

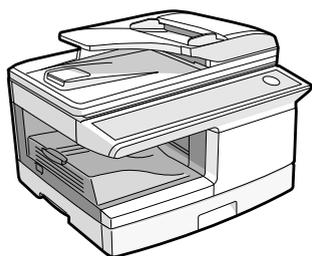
# SHARP®

MODEL

# FO-2081

**DIGITAL MULTIFUNCTIONAL  
SYSTEM**

**OPERATION GUIDE  
(for general information)**



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# INTRODUCTION



Note

Some model may not be available in some countries.

## Conventions used in this manual and online manual

- The illustrations in this manual show the FO-2081. The appearance of your machine may be different depending on the model and options installed, however, the basic operations are the same.
- Where "FO-XXXX" appears in this manual, please substitute the name of your model for "XXXX". For the name of your model, see the operation panel on the machine.
- Illustrations of driver screens and other computer screens show the screens that appear in Windows Vista. 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 guide 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.



Warning

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



Caution

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



Note

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.

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# MAIN FEATURES

## High-speed laser copying

First-copy time\*<sup>1</sup> is only 8.0\*<sup>2</sup> seconds.

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

\*<sup>1</sup> 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).

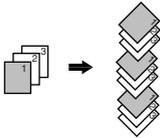
\*<sup>2</sup> When user program 24 is set to OFF.

## High-quality digital image

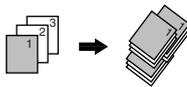
- High-quality copying at 600 dpi is performed.
- In addition to automatic exposure adjustment, two original modes can be selected: "TEXT" for text-only originals, and "PHOTO" for photographs. The exposure can be adjusted to five levels in each mode.
- The photo mode copying function allows clear copying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

## Enhanced copying features

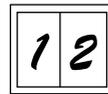
- Zoom copies can be made from 25% to 400% in increments of 1%. (When the RSPF is being used, the zoom copy ratio range is 50% to 200%.)
- Continuous copying of up to 99 copies is possible.
- Sets of output can be offset from each other for easy separation (offset function).
- Sorting by sets is possible 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.



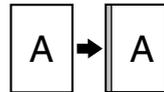
Sort copy



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.

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## **LCD panel displays messages**

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

### **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**

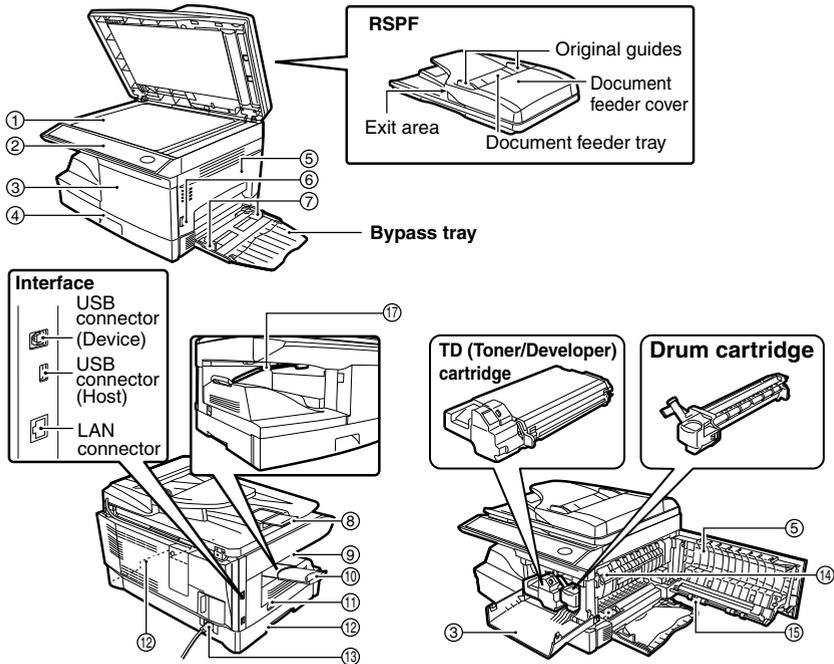
- The accompanying scanner driver can be installed and the machine connected to a computer using a USB cable to enable use as a scanner.

