

SHARP®

MODEL: MX-B381

DIGITAL MULTIFUNCTIONAL SYSTEM

Quick Start Guide

Faxing

Using the fax function.

Keep this manual close at hand for reference whenever needed.

Faxing

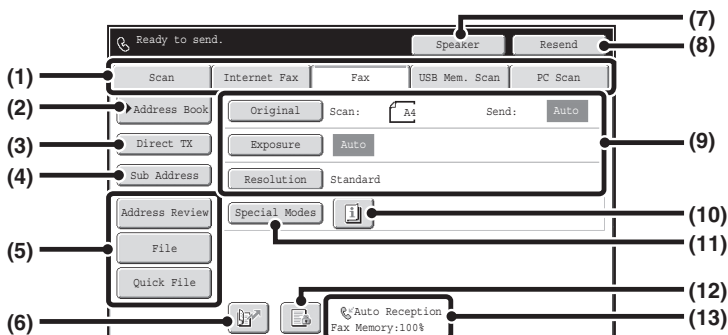
This section explains the basic procedures for using the fax function of the machine. In addition, special modes that can be used with the fax function are introduced.

The facsimile expansion kit is required to use the fax function.

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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) Send mode tabs

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

(2) [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.

(3) [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.

(4) [Sub Address] key

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

(5) Customized keys

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

(6) key

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

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

(7) [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.

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

The destinations of the most recent eight transmissions by Scan to E-mail, fax and/or Internet fax (including Direct SMTP addresses) 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.

(9) Image settings

Image settings (original size, exposure, resolution) can be selected.

(10) key

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

(11) [Special Modes] key

Touch this key to use a special mode.

(12) key / key / key

When "Hold Setting for Received Data Print" or "Received Data Image Check Setting" is enabled in the system settings (administrator), this will appear when a fax is received.

 : Only "Hold Setting for Received Data Print" is enabled

 : Only "Received Data Image Check Setting" is enabled

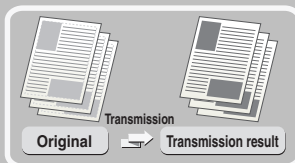
 : Both settings are enabled

(13) 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.

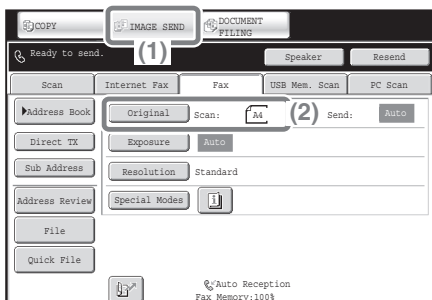


The side to be scanned must be face up!



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.

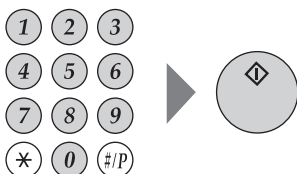
(1) Touch the [IMAGE SEND] key.

The base screen of fax mode appears.

If the fax screen does not appear, touch the [Fax] tab.

(2) Make sure that the size of the placed original is displayed.

If the wrong size appears, touch the key and select the correct size.



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



CHANGING THE SIZE OF A FAX

The size of the original and the transmission size can be specified before transmission.

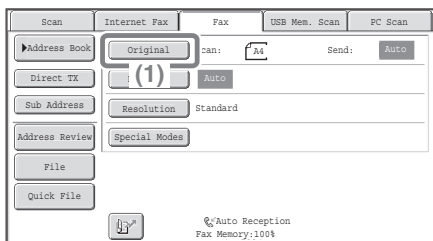
This is convenient when faxing an original that is small and difficult to read. The procedure for faxing both sides of an A4 original at A3 size is explained below.

The side to be scanned must be face up!



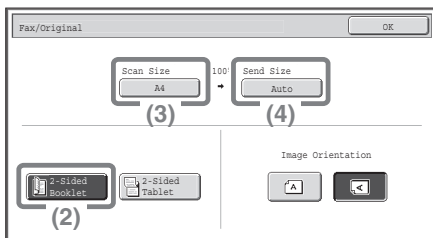
1 Place the originals.

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.



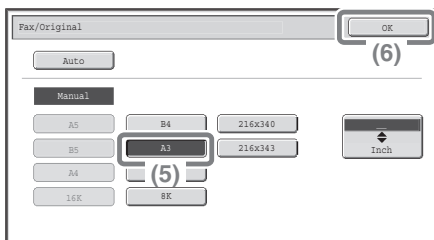
(2) Touch the [2-Sided Booklet] key.

This key is used to send a 2-sided original.

(3) Make sure that the size of the placed original is displayed.

