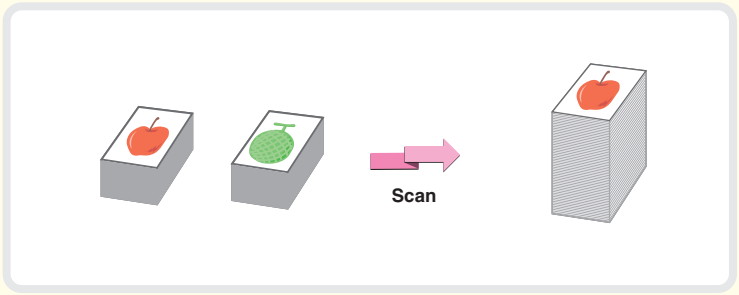
Scanning both sides of a card onto a single page (Card Shot)

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



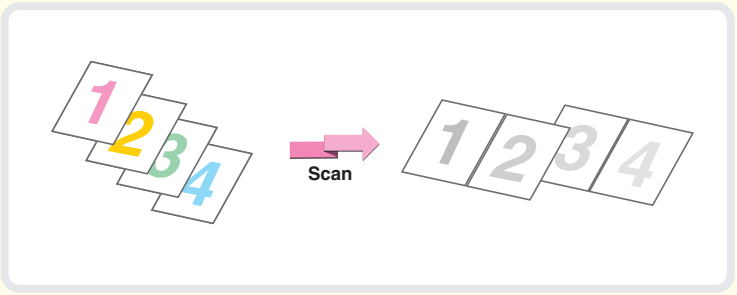
Scanning many originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder. The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



Sending two 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 detailed information on these functions, see "4. SPECIAL MODES" and "6. INTERNET FAX RECEPTION FUNCTIONS" in the Scanner Guide.

- Sending an image at a specified time (Timer Transmission)
- Storing scan operations (Program)
- Scanning thin originals (Slow Scan Mode)
- Scanning originals of different sizes (Mixed Size Original)
- Changing the print settings for the transaction report (Transaction Report)
- Forwarding received Internet faxes to an e-mail address (Inbound Routing Settings)

Document filing

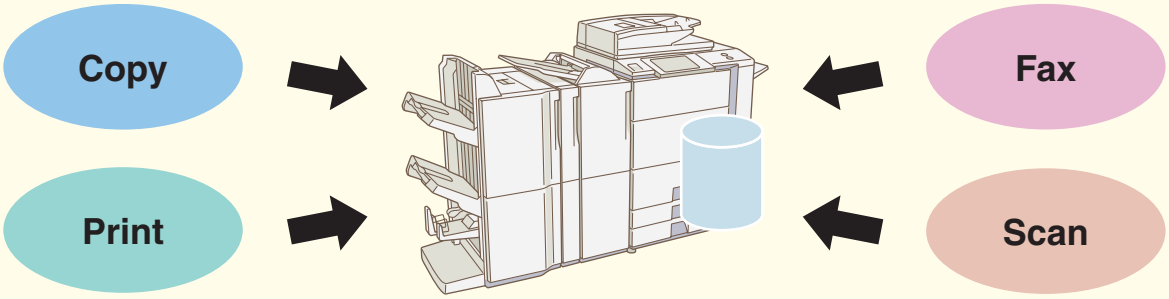
The document filing function is used to store the document or print image on the hard drive when performing a copy, print, or other job. A stored file can be called up and used whenever needed.
This section introduces several of the document filing functions.

- DOCUMENT FILING 102
- QUICKLY SAVING A JOB (Quick File) 104
- APPENDING INFORMATION WHEN STORING A FILE (File). 105
- SAVING A DOCUMENT ONLY (Scan to HDD). 107
- PRINTING A SAVED FILE. 108

DOCUMENT FILING

The document filing function allows you to save the document image of a copy or image send job, or the data of a print job, as a file on the machine's hard drive.
The stored file can be retrieved and printed or transmitted as needed.