### **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.

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

### PART NAMES



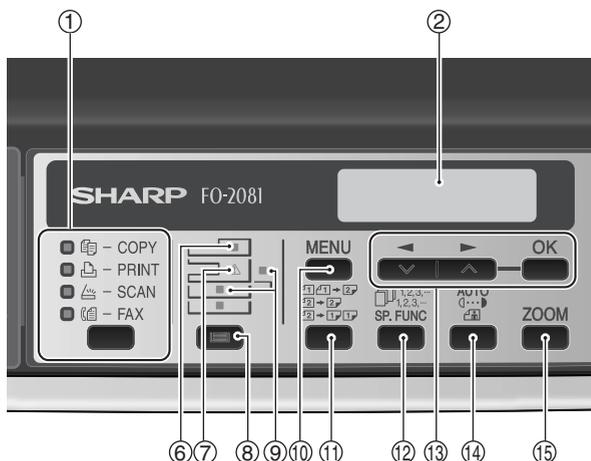
- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>① Document glass</li> <li>② Operation panel</li> <li>③ Front cover</li> <li>④ Paper tray</li> <li>⑤ Side cover</li> <li>⑥ Side cover open button</li> <li>⑦ Bypass tray paper guides</li> <li>⑧ Original output tray extension</li> <li>⑨ Paper output tray</li> </ul> | <ul style="list-style-type: none"> <li>⑩ Paper output tray extension</li> <li>⑪ Power switch</li> <li>⑫ Handles</li> <li>⑬ Power cord</li> <li>⑭ Fusing unit release lever</li> <li>⑮ Transfer charger</li> <li>⑯ Charger cleaner</li> <li>⑰ Paper holder arm</li> </ul> |
|---|--|



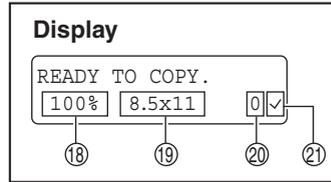
Note

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

Operation panel



- ① **[MODE SELECT] key / Mode indicators**  
 Press this key to select the mode. The indicator of the selected mode lights (copy, printer, scanner 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 or is not closed.
- 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 COPY ( )] key**  
 Use to copy both sides of an original.
- ⑫ **[E-SORT/SP.FUN ( )] key**  
 Press to select the sort function, 2 IN 1 copy function, or margin shift function.
- ⑬ **[◀] key ( ), [▶] key ( ), [OK] key**  
 Press the [◀] key ( ) or [▶] key ( ) to select an item in a function setting menu. Press the [OK] key to enter a selection.
- ⑭ **[EXPOSURE ( )] key**  
 Use to switch from auto exposure adjustment to text mode or photo mode.



**15 [ZOOM] key**

Press to select an enlargement or reduction ratio.

To select a preset ratio setting, press the [ZOOM] key and select the desired preset ratio. To select a ratio that is not preset, press the [ZOOM] 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.

18 Shows the current copy ratio.

19 Shows the selected paper size.

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

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

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# POWER ON AND OFF

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

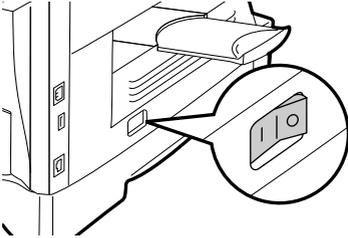


Caution

**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 the "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 asking you to select the language. Select the language with the [◀] key (  ) or [▶] key (  ) and then press the [OK] key. The language can also be changed in the user programs (p.137).

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# SETTING THE DATE AND TIME

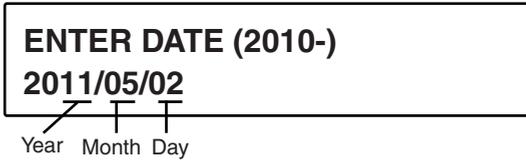
Following to the language setting, Date and Time setting screen appears. Set the date and time by pressing the keys on the operation panel as shown below.

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



The year can be entered from 2010.

- 2 Enter the time (hour (two digits) and minute (two digits)) with the numeric keys.**

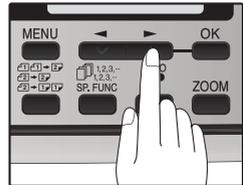
Enter the hour in the following range:

When 12-hour format is selected: 01 to 12

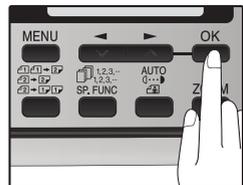
When 24-hour format is selected: 00 to 23

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

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



- 4 Press the [OK] key.**



## PREPARATIONS

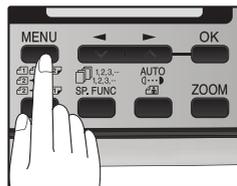
To change the display format to 12-hour or 24-hour format, follow the steps below:

### 1 Press the [MENU] key.



Note

Be sure that the COPY mode is selected before pressing [MENU] key.