If the wrong size appears, touch the key and select the correct size.

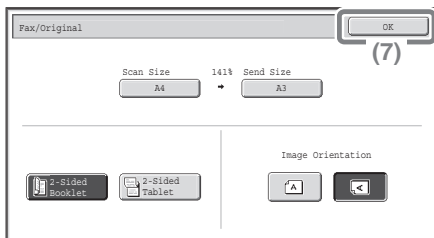
(4) Touch the [Send Size] key.



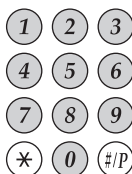
Select settings in the touch panel. (Continued)

(5) Touch the [A3] key.

(6) Touch the [OK] key.



(7) Touch the [OK] key.



3 Enter the fax number of the first destination.

Correct a mistake



4 Press the [START] key.

Cancel scanning



CHANGING THE EXPOSURE

The exposure can be changed as appropriate for the darkness or lightness of the original.

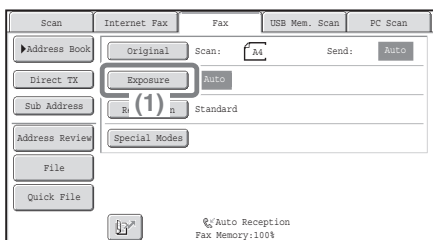
The following example explains how to darken light colours in an original to make the image clearer.

The side to be scanned must be face up!



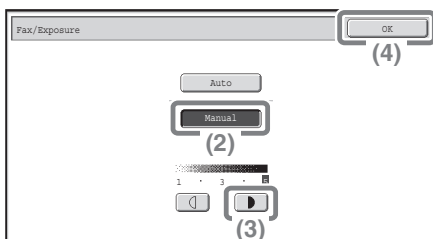
1 Place the originals.

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.

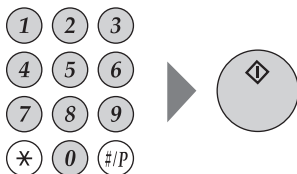


(2) Touch the [Manual] key.

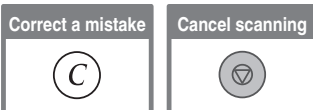
(3) Touch the  key to darken the exposure.

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 [START] key.



CHANGING THE RESOLUTION

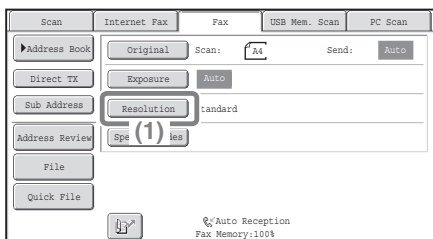
The resolution can be selected to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image. The following example explains how to set the resolution to [Fine] and [Half Tone] when sending an original with small text.

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.

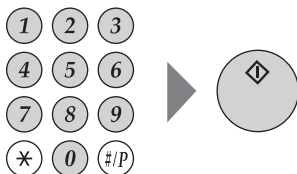
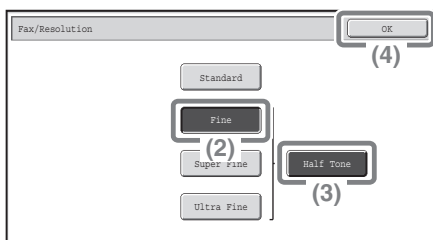
The resolution increases (producing a clearer image) in the following order: [Standard], [Fine], [Super Fine], [Ultra Fine].

(3) Touch the [Half Tone] key.

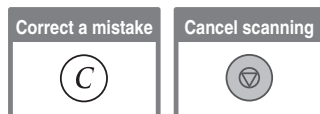
Select [Half Tone] for a photo or illustration with shading to further improve the image.

[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 [START] key.

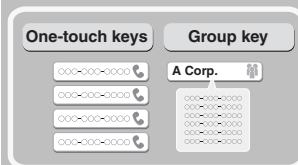


STORING A FAX NUMBER

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).

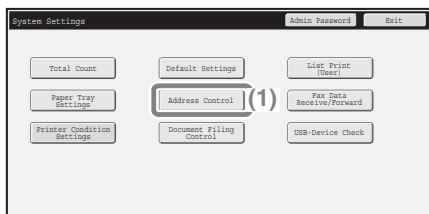


Storing an individual key

SYSTEM
SETTINGS

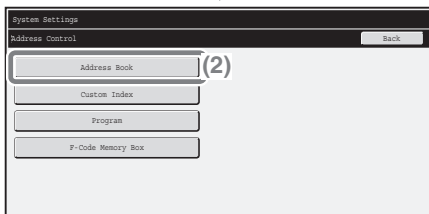


1 Press the [SYSTEM
SETTINGS] key.

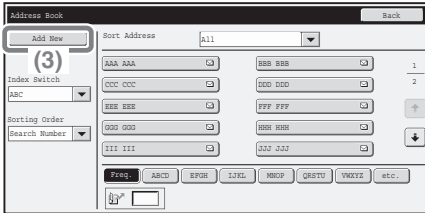


2 Select settings in the touch panel.

(1) Touch the [Address Control] key.