Uses of the document filing function



Files that you want to store for later use

Store quickly and easily

Store and manage

Quick File

Use Quick File to quickly store a job without the bother of specifying settings.

File

When File is used, a user name and file name can be appended to the stored file. You can also select which folder the file is stored in, for easy file management.

Scan to HDD

Use Scan to HDD to store a document on the hard drive without performing printing or transmission. Like File, a user name, file name, and folder can be specified.

Quick File Folder

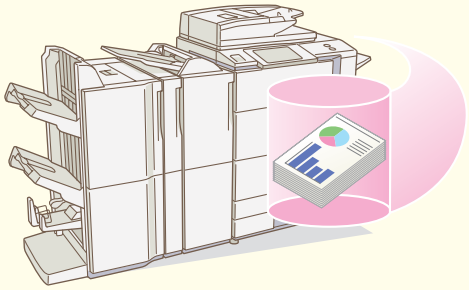
Files saved with Quick File are stored in this folder.

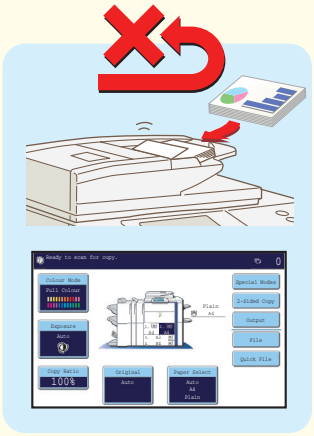
Main Folder / Custom Folder

If a folder is not specified when a file is saved with File or Scan to HDD, the file is stored in the main folder. In addition to the main folder, files can be saved in custom folders. 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





In this situation...

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.

Document filing is convenient

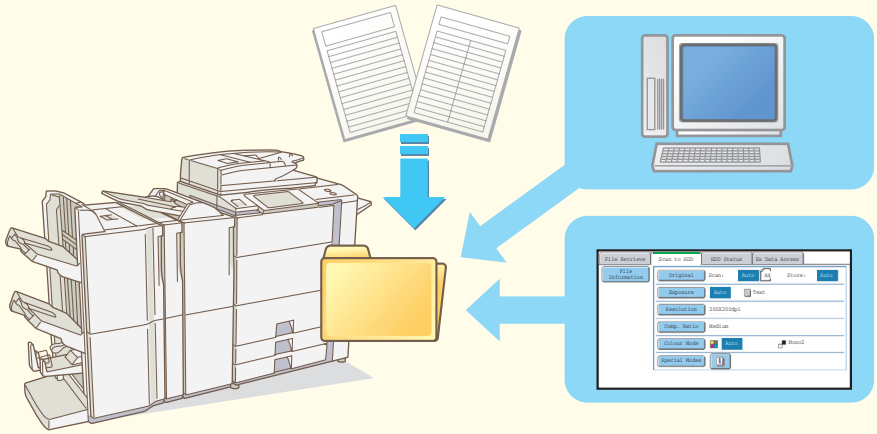
It takes time to scan all of the pages of the handout. And the copy settings must be selected again. In this situation, there is no need to panic. Simply print the file that you stored using document filing. There is no need to scan the originals or select the copy settings again.

In this situation...

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.

Document filing is convenient

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.

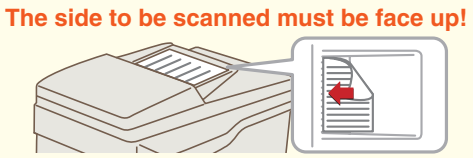


Features that make the document filing function even more convenient

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

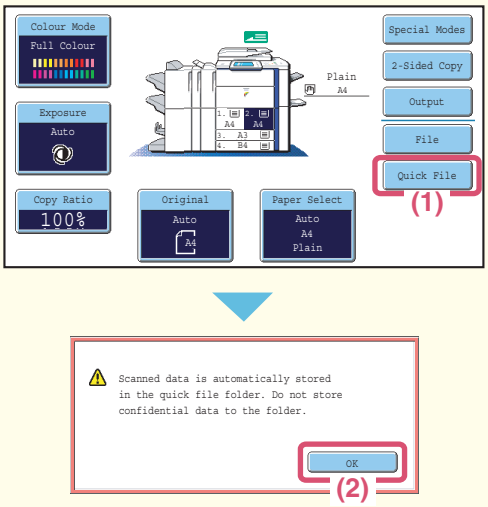
QUICKLY SAVING A JOB (Quick File)