### 2 Press the [◀] key (▼) or [▶] key (▲) until "1:USER PROGRAM" appears, and then press the [OK] key.

Selection

"1:USER PROGRAM"

### 3 Press the [◀] key (▼) or [▶] key (▲) until "32:DATE&TIME FORMAT" appears, and then press the [OK] key.

Selection

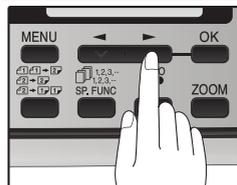
"32:DATE&TIME FORMAT"

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

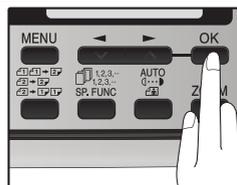
Selection

"1:TIME FORMAT"

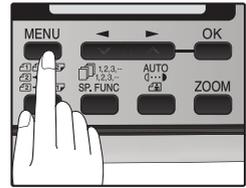
### 5 Press the [◀] key (▼) or [▶] key (▲) to select "1:12HOUR" or "2:24HOUR".



### 6 Press the [OK] key.



- 7 Press the [MENU] key.**  
Press the [MENU] key to exit.



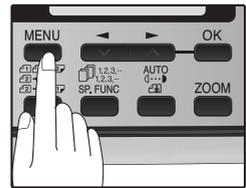
To change the order of display of the date, follow the steps below:

- 1 Press the [MENU] key.**



Note

Be sure that the COPY mode is selected before pressing [MENU] key.



- 2 Press the [◀] key (▼) or [▶] key (▲) until "1:USER PROGRAM" appears, and then press the [OK] key.**

Selection

"1:USER PROGRAM"

- 3 Press the [◀] key (▼) or [▶] key (▲) until "32:DATE&TIME FORMAT" appears, and then press the [OK] key.**

Selection

"32:DATE&TIME FORMAT"

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

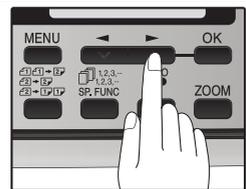
Selection

"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

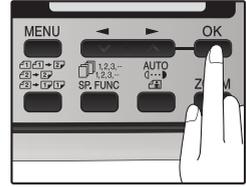


# PREPARATIONS

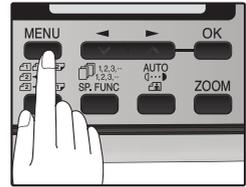


This selection does not affect the order of the date that appears in "SETTING THE DATE AND TIME" in step 1 on page 11. The date in this step always appears in the format "YYYYMMDD".

## 6 Press the [OK] key.



## 7 Press the [MENU] key. Press the [MENU] key to exit.



To change the date and time or the format after once they are set, see page 134 (USER PROGRAMS) and select program number 31 or 32 of copy mode.

## 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.134)

When in the copy mode



The main screen of copy mode appears

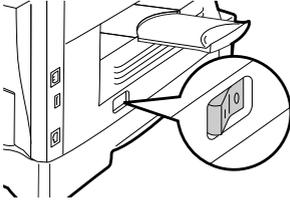
**Copy ratio: 100%, Exposure: Automatic**  
**Copy quantity: 0, All special copier modes: Off**

## 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 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.



Note

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.134 and p.135)

## Check RSPF open function

When enabled, 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, "CLOSE THE SPF/RSPF COVER." 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.21) or "VALID COPY WIDTH" (program number 25) (p.137) will be used. If the RSPF cover is completely closed after "CLOSE THE SPF/RSPF COVER." appears, copying will take place at the normal size.

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<br>Recycled paper | 5-1/2" x 8-1/2" (Invoice)<br>8-1/2" x 11" (Letter)<br>8-1/2" x 13" (Foolscap)<br>8-1/2" x 14" (Legal) | 15 lbs. to 21 lbs.<br>(56 g/m <sup>2</sup> to 80 g/m <sup>2</sup> )                   | 250 sheets * <sup>1</sup><br>(The paper should not exceed the line on the tray) |
| Bypass tray     | Standard paper<br>Recycled paper | 3-1/2" x 5-1/2" to<br>8-1/2" x 14"  | 15 lbs. to 21 lbs.<br>(56 g/m <sup>2</sup> to 80 g/m <sup>2</sup> )                   | 50 sheets * <sup>1</sup><br><br>Load one sheet at a time in the bypass tray.    |
|                 | Thick paper                      |   | 28 lbs. to 34.5 lbs.<br>(106 g/m <sup>2</sup> to 128 g/m <sup>2</sup> )* <sup>3</sup> |   |
|                 | Transparency film/Labels         |   |   |   |
|                 | Envelopes * <sup>2</sup>         | Monarch (3-7/8" x 7-1/2")<br>Commercial 9 (3-7/8" x 8-7/8")<br>Commercial 10 (4-1/8" x 9-1/2")        |   |   |

\*<sup>1</sup> The number of sheets of paper that can be loaded varies depending on the weight of the paper.