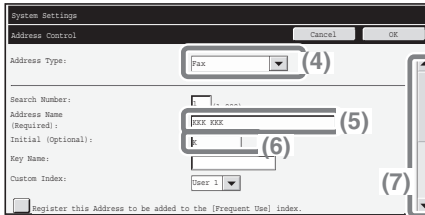


(2) Touch the [Address Book] key.



Select settings in the touch panel. (Continued)

(3) Touch the [Add New] key.



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

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

A text entry screen appears. Enter the name of the destination.

(6) Touch the "Initial" text box.

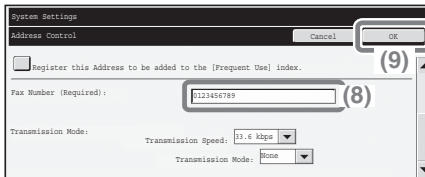
A text entry screen appears. Enter search characters for the destination.

(7) Slide the scroll bar down to move the screen.

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

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

(9) Touch the [OK] key.



The items in the above step must be entered. For details on items entered, see "7. SYSTEM SETTINGS" in the Operation Guide.

When sending the same document or image to multiple destinations, it is convenient to store a destination group. For details on storing groups, see "7. SYSTEM SETTINGS" in the Operation Guide.

FORWARDING RECEIVED FAXES (Fax Data Forward)

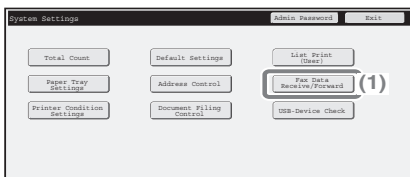
When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another fax machine.

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 (administrator).

SYSTEM SETTINGS

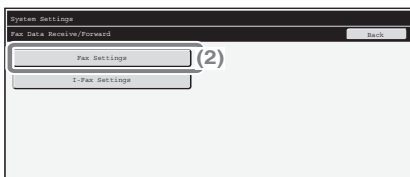


1 Press the [SYSTEM SETTINGS] key.

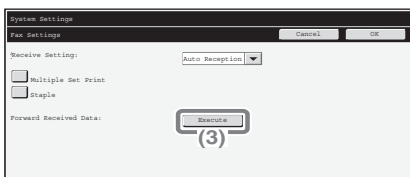


2 Select settings in the touch panel.

(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.

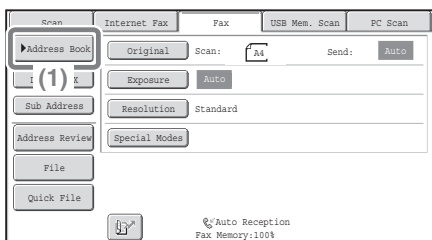
CONVENIENT DIALLING METHODS

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

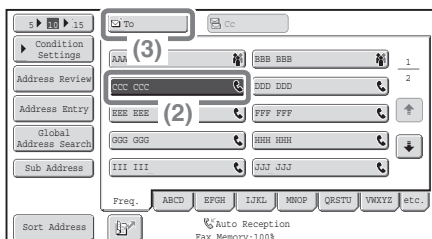
One-touch keys

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.

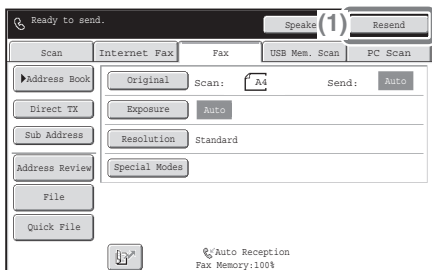
To change the number of one-touch keys displayed in the screen, touch the **5 10 15** key. Select 5, 10, or 15 keys.

(3) Touch the [To] key.

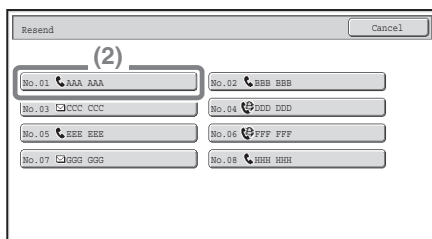
Resending

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.

