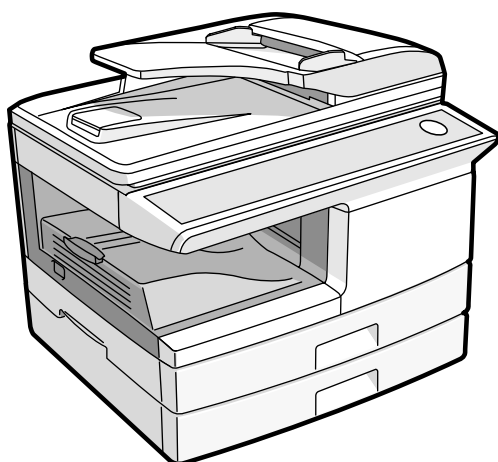


SHARP®

MODEL
FO-2080

OPERATION MANUAL
(for facsimile)

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• CHOOSING SUITABLE MEDIA	50
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For users in the USA

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

WARNING:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This product utilizes a CR coin Lithium battery which contains a Perchlorate material. Special handling for this material may apply, California residents, See www.dtsc.ca.gov/hazardouswaste/perchlorate/
Others, consult local environmental officers.

Caution

- Use only the line cable that was provided with the machine.
- To reduce the risk of fire, use only UL-Listed No.26 AWG or larger telecommunication line cord.

Note

- This manual describes how to use the fax function of the machine.
Part names and functions shared with the copy function (for example, the misfeed indicator and add paper indicator), are described in the Operation Manual (for general information). For more information, please read the Operation Manual (for general information).
- This operation manual refers to the Reversing Single Pass Feeder as the "RSPF".

INTRODUCTION

TYPE OF SERVICE

This equipment may not be used on coin-operated (pay phone) phone service. Connection to party lines service is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps:
See page 21 of this Operation Manual.

Important safety instructions

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

FCC Notice to users:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX.

If requested, this number must be provided to the telephone company.

The REN is used to determine the number of devices that may be connected to a telephone line.

Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call.

In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company.

For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX.

The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, your telephone company may disconnect your service temporarily. If possible, They will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of your equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If the equipment is causing harm to the telephone network, your telephone company may ask you to disconnect the equipment until the problem is resolved.

If you have any questions or problems which cannot be solved by reading this manual, please contact

Sharp Electronics Corporation 1 Sharp Plaza, Mahwah, New Jersey 07495 Telephone: 1-800-BE-SHARP

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product.

It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

This equipment connects to the telephone network through a standard USOC RJ-11C network interface jack.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment.

If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

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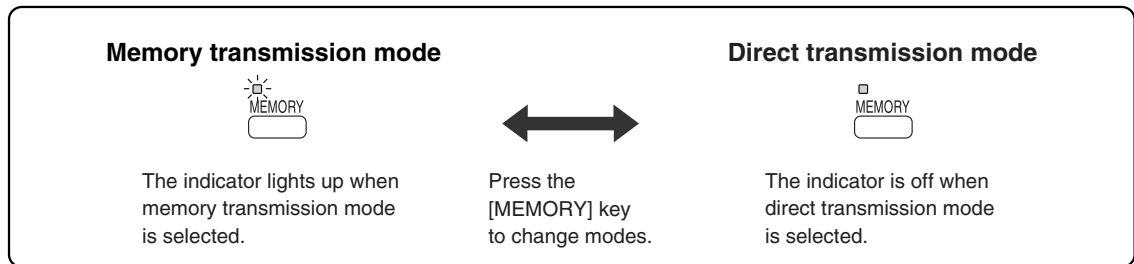
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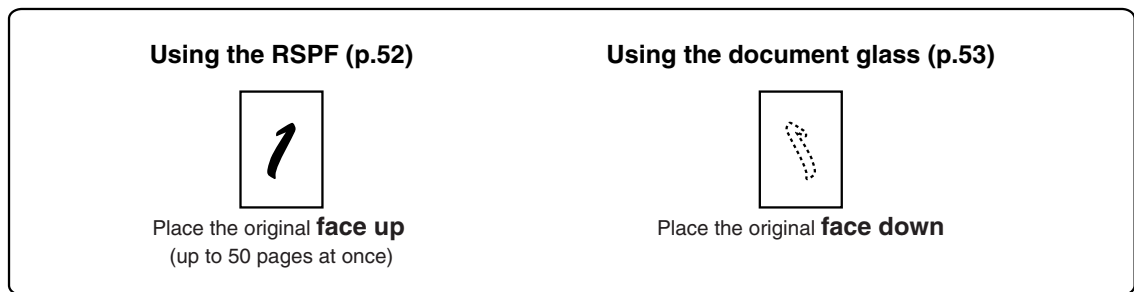
QUICK REFERENCE GUIDE

The following quick reference guide provides brief explanations the operation of the machine.

Selecting the transmission mode (p.26)

























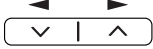



Place the original





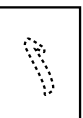






Sending a fax

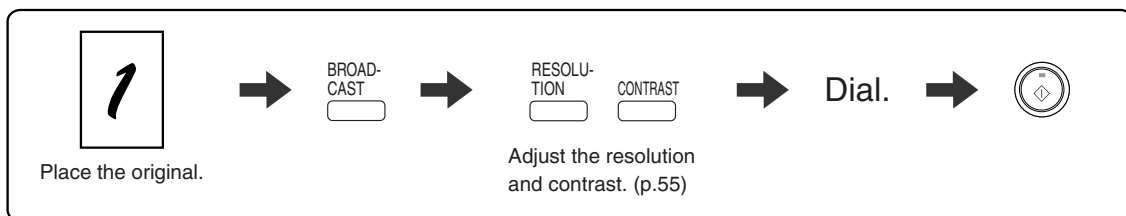
Dialing methods

Direct Dialing (p.59)	 ~  Press the numeric keys to dial.
Speed Dialing (p.59)	 →  ~  Enter a two-digit Speed Dial number.
Rapid Key Dialing (p.59)	 ~   ~  * It is not necessary to press the [START] key after pressing a Rapid Key.
Chain Dialing (p.60)	<div> →  ~   ~   ~  Speed Dial number or Rapid Key set for Chain Dialing when stored.</div> <div> ~  →  Dial with the numeric keys and then press the [REDIAL/PAUSE] key.</div> <div>→ Dial the next part of the number (a Group Key cannot be used).</div>
Search Dialing (p.61)	<div> ~  Enter the first letter of the stored name.  →  Press when the first character of the name is a special character or number.  Search by fax numbers.</div> <div>→  Select the destination.</div>
Redialing (p.61)	 Redial the last number dialed.

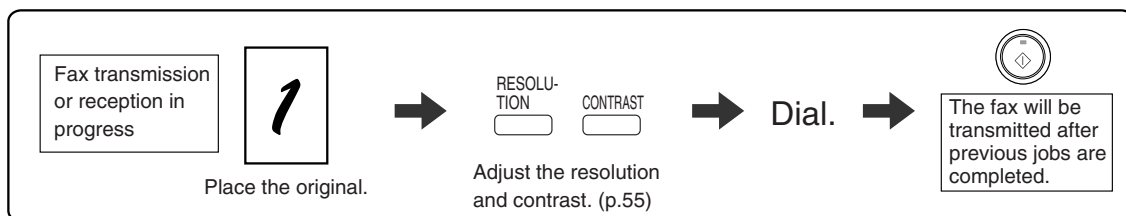
Sending a fax

Using the RSPF
<div> →   → Dial. → </div> <div>Place the original. (p.52) Adjust the resolution and contrast. (p.55)</div>
Using the document glass
<div> → Specify the original size. (p.54) →   → Dial. →  → </div> <div>Place the original. (p.53) Adjust the resolution and contrast. (p.55) If you are faxing a multi-page original, change pages and press the [START] key (⏻).</div>

Sending a fax to multiple destinations (Broadcasting) (p.71)



Storing a fax job while another job is in progress

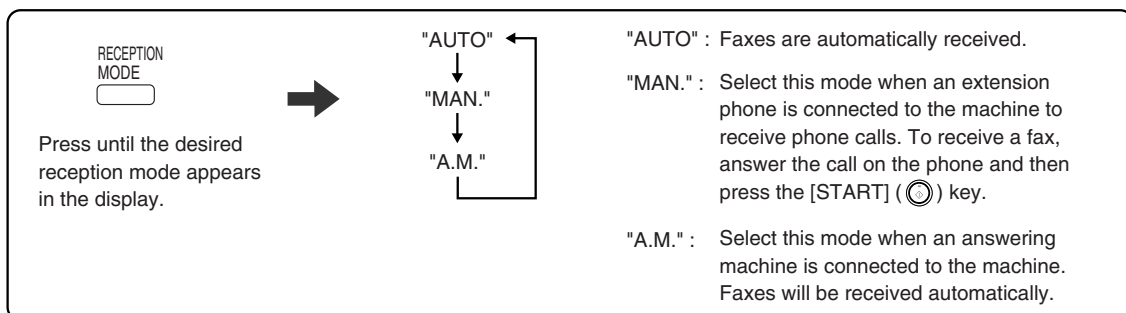


Automatically sending a fax at a specified time (timer transmission)

To set up a timer transmission, see "TIMER OPERATIONS" (p.79).

Receiving a fax

Selecting the reception mode (p.63)



Calling a fax machine and requesting automatic transmission of an original placed in that machine (p.73)



* Another fax machine can also call your fax machine and request automatic transmission of a original placed in your machine. For this to take place, the reception mode of your machine must be set to "AUTO".

LIST OF FAX FUNCTIONS

The FAX MAIN MENU is used to configure settings for the fax function and program information such as the fax number of the machine. The settings in the FAX MAIN MENU are shown below.
The procedure for configuring settings is explained in "SELECTING SETTINGS FOR THE FUNCTION" (p.10).

Menu item	Settings (factory default setting appears in bold)	Page
0 : RX DATA TRANSFER		
1 : DATA TRANSFER	Enable transfer of received faxes to another fax machine when printing is not possible.	69
2 : FAX NUMBER	Program the fax number of the machine to which received faxes will be transferred.	68
1 : TIMER MODE		
1 : SET	Set up a transmission or polling job to take place automatically at a specified time.	79
2 : CLEAR	Cancel a timer transmission job.	79
2 : ENTRY MODE		
1 : FAX NUMBER	Store (or delete) fax numbers in Rapid Keys, Speed Dial numbers, and Group Keys. 1 : RAPID KEY 2 : SPEED # 3 : GROUP KEY	42, 44, 45, 47
2 : DATE&TIME SET	Set the date and time in the machine.	22
3 : OWN PASSCODE SET	Program the name and phone number of the user of the machine.	21
4 : PASSCODE # MODE	Store fax numbers that are allowed to poll the machine when polling security is used.	78
5 : DAY LIGHT SAVING	Enable automatic adjustment of the clock at the beginning and end of daylight savings time.	25
3 : MEMORY STATUS	Check and delete stored fax jobs waiting for transmission and automatic recall jobs.	62
4 : USER PROGRAM		
1 : DOC. GLASS SIZE	Set the size of an original faxed from the document glass. 1 : 8.5x11 2 : 8.5x14 3 : A4	54
2 : FIXED DOC. SIZE	Set the default size of originals faxed from the document glass. 1 : 8.5x11 2 : 8.5x14 3 : A4	54
3 : RESO. PRIORITY	Set the default resolution for fax transmission. 1 : STANDARD 2 : FINE 3 : SUPER FINE	37
4 : # OF RINGS (AUTO)	Set the number of rings on which the machine answers calls in automatic reception mode. 0 - 9 (2)	28
5 : # OF RINGS (MANUAL)	Set the number of rings on which the machine answers calls in manual reception mode. 0 - 9 (0)	29

Menu item		Settings (factory default setting appears in bold)	Page
6 : AUTO LISTING		Enable automatic printing of the Activity Report when information on a total of 50 fax transmissions/receptions accumulates. 1 : ON 2 : OFF	88
7 : PRINT SELECTION	1 : TRANSMISSION	Select the condition for printing reports on fax transmissions. 1 : ALWAYS PRINTS 2 : ERROR ONLY 3 : NEVER PRINTS	89
	2 : BROADCAST	Select the condition for printing reports on broadcast transmissions. 1 : ALWAYS PRINTS 2 : ERROR ONLY 3 : NEVER PRINTS	89
	3 : RECEPTION	Select the condition for printing reports on received faxes. 1 : ALWAYS PRINTS 2 : ERROR ONLY 3 : NEVER PRINTS	89
	4 : IMAGE MEM. PRINT	Enable printing of the original image on transaction reports. 1 : ALWAYS PRINTS 2 : ERROR ONLY 3 : NEVER PRINTS	89
8 : RECALL TIMES BUSY		Set the number of recall attempts that are made when the line is busy. 00 - 14 (02)	32
9 : RECALL TIMES ERR		Set the number of recall attempts that are made when a communication error occurs. 0 - 1 (1)	33
10 : RECALL INT. BUSY		Set the interval between recall attempts when the line is busy. 1 to 15 minutes can be selected. 01 - 15 min. (03 min.)	34
11 : RECALL INT. ERR		Set the interval between recall attempts when a communication error occurs. 0 to 15 minutes can be selected. 00 - 15 min. (01 min.)	35
12 : SECURITY SELECT		Enable the polling security function. 1 : ON 2 : OFF	77
13 : FAX REMOTE NUMBER		Set the 1-digit number used to activate remote fax reception. 0 - 9 (5)	40
14 : REMOTE RECEPTION		Enable the remote reception function. 1 : ON 2 : OFF	39
15 : FAX SIGNAL RCV		Enable automatic fax reception when a fax tone is heard after answering a call on an extension phone. 1 : ON 2 : OFF	38

Menu item		Settings (factory default setting appears in bold)	Page
	16 : RCV REDUCE	When a fax is received that is larger than the printing paper, enable reduction of the fax to the size of the paper to avoid the fax being cut off. 1 : ON 2 : OFF	65
	17 : BEEP LENGTH	Set the length of the beep that sounds when fax transmission or reception ends. 1 : 3 SEC 2 : 1 SEC 3 : NO BEEP	18
	18 : RINGER VOLUME	Set the volume of the ringer. 1 : OFF 2 : LOW 3 : MIDDLE 4 : HIGH	17
	19 : BEEPER VOLUME	Set the volume of the beep that sounds when a key is pressed. 1 : OFF 2 : LOW 3 : MIDDLE 4 : HIGH	19
	20 : DIAL MODE	Set the dial mode for the type of line you are on. 1 : TONE 2 : PULSE	31
	21 : DISTINCTIVE RING	Set the ring pattern for distinctive ring. 1 : OFF 2 : STANDARD 3 : PATTERN 1 4 : PATTERN 2 5 : PATTERN 3 6 : PATTERN 4 7 : PATTERN 5	41
	22 : INDEX PRINT	Enable printing of a black mark (index) at the top of each received fax page. 1 : ON 2 : OFF	36
	23 : DATE&TIME FORMAT	1 : TIME FORMAT Select 12-hour or 24-hour format for the time set in the machine. 1 : 12 HOUR 2 : 24 HOUR	23
		2 : DATE FORMAT Set the format of the date in the display and in printouts. 1 : MMDDYYYY 2 : DDMMYYYY 3 : YYYYMMDD	24
	24 : 2-SIDED RX	Print on both sides of the paper when a multi-page fax is received. 1 : ON 2 : OFF	64
	25 : TRAY SELECTION	Set the tray for printing received faxes. 1 : AUTO 2 : TRAY 1 3 : TRAY 2	30

Menu item	Settings (factory default setting appears in bold)	Page
5 : ANTI JUNK FAX		
1 : ANTI JUNK SELECT	Enable the anti junk function to block fax reception from specified fax numbers. 1 : ON 2 : OFF	81
2 : JUNK FAX #	Program (or delete) fax numbers from which fax reception is to be blocked. 1 : SET 2 : CLEAR	82
6 : A.M. MODE		
1: QUIET DETECT TIME	Activate fax reception when a period of silence longer than the set time is detected. 00 - 10 (05)	48
2 : AUTO RECEIVE	Enable fax reception when the answering machine is full and cannot receive messages or otherwise fails. 1 : ON 2 : OFF	49
7 : MEMORY POLL MODE		
1 : 1 TIME	Perform polling transmission once.	75
2 : REPEAT	Perform polling transmission repeatedly.	75
8 : POLLING MODE	Poll another fax machine.	73
9 : SERIAL POLL MODE	Sequentially poll multiple fax machines.	74

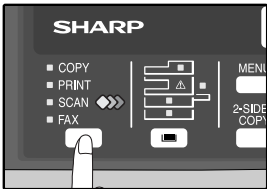
SELECTING SETTINGS FOR THE FUNCTION

The general procedure for configuring settings for the fax function is explained below. Follow this procedure to configure the settings explained on pages 6 through 9.



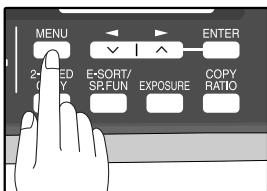
An item can also be selected after pressing the [MENU] key by pressing the numeric key for the item (the key corresponding to the number that appears in front of the item). When the numeric key is pressed, the item is selected or entered.

1 Press the [MODE SELECT] key to select fax mode.



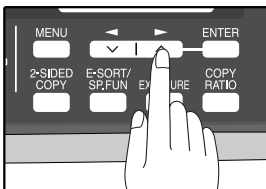
The "FAX" indicator lights up to indicate that fax mode is selected.

2 Press the [MENU] key.



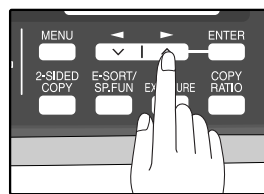
"FAX MAIN MANU" will appear in the display.

3 Press the [◀] key () or [▶] key () to select a menu item and press the [ENTER] key.



The item is selected. Repeat this step until the item that you wish to configure appears.

4 Select a setting or enter information.



To select a setting:

Press the [◀] key () or [▶] key () until the setting is selected.

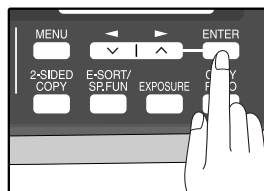
To enter information:

Press the numeric keys to enter characters or numbers.



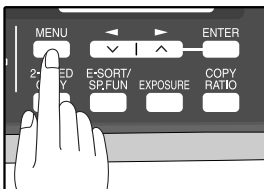
- If you mistakenly select the wrong item, press the [CLEAR] key () and repeat the procedure from step 2.
- To cancel a setting for a fax function, press the [MENU] key.

5 Press the [ENTER] key.



The setting or information is entered.

6 Press the [MENU] key.



Press the [MENU] key to exit.

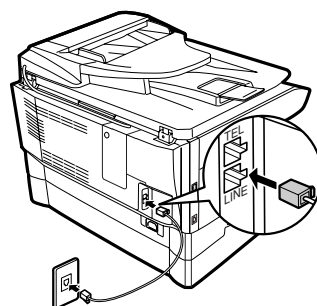
CONNECTIONS

CONNECTING THE TELEPHONE LINE CORD

Plug one end of the telephone line cord into the jack on the machine marked "LINE." Plug the other side into a standard (RJ11C) single-line telephone wall jack. Be sure not to plug this telephone line cord into the "TEL" jack. The "TEL" jack is used to attach an extension telephone or answering machine to the machine. (See "CONNECTING OTHER DEVICES" (p.12))



If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your retailer or at most telephone specialty stores.



ABOUT THE OPERATION MANUALS

The operation manuals for the machine are as follows:

Operation Manual (for facsimile) (this manual)

This manual explains the procedures for using the machine as a fax machine.

This manual only explains the fax functions of the machine. For general information on using the machine, including safety information, installation, paper loading, removal of paper misfeeds, and peripheral equipment, see the operation manual for the machine.

Operation Manual (for general information)

Explains the machine and how to use it as a copier. Also explains how to install the software that allows the machine to be used as a printer and scanner for your computer.

The following information is contained in the operation manual for the machine :

OPERATION MANUAL contents	Page
CAUTIONS	3
PART NAMES	9
POWER ON AND OFF	12
LOADING THE PAPER TRAY	15
BYPASS FEED (including special paper)	17

OPERATION MANUAL contents	Page
CHANGING A TRAY'S PAPER SIZE SETTING	19
MISFEED REMOVAL	70
TONER CARTRIDGE REPLACEMENT	74
CHECKING THE TOTAL COUNT	77
CLEANING THE MACHINE	78

Online Manual (on the CD-ROM)

This manual explains the procedures for using the machine as a printer and a scanner.

FINAL PREPARATIONS

CONNECTING OTHER DEVICES

If desired, an answering machine or external telephone can be connected to the machine through the telephone jack, labeled "TEL," on the rear of the machine.

- Connecting an answering machine to the machine allows you to receive both voice and fax messages when you are out. To use this feature, first change the outgoing message of your answering machine, and then set the reception mode of the machine to "A.M." (Answering Machine mode) when you go out.



If you are using distinctive ringing with an answering machine, you do not need to follow the procedure described below. (Please note that when distinctive ringing is used, the answering machine must be distinctive ring compatible.)

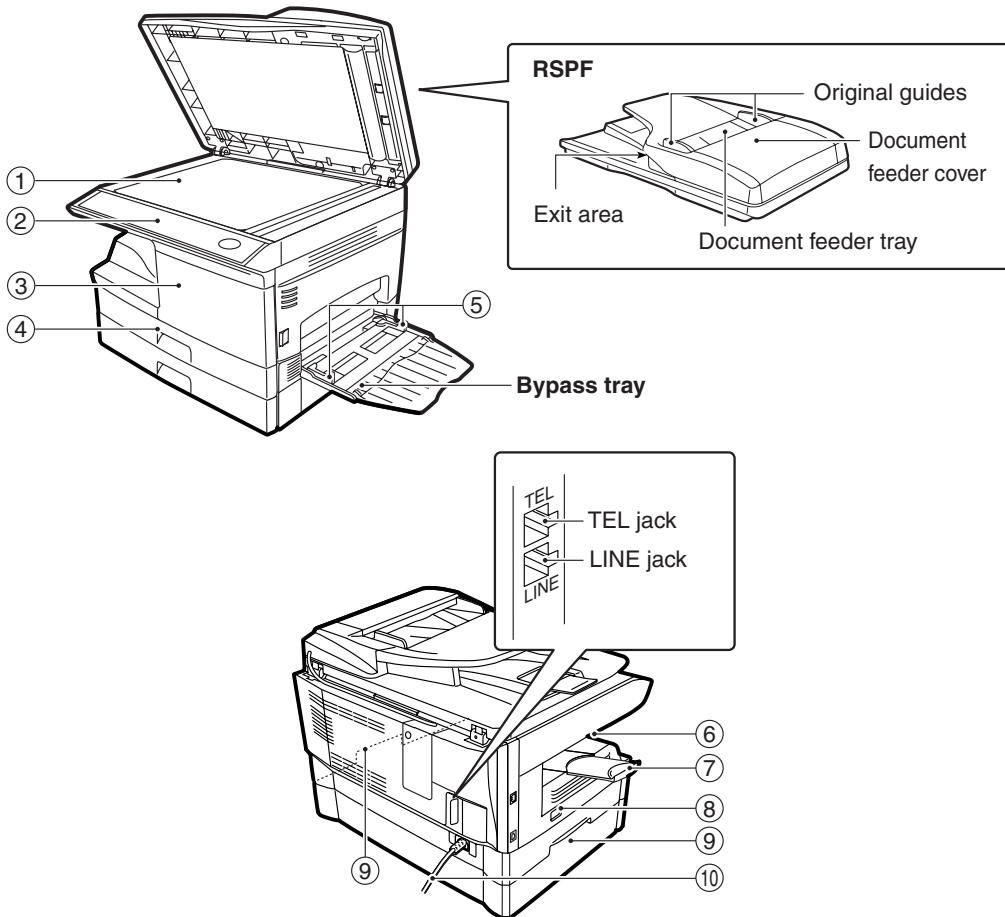
Comments:

1. It is advisable to keep the length of the message under 10 seconds. If it is too long, you may have difficulty receiving faxes sent by automatic dialing.
 2. Your callers can even leave a voice message and send a fax message on the same call. Modify your outgoing message to explain that this can be done by pressing their [START] key (Ⓢ) after leaving their voice message.
- You can connect an extension phone to the machine to make and receive calls like any other extension phone on your line. Even if you pick up the extension phone and hear a fax tone, the machine will automatically cut in and take over the line. Note, however, if you also have a PC modem on the same line, you must turn on the Remote Reception function, and deactivate the Fax Signal Receive function. See "SETTING UP THE MACHINE FOR USE WITH A PC MODEM" (p.38) and "USING THE REMOTE RECEPTION FUNCTION" (p.39).



The Remote Reception function is initially set to "ON".

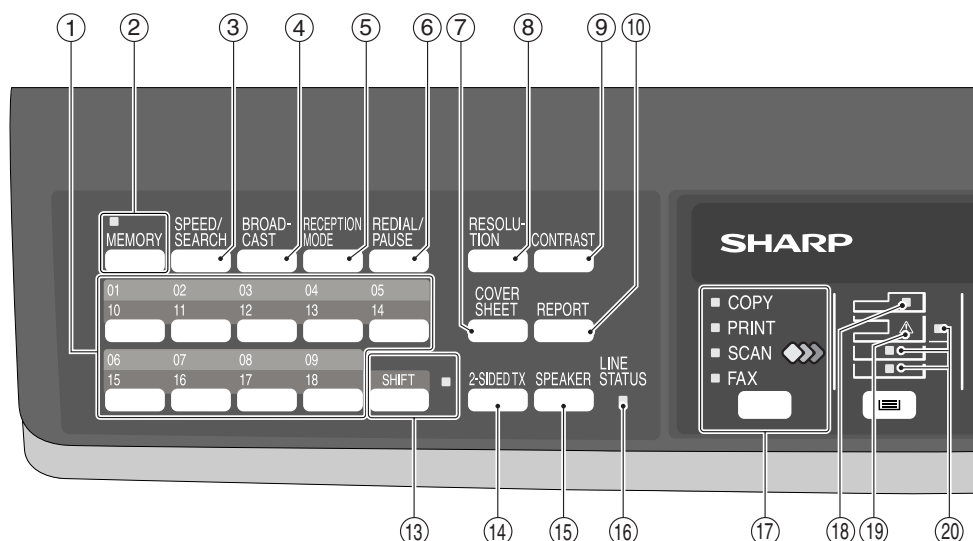
PART NAMES



- ① Document glass
- ② Operation panel
- ③ Front cover
- ④ Paper tray
- ⑤ Bypass tray paper guides

- ⑥ Paper output tray
- ⑦ Paper output tray extension
- ⑧ Power switch
- ⑨ Handles
- ⑩ Power cord

A LOOK AT THE FAX OPERATION PANEL



① Rapid keys

Press one of these keys to dial a fax or telephone number automatically.

② [MEMORY] key / indicator

Used for sending faxes in memory (indicator is lit) or direct sending (indicator is not lit).

③ [SPEED/SEARCH] key

Press this key to dial a two digit Speed Dial number.

During character inputting, use this key to delete an incorrect entry.

Also, press this key twice to search for an automatic dialing number.

④ [BROADCAST] key

Press this key to send originals to a group of receiving fax machines.

⑤ [RECEPTION MODE] key

Press this key to select the mode of reception.

⑥ [REDIAL/PAUSE] key

Press this key to automatically redial the last number you dialed.

Also, press this key to insert a pause when entering numbers.

⑦ [COVERSHEET] key

Press this key to automatically add a cover sheet and message to a fax.

⑧ [RESOLUTION] key

Press this key to adjust the resolution before sending faxes.

⑨ [CONTRAST] key

Press this key to adjust the contrast before sending faxes.

⑩ [REPORT] key

Press this key to print out a report of a fax transaction and also when receiving a confidential fax.

⑪ Display

Shows various messages during fax operation and programming.

⑫ [CLEAR] key ()

Press this key to stop an operation before it is completed, or to delete the number that was last input.

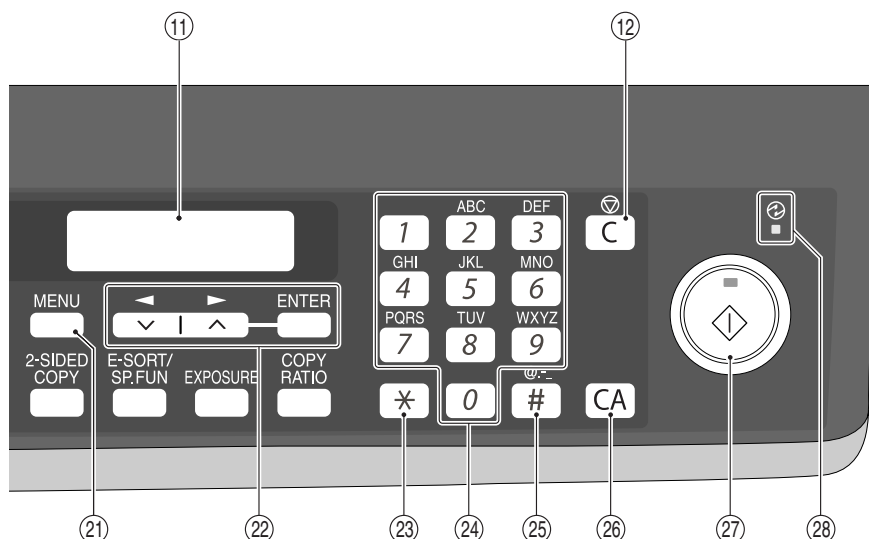
When a setting menu appears, use this key to move back to the previous menu level.

⑬ [SHIFT] key / indicator

Press this key to switch between upper and lower case.

⑭ [2-SIDED TX] key

Press this key to fax a two-sided original.



15 [SPEAKER] key

Press this key to begin manual dialing. (To close the line, press the [SPEAKER] key again.)

16 LINE STATUS indicator

Lit when sending/receiving faxes, blinking when receiving data.

17 [MODE SELECT] key / Mode indicators

Press this key to select the mode. The indicator of the selected mode lights (copy, printer, scanner, fax mode indicators).

18 RSPF indicator

This lights up when an original is placed in the RSPF.

19 Error indicator

This lights steadily or blinks when a paper misfeed or other error occurs.

20 Tray location indicator

Indicates the selected paper tray. The indicator blinks when the tray is out of paper or is not closed.

21 [MENU] key

Press this key to configure a user program.

22 [◀] key (◀), [▶] key (▶), [ENTER] key

Press the [◀] key (◀) or [▶] key (▶) to select an item in a function setting menu.

Press the [ENTER] key to enter a selection.

23 [*] key

Press this key to enter symbols during a name storing procedure.

Press the "*" key to change from pulse dialing to tone dialing mode.

24 Numeric keys

Press these keys to dial numbers, and enter numbers and letters during number/name storing procedures.

25 [#] key

Press this key to enter symbols during a name storing procedure. The [#] key scrolls through symbols in the opposite direction of the [*] key. When dialing, press this key after you are finished scanning originals into memory from the document glass.

26 [CLEAR ALL] key (CA)

This returns all functions to the default settings. When pressed in a setting menu, this returns the settings and display to the initial state.

27 [START] key (▶) / indicator

Used for the following:

- To begin sending a fax.
- Reading an original into memory from the document glass.
- Manually receiving a fax.
- Entering and setting information.

28 Power save indicator

This lights up when the power save function is activated.

ABOUT THE LIQUID CRYSTAL DISPLAY

The machine is equipped with a two-line liquid crystal display (LCD) on the operation panel for displaying various messages and settings during operation. This LCD can display up to 20 characters on each line. When the machine is idle, the LCD shows the date, time, reception mode and the stand-by memory available.

Example:

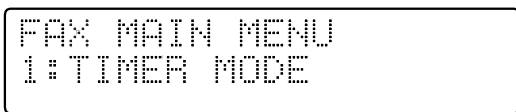


NOV 05 WED 08:20 AM
STAND-BY AUTO 100%

When an original is placed in the RSPF, the second line changes from "STAND-BY" to "SEND READY".

When the [MENU] key is pressed to configure a setting, the display appears as shown below.

Example:



FAX MAIN MENU
1:TIMER MODE

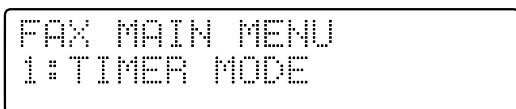
The selected setting or entered information appears on the second line.

USING THE ARROW KEYS

To configure settings and program information, press the [MENU] key and then press the [◀] key (◀) or [▶] key (▶) to select the item that you wish to configure.

The arrows keys can also be used while entering characters to move the cursor.

Example:



FAX MAIN MENU
1:TIMER MODE

Press the [◀] key (◀) or [▶] key (▶) to change the item selection that appears on the second line.



An item can also be selected after pressing the [MENU] key by pressing the numeric key for the item (the key corresponding to the number that appears in front of the item). When the numeric key is pressed, the item is selected or entered.

ADJUSTING THE BEEP VOLUME

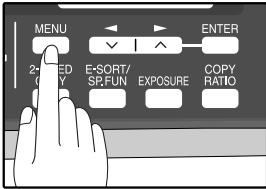
You can adjust the volume of the beep that sounds when a key is pressed.

The key beep volume is adjusted with "KEY TOUCH SOUND" (Program number 15) in the user programs of copy mode. See "User Programs" in the Operation Manual (for general information).

ADJUSTING THE RINGING VOLUME

Adjust the ringing volume of the machine following the procedure below.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

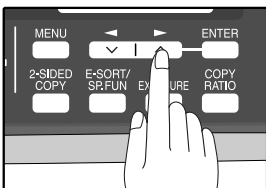
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "18:RINGER VOLUME" appears, and then press the [ENTER] key.

Selection

"18:RINGER VOLUME"

4 Press the [◀] key (▼) or [▶] key (▲) to set the ringer volume.



The selections are as follows:

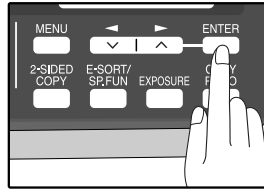
- 1:OFF
- 2:LOW
- 3:MIDDLE
- 4:HIGH

To turn off the ringer, select "1:OFF".

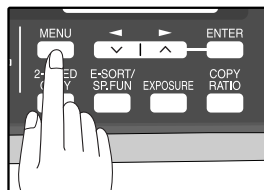


Note An extension phone will still ring when the machine ringer is set to "1:OFF".

5 Press the [ENTER] key.



6 Press the [MENU] key.



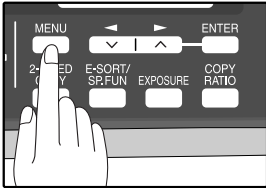
Press the [MENU] key to exit.

2

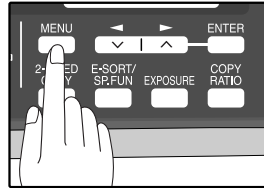
SETTING THE LENGTH OF ALARM BEEPS

You can select the length in seconds of the alarm beeps (emitted at the end of transmission and reception) following the procedure below.

1 Press the [MENU] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

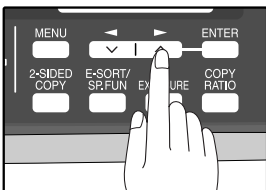
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "17:BEEP LENGTH" appears, and then press the [ENTER] key.

Selection

"17:BEEP LENGTH"

4 Press the [◀] key (▼) or [▶] key (▲) to set the alarm beeps to the desired length or to turn them off.



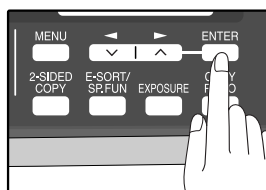
The selections are as follows:

1:3SEC

2:1SEC

3:NO BEEP

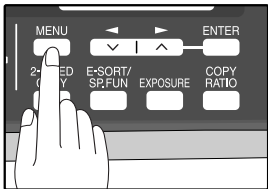
5 Press the [ENTER] key.



ADJUSTING THE ALARM BEEP VOLUME

Adjust the volume of alarm beeps (emitted at the end of transmission and reception) following the procedure below.

1 Press the [MENU] key.



2 Press the [◀] key (⏮) or [▶] key (⏭) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

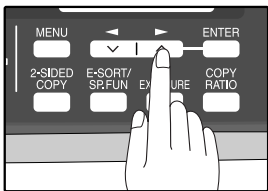
"4:USER PROGRAM"

3 Press the [◀] key (⏮) or [▶] key (⏭) until "19:BEEPER VOLUME" appears, and then press the [ENTER] key.

Selection

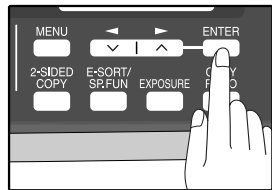
"19:BEEPER VOLUME"

4 Press the [◀] key (⏮) or [▶] key (⏭) to set the alarm volume.

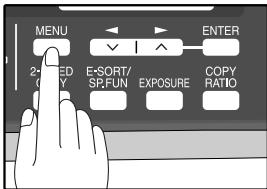


The selections are as follows:
1:OFF
2:LOW
3:MIDDLE
4:HIGH
To turn off the alarm, select "1:OFF".

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

2

FAX SETUP

HOW TO ENTER CHARACTERS

You can enter letters with the numeric keys. Letters are marked above each of the numeric keys [2] through [9]. To enter a letter, press the appropriate key repeatedly until the desired letter appears (the number of the key appears first, followed by letters in the order marked above the key). The keys used for entering characters are shown below.



The following characters can be entered with the numeric keys:

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

- To enter two characters in succession which require using the same key, press the [▶] key (◀) once after entering the first character, and then enter the second character.
- If you enter an incorrect character or number, follow these steps to correct the mistake.
 1. Press the [◀] key (◀) or [▶] key (◀) to move the cursor to the character immediately following the incorrect character.
 2. Press the [CLEAR] key (□).
The character in front of the cursor is deleted.
 3. Enter the correct character.
The character is inserted in front of the cursor.

ENTERING YOUR NAME AND FAX NUMBER



You can view all of the items in the menu display by pressing the [MENU] key, then using the [◀] key (◀) or [▶] key (▶) to scroll through the function list. Pressing the [ENTER] key chooses the displayed function. Procedures for inputting various items (name, telephone number, date, etc.) are given as follows.

To have your name and fax number printed at the top of every page you transmit, program them by pressing the operation panel keys as shown below.

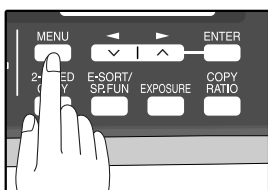
- If you enter an incorrect character or number, follow these steps to correct the mistake.
 1. Press the [◀] key (◀) or [▶] key (▶) to move the cursor to the character immediately following the incorrect character.
 2. Press the [CLEAR] key (C). The character in front of the cursor is deleted.
 3. Enter the correct character.

IMPORTANT

FCC regulations require that your name, telephone/fax number, and the date and time appear on each fax message you send. Enter your name and fax number here and set the date and time as explained in the following section to have the fax machine include this information automatically at the top of your fax messages.

Use the following procedure to enter your name and fax number:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

"2:ENTRY MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "3:OWN PASSCODE SET" appears, and then press the [ENTER] key.

Selection

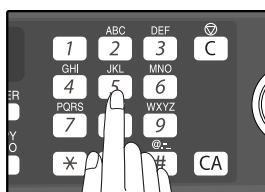
"3:OWN PASSCODE SET"

4 Press the [◀] key (◀) or [▶] key (▶) to select "1:SET" and then press the [ENTER] key.

Selection

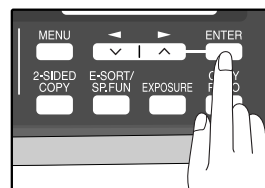
"1:SET"

5 Enter your fax number with the numeric keys.



Enter your own fax number (maximum 20 digits) by pressing the Numeric keys. To insert a "+", press the [*] key.

6 Press the [ENTER] key.



"ENTER NAME" will appear in the display.

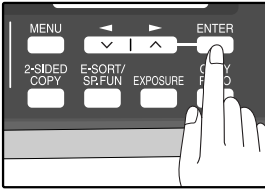
7 Enter your name with the numeric keys.



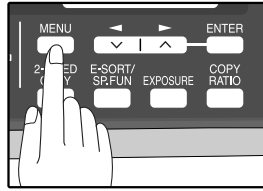
Enter your name by pressing the appropriate Numeric keys as shown on the left. Press each key repeatedly until the desired letter appears in the display (maximum of 36 characters).

To enter a space, press the [1] key twice.

8 Press the [ENTER] key.



9 Press the [MENU] key.



Press the [MENU] key to exit.

SETTING THE DATE AND TIME

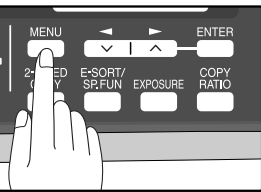
The date and time that appear in the display are printed at the top of each page you transmit. Set the date and time by pressing the keys on the operation panel as shown below.

If you enter an incorrect number, press the [CLEAR] key (C) and re-enter the number.

The time can be displayed in 12-hour or 24-hour format. "Month/Day/Year", "Day/Month/Year" or "Year/Month/Day" can be selected for the order of display of the date.

Use the following procedure to set the date and time:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

"2:ENTRY MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "2:DATE&TIME SET" appears, and then press the [ENTER] key.

Selection

"2:DATE&TIME SET"

4 Enter the year (four digits), month (two digits), and day (two digits) with the numeric keys and then press the [ENTER] key.

ENTER DATE (2008-)

2008/01/02

Year Month Day

The year can be entered from 2008.

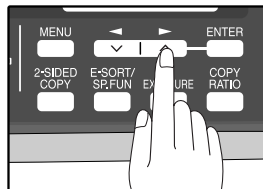
5 Enter the time (hour (two digits) and minute (two digits)) with the numeric keys.

Enter the hour in the following range:

When 12-hour format is selected: 01 to 12

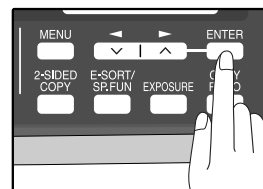
When 24-hour format is selected: 00 to 23

6 Press the [◀] key (◀) or [▶] key (▶) to select "AM" or "PM".

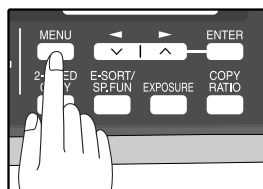


When 24-hour format is selected, do not perform this step.

7 Press the [ENTER] key.



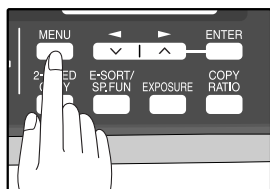
8 Press the [MENU] key.



Press the [MENU] key to exit.

To change the display format to 12-hour or 24-hour format, follow the steps below:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "23:DATE&TIME FORMAT" appears, and then press the [ENTER] key.

Selection

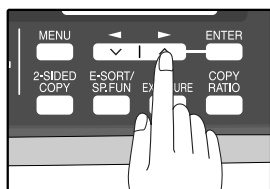
"23:DATE&TIME FORMAT"

4 Press the [◀] key (▼) or [▶] key (▲) until "1:TIME FORMAT" appears, and then press the [ENTER] key.

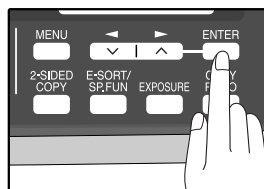
Selection

"1:TIME FORMAT"

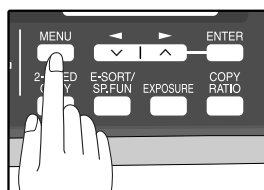
5 Press the [◀] key (▼) or [▶] key (▲) to select "1:12HOUR" or "2:24HOUR".



6 Press the [ENTER] key.



7 Press the [MENU] key.

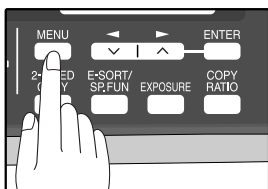


Press the [MENU] key to exit.

2

To change the order of display of the date, follow the steps below:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "23:DATE&TIME FORMAT" appears, and then press the [ENTER] key.

Selection

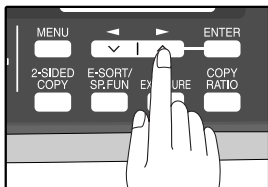
"23:DATE&TIME FORMAT"

4 Press the [◀] key (▼) or [▶] key (▲) until "2:DATE FORMAT" appears, and then press the [ENTER] key.

Selection

"2:DATE FORMAT"

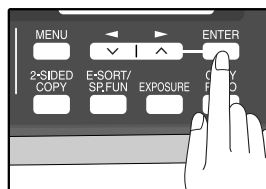
5 Press the [◀] key (▼) or [▶] key (▲) to select the display order.



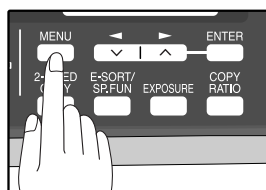
The selections are as follows:

- 1:MMDDYYYY
- 2:DDMMYYYY
- 3:YYYYMMDD

6 Press the [ENTER] key.



7 Press the [MENU] key.



Press the [MENU] key to exit.



This selection does not affect the order of the date that appears in "2: DATE & TIME SET" in step 4 on page 22.
The date in this step always appears in the format "YYYYMMDD".

Daylight Saving Time Setting

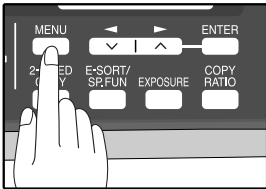
Enable this setting to have the internal clock automatically move forward and backward at the beginning and end of Daylight Saving Time.



If a transmission is in progress when the clock adjustment time for daylight savings time arrives, the clock will not be adjusted until the transmission ends.

Follow these steps to enable Daylight Saving Time.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

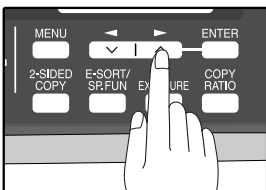
"2:ENTRY MODE"

3 Press the [◀] key (▼) or [▶] key (▲) until "5:DAY LIGHT SAVING" appears, and then press the [ENTER] key.

Selection

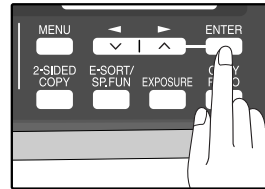
"5:DAY LIGHT SAVING"

4 Press the [◀] key (▼) or [▶] key (▲) to select "1:ON" or "2:OFF".

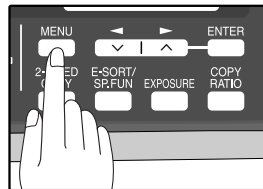


Select "1:ON" to enable the function.
Select "2:OFF" to disable the function.

5 Press the [ENTER] key.



6 Press the [MENU] key.

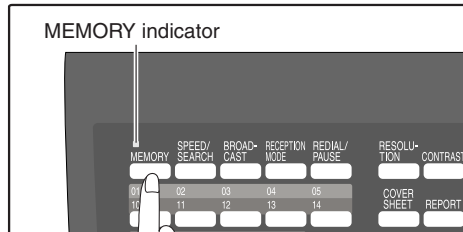


Press the [MENU] key to exit.

2

SELECTING THE TRANSMISSION MODE

The machine has two modes for sending faxes: memory transmission and direct transmission. To change modes, press the [MEMORY] key. The MEMORY indicator lights up when memory transmission is selected, and goes off when direct transmission is selected.



Transmission takes place as follows in each mode:

Memory transmission (the MEMORY indicator is lit)

When a fax is sent from the RSPF and there are no previously stored fax jobs and no job in progress (the telephone line is not being used), dialing and scanning begin at the same time. Each page is transmitted after it is scanned. This transmission method is called Quick Online transmission.

If there are previously stored fax jobs or a job in progress, or the fax is being sent from the document glass, the fax is temporarily scanned into memory before transmission.



When a fax is sent by transmission reservation (p.70), broadcast transmission (p.71), broadcasting using a Group key (p.72), or timer transmission (p.79), the fax is scanned into memory before transmission.

Direct transmission (the MEMORY indicator is off)

The fax is sent directly after the destination is dialed and the connection established.

The machine memory is not used for direct transmission, and thus direct transmission is possible even when the memory is full.



- A fax job cannot be stored while a direct transmission is in progress.
- Only one page can be sent from the document glass by direct transmission.
- A subsequent function cannot be used while a direct transmission is in progress.
Transmission reservation (p.70), broadcast transmission (p.71), broadcasting using a Group key (p.72), or timer transmission (p.79)

SELECTING THE RECEPTION MODE

Your machine has three modes for receiving incoming calls and faxes:

- **AUTO mode:**

Select this mode when you only want to receive faxes on your telephone line. The machine will automatically answer all calls and receive incoming faxes.