As an example, the procedure for using "Quick File" while copying is explained below.
Quick File is the easiest way to save a file using the document filing function.



1 Place the originals.

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

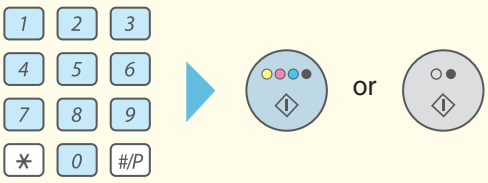


2 Select settings in the touch panel.

Select settings in the same way as when making a regular copy.

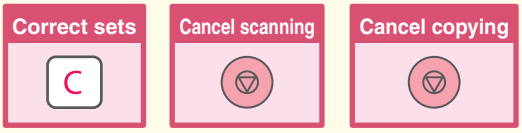
(1) Touch the [Quick File] key.

(2) Touch the [OK] key.



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

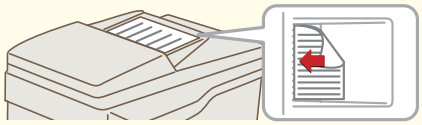
The file is stored on the hard drive at the same time as the copy is made.



APPENDING INFORMATION WHEN STORING A FILE (File)

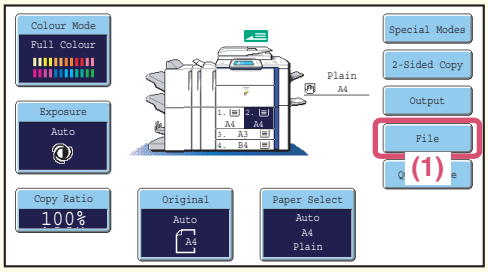
As an example, the procedure for using "File" while copying is explained below. Unlike Quick File, a file name, user name, and folder can be specified when saving a file.

The side to be scanned must be face up!



1 Place the originals.

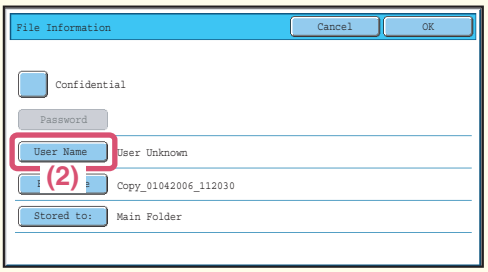
When using the document glass, place the original with the side to be scanned face down.



2 Select settings in the touch panel.

Select settings in the same way as when making a regular copy.

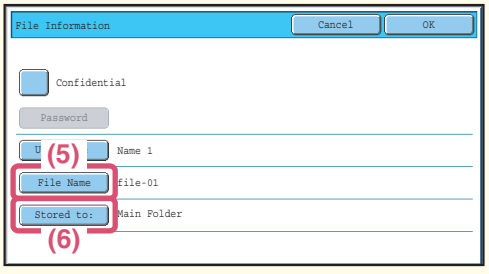
(1) Touch the [File] key.



(2) Touch the [User Name] key.

(3) Touch the [Name 1] key.

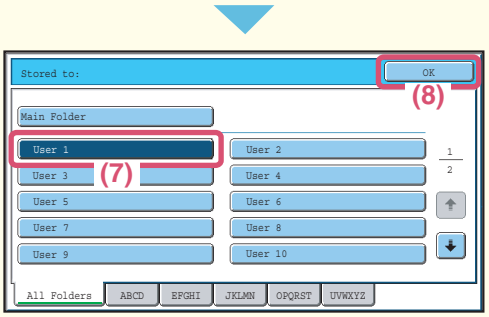
(4) Touch the [OK] key.