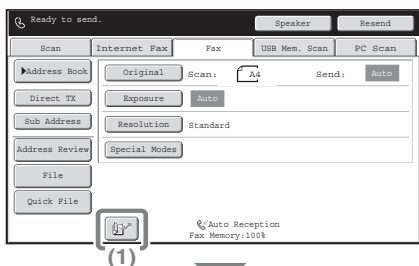
The destinations that appear also include Scan to E-mail and Internet fax destinations.

Speed dialling

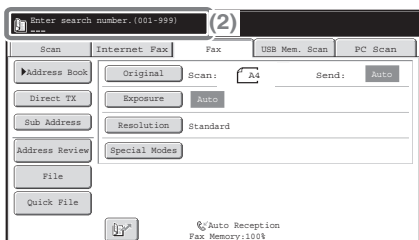
When you store an individual key or a group key, a 3-digit search number is assigned to the key.

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.



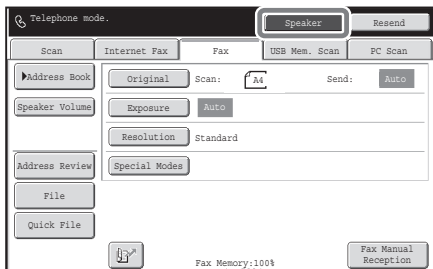
(1) Touch the  key.



(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.

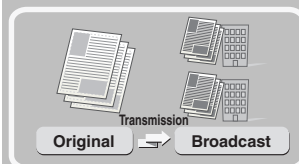
You will hear the dial tone through the machine's speaker.

Dial the fax number of the destination with the numeric keys or with the [Address Book] key.

When the connection is established, press the [START] key to send the fax.

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same document/image can be sent to multiple fax mode, scan mode, 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.

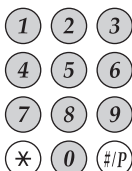


The side to be scanned must be face up!



1 Place the originals.

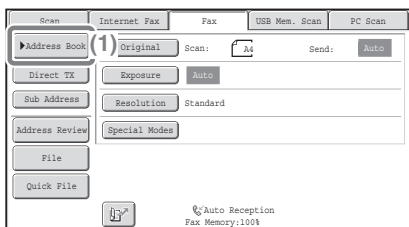
When using the document glass, place the original with the side to be scanned face down.



2 Enter the fax number of the first destination.

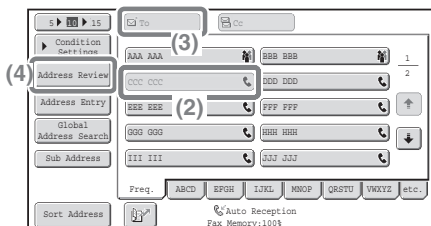
Correct a mistake





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.

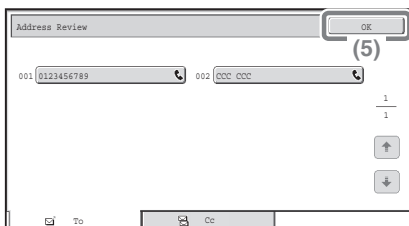
To change the number of one-touch keys displayed in the screen, touch the  key. Select 5, 10, or 15 keys.

(3) Touch the [To] key.

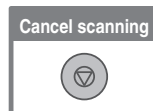
(4) Touch the [Address Review] key.

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

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



4 Press the [START] key.



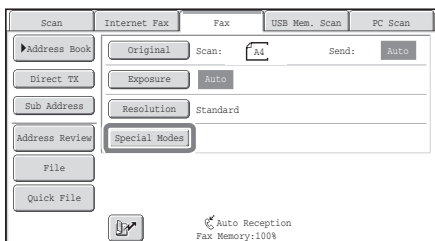
SPECIAL FAX MODES

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.

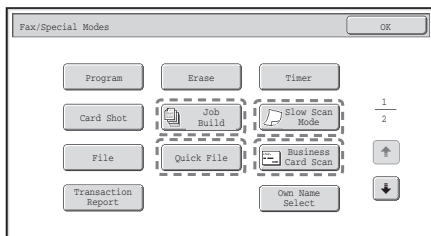
For the procedures for using the special modes, see "SPECIAL MODES" in "4. FACSIMILE" in the Operation Guide.

Special modes

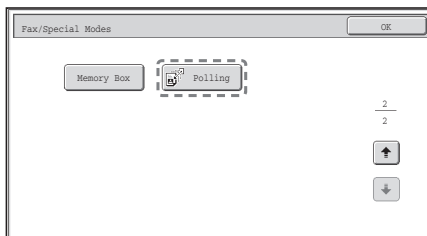


To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu consists of two screens. Use the keys to switch between the screens. Touch the [Special Modes] key in the base screen to open the special modes menu.