- **MAN. mode:**

This is the most convenient mode for receiving phone calls if you have an extension phone. To have true manual mode, the machine must be set to not answer while in MAN. mode (see "SETTING THE NUMBER OF RINGS FOR MANUAL RECEPTION" (p.29)). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the extension phone.

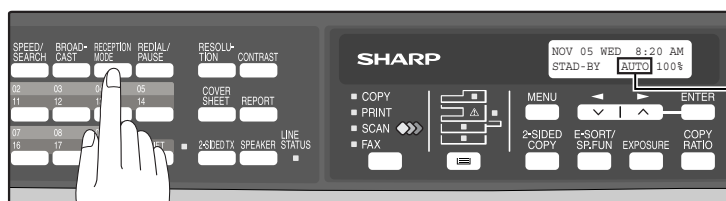
- **A.M. mode:**

Select this mode when an answering machine is connected to the machine and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes while you are out.



If you are using distinctive ringing as described in "DISTINCTIVE RINGING" on page 41, you must set the reception mode to AUTO. This is true, as well, if you are using an answering machine with distinctive ringing (in this case, the answering machine must be connected to a separate wall jack, not to your machine).

To select the reception mode, press the [RECEPTION MODE] key until the desired reception mode appears in the display.



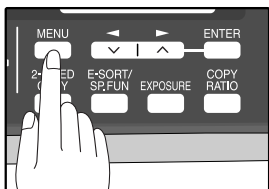
The selected reception mode appears.

For more information on reception modes, refer to "RECEIVING FAXES" (p.63)".

SETTING THE NUMBER OF RINGS FOR AUTO RECEPTION

You can set the number of rings before the machine answers in AUTO mode following the procedure below.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

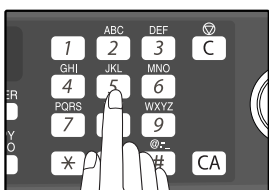
"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "4:# OF RINGS (AUTO)" appears, and then press the [ENTER] key.

Selection

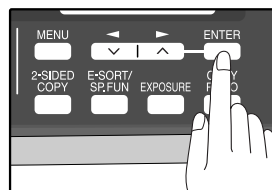
"4:# OF RINGS (AUTO)"

4 Press a numeric key to select the number of rings.

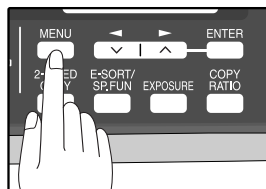


Select the number of rings you would like to use (0 to 9).

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

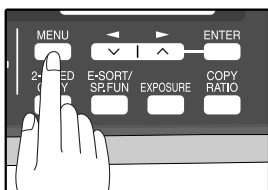


If an external telephone is connected, the external telephone will ring one time when auto reception is set to 0 rings.

SETTING THE NUMBER OF RINGS FOR MANUAL RECEPTION

The number of rings before the machine answers in MANUAL mode can also be set.
If you do not want the machine to answer at all in MANUAL Mode, select "0" in Step 4 below.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

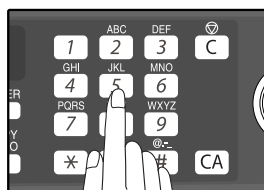
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "5:# OF RINGS (MANUAL)" appears, and then press the [ENTER] key.

Selection

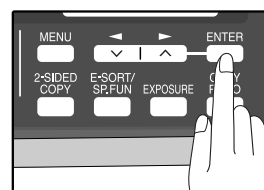
"5:# OF RINGS (MANUAL)"

4 Press a numeric key to select the number of rings.

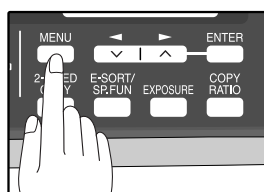


Select the number of rings you would like to use (0 to 9).

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

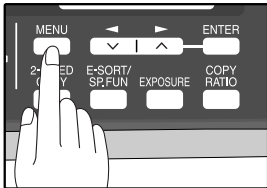
SELECTING THE RECEPTION PAPER SIZE

Set the size of paper to be used to print received faxes. A size setting other than "A4", "8.5x11", or "8.5x14" is regarded as out of paper. To set the paper size, see "LOADING PAPER" in the Operation Manual (for general information).

SETTING THE TRAY SELECTION (when the 250-sheet paper feed unit is installed)

Follow the steps below to select the paper tray for received faxes.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

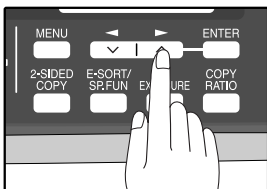
"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "25:TRAY SELECTION" appears, and then press the [ENTER] key.

Selection

"25:TRAY SELECTION"

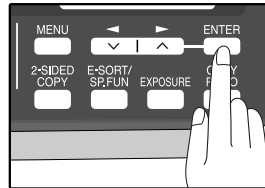
4 Press the [◀] key (◀) or [▶] key (▶) to select the tray selection.



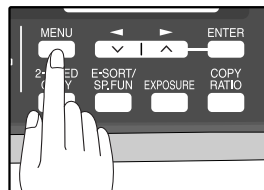
The selections are as follows:

- 1:AUTO
- 2:TRAY 1
- 3:TRAY 2

5 Press the [ENTER] key.



6 Press the [MENU] key.

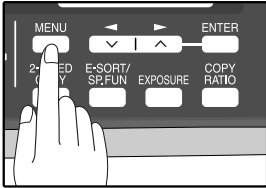


Press the [MENU] key to exit.

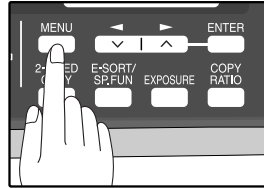
SETTING THE DIAL MODE

The machine can be used with both touch-tone and pulse telephone lines. Touch-tone uses tones of different pitches for each numeric key, while pulse lines use a series of pulses. Your machine must be set to match the kind of telephone line you are using: touch-tone or pulse.

1 Press the [MENU] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

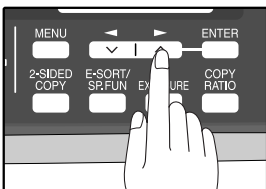
"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "20:DIAL MODE" appears, and then press the [ENTER] key.

Selection

"20:DIAL MODE"

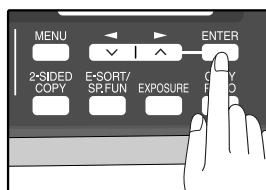
4 Press the [◀] key (◀) or [▶] key (▶) to select the dial mode.



The selections are as follows:

- 1:TONE
- 2:PULSE

5 Press the [ENTER] key.



SETTING THE NUMBER OF RECALL TIMES

The machine will automatically reattempt transmission when a transmission is not successful because the line is busy or a communication error occurs. This setting is used to select the number of recall attempts that will be made.



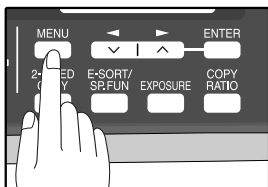
- If a transmission is still not successful after the set number of recall attempts is made, a report will print and the document will be cleared from memory.
- If a communication error occurs because the memory becomes full during transmission, no recall attempts will be made.
- Recall attempts for a direct transmission will only be made when the RSPF is used. Recall attempts will not be made when the document glass is used.
- When the machine is waiting to make a recall attempt for a direct transmission, other operations such as storing a transmission or selecting a function cannot be performed.

When the line is busy

You can select the number of recall attempts made when the line is busy.

If "00" is entered, the machine will not make any recall attempts.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "8:RECALL TIMES BUSY" appears, and then press the [ENTER] key.

Selection

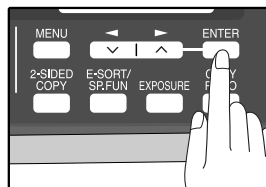
"8:RECALL TIMES BUSY"

4 Press the numeric keys to select the number of recall attempts.

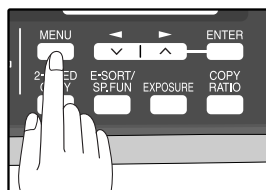


Enter the number of recall times ("00" to "14").

5 Press the [ENTER] key.



6 Press the [MENU] key.

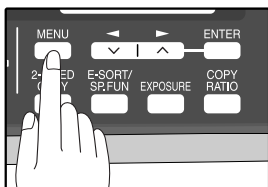


Press the [MENU] key to exit.

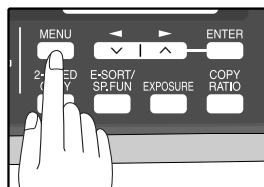
When a communication error occurs

You can select the number of recall attempts made when a communication error occurs.
If "0" is entered, the machine will not make any recall attempts.

1 Press the [MENU] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

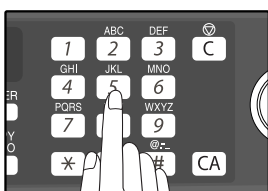
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "9:RECALL TIMES ERR" appears, and then press the [ENTER] key.

Selection

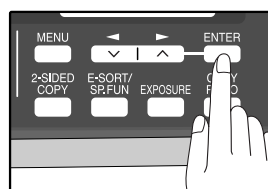
"9:RECALL TIMES ERR"

4 Press the numeric keys to select the number of recall attempts.



Enter the number of recall times ("0" or "1").

5 Press the [ENTER] key.



SETTING THE RECALL INTERVAL

The machine will automatically reattempt transmission when a transmission is not successful because the line is busy or a communication error occurs. This setting is used to select the interval between recall attempts.

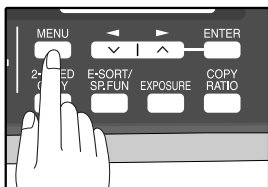


- If a transmission is still not successful after the set number of recall attempts is made, a report will print and the document will be cleared from memory.
- If a communication error occurs because the memory becomes full during transmission, no recall attempts will be made.
- Recall attempts for a direct transmission will only be made when the RSPF is used. Recall attempts will not be made when the document glass is used.
- When the machine is waiting to make a recall attempt for a direct transmission, other operations such as storing a transmission or selecting a function cannot be performed.

When the line is busy

You can select the interval between recall attempts when the line is busy. An interval from 1 to 15 minutes can be selected.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

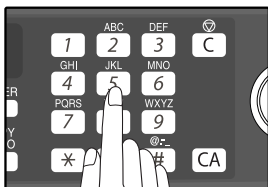
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "10:RECALL INT. BUSY" appears, and then press the [ENTER] key.

Selection

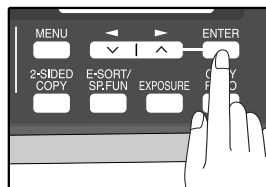
"10:RECALL INT. BUSY"

4 Press the numeric keys to select the recall interval.

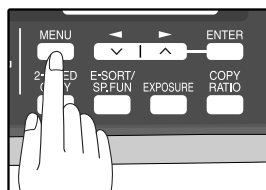


Enter the recall interval ("01" to "15").

5 Press the [ENTER] key.



6 Press the [MENU] key.

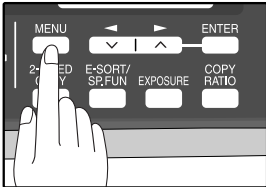


Press the [MENU] key to exit.

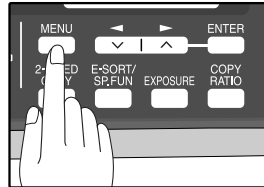
When a communication error occurs

You can select the interval between recall attempts when a communication error occurs. An interval from 0 to 15 minutes can be selected. If the recall interval is set to 0 minutes, the machine will immediately call again after breaking the connection due to the communication error.

1 Press the [MENU] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "11:RECALL INT. ERR" appears, and then press the [ENTER] key.

Selection

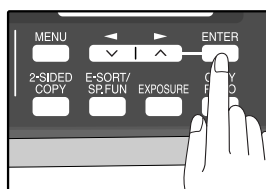
"11:RECALL INT. ERR"

4 Press the numeric keys to select the recall interval.



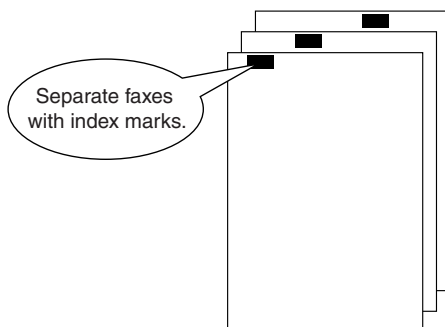
Enter the recall interval ("00" to "15").

5 Press the [ENTER] key.



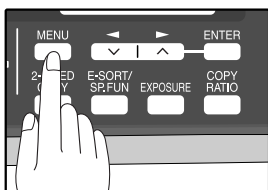
SETTING THE INDEX FUNCTION

You can print an index mark along the edge of the pages in each job. This makes it easy to separate different jobs on the output tray.



Use the following procedure to set the index function:

1 Press the [MENU] key.



2 Press the [◀] key () or [▶] key () until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

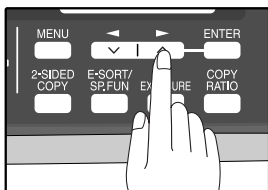
"4:USER PROGRAM"

3 Press the [◀] key () or [▶] key () until "22:INDEX PRINT" appears, and then press the [ENTER] key.

Selection

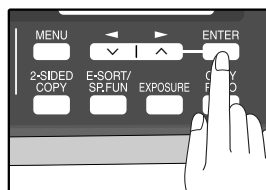
"22:INDEX PRINT"

4 Press the [◀] key () or [▶] key () to select "1:ON" or "2:OFF".

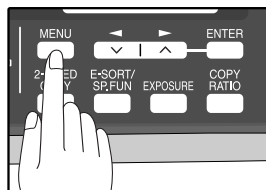


Select "1:ON" to enable the function.
Select "2:OFF" to disable the function.

5 Press the [ENTER] key.



6 Press the [MENU] key.



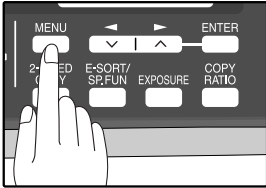
Press the [MENU] key to exit.

SETTING RESOLUTION PRIORITY

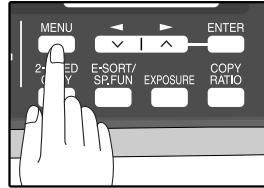
For most faxing jobs, you will most likely want to specify the resolution. However, you can also set a default resolution when no setting is made using the [RESOLUTION] key.

To turn on this function, follow the procedure below:

1 Press the [MENU] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

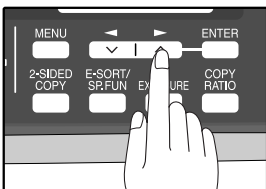
"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "3:RESO. PRIORITY" appears, and then press the [ENTER] key.

Selection

"3:RESO. PRIORITY"

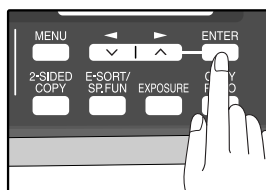
4 Press the [◀] key (◀) or [▶] key (▶) to select the transmission resolution.



The selections are as follows:

- 1:STANDARD
- 2:FINE
- 3:SUPER FINE

5 Press the [ENTER] key.



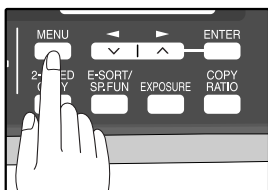
SETTING UP THE MACHINE FOR USE WITH A PC MODEM

The machine is set to automatically begin reception if you pick up from an extension telephone and the machine detects a fax tone. However, if you are using a modem on the same line, you must deactivate this function: otherwise the machine will mistakenly attempt to receive the transmission from your computer. To turn off the Fax Signal Receive function, follow the procedure below.



If you turn off the Fax Signal Receive function, be sure to activate the Remote Reception function. See "USING THE REMOTE RECEPTION FUNCTION" on page 39 for details on how to do this.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

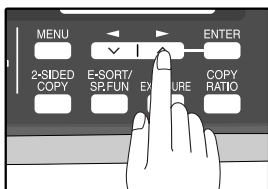
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "15:FAX SIGNAL RCV" appears, and then press the [ENTER] key.

Selection

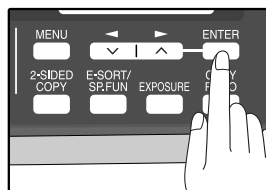
"15:FAX SIGNAL RCV"

4 Press the [◀] key (▼) or [▶] key (▲) to select "1:ON" or "2:OFF".

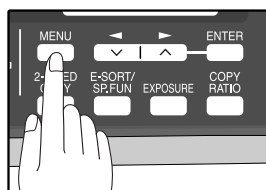


Select "1:ON" to enable the function.
Select "2:OFF" to disable the function.

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

USING THE REMOTE RECEPTION FUNCTION

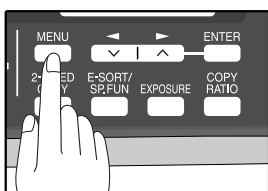
The machine's Remote Reception feature is designed to allow you to activate fax reception from an extension telephone. The Remote Reception function operates even when the FAX Signal Receive function is turned off. See "SETTING UP THE MACHINE FOR USE WITH A PC MODEM" on page 38. When you hear the fax tone, simply press the one-digit Fax Remote Number (Factory setting: 5) and * *. Follow the procedure below to use this feature.



If you are not using a PC modem on the same line as your machine, and have not turned off the Fax Signal Receive function, you do not need to make any changes to the Remote Reception function. Simply use the factory settings. The machine will automatically take over the line should you answer from the extension phone and a fax tone is detected.

Turning on Remote Reception:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

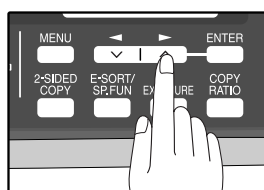
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "14:REMOTE RECEPTION" appears, and then press the [ENTER] key.

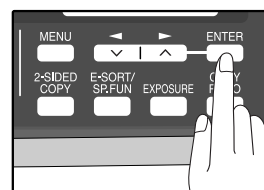
Selection

"14:REMOTE RECEPTION"

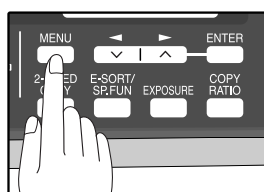
4 Press the [◀] key (▼) or [▶] key (▲) to select "1:ON" or "2:OFF".



5 Press the [ENTER] key.



6 Press the [MENU] key.

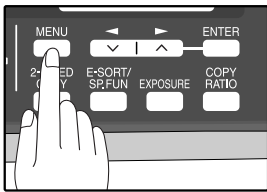


Press the [MENU] key to exit.

2

Setting a Fax Remote Number:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "13:FAX REMOTE NUMBER" appears, and then press the [ENTER] key.

Selection

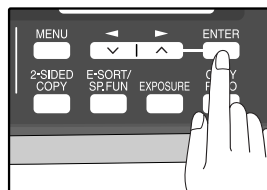
"13:FAX REMOTE NUMBER"

4 Press a numeric key to enter the Fax Remote Number.

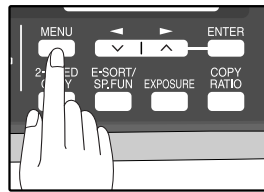


Enter the number you would like to use as the Fax Remote Number ("0" to "9").

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

DISTINCTIVE RINGING

Distinctive ringing is a service offered by some telephone companies that allows you to use up to six different telephone numbers, each with a distinctive ringing pattern, on your regular single line. If you subscribe to a distinctive ringing service, you can set your fax to automatically answer when it detects one of these ringing patterns, and use the number corresponding to that pattern as an exclusive fax number.

Important:

- To use distinctive ringing, you must subscribe to your phone company's distinctive ringing service. Do not use this setting if you do not subscribe to a distinctive ringing service.

When using this feature, you must set the reception mode of your machine to AUTO (See "SELECTING THE RECEPTION MODE" (p.27)). When your designated fax number is dialed, the machine will automatically answer and begin reception. Note that other devices you have connected on the same line will also ring until the machine answers. If one of your other numbers is dialed, the machine will neither ring nor answer.

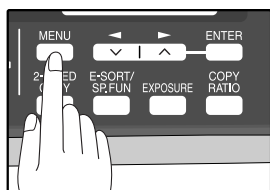
To use distinctive ringing, select the ringing pattern to which you want your machine to answer, as shown below.

The selections for ringing are:

1. OFF: Answers all ringing patterns (This turns distinctive ringing off.)
2. STANDARD: Your machine normal ringing pattern
3. PATTERN 1: Two short rings
4. PATTERN 2: One short, one long, and one short ring
5. PATTERN 3: Three short rings
6. PATTERN 4: Three rings
7. PATTERN 5: Two rings

Use the following procedure to change the ringing pattern.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "21:DISTINCTIVE RING" appears, and then press the [ENTER] key.

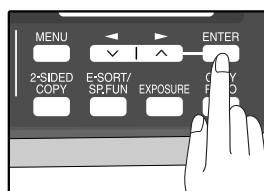
Selection

"21:DISTINCTIVE RING"

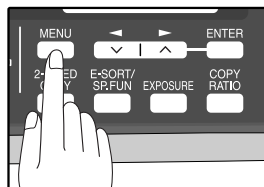
4 Press the [◀] key (◀) or [▶] key (▶) to select a ringing pattern.

Select a ringing pattern by scrolling through them with the arrow keys in the order of the above list.

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

STORING NUMBERS FOR AUTOMATIC DIALING

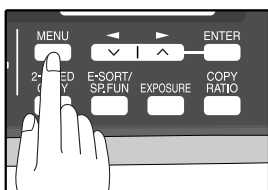
Automatic Dialing is a quick and convenient way to dial by using only a Rapid key (Rapid Key Dialing), or pressing the [SPEED/SEARCH] key and select the SPEED and entering a two digit number (Speed Dialing).

To use Automatic Dialing, you must first store the full number. The way you store it depends on whether you want to use it for Rapid Key Dialing or Speed Dialing:

Storing numbers

Use the following procedure to store numbers for Rapid Key Dialing or Speed Dialing:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

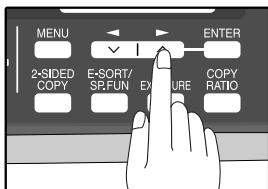
"2:ENTRY MODE"

3 Press the [◀] key (▼) or [▶] key (▲) until "1:FAX NUMBER" appears, and then press the [ENTER] key.

Selection

"1:FAX NUMBER"

4 Press the [◀] key (▼) or [▶] key (▲) to select the type of auto-dial number that you wish to program and then press the [ENTER] key.



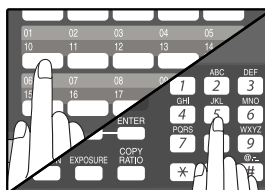
To program a Rapid Key, select "1:RAPID KEY".
To program a Speed Dial number, select "2:SPEED #".

5 Press the [◀] key (▼) or [▶] key (▲) to select "1:SET" and then press the [ENTER] key.

Selection

"1:SET"

6 Press the Rapid Key or enter the Speed Dial number that you wish to program.



To program a Rapid Key, press a Rapid key ("01" to "18").

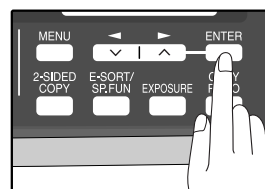
To program a Speed Dial number, press two numeric keys ("00" to "99") and then press the [ENTER] key.

7 Enter the fax number with the numeric keys.



Enter the fax number (maximum of 40 digits including pauses) using the numeric keys.

8 Press the [ENTER] key.

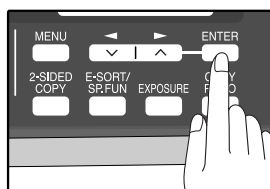


9 Enter the name of the destination with the numeric keys.

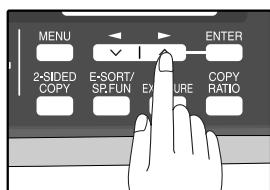


Enter the name of the location or party by pressing numeric keys as described in "HOW TO ENTER CHARACTERS" on page 20 (maximum of 20 characters). If you do not want to enter a name, skip this step.

10 Press the [ENTER] key.



11 Press the [◀] key (◀) or [▶] key (▶) to select a Chain Dial setting.

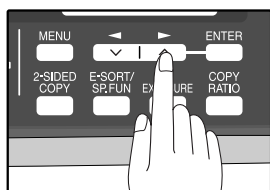


If you wish to set the number as a Chain Dial number, select "1:SET". Otherwise, select "2:CANCEL". (See "CHAIN DIALING" (p.60))

If the number is not set as a chain dial number, the communication speed and international communication mode cannot be selected. Press the [ENTER] key and go to step 17.

12 Press the [ENTER] key.

13 Press the [◀] key (◀) or [▶] key (▶) to select the communication speed.



The selections are as follows:

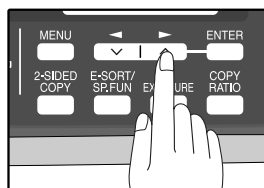
- 1:33600bps
- 2:14400bps
- 3:9600bps
- 4:4800bps



For international dialing, if you find that line noise necessitates a slower transmission speed, set the appropriate transmission speed. If you are not sure if a slower speed is required, set the speed normally.

14 Press the [ENTER] key.

15 Press the [◀] key (◀) or [▶] key (▶) to select the international communication mode.



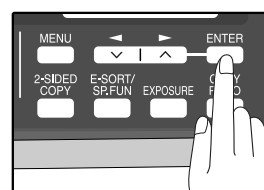
The selections are as follows:

- 1:NO
- 2:MODE 1
- 3:MODE 2
- 4:MODE 3



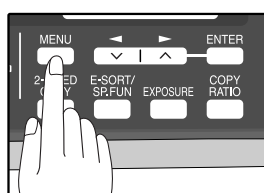
Sometimes when faxing internationally, line noise can cause the transmission to stop momentarily. To reduce these delays, choose the appropriate international transmission mode.

16 Press the [ENTER] key.



Return to Step 5 to store another number.

17 Press the [MENU] key.



Press the [MENU] key to exit.

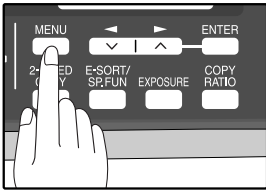
If the number is a Rapid key number, you can write the name on the label above the appropriate Rapid key.



You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number, such as "9", to be dialed to access an outside line, you will need to enter a pause between the access number and the fax number of the other party. Pauses are entered by pressing the [REDIAL/PAUSE] key (2 seconds per pause). If necessary, several pauses can be entered in a row.

Use the following procedure to clear numbers:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

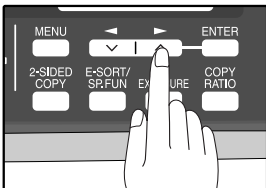
"2:ENTRY MODE"

3 Press the [◀] key (▼) or [▶] key (▲) until "1:FAX NUMBER" appears, and then press the [ENTER] key.

Selection

"1:FAX NUMBER"

4 Press the [◀] key (▼) or [▶] key (▲) to select the type of auto-dial number that you wish to delete.



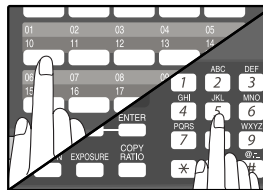
To delete a Rapid Key, select "1:RAPID KEY".
To delete a Speed Dial number, select "2:SPEED #".

5 Press the [◀] key (▼) or [▶] key (▲) until "2:CLEAR" appears, and then press the [ENTER] key.

Selection

"2:CLEAR"

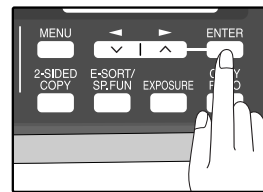
6 Enter the Rapid Key or Speed Dial number that you wish to delete.



To delete a Rapid Key, press the appropriate Rapid key.

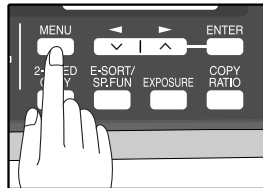
To delete a Speed Dial number, enter the 2-digit number with the numeric keys and then press the [ENTER] key.

7 Press the [ENTER] key.



Return to Step 5 to clear another number.

8 Press the [MENU] key.



Press the [MENU] key a number of times until you exit.



- A Rapid Key or Speed Dial number cannot be deleted if it has been stored in a Group Key.
- A Rapid Key or Speed Dial number cannot be deleted if it is being used for a transmission that has been stored or is in progress.

STORING NUMBERS UNDER GROUP KEYS

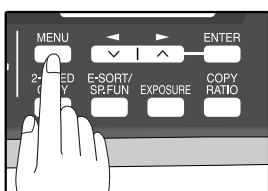
Group keys allow you to dial a group of fax numbers by simply pressing the appropriate Group key once. They are convenient for the Broadcasting function, which is used to transmit an original to a group of fax machines.

All Rapid keys can be programmed as Group keys. To program or clear a group key, follow the steps below. Note that one key cannot be programmed as both a Rapid key and a Group key at the same time.

- Up to 100 fax numbers can be stored in one Group key.
- Rapid Keys, Speed Dial numbers, and numbers directly entered with the numeric keys can be stored in Group Keys.

Storing/adding numbers in a Group Key:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

"2:ENTRY MODE"

3 Press the [◀] key (▼) or [▶] key (▲) until "1:FAX NUMBER" appears, and then press the [ENTER] key.

Selection

"1:FAX NUMBER"

4 Press the [◀] key (▼) or [▶] key (▲) until "3:GROUP KEY" appears, and then press the [ENTER] key.

Selection

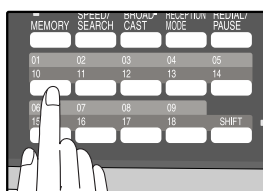
"3:GROUP KEY"

5 Press the [◀] key (▼) or [▶] key (▲) to select "1:SET" and then press the [ENTER] key.

Selection

"1:SET"

6 Press the Rapid key you wish to use as a Group key.



To add numbers:
After pressing the Group Key, press the [◀] key (▼) or [▶] key (▲) to select "1:YES" and then press the [ENTER] key.

7 Enter the numbers that you wish to store in the Group Key.

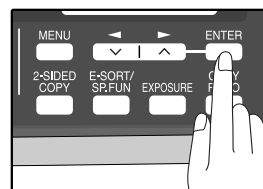
Enter the fax numbers using any of the following methods:

- Press a Rapid Key and then press the [ENTER] key.
- Enter a Speed Dial number with the numeric keys and then press the [ENTER] key.
- Enter a number with the numeric keys and then press the [ENTER] key.



- One Group Key cannot be stored in another Group Key.
- A message will appear if you select a Rapid Key or Speed Dial number that is already stored in another Group Key.

8 Press the [ENTER] key.



2

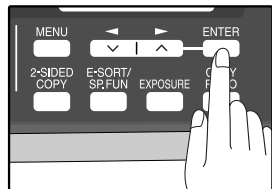
9 Enter a name for the Group Key with the numeric keys.



Enter the name of the group by pressing numeric keys as described in "HOW TO ENTER CHARACTERS" on page 20 (maximum of 20 characters). If you do not want to enter a name, skip this step.

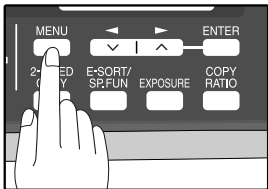
To add numbers:
The entered name appears. Edit the name if you need to make a change.

10 Press the [ENTER] key.



Return to Step 7 to program another Group key.

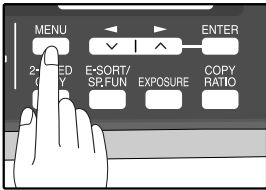
11 Press the [MENU] key.



Press the [MENU] key to exit.

Deleting numbers from Group Keys:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

"2:ENTRY MODE"

3 Press the [◀] key (▼) or [▶] key (▲) until "1:FAX NUMBER" appears, and then press the [ENTER] key.

Selection

"1:FAX NUMBER"

4 Press the [◀] key (▼) or [▶] key (▲) until "3:GROUP KEY" appears, and then press the [ENTER] key.

Selection

"3:GROUP KEY"

5 Press the [◀] key (▼) or [▶] key (▲) to select "2:CLEAR" and then press the [ENTER] key.

Selection

"2:CLEAR"

To delete a Group, press the appropriate Group key.

6 Press the [◀] key (▼) or [▶] key (▲) to select "1:FAX #" and then press the [ENTER] key.

Selection

"1:FAX #"

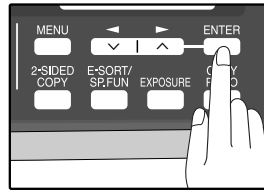
To delete all numbers from the Group Key:
Select "2:GROUP" and press the [ENTER] key.

7 Enter the numbers that you wish to delete.

Enter the fax numbers using any of the following methods:

- Press a Rapid Key.
- Enter a Speed Dial number with the numeric keys.
- Enter a number with the numeric keys.

8 Press the [ENTER] key.



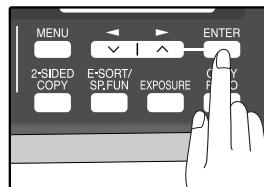
9 To exit, press the [◀] key (▼) or [▶] key (▲) to select "2:END".

Selection

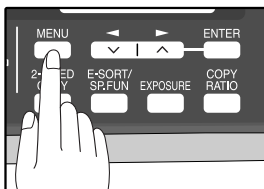
"2:END"

To program another Group Key, select "1:CONTINUE", press the [ENTER] key, and return to step 7.

10 Press the [ENTER] key.



11 Press the [MENU] key.



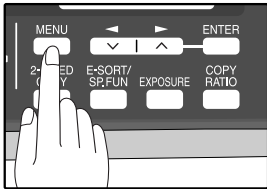
Press the [MENU] key to exit.

USING THE MACHINE WITH AN ANSWERING MACHINE

QUIET DETECT TIME

Quiet Detect Time is the function that enables the machine to be used along with an answering machine for both phone messages and faxes. After the answering machine has answered, any duration of silence longer than a certain threshold time will prompt the machine to take over the line and prepare to receive a fax. The Quiet Detect Time can be set from 00 to 10 seconds, following the procedure below.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "6:A.M. MODE" appears, and then press the [ENTER] key.

Selection

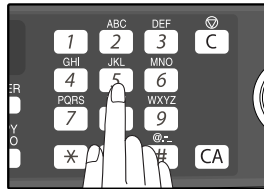
"6:A.M. MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "1:QUIET DETECT TIME" appears, and then press the [ENTER] key.

Selection

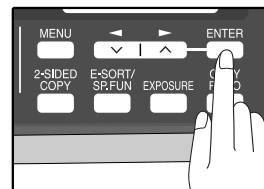
"1:QUIET DETECT TIME"

4 Enter the Quiet Detect Time with the numeric keys.

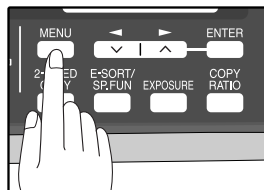


Enter the Quiet Detect Time in seconds, from 00 to 10. (setting "00" turns off Quiet Detect Time)

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.



- The machine has been set at the factory for a Quiet Detect Time of 5 seconds, which gives the best performance for most answering machines. However, you may have to adjust the Quiet Detect Time depending on your answering machine's disconnect time, the time before the machine disconnects the line after a period of silence. If your machine has a short disconnect time, you may have to shorten the Quiet Detect Time. However, if the machine is interrupting callers in the middle of messages, you should set a longer Quiet Detect Time.
- If there is a pause at the end of your answering machine message, make sure that the Quiet Detect Time is longer than this pause.
- Setting Quiet Detect Time to 00 turns the function off. However, the machine will not be able to receive faxes sent using manual dialing (picking up the receiver, dialing the number, and pressing the [START] key (Ⓢ) when the fax tone is heard).
- If your answering machine is set to answer calls after more rings than the machine's number of rings setting, the machine will always answer first and thereby prevent callers from leaving messages in the answering machine.

If Quiet Detect Time is not working properly...

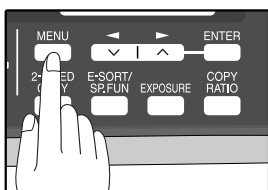
With some answering machines, there is simply no Quiet Detect Time that will allow both reception of faxes and uninterrupted voice messages. Even in this case, however, you can set up the machine to receive both phone and fax messages from callers on touch-tone lines. Follow this procedure:

1. Set the Quiet Detect Time to 00.
2. Alter your phone message to tell callers that they can send a fax by pressing the Remote Reception Number (factory set to 5), followed by the " * " key twice.

ANSWERING MACHINE BACKUP

There may be times when the tape on your answering machine becomes full, or when the answering machine itself malfunctions. It is still possible to receive faxes even under these conditions, by turning on the Auto Receive function. The machine will automatically answer all calls after five rings. To use this function, follow the procedure below.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "6:A.M. MODE" appears, and then press the [ENTER] key.

Selection

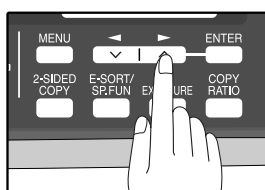
"6:A.M. MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "2:AUTO RECEIVE" appears, and then press the [ENTER] key.

Selection

"2:AUTO RECEIVE"

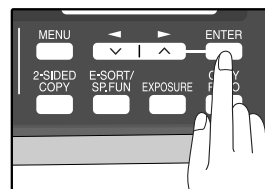
4 Press the [◀] key (◀) or [▶] key (▶) to select "1:ON" or "2:OFF".



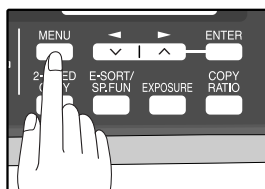
Select "1:ON" to enable the function.

Select "2:OFF" to disable the function.

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.



If you are using Auto Receive, make sure that your answering machine is set to answer on four rings or less. Otherwise, the machine will take over all calls, preventing callers from leaving voice messages.

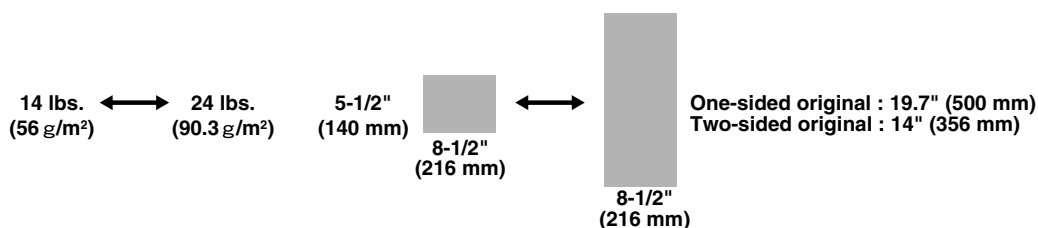
ORIGINALS SUITABLE FOR FAXING

Make sure that the originals you want to fax meet specifications and guidelines listed in this section.

SIZE AND WEIGHT

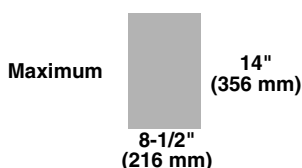
The size and weight of originals that you can load in the RSPF depend on whether you load one sheet at a time or several sheets at once.

When using the RSPF

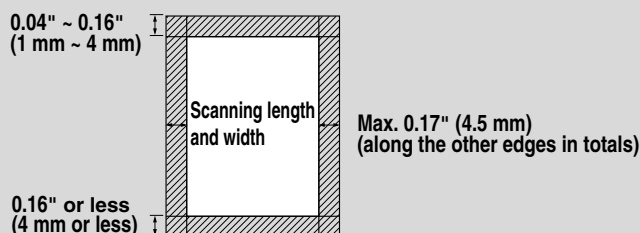


When feeding in a long original, grasp the original at the edges to guide it into the machine.

When using the document glass



When you are using the faxing functions of the machine, your originals are, in effect, being scanned through the machine. The area of a original that is scanned by the machine while faxing is slightly smaller than the actual original size. Any text or graphics outside this area will not be scanned.



UNSUITABLE ORIGINALS

General guidelines:

- All clips, staples, and pins should be removed from originals before they are used. If these are not removed, they may damage the machine.
- Ink, glue, and correction fluid on originals must be completely dry before using the originals with the machine.
- Originals that are in some way dangerous to the internal mechanisms of the machine should not be used.
- When faxing, any writing on the originals that is yellow, yellowish-green, or light blue cannot be transmitted.

The following kinds of originals should not be used:

- Originals with a glossy coating
- Originals with static electricity
- Originals with tears, folds, or curls
- Originals that have become stuck together and cannot be easily separated
- Originals with holes, windows, or perforations
- Transparency films, tracing paper, or other transparencies
- Originals with plastic or metallic coatings



- SHARP does not accept any responsibility for the loss or damage of originals.
- Scanning an original that is longer than 500 mm will result in a misfeed.

The machine offers a range of sophisticated features that allow you to control image quality, reception mode, broadcasting, polling, and transmission priorities. Functions such as sending original(s) from memory and substituting reception into memory are possible, due to the large memory capacity.

SENDING ORIGINALS

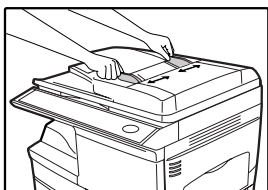
SETTING THE ORIGINAL

This section describes setting original(s) in the RSPF or on the document glass.

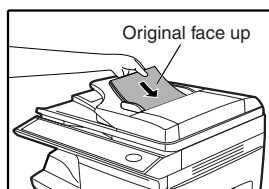
When Using the RSPF:

- 1 Confirm that there are no original(s) on the document glass and that copying is not in progress, then gently close the RSPF.**

- 2 Adjust the original guides to the width of your original(s).**



- 3 Place the original(s) face up and push it gently into the document feeder tray. The top edge of the original(s) should enter the fax first.**



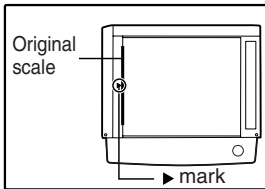
- 4 There are two ways to send the fax:**

- To scan the original into memory, then dial and transmit, continue with the "DIALING AND TRANSMITTING" section. (p.59)
- To dial and transmit the original directly without first scanning it into memory, press the [MEMORY] key to make the [MEMORY] key indicator go off. Continue with the "DIALING AND TRANSMITTING" section. (p.59)

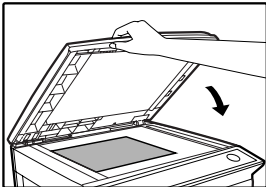
When placing the Original on the document glass:

1 Confirm that there are no original(s) in the RSPF, and open the RSPF.

2 Place the original face down on the document glass. Align the original according to the original scale in the illustration below. (Line up the center of the edge of the original with the (▶) mark.)



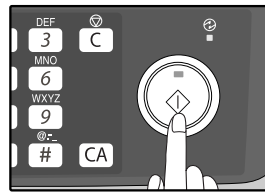
3 Gently close the RSPF.



When using the document glass, do not set original(s) in the RSPF.

4 If needed, set the original size (p.54), resolution (p.55), and contrast (p.55). Continue with the "DIALING AND TRANSMITTING" (p.59) section.

5 Press the [START] key (⊙).



The set original size appears in the display and then scanning begins.



After the [START] key (⊙) is pressed, the set original size appears in the display.

(EX.)

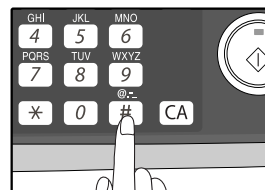
READING	#001
8.5x11	100%

Make sure that the displayed size is the same as the actual original size. (The factory default setting for the original size is "8.5x11".) If the displayed size is not correct, press the [CLEAR ALL] key ([CA]) to stop operation and then change the original size setting. (See "ORIGINAL SIZE" (p.54)) When faxing from the document glass, if the size of the original is different from the specified size, part of the image may be cut off.

6 If you have more than one original to read into memory, place the next page, and press the [START] key (⊙) to read each page.

Go to step 7 after the last page has been scanned.

7 Press the [#] key.



Transmission begins.

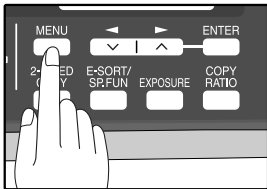
OPTIONAL TRANSMISSION SETTINGS

There are several transmission settings that you can make before dialing and transmitting an original.

ORIGINAL SIZE

The original size can be set to "8.5x11", "8.5x14", or "A4". The setting is only effective for one transmission. If desired, you can set a fixed original size that remains in effect for all transmissions.

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "1:DOC. GLASS SIZE" appears, and then press the [ENTER] key.

Selection

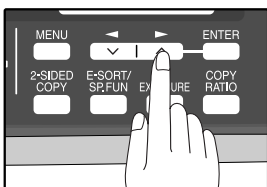
"1:DOC. GLASS SIZE"

To set a fixed original size for all transmissions:
Press the [◀] key (▼) or [▶] key (▲) to select
"2:FIXED DOC. SIZE".



To temporarily change the original size setting when faxing from the document glass, use the "1: DOC. GLASS SIZE" setting. To change the permanent original size setting, use the "2: FIXED DOC. SIZE" setting.

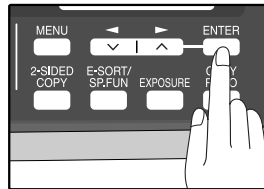
4 Press the [◀] key (▼) or [▶] key (▲) to select the original size.



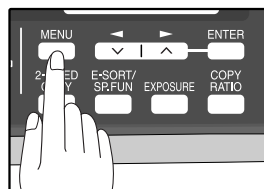
The selections are as follows:

1:8.5x11
2:8.5x14
3:A4

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

RESOLUTION

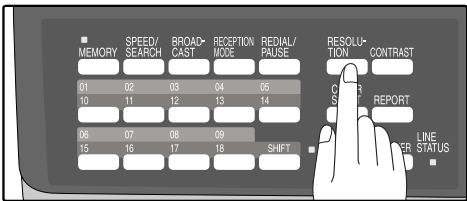
To do this, press the [RESOLUTION] key one or more times until the desired resolution settings appear in the display, and then press the [ENTER] key.

Your fax has five resolution settings:

- **STANDARD**
Use STANDARD for ordinary originals. This setting gives you the fastest transmission.
- **FINE**
Use FINE for improved reproduction, especially with originals containing small letters or fine drawings.
- **SUPER FINE**
Use SUPER FINE when you need the highest quality of reproduction.
- **FINE (HALF TONE)**
Use FINE (HALF TONE) if your original is a photograph or has gradations of color (such as a color original). This setting will produce a clearer image than Fine used alone.
- **S. FINE (HALF TONE)**
Use S.FINE (HALF TONE) if your original is a photograph or has gradations of color (such as a color original). This setting will produce a clearer image than Super fine used alone.

In order to transmit with FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, the next best available setting will be used.

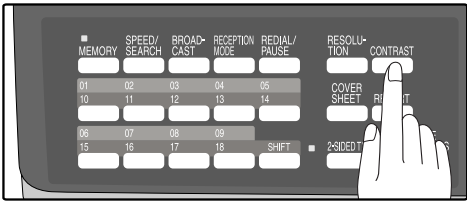
If you do not change the setting, the resolution set using the RESOLUTION PRIORITY (p.37) setting will be automatically selected.



4

CONTRAST

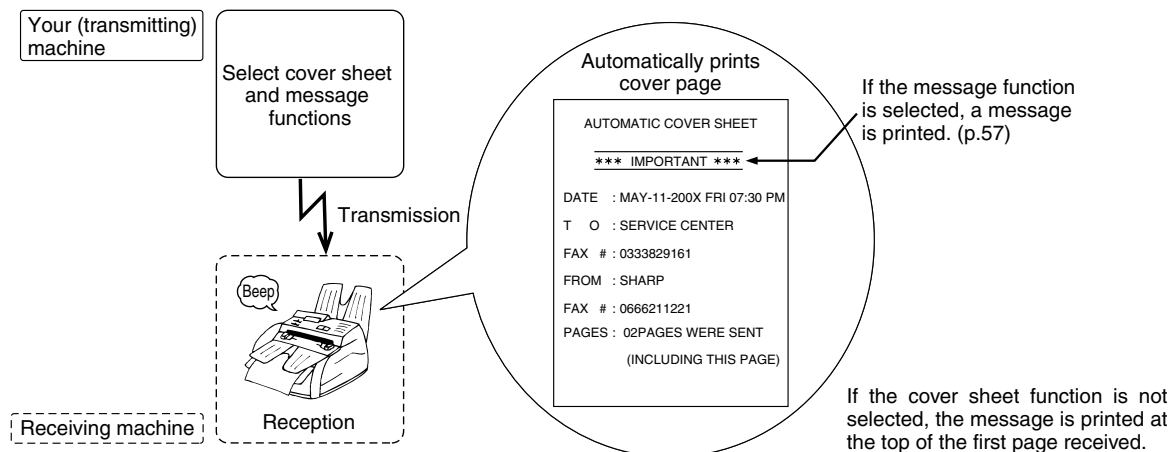
The fax automatically controls the contrast, but you can also control it manually. To do this, press the [CONTRAST] key one or more times until the desired contrast settings appear in the display, and then press the [ENTER] key. The three contrast levels are MEDIUM, DARK, and LIGHT.