\*<sup>2</sup> 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.

\*<sup>3</sup> When using paper heavier than 28lbs. (104 g/m<sup>2</sup>), 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.

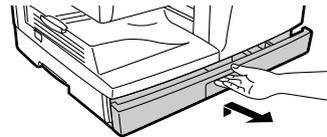
## LOADING THE PAPER TRAY



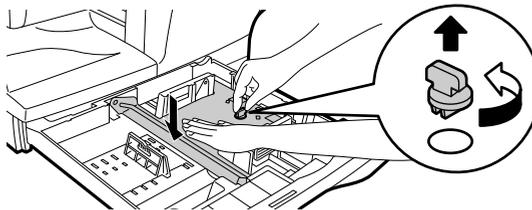
Note

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.

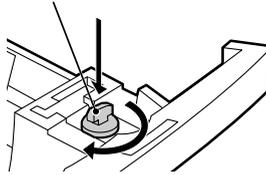


- 2** Remove the pressure plate lock. Rotate the pressure plate lock in the direction of the arrow to remove it while pressing down on the pressure plate of the paper tray.



- 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

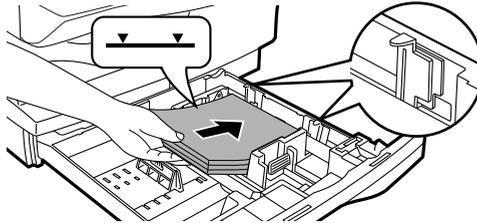


- 4** Fan the paper and insert it into the tray. Make sure that the edges go under the corner hooks.



Note

- 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.



Note

- If you loaded a different size of paper than was loaded previously in the tray, go to "CHANGING A TRAY'S PAPER SIZE SETTING" (p.21)
- 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.

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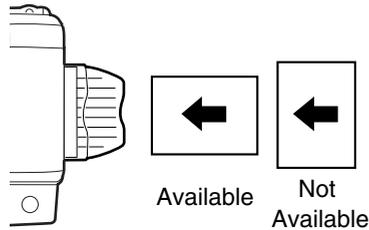
## BYPASS FEED (including special paper)

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 except 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.)

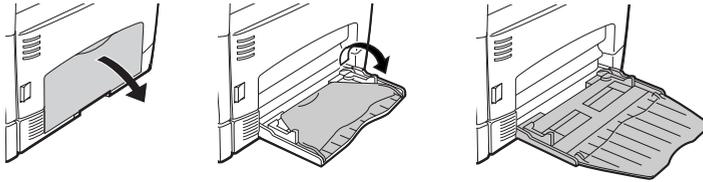
## Loading paper in the bypass tray



Note

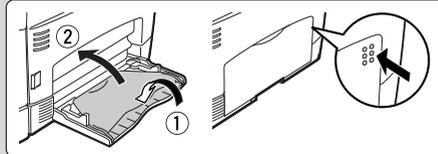
- Paper must be fed narrow side first into the feed slot.
- Special papers such as transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray.
- When copying onto transparency film, remove each copy promptly. Do not let copies stack up.

### 1 Open the bypass tray and extend the tray.

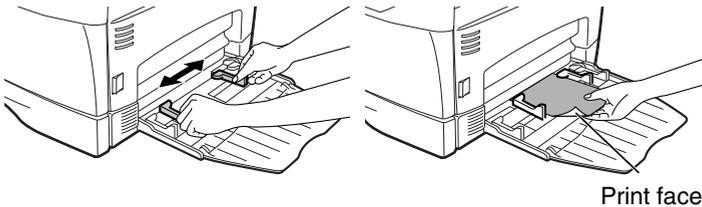


Note

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

Copying on thick paper requires higher fusing temperature setting. Set the user program 29 to "2 (HEAVY PAPER)" when using thick paper. (See page 137.)