1st screen



2nd screen



When a special mode key encircled by is touched, the key is highlighted and the setting is completed.

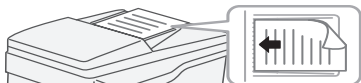
When any other special mode key is touched, a screen appears to let you select settings for that mode.

The keys that appear vary by country and region and the peripheral devices that are installed.

SELECTING A SPECIAL MODE

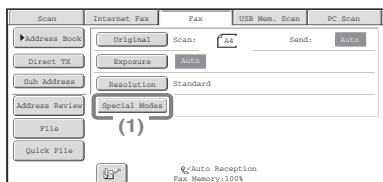
The procedure for selecting a special mode for fax is explained below. The settings that must be selected vary for each special mode, however, the general procedure is the same. The procedure for erasing shadows at the edges of the image when sending a fax is explained below as an example.

The side to be scanned must be face up!



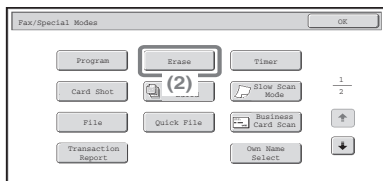
1 Place the originals.

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



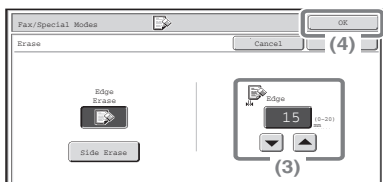
2 Select settings in the touch panel.

(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.

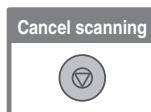
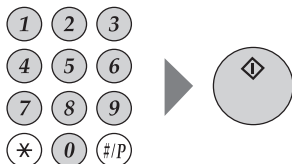


(3) Set the erasure width to 15 mm with the [Down] [Up] keys.

The erase area is set to "Edge Erase" by default. A particular side can be erased by touching the [Side Erase] key and selecting settings for that side.

(4) Touch the [OK] key.

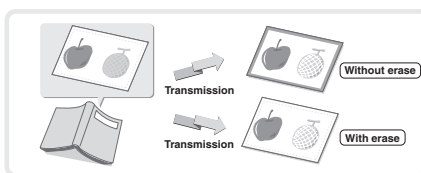
3 Enter the fax number of the receiving fax machine and press the [START] key.



CONVENIENT FAX FUNCTIONS

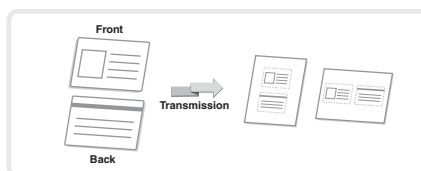
Erasing peripheral shadows (Erase)

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



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

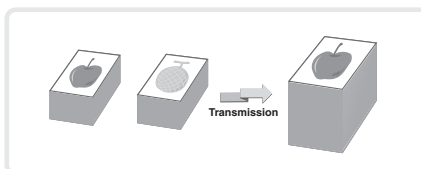
Use this function to send the front and reverse sides of a card as a single page in a single transmission.



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.

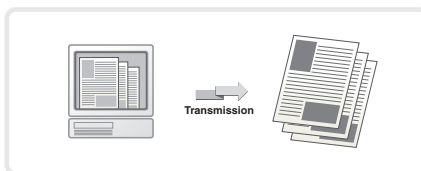
The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.



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 a network address (Inbound Routing Settings)
 - ☞ Operation Guide "FAX RECEPTION" in "4. FACSIMILE"
- Sending a fax at a specified time (Timer)
- Storing fax operations (Program)
- Changing the print settings for the transaction report (Transaction Report)
- Temporarily changing the sender information (Own Name Select)
- Faxing thin originals (Slow Scan Mode)
- Sending business cards (Business Card Scan) (Business card feeder is required.)
- Calling a fax machine and initiating fax reception (Polling)
- Sending a fax when another machine polls your machine (Polling Memory)
 - ☞ Operation Guide "SPECIAL MODES" in "4. FACSIMILE"
- Performing F-code communication
 - ☞ Operation Guide "PERFORMING F-CODE COMMUNICATION" in "4. FACSIMILE"
- Connecting and using an existing phone (Extension Phone Connection)
 - ☞ Operation Guide "USING AN EXTENSION PHONE" in "4. FACSIMILE"

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 Vista®. 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. 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.
- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.

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 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 500-sheet paper feed units (total of four trays) are installed on the MX-B381.

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.

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