COVER SHEET

You can have your fax generate a cover sheet and send it as the last page of the transmission. The cover sheet includes the date and time, the sender's name and number, and the receiver's name and number if an automatic dialing number is used. The total number of pages sent is indicated on the bottom.

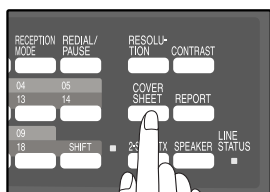
One of five messages can also be added to the cover sheet.



- The receiver's name must be programmed in either the Rapid Key or Speed Dial function for it to appear on the Cover Sheet.
- The cover sheet function must be selected each time you wish to add a cover sheet to a fax transmission.
- To add a message to a cover sheet, the message must be selected using the message function.

To include a cover sheet with a transmission, follow these steps:

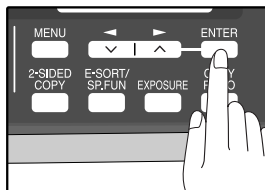
1 Press the [COVER SHEET] key until "1:COVER SHEET SET" appears, and then press the [ENTER] key.



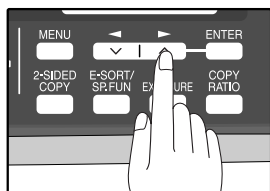
Selection

"1:COVER SHEET SET"

3 Press the [ENTER] key.



2 Press the [◀] key () or [▶] key () to select "1:ON" or "2:OFF".



Select "1:ON" to enable the function.
Select "2:OFF" to disable the function.

MESSAGE FUNCTION

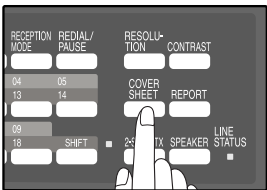
One of the following messages can be selected: "CONFIDENTIAL", "PLS. DISTRIBUTE", "URGENT", "PLS. CALL BACK", "IMPORTANT".



If a message is selected when the cover sheet function is not used, the message will be added to the top of the first page of the fax.

To add a message to a cover sheet, follow these steps:

1 Press the [COVER SHEET] key.

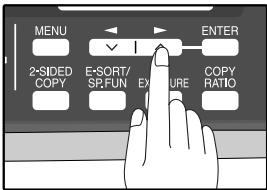


2 Press the [COVER SHEET] key until "2:TX MESSAGE SET" appears, and then press the [ENTER] key.

Selection

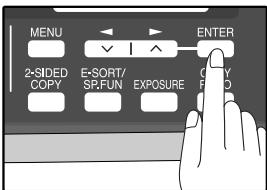
"2:TX MESSAGE SET"

3 Press the [◀] key () or [▶] key () to select a message.



The selections are as follows:
1:NO MESSAGE
2:CONFIDENTIAL
3:PLS. DISTRIBUTE
4:URGENT
5:PLS. CALL BACK
6:IMPORTANT
If you do not wish to add a message, select "1:NO MESSAGE".

4 Press the [ENTER] key.



TWO-SIDED ORIGINAL TRANSMISSION FUNCTION

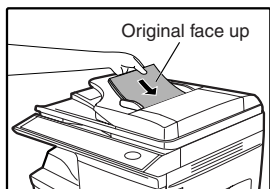
The RSPF can be used to automatically fax a two-sided original. If desired, the back of the original can be rotated 180° before transmission.



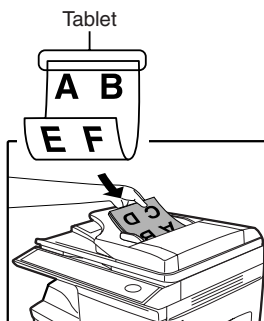
- The original must be placed in the RSPF when using the two-sided original transmission function. The document glass cannot be used.
- The two-sided original transmission function cannot be selected when direct transmission mode is selected. Likewise, direct transmission mode cannot be selected when the two-sided original transmission function is selected.

Follow these steps to fax a two-sided original:

1 Place the original(s) in the RSPF. (p.52)

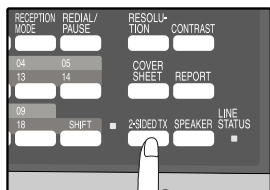


For the size and weight of two-sided originals that can be scanned using the RSPF, see page 50.



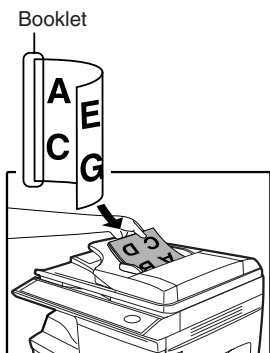
If you are faxing a two-sided tablet type original, select "ON (NON-ROTATE)".

2 Press the [2-SIDED TX] key until the appropriate setting appears.



The selections are as follows:
OFF
ON (ROTATE)
ON (NON-ROTATE)

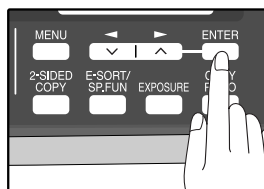
Select the setting according to the original type (booklet or tablet) as indicated below. If the setting is incorrect, every other page of the received fax will be inverted.



If you are faxing a two-sided booklet type original, select "ON (ROTATE)".

To cancel this function, select "OFF".

3 Press the [ENTER] key.



DIALING AND TRANSMITTING

Once you have set the original (either in the RSPF or on the document glass), and have selected the desired transmission settings, you are ready to dial the number of the receiving fax machine and transmit the original. You can choose from one of the several ways of dialing that best suit your needs.

DIRECT KEYPAD DIALING

If the number of the fax you want to reach is not a Rapid key or Speed Dial number, use Direct Keypad Dialing to manually enter it using the following procedure:

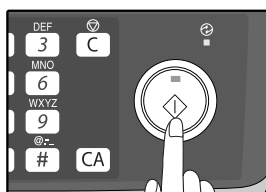
1 Confirm that you have correctly set the original in the RSPF or on the document glass. (See "SETTING THE ORIGINAL" (p.52))

2 Enter the number of the fax machine you want to send to by pressing the numeric keys.



If it is not correct, press the [CLEAR] key (C) to backspace and clear one digit at a time, and then enter the correct number.

3 Check the display. If the number of the receiving machine is shown correctly, press the [START] key (⊙).

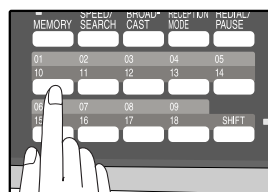


While "SENDING" is shown in the display, do not open the RSPF.

4

RAPID KEY DIALING

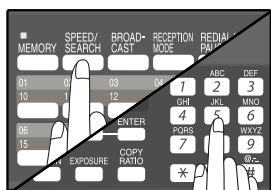
If the number you want to dial has been stored as a Rapid key number (See "STORING NUMBERS FOR AUTOMATIC DIALING" (p.42)), you can dial it by pressing the appropriate Rapid key as shown:



SPEED DIALING

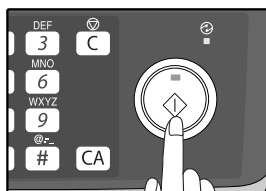
If the number you want to dial has been stored as a Speed Dial number, you can dial it using the following procedure:

1 Press the [SPEED/SEARCH] key and then enter the two-digit number by pressing the numeric keys (See "STORING NUMBERS FOR AUTOMATIC DIALING" (p.42)).



If it is not correct, press the [CLEAR] key (C) to backspace and clear two digit at a time, and then enter the correct number.

2 Press the [START] key (⊙) and check the name or number that appears in the display.



While "READING" is shown in the display, do not open the RSPF.

CHAIN DIALING

The Chain Dialing function allows you to combine a Rapid Key or Speed Dial number (See "STORING NUMBERS FOR AUTOMATIC DIALING" (p.42)) set for Chain Dialing with another Rapid Key, Speed Dial number, or number dialed with the numeric keys to dial one fax number up to 50 digits long. The following are some examples of how this can be done:

- Press Rapid Keys set for Chain Dialing in the correct order for the fax number that you wish to dial. For example, press Rapid Key 01 followed by Rapid Key 02. The final Rapid Key pressed for the fax number must not be set for Chain Dialing. Transmission will begin automatically when the final Rapid Key is pressed.
- Enter Speed Dial numbers set for Chain Dialing in the correct order for the fax number that you wish to dial. For example, press the [SPEED/SEARCH] key and [2] [2], followed by the [SPEED/SEARCH] key and [2] [7]. The final Speed Dial number entered for the fax number must not be set for Chain Dialing. Transmission will begin when the [START] key (Ⓢ) is pressed after the final Speed Dial number is entered.
- Enter the fax number that you wish to dial with the numeric keys. Press the [REDIAL/PAUSE] key to enter a pause and then enter the next number. Transmission will begin when the [START] key (Ⓢ) is pressed after the final number is entered.

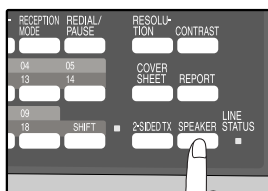


- To use a Rapid Key or Speed Dial number for Chain Dialing, the Rapid Key or Speed Dial number must be set for Chain Dialing when it is stored (See "STORING NUMBERS FOR AUTOMATIC DIALING" (p.42)).
- When using Chain Dialing, the international communication setting of the final number entered is effective. International communication mode cannot be used if the final number is entered using a Rapid Key or Speed Dial number that does not have the setting enabled, or if the final number is entered with the numeric keys.

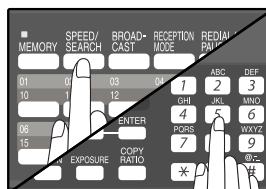
NORMAL DIALING USING THE [SPEAKER] KEY

When dialing normally with the [SPEAKER] key, press the [SPEAKER] key and dial using the numeric keys. You can hear the line and fax tones from the other machine through the speaker, allowing you to confirm the response of the other machine.

1 Set the original in the RSPF and press the [SPEAKER] key. (See "SETTING THE ORIGINAL" (p.52))



To adjust the volume, press the left and [◀] key (◀) or [▶] key (▶).

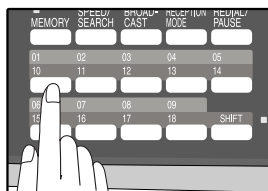


Dialing with a Speed Dial number and then press the [ENTER] key or [START] key (Ⓢ).

2 Dial the fax number of the receiving machine.

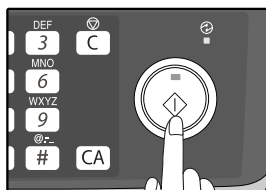


Dialing with the numeric keys.



Dialing with a Rapid Key.

3 When you hear the fax reception tone of the other machine, press the [START] key (Ⓢ).

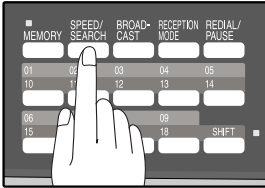


4 Press the [◀] key (◀) or [▶] key (▶) to select "1:SEND", and then press the [ENTER] key or [START] key (Ⓢ).

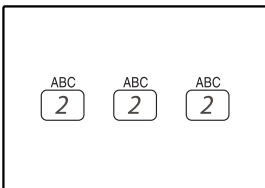
USING THE SEARCH KEY

If you do not remember the Rapid key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below:

- 1 Press the [SPEED/SEARCH] key twice.**

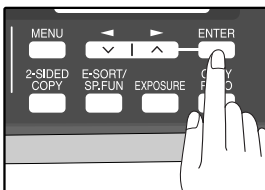


- 2 Enter the first letter of the stored name by pressing the appropriate numeric key (the key below the marked letter) until the letter appears in the display.**
If the name begins with a special character or number, press [1] key.

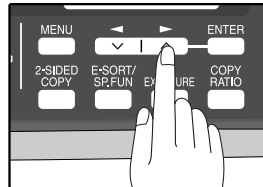


If you do not remember the first letter, go to Step 3 and scroll through the list from the beginning.

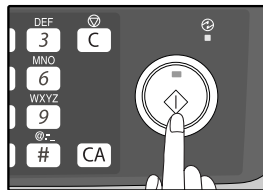
- 3 Press the [ENTER] key.**



- 4 Press the [◀] key (◀) or [▶] key (▶) to scroll through the names. Stop when the desired name appears in the display.**



- 5 Press the [START] key (⏻). The original will be automatically transmitted once the connection is made.**

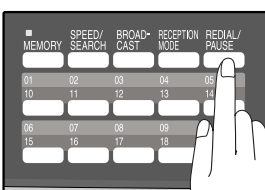


4

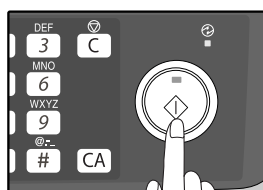
REDIALING

You can send a fax to the number you last dialed, you can redialing it using the following procedure:

- 1 Press the [REDIAL/PAUSE] key.**



- 2 Press the [START] key (⏻).**



IF THE MEMORY BECOMES FULL WHILE SCANNING AN ORIGINAL

If the memory becomes full while scanning an original, "MEMORY FULL ERROR" will appear in the display and scanning will stop.

If the memory becomes full while the first page is being scanned, scanning will stop and the transmission will be canceled.

If the memory becomes full while scanning a page after the first page, scanning will stop. You can transmit the pages that have already been scanned, or cancel the transmission and clear the pages from memory.

Follow the steps below to transmit or clear the pages that have already been scanned.

1. The memory becomes full and scanning stops. "MEMORY FULL ERROR" appears in the display.
2. To clear the pages that have already been scanned and cancel transmission, press the [◀] key (◀) or [▶] key (▶) to select "2:CANCEL". To transmit the pages that have already been scanned, select "1:SEND XX?".
3. Press the [ENTER] key

The pages are cleared from memory. If you selected "1:SEND XX?" in step 2, the pages are automatically transmitted.



If you are using Quick On-line transmission (p.26), the pages that were scanned are automatically transmitted.

CANCELING (DELETING) A STORED FAX JOB

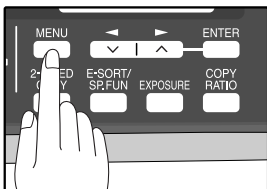
This procedure is used to check and cancel a fax job that is waiting for transmission, such as an automatic recalling job, a stored fax job, a remote transmission job, or a timer transmission job.



A stored fax job cannot be canceled while transmission of another job is in progress. Wait until transmission is finished and then cancel the stored job.

Follow the steps below to cancel (delete) a fax job:

1 Press the [MENU] key.

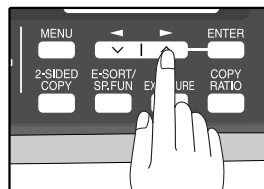


2 Press the [◀] key (◀) or [▶] key (▶) until "3:MEMORY STATUS" appears, and then press the [ENTER] key.

Selection

"3:MEMORY STATUS"

3 Press the [◀] key (◀) or [▶] key (▶) until the job that you wish to cancel appears in the display and press the [CLEAR] key (C).



The job to be canceled is selected.

4 Press the [ENTER] key.

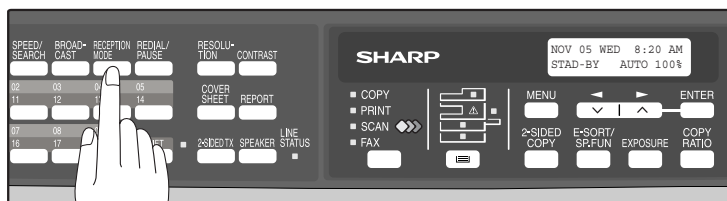
The selected job is deleted.

5 Press the [MENU] key.

Press the [MENU] key to exit.

RECEIVING FAXES

You can set the machine to one of three modes of reception, **AUTO**, **MAN.**, or **A.M.** (Answering Machine). To select the reception mode, press the [RECEPTION MODE] key until the desired reception mode appears in the display.



USING AUTO MODE

Select **AUTO** mode when you only want to receive faxes on your telephone line. The machine will automatically answer all calls and receive incoming faxes.

USING MAN. MODE

MAN. is the most convenient mode for receiving phone calls if you have an extension phone. To have true manual mode, the machine must be set to not answer while in MANUAL mode (See "SETTING THE NUMBER OF RINGS FOR MANUAL RECEPTION" (p.29)). You can also receive faxes; however, all calls must first be answered by picking up the receiver on the extension phone or telephone connected to the same line.

USING A.M. MODE

Select this mode when an answering machine is connected to the machine and you want the answering machine to answer all calls. This allows you to receive both voice messages and faxes when you are out.

OPTIONAL RECEPTION SETTINGS

The machine has various optional settings for the reception of faxes.

TWO-SIDED RECEPTION

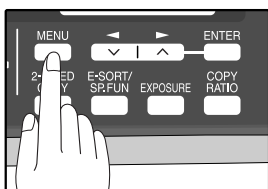
This function is used to print a received fax consisting of two or more pages of the same size on both sides of the paper. Even if the pages are in different orientations, the pages are rotated appropriately to enable printing on both sides of the paper.



The two-sided reception function cannot be used when printing a transaction report or activity report.

To use this feature, follow this procedure:

1 Press the [MENU] key.



2 Press the [◀] key () or [▶] key () until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

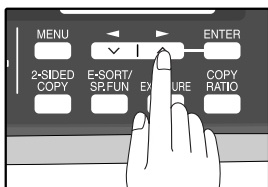
"4:USER PROGRAM"

3 Press the [◀] key () or [▶] key () until "24:2-SIDED RX" appears, and then press the [ENTER] key.

Selection

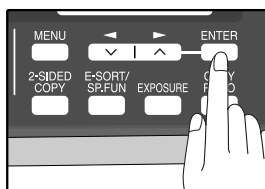
"24:2-SIDED RX"

4 Press the [◀] key () or [▶] key () to select "1:ON" or "2:OFF".

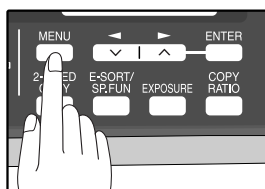


Select "1:ON" to enable the function.
Select "2:OFF" to disable the function.

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

RECEIVE REDUCE

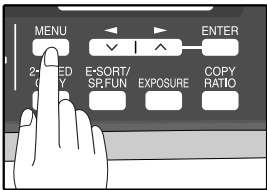
You may on occasion receive faxes that are larger than the paper loaded in the machine. To ensure that you do not lose any part of the original, you should use the Receive Reduce function, which scales the fax to the printing paper size.



In some cases the size or resolution of a received fax may not permit reduction. When this happens the fax will be printed at full size and divided onto multiple sheets of paper.

To use this feature, follow this procedure:

1 Press the [MENU] key.



2 Press the [◀] key () or [▶] key () until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

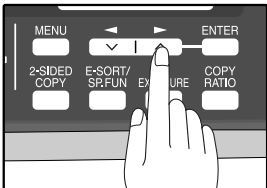
"4:USER PROGRAM"

3 Press the [◀] key () or [▶] key () until "16:RCV REDUCE" appears, and then press the [ENTER] key.

Selection

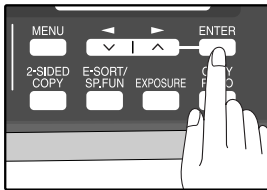
"16:RCV REDUCE"

4 Press the [◀] key () or [▶] key () to select "1:ON" or "2:OFF".

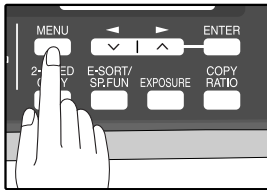


If you "2:OFF" (No reduction) large faxes will be printed on two sheets of paper.

5 Press the [ENTER] key.



6 Press the [MENU] key.



Press the [MENU] key to exit.

4

WHEN USING MANUAL SENDING AND RECEIVING

You need to use the [SPEAKER] key or an extension telephone to perform manual sending and receiving. For information about connecting an extension telephone See "CONNECTING OTHER DEVICES" (p.12).

1 When the extension telephone rings, pick up the handset and converse.

If the [SPEAKER] key is used to answer a call you cannot converse.



You cannot use the [SPEAKER] key for fax transmission/reception while copying is in progress.

2 When the handset is off hook or the [SPEAKER] key is used, press the [START] key (●).

MANUAL MODE	
1 : SEND ,	2 : RECEIVE

Press the [◀] key (◀) or [▶] key (▶) to select "1:SEND" or "2:RECEIVE", and then press the [ENTER] key or [START] key (●).

MEMORY

Your machine has a memory area that can be used to store both incoming faxes and outgoing originals.

- Approximately 120 pages of average content can be held in memory for transmission and reception. Less can be held if any of the pages were scanned using fine or superfine resolution.

Substitute Reception into Memory

This is a back-up function that is automatically activated if your fax runs out of paper, the TD cartridge needs replacement (See the Operation Manual for general information.), or the paper jams.

- If you received originals in memory because the fax ran out of paper, be sure to add paper which is the same size as the paper previously used. If not, the original print-out size may not match the size of the printing paper.



Take care that the remaining memory does not become 7% or less, or you cannot receive any more faxes. When the machine is idle, the LCD shows the stand-by memory available. (See "ABOUT THE LIQUID CRYSTAL DISPLAY" (p.16))

DATA TRANSFER

If there is a problem with the machine, you can use the Data Transfer function to have received faxes read into memory and then sent to a different fax machine for printing.

This function is used when you cannot print received faxes, for example when the machine runs out of toner, or a misfeed occurs.

To use this function, the fax number of the transfer destination machine must be programmed.

Your fax machine

Enter the fax number of the fax machine you want to transfer the data to.

[Preparation]

FW. RX DATA
1=YES 2=NO

Select data transfer mode

Receiving fax machine



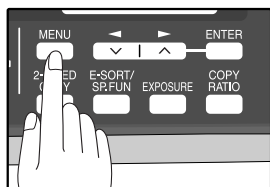
Transferred faxes are printed



Transfer is only possible when a received fax is being held in memory because printing was not possible. In this case, "0:RX DATA TRANSFER" will appear in the display.

Follow these steps to program the fax number of the transfer destination machine:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "0:RX DATA TRANSFER" appears, and then press the [ENTER] key.

Selection

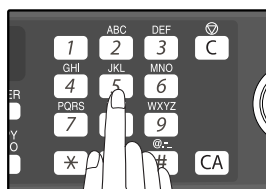
"0:RX DATA TRANSFER"

3 Press the [◀] key (▼) or [▶] key (▲) until "2:FAX NUMBER" appears, and then press the [ENTER] key.

Selection

"2:FAX NUMBER"

4 Enter the fax number of the transfer destination machine with the numeric keys and press the [ENTER] key.



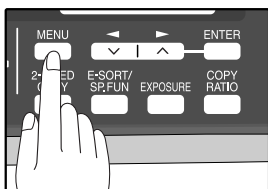
Enter the transferring fax number (maximum 40 digits) by pressing the numeric keys.

5 Enter the name of the transfer destination with the numeric keys and press the [ENTER] key.



Follow these steps to use the fax transfer function:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "0:RX DATA TRANSFER" appears, and then press the [ENTER] key.

Selection

"0:RX DATA TRANSFER"

3 Press the [◀] key (◀) or [▶] key (▶) until "1:DATA TRANSFER" appears, and then press the [ENTER] key.

Selection

"1:DATA TRANSFER"

4 Press the [◀] key (◀) or [▶] key (▶) until "1:YES" appears, and then press the [ENTER] key.

Selection

"1:YES"

The received fax is transferred.

To cancel the transfer, select "2:NO" and press the [ENTER] key.

If "NOT STORED FW.#" appears:

The transfer destination number has not been programmed. Program the number and then transfer the fax.



If you set the data transfer mode, when data cannot be transferred because the other fax machine was busy, or when the error condition on your fax machine is corrected, the data does not print out. To print the data, turn off the power to the fax machine, then turn it on again.

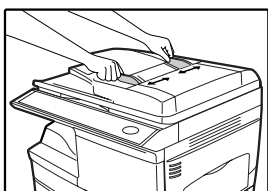
TRANSMISSION RESERVATION

When your fax is busy receiving an original or transmitting an original from memory, you can "reserve" a transmission by setting the original (either in the RSPF or on the document glass), reading it into memory, and entering the fax number. Once the current operation is completed, your fax will automatically dial the number and transmit the original saving you from having to wait.

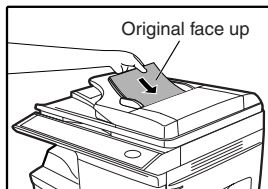
When Using the RSPF:

1 Confirm that there are no originals on the document glass and that copying is not in progress, then gently close the RSPF.

2 Adjust the original guides to the width of your original.



3 Place the original face up and push it gently into the RSPF. The top edge of the original should enter the fax first.



Adjust the resolution and/or contrast settings if desired.

4 Enter the number of the receiving machine using one of the following methods:

- Press a Rapid key.
If you press a Rapid Key, the next step is not necessary.
The number will be dialed once the current operation is completed, and transmission will begin once the connection is made.
- Press the [SPEED/SEARCH] key and enter a Speed Dial number.
- Enter a full number with the numeric keys.

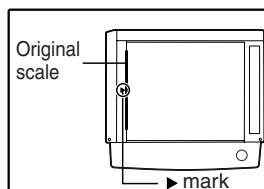
5 Press the [START] key (●) if you entered a Speed Dial number or a full number.

- The number will be dialed once the current operation is completed, and transmission will begin once the connection is made.

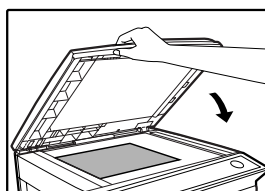
When placing the Original on the Table:

1 Confirm that there are no original(s) in the RSPF, and open the RSPF.

2 Place the original face down on the document glass. Align the original according to the original scale in the illustration below. (Line up the center of the edge of the original with the (▶) mark.)



3 Gently close the RSPF.



When using the document glass, do not set original(s) in the RSPF.

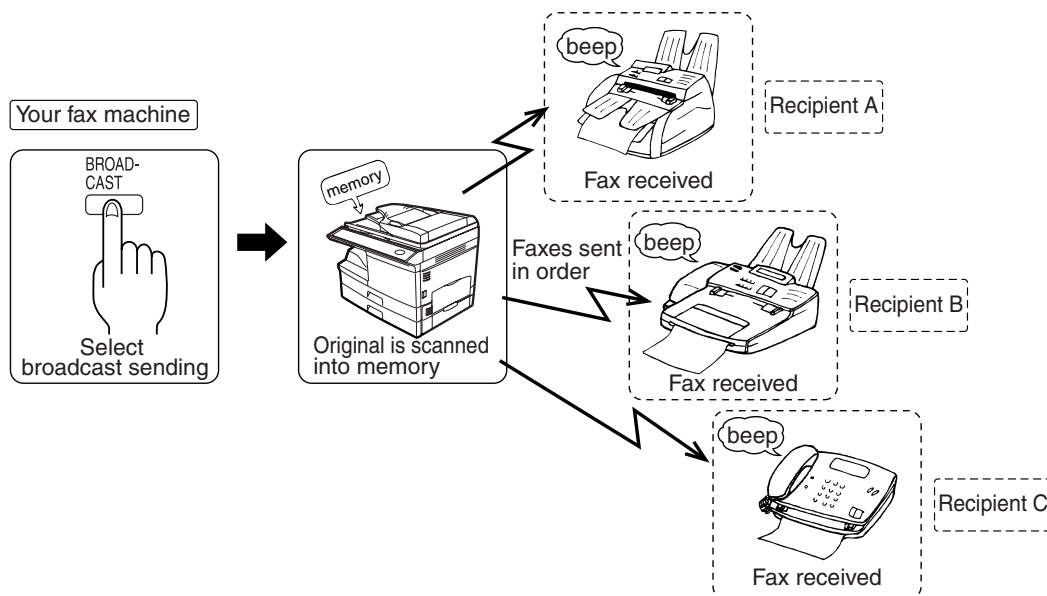
4 If needed, set the original size, resolution, and contrast. (See "DIALING AND TRANSMITTING" (p.59))

5 Press the [START] key (●) to scan the page into memory. If you have more than one original to read into memory, place the next page, and press the [START] key (●) to read each page.

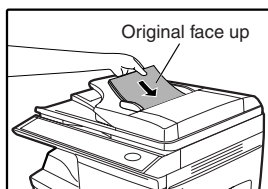
6 Press the [#] key.

BROADCASTING

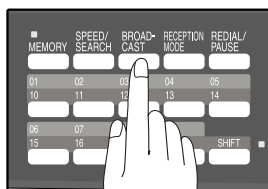
This function allows you to send the same original to as many as 100 different locations with just one operation. Once the original is loaded, it is scanned and stored in memory. The fax numbers you have entered are then automatically dialed in succession, and the original is transmitted to each location.



- 1 Place the original face up and push it gently into the original feeder tray.**



- 2 Press the [BROADCAST] key.**



Adjust the resolution and/or contrast settings if desired.



Adjust the resolution and contrast settings after the [BROADCAST] key has been pressed.

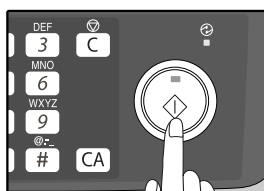
- 3 Dial the numbers of the receiving machines using one or more of the following methods:**

- Press one or more Rapid keys.
- Enter Speed Dial numbers with the numeric keys.
- Press one or more Group keys.
- Enter a number with the numeric keys.

- 4 Press the [ENTER] key.**

To enter another fax number, return to step 3.

- 5 Press the [START] key (⏻).**



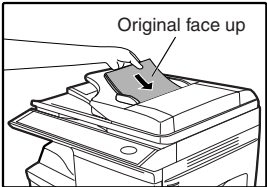
Transmission will begin.

Broadcasting using a Group key

If the fax machines to which you want to broadcast have all been programmed into one Group key, you can perform the broadcasting operation using the following simplified procedure. Refer to "STORING NUMBERS UNDER GROUP KEYS" (p.45).

- 1

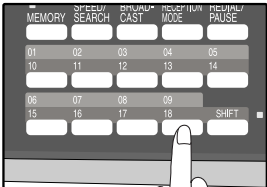
Place the original face up and push it gently into the document feeder tray.



Adjust the resolution and/or contrast settings if desired.

- 2

Press the appropriate Group key.



Transmission will begin.

POLLING

Polling allows you to request another fax machine to send an original to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

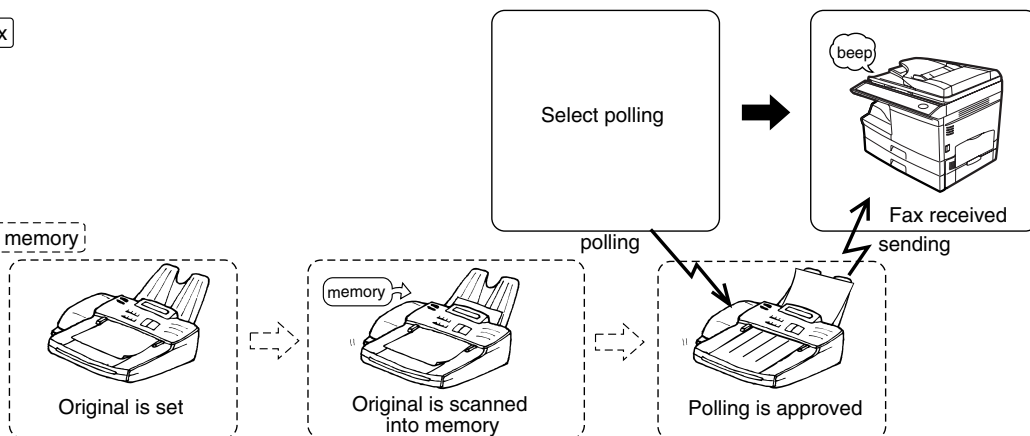
Serial polling can be used to poll multiple fax machines (maximum of 100) in a single operation.

POLLING

You can request that another fax machine send you the original that is set in that fax machine. You can perform a polling operation at a scheduled time. (See "TIMER OPERATIONS" (p.79))

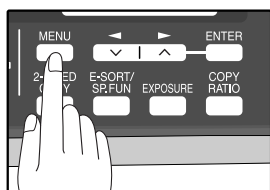
Polling fax

Other fax memory



Follow these steps to use the polling function:

1 Press the [MENU] key.



2 Press the [◀] key () or [▶] key () until "8:POLLING MODE" appears, and then press the [ENTER] key.

Selection

"8:POLLING MODE"

3 Dial the number of the fax machine you want to poll using one of the following methods:

- Press a Rapid Key.
If you press a Rapid Key, the next step is not necessary.
- Press the [SPEED/SEARCH] key and enter a two-digit Speed Dial number.
- Enter the fax number with the numeric keys.



A group key can be pressed to perform serial polling. Fax reception will take place in the order that the destinations are stored in the Group Key.

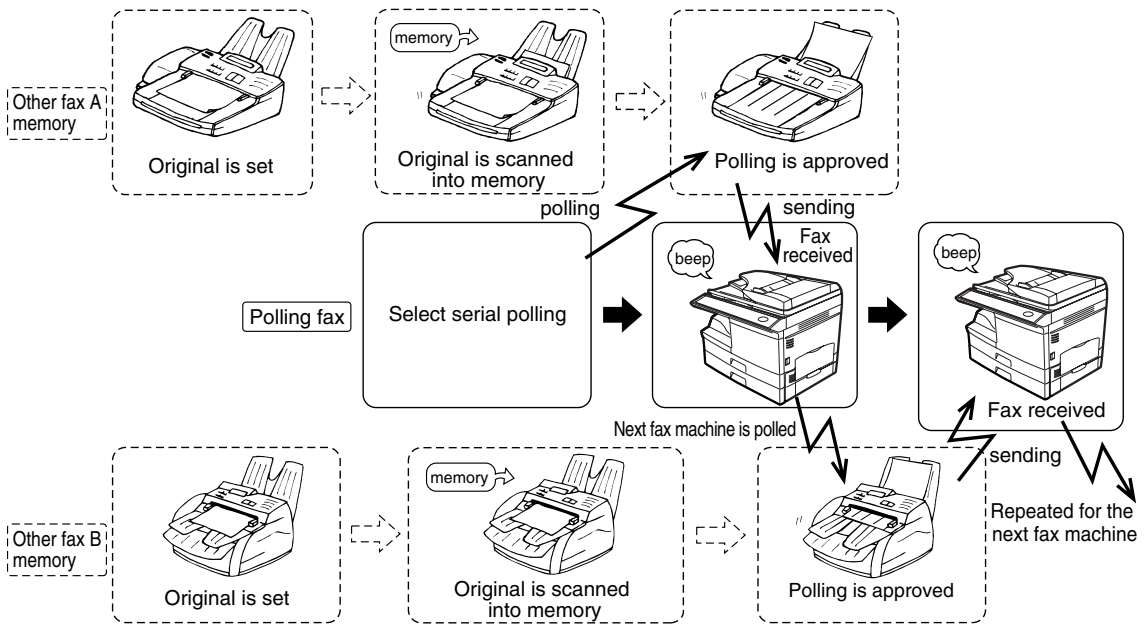
4 Press the [START] key ().



5

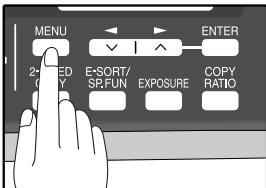
SERIAL POLLING

You can poll several fax machines one at a time with a single serial polling operation. A maximum of 100 fax machines can be polled in one serial polling operation.



Follow these steps to use the serial polling function:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "9:SERIAL POLL MODE" appears, and then press the [ENTER] key.

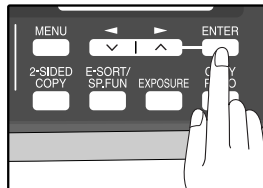
Selection

"9:SERIAL POLL MODE"

3 Dial the number of the fax machine you want to poll using one of the following methods:

- Press a Rapid Key or a Group Key.
- Press the [SPEED/SEARCH] key and enter a two-digit Speed Dial number.
- Enter a fax number with the numeric keys.

4 Press the [ENTER] key.



Repeat steps 3 and 4 until all numbers have been entered. After entering the last number, go to step 5.

5 Press the [START] key (●).



POLLING TRANSMISSION (MEMORY POLLING)

This function is used to transmit an original that has been scanned into memory to a fax machine that polls your fax machine. If desired, polling fax machines can be restricted to machines whose fax numbers have been programmed in your machine ("RESTRICTING POLLING MACHINES (POLLING SECURITY)" on page 77).

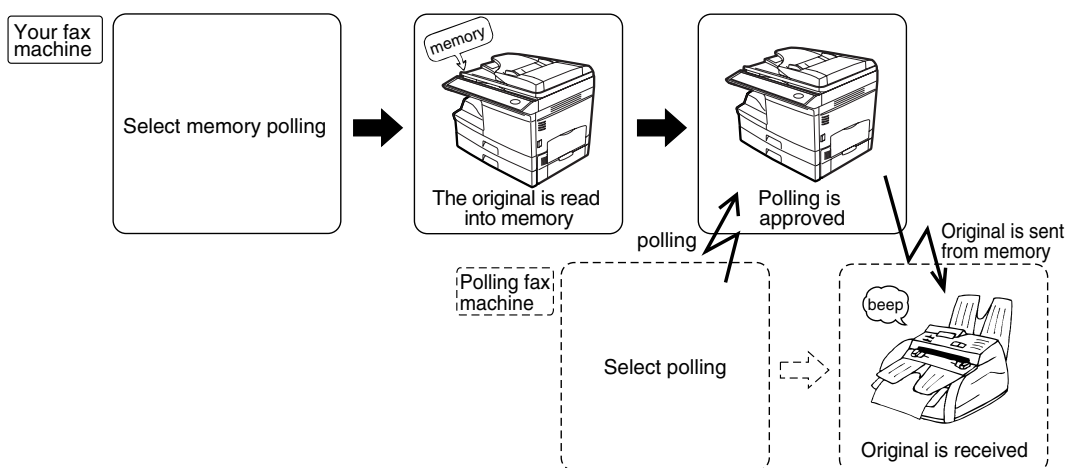
To let other fax machines poll your fax machine, the original to be transmitted must be scanned into memory and the reception mode of your machine must be set to "Auto".

You can select whether polling transmission will take place once or repeatedly. If once is selected, the original that was scanned into memory will be automatically deleted after polling transmission takes place. If repeated polling transmission is selected, the original will remain in memory until it is deleted.

More than one original can be scanned into polling memory (all originals will be transmitted when your machine is polled).

Only one memory polling operation can be set up, and the polling machine must be capable of polling reception.

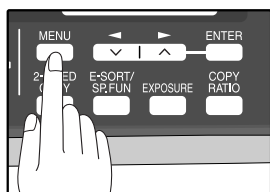
The original(s) in polling memory will be transmitted when a fax machine calls your fax machine and requests polling transmission. Automatic fax reception is possible while your machine is on polling transmission standby.



Setting up polling transmission:

Place the original in the RSPF or on the document glass and perform the following steps:

1 Press the [MENU] key.

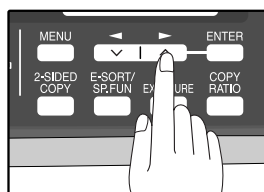


2 Press the [◀] key () or [▶] key () until "7:MEMORY POLL MODE" appears, and then press the [ENTER] key.

Selection

"7:MEMORY POLL MODE"

3 Press the [◀] key () or [▶] key () to select the number of times polling transmission will take place and press the [ENTER] key.



"1:1 TIME" or "2:REPEAT" can be selected as the number of polling operations allowed.

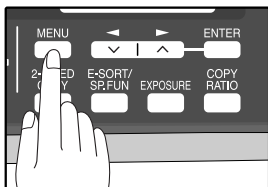
4 Press the [START] key ().



Adding a original to polling memory:

Use this procedure to add an original to another original that has already been scanned into polling memory. Place the original in the RSPF or on the document glass and follow the steps below.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "7:MEMORY POLL MODE" appears, and then press the [ENTER] key.

Selection

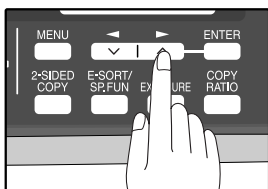
"7:MEMORY POLL MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "1:SET" appears, and then press the [ENTER] key.

Selection

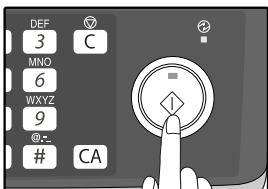
"1:SET"

4 Press the [◀] key (◀) or [▶] key (▶) to select the number of times polling transmission will take place and press the [ENTER] key.



"1:1 TIME" or
"2:REPEAT" can be
selected as the number
of polling operations
allowed.

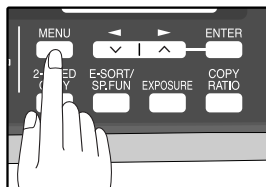
5 Press the [START] key (⏻).



Deleting originals from polling memory:

Follow the steps below to delete originals that have been scanned into polling memory.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "7:MEMORY POLL MODE" appears, and then press the [ENTER] key.

Selection

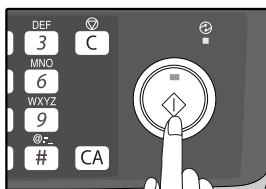
"7:MEMORY POLL MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "2:CLEAR" appears, and then press the [ENTER] key.

Selection

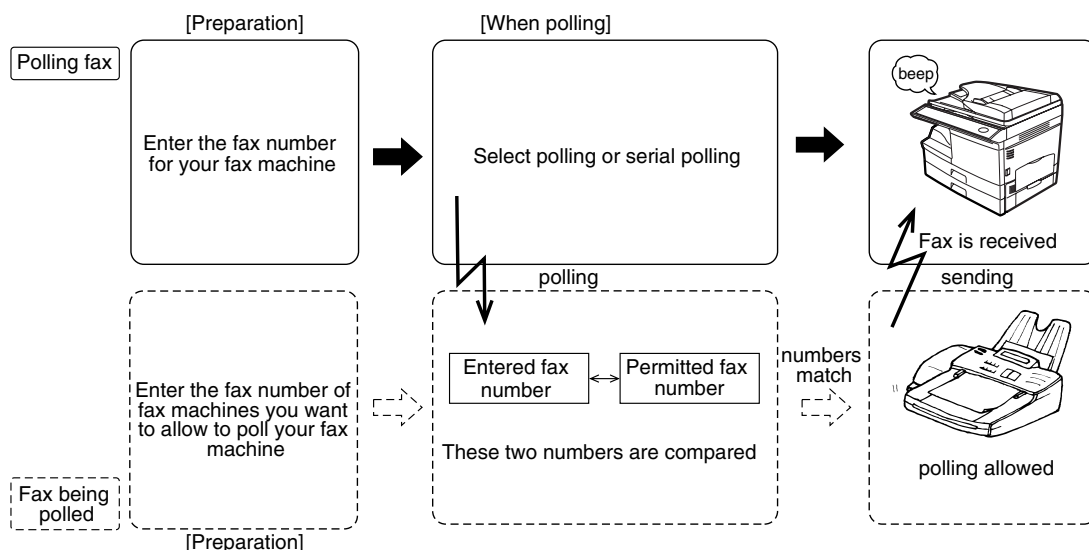
"2:CLEAR"

4 Press the [START] key ..



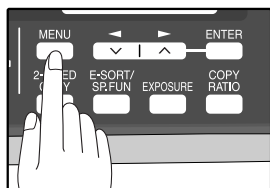
RESTRICTING POLLING MACHINES (POLLING SECURITY)

If you wish to allow only specified fax machines to poll your fax machine, enable polling security and program the fax numbers of the machines that are to be allowed to poll your machine. When this is done, polling will take place when the fax number of the polling machine matches one of the fax numbers that have been programmed in your machine. Up to 10 passcode numbers (fax numbers of machines that are allowed to poll your machine) can be programmed. To enable polling security and program passcode numbers, see "Programming/deleting passcode numbers:" on page 78.



Follow these steps to enable polling security:

1 Press the [MENU] key.



2 Press the [◀] key () or [▶] key () until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key () or [▶] key () until "12:SECURITY SELECT" appears, and then press the [ENTER] key.

Selection

"12:SECURITY SELECT"

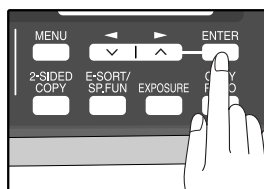
4 Press the [◀] key () or [▶] key () to select "1:ON".

Selection

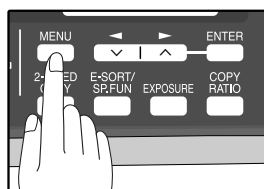
"1:ON"

To turn off polling security, select "2:OFF".

5 Press the [ENTER] key.



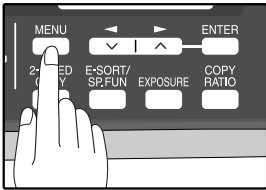
6 Press the [MENU] key.



Press the [MENU] key to exit.

Programming/deleting passcode numbers:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "2:ENTRY MODE" appears, and then press the [ENTER] key.

Selection

"2:ENTRY MODE"

3 Press the [◀] key (◀) or [▶] key (▶) until "4:PASSCODE # MODE" appears, and then press the [ENTER] key.

Selection

"4:PASSCODE # MODE"

4 Press the [◀] key (◀) or [▶] key (▶) to select "1:SET" and press the [ENTER] key.

Selection

"1:SET"

To delete a passcode number:

Select "2:CLEAR" and press the [ENTER] key.

5 Enter a two-digit number that will be used to identify the passcode number and then press the [ENTER] key.



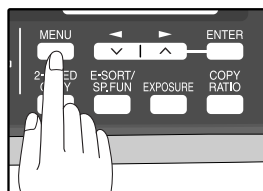
To delete a passcode number:

Enter the two-digit number that identifies the passcode number and press the [ENTER] key. The passcode is deleted.

6 Enter the passcode (fax number of the machine to be allowed to poll your machine) with the numeric keys and press the [ENTER] key.



7 Press the [MENU] key.



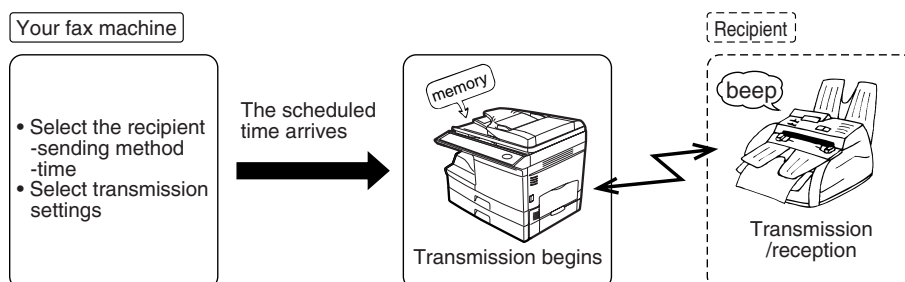
Press the [MENU] key to exit.

TIMER OPERATIONS

The timer function allows you to set a transmission or polling operation to be performed automatically at a time you specify. Up to five transmission operations or polling operations can be set at any one time, and the times they will be performed can be specified up to a week in advance.

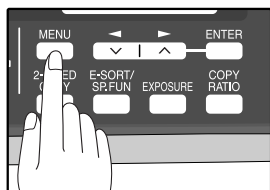
You can use this function, for example, to take advantage of lower night time telephone rates without having to be there when the operation is performed.

- For a timer transmission, scan the original into memory when you set the transmission. Scanning the original into memory is convenient because you do not have to worry about original mix-ups or forgetting to load the original.
- If the memory becomes full while the original is being scanned, "MEMORY FULL" will appear in the display.
 - Press the [START] key (⏻) to transmit the pages that have been stored up to that point in memory.
 - Press the [CLEAR ALL] key (CA) to cancel the entire transmission.



Setting up a timer transmission job:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "1:TIMER MODE" appears, and then press the [ENTER] key.

Selection

"1:TIMER MODE"

3 Press the [◀] key (◀) or [▶] key (▶) to select "1:SET".

Selection

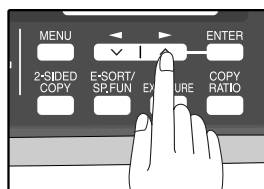
"1:SET"

4 Enter the time at which transmission will take place with the numeric keys.



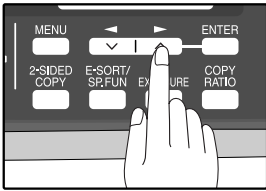
Enter two digits for the hour and two digits for the minute.