# CHANGING A TRAY'S PAPER SIZE SETTING

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

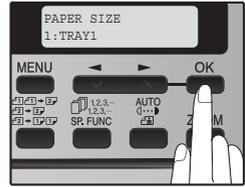


Note

- 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.

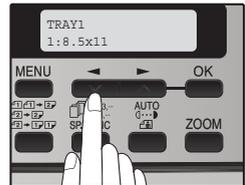
**1** Press the [MENU] key.  
Press the [◀] key (▼) or [▶] key (▲) until "PAPER SIZE" appears, and then press the [OK] key.

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



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

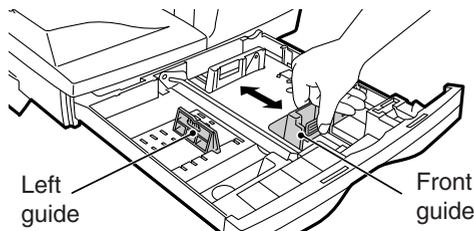
The paper size changes as follows each time the [◀] key (▼) or [▶] key (▲) is pressed:  
"8.5 x 14" → "8.5 x 13" → "8.5 x 11" → "5.5 x 8.5" → "A4" → "B5" → "A5".



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

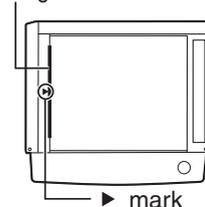
- The document glass can scan up to an 8-1/2" x 14 original.
- When a copy is made, the edges will not be copied (image loss).

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

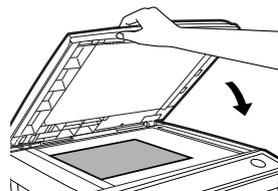
##### [How to place the original]

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

Original scale



#### 2 Gently close the RSPF.



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

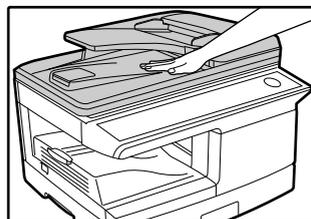


Note

- To stop copying in the middle of a run, press the [CLEAR] key (⏻).
- For the copy settings, see pages 25 through 37.

### 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. Straight originals with folds or creases well before placing.



## Using the RSPF



Note

- Originals that are 5-1/2" x 8-1/2" to 8-1/2" x 14" and 14 lbs. to 24 lbs. (56 g/m<sup>2</sup> to 90 g/m<sup>2</sup>) 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).
- When using the margin shift function, check the position of the margins carefully. (p.36)

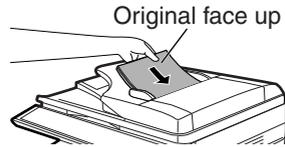
**1 Make sure that an original has not been left on the document glass.**

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



**3 Set the original(s) face up in the document feeder tray.**

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 other copy settings, and then press the [START] key (  ).**



Note

- The default output mode for copying from the RSPF is sort mode (P.31), and a checkmark "✓" will automatically appear in the display (P.9). If "SORT AUTO SELECT" is disabled in the user programs, the default output mode will be non-sort mode. (P.137)
- To stop copying in the middle of a run, press the [CLEAR] key (  ).
- For the copy settings, see pages 25 through 37.

## MAKING COPIES

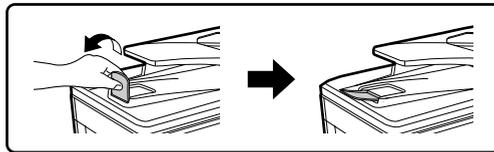
### Originals that cannot be used in the RSPF

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

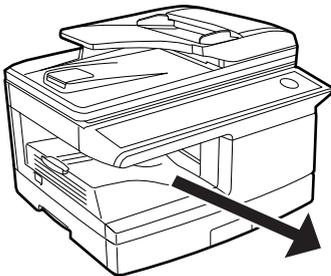
- Transparencies, tracing paper, other transparent or translucent paper, and photographs.
- Carbon paper, thermal paper.
- Originals that are creased, folded, or torn.
- Glued originals, cut-out originals.
- Originals with binder holes.
- Originals printed using an ink ribbon (thermal transfer printing),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

### Original output tray extension

When placing an original of 8-1/2" x 14" paper size maximum, pull out the original output tray extension.



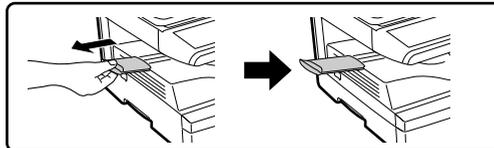
### Capacity of paper output tray



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 14" 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.7).