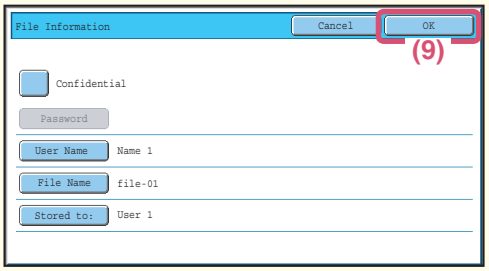


(5) Touch the [File Name] key.

A text entry screen appears. Enter a file name (maximum of 30 characters). For the procedure for entering text, see "6. ENTERING TEXT" in the User's Guide.

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



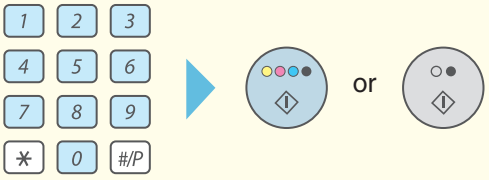


Select settings in the touch panel. (Continued)

(7) Touch the [User 1] key.

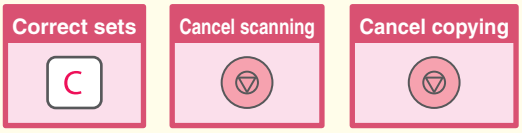
(8) Touch the [OK] key.

(9) Touch the [OK] key.



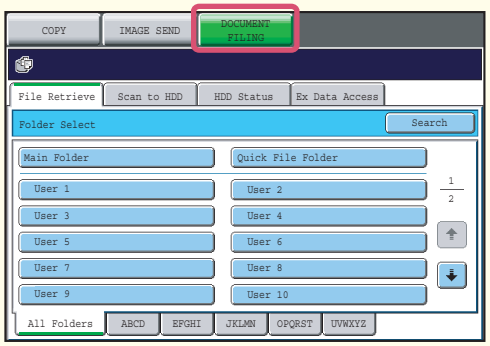
3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

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



SAVING A DOCUMENT ONLY (Scan to HDD)

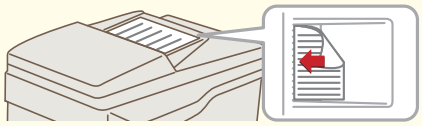
You can save a document without performing a copy, print, or send job.
The procedure for storing a document in the main folder is explained below.



1 Touch the [DOCUMENT FILING] key.

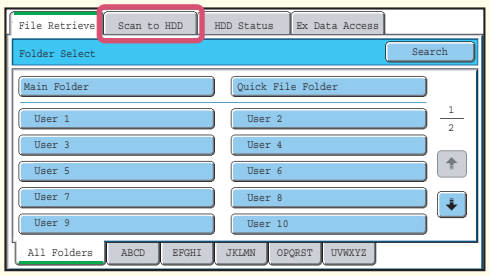
The base screen of document filing mode appears.

The side to be scanned must be face up!

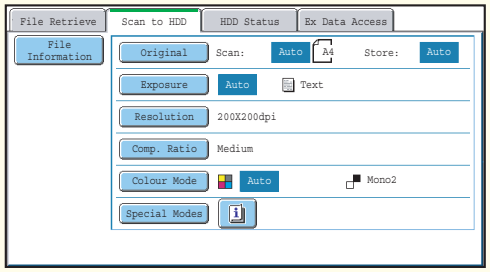


2 Place the originals.

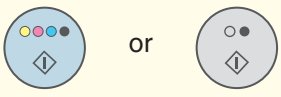
When using the document glass, place the original with the side to be scanned face down.