5 Press the [◀] key (◀) or [▶] key (▶) to select "AM" or "PM" and press the [ENTER] key.



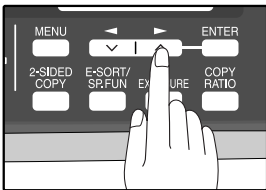
To cancel a timer operation, select "2:CLEAR".

- 6** Press the [◀] key (▼) or [▶] key (▲) to select the day of the week and press the [ENTER] key.



- 7** Press the [ENTER] key.

- 8** Press the [◀] key (▼) or [▶] key (▲) to select the transmission mode and press the [ENTER] key.



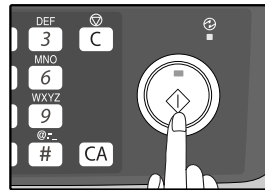
The selections are as follows:

- 1:SEND MODE
- 2:BROADCAST MODE
- 3:POLLING MODE
- 4:SERIAL POLL MODE

- 9** Enter the fax number of the other machine using one of the following methods:

- Press a Rapid key.
If you press a Rapid Key, the next step is not necessary.
- Enter a Speed Dial number with the numeric keys.
- Enter the fax number with the numeric keys.

- 10** Press the [START] key (⊙).



CANCELING A TIMER TRANSMISSION JOB

After a timer transmission job is set up, the job goes on standby until the specified time of transmission. If necessary, the MEMORY STATUS function can be used to cancel a timer transmission job that is on standby ("CANCELING (DELETING) A STORED FAX JOB" on page 62).

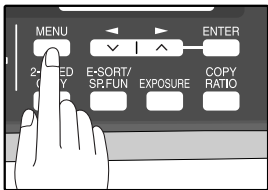
ANTI JUNK FAX

You can avoid wasting fax paper by using the Anti Junk Fax function. This function blocks reception of faxes from up to ten specified parties.

To turn the Anti Junk Fax feature on and off, use the following procedure:

- 1

Press the [MENU] key.



- 2

Press the [◀] key () or [▶] key () until "5:ANTI JUNK FAX" appears, and then press the [ENTER] key.

Selection

"5:ANTI JUNK FAX"

- 3

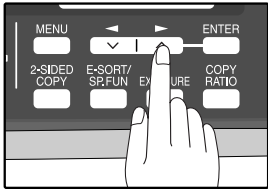
Press the [◀] key () or [▶] key () to select "1:ANTI JUNK SELECT" and press the [ENTER] key.

Selection

"1:ANTI JUNK SELECT"

- 4

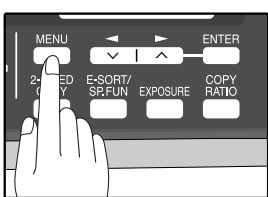
Press the [◀] key () or [▶] key () to select "1:ON" or "2:OFF" and press the [ENTER] key.



Select "1:ON" to enable the function.
Select "2:OFF" to disable the function.

- 5

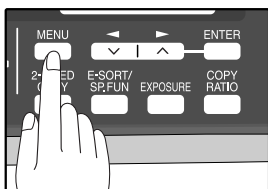
Press the [MENU] key.



Press the [MENU] key to exit.

To store junk fax numbers, use the following procedure:

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "5:ANTI JUNK FAX" appears, and then press the [ENTER] key.

Selection

"5:ANTI JUNK FAX"

3 Press the [◀] key (◀) or [▶] key (▶) to select "2:JUNK FAX #" and press the [ENTER] key.

Selection

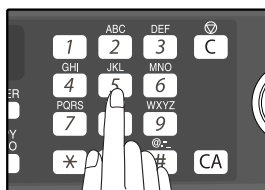
"2:JUNK FAX #"

4 Press the [◀] key (◀) or [▶] key (▶) to select "1:SET" and press the [ENTER] key.

Selection

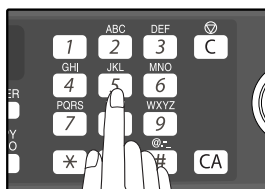
"1:SET"

5 Enter a two-digit number from 01 to 10 that will identify the anti junk number and press the [ENTER] key.

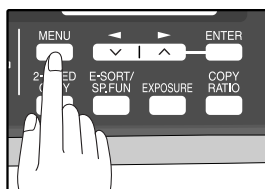


If you enter a two-digit number that already has a fax number stored, "#xx STORED:CHANGE?" will appear. To change the fax number that has been stored under that 2-digit number, press the [◀] key (◀) or [▶] key (▶) to select "YES", press the [ENTER] key, and enter the new fax number.

6 Enter the fax number with the numeric keys and press the [ENTER] key.



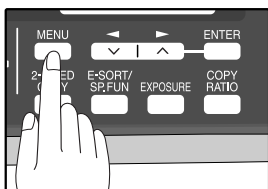
7 Press the [MENU] key.



If you wish to store another fax number, return to step 5. Press the [MENU] key to exit.

To clear junk fax numbers, use the following procedure:

1 Press the [MENU] key.



2 Press the [◀] key () or [▶] key () until "5:ANTI JUNK FAX" appears, and then press the [ENTER] key.

Selection

"5:ANTI JUNK FAX"

3 Press the [◀] key () or [▶] key () to select "2:JUNK FAX #" and press the [ENTER] key.

Selection

"2:JUNK FAX #"

4 Press the [◀] key () or [▶] key () to select "2:CLEAR" and press the [ENTER] key.

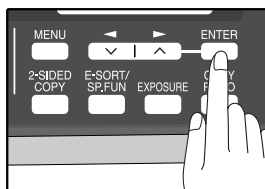
Selection

"2:CLEAR"

5 Press the numeric keys to enter the two-digit number (01 to 10) that identifies the fax number you wish to delete.

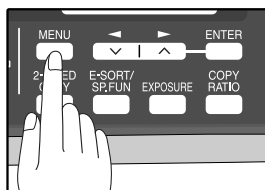


6 Press the [ENTER] key.



If you wish to store another fax number, return to step 5.

7 Press the [MENU] key.



Press the [MENU] key to exit.

OPERATION IN COPY, PRINTER, SCANNER, AND FAX MODES

Some operations cannot be performed simultaneously when the machine is being used in printer mode, copy mode, scanner mode, and fax mode.

Modes		Copy	Printer	Scanner		Fax		Extension phone
		Copying	Printing	Scanning from a machine	Scanning from a computer	Transmis-sion	Reception	
Copy	Key entry	Yes	Yes	No	Yes	Yes*1	Yes	Yes
	During copying		No	No	No	Yes*1	Yes*2	Yes
Printer	Printing	Yes		Yes	Yes	Yes	Yes*2	Yes
Scanner	During scanning	No	Yes			Yes*1	Yes	Yes
Fax transmission	Key entry	No	Yes	No	Yes	Yes	Yes	Yes
	During direct transmission	No	Yes	No	No		No	No
	During scanning	No	Yes	No	No	Yes*1	Yes*4	Yes
	During memory transmission	Yes	Yes	Yes	Yes	No*3	No	No
Fax reception	During manual reception	Yes	No	Yes	Yes	No*3		No
	During printing of a received fax	Yes	No	Yes	Yes	Yes	Yes*2	Yes
	During memory reception	Yes	Yes	Yes	Yes	No*3		No
Extension phone		Yes	Yes	Yes	Yes	No*3	No	

*1 Direct transmission and scanning are not possible.

*2 Manual reception and printing of a received fax are not possible.

*3 Only scanning is possible.

*4 Manual reception is not possible.

PRINTING OUT REPORTS

The machine is capable of printing a range of reports on faxing activities as well as various settings you have made. The reports are described below.

1. TIMER LIST:

You can print a list of timer or dual access operations that are currently set.

P.01

TIMER LIST									
SEP-10-200X FRI 06:30 PM									
TIMER MODE									
FILE	RESERVED	TYPE	RES.	MSG	BOX	PAGES	CVR	RECEIVER	
01	XXXX PM XXXX	XXXXXXXXXX	XXX	X	XX	X	XX	XXX XXX XXX	
02	XXXX XX XXX	XXXXXXXXXX	XXX			X	XX	XXX XXX XXX	
03	XXXX XX XXX	XXXXXXXXXX				X	XX	XXX XXX XXX	
04	XXXX XX XXX	XXXXXXXXXX					XX	XXX XXX XXX	
05	XXXX XX XXX	XXXXXXXXXX	XXX					XXX XXX XXX	
06	XXXX XX XXX	XXXXXXXXXX	XXX					XXX XXX XXX	
07	XXXX XX XXX	XXXXXXXXXX	XXX	X	XX		XX	XXX XXX XXX	

MEMORY TX									
FILE	TYPE	RES.	MSG	BOX	PAGES	CVR	RECEIVER		
XXX	XXXXXX	XXX	X	XX	X	X	XX		
XXX	XXXXXX	XXX			X	X	XX		

REMOTE TX									
#	TYPE	RES.	MSG	PAGES	CVR	TIMES			
1	XXXX	XXXX		X	X				XXXX

2. ACTIVITY REPORT:

You can print out a list of faxes sent and received as well as the sender or recipient and the time of the operation, etc.

P.01

ACTIVITY REPORT (SEND)									
SEP-10-200X FRI 06:30 PM									
#	DATE	START TIME	RECEIVER	COM TIME	PAGES	TYPE/NOTE	FILE		
XX	SEP-10	XX:XX PM	XX	XXXXXX	XX	XXXXXXXX	XXXX		
TOTAL					XXXXXX	XX			
GRAND TOTAL					XXXXXX	XX			

3. TELEPHONE # LIST:

You can print out a list of number stored in rapid dialing and speed dialing.

P.01

TELEPHONE NUMBER LIST			
SEP-10-200X FRI 06:30 PM			
RAPID/SPEED #	RECEIVER'S FAX #	INTL TX SET	RECEIVER'S NAME
001	XXXXXXXXXXXX	XXXX	XXXXXXXXXXXX
002	XXXXXXXXXXXX	XXXX	XXXXXXXXXXXX
003	XXXXXXXXXXXX	XXXX	XXXXXXXXXXXX

4. GROUP LIST:

You can print out a list of group dialing numbers.

P.01

GROUP LIST			
SEP-10-200X FRI 06:30 PM			
#	GROUP NAME	RECEIVER	
001	XXXX	RAPID#	XX
		SPEED#	XXX
		DATA#	XXXXXXXXXXXXXXXXXXXX
002	XXXX	SPEED#	XXXX
003	XXXX	DATA#	XXXXXXXX
			XXXXXXXX
			XXXXXXXX

5. PASSCODE LIST:

You can print a list of your fax information and polling security information.

PASSCODE LIST

SEP-10-200X FRI 06:30 PM

<div> <div>POLL SECURITY</div> <div>XXXX</div> </div>	<div> <div>STATION #</div> <div>XXXX</div> </div>
<div> <div>ST #</div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> <div>06</div> <div>07</div> <div>08</div> <div>09</div> <div>10</div> </div>	<div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> <div>XXXX</div> </div>
<div> <div>PASSCODE #</div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> <div>06</div> <div>07</div> <div>08</div> <div>09</div> <div>10</div> </div>	<div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXX</div> </div>

SENDER'S NAME

XXXXXXXXXXXXXXXXXXXX

SENDER'S #

XXXXXXXXXXXXXXXXXXXX

TO STA. NAME

XXXXXXXXXXXXXXXXXXXX

TO STATION #

XXXXXXXXXXXXXXXXXXXX

6. JUNK FAX # LIST:

Fax numbers designated as Anti Junk Fax numbers.

JUNK FAX# LIST

SEP-10-200X FRI 06:30 PM

<div> <div>#</div> <div>01</div> <div>02</div> <div>03</div> </div>	<div> <div>ANTI JUNK FAX #</div> <div>X</div> <div>XXXXXXXXXX</div> <div>XXXXXXXXXXXXXXXXXXXX</div> </div>
---	--

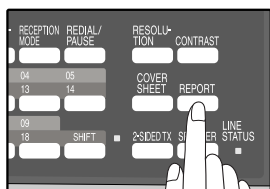
7. USER PROGRAM LIST:

Currently activated USER PROGRAM settings.

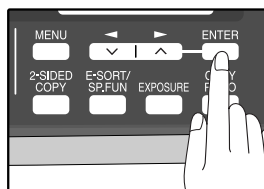
USER PROGRAM LIST			
SEP-10-200X FRI 06:30 PM			
MENU #	ITEM	SETTING	
7	DOC GLASS SIZE	8.5x11	
7	STANDARD SIZE	8.5x11	
8	IMAGE PRIORITY	STANDARD	
9	POP RANGE SELECT	STANDARD	
9	POP RANGE MANUAL RX	STANDARD	
9	AUTO-STARTING	OFF	
9	PRINT SELECTION	AUTO-ERROR ONLY RD-ALWAYS PRINTS	
9		NRY- NEVER PRINTS IMAGE- ERROR ONLY	
8	RECALL TONER (DRY)	STANDARD	
8	RECALL TONER (LOW DRUM)	STANDARD	
10	RECALL INTERNAL (DRY)	STANDARD	
11	RECALL INTERNAL (LOW DRUM)	STANDARD	
12	SECURITY SELECTION	ON	
13	PVA REMOTE TALKER	ON	
14	REMOTE RECEPTION	ON	
15	PVA REMOTE AUTO-RECEIVE	ON	
16	AUTO-REX MODE	ON	
17	DEEP CLEANS	OFF	
18	POWER VOLUME	MIDDLE	
18	REPER VOLUME	LOW	
20	CALL NAME	STANDARD	
21	IDENTITY'S RING	OFF	
22	DATA PRINT	OFF	
23	DATE/TIME FORMAT SET	TIME CLOCK	
23		DATE MONDAY	
24	2-RECORD RX	OFF	

Use the following procedure to print out reports:

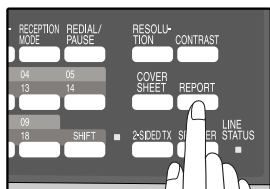
1 Press the [REPORT] key.



3 Press the [ENTER] key.



2 Press the [REPORT] key to select the report that you wish to print.

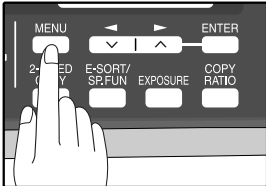


6

ACTIVITY REPORT AUTO LISTING

This setting is used to automatically print the Activity Report for transmissions and receptions. The Activity Report will automatically print when information on a total of 50 fax transmissions and receptions accumulates. Once information on 50 transmissions/receptions accumulates, the oldest transaction is deleted each time a new transaction takes place.

1 Press the [MENU] key.



2 Press the [◀] key (◀) or [▶] key (▶) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

"4:USER PROGRAM"

3 Press the [◀] key (◀) or [▶] key (▶) until "6:AUTO LISTING" appears, and then press the [ENTER] key.

Selection

"6:AUTO LISTING"

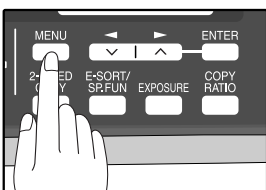
4 Press the [◀] key (◀) or [▶] key (▶) to select "1:ON" and press the [ENTER] key.

Selection

"1:ON"

To disable automatic printing, select "2:OFF" and press the [ENTER] key.

5 Press the [MENU] key.



Press the [MENU] key to exit.

PRINTING TRANSACTION REPORTS

The machine can be set to print a transaction report after each transmission, reception, and/or error. The printing condition can be selected separately for three types of transaction reports: "TRANSMISSION LIST", "BROADCAST LIST", and "RECEPTION LIST". For each type of report, select one of the following printing conditions:

"ALWAYS PRINTS"After each transmission, reception, or error.

"ERROR ONLY"After an error only.

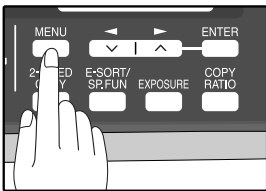
"NEVER PRINTS"Never prints.



Part of the transmitted fax can be printed on the transaction report (IMAGE MEM. PRINT setting).

To set the machine to print transaction reports, follow these steps:

1 Press the [MENU] key.



2 Press the [◀] key (▼) or [▶] key (▲) until "4:USER PROGRAM" appears, and then press the [ENTER] key.

Selection

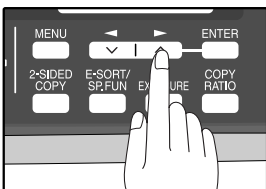
"4:USER PROGRAM"

3 Press the [◀] key (▼) or [▶] key (▲) until "7:PRINT SELECTION" appears, and then press the [ENTER] key.

Selection

"7:PRINT SELECTION"

4 Press the [◀] key (▼) or [▶] key (▲) to select the type of transaction report and press the [ENTER] key.



The selections are as follows:

1:TRANSMISSION

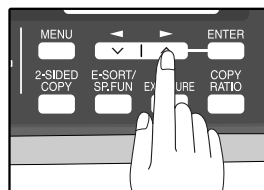
2:BROADCAST

3:RECEPTION

4:IMAGE MEM. PRINT

"4: IMAGE MEM. PRINT" can be enabled to have part of the transmitted fax printed on the transaction report.

5 Press the [◀] key (▼) or [▶] key (▲) to select the printing condition and press the [ENTER] key.



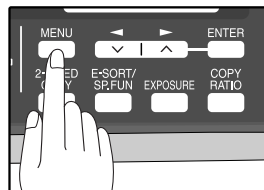
The selections are as follows:

1:ALWAYS PRINTS

2:ERROR ONLY

3:NEVER PRINTS

6 Press the [MENU] key.



Press the [MENU] key to exit.

TROUBLESHOOTING

Problem	Cause and solution	Page
Dialing cannot be done.	The telephone line cord is not correctly connected to the machine and the wall telephone jack. → Make sure the telephone line cord is securely connected.	11
No transmission takes place.	The receiving machine is out of paper. → Check with the operator of the receiving machine.	-
	The receiving machine does not support the G3 standard. → Check with the operator of the receiving machine.	-
	An error is displayed. → Check the display of the machine.	91
Nothing is printed at the receiving end.	If a blank sheet of paper is output together with a normally received fax, the machine's paper size setting may be different from the size of paper actually loaded in the machine. → Make sure that the paper size setting matches the size of paper loaded in the machine.	29
A distorted image is received at the other end.	Noise on the line may cause a distorted image. Try sending the fax again, or make a copy on your machine and see if the copy is distorted. → If the image is still distorted, consult the retailer or dealer where you bought the machine.	-
The received original is faint.	The transmitting machine may be using a light contrast setting. → Ask the operator of the transmitting machine to send the fax using a darker contrast setting.	-
Received images are distorted.	Noise on the line may cause a distorted image. → Ask the operator of the transmitting machine to send the fax again.	-
	The TD cartridge may be running out of toner. → Replace the TD cartridge.	Operation Manual (for general information)



If your problem cannot be solved by carrying out the instructions in the Check and Remedy column above, please contact your authorized SHARP dealer.

MESSAGES AND SIGNALS

DISPLAY MESSAGES

Message	Cause and remedy	Page
FRONT OR SIDE COVER OPEN. CLOSE COVERS.	The cover is open. Close the cover.	See the OPERATION MANUAL (for general information)
CLOSE THE SPF/RSPF COVER.	The RSPF cover is open. Close the RSPF cover.	
CLEAR PAPER JAM.	A paper misfeed has occurred. Remove the misfeed as explained in "MISFEED REMOVAL". (See the OPERATION MANUAL for general information.)	
SPF/RSPF JAM.		
MEMORY FULL	The memory is full.	62
LOAD XXX SIZE PAPER INTO TRAY1	The setting for the printing paper size is incorrect. Set it correctly. "8.5x11", "8.5x14", or "A4" will appear in "XXX" in the message.	29
CAN NOT PRINT	Toner cartridge is empty. Toner cartridge is not inserted.	See the OPERATION MANUAL (for general information)
NO XXX SIZE TRAY CHANGE TRAY SETTING	Paper tray is not set to the appropriate paper size. Change the paper size setting of the paper tray to the size indicated in the message, and load that size of paper in the paper tray. "8.5x11", "8.5x14", or "A4" will appear in "XXX" in the message.	-

AUDIBLE SIGNALS

Sound Type	Duration	Meaning
Continuous tone	3 seconds	Indicates the end of transmission, reception, or line error.
Continuous tone	1 second	Warning tone

SPECIFICATIONS

Applicable telephone line	Public switched telephone network
Compression method	MH, MR, MMR, JBIG
Transmission modes	Super G3, G3 (the machine can only send faxes to and receive faxes from machines that support G3 or Super G3)
Scanning method	CCD flatbed scanning
Scanning resolution (supports ITU-T standards)	8 x 3.85 lines/mm (Standard) 8 x 7.7 lines/mm (Fine, Fine + Halftone) 8 x 15.4 lines/mm (Super Fine, Super Fine + Halftone)
Recording method	Laser, electrostatic charge method
Transmission speed	33.6 kbps → 2.4 kbps Automatic fallback
Transmission time	Approx. 2 seconds (Super G3 mode / 33.6 kbps, JBIG), Approx. 6 seconds (G3 ECM mode / 14.4 kbps, JBIG)
Paper size	8-1/2" x 11"(Letter), 8-1/2" x 14"(Legal), or A4
Effective recording width	8-1/2" max. (8-1/2" x 14" printing)
Transmittable original size	When using the RSPF Maximum One-sided original: 8-1/2" x 19.7" Two-sided original: 8-1/2" x 14" Minimum 8-1/2" x 5-1/2" When using the document glass Maximum 8-1/2" x 14"
Effective scanning width	8-1/2" maximum
Halftone transmission	256 levels
Contrast (exposure) adjustment	Light, Medium, Dark
Extension telephone connection	Possible (1 telephone)
Auto dialing	Combined total of 18 One-Touch Dial and Group keys; 100 Speed Dial numbers; redialing (automatic)
Timer transmission	Yes
Automatic document feeding	Yes (50 pages)
Memory capacity	2 MB
Error Correction Mode(ECM)	Yes

* As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production machines. There may be some deviations from these values in individual machines.

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MEMO

MEMO

MEMO

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SHARP ELECTRONICS CORPORATION

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www.sharppusa.com

SHARP CORPORATION



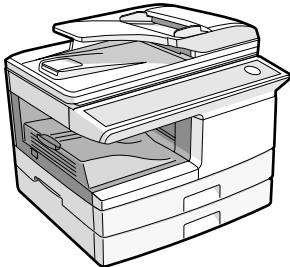
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**DIGITAL MULTIFUNCTIONAL
SYSTEM**

OPERATION MANUAL
(for general information)



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For users in the USA

FOR YOUR RECORDS ...

To protect against loss or theft, record and retain for reference the serial number located on the back of the unit.

Model Number _____

Serial Number _____

Date of Purchase _____

Authorized Sharp

Service Department Number _____

NOTICE

BE SURE TO ASK YOUR AUTHORIZED SHARP DEALER ABOUT THE WARRANTY THAT YOUR SELLING DEALER EXTENDS TO YOU. In order to assure you, the end-user, of warranty protection, Sharp extends a limited warranty to each of its authorized dealers and, in turn, requires each of its authorized dealers to extend its own warranty to you on terms that are no less favorable than those given to the dealer by Sharp. You should be aware, however, that Sharp does not itself extend any warranties, either express or implied, directly to you, the end-user, and no one is authorized to make any representations or warranties on behalf of Sharp. Specifically, SHARP DOES NOT EXTEND TO YOU, THE END-USER, ANY EXPRESS WARRANTY OR ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR USE OR FITNESS FOR ANY PARTICULAR PURPOSE IN CONNECTION WITH THE HARDWARE, SOFTWARE OR FIRMWARE EMBODIED IN, OR USED IN CONJUNCTION WITH THIS PRODUCT. Sharp is not responsible for any damages or loss, either direct, incidental or consequential, which you, the end-user, may experience as a result of your purchase or use of the hardware, software or firmware embodied in or used in conjunction with this Product. Your sole remedy, in the event that you encounter any difficulties with this Product, is against the authorized dealer from which you purchased the Product.

FO-2080 Digital Multifunctional System

In the event that this authorized dealer does not honor its warranty commitments, please contact the General Manager, Business Products Group, Sharp Electronics Corporation, Sharp Plaza, Mahwah, New Jersey 07495, so that Sharp can try to help assure complete satisfaction of the warranty rights to which you are entitled from the authorized dealer.

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

Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from copying by national law. Other items may be prohibited by local law.

- | | | | | |
|----------|-------------|---------------------|----------|---------------|
| ● Money | ● Stamps | ● Bonds | ● Stocks | ● Bank drafts |
| ● Checks | ● Passports | ● Driver's licenses | | |

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CAUTIONS

Caution label on the machine

The label ( ) in the fusing area of the machine indicates the following:

 : Caution, risk of danger

 : Caution, hot surface

Cautions on using the machine

Follow the cautions below when using this machine.

Warning:

- The fusing area is hot. Exercise care in this area when removing misfed paper.
- Do not look directly at the light source. Doing so may damage your eyes.

Caution:

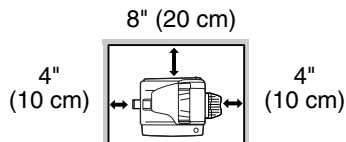
- Place the machine on a firm, level surface.
- Do not install the machine in a humid or dusty location.
- When the machine is not used for a long time, for example during prolonged holidays, turn the power switch off and remove the power cord from the outlet.
- When moving the machine, be sure to turn the power switch off and remove the power cord from the outlet.
- Do not switch the machine rapidly on and off. After turning the machine off, wait 10 to 15 seconds before turning it back on.
- Do not cover the machine with a dust cover, cloth or plastic film while the power is on. Doing so may prevent heat radiation, damaging the machine.
- Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
- The socket-outlet shall be installed near the machine and shall be easily accessible.

Important points when selecting an installation site

Do not install your machine in areas that are:

- damp, humid, or very dusty
- exposed to direct sunlight
- poorly ventilated
- subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.

Be sure to allow the required space around the machine for servicing and proper ventilation.



Cautions on handling the machine

Be careful in handling the machine as follows to maintain the performance of this machine.

Do not drop the machine, subject it to shock or strike it against any object.

Do not expose the drum cartridge to direct sunlight.

- Doing so will damage the surface (green portion) of the drum cartridge, causing smudges on copies.

Store spare supplies such as drum cartridges and TD (Toner/Developer) cartridges in a cool dry place without removing from the package before use.

- If they are exposed to direct sunlight, or excessive heat, poor copies may result.

Do not touch the surface (green portion) of the drum cartridge.

- Scratches or smudges on the drum will cause dirty copies.

Supply and Consumables

The supply of spare parts for a repair of the appliance is guaranteed for at least 7 years following the termination of production. Spare parts are those parts of the apparatus which may break down within the scope of ordinary use of the product, whereas those parts which normally exceed the life of the product are not considered spare parts. Consumables also, are available for 7 years following the termination of production.

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SOFTWARE LICENSE

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

ENVIRONMENTAL INFORMATION

Laser information

Wave length	780 nm +15 nm -10 nm
Pulse times (North America)	12.88 μ s \pm 12.88 ns/7 mm
Output power	Max 0.2 mW

At the production line, the output power of the scanner unit is adjusted to 0.18 MILLIWATT PLUS 5% and is maintained constant by the operation of the Automatic Power Control (APC).

Caution

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

This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 1.2-2001)

SAFETY PRECAUTIONS

This Digital Copier is rated Class 1 and complies with 21 CFR 1040.10 and 1040.11 of the CDRH standards. This means that the equipment does not produce hazardous laser radiation. For your safety, observe the precautions below.

- Do not remove the cabinet, operation panel or any other covers.
- The equipment's exterior covers contain several safety interlock switches. Do not bypass any safety interlock by inserting wedges or other items into switch slots.

CAUTION:

Do not install the machine in a location with poor air circulation.

A small amount of ozone is created inside the machine during printing. The amount of ozone created is not sufficient to be harmful; however, an unpleasant odor may be noticed during large copy runs, and thus the machine should be installed in a room with a ventilation fan or windows that provide sufficient air circulation. (The odor may occasionally cause headaches.)

- * Install the machine so that people are not directly exposed to exhaust from the machine. If installed near a window, ensure that the machine is not exposed to direct sunlight.

INTRODUCTION



Some model may not be available in some countries.

Using the manual

This machine has been designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. To get full use of all machine features, be sure to familiarize yourself with this manual and the machine. For quick reference during machine use, keep this manual in a handy location.

About the operation manuals

The operation manuals for the machine are as follows:

Operation Manual (this manual)

Explains the machine and how to use it as a copier. Also explains how to install the software that allows the machine to be used as a printer and scanner for your computer.

Online Manual (on the accessory CD-ROM)

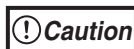
This manual explains the procedures for using the machine as a printer or a scanner.

Conventions used in this manual and online manual

- Illustrations of driver screens and other computer screens show the screens that appear in Windows XP Home Edition. Some of the names that appear in these illustrations may differ slightly from the screens that appear in other operating systems.
- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- This operation manual refers to the Reversing Single Pass Feeder as the "RSPF".
- In this manual, the following icons are used to provide the user with information pertinent to the use of the machine.



Warns that injury may result if the contents of the warning are not properly followed.



Cautions that damage to the machine or one of its components may result if the contents of the caution are not properly followed.



Notes provide useful information on the specifications, functions, performance, and operation of the machine.

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.

MAIN FEATURES

High-speed laser copying

First-copy time*¹ is only 8.0*² seconds.

Copying speed is 20 copies per minute. This is ideal for business use and provides a big boost to workplace productivity.

*¹ The first-copy time is measured after the power save indicator turns off following power on, using the document glass with the polygon rotating in the copy ready state and "LSU SETTING" set to ON in the user programs (8-1/2" x 11", paper fed from paper tray).

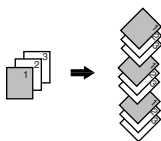
*² When user program 24 is set to OFF.

High-quality digital image

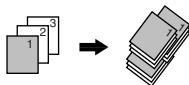
- High-quality copying at 600 dpi is performed.
- In addition to automatic exposure adjustment, two original modes can be selected: "TEXT" for text-only originals, and "PHOTO" for photographs. The exposure can be adjusted to five levels in each mode.
- The photo mode copying function allows clear copying of delicate halftone original images such as monochrome photos and color photos.

Enhanced copying features

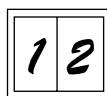
- Zoom copies can be made from 25% to 400% in increments of 1%. (When the RSPF is being used, the zoom copy ratio range is 50% to 200%.)
- Continuous copying of up to 99 copies is possible.
- Sets of output can be offset from each other for easy separation (offset function).
- Sorting by sets is possible without the need for a sorter or other special device (Sort copy).
- Includes convenient features such as margin shift, 2 IN 1 copy, and automatic two-sided copying.



Sort copy



Offset function



2 IN 1 copy



Margin shift

Scan once/Print many

- The machine is equipped with a memory buffer allowing the machine to scan an original once and make up to 99 copies of the scanned image. This improves workflow, reduces operating noise from the machine and reduces wear and tear on the scanning mechanism, which provides for a higher reliability.

LCD panel displays messages

- The LCD panel displays messages that show function settings and the status of the machine.

Fax function

- The machine is equipped with a plain paper laser fax function that is Super G3 compatible and includes a print hold feature.

Laser printer function

• Printer function

The accompanying printer driver can be installed to enable use of the machine as a printer.

• Network printer function

A LAN connector is provided as a standard feature that allows the machine to be used as a network printer.

Color scanner function

- The accompanying scanner driver can be installed and the machine connected to a computer using a USB cable to enable use as a scanner.

Environment and people friendly design

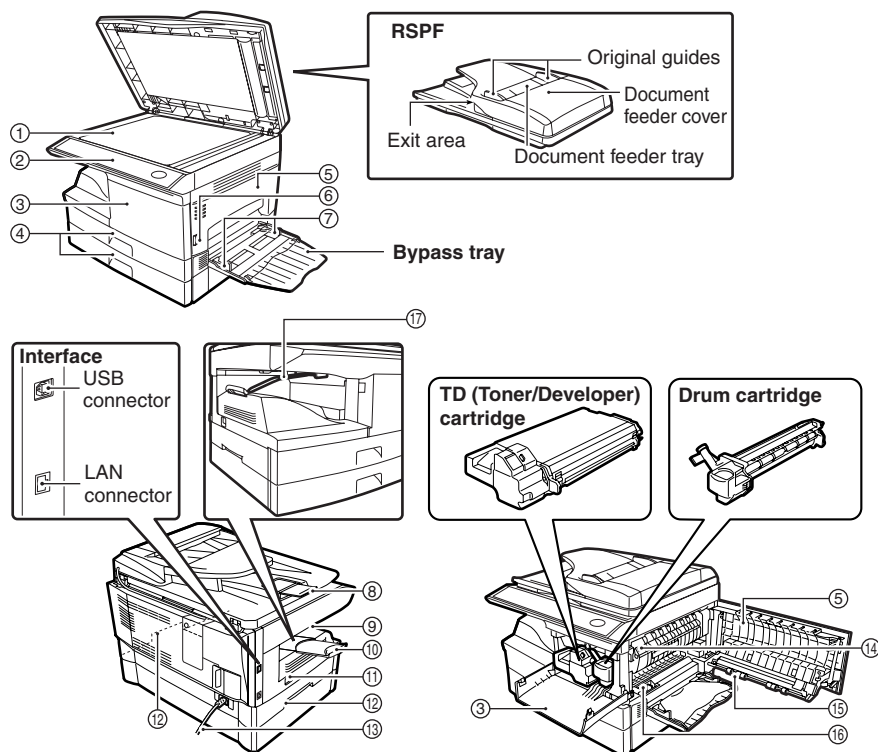
- Preheat mode and auto power shut-off mode are provided to reduce power consumption when the machine is not in use.
- A universal design has been implemented in the product whereby the height of the operation panel and shape of the keys are designed to be usable by as many people as possible.

1 Chapter 1 PREPARATIONS

1

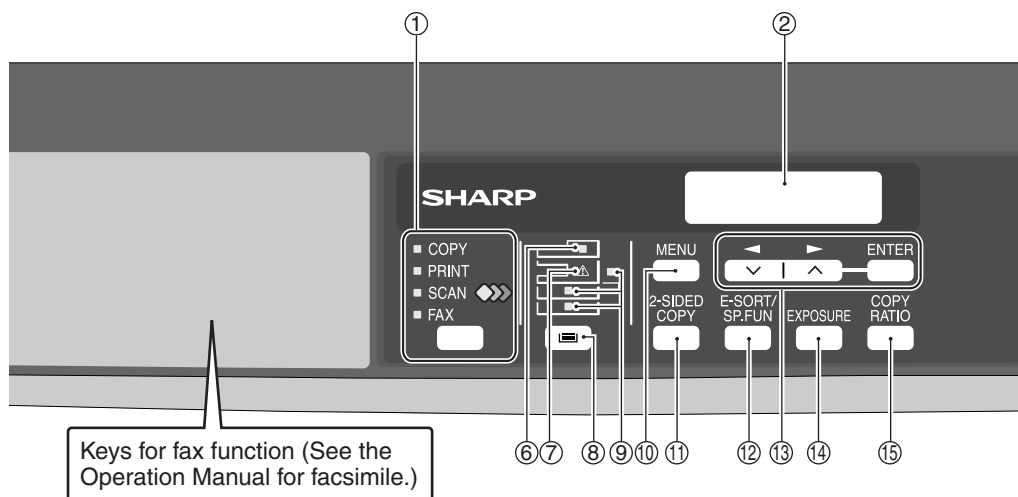
This chapter provides basic information that you should know before using the machine.

PART NAMES



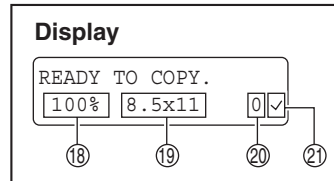
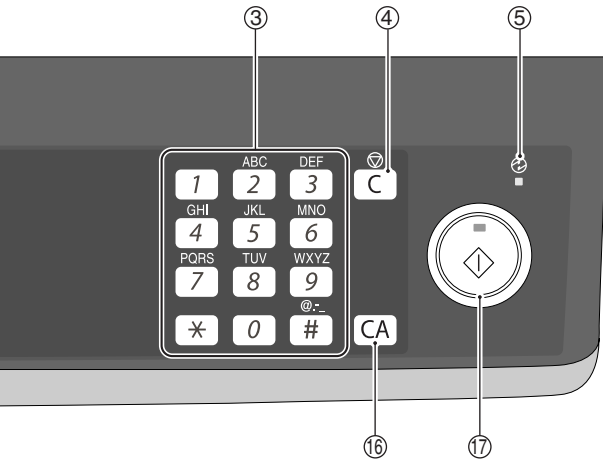
- | | |
|----------------------------------|-------------------------------|
| ① Document glass | ⑩ Paper output tray extension |
| ② Operation panel | ⑪ Power switch |
| ③ Front cover | ⑫ Handles |
| ④ Paper trays | ⑬ Power cord |
| ⑤ Side cover | ⑭ Fusing unit release lever |
| ⑥ Side cover open button | ⑮ Transfer charger |
| ⑦ Bypass tray paper guides | ⑯ Charger cleaner |
| ⑧ Original output tray extension | ⑰ Paper holder arm |
| ⑨ Paper output tray | |

Operation panel



Keys for fax function (See the Operation Manual for facsimile.)

- ① **[MODE SELECT] key / Mode indicators**
Press this key to select the mode. The indicator of the selected mode lights (copy, printer, scanner, fax mode indicators).
- ② **Display**
This shows messages indicating the machine status and any problems that occur, as well as user programs and function setting menus.
- ③ **Numeric keys**
Use these to enter the number of copies and other numerical settings. The keys can also be used to select items in function setting menus.
- ④ **[CLEAR] key (C)**
Use this to clear the set number of copies, as well as cancel a job that is in progress. When a setting menu appears, use this key to move back to the previous menu level.
- ⑤ **Power save indicator**
This lights up when the power save function is activated.
- ⑥ **RSPF indicator**
This lights up when an original is placed in the RSPF.
- ⑦ **Error indicator**
This lights steadily or blinks when a paper misfeed or other error occurs.
- ⑧ **[TRAY SELECT] key ()**
Use to select the paper tray that has the desired paper for copying.
- ⑨ **Tray location indicator**
Indicates the selected paper tray. The indicator blinks when the tray is out of paper during operation or is not closed properly.
- ⑩ **[MENU] key**
Press this key to select the paper size for copying, to configure a user program or to display the total count.
- ⑪ **[2-SIDED] key**
Press to select the automatic two-sided copying mode.
- ⑫ **[E-SORT/SP.FUN] key**
Press to select the sort function, 2 IN 1 copy function, or margin shift function.
- ⑬ **[◀] key (◁), [▶] key (▷), [ENTER] key**
Press the [◀] key (◁) or [▶] key (▷) to select an item in a function setting menu. Press the [ENTER] key to enter a selection.
- ⑭ **[EXPOSURE] key**
Use to switch from auto exposure adjustment to text mode or photo mode.



⑮ [COPY RATIO] key

Press to select an enlargement or reduction ratio.

To select a preset ratio setting, press the [COPY RATIO] key and select the desired preset ratio. To select a ratio that is not preset, press the [COPY RATIO] key, select the preset ratio that is closest to the desired ratio, and then press the [◀] key (◁) or [▶] key (▷) to increase or decrease the ratio in increments of 1%.

⑯ [CLEAR ALL] key (CA)

This returns all functions to the default settings. When pressed in a setting menu, this returns the settings and display to the initial state.

⑰ [START] key (●) / Ready indicator

The ready indicator lights up when copying or scanning is possible.

To begin copying, press the [START] key (●).

The [START] key (●) is also pressed to return to normal operation from auto power shut-off mode.

⑮ Shows the current copy ratio.

⑯ Shows the selected paper size.

⑰ Shows the number of copies that has been entered with the numeric keys.

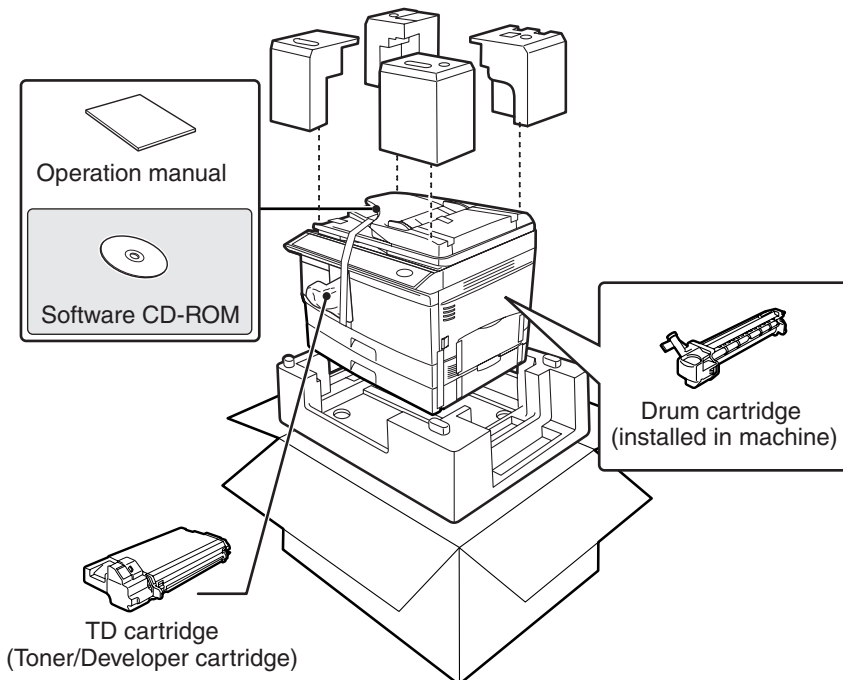
⑱ A checkmark "✓" appears when the exposure has been changed, or when two-sided copying, sort, 2 IN 1, or margin shift is selected.

CHECKING PACKED COMPONENTS AND ACCESSORIES

Open the carton and check if the following components and accessories are included. If anything is missing or damaged, contact our Technical Assistance Department at 1-(630)378-3590 in the USA.

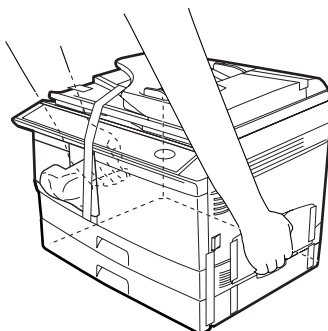


If the machine does not function properly during setup or use, or if a function cannot be used, see "TROUBLESHOOTING AND MAINTENANCE" (p.69).

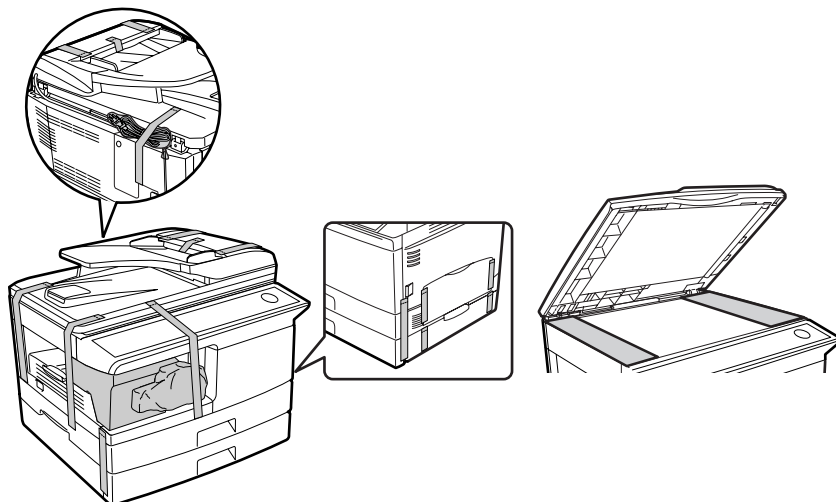


PREPARING THE MACHINE FOR INSTALLATION

- 1** Be sure to hold the handles on both sides of the machine to unpack the machine and carry it to the installation location.

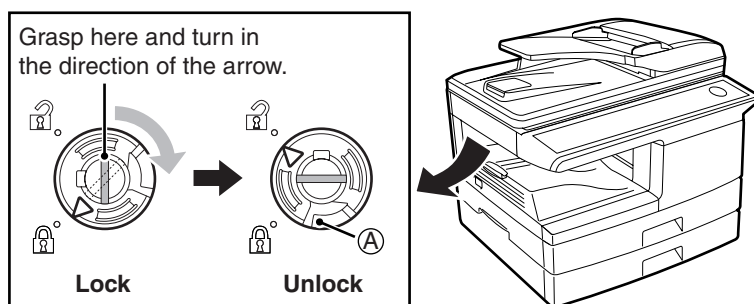


- 2** Remove all pieces of tape shown in the illustration below and then open the RSPF and remove protective materials. Take out the bag containing the TD (Toner/Developer) cartridge.



- 3** Release the scan head locking switch.

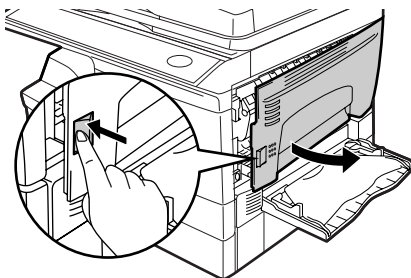
The scan head locking switch is under the document glass. If the switch is locked (🔒), the machine will not operate. Unlock the switch (🔓) as shown below.



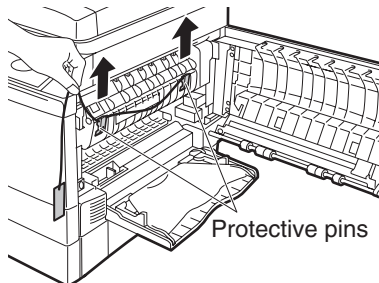
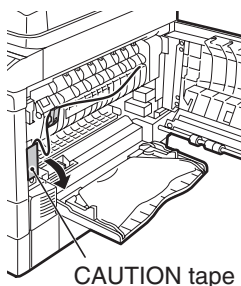
To lock the scan head locking switch, hold up the catch in illustration ① and turn the center knob counter-clockwise 90 degrees until you hear a click.

INSTALLING THE TD (TONER/DEVELOPER) CARTRIDGE

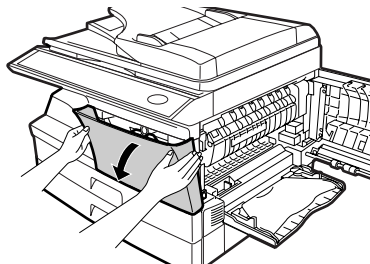
- 1** Open the bypass tray, and then open the side cover.



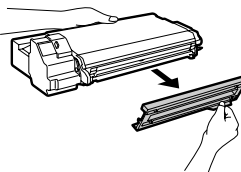
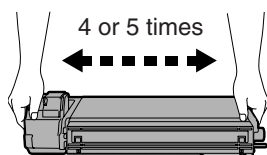
- 2** Remove the CAUTION tape from the front cover and remove the two protective pins from the fusing machine by pulling the strings upward one at a time.



- 3** Press gently on both sides of the front cover to open the cover.

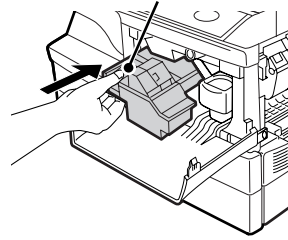


- 4** Remove the TD (Toner/Developer) cartridge from the bag. Remove the protective paper. Hold the cartridge on both sides and shake it horizontally four or five times. Hold the tab of the protective cover and pull the tab to your side to remove the cover.



- 5** While pushing the lock release button, gently insert the TD (Toner/Developer) cartridge until it locks into place.

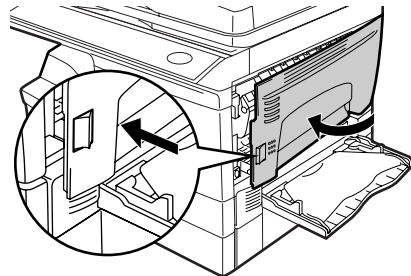
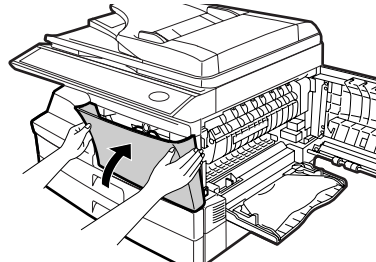
Lock release button



- 6** Close the front cover and then the side cover by pressing the round projections near the side cover open button.



Note When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.



- 7** Ensure that the power switch of the machine is in the OFF position. Plug the other end of the power cord into the nearest outlet.

POWER ON AND OFF

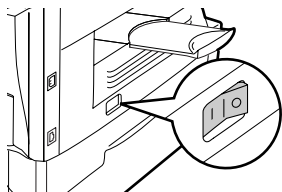
The power switch is located on the left side of the machine.



Warning If you use the machine in a country other than the country where the machine was purchased, you will need to make sure that your local power supply is compatible with your model. If you plug the machine into an incompatible power supply, irreparable damage to the machine will result.

Power on

Turn the power switch to the "ON" position.



The ready indicator will light up and other indicators which show the initial settings of the display will also light up to indicate the ready condition. For the initial settings, see "Initial settings" (below).

You can select copy settings and press the [START] key (⊙) after the power switch is turned on. Copying will start automatically.



Caution Only insert the power cord into a properly grounded wall socket. Do not use extension cords or power strips.

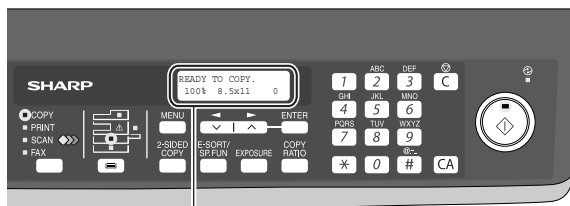
Language setting

The first time the power is turned on after shipment from the factory, a message will appear in English in the display prompting you to select the language. Select the language with the [◀] key (◀) or [▶] key (▶) and then press the [ENTER] key. The language can also be changed in the user programs (p.65).

Initial settings

The machine reverts to the initial settings when it is first turned on, when the [CLEAR ALL] key (CA) is pressed, or when no keys are pressed for the preset "AUTO CLEAR" time following the end of a copy job. When the machine reverts to the initial settings, all settings and functions selected to that point are canceled. The "AUTO CLEAR" can be changed in the user programs. (p.62)

When in the copy mode



The main screen of copy mode appears.

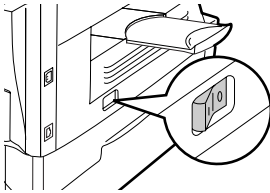
Copy ratio: 100%, **Exposure:** Automatic
Copy quantity: 0, **All special copier modes:** Off

Scanning unit (scan head)

When the machine is able to copy or scan (the ready indicator is on), the scanning unit is lit.

Power off

Make sure that the machine is not in operation and then turn the power switch to the "OFF" position.



If the power switch is turned off while the machine is in operation, a misfeed may occur and the job that was in progress will be canceled.

In cases where the machine will not be used for a long time, turn off the power switch and remove the power cord from the outlet.

Check the following to make sure the machine is not in operation:

- The ready indicator is lit. (Initial state)
- The power save indicator is lit. (preheat mode or auto power shut-off mode)

Power save modes

The machine has two power save modes to reduce overall power consumption and thereby reduce the cost of operation. In addition, these modes conserve natural resources and help reduce environmental pollution. The two power save modes are preheat mode and auto power shut-off mode.

Preheat mode

This function automatically switches the machine to a low power consumption state if the set duration of time elapses without the machine being used when the power is on. In this mode, the power save indicator lights up. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, a print job is received.

Auto power shut-off mode

This function automatically switches the machine to a state that consumes even less power than preheat mode if the set duration of time elapses without the machine being used when the power is on. The power save indicator lights up, the display shows a message indicating that the machine is in auto power shut-off mode. To resume normal operation, press the [START] key (⏻). Normal operation also resumes automatically when a print job is received or scanning is begun from a computer. While in auto power shut-off mode, no keys (except the [START] key (⏻)) can be used.



The preheat activation time and the auto power shut-off time can be changed with "PREHEAT MODE" and "AUTO SHUT-OFF TIME" in the user programs. It is suggested that you set times that are appropriate for your usage of the machine. (p.62 and p.63)

The tray location indicator will blink when there is no paper in the selected paper tray, or when the selected paper tray is not closed or is improperly closed.

PAPER

For best results, use only SHARP recommended paper.

Paper tray type	Paper type	Size	Weight	Capacity
Paper tray	Standard paper Recycled paper	5-1/2" x 8-1/2" (Invoice) 8-1/2" x 11" (Letter) 8-1/2" x 13" (Foolscap) 8-1/2" x 14" (Legal)	15 lbs. to 21 lbs. (56 g/m ² to 80 g/m ²)	250 sheets * ¹ (The paper should not exceed the line on the tray)
Bypass tray	Standard paper Recycled paper	3-1/2" x 5-1/2" to 8-1/2" x 14"	15 lbs. to 21 lbs. (56 g/m ² to 80 g/m ²)	50 sheets * ¹
	Thick paper		15 lbs. to 34.5 lbs. (56 g/m ² to 128 g/m ²)* ³	Load one sheet at a time in the bypass tray.
	Transparency film/Labels			
	Envelopes * ²	Monarch (3-7/8" x 7-1/2") Commercial 9 (3-7/8" x 8-7/8") Commercial 10 (4-1/8" x 9-1/2")		

*¹ The number of sheets of paper that can be loaded varies depending on the weight of the paper.

*² Do not use non-standard envelopes or envelopes that have metal clasps, plastic snappers, strings, windows, linings, self-adhesive strips, patches or synthetic materials. Do not use envelopes that are filled with air or envelopes that have labels or stamps attached. These will damage the machine.

*³ When using paper heavier than 28 lbs. (104 g/m²), use paper that is 8-1/2" x 11" or smaller.

Special papers

Follow these guidelines when using special papers.

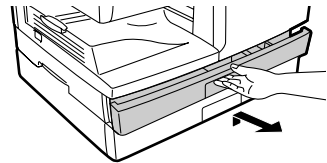
- Use SHARP recommended transparency film and label sheets. Using other than SHARP recommended paper may result in misfeeds or smudges on the output. If other than SHARP recommended media must be used, feed each sheet one at a time using the bypass tray (do not attempt continuous copying or printing).
- There are many varieties of special paper available on the market, and some cannot be used with this machine. Before using special paper, contact a SHARP service center.
- Before using other than SHARP recommended paper, make a test copy to see if the paper is suitable.

LOADING THE PAPER TRAY

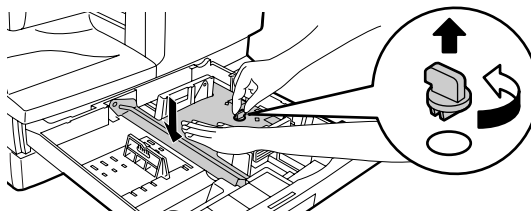


Make sure that the paper is not torn, is free of dust, and has no wrinkles or curled edges.

- 1** Raise the handle of the paper tray and pull the paper tray out until it stops.

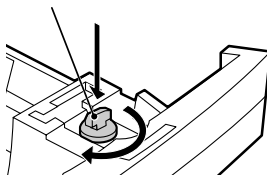


- 2** Remove the pressure plate lock. Rotate the pressure plate lock in the direction of the arrow to remove it while pressing down the pressure plate of the paper tray.




- 3** Store the pressure plate lock which has been removed in step 2. To store the pressure plate lock, rotate the lock to secure it as shown below.

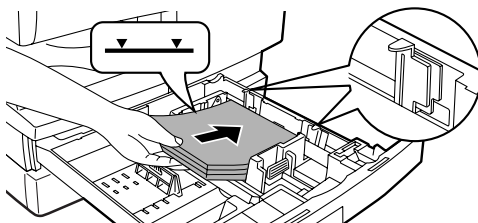
Pressure plate lock



- 4** Fan the paper and insert it into the tray. Make sure that the edges go under the corner hooks.



- Do not load paper above the maximum height line (). Exceeding the line will cause a paper misfeed.
- If the paper is not fanned, double-feeds or misfeeds may occur.
- Make sure the stack of paper is straight before loading it. When adding paper, take the remaining paper out and combine it into a single stack with the new paper.
- Make sure that all the paper in the stack is the same size and type.
- When loading paper, ensure that there is no space between the paper and the guide, and make sure that the guide is not set too narrow and causes the paper to bend. Incorrect loading will cause the paper to skew or misfeed.



- 5** Gently push the paper tray back into the machine.



- If you loaded a paper size that is different from the previously loaded paper size, change the paper size setting as explained in "CHANGING A TRAY'S PAPER SIZE SETTING" (p.23)
- When not using the machine for an extended period, remove all paper from the paper tray and store it in a dry place. If paper is left in the machine for an extended period, the paper will absorb moisture from the air, resulting in paper jams.

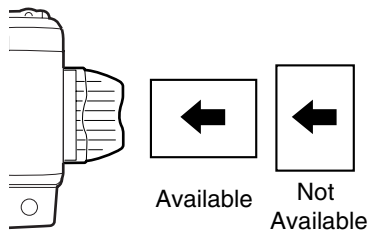
BYPASS FEED (including special paper)

The bypass tray can be used to feed standard paper, transparency film, labels, envelopes, and other special purpose paper.

Important points when inserting paper in the bypass tray

Up to 50 sheets of standard copy paper can be inserted in the bypass tray. (Capacity will vary depending on the type of paper loaded.)

Be sure to place envelopes horizontally as shown in the following diagram.



- When loading envelopes, make sure that they are straight and flat and do not have loosely glued construction flaps (not the closure flap).
- Special papers such as SHARP recommended transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray.
- When adding paper, first remove any paper remaining in the tray, combine it with the paper to be added and then reload as a single stack. The paper to be added must be the same size and type as the paper already in the tray.
- Do not use paper that is smaller than the original. This may cause smudges or unclear images.
- Do not use paper that has already been printed on by a laser printer or plain paper fax machine. This may cause smudges or unclear images.

Envelopes

Do not use the following envelopes, as misfeeds will occur.

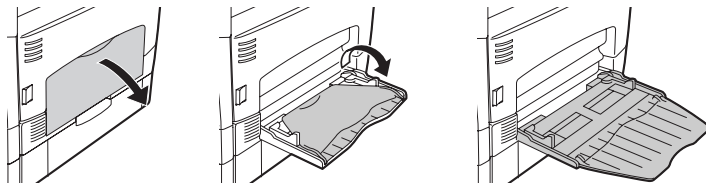
- Envelopes with metal tabs, clasps, strings, holes, or windows.
- Envelopes with rough fibers, carbon paper, or glossy surfaces.
- Envelopes with two or more flaps.
- Envelopes with tape, film, or paper attached to the flap.
- Envelopes with a fold in the flap.
- Envelopes with glue on the flap to be moistened for sealing.
- Envelopes with labels or stamps.
- Envelopes that are slightly inflated with air.
- Envelopes with glue protruding from the seal area.
- Envelopes with part of the seal area peeled off.
- Be sure to select com9, com10 or Monarch in the paper size setting of the printer driver. (For detailed information on the printer driver, refer to the online manual.)

Loading paper in the bypass tray

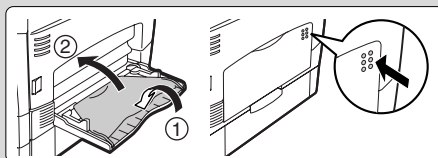


- Paper must be fed narrow side first into the feed slot.
- Special papers such as transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray.
- When copying onto transparency film, remove each copy promptly. Do not let copies stack up.

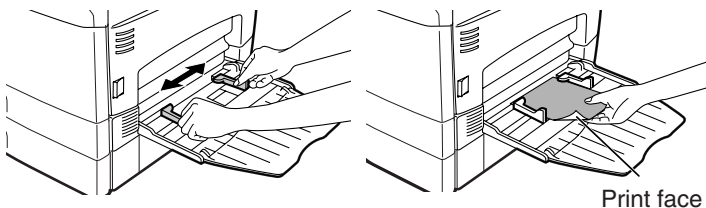
1 Open the bypass tray and extend the tray.



To close the bypass tray, perform step ① and then step ② in the illustration and push the round projections at the right of the tray until they click.



2 Set the bypass tray paper guides to the paper width. Insert the paper (print face down) all the way into the bypass tray.



3 Press the [TRAY SELECT] key () to select the bypass tray.

Note for loading thick paper

Confirm that user program 29 is set to "2 (HEAVY PAPER)" when using thick paper. (See page 65.)

CHANGING A TRAY'S PAPER SIZE SETTING

Follow these steps to change a tray's paper size setting.

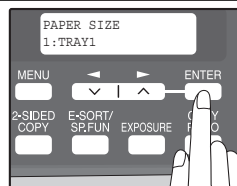


Note

- The paper size setting cannot be changed when the machine has stopped temporarily due to running out of paper or a misfeed.
- During printing (even in copy mode), the paper size setting cannot be changed.

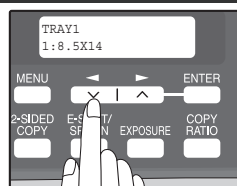
1 Press the [MENU] key.
Press the [◀] key (▼) or [▶] key (▲) until "PAPER SIZE" appears, and then press the [ENTER] key.

2 Press the [◀] key (▼) or [▶] key (▲) to select the tray, and then press the [ENTER] key.



3 Press the [◀] key (▼) or [▶] key (▲) to select the paper size, and then press the [ENTER] key.

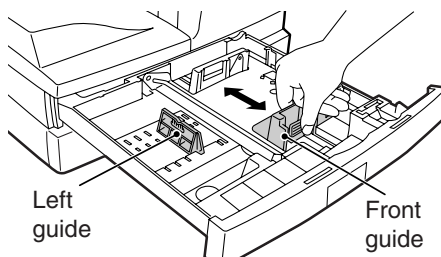
The paper size changes as follows each time the [◀] key (▼) or [▶] key (▲) is pressed:
"8.5x14" → "8.5x13" → "8.5x11" → "5.5x8.5"
→ "A4" → "B5" → "A5".



Note

When you have finished configuring the tray's paper size setting, press the [MENU] key.

4 Squeeze the lock lever of the front guide and slide the front guide to match the width of the paper, and move the left guide to the appropriate slot as marked on the tray.



- The front guide is a slide-type guide. Grasp the locking knob on the guide and slide the guide to the indicator line of the paper to be loaded.
- The left guide is an insert-type guide. Remove it and then insert it at the indicator line of the paper to be loaded.

This chapter explains basic copying functions.

NORMAL COPYING

Using the document glass



Note

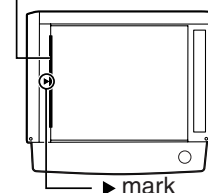
- The document glass can scan up to 8-1/2" x 14" original.
- When a copy is made, the edges will not be copied (image loss). For the image loss, see the "SPECIFICATIONS" (p.91).

1 Open the RSPF, and place the original face down on the document glass.

[How to place the original]

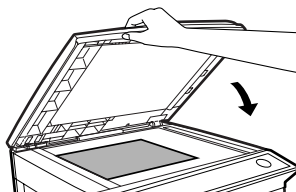
Align the original with the original scale and the centering (▶) mark.

Original scale



2 Gently close the RSPF.

By factory default, when a copy is made with the RSPF cover open, the function for preventing excessive toner use activates and "CHECK ORIGINAL" appears in the display. (See the "Check RSPF open function" (p.25).)



3 Select the number of copies and any other copy settings, and then press the [START] key (●).

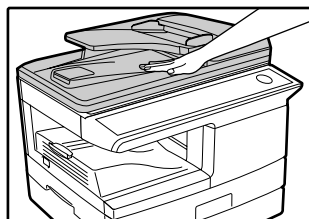


Note

- To stop copying in the middle of a run, press the [CLEAR] key (□).
- For the copy settings, see pages 27 through 39.

Copying books or originals with folds or creases

Press down on the RSPF while copying as shown. If the RSPF is not completely closed, shadows may appear on the copy or it may be fuzzy. Straighten originals that have folds or creases before placing it on the document glass.



Check RSPF open function

When enabled in program number 24 (p.65), this function may help prevent wasteful use of toner that occurs when the RSPF cover is not completely closed.

If the start (⏻) key is pressed when the RSPF cover is not completely closed, "CHECK ORIGINAL" will appear in the display and copying may not take place. If copying does not take place, copying can be performed by pressing the start (⏻) key again, however, the scan size set in "CHANGING A TRAY'S PAPER SIZE SETTING" (p.23) or "VALID COPY WIDTH" (program number 25) (p.65) will be used.

If the RSPF cover is completely closed after "CHECK ORIGINAL" appears, copying will take place at the normal size.



When this function is off, if the [Start] key (⏻) is pressed to make a copy with the RSPF cover open, parts outside of the original will be copied black. Even when this function is on, if the [Start] key (⏻) is pressed twice to make a copy with the RSPF cover open, parts outside the original may be copied black. To prevent excessive use of toner, make sure that the RSPF cover is closed when making a copy.

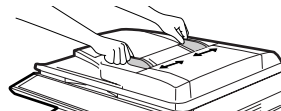
Using the RSPF



- Originals that are 5-1/2" x 8-1/2" to 8-1/2" x 14" and 15 lbs. to 24 lbs. (56 g/m² to 90 g/m²) can be used. A maximum of 50 pages can be placed at once.
- Straighten curled originals before placing them in the document feeder tray. Curled originals may cause misfeeds.
- Place originals horizontally.
- Before placing originals in the document feeder tray, be sure to remove any staples or paper clips from them.
- When a copy is made, the edges will not be copied (image loss). For the image loss, see the "SPECIFICATIONS" (p.91).
- When using the margin shift function, check the position of the margins carefully. (p.38)

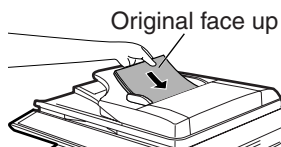
1 Make sure that an original has not been left on the document glass.

2 Adjust the original guides to the size of the originals.



3 Place the original(s) face up in the document feeder tray without trying to force them in.

The RSPF indicator on the operation panel will light up. If this indicator does not light up, the originals are not properly set or the RSPF is not properly closed.



4 Select the number of copies and any other copy settings, and then press the [START] key (⏻).



- The default output mode for copying from the RSPF is sort mode (P.33), and a checkmark "✓" will automatically appear in the display (P.11). If "SORT AUTO SELECT" is disabled in the user programs, the default output mode will be non-sort mode. (P.65)
- To stop copying in the middle of a run, press the [CLEAR] key (⏻).
- For the copy settings, see pages 27 through 39.

MAKING COPIES

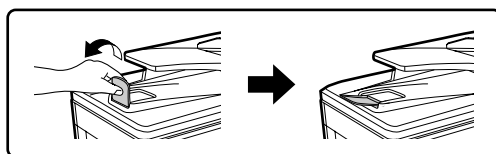
Originals that cannot be used in the RSPF

The following originals cannot be used. These may cause misfeeds or smudging and unclear images.

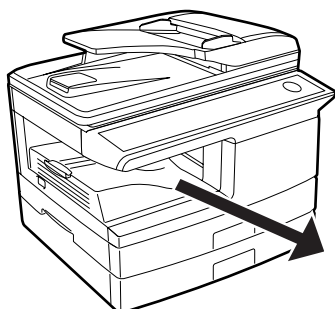
- Transparencies, tracing paper, other transparent or translucent paper, and photographs.
- Carbon paper, thermal paper.
- Originals that are creased, folded, or torn.
- Glued originals, cut-out originals.
- Originals with binder holes.
- Originals printed using an ink ribbon (thermal transfer printing), originals on thermal transfer paper.

Original output tray extension

When placing an original larger than 8-1/2" x 11" size, pull out the original output tray extension of the RSPF.



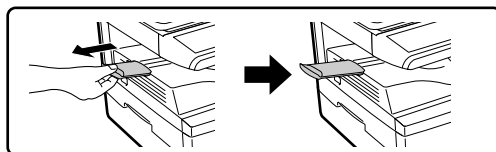
Capacity of paper output tray



The paper output tray can hold a maximum of 200 pages. If more than 200 pages are allowed to accumulate, a paper jam may occur.

Paper output tray extension

When copying onto paper larger than 8-1/2" x 11" size, pull out the paper output tray extension.



Paper holder arm

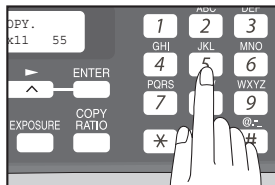
The paper output tray has a paper holder arm. The paper holder arm presses gently on the output paper to stack it (p.9).



After removing paper, if you need to return the paper to the paper output tray, lift up the paper holder arm and place the paper under the arm.

Setting the number of copies

Press the numeric keys to set the number of copies.



- The set number of copies appears in the display. A maximum of 99 copies can be set.
- If you wish to make only a single copy, copying is possible with the display showing "0".



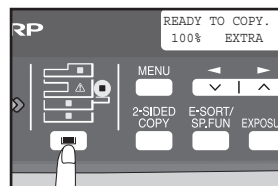
If you enter the wrong number, press the [CLEAR] key (C) and enter the correct number.

3

SELECTING THE TRAY

Press the [TRAY SELECT] key (T).

Each time, you press the [TRAY SELECT] key (T), the location indicated by the tray location indicator changes in the following order : paper tray→lower paper tray→bypass tray.



The tray location indicator will blink when there is no paper in the paper tray during operations, or when the tray is not closed or is improperly closed.

MAKING A COPY DARKER OR LIGHTER

Automatic exposure adjustment is initially enabled. This function automatically adjusts the copy image according to the original being copied. If you wish to select the exposure level yourself, follow the steps below. (Select from 2 original types and 5 exposure levels for each original type.) The exposure level used in automatic exposure adjustment can also be changed with "AE LEVEL ADJUST" in the user programs (p.65).

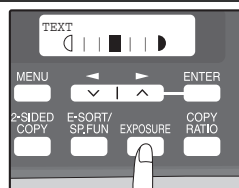
Original types

- **AUTO** Automatic exposure adjustment is enabled and the exposure is automatically adjusted according to the original being copied. The exposure is lowered for colored areas and background shadows.
- **TEXT** The exposure is raised for light areas and lowered for dark backgrounds to make text easier to read.
- **PHOTO** ... Halftones in the photo are reproduced with greater clarity.

1 Place the original(s).

2 Press the [EXPOSURE] key to select the original type.

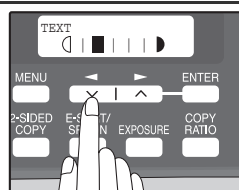
The original image type changes as follows each time the [EXPOSURE] key is pressed: "AUTO" → "TEXT" → "PHOTO".



To return to auto exposure adjustment, press the [EXPOSURE] key until "AUTO" appears.

3 If needed, adjust the exposure level for TEXT or PHOTO.

For a darker image, press the [▶] key (▢). For a lighter image, press the [◀] key (▢).



4 Press the [ENTER] key.

5 Select the number of copies and any other copy settings, and then press the [START] key (●).



Exposure value guidelines (When in "TEXT" setting)



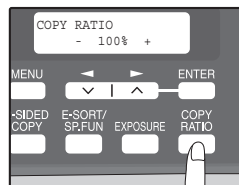
Colored text or text written in pencil
Normal originals
Dark originals like newspapers

REDUCTION/ENLARGEMENT/ZOOM

Copies can be reduced down to 25% or enlarged up to 400%. (When the RSPF is being used, the zoom copy ratio range is 50% to 200%.) The [COPY RATIO] key can be pressed to quickly select a ratio from among eight preset ratios. In addition, the [◀] key (▼) and [▶] key (▲) can be pressed to select the ratio in increments of 1%.

1 Place the original(s) and check the paper size.

2 Press the [COPY RATIO] key.

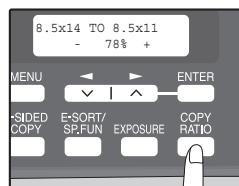


3 Press the [COPY RATIO] key and/or [◀] key (▼) or [▶] key (▲) to select the desired copy ratio and then press the [ENTER] key.

Selecting a preset ratio

The preset ratios change as follows each time the [COPY RATIO] key is pressed:

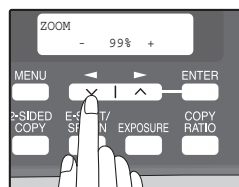
"100%" → "78%" → "64%" → "50%" → "25%" →
"400%" → "200%" → "129%"



Fine adjustment of the ratio

The ratio can be adjusted from 25% to 400% in increments of 1%.

Use the [◀] key (▼) or the [▶] key (▲) for fine adjustment.



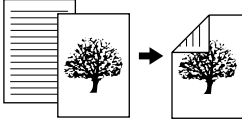
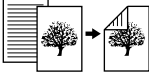
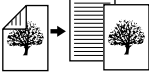
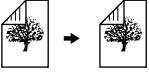
- To return the ratio to 100%, press the [COPY RATIO] key until 100% appears.
- Press the [COPY RATIO] key to set the approximate ratio, then press the [◀] key (▼) or [▶] key (▲).
- To decrease or increase the zoom ratio rapidly, hold down the [◀] key (▼) or [▶] key (▲).
The ratio will stop changing at each of the preset ratios. To continue changing the ratio, release the key and then hold it down again.

4 Select the number of copies and any other copy settings, and then press the [START] key (⏻).

The copy will be delivered to the paper output tray.

AUTOMATIC TWO-SIDED COPYING

Two originals can be automatically copied onto both sides of a single sheet of paper. When the RSPF is used, two-sided copies of two-sided originals can easily be made.

	Original → Paper			Usable paper
Document glass	One-sided original → Two sides 			5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 13", 8-1/2" x 14" • The bypass tray cannot be used.
RSPF	One-sided original → Two sides 	Two-sided original → One side 	Two-sided original → Two sides 	5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 13", 8-1/2" x 14" • Special paper cannot be used. • The bypass tray can only be used when making one-sided copies from two-sided originals.

When performing automatic two-sided copying of one-sided originals, the orientation of the copied image can be selected according to the binding position of the paper.

SHORT EDGE: Select when binding the paper at the short edge.



(Paper orientation: Landscape) (Paper orientation: Portrait)

LONG EDGE: Select when binding the paper at the long edge.

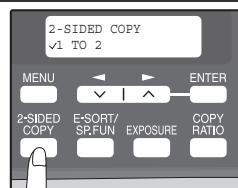


(Paper orientation: Landscape) (Paper orientation: Portrait)

Using the document glass

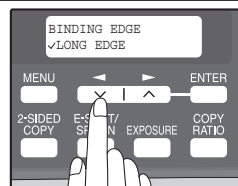
1 Place the original that you wish to copy onto the front side of the paper on the document glass and close the RSPF.

2 Press the [2-SIDED COPY] key until "1 TO 2" appears, and then press the [ENTER] key.



3 Press the [◀] key (◀) or [▶] key (▶) to select the binding edge and then press the [ENTER] key.

Select "LONG EDGE" or "SHORT EDGE".
The "LONG EDGE" and "SHORT EDGE" are shown in the illustration on the preceding page.



4 Select the number of copies and any other settings, and then press the [START] key (⊙).

"[START] : NEXT SCAN [#] : START PRINT" appears and the original is scanned into memory.

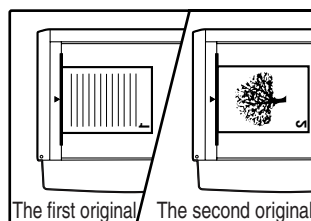
To immediately print the scanned image, press the [⊞] key.

5 Replace the original with the next original and close the RSPF, and then press the [START] key (⊙).

Repeat step 5 until all originals have been scanned.

Copies will be output each time two originals have been scanned.

When the number of original pages is odd and "[START] : NEXT SCAN [#] : START PRINT" appears, press the [⊞] key after all pages have been scanned.



Note

- If you need to clear the data scanned into memory, press the [CLEAR] key (⏻). When the [CLEAR] key (⏻) is pressed, the number of copies setting is also cleared.
- To cancel automatic two-sided copying, press the [CLEAR ALL] key (⏻) or press the [2-SIDED COPY] key, select the "1 TO 1", and then press the [ENTER] key.
- If the special function sort mode was selected in step 4, copying will not begin until the [⊞] key is pressed.

Using the RSPF

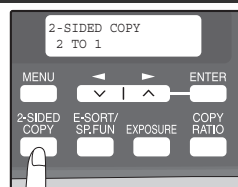
1 Place the original(s) in the RSPF. (p.25)

If you place an odd number of originals for one-sided to two-sided copying, the last page will be one-sided.

2 Press the [2-SIDED COPY] key and select the two-sided copy mode that you wish to use.

The mode changes as follows each time you press the [2-SIDED COPY] key:

"1 TO 1" → "1 TO 2" → "2 TO 2" → "2 TO 1"



- "1 TO 2": Two-sided copies from one-sided originals
- "2 TO 2": Two-sided copies from two-sided originals
- "2 TO 1": One-sided copies from two-sided originals

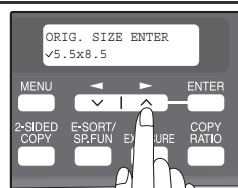
3 Press the [ENTER] key.

If you selected "1 TO 2" in step 2, select "LONG EDGE" or "SHORT EDGE" and press the [ENTER] key. LONG EDGE and SHORT EDGE are shown in the illustration on page 30.

4 If you selected "2 TO 1" or "2 TO 2", press the [◀] key () or [▶] key () to select the original size and then press the [ENTER] key.

The following original sizes can be selected:

"8.5x14", "8.5x13", "8.5x11", "5.5x8.5", "A4", "B5", "A5"



5 Select the number of copies and any other settings, and then press the [START] key ().

The copy will be delivered to the paper output tray.



Note

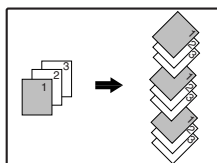
To cancel automatic two-sided copying, press the [CLEAR ALL] key ([CA]) or press the [2-SIDED COPY] key, select the "1 TO 1", and then press the [ENTER] key.

SORT COPY

Copies of multiple original pages can be sorted into sets.



The number of pages that can be scanned varies depending on the original type (photo, text, etc.) and the amount of memory allocated to the printer. The amount of memory allocated to the printer can be changed with "MEM. FOR PRINTER" in the user programs. (p.64)

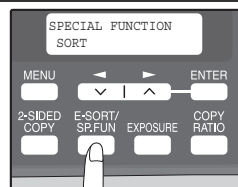


Sort copy

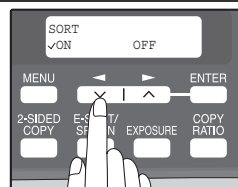
Using the document glass

1 Place the first original. (p.24)

2 Press the [E-SORT/SP.FUN] key until "SORT" appears and then press the [ENTER] key.



3 Press the [◀] key () to move "✓" to the "ON" position and then press the [ENTER] key.



4 Select the number of copies and any other settings, and then press the [START] key ().

"[START] : NEXT SCAN [#] : START PRINT" appears and the original is scanned into memory.

5 Replace the original with the next original, and then press the [START] key ().

Repeat step 5 until all originals have been scanned into memory.



To clear the data in memory, press the [CLEAR] key (). When the [CLEAR] key () is pressed, the number of copies setting is also cleared.

6 When all originals have been scanned, press the [#] key.

The copies are delivered to the paper output tray.



- To cancel the sort copy job, press the [CLEAR] key ().
- To cancel sort copy mode, press the [CLEAR ALL] key ().

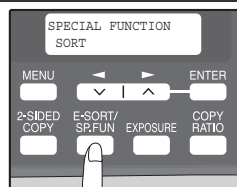
Using the RSPF

1 Place the originals. (p.25)

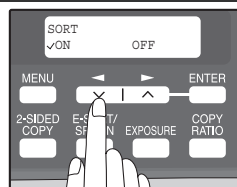


- If "SORT AUTO SELECT" is enabled in the user programs, the default output mode for copying from the RSPF is sort mode (p.65). In this case go directly to step 4. A checkmark "✓" will automatically appear in the display (p.11).
- If "SORT AUTO SELECT" is disabled, the default output mode will be non-sort mode. Follow the steps below to select sort mode.

2 Press the [E-SORT/SP.FUN] key until "SORT" appears and then press the [ENTER] key.



3 Press the [◀] key (◻) to move "✓" to the "ON" position and then the [ENTER] key.



4 Select the number of copies and any other settings, and then press the [START] key (⊙).

The copies are delivered to the paper output tray.



- To cancel the sort copy job, press the [CLEAR] key (⊞).
- To cancel sort copy mode, press the [CLEAR ALL] key (⊞A).

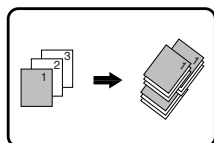
If the memory becomes full

- If the memory becomes full while scanning the originals, "MEMORY FULL, PRESS START TO RESUME" will appear in the display, and the machine will stop copying.
- To copy the originals that have been scanned up to that point, press the [START] key (⊙).
- To clear the data that has been scanned into memory, press the [CLEAR ALL] key (⊞A) or the [CLEAR] key (⊞).

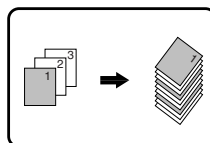
Offset function during sort copy

The offset function shifts the position of each set of copies in the paper output tray for easy separation.

The offset function can be changed with "OFFSET FUNCTION" in the user programs. (p.63)



Offset function

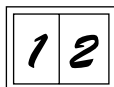


When offset function is disabled

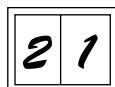
COPYING MULTIPLE ORIGINALS ONTO A SINGLE SHEET OF PAPER (2 IN 1 copy)

Multiple originals can be copied onto a single sheet of paper in a selected layout pattern.

This function is convenient for compiling multi-page reference materials into a compact format, or for providing an overview of all pages of a document on a single page.



Pattern 1



Pattern 2



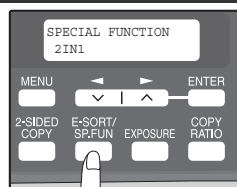
- An appropriate ratio setting will be automatically selected based on the size of the originals, the size of the paper. When using the document glass, reduction is possible to 25%. When using the RSPF, reduction is possible to 50%. Certain combinations of original size and paper size may result in images being cut off.
- 2 IN 1 copying cannot be used in combination with the margin shift copying.
- The 2 IN 1 layout pattern can be changed with "LAYOUT IN 2IN1" in the user programs (p.63).
- The bypass tray cannot be used for 2 IN 1 copying.

4

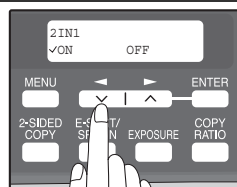
Using the document glass

1 Place the first original. (p.24)

2 Press the [E-SORT/SP.FUN] key until "2IN1" appears and then press the [ENTER] key.

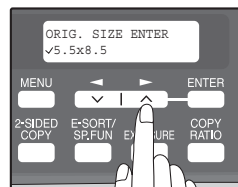


3 Press the [◀] key (◻) to move "✓" to the "ON" position and then press the [ENTER] key.



- 4** Press the [◀] key (◀) or [▶] key (▶) to select the original size and then press the [ENTER] key.

The following original sizes can be selected:
 "8.5x14", "8.5x13", "8.5x11", "5.5x8.5", "A4", "B5",
 "A5"



- 5** Select the number of copies and any other settings, and then press the [START] key (⊙).

"[START] : NEXT SCAN [#] : START PRINT" appears and the original is scanned into memory.

To immediately print the scanned image, press the [#] key.

- 6** Replace the original with the next original, and then press the [START] key (⊙).

Repeat step 6 until all originals have been scanned.

Copies will be output each time two originals have been scanned.

When the number of original pages is odd and "[START] : NEXT SCAN [#] : START PRINT" appears, press the [#] key after all pages have been scanned.

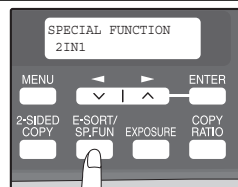


- To clear the data in memory, press the [CLEAR] key (C).
 When the [CLEAR] key (C) is pressed, the number of copies setting is also cleared.
- To cancel 2 IN 1 copying, press the [CLEAR] key (C).
- To cancel 2 IN 1 copy mode, press the [CLEAR ALL] key (CA).

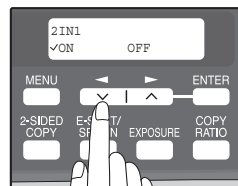
Using the RSPF

1 Place the originals. (p.25)

2 Press the [E-SORT/SP.FUN] key until "2IN1" appears and then press the [ENTER] key.

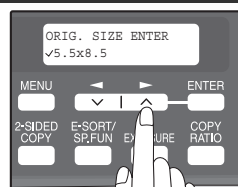


3 Press the [◀] key () to move "✓" to the "ON" position and then press the [ENTER] key.



4 Press the [◀] key () or [▶] key () to select the original size and then press the [ENTER] key.

The following original sizes can be selected:
"8.5x14", "8.5x13", "8.5x11", "5.5x8.5", "A4", "B5",
"A5"



5 Select the number of copies and any other settings, and press the [START] key ().

The copy is delivered to the paper output tray.



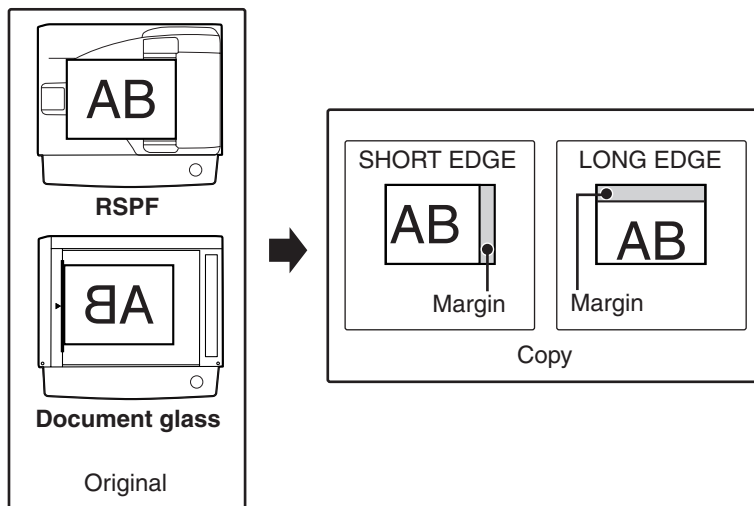
- To cancel 2 IN 1 copying, press the [CLEAR] key ().
- To cancel 2 IN 1 copy mode, press the [CLEAR ALL] key ().

CREATING MARGINS WHEN COPYING

(Margin shift)

The margin shift function is used to automatically shift the text or image or the copy paper approximately 1/2".

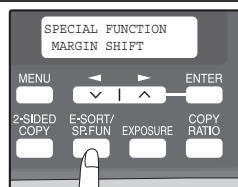
As shown below, LONG EDGE or SHORT EDGE can be selected.



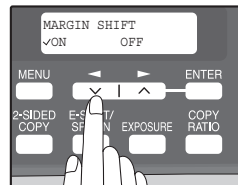
- This feature cannot be used with the 2 IN 1 feature.
- The margin width can be changed with "MARGIN WIDTH" in the user programs. (p.64)
- Note that a margin is created by shifting the image, and thus if the image is shifted too far, the edge of the image may be cut off.



1 Place the original(s).

2 Press the [E-SORT/SP.FUN] key until "MARGIN SHIFT" appears and then press the [ENTER] key.

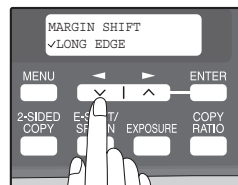



- 3** Press the [◀] key () to move "✓" to the "ON" position and then press the [ENTER] key.



- 4** Press the [◀] key () or [▶] key () to select the margin position and then press the [ENTER] key.



Select "LONG EDGE" or "SHORT EDGE".
For the margin position, see the previous page.



- 5** Select the number of copies and any other settings, and then press the [START] key ().

The copy is delivered to the paper output tray.



- To cancel margin shift copying, press the [CLEAR] key ().
- To cancel margin shift mode, press the [CLEAR ALL] key ().

This chapter explains how to install and configure the software that is required for the printer and scanner functions of the machine. The procedure for viewing the Online Manual is also explained.



- The explanations of screens and procedures in this manual are primarily for Windows Vista.
- This manual refers to the CD-ROM that accompanied the machine simply as "CD-ROM".

SOFTWARE

The CD-ROM that accompanies the machine contains the following software:

MFP driver

Printer driver

The printer driver enables you to use the printer function of the machine.

The printer driver includes the Print Status Window. This is a utility that monitors the machine and informs you of the printing status, the name of the document currently being printed, and error messages.

Please note that the Print Status Window does not operate when the machine is used as a network printer.

Scanner driver*

The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications.

Sharpdesk*

Sharpdesk is an integrated software environment that makes it easy to manage documents and image files, and launch applications.

Button Manager*

Button Manager allows you to use the scanner menus on the machine to scan a document.

* The scanning feature can only be used with computers that are connected to the machine by a USB cable. If you are connected to the machine by a LAN connection, only the printer function can be used.

BEFORE INSTALLATION

Hardware and software requirements

Check the following hardware and software requirements in order to install the software.

Computer type	IBM PC/AT or compatible computer equipped with a USB2.0 ^{*1} /1.1 ^{*2} or 10Base-T LAN interface
Operating system ^{*3} ^{*4}	Windows 2000 Professional ^{*5} , Windows XP ^{*5} , Windows Vista ^{*5}
Display	1024 x 768 dots resolution and 16-bit color or higher is recommended.
Hard disk free space	150 MB or more
Other hardware requirements	An environment on which any of the operating systems listed above can fully operate

^{*1} The machine's USB connector will transfer data at the speed specified by the USB 2.0 (Hi-Speed) only if the Microsoft USB 2.0 driver is installed in the computer.

^{*2} Compatible with Windows 2000 Professional, Windows XP or Windows Vista preinstalled model standardly equipped with a USB port.

^{*3} Printing is not available in MS-DOS mode.

^{*4} The machine does not support printing from a Macintosh environment.

^{*5} Administrator's rights are required to install the software using the installer.

Installation environment and usable software

The following table shows the drivers and software that can be installed for each version of Windows and interface connection method.

Cable	Operating system	Printer driver	Scanner driver	Button Manager	Sharpdesk
USB	Windows 2000/XP/Vista	Available [*]	Available		
LAN	Windows 2000/XP/Vista		Not Available		

^{*} The printer driver that is installed will vary depending on the type of connection between the machine and your computer.

INSTALLING THE SOFTWARE



Note

- If you need to use a different connection method after installing the software using a USB or network connection, you must first uninstall the software and then install it using the new connection method.
- The screen images in this manual are mainly for Windows XP. With other versions of Windows, some screen images may be different from those in this manual.
- In the following explanations it is assumed that the mouse is configured for right hand operation.
- The scanner function only works when using a USB cable.
- If an error message appears, follow the instructions on the screen to solve the problem. After the problem is solved, the installation procedure will continue. Depending on the problem, you may have to click the "Cancel" button to exit the installer. In this case, reinstall the software from the beginning after solving the problem.

Using the machine with a USB connection

1

The USB cable must not be connected to the machine. Make sure that the cable is not connected before proceeding.

If the cable is connected, a Plug and Play window will appear. If this happens, click the "Cancel" button to close the window and disconnect the cable.





Note

The cable will be connected in step 13.

2


Insert the CD-ROM into your computer's CD-ROM drive.

3

Click the "Start" button (), click "Computer", and then double-click the CD-ROM icon ().

- In Windows XP, click the "start" button, click "My Computer", and then double-click the CD-ROM icon.
- In Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon.

4

Double-click the "setup" icon ().

In Windows Vista, if a message screen appears asking you for confirmation, click "Allow".

5

The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the software license, and then click the "Yes" button.

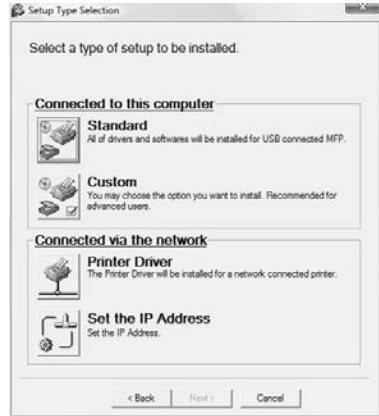


Note

You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

6 Read the "Readme First" in the "Welcome" window and then click the "Next" button.

7 To install all of the software, click the "Standard" button and go to step 12.
To install particular packages, click the "Custom" button and go to next step.



8 Click the "MFP Driver" button.

Click the "Display Readme" button to show information on packages that are selected.



9 The files required for installation of the MFP driver are copied. Follow the on-screen instructions.

When "The installation of the SHARP software is complete." appears, click the "OK" button.

Caution

- If you are using Windows Vista and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

10 You will return to the window of step 8. If you wish to install Button Manager or Sharpdesk, click the "Utility Software" button.

If you do not wish to install the Utility Software, click the "Close" button and go to step 12.



After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

Installing the Utility Software

11 Click the "Button Manager" or the "Sharpdesk" button.

Click the "Display Readme" button to show information on packages that are selected.
Follow the on-screen instructions.

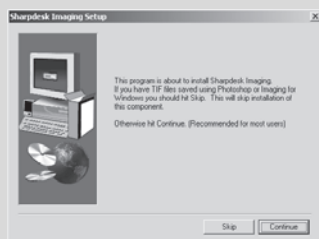


Caution

In Windows 2000, if the following screen appears, click the "Skip" button or the "Continue" button as appropriate to continue the Sharpdesk installation.

If "Skip" is selected, the Sharpdesk installation will continue without installing Sharpdesk Imaging.

If "Continue" is selected, Sharpdesk Imaging will be installed. If Imaging for Windows is installed on your computer, Sharpdesk Imaging will overwrite Imaging for Windows.



12 When installing is finished, click the "Close" button.



- If you are using Windows Vista and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

A message will appear instructing you to connect the machine to your computer. Click the "OK" button.



After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

13 Make sure that the power of the machine is turned on, and then connect the USB cable (p.46).

Windows will detect the machine and a Plug and Play screen will appear.

14 Follow the instructions in the plug and play window to install the driver.

Follow the on-screen instructions.



- If you are using Windows Vista and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

This completes the installation of the software.

- If you installed Button Manager, set up Button Manager as explained in "SETTING UP BUTTON MANAGER" (p.53).
- If you installed Sharpdesk, the Sharpdesk setup screen will appear. Follow the instructions in the screen to set up Sharpdesk.

Connecting a USB cable

Follow the procedure below to connect the machine to your computer.

A USB cable for connecting the machine to your computer is not included with the machine. Please purchase the appropriate cable for your computer.

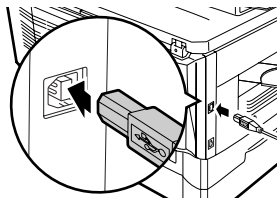


- USB is available with a PC/AT compatible computer that was originally equipped with USB and had Windows 2000 Professional, Windows XP or Windows Vista preinstalled.
- Do not connect the USB cable before installing the printer driver. The USB cable should be connected during installation of the printer driver.



- If the machine will be connected using a USB 2.0 port of your computer, please purchase a USB cable that supports USB 2.0.
- To obtain the fastest USB 2.0 data transfer speed, "USB2.0 MODE SWITCH" in the machine's user programs must be set to "HI-SPEED". For more information, see "USER PROGRAMS" (p.66).
- Use the machine's "HI-SPEED" mode only when using a computer that is running Windows 2000/XP/Vista.
- Even when the Microsoft USB 2.0 driver is used, it may not be possible to obtain full USB 2.0 speed if a PC card supporting USB 2.0 is used. To obtain the latest driver (which may enable a higher speed), contact the manufacturer of your PC card.
- Connection is also possible using a USB 1.1 port on your computer. However, the specifications will be USB 1.1 specifications (Full-Speed).

- 1** Insert the cable into the USB connector on the machine.



- 2** Insert the other end of the cable into your computer's USB port.

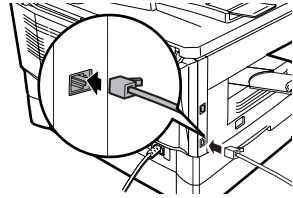
Using the machine as a network printer



- Interface cables for connecting the machine to your computer are not included with the machine. Please purchase the appropriate cable for your computer.
- If you intend to use the machine as a scanner, it must be connected to your computer with a USB interface cable. The scanner function cannot be used if the machine is connected with a LAN cable.

1 Insert the LAN cable into the LAN connector on the machine.

Use a network cable that is shielded.



2 Turn on the machine.

3 Insert the CD-ROM into your computer's CD-ROM drive.

4 Click the "Start" button (), click "Computer", and then double-click the CD-ROM icon ().

- In Windows XP, click the "start" button, click "My Computer", and then double-click the CD-ROM icon.
- In Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon.

5 Double-click the "setup" icon ().

In Windows Vista, if a message screen appears asking you for confirmation, click "Allow".