3 Touch the [Scan to HDD] tab.



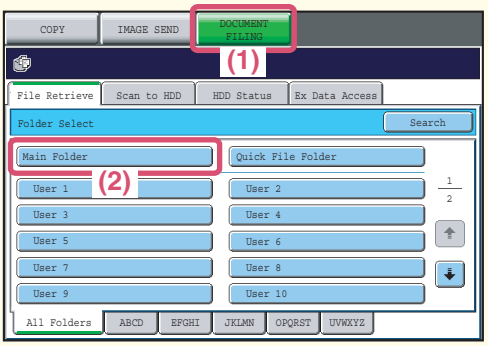
The Scan to HDD base screen appears.
To specify a user name, file name, and folder, touch the [File Information] key.



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

PRINTING A SAVED FILE

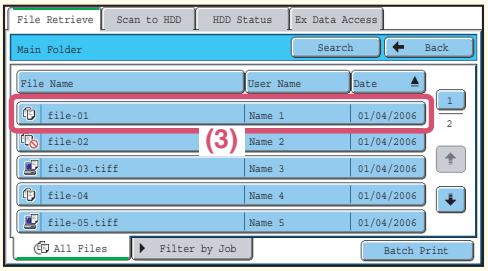
You can retrieve a file stored by document filing and print or transmit the file.
This section explains how to retrieve and print a file stored in the main folder.



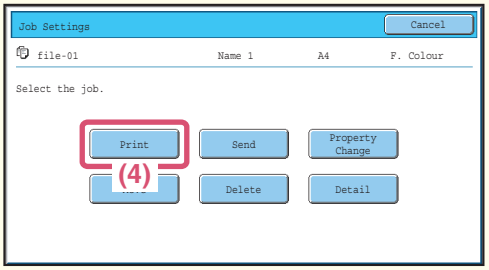
Select the file and print it.

(1) Touch the [DOCUMENT FILING] key.

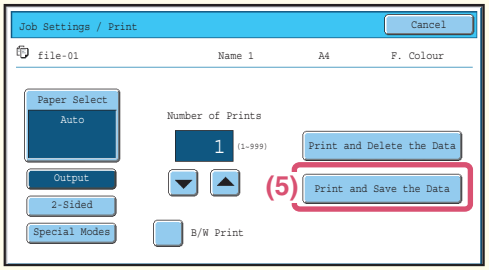
(2) Touch the [Main Folder] key.



(3) Touch the key of the file that you wish to retrieve.



(4) Touch the [Print] key.



(5) Touch the [Print and Save the Data] key.
When [Print and Save the Data] is selected, the file is saved after printing.
To delete the file after printing it, select [Print and Delete the Data].

System settings

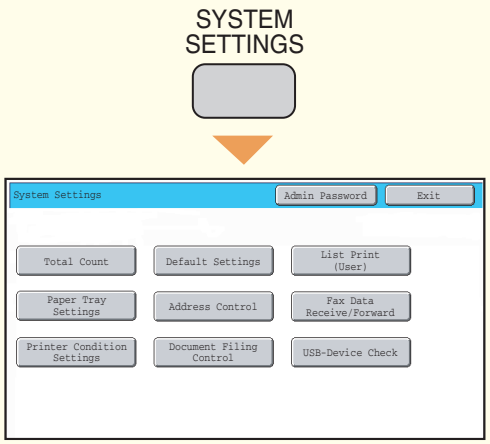
The system settings let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the system settings.
For detailed explanations of the system settings, see the System Settings Guide.

▶ **SYSTEM SETTINGS 110**

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.

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 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 a Windows environment are primarily for Windows® XP. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.4 in the case of Mac OS X, and on Mac OS 9.2.2 in the case of Mac OS 9. The screens may vary depending on the version of the operating system or the software application.
- 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.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- 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 saddle stitch finisher, punch module, and inserter are installed on the machine. For some functions and procedures, the explanations assume that devices other than the above 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

MODEL: MX-5500N
MX-6200N
MX-7000N

SHARP®

This manual has been printed using a vegetable-based soy oil ink to help protect the environment.
Printed on 100% post-consumer recycled paper

PRINTED IN CHINA
2006G KS3
TINSE3391FCZZ