6 The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the software license, and then click the "Yes" button.



You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

7 Read the "Readme First" in the "Welcome" window and then click the "Next" button.



To set the IP address of the machine, follow the steps below. If the machine is already connected to the network and its IP address has been set, go to "LPR (TCP/IP) direct printing" (p.49).

INSTALLING THE SOFTWARE

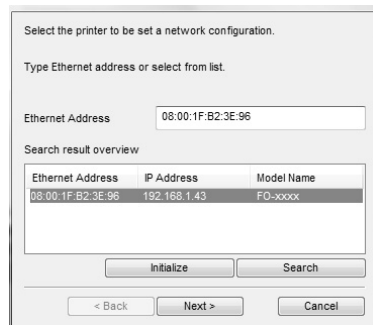
Set the IP Address

This setting is only required once when using the machine on a network.

- 8** Click the "Set the IP Address" button.



- 9** The printer or printers connected to the network will be detected. Click the printer to be configured (the machine) and click the "Next" button.

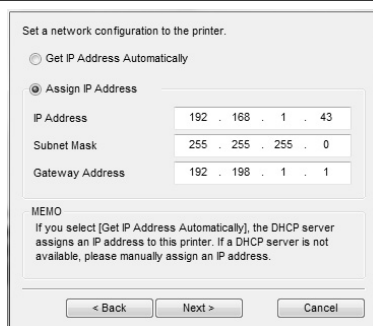


- The "Ethernet Address" is indicated on the left side of the machine near the LAN connector.
- If the machine can not be recognized, enter the Ethernet Address and click the "Initialize" button to initialize the IP address. Follow the on-screen instructions to click the "OK" button and then the "Search" button. If the machine is still not recognized, disable your computer's firewall and then repeat the installation from the beginning.

- 10** Enter the IP address, subnet mask, and default gateway.

The settings in the above window are examples.

Be sure to ask your network administrator for the correct IP address, subnet mask, and default gateway to be entered.



When "Get IP Address Automatically" is selected, the IP address may at times change automatically. This will prevent printing. In this event, select "Assign IP Address" and enter the IP address.

11 Click the "Next" button.

12 Click the "Yes" button in the confirmation dialog box that appears.

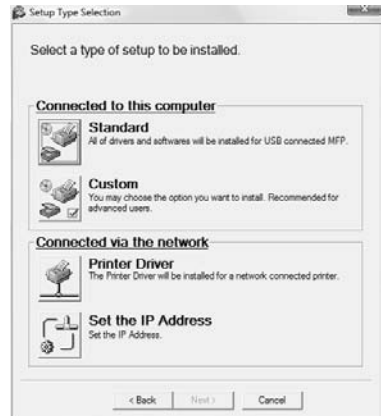
Go to step 11.

LPR (TCP/IP) direct printing

After step 1-7 on page 47

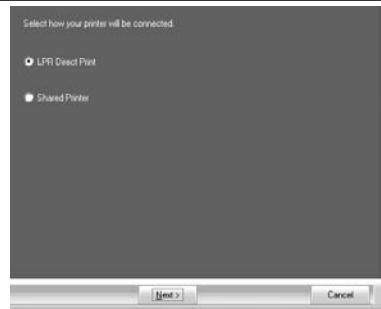
8 Click the "Printer Driver" button.

If you have not set the IP Address, click the "Set the IP Address" button first and go to step 8 on page 48.

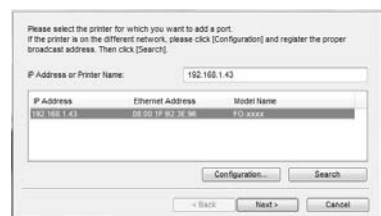


9 Read the message in the "Welcome" window and then click the "Next" button.

10 Select "LPR Direct Print" and click the "Next" button.



11 The printer or printers connected to the network will be detected. Click the printer to be configured (the machine) and click the "Next" button.



If the machine's IP address cannot be found, make sure the machine is powered on, make sure the network cable is connected correctly, and then click the "Search" button.

- 12** In the window for setting the destination print port name, make sure that **":lp"** appears at the end of the IP address and click the **"Next"** button.



Any name can be entered in "Printer Port Name" (maximum of 38 characters).

- 13** A window appears to let you check your entries. Make sure that the entries are correct and then click the **"Finish"** button.

If any of the entries are incorrect, click the **"Back"** button to return to the appropriate window and correct the entry.



- 14** Select the port you want to use with the machine, and click the **"Next"** button.

- 15** Select whether or not you wish the printer to be your default printer and click the **"Next"** button.

Follow the on-screen instructions.



- If you are using Windows Vista and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

- 16** When **"The installation of the SHARP software is complete."** appears, click the **"OK"** button.

- 17** When the **"Finish"** screen appears, click the **"Close"** button.



After the installation, a message prompting you to restart your computer may appear. In this case, click the **"Yes"** button to restart your computer.

This completes the installation of the software.

Sharing the printer using windows networking

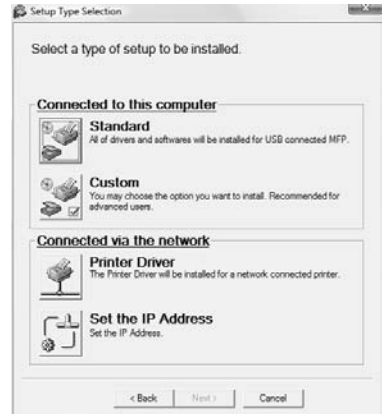
If the machine will be used as a shared printer on a network, follow these steps to install the printer driver in the client computer.



To configure the appropriate settings in the print server, see the operation manual or help file of your operating system.

1 Perform steps 3 through 7 in "Using the machine as a network printer" (p.47).

2 Click the "Printer Driver" button.



3 Select "Shared Printer" and click the "Next" button.



5

4 For the port to be used, select the machine set as a shared printer, and click the "Next" button.

If you are using Windows 2000/XP, you can also click the "Add Network Port" button and select the printer to be shared by browsing the network in the window that appears. (In Windows Vista, the "Add Network Port" button does not appear.)



If the shared printer does not appear in the list, check the settings in the printer server.

5 Follow the on-screen instructions.

6 When the "Finish" screen appears, click the "Close" button.



After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

This completes the installation of the software.

SETTING UP BUTTON MANAGER

Button Manager is a software program that works with the scanner driver to enable scanning from the machine.

To scan using the machine, Button Manager must be linked with the scan menu on the machine. Follow the steps below to link Button Manager to scanner events.

Windows XP/Vista

-
- 1 Click the "Start" button, click "Control Panel", click "Hardware and Sound", and then click "Scanners and Cameras".**

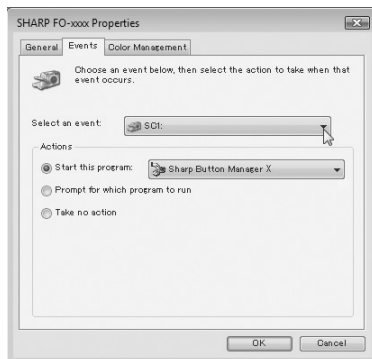
In Windows XP, click the "start" button, select "Control Panel" and click "Printers and Other Hardware", and then click "Scanners and Cameras".

-
- 2 Click the "SHARP FO-xxxx" icon and select "Properties" from the "Organize" menu.**

In Windows XP, select "Properties" from the "File" menu.

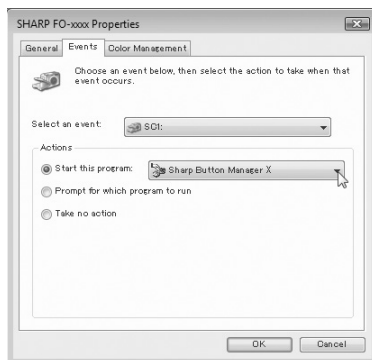
-
- 3 In the "Properties" screen, click the "Events" tab.**

-
- 4 Select "SC1:" from the "Select an event" pull-down menu.**



5

- 5** Select "Start this program" and then select "Sharp Button Manager X" from the pull-down menu.



- 6** Click the "Apply" button.

- 7** Repeat Steps 4 through 6 to link Button Manager to "SC2:" through "SC6:".

Select "SC2:" from the "Select an event" pull-down menu. Select "Start this program", select "Sharp Button Manager X" from the pull-down menu, and then click the "Apply" button. Do the same for each ScanMenu through "SC6:".

When the settings have been completed, click the "OK" button to close the screen.

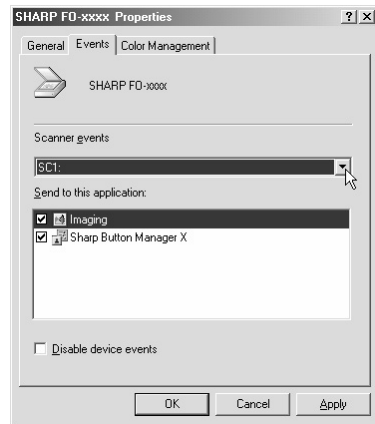
Button Manager is now linked to the scan menu (1 through 6).

The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager.

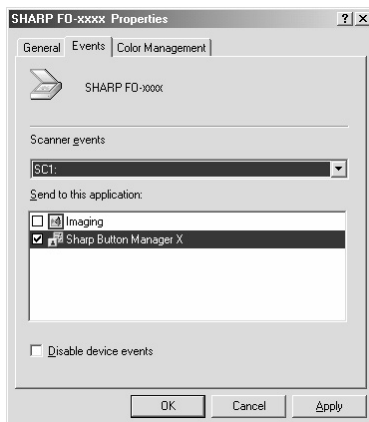
For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "Button Manager Settings" in the Online Manual.

Windows 2000

- 1 Click the "Start" button, select "Settings", and then click "Control Panel".
- 2 Double-click the "Scanners and Cameras" icon.
- 3 Select "SHARP FO-xxxx" and click the "Properties" button.
- 4 In the "Properties" screen, click the "Events" tab.
- 5 Select "SC1:" from the "Scanner events" pull-down menu.



6 Select "Sharp Button Manager X" in "Send to this application".



If other applications are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected.

7 Click the "Apply" button.

8 Repeat Steps 5 through 7 to link Button Manager to "SC2:" through "SC6:".

Select "SC2:" from the "Scanner events" pull-down menu. Select "Sharp Button Manager X" in "Send to this application" and click the "Apply" button. Do the same for each ScanMenu through "SC6:". When the settings have been completed, click the "OK" button to close the screen.

Button Manager is now linked to the scan menu (1 through 6).

The scan settings for each of scan menus 1 through 6 can be changed with the setting window of Button Manager.

For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "Button Manager Settings" in the Online Manual.

The machine includes a USB connector and a LAN connector as standard equipment.

When the USB connector is used, the printer and scanner functions can be used.

When the LAN connector is used, the printer function can be used.

The machine has the following features:

- High-speed data transfer (when connected to a USB 2.0 connector)
- ROPM* function

* ROPM is an acronym for "Rip Once Print Many" processing. The ROPM function stores multiple pages of print data in memory before printing. When printing multiple copies, this eliminates the need for the computer to repeatedly transmit the print data.

To use the machine as a printer or scanner, the printer driver or scanner driver must first be installed as explained in the "INSTALLING THE SOFTWARE".



- If a problem occurs in printer or scanner mode, see the Online Manual.
- When using USB 2.0 (Hi-Speed mode), be sure to read "System requirements for USB 2.0 (Hi-Speed mode)" (below) to verify that your system and the machine settings are configured appropriately.

System requirements for USB 2.0 (Hi-Speed mode)

The following system is required to use USB 2.0 (Hi-Speed mode):

- Your computer must be running Windows 2000 Professional/XP/Vista and the Microsoft USB 2.0 driver must be installed.
- The "USB 2.0 MODE SWITCH" setting in the machine's user programs must be set to "HI-SPEED". To change the setting, see "USB 2.0 MODE SWITCH" in the user programs (p.66).
- * Even when the Microsoft USB 2.0 driver is installed, some USB 2.0 expansion cards are not capable of attaining the speed stipulated by the Hi-Speed standard. This problem can often be fixed by installing a more recent driver for the card. To obtain the most recent driver for your card, contact the card's manufacturer.

USING THE PRINTER MODE

The procedure for loading paper for printing is the same as for loading copy paper. See "LOADING PAPER" (p.18).



- Print jobs received while the machine is copying will be stored in memory. When the copy job is finished, the print jobs will begin printing.
- Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time.

BASIC PROCEDURE FOR PRINTING

The basic procedure for printing is explained in the following. To use convenient printer functions, see the "Online Manual" or the printer driver help file.

1 Make sure that paper is loaded in the tray.

The procedure for loading paper is the same as for copying. See "LOADING PAPER" (p.18) and make sure that the paper you wish to use is loaded.



Make sure that the paper size setting on the machine is the same as the paper size set in the printer driver.

2 Open the file that you wish to print and select "Print" from the File menu.

3 Make sure that the printer driver for the machine is selected, and select print settings in the printer driver.

For information on the settings in the printer driver, see the "Online Manual" or the printer driver help file.

4 Click the "Print" button or the "OK" button to begin printing.

The print job will be delivered to the paper output tray.

Canceling a print job

1 Select printer mode with the [MODE SELECT] key on the operation panel of the machine, and then press the [CLEAR] key () or the [CLEAR ALL] key (.

2 "CANCEL PRINT JOB?" will appear in the display. Make sure that a checkmark appears in front of "YES" and press the [ENTER] key.



For limitations on copying in print mode, scanner mode limitations, and print mode limitations in copy and scanner mode, see "OPERATION IN COPY, PRINTER, AND SCANNER MODES" (p.60).

USING THE SCANNER MODE

The procedure for placing the original is the same as for copying. See "NORMAL COPYING" (p.24).



Scanner mode cannot be used at the following times:

- A misfeed has occurred (paper misfeed or original misfeed in the RSPF).
- The user programs are being used.
- The tray paper size is being set.
- The machine is being used in copy mode.
- The front cover or side cover is open.

SCANNING USING THE KEYS ON THE MACHINE

When scanning is performed by this method, the application that has been set in Button Manager will automatically start and the scanned image will be pasted into the application.

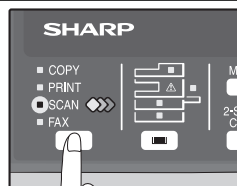


If the machine is in copy mode, press the [MODE SELECT] key to switch to scanner mode and clear the previously set copy settings.

Scanning from the operation panel of the machine

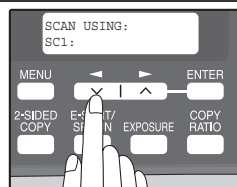
- 1 Press the [MODE SELECT] key to select scanner mode.**

The "SCAN" indicator lights up to indicate that scanner mode is selected.



- 2 Place the original. (p.24)**

- 3 Press the [◀] key () or [▶] key () to select the desired Button Manager scan menu setting.**



- 4 Press the [START] key () to begin scanning.**



Scanner mode remains selected after scanning is finished. (To change to a different mode, use the [MODE SELECT] key.)

Button Manager scan menu

For information on Button Manager settings, see the Button Manager help file. The names in the Button Manager menu ("xxxx" in "SC1:xxxx", etc.) can be changed. See the online manual.

SCANNING FROM YOUR COMPUTER

The machine supports the TWAIN standard, making it possible to scan from TWAIN-compliant applications. The machine also supports WIA (Windows Image Acquisition), making it possible to scan from the "Scanner and Camera Wizard" in Windows XP. See the Online Manual for the procedures for TWAIN and WIA scanning. For information on TWAIN and WIA settings, see the help file for the scanner driver or Windows Help.

OPERATION IN COPY, PRINTER, AND SCANNER MODES

Some operations cannot be performed simultaneously when the machine is being used in printer mode, copy mode, or scanner mode.

Modes		Copying	Printing	Scanning from a computer	Scanning from the machine
Copy	Copy key input	Yes	Yes	Yes	No
	During copying		No	No	No
Printer	During printing	Yes* ¹		Yes* ³	Yes* ³
Scanner	During scan preview/ during scanning	No	Yes* ²		

*¹ During two-sided printing, the copy job begins after the print job finishes.

*² Printing is possible while scanning is taking place. Printing begins after scanning ends when connected by the LAN connector.

*³ Scanning begins after printing ends when connected by the LAN connector and two-sided printing is taking place.



For operations that cannot be performed simultaneously in fax mode, see the Operation Manual (for facsimile).

HOW TO USE THE ONLINE MANUAL

The online manual provides detailed instructions for operating the unit as a printer and scanner. It also provides methods for dealing with printing or scanner problems.

1 Turn on your computer.


2 Insert the supplied CD-ROM into your CD-ROM drive.

3 Click the "Start" button () , click "Computer", and then double-click the CD-ROM icon ().

- In Windows XP, click the "start" button, click "My Computer", and then double-click the CD-ROM icon.
- In Windows 2000, double-click "My Computer" and then double-click the CD-ROM icon.

4 Double-click the "Manual" folder, double-click the "EnglishA" folder, and then double-click the "FO_2080.pdf" icon.

5 Click  to read the online manual.

To close the online manual, click the () button located at the top-right of the window.



- The online manual can be printed out using Acrobat Reader. It is useful to print out sections that you refer to frequently.
- Refer to Acrobat Reader "Help" for more details on the operation and functions of Acrobat Reader.

Viewing the online manual

The "CD-ROM" that accompanies the machine contains an online manual in PDF format. To view the manual in PDF format, Acrobat Reader or Adobe Reader of Adobe Systems Incorporated is required. If neither program is installed on your computer, the programs can be downloaded from the following URL:

<http://www.adobe.com/>

The user settings allow you to customize machine settings to better meet your needs.



USER PROGRAMS

The user settings consist of the following items.

To change a user program setting, see "SELECTING A SETTING FOR A USER PROGRAM" (p.67).


Copy mode

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
1	AUTO CLEAR	1: 10 SEC. 2: 30 SEC. 3: 60 SEC. 4: 90 SEC. 5: 120 SEC. 6: OFF	<ul style="list-style-type: none"> Auto clear time automatically returns the copy settings to the initial settings (p.16) if no keys are pressed for a preset period of time following the end of a copy job. This program is used to select the period of time. Auto clear time can also be disabled.
2	PREHEAT MODE	1: 30 SEC. 2: 1 MIN. 3: 5 MIN. 4: 30 MIN. 5: 60 MIN. 6: 120 MIN. 7: 240 MIN.	<ul style="list-style-type: none"> This function automatically switches the machine to a low power consumption state if the set duration of time elapses without the machine being used when the power is on. The power save indicator lights up, however, the keys on the operation panel can be used. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, a print job is received.
3	AUTO SHUT-OFF	1: ON 2: OFF	<ul style="list-style-type: none"> Use this setting to enable or disable auto power shut-off mode.

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
4	AUTO SHUT-OFF TIME	1: 5 MIN. 2: 30 MIN. 3: 60 MIN. 4: 120 MIN. 5: 240 MIN.	<ul style="list-style-type: none"> This function automatically switches the machine to a state that consumes even less power than preheat mode if the set duration of time elapses without the machine being used when the power is on. All lights except the power save indicator go off. To resume normal operation, press the [START] key (). Normal operation also resumes automatically when a print job is received or scanning is begun from a computer. While in auto power shut-off mode, no keys (except the [START] key ()) can be used.
7	LAYOUT IN 2IN1	1: PATTERN 1 2: PATTERN 2	<ul style="list-style-type: none"> Use this setting to select the layout pattern when two original pages are copied onto a single sheet of paper (see page 35 for the layout patterns).
8	OFFSET FUNCTION	1: ON 2: OFF	<ul style="list-style-type: none"> When enabled, this function offsets the position of each set of copies in the output tray in copy mode, and each print job in printer mode.
9	ROTATE ORIG. IMAGE	1: ON 2: OFF	<ul style="list-style-type: none"> When two-sided copying is performed, this function rotates the image on the back of the original. This is convenient when binding the copies at the top (tablet binding).
10	AE/TEXT RESOLUTION	1: 300dpi 2: 600dpi	<ul style="list-style-type: none"> This setting is used to change the copy resolution in AUTO and TEXT mode from 600 x 300 dpi to 600 x 600 dpi (high-quality mode). Scanning is slower when high-quality mode is used.

USER SETTINGS

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
11	2-SIDED COPY MODE	1: HI-SPEED 2: NORMAL	<ul style="list-style-type: none"> If the memory fills up when two-sided copying is performed, "NORMAL" can be selected to make copying possible. However, "NORMAL" results in a slower copying speed. Normally "HI-SPEED" is selected to enable fast two-sided copying.
12	MARGIN WIDTH	1: 1/4" 2: 1/2" 3: 3/4" 4: 1"	<ul style="list-style-type: none"> Use this setting to set the margin width.
13	MEM. FOR PRINTER	1: 30% 2: 40% 3: 50% 4: 60% 5: 70%	<ul style="list-style-type: none"> Use this to change the proportion of machine memory used for printer mode.
14	AUTO KEY REPEAT	1: ON 2: OFF	<ul style="list-style-type: none"> Use this setting to select whether or not holding down a key causes repeated input of the key. For keys that normally cause a set value to decrease or increase when held down (for example, the [◀] key (◀) or [▶] key (▶)), this program can be used to have the set value not change when the key is held down.
15	KEY PRESS TIME	1: NORMAL 2: 0.5 SEC. 3: 1.0 SEC. 4: 1.5 SEC. 5: 2.0 SEC.	<ul style="list-style-type: none"> Use this setting to select how long a key must be pressed for the input to be accepted. By selecting a longer time, you can prevent settings from being changed by the accidental pressing of a key.
16	KEY TOUCH SOUND	1: LOW 2: HIGH 3: OFF	<ul style="list-style-type: none"> This sets the volume of beep signals. (p.68)
17	SOUND AT DEFAULT	1: ON 2: OFF	<ul style="list-style-type: none"> Use this to sound a beep when a base setting is selected. (p.68)
18	TONER SAVE MODE	1: ON 2: OFF	<ul style="list-style-type: none"> This mode reduces toner usage by about 10% when copying. Toner save mode is effective when the exposure mode is AUTO or TEXT.

Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
19	AE LEVEL ADJUST	1: SPF/RSPF (Adjustment to 5 levels is possible.) 2: DOCUMENT GLASS (Adjustment to 5 levels is possible.)	<ul style="list-style-type: none"> This is used to adjust the exposure level. The automatic exposure level can be adjusted separately for the document glass and the RSPF. For the procedure for adjusting the exposure and guidelines for numeric values, see page 28. The factory default setting for the exposure level is center.
20	LANGUAGE	1: AMERICAN ENGLISH 2: ENGLISH 3: FRENCH 4: SPANISH	<ul style="list-style-type: none"> This is used to set the language used in the display.
21	RESET FACTORY	1: YES 2: NO	<ul style="list-style-type: none"> This is used to return all settings to the factory default settings.
22	SORT AUTO SELECT	1: ON 2: OFF	<ul style="list-style-type: none"> Use this setting to enable or disable sort auto select mode.
24	CHECK RSPF OPEN	1: ON 2: OFF	<ul style="list-style-type: none"> You can set the operation that takes place if the [START] key () is pressed when the RSPF is not completely closed. (For details on the "Check RSPF open function", see page 25.)
25	VALID COPY WIDTH	1: 8.5x11 2: 5.5x8.5	<ul style="list-style-type: none"> Set the allowed paper sizes for copying from the bypass tray. When "5.5x8.5" is selected, a copy of a letter size original will only be printed up to invoice size.
28	LSU SETTING	1: ON 2: OFF	<ul style="list-style-type: none"> Select whether copying is only allowed when the polygon motor is rotating, or also when the polygon motor is stopped.
29	PAPER TYPE	1: PLAIN PAPER 2: HEAVY PAPER	<ul style="list-style-type: none"> Set the temperature of the fusing unit when the bypass tray is used.
30	DISPLAY CONTRAST	1: LIGHTER 2: LIGHT 3: NORMAL 4: DARK 5: DARKER	<ul style="list-style-type: none"> Set the contrast of the display.

Print mode

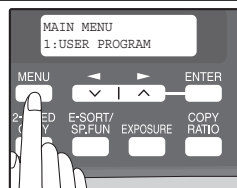
Program number	Program name	Setting codes (factory default setting appears in bold)	Explanation
1	FORCED OUTPUT	1: ON 2: OFF	<ul style="list-style-type: none"> When this function is enabled, printing in printer mode will automatically continue using a different size of paper if the specified size of paper runs out in all trays. This feature does not function in copy mode.
2	USB 2.0 MODE SWITCH*	1: FULL-SPEED 2: HI-SPEED	<ul style="list-style-type: none"> This sets the USB 2.0 data transfer speed. To obtain the fastest speed when using the USB 2.0 connector, first verify that your computer meets the system requirements (operating system and driver), and then use this program to change the USB 2.0 mode to "Hi-Speed". Note that the setting should not be changed while running a TWAIN driver. (For the system requirements, see "System requirements for USB 2.0 (Hi-Speed mode)" (p.57).)
3	AUTO TRAY SWITCH	1: ON 2: OFF	<ul style="list-style-type: none"> If the paper runs out during printing and there is paper of the same size in another tray, this function automatically switches to that tray (excluding the bypass tray). The function can be disabled.

* The scanning speed increases when the USB 2.0 mode is set to "HI-SPEED", however, the printing speed does not increase considerably.

SELECTING A SETTING FOR A USER PROGRAM

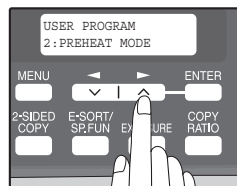
1 Press the [MENU] key and then press the [ENTER] key.

In printer mode, the user programs are accessed by simply pressing the [MENU] key.



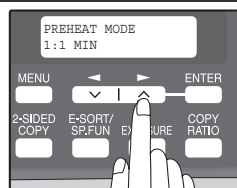
2 Press the [◀] key (▼) or [▶] key (▲) to select the item that you wish to configure in the USER PROGRAM items, and then press the [ENTER] key.

- See "USER PROGRAM" (p.62 to p.66) for the program name and program code.
- You can also select a program by directly entering the program number with the numeric keys.



3 Press the [◀] key (▼) or [▶] key (▲) to change the setting of the selected item.

See "USER PROGRAM" (p.62 to p.66) for the program code.



Note

- If you mistakenly select the wrong item, press the [CLEAR] key (C) and repeat the procedure from step 2.
- To cancel a setting for a user program, press the [MENU] key.

4 Press the [ENTER] key.

Your selection appears briefly and then the previous screen appears.



Note

When "AE LEVEL ADJUST" is selected in the user programs and the [ENTER] key is pressed, the automatic exposure adjustment screen appears. Adjust the exposure and press the [ENTER] key.

Audible signals (key entry beep, invalid key beep, base setting beep)

The machine sounds three different types of beep signals: a key entry beep that sounds when a valid key is pressed, an invalid key beep that sounds when an invalid key is pressed, and a base setting beep that sounds when a setting is the same as the base setting (base settings are explained below). The base setting beep is initially disabled. If you wish to enable the base setting beep, see "SOUND AT DEFAULT" on page 64. If you wish to change the volume of the beep signals or disable them, see "KEY TOUCH SOUND" on page 64.

The beep patterns of each type of beep signal are as follows:

Key entry beep One beep **Invalid key beep** Two beeps
Base setting beep Three beeps

Base settings

The base settings are preset standard selections for each copy setting. The base settings are as follows:

Copy ratio 100% **Paper feed location** Tray 1
Light and Dark level Center (Upper paper tray)
AUTO/TEXT/PHOTO AUTO

Problems related to general use of the machine, the copy function, and software setup are explained here. Be sure to check the problem carefully before calling for service, as many problems can be solved by the user.

If you are unable to solve the problem, turn off the main switch, unplug the power cord from the outlet, and contact your dealer.



For problems related to the fax, printer and scanner functions, see the corresponding operation manual.

DISPLAY MESSAGES



When the following indicators light up or blink on the operation panel or the following alphanumeric codes appear in the display, solve the problem immediately referring to both the table below and the indicated page.



Be sure to use only genuine SHARP parts and supplies.

Indication			Cause and remedy	Page
Lamp indicator		Display		
Tray location indicator	Blinks	BYPASS : ADD PAPER	The indicated paper tray is not attached, is attached incorrectly, or has run out of paper. (The tray is indicated in <*>.)	19
		TRAY<*> : ADD PAPER		
		CLOSE PAPER TRAY<*>		
Error indicator	Blinks	CLEAR PAPER JAM.	A paper misfeed has occurred. Remove the misfeed as explained in "MISFEED REMOVAL".	78
		SPF/RSPF JAM.		
		FRONT OR SIDE COVER OPEN. CLOSE COVERS.	The cover is open. Close the cover.	-
		CLOSE THE SPF/ RSPF COVER.	The document feeder cover is open. Close the document feeder cover.	-
		REPLACE THE TD CARTRIDGE.	The TD (Toner/Developer) cartridge is empty. Replace the TD cartridge with a new cartridge.	82
		SYSTEM ERROR [XX - XX] REFER TO USER GUIDE	When [L1-00] appears, the scan head locking switch is locked. Turn off the power, release the scan head locking switch, and turn the power back on.	13
The machine will not function. Turn the power switch off, wait about 10 seconds, and then turn on the switch again. If this does not clear the error, remove the power cord from the outlet, and contact your SHARP service center.	-			

TROUBLESHOOTING AND MAINTENANCE

Indication			Cause and remedy	Page
Lamp indicator	Display			
Error indicator	Blinks	INSTALL A TD CARTRIDGE.	The TD (Toner/Developer) cartridge is not installed correctly. Reinstall the TD cartridge.	82
		REPLACE THE DRUM CARTRIDGE.	The drum cartridge has reached the end of its life. Replace it with a new drum cartridge.	84
	Steadily lit	TD CARTRIDGE IS NEAR EMPTY.	Toner is low. Purchase a new TD (Toner/Developer) cartridge.	82
		A DRUM CARTRIDGE WILL BE NEEDED SOON.	Less than 1000 sheets can be printed with the current drum cartridge. Purchase a new drum cartridge.	84
MEMORY FULL, PRESS START TO RESUME.			Data is being held in memory. Print the data or clear it from memory.	34
NO 2-SIDED COPY FROM BYPASS TRAY.			Two sided printing or 2 IN 1 copying is selected when the bypass tray is already selected ,or the bypass tray is selected when two-sided printing or 2 IN 1 copying is already selected. The bypass tray cannot be used. Press the [TRAY SELECT] key () to select a paper tray.	30 35
NO 2IN1 COPY FROM BYPASS TRAY.				
NO 2IN1 COPY WITH MARGIN SHIFT.			2 IN 1 copy and margin shift cannot be used in combination. Cancel the function that was selected last.	35 38
COPY RATIO CAN NOT BE CHANGED IN 2IN1.			Copy ratio can not be changed in 2 IN 1 copy.	29 35
THIS MENU IS NOT SELECTABLE WITH DATA.			This appears if you attempt to change a user program setting while a print job is in progress.	62
NO XXXX SIZE TRAY			There is no paper for printing. Press the [MODE SELECT] key to switch to printer mode and follow the instructions in the display. ("XXXX" indicates paper size)	-
CHECK SPF/RSPF. START TO RESUME.			An original remains on the document glass, or the original is too thick to scan. Remove the original.	25
			If the message is not cleared when there is no original on the document glass, the underside of the RSPF is dirty. Clean the underside of the RSPF. (especially areas where black lines appear.)	87
LOAD XXXX PAPER INTO TRAY<*>.			Printing is not possible if the paper size setting is different from the size of paper loaded in the tray. Load the same size of paper as the paper size setting and then press the [START] key (). Printing will begin. ("XXXX" indicates paper size. The tray is indicated in <*>.)	19
NO PC COMMUNICATION; CHECK CABLE.			The machine is not correctly connected to the computer. Check the cable (when using the scanner function).	46

TROUBLESHOOTING THE MACHINE

The following problems are related to the general operation of the machine and copying.

Problem	Cause and solution	Page
The machine does not operate.	The machine is not plugged into a power outlet. → Plug the machine into a grounded outlet.	-
	Power switch OFF. → Turn the power switch ON.	16
	The power save indicator is blinking. Indicates that the machine is warming up. → Copies cannot be made until the machine has finished warming up.	-
	The front cover or the side cover is not completely closed. → Close the front cover or the side cover.	-
	The machine is in auto power shut-off mode. → In auto power shut-off mode, all lights are off except the power save indicator. Press the [START] key (⊙) to resume normal operation.	17
	The scan head locking switch is locked. → Unlock the scan head locking switch.	13
Copies are too dark or too light.	Select the correct original type for the original. → Select AUTO with the [EXPOSURE] key or press the [◀] key (▽) or [▶] key (△) to manually select an appropriate exposure. → If the copy is too light or too dark even though AUTO was selected with the [EXPOSURE] key, adjust the automatic exposure level.	28 65
Blank copies.	The original is not placed face up in the RSPF or face down on the document glass. → Place the original face up in the RSPF or face down on the document glass.	24, 25
	The scan head locking switch is locked. → Unlock the scan head locking switch.	13

TROUBLESHOOTING AND MAINTENANCE

Problem	Cause and solution	Page
Part of the image is cut off or there is too much blank space.	The original was not placed in the correct position. → Place the original correctly.	24, 25
	An appropriate ratio was not used for the size of the original and the size of the paper. → Press the [COPY RATIO] key to change the ratio to a setting that is suitable for the original and the copy paper.	29
	The size of paper loaded in the tray was changed without changing the tray's paper size setting. → Be sure to change the tray's paper size setting whenever you change the size of paper loaded in the tray.	23
Wrinkles appear in the paper or the image disappears in places.	The paper is outside of the specified size and weight range. → Use copy paper within the specified range.	18
	Paper curled or damp. → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	-
Copies are smudged or dirty.	The document glass or the underside of the RSPF is dirty. → Clean regularly.	87
	Original smudged or blotchy. → Use a clean original.	-
Images rub off the copy easily.	The fusing temperature is not appropriate. → In the user programs, set "PAPER TYPE" (program 29) to "2 (HEAVY PAPER)".	65
Printing is not uniform between the edges of the paper and the center.	The fusing temperature is not appropriate. → In the user programs, set "PAPER TYPE" (program 29) to "1 (PLAIN PAPER)".	65

Problem	Cause and solution	Page
Paper misfeed.	Misfeed occur. → To remove the misfeed, see "MISFEED REMOVAL".	78
	The paper is outside of the specified size and weight range. → Use copy paper within the specified range.	18
	Paper curled or damp. → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	-
	Paper is not loaded properly. → Make sure that the paper is properly loaded.	19
	Pieces of paper inside machine. → Remove all pieces of misfed paper.	79
	Too much paper is loaded in the tray. → If the stack of paper is higher than the indicator line on the tray, remove some of the paper and reload so that the stack does not exceed the line.	19
	Some sheets of paper stick together. → Fan the paper well before loading it.	19
	The guides on the bypass tray do not match the width of the paper. → Adjust the guides to match the width of the paper.	22
	The bypass tray extension is not opened. → When loading a large size of paper, open the extension.	22
White or black lines appear on copies.	The scanner glass for the RSPF is dirty. → Clean the long, narrow scanning window.	87
	The TD (Toner/Developer) cartridge or drum cartridge is dirty. → Clean the TD cartridge or drum cartridge.	88
	The transfer charger is dirty. → Clean the transfer charger.	89

TROUBLESHOOTING AND MAINTENANCE

Problem	Cause and solution	Page
Paper size for a paper tray cannot be set.	Copying or printing is performed. → Set the paper size after copying or printing is complete.	-
	The machine has stopped temporarily due to running out of paper or a misfeed. → Load paper or remove the misfeed, and then set the paper size.	19, 23, 78
Output does not stack neatly in the paper output tray.	Both ends of the paper are curled upward. → Turning the paper over in the paper tray may help.	19
A copy job stops before it is finished.	"MEMORY FULL, PRESS START TO RESUME." appears in the display. → The memory became full during sort copy. Copy only the originals that have been scanned to that point, or cancel the job and clear the data from memory.	34
	The tray is out of paper. → Load paper.	19
The power save indicator is lit.	Other indicators are lit. → If other indicators are lit, the machine is in preheat mode. Press any key on the operation panel to resume normal operation.	17
	Only the power save indicator is lit. → If only the power save indicator is lit, the machine is in auto power shut-off mode. Press the [START] key (⏻) to resume normal operation.	17
Error indicator (⚠) is lit or blinking.	See "DISPLAY MESSAGES" to check the meaning of the error indicator and error message in the display, and take appropriate action.	69
Lighting fixture flickers.	The same power outlet is used for the lighting fixture and the machine. → Connect the machine to a power outlet which is not used for other electric appliances.	-

PROBLEMS DURING SETUP OF THE SOFTWARE

If the software does not install correctly, check the following items on your computer. To remove the software, see "Removing the software" (p.77).

MFP driver cannot be installed (Windows 2000/XP)

If the MFP driver cannot be installed in Windows 2000/XP, follow these steps to check your computer's settings.

1 Click the "start" button and then click "Control Panel".

In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

2 Click "Performance and Maintenance", and then click "System".

In Windows 2000, double-click the "System" icon.

3 Click the "Hardware" tab and then click the "Driver Signing" button.

4 Check "What action do you want Windows to take?" ("File signature verification" in Windows 2000).

If "Block" has been selected, it will not be possible to install the MFP driver. Select "Warn" and then install the MFP driver as explained in "INSTALLING THE SOFTWARE".



Plug and play screen does not appear (USB only)

If the Plug and Play screen does not appear after you connect the machine to your computer with a USB cable and turn on the machine, follow the steps below to verify that the USB port is available.

1 Click the "Start" button, select "Control Panel", and then click "System and Maintenance".

- In Windows XP, click the "start" button, click "Control Panel", and then click "Performance and Maintenance".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

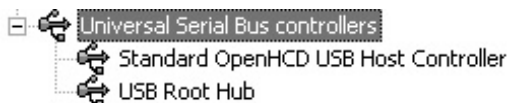
2 Click "System", click the "Hardware" tab, and click the "Device Manager" button.

"Universal Serial Bus controllers" will appear in the list of devices.



- In Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.
- In Windows Vista, click the "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".

3 Click the icon beside "Universal Serial Bus controllers".



Two items should appear: your controller chipset type and Root Hub. If these items appear, you can use the USB port. If the "Universal Serial Bus controllers" shows a yellow exclamation point or does not appear, you must check your computer manual for USB troubleshooting or contact your computer manufacturer.

4 Once you have verified that the USB port is enabled, install the software as explained in "INSTALLING THE SOFTWARE".

The MFP driver cannot be correctly installed by Plug and Play (Windows 2000/XP/Vista) (USB only)

In Windows 2000/XP/Vista, if the MFP driver cannot be correctly installed by Plug and Play (for example, Plug and Play takes place without copying the required files for the MFP driver installation), follow these steps to remove unneeded devices and then install the MFP driver as explained in "INSTALLING THE SOFTWARE" (p.40).

1 Click the "Start" button, select "Control Panel", and then click "System and Maintenance".

- In Windows XP, click the "start" button, click "Control Panel", and then click "Performance and Maintenance".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

2 Click "System", click the "Hardware" tab, and click the "Device Manager" button.

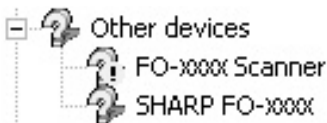


Note

- In Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.
- In Windows Vista, click the "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".

3 Click the icon beside "Other devices".

If "FO-xxxx Scanner" and "SHARP FO-xxxx" appear, select and delete both of these items.



Note

If "Other devices" does not appear, close the "Device Manager" window.

4 Install the software as explained in "INSTALLING THE SOFTWARE".

Removing the software

If you need to remove the software, follow these steps.

1 Click the "Start" button and then click "Control Panel".

In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".


2 Click "Uninstall a program".

- In Windows XP, click "Add or Remove Programs".
- In Windows 2000, double-click the "Add/Remove Programs" icon.

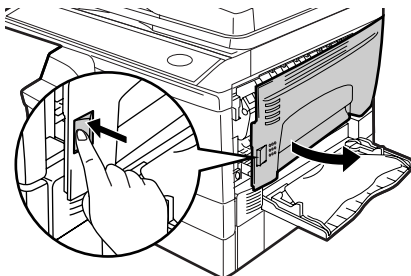
3 Select "SHARP FO-2080 Series MFP Driver" and Button Manager from the list, and remove the software.

For more information, refer to your operating manual or to the help files for your operating system.

MISFEED REMOVAL

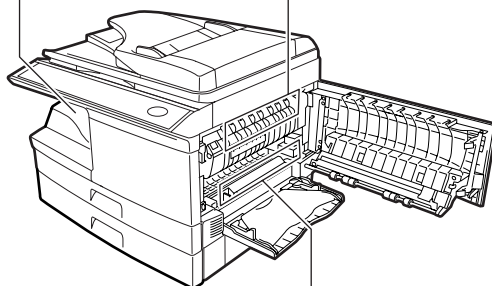
When a misfeed occurs, the error indicator blinks, "CLEAR PAPER JAM" appears in the display, and the machine stops operating. If a misfeed occurs when using the RSPF, "RETURN X ORIGINAL(S) START TO RESUME" will appear in the display. ("X" indicates the number of pages to be returned.) This indicates the number of the originals that must be returned to the document feeder tray after a misfeed. Return the required number of originals. This number will be cleared when copying is resumed or the [CLEAR] key () is pressed. If an original misfeed occurs in the RSPF, the machine will stop and the error indicator will blink. To remove a misfeed from the RSPF, see "D: Misfeed in the RSPF" (p.81).

-
- 1** Open the bypass tray, and then open the side cover.



-
- 2** Check the misfeed location. Remove the misfed paper following the instructions for each location in the illustration below. If the error indicator blinks, proceed to "A: Misfeed in the paper feed area" (p.79).

If the misfed paper is seen from this side, proceed to "**C: Misfeed in the transport area**". (p.80)



If paper is misfed here, proceed to "**B: Misfeed in the fusing area**". (p.79)

If paper is misfed here, proceed to "**A: Misfeed in the paper feed area**". (p.79)

A: Misfeed in the paper feed area

- 1** Gently remove the misfed paper from the paper feed area as shown in the illustration. If the error indicator blinks and the misfed paper is not visible in the paper feed area, pull out the paper tray and remove the misfed paper. If the paper cannot be removed, proceed to "B: Misfeed in the fusing area".



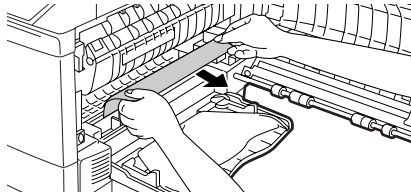
Warning

The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or other injury.



Caution

- Do not touch the surface (green portion) of the drum cartridge when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.
- If the paper has been fed through the bypass tray, do not remove the misfed paper through the bypass tray. Toner on the paper may stain the paper transport area, resulting in smudges on copies.

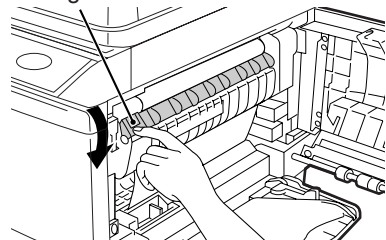


- 2** Close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.

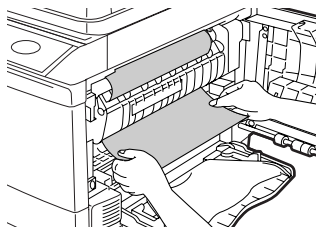
B: Misfeed in the fusing area

- 1** Lower the fusing unit release lever.

Fusing unit release lever



- 2 Gently remove the misfed paper from under the fusing unit as shown in the illustration. If the paper cannot be removed, proceed to "C: Misfeed in the transport area".**



The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or other injury.



- Do not touch the surface (green portion) of the drum cartridge when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.
- Do not remove the misfed paper from above the fusing unit. Unfixed toner on the paper may stain the paper transport area, resulting in smudges on copies.

- 3 Raise the fusing unit release lever and then close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.**

C: Misfeed in the transport area

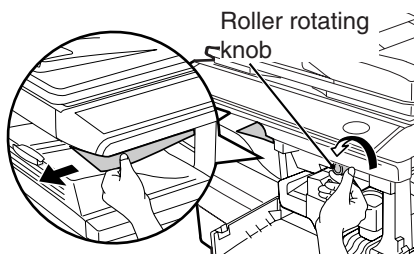
- 1 Lower the fusing unit release lever.**

See "B: Misfeed in the fusing area" (p.79).

- 2 Open the front cover.**

To open the front cover, see "INSTALLING THE TD (TONER/ DEVELOPER) CARTRIDGE" (p.14).

- 3 Rotate the roller rotating knob in the direction of the arrow and gently remove the misfed paper from the exit area.**



- 4** Raise the fusing unit release lever, close the front cover and then close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.

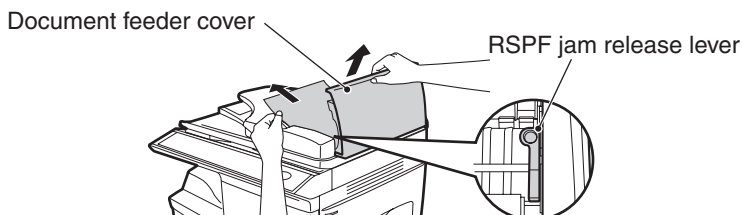
**Caution**

When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

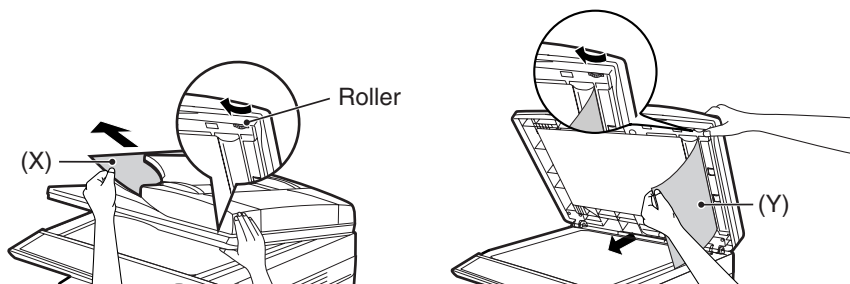
D: Misfeed in the RSPF

If the misfed original is at the top of the document feeder tray or in the exit area, follow procedure (A) to remove the misfeed. If the misfed original is inside the document feeder and is not visible, follow procedure (B).

- (A) If the misfed original is at the top of the document feeder tray or in the exit area, open the document feeder cover and pull out the original. If the original resists your pulling, press down on the RSPF jam release lever while pulling out the original. When finished, close the document feeder cover.**



- (B) Open the document feeder cover. Next, open the RSPF and rotate the roller in the direction of the arrow. If the misfed original is in the state (X), pull the original out as it feeds out into the exit area. If the misfed original is in the state (Y), pull the original down and out. When finished, lower the RSPF and close the document feeder cover.**


**Note**

Open and close the RSPF to clear the error indicator. "RETURN X ORIGINAL(S) START TO RESUME" will appear in the display. Return the indicated number of pages to the document feeder tray. Press the [START] key () to resume copying.

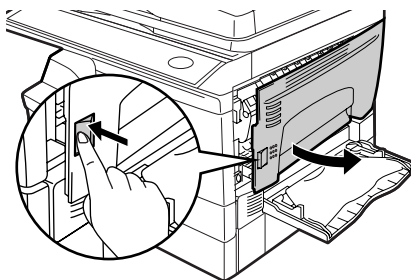
TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT

When toner is low, the error indicator will light up and "TD CARTRIDGE IS NEAR EMPTY." will appear in the display. For information on purchasing a new TD (Toner/Developer) cartridge, see "ABOUT SUPPLIES AND OPTIONS" (p.90). If copying is continued while the indicator is lit, copies will gradually become lighter until the toner runs out. When the toner runs out, the machine will stop operating, the error indicator will blink, and "REPLACE THE TD CARTRIDGE" will appear in the display. Follow the procedure below to replace the TD (Toner/Developer) cartridge.

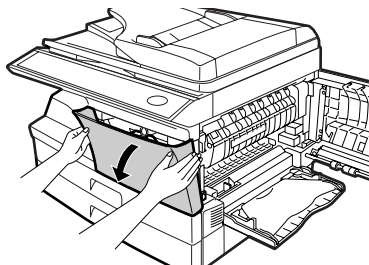


- After the machine stops, it may be possible to make a few more copies by taking the TD cartridge out of the machine, shaking it horizontally, then reinstalling it. If copying is not possible after this operation, replace the TD cartridge.
- During a long copy run of a dark original, "TONER REPLENISHMENT IN PROGRESS" appears in the display, and the machine may stop even though toner is left. The machine will feed toner up to 2 minutes and then the ready indicator will light up. Press the [START] key () to resume copying.

-
- 1** Open the bypass tray, and then open the side cover while pressing the side cover open button.

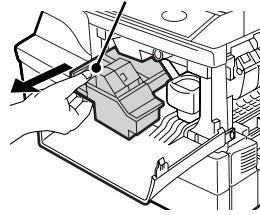


-
- 2** Push gently on both sides of the front cover to open the cover.



- 3** Gently pull the TD (Toner/Developer) cartridge out while pressing the lock release button.

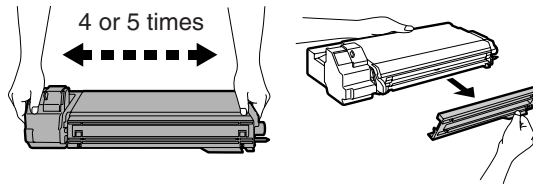
Lock release button



Note

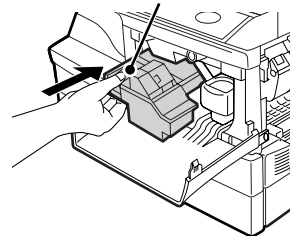
- After removing the TD cartridge, do not shake it or tap on it. Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag contained in the box of the new cartridge.
- Dispose of the old TD cartridge in accordance with local regulations.

- 4** Remove the TD (Toner/Developer) cartridge from the bag. Remove the protective paper. Hold the cartridge on both sides and shake it horizontally four or five times. Hold the tab of the protective cover and pull the tab to your side to remove the cover.

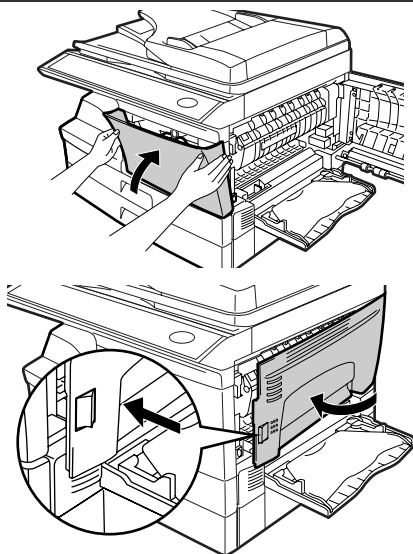


- 5** While pushing the lock release button, gently insert the TD (Toner/Developer) cartridge until it locks into place.

Lock release button



- 6** Close the front cover and then the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.



When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

DRUM CARTRIDGE REPLACEMENT

The useful life of the drum cartridge is approximately 18,000 copies*. When the internal counter reaches approximately 17,000 copies, the error indicator will light up and "A DRUM CARTRIDGE WILL BE NEEDED SOON" will appear in the display. For more information on purchasing a drum cartridge, see "ABOUT SUPPLIES AND OPTIONS" (p.90). When the error indicator blinks and "REPLACE THE DRUM CARTRIDGE" appears in the display, the machine will stop operating until the cartridge is replaced. Replace the drum cartridge at this time.

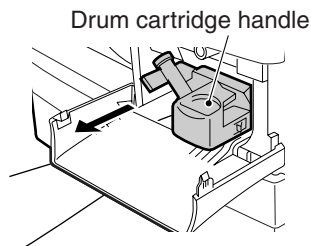
* Based on copying onto letter size paper at 5% toned area.



Do not remove the protective cover on the drum portion (black paper) of a new drum cartridge before use. The cover protects the drum against external light.

- 1** Remove the TD (Toner/Developer) cartridge (see "TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT" (p.82)).

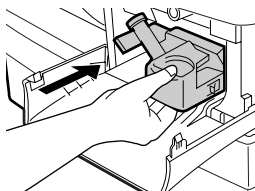
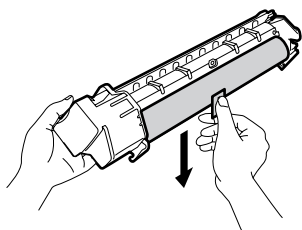
- 2** Hold the drum cartridge handle and gently pull the cartridge out. Dispose of the old drum cartridge in accordance with local regulations.



- 3** Remove the new drum cartridge from the protective bag and remove the protective cover from the cartridge. Gently install the new drum cartridge.

**Note**

Do not touch the surface of the drum (green portion).
Doing so may cause smudges on the copies.



- 4** Gently install the TD (Toner/Developer) cartridge. To install the TD cartridge, see "INSTALLING THE TD (TONER/DEVELOPER) CARTRIDGE" (p.14).

- 5** Close the front cover and then the side cover by pressing the round projections near the side cover open button. The drum replacement required error indicator will go out and the ready indicator will light up.

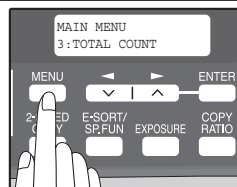
**Note**

When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.

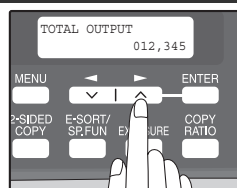
CHECKING THE TOTAL COUNT AND DRUM CARTRIDGE LIFE

You can check the total number of pages output by the machine (all pages printed by the copy function and printer function), as well as the output counts of each function (number of copies, number of scanned pages, number of faxes, etc.) and drum cartridge life. When a count reaches 999,999 it returns to 0.

- 1 Press the [MENU] key. Press the [◀] key (▼) or [▶] key (▲) until "TOTAL COUNT" appears, and then press the [ENTER] key.**



- 2 Press the [◀] key (▼) or [▶] key (▲) to display the count of each function.**



The count of each function changes as follows each the [◀] key (▼) or [▶] key (▲) is pressed:

- | | |
|--------------------------|---|
| • "TOTAL OUTPUT": | Total number of pages output by the machine |
| • "COPIES": | Total number of copies |
| • "SPF/RSPF": | Total number of pages scanned using the RSPF |
| • "2-SIDED PRINT": | Total number of pages printed by two-sided print |
| • "PRINTS": | Total number of pages printed the printer function |
| • "FAX": | Total number of sent and received faxes |
| • "FAX SEND": | Total number of sent faxes |
| • "SCAN SEND": | Total number of scans |
| • "REMAINING DRUM LIFE": | The remaining number of pages that can be printed with the drum cartridge is displayed. |

MAINTENANCE REQUIRED

When the error indicator will blink and "MAINTENANCE REQUIRED CALL FOR SERVICE" will appear in the display, service by an authorized SHARP service technician is required. Contact your service center as soon as possible.

CLEANING THE MACHINE

Proper care is essential in order to get clean, sharp copies. Be sure to take a few minutes to clean the machine on a regular basis.



Do not spray flammable cleaner gas. Gas from the spray may come in contact with the internal electrical components or high-temperature parts of the fusing unit, creating a risk of fire or electrical shock.



- Before cleaning, be sure to turn the power switch off and remove the power cord from the outlet.
- Do not use thinner, benzene or other volatile cleaning agents. Doing so may cause deformation, discoloration, deterioration or malfunction.

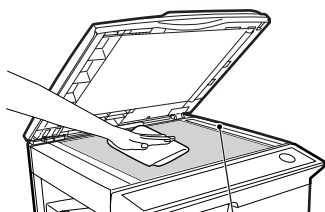
Cabinet

Wipe the cabinet with a soft, clean cloth.

Document glass and the back side of the RSPF

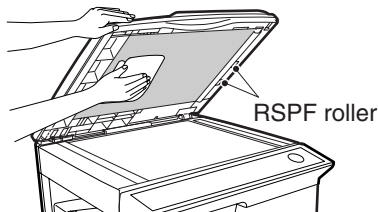
Stains on the glass, RSPF scanning window, cover or RSPF roller will also be copied. Wipe the glass, RSPF scanning window, cover and RSPF roller with a soft, clean cloth. If necessary, dampen the cloth with a glass cleaner.

Document glass/scanning window

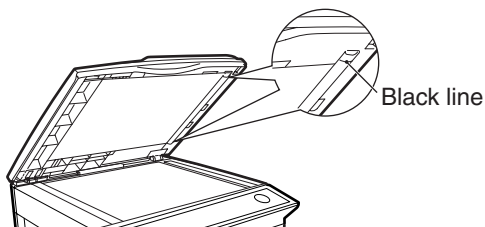


RSPF scanning window

RSPF



RSPF roller



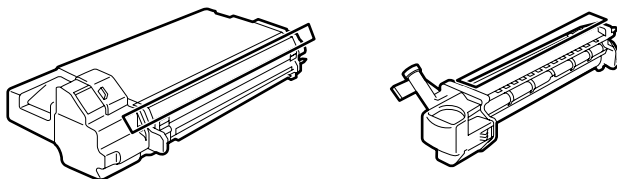
If this area is dirty, copying from the RSPF will not be possible.

TD (Toner/Developer) cartridge and drum cartridge

- 1** Remove the TD (Toner/Developer) cartridge and drum cartridge as explained in "TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT" (p.82) and "DRUM CARTRIDGE REPLACEMENT" (p.84).

- 2** Wipe the parts of the TD (Toner/Developer) cartridge and drum cartridge shown below with a clean cloth.

Wipe only the parts that are indicated in the illustration.



- Do not touch the surface of the drum (green portion). Doing so may cause smudges on the copies.
- When cleaning the TD cartridge, do not tilt or shake it. Toner may spill out and soil your clothes.

- 3** Replace the TD (Toner/Developer) cartridge and drum cartridge as explained in "TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT" (p.82) and "DRUM CARTRIDGE REPLACEMENT" (p.84).

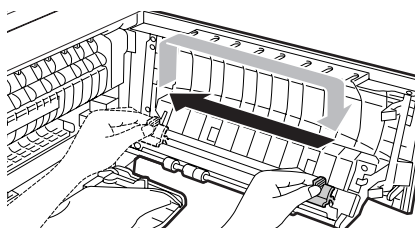
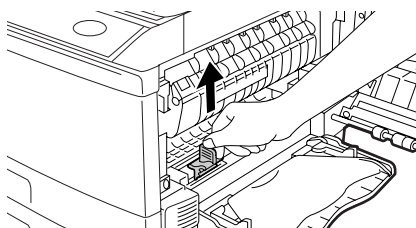
If copies start becoming streaky or blotchy, the transfer charger may be dirty. Clean the charger using the following procedure.

Transfer charger

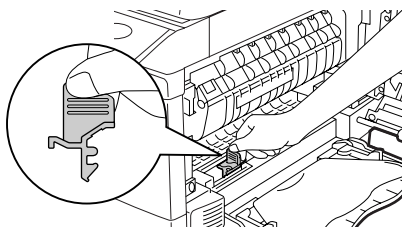
- 1** Turn the power switch off. (p.17)
- 2** Ensure that the bypass tray is open and then open the side cover while pressing the side cover open button. (p.14)
- 3** Take the charger cleaner out by holding the tab. Set the charger cleaner onto the right end of the transfer charger, gently slide the cleaner to the left end, and then remove it. Repeat this operation two or three times.

**Note**

Slide the charger cleaner from the right end to the left end along the groove of the transfer charger. If the cleaner is stopped on the way, smudges on copies may occur.



- 4** Return the charger cleaner to its original position. Close the side cover by pressing the round projections near the side cover open button.



- 5** Turn the power switch on. (p.16)

ABOUT SUPPLIES AND OPTIONS

When ordering supplies, please use the correct part numbers as listed below.



Be sure to use only genuine SHARP parts and supplies.



For best copying results, be sure to use only SHARP Genuine Supplies which are designed, engineered, and tested to maximize the life and performance of SHARP copiers. Look for the Genuine Supplies label on the toner package.

Supply list

Supply	Part number	Usable life
TD (Toner/Developer) cartridge	FO-55ND	Approx. 6,000 sheets
Drum cartridge	FO-55DR	Approx. 18,000 sheets

* Based on copying onto letter-type paper at 5% toned area
(The life of the TD cartridge which has been included in the machine at the factory is approximately 2,000 sheets.)

Interface cable

Please purchase the appropriate cable for your computer.

USB interface cable

USB cable that supports USB 2.0.

LAN interface cable

Shielded type cable.

SPECIFICATIONS

Model	FO-2080
Type	Digital Multifunctional System, Desktop
Photoconductive type	OPC drum
Document glass type	Fixed
Copy/printing system	Dry, electrostatic transfer
Originals	Sheets, bound documents
Originals size	Max. 8-1/2" x 14"
Copy size	Max. 8-1/2" x 14" Min. 3-1/2" x 5-1/2" Image loss: Max. 11/64" (4 mm) (leading and trailing edges) Max. 3/16" (4.5 mm) (along other edges in total)
Copying speed*1	20 copies/min. (8-1/2" x 11", one-sided copying at 100% copy ratio)
Continuous copy	Max. 99 copies; subtractive counter
First-copy time*2	8.0 seconds (When user program 24 is set to OFF) 10.7 seconds (When user program 24 is set to ON) (paper: 8-1/2" x 11", exposure mode: AUTO, copy ratio: 100%)
Warm-up time*3	Approx. 0 sec.
Copy ratio	Document glass: Variable: 25% to 400% in 1% increments (total 376 steps) Fixed preset: 25%, 50%, 64%, 78%, 100%, 129%, 200%, 400% RSPF: Variable: 50% to 200% in 1% increments (total 151 steps) Fixed preset: 50%, 64%, 78%, 100%, 129%, 200%
Exposure system	Document glass: Moving optical source, slit exposure (stationary platen) with automatic exposure function RSPF: Moving original
Paper feed	Two automatic feeding paper trays (250 sheets each) + bypass tray (50 sheets)

APPENDIX

Fusing system	Heat rollers
Developer system	Magnetic brush development
Light source	Cold cathode fluorescent lamp (CCD: 3 components; R, G, and B)
Resolution	Scan: 600 x 300 dpi Output: 600 x 600 dpi(AUTO/TEXT mode) Scan: 600 x 600 dpi Output: 600 x 600 dpi(PHOTO mode)
Gradation	256 tones (8 bits)
Power supply	120 V, 60 Hz, 8.0 A
Power consumption	Max. 1.0 kW
Space requirements (with trays extended)	31.6" (W) x 17.6" (D) (802 mm (W) x 445 mm (D))
Weight^{*4}	Approx. 50.6 lbs. (22.9 kg)
Dimensions	20.4" (W) x 17.6" (D) x 18.1" (H) (518 mm (W) x 445 mm (D) x 459 mm (H))
Operating conditions	Temperature: 50°F to 86°F (10°C to 30°C) Humidity: 20% to 85%
Acoustic noise emission (measurement according to ISO7779)	Sound power level LwA Printing mode(continuous printing): 6.1 B Standby mode: 3.0 B Sound pressure level LpA (actual measurement) Printing mode (Bystander positions): 47 dB (A) Printing mode (Operator position): 50 dB (A) Standby mode (Bystander positions): 15 dB (A) Standby mode (Operator position): 16 dB (A)

*¹ When making multiple duplex copies, the copy speed will vary based on the environment conditions.

*² The first-copy time is measured after the power save indicator turns off following power on, using the document glass with the polygon rotating in the copy ready state and "LSU SETTING" set to ON in the user programs (8-1/2" x 11", paper fed from paper tray).

The first-copy time may vary depending on machine operating conditions and ambient conditions such as temperature.

The time from power on until the first copy is output varies depending on the installation site and the state of the machine in use.

*³ The warm-up time may vary depending on machine operating conditions and ambient conditions such as temperature.

*⁴ Not including TD and drum cartridges.

Printer Function

Print speed ^{*1}	20 ppm
Resolution	600 dpi
Memory	Approx. 30 MB
Emulation	SPLC (Sharp Printer Language with Compression)
Interface	10BASE-T Network Interface ^{*2} USB 2.0 (Full-Speed/Hi-Speed compatible interface)
Interface cables	[USB cable] USB cable that supports USB 2.0. Please purchase a commercially available USB cable. [LAN cable] Shielded type cable Please purchase a commercially available LAN cable.

^{*1} When printing same document continuously on 8-1/2" x 11" plain paper in non-offset mode, excluding processing time.

^{*2} Cannot be connected to an exclusive 100BASE hub.

Scanner Function

Type	Flatbed scanner
Scanning method	Document glass/RSPF
Light source	Cold cathode fluorescent lamp (CCD: 3 components; R, G, and B)
Resolution	Basic: 600 dpi x 1200 dpi Setting range: 50dpi - 9600dpi
Original types	Sheet media, books
Effective scanning area	8.5" (216 mm) (Lengthwise) x 14" (356 mm) (Width)
Scanning speed	2.88 msec/line
Input Data	1 bit or 12 bit
Output Data	R.G.B 1 or 8 bits / pixel / A/D 16 bit
Scanning colors	Black and white 2 value, Grayscale, Full color
Protocol	TWAIN WIA (Windows XP/Vista only) STI
Interface	USB 2.0 (Full-Speed/Hi-Speed compatible interface)
Drop out color	Yes
Supported operating systems	Windows 2000 Professional/XP/Vista (Detailed information can be found in "BEFORE INSTALLATION" (p.41))
Void area	None
Interface cables	[USB cable] USB cable that supports USB 2.0. Please purchase a commercially available USB cable.
Scanner utilities	Button Manager / Sharpdesk

MATERIAL SAFETY DATA SHEET

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1.PRODUCT AND COMPANY IDENTIFICATION

Product Name : AL-1651CS/AL-1661CS/AL-1631/ AL-1641CS/AL-1642CS/AL-1217D/
AL-1457D/FO-DC550/ AL-1655CS/FO-2080
FO-55ND/ /AL-100TD/AL-110TD/AL-100TDN (Black Toner)

Supplier Identification : Sharp Corporation
22-22 Nagaike-cho, Abeno-ku, Osaka, Japan

Local suppliers are listed below. Please contact the nearest supplier for additional information.

Area	(Country)	(Name and Telephone Number)
North America	U.S.A.	Sharp Electronics Corporation Sharp Plaza, Mahwah, NJ Telephone number for information : 1-800-237-4277 Emergency telephone number : 1-800-255-3924
	Canada	Sharp Electronics of Canada Ltd. Telephone number for information : 905-890-2100 Emergency telephone number : 1-800-255-3924
Oceania	Australia	Sharp Corporation of Australia PTY. Ltd. No1 Huntingwood Drive Huntingwood Blacktown N.S.W. Telephone number for information : 1300-13-50-22
Europe	Germany	Sharp Electronics (Europe) GMBH Sonninstrasse 3, 20097 Hamburg Telephone number to access MSDS : 040-2376-2185 For more information : 040-2376-2613
	United Kingdom	Sharp Electronics (U. K.) Ltd. Telephone number for information : 08705-274-277
	France	Sharp Electronics France S.A. Telephone number for information : 01-49-90-34-00
	Austria	Sharp Electronics GMBH Telephone number for information : 01-727-19-0
	Italy	Sharp Electronics (Italy) S.P.A. Telephone number for information : 02895951
	Spain	Sharp Electronics (Espana) S.A. Telephone number for information : 93-581-97-00
	Netherlands	Sharp Electronics Benelux B.V. Telephone number for information : 30-6359500
	Sweden	Sharp Electronics Nordic AB Telephone number for information : 08-634-36-00
Middle East	U.A.E.	Sharp Electronics (Schweiz) AG Telephone number for information : 01-846-6111
		Sharp Middle East FZE P.O.Box 17115 Jebel Ali, Dubai Telephone number for information : 04-815311

2.COMPOSITION / INFORMATION ON INGREDIENTS

Substance[] Preparation[X]

Ingredient	CAS No.	Proportion	OSHA PEL	ACGIH TLV	MAK-TWA	NOHSC- TWA
Styrene-Acrylate copolymer	Confidential	85-90%	Not listed	Not listed	Not listed	Not listed
Carbon black	1333-86-4	5-8%	3.5mg/m ³	3.5mg/m ³	Not listed	3mg/m ³
Iron oxide	1317-61-9	1-5%	Not listed	Not listed	Not listed	Not listed
Paraffin wax	8002-74-2	1-3%	Not listed	Not listed	Not listed	Not listed
Polypropylene	Confidential	0.5-3%	Not listed	Not listed	Not listed	Not listed

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3.HAZARDS IDENTIFICATION

Most Important Hazards and Effects of the Products

Human Health Effects : There are no anticipated carcinogenic effects from exposure based on animal tests performed using toner. When used as intended according to instructions, studies do not indicate any symptoms of fibrosis will occur.

Environmental Effects : No data are available.

Specific Hazards : Dust explosion (like most finely divided organic powders)

Directive 1999/45/EC(Europe) : Not classified as dangerous

4.FIRST-AID MEASURES

Route(s) of Entry : Inhalation?

Yes

Skin?

No

Ingestion?

Possible but very unusual.

Inhalation : Remove to fresh air. If symptoms occur, consult medical personnel.

Skin Contact : Wash with soap and water for 15 minutes or until particle is removed.

If irritation does occur, consult medical personnel.

Eye Contact : Flush eyes immediately with water for 15 minutes. If irritation does occur, consult medical personnel.

Ingestion : Rinse with water and drink several glasses of water. If irritation or discomfort does occur, consult medical personnel.

5.FIRE-FIGHTING MEASURES

Extinguishing Media : Water, CO₂, foam and dry chemicals

Special Fire Fighting Procedures : None

Fire and Explosion Hazards : Toner material, like most finely divided organic powders, may form an explosive mixture.

6.ACCIDENTAL RELEASE MEASURES

Personal Precautions : None

Environmental Precautions : None

Methods for Cleaning Up : Wipe off with paper or cloth. Do not use vacuum cleaner when a large amount is released. It, like most finely divided organic powders, is capable of creating a dust explosion.

7.HANDLING AND STORAGE

Handling

Technical Measures : None

Precautions : None

Safe Handling Advice : Use of a dust mask is recommended when handling a large quantity of toner or during long term exposure, as with any non-toxic dust. Try not to disperse the particles.

Storage

Technical Measures : None

Storage Conditions : Keep container closed and Store in a cool and dry place.
Keep out of the reach of children.

Incompatible Products : None

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8.EXPOSURE CONTROLS / PERSONAL PROTECTION

Engineering Measures

Ventilation : Not required under intended use.

Exposure Limit Values

OSHA-PEL(USA) : 15mg/m³ (Total Dust), 5mg/m³ (Respirable Dust)

ACGIH-TLV(USA) : 10mg/m³ (Total Dust), 3mg/m³ (Respirable Dust)

Personal Protective Equipment

Respiratory Protection : Not required under intended use.

Hand Protection : Not required under intended use.

Eye Protection : Not required under intended use.

Skin Protection : Not required under intended use.

Other Protective Equipment : Use of a dust mask and goggles are recommended when handling a large quantity of toner or during long term exposure, as with any non-toxic dust.

9.PHYSICAL AND CHEMICAL PROPERTIES

Appearance

Physical State : Solid Form : Powder Color : Black Odor : faint odor

Ph : Not applicable

Boiling / Melting Point : Not applicable

Softening Point(°C) : 130°C

Flash Point(°C) : Not applicable

Ignition Point(°C) : No data

Explosion Properties : No data

Density(g/cm³) : 1.1

Solubility in Water : Negligible

10.STABILITY AND REACTIVITY

Stability : Stable

Hazardous Reactions : Dust explosion, like most finely divided organic powders.

Conditions to Avoid : Electric discharge, throwing into fire.

Materials to Avoid : Oxidizing Materials

Hazardous Decomposition Products : CO, CO₂ and NO_x

Further Information : None

11.TOXICOLOGICAL INFORMATION

Acute Toxicity

Ingestion(oral) : LD₅₀ > 2000mg/kg (Rats)

Inhalation : LC₅₀>5.14mg/L (Rats)

Eye irritation : Not an irritant (Rabbits)

Skin irritation : Not an irritant (Rabbits)

Skin sensitizer : No sensitization

Mutagenicity : Negative(Ames Test).

Carcinogenicity : In 1996 the IARC reevaluated carbon black as a Group 2B carcinogen (possible human carcinogen). This classification is given to chemicals for which there is inadequate human evidence, but sufficient animal evidence on which to base an opinion of carcinogenicity. The classification is based upon the development of lung tumors in rats receiving chronic inhalation exposures to free carbon black at levels that induce particle overload of the lung. Studies performed in animal models other than rats did not show any association between carbon black

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and lung tumors. Moreover, a two-year cancer bioassay using a typical toner preparation containing carbon black demonstrated no association between toner exposure and tumor development in rats.

Chronic Effect : In a study in rats of chronic inhalation exposure to a typical toner, a mild to moderate degree of lung fibrosis was observed in 92% of the rats in the high concentration (16mg/m³) exposure group, and a minimal to mild degree of fibrosis was noted in 22% of the animals in the middle (4mg/m³) exposure group, but no pulmonary change was reported in the lowest (1mg/m³) exposure group, the most relevant level to potential human exposures.

12.ECOLOGICAL INFORMATION

No data are available.

13.DISPOSAL CONSIDERATIONS

Waste from Residues : Waste material may be dumped or incinerated under conditions which meet all federal, state and local environmental regulations.

Contaminated Packaging : Waste may be disposed or incinerated under conditions which meet all federal, state and local environmental regulations.

14.TRANSPORT INFORMATION

UN Classification : None

Not classified as hazardous for transport.

15.REGULATORY INFORMATION

US Information

TSCA(Toxic Substances Control Act) :

All chemical substances in this product comply with all applicable rules or order under TSCA.

SARA(Superfund Amendments and Reauthorization Act) Title III

302 Extreme Hazardous Substance : None

311/312 Hazard Classification : None

EU Information

1999/45/EC and 67/548/EEC

Symbol & Indication : Not required

R-Phrase : Not required

76/769/EEC : All chemical substances in this product comply with all applicable rules or order under 76/769/EEC.

16.OTHER INFORMATION

NFPA Rating (USA) : Health=1 Flammability=1 Reactivity=0

WHMIS Legislation (Canada) : This product is not a controlled product.

References

IARC(1996) : IARC monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Humans, Vol. 65, Printing Process And Printing Inks, Carbon Black and Some Nitro Compounds, Lyon, pp.149-261
H.Muhle, B.Bellmann, O.Creutzenberg, C.Dasenbrock, H.Ernst, R.Kilpper, J.C.MacKenzie, P.Morrow, U.Mohr, S.Takenaka, and R.Mermelstein(1991) Pulmonary Response to Toner upon Chronic Inhalation Exposure in Rats. Fundamental and Applied Toxicology 17, pp.280-299.

The information on this data sheet represents our current data and best opinion as to the proper use in handling of this product under normal conditions. However, all materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we do not guarantee that these are the only hazards which exist.

MATERIAL SAFETY DATA SHEET

Page : 1/4

Date Revised : Jun . 1. 2009
Date Issued : Sep . 1. 2003
MSDS No. F-31231

1.PRODUCT AND COMPANY IDENTIFICATION

Product Name : AL-1651CS/ AL-1661CS/AL-1631/AL-1641CS/AL-1642CS/ AL-1217D
/AL-1457D/FO-DC550/ AL-1655CS/FO-2080
FO-55ND /AL-100TD /AL-110TD/AL-100TDN(Black Developer)

Supplier Identification : Sharp Corporation
22-22 Nagaike-cho, Abeno-ku, Osaka, Japan

Local suppliers are listed below. Please contact the nearest supplier for additional information.

Area	(Country)	(Name and Telephone Number)
North America	U.S.A.	Sharp Electronics Corporation Sharp Plaza, Mahwah, NJ Telephone number for information : 1-800-237-4277 Emergency telephone number : 1-800-255-3924
	Canada	Sharp Electronics of Canada Ltd. Telephone number for information : 905-890-2100 Emergency telephone number : 1-800-255-3924
Oceania	Australia	Sharp Corporation of Australia PTY. Ltd. No1 Huntingwood Drive Huntingwood Blacktown N.S.W. Telephone number for information : 1300-13-50-22
Europe	Germany	Sharp Electronics (Europe) GMBH Sonninstrasse 3, 20097 Hamburg Telephone number to access MSDS : 040-2376-2185 For more information : 040-2376-2613
	United Kingdom	Sharp Electronics (U. K.) Ltd. Telephone number for information : 08705-274-277
	France	Sharp Electronics France S.A. Telephone number for information : 01-49-90-34-00
	Austria	Sharp Electronics GMBH Telephone number for information : 01-727-19-0
	Italy	Sharp Electronics (Italy) S.P.A. Telephone number for information : 02895951
	Spain	Sharp Electronics (Espana) S.A. Telephone number for information : 93-581-97-00
	Netherlands	Sharp Electronics Benelux B.V. Telephone number for information : 30-6359500
	Sweden	Sharp Electronics Nordic AB Telephone number for information : 08-634-36-00
Middle East	U.A.E.	Sharp Electronics (Schweiz)AG Telephone number for information : 01-846-6111
		Sharp Middle East FZE P.O.Box 17115 Jebel Ali, Dubai Telephone number for information : 04-815311

2.COMPOSITION / INFORMATION ON INGREDIENTS

Substance[] Preparation[X]

Ingredient	CAS No.	Proportion	OSHA PEL	ACGIH TLV	MAK-TWA	NOHSC- TWA
Iron powder	7439-89-6	90-95%	Not listed	Not listed	Not listed	Not listed
Styrene-Acrylate copolymer	Confidential	5-10%	Not listed	Not listed	Not listed	Not listed
Carbon black	1333-86-4	0.1-0.9%	3.5mg/m ³	3.5mg/m ³	Not listed	3mg/m ³

Date Revised : Jun . 1. 2009
Date Issued : Sep . 1. 2003
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3. HAZARDS IDENTIFICATION

Most Important Hazards and Effects of the Products

Human Health Effects : There are no anticipated carcinogenic effects from exposure based on animal tests performed using toner. When used as intended according to instructions, studies do not indicate any symptoms of fibrosis will occur.

Environmental Effects : No data are available.

Specific Hazards : Dust explosion (like most finely divided organic powders)

Directive 1999/45/EC(Europe) : Not classified as dangerous

4. FIRST-AID MEASURES

Route(s) of Entry :	<u>Inhalation?</u>	<u>Skin?</u>	<u>Ingestion?</u>
	No	No	Possible but very unusual.

Inhalation : Remove to fresh air. If symptoms occur, consult medical personnel.

Skin Contact : Wash with soap and water for 15 minutes or until particle is removed.

If irritation does occur, consult medical personnel.

Eye Contact : Flush eyes immediately with water for 15 minutes. If irritation does occur, consult medical personnel.

Ingestion : Rinse with water and drink several glasses of water. If irritation or discomfort does occur, consult medical personnel.

5. FIRE-FIGHTING MEASURES

Extinguishing Media : Water, CO₂, foam and dry chemicals

Special Fire Fighting Procedures : None

Fire and Explosion Hazards : Toner material, like most finely divided organic powders, may form an explosive mixture.

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions : None

Environmental Precautions : None

Methods for Cleaning Up : Wipe off with paper or cloth. Do not use vacuum cleaner when a large amount is released. It, like most finely divided organic powders, is capable of creating a dust explosion.

7. HANDLING AND STORAGE

Handling

Technical Measures : None

Precautions : None

Safe Handling Advice : Use of a dust mask is recommended when handling a large quantity of toner or during long term exposure, as with any non-toxic dust. Try not to disperse the particles.

Storage

Technical Measures : None

Storage Conditions : Keep container closed and Store in a cool and dry place.
Keep out of the reach of children.

Incompatible Products : None

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Engineering Measures

Ventilation : Not required under intended use.

Date Revised : Jun . 1. 2009

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Exposure Limit Values

OSHA-PEL(USA) : 15mg/m³ (Total Dust), 5mg/m³ (Respirable Dust)

ACGIH-TLV(USA) : 10mg/m³ (Total Dust), 3mg/m³ (Respirable Dust)

Personal Protective Equipment

Respiratory Protection : Not required under intended use.

Hand Protection : Not required under intended use.

Eye Protection : Not required under intended use.

Skin Protection : Not required under intended use.

Other Protective Equipment : Use of a dust mask and goggles are recommended when handling a large quantity of toner or during long term exposure, as with any non-toxic dust.

9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance

Physical State : Solid Form : Powder Color : Black Odor : faint odor

Ph : Not applicable

Boiling / Melting Point : Not applicable

Softening Point(°C) : 130°C(toner)

Flash Point(°C) : Not applicable

Ignition Point(°C) : No data

Explosion Properties : No data

Density(g/cm³) : 7

Solubility in Water : Negligible

10. STABILITY AND REACTIVITY

Stability : Stable

Hazardous Reactions : Dust explosion, like most finely divided organic powders.

Conditions to Avoid : Electric discharge, throwing into fire.

Materials to Avoid : Oxidizing Materials

Hazardous Decomposition Products : CO, CO₂ and NO_x
Further Information : None

11. TOXICOLOGICAL INFORMATION

Acute Toxicity

Ingestion(oral) : LD₅₀ > 2000mg/kg (Rats)

Inhalation : LC₅₀>5.14mg/L (Rats)

Eye irritation : Not an irritant (Rabbits)

Skin irritation : Not an irritant (Rabbits)

Skin sensitizer : No sensitization

Mutagenicity : Negative(Ames Test).

Carcinogenicity : In 1996 the IARC reevaluated carbon black as a Group 2B carcinogen (possible human carcinogen). This classification is given to chemicals for which there is inadequate human evidence, but sufficient animal evidence on which to base an opinion of carcinogenicity. The classification is based upon the development of lung tumors in rats receiving chronic inhalation exposures to free carbon black at levels that induce particle overload of the lung. Studies performed in animal models other than rats did not show any association between carbon black and lung tumors. Moreover, a two-year cancer bioassay using a typical toner preparation containing carbon black demonstrated no association between toner exposure and tumor development in rats.

Date Revised : Jun . 1. 2009

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Chronic Effect : In a study in rats of chronic inhalation exposure to a typical toner, a mild to moderate degree of lung fibrosis was observed in 92% of the rats in the high concentration (16mg/m³) exposure group, and a minimal to mild degree of fibrosis was noted in 22% of the animals in the middle (4mg/m³) exposure group, but no pulmonary change was reported in the lowest (1mg/m³) exposure group, the most relevant level to potential human exposures.

12.ECOLOGICAL INFORMATION

No data are available.

13.DISPOSAL CONSIDERATIONS

Waste from Residues : Waste material may be dumped or incinerated under conditions which meet all federal, state and local environmental regulations.

Contaminated Packaging : Waste may be disposed or incinerated under conditions which meet all federal, state and local environmental regulations.

14.TRANSPORT INFORMATION

UN Classification : None

Not classified as hazardous for transport.

15.REGULATORY INFORMATION

US Information

TSCA(Toxic Substances Control Act) :

All chemical substances in this product comply with all applicable rules or order under TSCA.

SARA(Superfund Amendments and Reauthorization Act) Title III

302 Extreme Hazardous Substance : None

311/312 Hazard Classification : None

EU Information

1999/45/EC and 67/548/EEC

Symbol & Indication : Not required

R-Phrase : Not required

76/769/EEC : All chemical substances in this product comply with all applicable rules or order under 76/769/EEC.

16.OTHER INFORMATION

NFPA Rating (USA) : Health=1 Flammability=1 Reactivity=0

WHMIS Legislation (Canada) : This product is not a controlled product.

References

IARC(1996) : IARC monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Humans, Vol. 65, Printing Process And Printing Inks, Carbon Black and Some Nitro Compounds, Lyon, pp.149-261

H.Muhle, B.Bellmann, O.Creutzenberg, C.Dasenbrock, H.Ernst, R.Kilpper, J.C.MacKenzie, P.Morrow, U.Mohr, S.Takenaka, and R.Mermelstein(1991) Pulmonary Response to Toner upon Chronic Inhalation Exposure in Rats. Fundamental and Applied Toxicology 17, pp.280-299.

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[#] key	10, 31, 33, 36
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2

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MEMO

MEMO

For users in the USA

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

WARNING:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Notice for Users in U.S.A.

Declaration of Conformity

SHARP Digital Multifunctional System, FO-2080

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party: SHARP ELECTRONICS CORPORATION

Sharp Plaza, Mahwah, New Jersey 07495

TEL: 1-800-BE-SHARP

This product utilizes tin-lead solder, and fluorescent lamp containing a small amount of mercury. Disposal of these materials may be regulated due to environmental consideration. For disposal or recycling information, please contact your local authorities, the Electronics Industries Alliance: www.eiae.org, the lamp recycling organization: www.lamprecycle.org or Sharp at 1-800-BE-SHARP.
(For U.S.A. Only)

SHARP®

SHARP ELECTRONICS CORPORATION

1 Sharp Plaza, Mahwah, New Jersey 07495-1163.

www.sharpusa.com

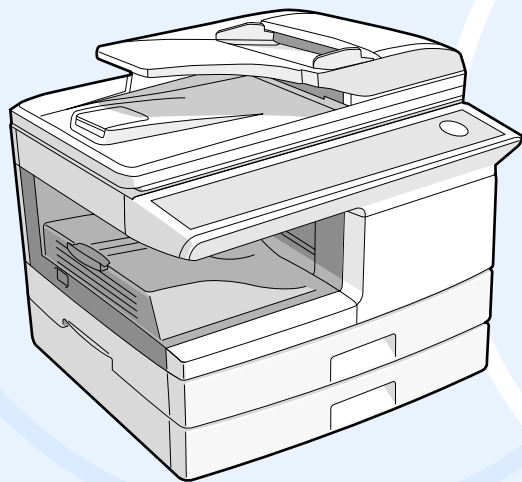
SHARP CORPORATION



This manual has been printed using a vegetable-based soy oil ink to help protect the environment.

PRINTED IN CHINA
2009F KS2
TINSE2023QSZZ

FO-2080 Online Manual



Start

Click this "Start" button.

Introduction

This manual describes the printer and scanner functions of the FO-2080 digital multifunctional system.



- For information on the following topics, please refer to the Operation Manual for the digital multifunctional system.
 - Basic machine procedures (adding paper, replacing the TD cartridge, removing misfeeds, using peripheral devices)
 - Copier functions
 - Scanning from the operation panel of the machine
 - Specifications
- Where "FO-xxxx" appears in this manual, please substitute the name of your model for "xxxx".
- This manual refers to the Reversing Single Pass Feeder as the "RSPF".
- The screen images and procedures that appear in this manual are mainly for Windows Vista. With other versions of Windows, some screen images may be different from those in this manual.
- For information on using your operating system, refer to your operating system's manual or online Help.

Trademark Acknowledgments

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- Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.
- All other trademarks and copyrights are the property of their respective owners.

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.



How to Use the Online Manual

This section explains how to view the online manual. Please read this section before using the online manual. For information on using Acrobat Reader, see Acrobat Reader Help.

How to Control the Online Manual

In this manual, the following buttons are displayed at the bottom of each page. Click these buttons to move quickly to pages that you wish to view.

CONTENTS

Displays the Contents of this manual. Click on a topic in the Contents to jump directly to that section.

I N D E X

Displays the Index of this manual. Click on a topic in the Index to jump directly to that section.



Takes you forward page by page.




Takes you back page by page.

Following Links

This manual uses a link function that allows you to jump to a related page. If you click green, underlined text, the related page will be displayed. (In the Contents and Index sections, the linked areas are not underlined.)

Example:  [Contents](#)

To return to the previous page, click the  button on the menu bar of Acrobat Reader.

Using Bookmarks

Bookmarks have been created on the left side of this manual. You can click on a bookmark to jump directly to that section.

How to Print Out This Manual

To print this manual, select "Print" from the "File" menu of Acrobat Reader. Select the desired printer settings in the "Print" dialog box, and then click the "OK" button.

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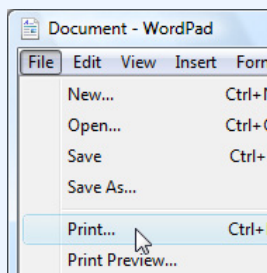
The following example explains how to print a document from WordPad.

Before printing, make sure that the correct size of paper for your document has been loaded in the machine.

1 Start WordPad and open the document that you wish to print.

2 Select "Print" from the application's "File" menu.

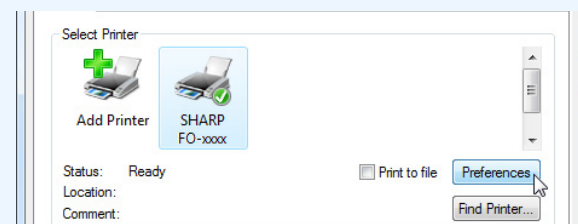
The "Print" dialog box will appear.



3 Make sure that "SHARP FO-xxxx" is selected as the printer.

If you need to change any print settings, click the "Preferences" button to open the printer driver setup screen.

The printer driver setup screen will appear.



Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen and click the "OK" button.

☞ [Printer Driver Settings](#), [Printing Multiple Pages on One Page](#), [Fitting the Printed Image to the Paper](#), [Printing a Watermark](#), [Two-sided Printing](#)

4 Click the "Print" button.

Printing begins. When printing begins, the Print Status Window automatically opens.

☞ [Outline of the Print Status Window](#)

The print job is delivered to the output tray, with the position of the paper offset slightly from the previous job (offset function).

If the tray runs out of paper during printing

Printing will automatically resume when paper is loaded in the tray.

When using the bypass tray, select printer mode with the mode select key on the machine, load paper as instructed by the message in the display, and then press the [START] key to resume printing.

Note that if the "AUTO TRAY SWITCH" setting in the user programs is enabled and there is the same size of paper in another tray, the machine will automatically switch to the other tray and continue printing.

Cancel a print job

1

Select printer mode with the [MODE SELECT] key on the operation panel of the machine, and then press the [CLEAR] key (C) or the [CLEAR ALL] key (CA).

2

"CANCEL PRINT JOB?" will appear in the display. Make sure that a checkmark appears in front of "YES" and press the [ENTER] key.

**Caution**

When the machine is connected to your computer using the USB 2.0 (Hi-Speed) ports on each, be sure to read "System requirements for USB 2.0 (Hi-Speed mode)" in the Operation Manual.

When "Paper Source" is set to "Auto Select"

If "Paper Source" is set to "Auto Select" in the "Paper" tab of the printer driver setup screen and the correct size of paper for a print job is not loaded in the machine, the printing procedure will vary depending on the "FORCED OUTPUT" setting in the user programs (see "USER PROGRAMS" in the Operation Manual).

When "FORCED OUTPUT" is set to "OFF"

Select printer mode with the mode select key on the machine, check the message in the display, load paper in the bypass tray, and then press the [START] key to begin printing.

When "FORCED OUTPUT" is set to "ON"

Printing takes place on the paper loaded in the machine, even though the paper size is different from the print image size.

Opening the Printer Driver From the "Start" Button

You can open the printer driver and change the printer driver settings from the Windows "start" button. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings from the printer driver setup screen at the time of printing, the settings will revert to the initial settings when you quit the application.)

1

Click the "Start" button and select "Control Panel" and then select "Printer".

- In Windows XP, click the "start" button, and then click "Printers and Faxes".
- In Windows 2000, click the "Start" button and point to "Settings", and then select "Printers".



In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".

2

Click the "SHARP FO-xxxx" printer driver icon.

3

Select "Properties" from the "Organize" menu.

In Windows XP/2000, select "Properties" from the "File" menu.


4

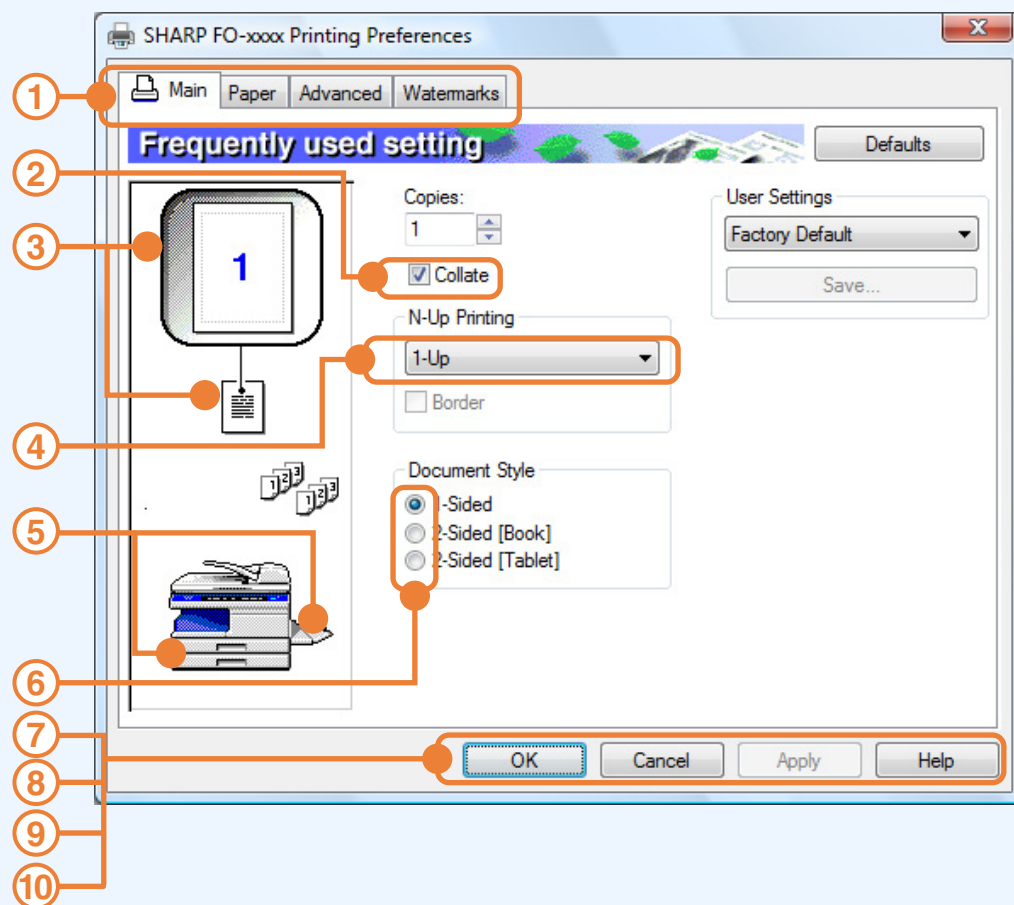
Click the "Printing Preferences" button in the "General" tab.

The printer driver setup screen will appear.

👉 [Printer Driver Settings](#)

Printer Driver Settings

Some restrictions exist on the combinations of settings that can be selected in the printer driver setup screen. When a restriction is in effect, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.



① Tab

The settings are grouped on tabs. Click on a tab to bring it to the front.

② Checkbox

Click on a checkbox to activate or deactivate a function.

③ Print setting image

This shows the effect of the selected print settings.

④ Drop-down list

Allows you to make a selection from a list of choices.

⑤ Image of paper trays

The tray selected in "Paper Selection" in the "Paper" tab appears in blue. You can also click on a tray to select it.

⑥ Check button

Allows you to select one item from a list of options.

⑦ "OK" button

Click this button to save your settings and exit the dialog box.

⑧ "Cancel" button

Click this button to exit the dialog box without making any changes to the settings.

⑨ "Apply" button

Click to save your settings without closing the dialog box.

⑩ "Help" button

Click this button to display the help file for the printer driver.



The settings and the image of the machine will vary depending on the model.

Printing Multiple Pages on One Page

This feature allows you to reduce and print two or four document pages on a single sheet of paper.

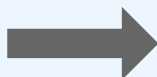
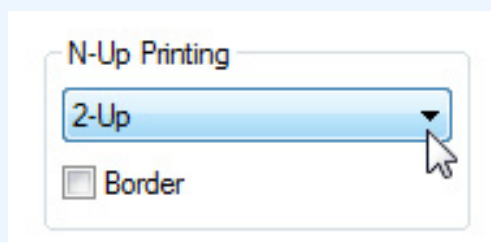
To use this function, open the printer driver setup screen and select "2-Up" or "4-Up" for "N-Up Printing" on the "Main" tab.

☞ See [Basic Printing](#) for details on how to open the printer driver.



The "N-Up Printing" setting is not available when "Fit To Paper Size" is selected.

☞ [Fitting the Printed Image to the Paper](#)



N-Up	<input type="checkbox"/> Border	<input checked="" type="checkbox"/> Border
"2-Up"		
"4-Up"		

If you select the "Border" checkbox, borderlines will be printed around each page.

Fitting the Printed Image to the Paper

The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine. Follow the steps shown below to use this function. The explanation below assumes that you intend to print a letter size document on invoice size paper.

☞ See [Basic Printing](#) for details on how to open the printer driver.



The "Fit To Paper Size" setting is not available when "N-Up Printing" is selected.

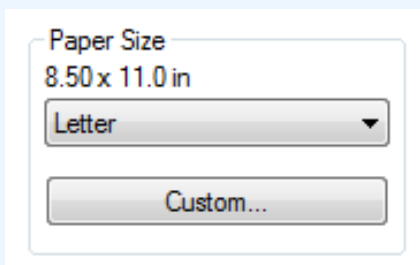
☞ [Printing Multiple Pages on One Page](#)

1

Click the "Paper" tab in the printer driver setup screen.

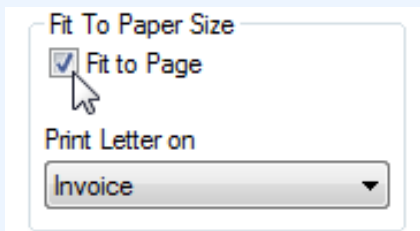
2

Select the original size (Letter) of the print image in "Paper Size".



3

Check the "Fit to Page" box.



4

Select the actual size of paper to be used for printing (Invoice).

The size of the printed image will be automatically adjusted to match the paper loaded in the machine.

Paper Size: Letter

Fit To Paper Size: Invoice



Letter size document
(Paper Size)



Invoice size paper
(Fit To Paper Size)



If "A3 (Fit to Page)", "B4 (Fit to Page)", or "Ledger (Fit to Page)" is selected, the print image is fit to the letter size even if "Fit to Page" is not selected.

Two-sided Printing

This feature allows you to print on both sides of the paper.

To use this function, open the printer driver setup screen and select "2-Sided (Book)" or "2-Sided (Tablet)" from "Document Style" in the "Main" tab.

See [Basic Printing](#) for details on how to open the printer driver.

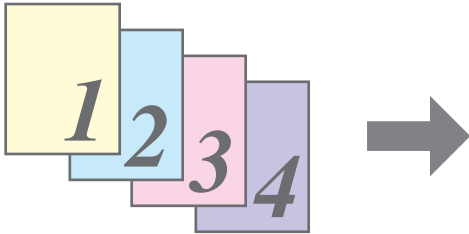
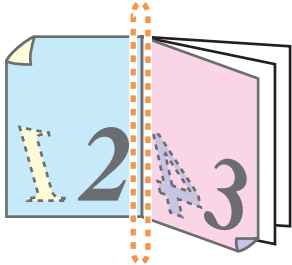
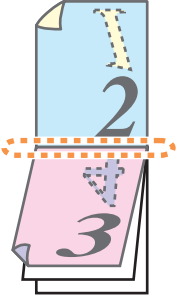
Document Style

- ☐ 1-Sided
- ☒ 2-Sided [Book]
- ☐ 2-Sided [Tablet]



- Paper sizes that can be used for two-sided printing are Letter, Legal, Folio*, Invoice, A4, A5, B5, Foolscap, and 16K.
- When using two-sided printing, select a source other than "Bypass Tray" for the "Paper Source" in the "Paper" tab.
 - * For two-sided printing on Folio size paper, "Tray 1" or "Tray 2" (if Tray 2 has been installed) must be selected in the "Paper Source" on the "Paper" tab.

The following example shows the result when portrait data is printed on both sides of the paper.

Print data	Printing result	
	2-Sided (Book)	2-Sided (Tablet)
	 <p>The pages are printed so that they can be bound at the side.</p>	 <p>The pages are printed so that they can be bound at the top.</p>

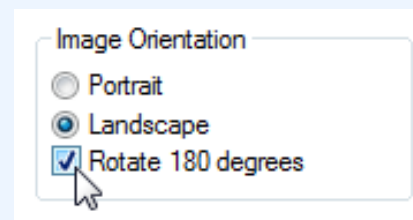
Rotating the Print Image 180 Degrees

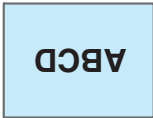
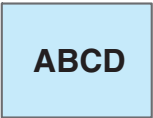
The print image can be rotated 180 degrees.

This feature is used to enable correct printing on envelopes and other paper with flaps that can only be loaded in one orientation.

To use the feature, select the image orientation in "Image Orientation" on the "Paper" tab, and then select the "Rotate 180 degrees" checkbox.

☞ See [Basic Printing](#) for details on how to open the printer driver.



Printing result	
<input checked="" type="checkbox"/> Rotate 180 degrees	<input type="checkbox"/> Rotate 180 degrees
	

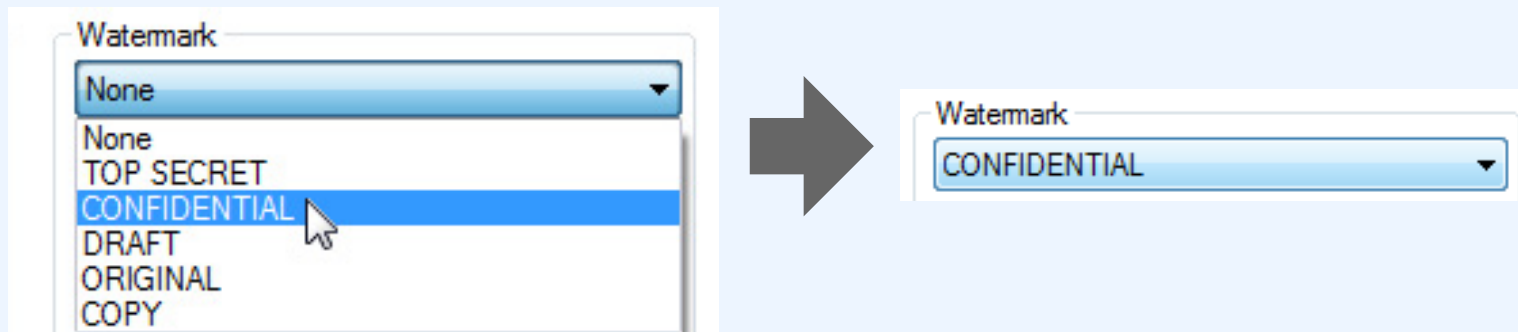
Printing a Watermark

You can print a watermark such as "CONFIDENTIAL" on your document. To print a watermark, open the printer driver, click the "Watermarks" tab, and follow the steps below.

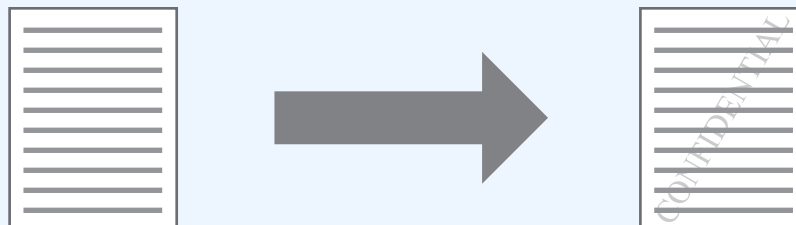
See [Basic Printing](#) for details on how to open the printer driver.

How to Print a Watermark

From the "Watermark" drop-down list, select the watermark that you wish to print (for example "CONFIDENTIAL"), and start printing.



Print sample



You can enter text to create your own custom watermark. For details on watermark settings, view printer driver Help.

🔗 [Printer Driver Settings](#)

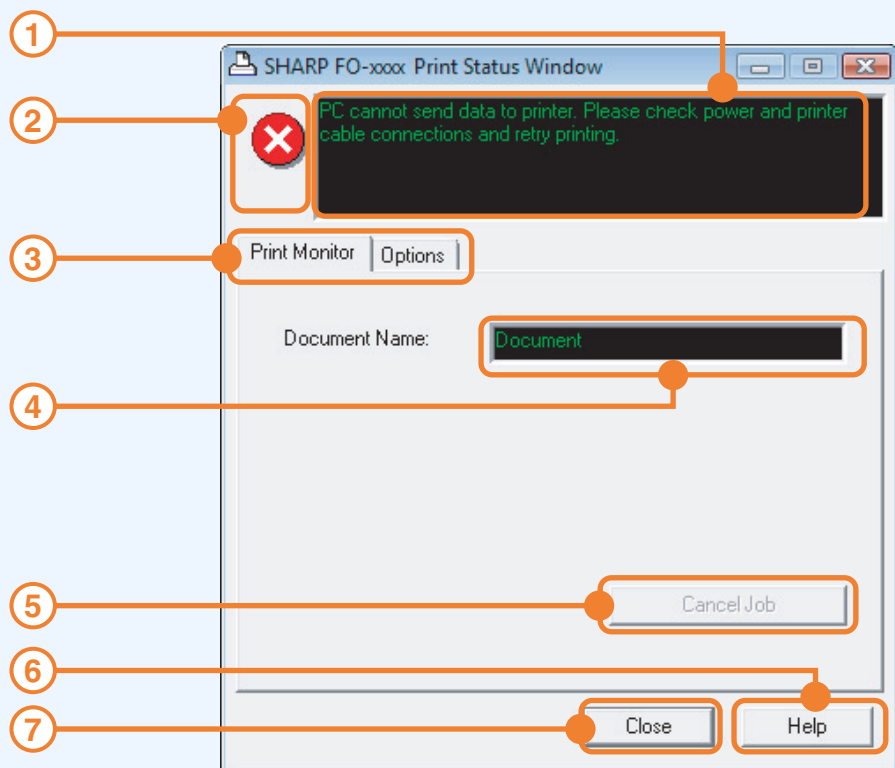
Outline of the Print Status Window

When printing begins, the Print Status Window automatically opens.

The Print Status Window is a utility that monitors the machine and shows the name of the document being printed and any error messages that occur.



When the machine is used as a network printer, the Print Status Window will not function.



① Status window

Provides information on the current status of the printer.

② Status icon

The status icons appear to alert you to printer errors. Nothing appears when printing is taking place normally. The icons are explained below. Follow the instructions in the status window to solve the problem.

Icon	Print Status
	An error has occurred that requires immediate attention.
	An error has occurred that requires attention soon.

③ Tab

Click a tab to bring it to the front. The "Options" tab allows you to select display options for the Print Status Window.

④ Document Name

Shows the name of the document currently being printed.

⑤ "Cancel Job" button

Printing can be canceled by clicking this button before the machine receives the job.

⑥ "Help" button

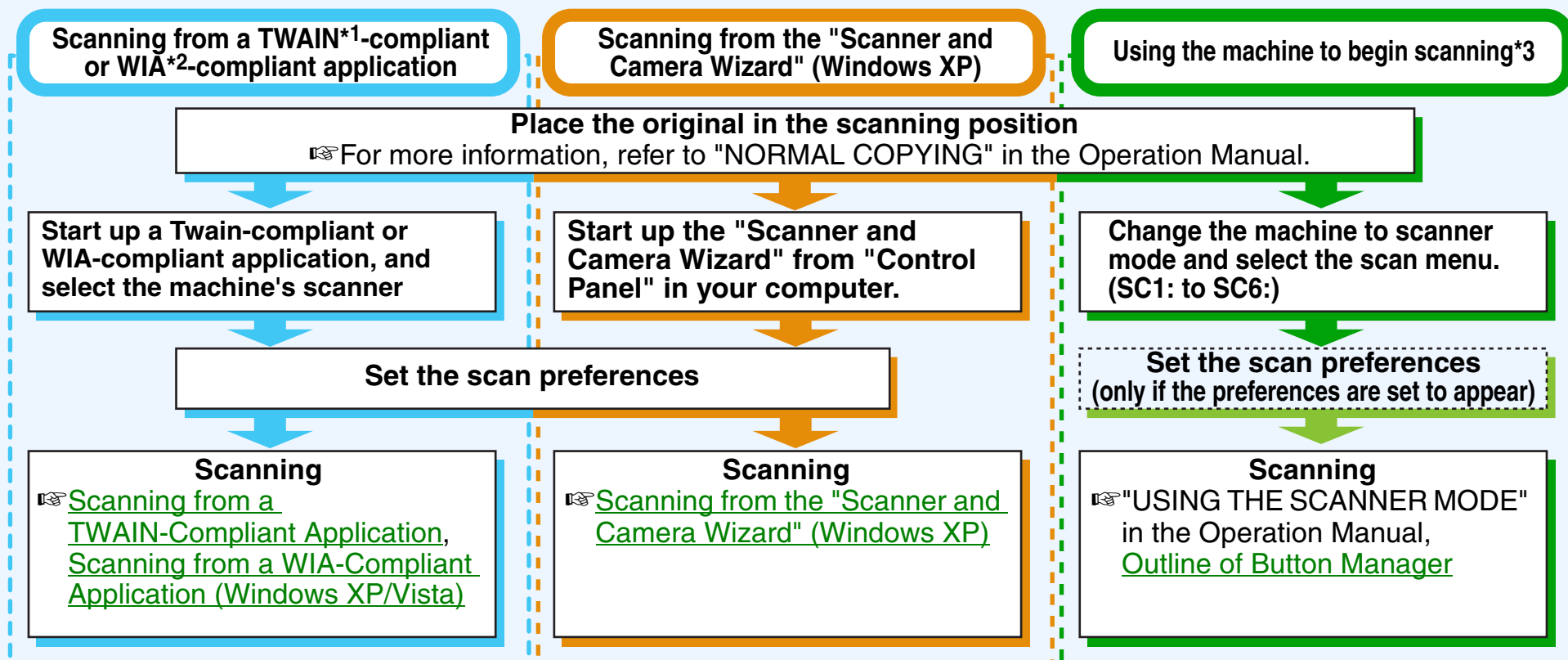
Click this button to display the help file for the Print Status Window.

⑦ "Close" button

Click this button to close the Print Status Window.

Scanning Overview

The flow chart shown below provides an overview of scanning.



*1 TWAIN is an international interface standard for scanners and other image acquisition devices. By installing a TWAIN driver on your computer, you can scan and work with images using a variety of TWAIN-compliant applications.

*2 WIA (Windows Imaging Acquisition) is a Windows function that allows a scanner, digital camera or other imaging device to communicate with an image processing application. The WIA driver for this machine can only be used in Windows XP/Vista.

*3 To scan using the machine's operation panel, you must first install Button Manager and establish the appropriate settings in the Control Panel. For details, see "SETTING UP BUTTON MANAGER" in the Operation Manual.

The SHARP scanner driver is compatible with the TWAIN standard, allowing it to be used with a variety of TWAIN-compliant applications. The procedure for scanning from some applications may differ in places from the procedure below. For more information, refer to the manual or the help file of your application.

1 Place the original(s) that you wish to scan on the document glass/RSPF.

☞ For information on setting an original for scanning, refer to "NORMAL COPYING" in the Operation Manual.

2 Start up a Twain-compliant application and select "Select Scanner" from the "File" menu.

3 Select "SHARP MFP TWAIN X", and then click the "Select" button.



- If you are using Windows XP/Vista, you can also select "WIA-SHARP FO-xxxx" to scan using the WIA driver.
 - ☞ [Scanning from a WIA-Compliant Application \(Windows XP/Vista\)](#)
- Depending on your system, "SHARP MFP TWAIN X 1.0 (32-32)" and "WIA-SHARP FO-xxxx 1.0 (32-32)" may appear in the select source screen.

4 Select "Acquire Image" from the "File" menu. The scanner driver setup screen will appear.

☞ [Scanner Driver Settings](#)

5

In the "Scanning Position" menu, select the location where you placed the original in Step 1.

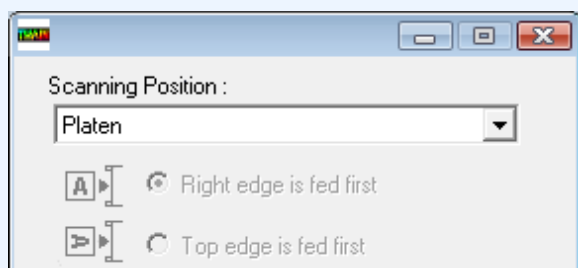
- If you placed a one-sided original in the RSPF, select "SPF (Simplex)".

When using the RSPF:

- If you placed a two-sided original in the RSPF, select "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" according to the binding position of the original.



If you selected "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" in the "Scanning Position" menu, select whether the orientation of the placed original is "Right edge is fed first" or "Top edge is fed first".



6

Click the "Preview" button.

The preview image will appear.



- If the angle of the image is not correct, reset the original, and click the "Preview" button again.
- If the preview image is not oriented correctly, click the "Rotate" button in the preview screen. This rotates the preview image 90 degrees clockwise, allowing you to correct the orientation without resetting the original.
[Preview screen](#)
- If you set multiple pages in the RSPF, the machine previews only the top page of the originals, and then sends it to the original exit area. Return the previewed original to the RSPF before starting the scanning job.

7

Specify the scanning area and set the scan preferences.

For information on specifying the scan area and setting the scan preferences, see scanner driver Help.

 [Scanner Driver Settings](#)

**Caution**

Scanning a large area in full color at high resolution results in a large quantity of data and a prolonged scanning time. It is recommended that you set appropriate scanning preferences for the type of original being scanned, i.e., Web page (monitor), Photo, FAX, or OCR.



8

When you are ready to begin scanning, click the "Scan" button.

Scanning begins and the image is acquired into the application that you are using.

In the application, assign a file name and save the file.

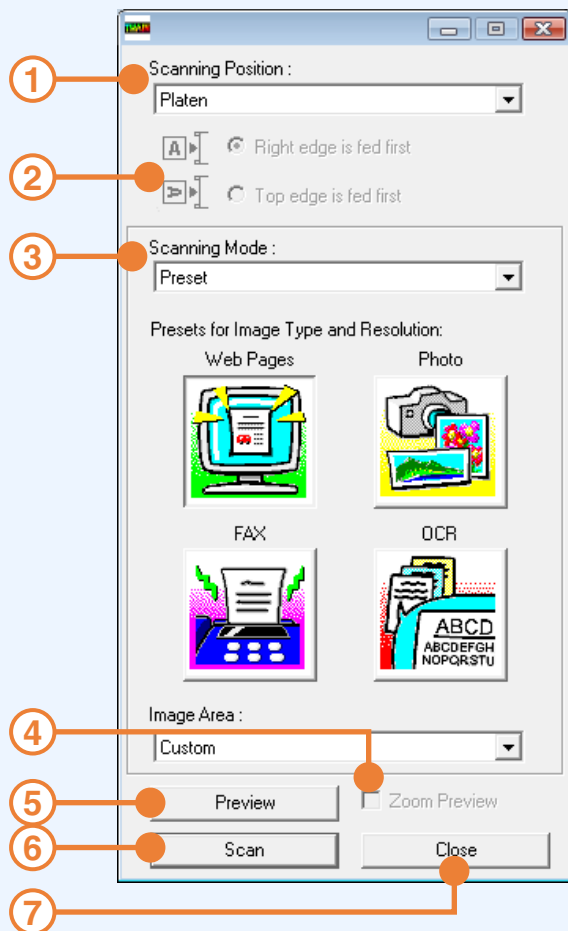
**Note**

To cancel a scanning job after the "Scan" button has been clicked, press the [Esc] key on your keyboard, or the [CLEAR] key () or [CLEAR ALL] key () on the operation panel.

Scanner Driver Settings

The scanner driver setup screen consists of the "Set-up screen", which lets you select scan settings, and the "Preview screen", which shows the scanned image. For details on the scan settings, click the "Help" button in the preview screen to display Help.

Set-up screen



① "Scanning Position" menu

Select the location where the original is placed. Selections are "Platen" (document glass), "SPF (Simplex)", "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)".

➔ [Scanning from a TWAIN-Compliant Application](#)

② Scan side menu

If you placed a two-sided original in the RSPF, select "Right edge is fed first" or "Top edge is fed first" from the scan side menu according to the orientation of the placed original.

③ "Scanning Mode" menu

Select "Preset" or "Custom Settings" for the scanning mode. For details on the settings, click the "Help" button in the preview screen to display Help.

④ "Zoom Preview" Checkbox

When this is selected, the selected part of the preview image will be enlarged when the "Preview" button is clicked. To return to the regular view, remove the checkmark.



"Zoom Preview" cannot be used when "SPF" is selected in the "Scanning Position" menu.

⑤ "Preview" button

Previews the document.



If "Preview" is canceled by immediately pressing the [Esc] key on your keyboard, or the [CLEAR] key (C) or [CLEAR ALL] key (CA) on the machine, nothing will appear in the preview screen.

⑥ "Scan" button

Click to scan an original using the selected settings. Before clicking the "Scan" button, make sure the settings are correct.

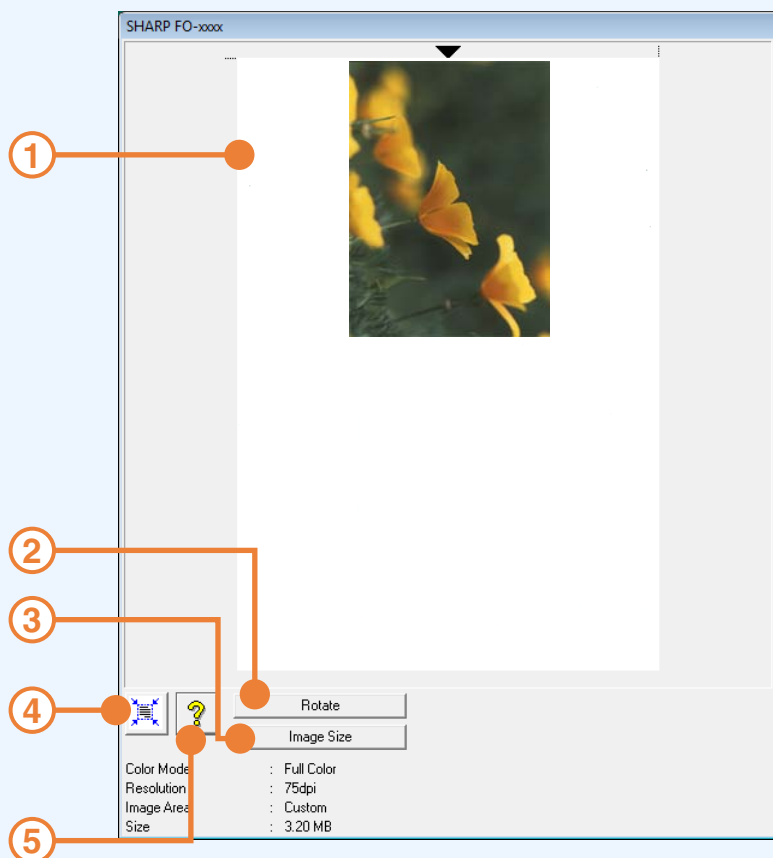


To cancel a scanning job after clicking the "Scan" button, press the [Esc] key on your keyboard, or the [CLEAR] key (C) or [CLEAR ALL] key (CA) on the machine.

⑦ "Close" button

Click to close the scanner driver setup screen.

Preview screen



① Preview window

Click the "Preview" button in the Set-up screen to display the scanned image. You can specify the scanning area by dragging the mouse inside the window. The inside of the frame that is created when you drag the mouse will be the scanning area. To cancel a specified scanning area and clear the frame, click anywhere outside the frame.

② "Rotate" button

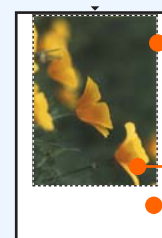
Click to rotate the preview image 90 degrees clockwise. This allows the orientation to be corrected without resetting the original. Upon scanning, the image file is created in the orientation shown in the preview window.

③ "Image Size" button

Click to open a dialog box that allows you to specify the scanning area by entering numbers. Pixels, mm, or inches can be selected for the units of the numbers. By initially specifying a scanning area, numbers can be entered to change that area relative to the top left corner as a fixed origin.

④ "Auto Scan Area Adjustment" button

Click when the preview screen is displayed to automatically set the scanning area to the entire preview image.



Click the "Auto Scan Area Adjustment" button to automatically set the scanning area to the entire preview image.

Preview image

Preview window

⑤ "Help" button

Click to display the help file for the scanner driver.

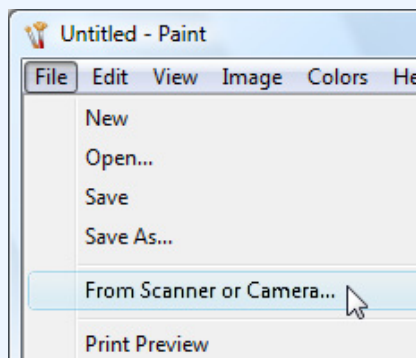
If you are using Windows XP/Vista, you can use the WIA driver to scan from Sharpdesk, Paint and other WIA-compliant applications. The procedure for scanning using Paint is explained in the following.

1 Place the original that you wish to scan on the document glass/RSPF.

- For information on setting an original for scanning, refer to "NORMAL COPYING" in the Operation Manual.

2 Start Paint and then click the "File" menu and select "From Scanner or Camera".

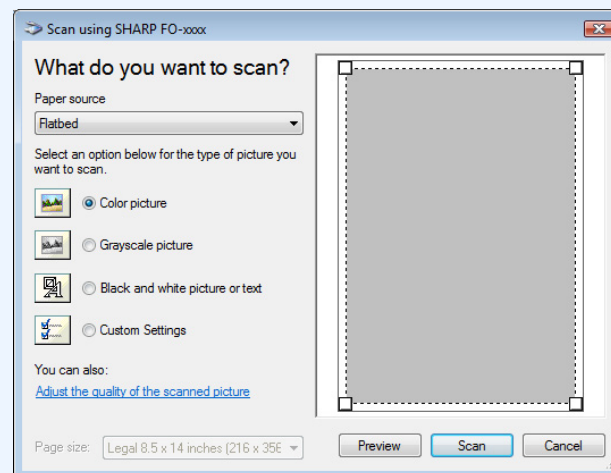
The scan screen of the WIA driver will appear.



If you have WIA drivers for other devices installed in your computer, the "Select Device" screen will open. Select "SHARP FO-xxxx" and click the "OK" button.

3 Select the paper source and picture type, and click the "Preview" button.

- The preview image will appear.
- If you placed the original on the document glass, select "Flatbed" for the "Paper source".
- If you placed the original in the RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".



If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the RSPF before starting the scanning job.

4

Click the "Scan" button.

- Scanning begins and the image is acquired into Paint.
- Use "Save" in your application to specify a file name and folder for the scanned image, and save the image.
- To cancel a scanning job after clicking the "Scan" button, click the "Cancel" button.

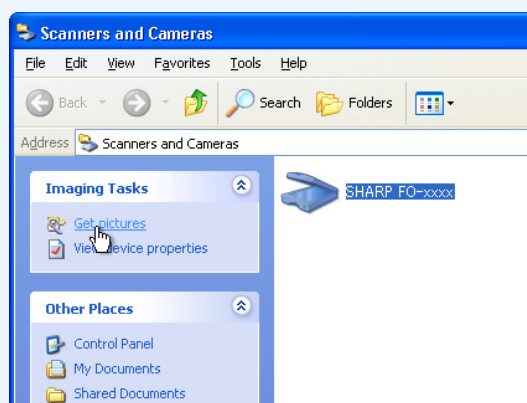
The procedure for scanning with the "Scanner and Camera Wizard" in Windows XP is explained here. The "Scanner and Camera Wizard" lets you scan an image without using a WIA-compliant application.

1 Place the original that you wish to scan on the document glass/RSPF.

☞ For information on setting an original for scanning, refer to "NORMAL COPYING" in the Operation Manual.

2 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras".

3 Click the "SHARP FO-xxxx" icon and then click "Get pictures" in "Imaging Tasks". The "Scanner and Camera Wizard" will appear.



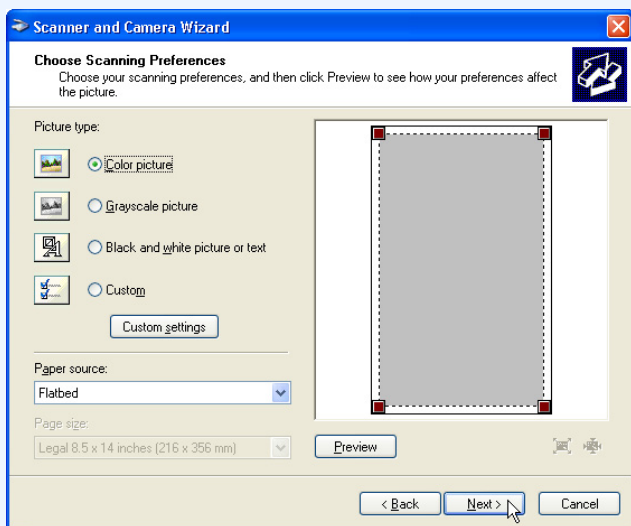
4 Click the "Next" button.



5

Select the "Picture type" and "Paper source", and click the "Next" button.

- If you placed the original on the document glass, select "Flatbed" for the "Paper source".
- If you placed the original in the RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".
- You can click the "Preview" button to display the preview image.

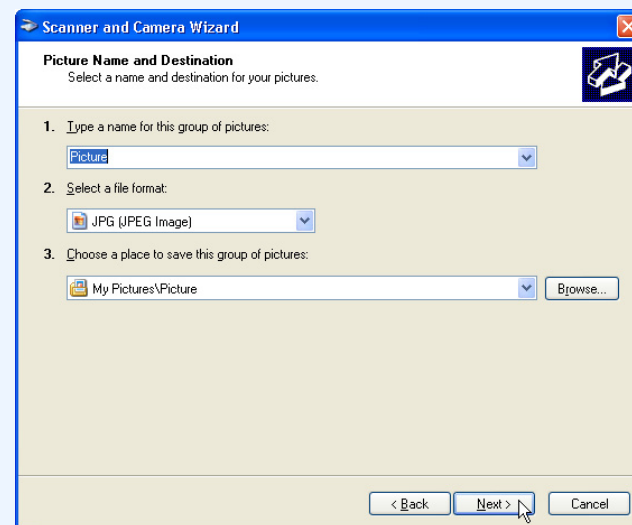


- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the RSPF before starting the scanning job.
- To adjust the resolution, picture type, brightness and contrast settings, click the "Custom settings" button.

6

Specify a group name, format and folder for saving the image, and then click the "Next" button.

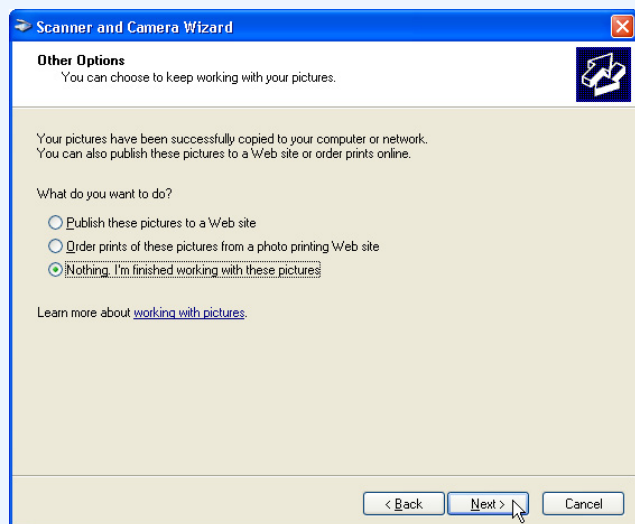
JPG, BMP, TIF or PNG can be selected for the format. To begin scanning, click the "Next" button.



7

When scanning ends, the following screen will appear. Select the next task that you wish to perform, and then click the "Next" button.

If you are ready to end the session, click "Nothing. I'm finished working with these pictures".



8


Click the "Finish" button.

The "Scanner and Camera Wizard" closes and the scanned image is saved in the specified folder.

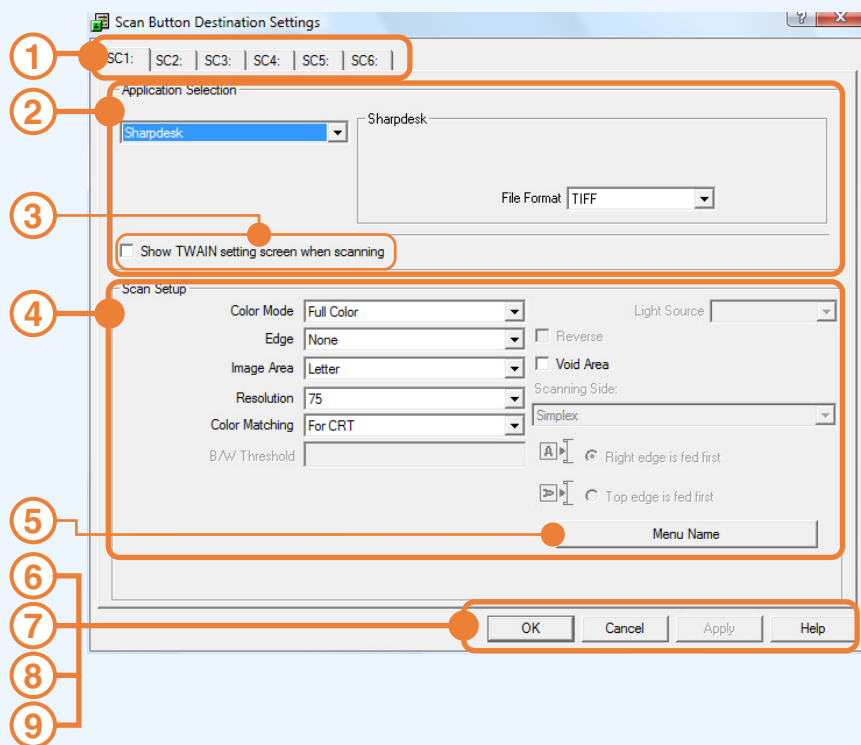


Outline of Button Manager

Button Manager is a software utility that allows you to use the scanner function at the machine. Button Manager allows you to configure six sets of scanning settings as a scan menu on the machine.

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

To begin scanning using the machine's operation panel, settings must be established in the Control Panel after Button Manager is installed. For information on installing Button Manager and establishing the Control Panel settings, see "SETTING UP BUTTON MANAGER" in the Operation Manual. For information on scanning using the machine's operation panel, see "USING THE SCANNER MODE" in the Operation Manual.



① Tab

Click to set scan menu options. Each tab contains scan settings for the scan menu.

② "Application Selection" area

Select the start-up application here.

③ "Show TWAIN setting screen when scanning" Checkbox

You can select whether or not the TWAIN screen is shown. When the checkbox is selected, the TWAIN screen appears when scanning is executed to let you adjust the scanning conditions.

④ "Scan Setup" area

Set the scan conditions.



Some applications may limit your choice of settings.

⑤ "Menu Name" button

Set the menu names that appear in the machine display. These will also be the tab names of this setting screen.

⑥ "OK" button

Click to save your settings and exit the dialog box.

⑦ "Cancel" button

Click this button to exit the dialog box without making any changes to the settings.

⑧ "Apply" button

Click to save your settings without closing the dialog box.

⑨ "Help" button

Click this button to display the help file for Button Manager.

You can use Button Manager to select and change the functions of the six scan menus. Refer to [Button Manager Settings](#).

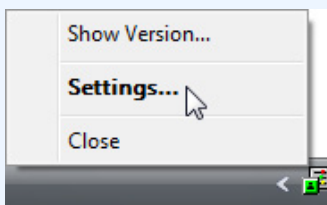
Once installed, Button Manager normally runs in the background in the Windows operating system. If you need to change Button Manager settings, follow the steps below.

For details on Button Manager settings, see Button Manager Help.

 [Outline of Button Manager](#)

1 Right-click the Button Manager icon () on the task bar, and select "Settings" from the pop-up menu.

The setting screen of Button Manager will open.



If the Button Manager icon does not appear on the task bar, click the "start" button, select "All Programs" ("Programs" in Windows 2000), select "Sharp Button Manager X", and then click "Button Manager" to start Button Manager.

2 Click the tab of the scan menu that you want to set up.

SC1: SC2: SC3: SC4: SC5: SC6:

3 Select the start-up application in the "Application Selection" area.



- When the "Show TWAIN setting screen when scanning" checkbox is selected, the scan setting screen appears when scanning is executed to let you adjust the scanning conditions.
- On the applications other than "FAX", the format can be selected in "File Format". The image quality of JPEG format (only can be selected on "Sharpdesk" and "Email") is not as high as the other formats.

Button Manager scan menu (factory default)

Display/Button Manager menu	Application that starts
SC1:	Sharpdesk
SC2:	Email
SC3:	FAX
SC4:	OCR
SC5:	Microsoft Word
SC6:	Filing

4

Set up the "Color Mode", "Edge" and other scan settings in the "Scan Setup" area.

The tab names are initially "SC1:" to "SC6:". To assign a name to a tab, click the "Menu Name" button and enter the desired name. After entering the name, click the "Apply" button or the "OK" button in the setting screen. The assigned names will appear in the machine display when you select a scan menu at the machine. (Example: SC1:xxxxx)



If a character that the machine cannot display is entered in the "Menu Name", "?" is displayed on the machine.

5

Click the "OK" button.

This completes the settings.



If you experience difficulty using the machine, check the following troubleshooting guide before calling for service.

Many problems can be easily resolved by the user. If you are unable to solve the problem using the troubleshooting guide, turn off the power switch and unplug the machine, and contact your SHARP service center.

PRINTING AND SCANNING PROBLEMS

In addition to this section, troubleshooting information can also be found in the README files for each of the software programs. The README file (readme.txt) is copied to your computer when the software is installed, and can be found in the "Program Files" - "SHARP" - "FO2080" folder on the drive where you installed the software.

Problem	Cause and solution	Page
The machine does not print.	The machine is not correctly connected to your computer. → Check both ends of the USB cable or LAN cable, and make sure you have a solid connection. Try a known good cable.	Operation Manual
	If the machine is used as a network printer, 1. The IP address has changed automatically because "Get IP Address Automatically" was selected. 2. The machine's IP address was changed to an incorrect IP address using "Set the IP Address". → If you are assigning an IP address using "Set the IP Address", select "Assign IP Address" and manually enter the correct IP address.	Operation Manual
	If the machine is used as a shared printer, the name of the computer to which the machine is connected or the share settings have changed. → Reconfigure the port setting of the shared printer.	-
	The machine is not selected in the application. → After choosing "Print" from the "File" menu, make sure that "SHARP FO-xxxx" is selected as the printer in the "Print" window.	5

Problem	Cause and solution	Page
The machine does not print.	The printer driver has not been installed properly. → Follow these steps to check and see if the printer driver is installed. 1 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Printers and Faxes". • On Windows Vista, click the "Start" button, select "Control Panel", and then click "Printer". • On Windows 2000, click the "Start" button, select "Settings" and then click "Printers". 2 Does the "SHARP FO-xxxx" printer driver icon appear? 3 If the icon is shown but you still cannot print, the printer driver may not have been installed correctly. In this case, delete the software and then reinstall it.	Operation Manual
	A copy job is in progress. → Wait until the copy job is finished.	-
	The size of paper loaded in the tray is different from the paper size setting in the machine. → Make sure that the size of paper loaded in the tray and the machine's paper size setting agree.	Operation Manual
	The specified size of paper has not been loaded. → Load the specified size of paper in the paper tray.	Operation Manual

Problem	Cause and solution	Page
The machine does not print.	The "FORCED OUTPUT" setting is set to "OFF". → When "FORCED OUTPUT" is set to "OFF" and there is no paper in the machine that is the same size as the print image, load paper in the bypass tray as instructed by the message in the display and press the [START] key to begin printing. (The bypass tray cannot be used for two-sided printing.) If "FORCED OUTPUT" is set to "ON", the job will be printed on the paper in the machine even though it is a different size.	6
Printing is slow.	Simultaneous use of two or more application software programs. → Start printing after quitting all unused application software programs.	-
The printed image is light and uneven.	The paper is loaded so that printing takes place on the back side of the paper. → Some paper types have a front and back side. If the paper is loaded so that printing takes place on the back side, toner will not adhere well to the paper and a good image will not be obtained.	Operation Manual
The printed image is dirty.	You are using paper that is outside the specified size and weight range. → Use copy paper within the specified range.	Operation Manual
	Paper is curled or damp. → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	-
	You did not set sufficient margins in the paper settings of your application. → The top and bottom of the paper may be dirty if the margins are set outside of the specified print quality area. → Set the margins in the software application within the specified print quality area.	-

Problem	Cause and solution	Page
The printed image is skewed or it runs off the paper.	The size of paper loaded in the tray is not the size specified in the printer driver. → Check if the "Paper Size" options suit the size of paper loaded in the tray. → If the "Fit to Page" setting is activated, make sure that the paper size selected from the drop-down list of the "Fit To Paper Size" option is the same as the size of the loaded paper.	-
The printed image is skewed or it runs off the paper.	The orientation of document setting is not correct. → Click the "Paper" tab in the printer driver setup screen, and verify if the "Image Orientation" option is set to your requirements.	-
	Paper is not loaded properly. → Make sure the paper is properly loaded.	-
	You did not correctly specify the margins in the application. → Check the layout of the document margins and the paper size settings in the application you are using. Also check if the print settings are specified correctly to suit the paper size.	-
Error indicator is lit or blinking.	See "DISPLAY MESSAGES" to check the meaning of the error indicator and error message in the display, and take appropriate action.	Operation Manual
Poor scanning quality.	The document glass or the underside of the RSPF is dirty. → Clean regularly.	Operation Manual
	The original is dirty or rough. → Use a clean original.	-
	You have not specified a suitable resolution. → Make sure that the resolution setting in the scanner driver is appropriate for the original.	-

Problem	Cause and solution	Page
Poor scanning quality.	You have not specified a suitable value for the "B/W Threshold" setting. → If you are scanning with a TWAIN-compliant application and are using "Red", "Green" or "Blue" mode from "Light Source" menu, make sure that a suitable value is specified for the "B/W Threshold" setting. A larger threshold value makes your output darker, while a small threshold value makes it lighter. To adjust the threshold automatically, click the "Auto Threshold" button on the "Image" tab of the "Custom Settings" screen.	-
	The brightness and contrast settings are not suitable. → If you are scanning with a TWAIN-compliant application and the resulting image has unsuitable brightness or contrast (for example it is too bright), click the "Auto Brightness/Contrast Adjustment" button on the "Color" tab of the "Custom Settings" screen. Click the "Brightness/Contrast" button to adjust the brightness and the contrast while viewing the scanned output image on the screen. If you are scanning with a WIA-compliant application or the "Scanner and Camera Wizard", click "Adjust the quality of the scanned picture" or the "Custom settings" button, and adjust the brightness and contrast in the screen that appears.	-
	The original is not placed face up in the RSPF or face down on the document glass. → Place the original face up in the RSPF or face down on the document glass.	Operation Manual
	The original was not placed in the correct position. → Place the original correctly.	Operation Manual
	"Quick Scan" has been selected. → If scanning is performed when the "Quick Scan" option has been selected, image quality may be degraded. This is because the scanned data is transferred using JPEG compression. If image quality is poor, then perform scanning again without selecting the "Quick Scan" option. ("Quick Scan" is not selected by default.)	-

Problem	Cause and solution	Page
Unable to scan the image.	If scanning is not possible, shut down your computer, turn off the machine's power switch, and unplug the machine's power cord. Next, start your computer, restore power to the machine, and try scanning again. If scanning is still not possible, check the following items.	-
	Your application is not TWAIN/WIA compliant. → If your application is not TWAIN/WIA compliant, scanning will not be possible. Make sure your application is TWAIN/WIA compliant.	-
	You have not specified all scanning preferences appropriately. → Scanning a large area in full color at high resolution results in a large amount of data and extended scanning times. The scanning preferences should be set appropriately for the type of original to be scanned, i.e., Web page (monitor), Photo, FAX, or OCR.	-
Scanner transfer speed is slow.	Your computer does not meet the system requirements for the USB 2.0 interface (Hi-Speed mode). → See "System requirements for USB 2.0 (Hi-Speed mode)" in the Operation Manual to configure your system as required for USB 2.0, and then set "USB2.0 MODE SWITCH" in the user programs to "HI-SPEED".	Operation Manual

If a Notice Page is printed

If you find that a notice page has been printed at the end of a print job, the print data received from the computer has not been printed as specified.

If the following Notice Page is printed, disable the ROPM function by removing the checkmark from "ROPM" in the "Configuration" tab of the printer driver setup screen. If you wish to use the ROPM function, set the print quality to "Draft".

Notice Page

The IMC memory full error had occurred,
a normal output was not able to be executed.

Please refer to the operation manual for
the solution method.



The IMC memory is used to store print data when the ROPM function is used. This memory is also used to store original image data in copy mode. The percentage of IMC memory allocated to the printer function can be adjusted on the "MEM. FOR PRINTER" setting in the user programs (see "USER PROGRAMS" in the Operation Manual).

Tab	Setting	Selections	Initial setting
Main	Copies	1 to 999	1
	Collate	On/Off	On
	N-Up Printing	1-Up/2-Up/4-Up	1-Up
	Border	On/Off	Off
	Document Style	1-Sided/2-Sided (Book)/2-Sided (Tablet)	1-Sided
	User Settings	-	Factory Defaults
	[User Settings]		
	Setting Name	Up to seven names, 20 characters each	-
Paper	Paper Size	A3 [Fit To Page]* ¹ , A4, A5, A6, B4 [Fit To Page]* ¹ , B5, Ledger [Fit To Page]* ¹ , Letter, Legal, Executive, Invoice, Foolscap, Folio, COM10, Monarch, DL, C5, 8K [Fit To Page]* ¹ , 16K, Custom Paper	Letter* ²
	Fit To Page	On/Off	Off
	Image Orientation	Portrait/Landscape/Rotate 180 degrees	Portrait
	Paper Source	Auto Select, Tray 1, Tray 2, Bypass Tray	Auto Select
	[Custom]		
	Width	3.87 to 8.50 (in.)/98.3 to 215.9 (mm.)	3.87 (in.)* ²
	Length	5.83 to 14.00 (in.)/148.0 to 355.6 (mm.)	5.83 (in.)* ²
	Size	inches/millimeters	inches* ²

(continued)

*¹ Will be reduced to letter size or the specified size before printing.*² This initial setting may vary depending on your operating system settings. For information on each setting, see Help in the printer driver setup screen.

Tab	Setting	Selections	Initial setting
Advanced	Print Quality	Draft/Normal/Photo	Normal
	2 Gradation Print	On/Off	Off
	[Image Adjustment]		
	Brightness	0 to 100	50
	Contrast	0 to 100	50
Watermarks	Watermark	(None)/TOP SECRET/CONFIDENTIAL/DRAFT/ORIGINAL/COPY	(None)
	Text	-	-
	Size	6 to 300	200
	Angle	-90 to +90	+45
	Gray Scale	0 to 255	192
	On First Page Only	On/Off	Off
Configuration	Input Tray Options	One tray/Two trays	One Tray
	ROPMP	On/Off	On

About the Web Page

If the machine is used as a network printer, you can access the Web page in the machine using a Web browser. You can check and change network settings in the Web page, and check the printer status.



- To access the Web page in the machine, the IP address must be assigned to the machine.
- For the Web browser, Internet Explorer 6.0 (or later) or Netscape Navigator 7.0 (or later) is recommended.

Accessing the Web page

Use the following procedure to access the Web page.

1

Open the Web browser on your computer.

2

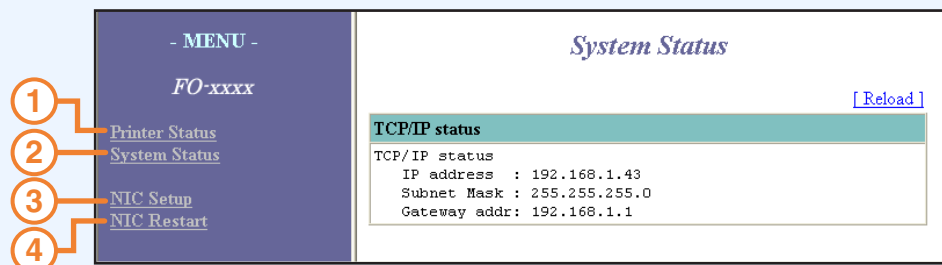
In the "Address" field of your Web browser, enter the IP address of the machine as a URL.

Enter the IP address previously configured in the machine.

Example: If the IP address is 192.168.1.43;



When the connection is completed, the Web page will appear in your Web browser.



① Printer Status

Display printer status.

② System Status

Display system status.

③ NIC Setup

Change network settings.

④ NIC Restart

To make new settings take effect, restart the network connection.



Configuration via the Web Page

To change network settings, click "NIC Setup". The following screen will appear.

Name	Value
IP Address	192.168.1.43
Subnet Mask	255.255.255.0
Gateway	192.168.1.1
RARP	DISABLE
DHCP	DISABLE
Password	

Submit Reset

[NIC Setup]

After changing the network settings, click the "Submit" button to store the new settings. If you wish to cancel the new settings, click the "Reset" button.



If a message appears prompting you to enter your user name and password, enter "admin" for the user name, "Sharp" for the password, and click the "OK" button.

The password can be changed in the above NIC Setup page. (Up to 7 characters can be entered.)

For detailed information on the settings in the printer driver, Print Status Window, scanner driver, and Button Manager, see the help files for each.

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