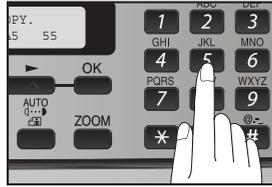


Note

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".



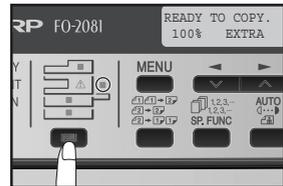
Note

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

## SELECTING THE TRAY

Press the [TRAY SELECT] key (  ).

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



Note

The tray location indicator will blink when there is no paper in the paper tray, 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 two original types and five 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.136).

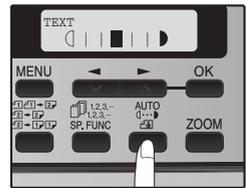
## Original types

- 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 Check the original and 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" (  ).

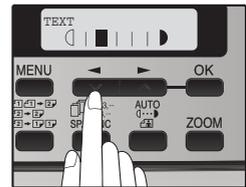


Note

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 (  ).



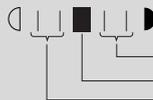
### 4 Press the [OK] key.

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



Note

#### Exposure value guidelines (When in "TEXT" ( ) setting)



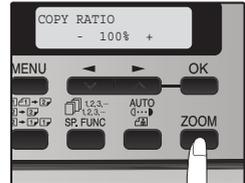
- Colored text or text written in pencil
- Normal originals
- Dark originals like newspapers

# 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 [ZOOM] 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 Check the original and paper size, and place the original(s).**

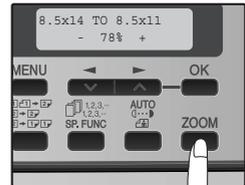
**2 Press the [ZOOM] key.**



**3 Press the [ZOOM] key and/or [◀] key (▼) or [▶] key (▲) to select the desired copy ratio and then press the [OK] key.**

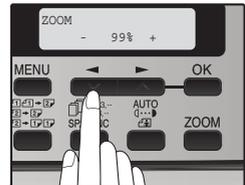
### Selecting a preset ratio

The preset ratios change as follows each time the [ZOOM] 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.



Note

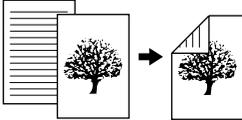
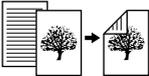
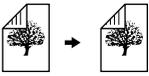
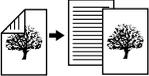
- To return the ratio to 100%, press the [ZOOM] key until 100% appears.
- Press the [ZOOM] key to set the approximate ratio, then press the [◀] key (▼) or [▶] key (▲).
- To decrease or increase the zoom ratio rapidly, hold down the [◀] key (▼) or [▶] key (▲).  
The ratio will stop changing at each of 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   |
|-----------------------|--|--|---|--|
| <b>Document glass</b> | <b>One-sided original → Two sides</b><br> |  |   | 5-1/2" x 8-1/2",<br>8-1/2" x 11",<br>8-1/2" x 13",<br>8-1/2" x 14"<br>• The bypass tray cannot be used.  |
| <b>RSPF</b>           | <b>One-sided original → Two sides</b><br> | <b>Two-sided original → Two sides</b><br> | <b>Two-sided original → One side</b><br> | 5-1/2" x 8-1/2",<br>8-1/2" x 11",<br>8-1/2" x 13",<br>8-1/2" x 14"<br>• Special paper cannot be used.<br>• 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.

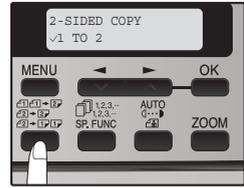


(Paper orientation: Landscape) (Paper orientation: Portrait)

## Using the document glass

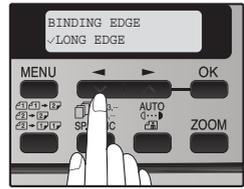
**1** Place the original that you wish to copy onto the front side of the paper on the document glass and close the RSPF.

**2** Press the [2-SIDED COPY (  )] key until "1 TO 2" appears, and then press the [OK] key.



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

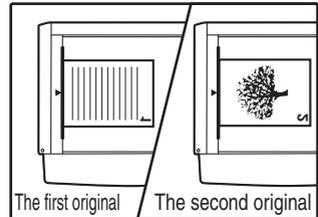
To immediately print the scanned image, press the [ # ] key.

**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 [OK] key.
- If the special function sort mode was selected in step 4, copying will not begin until the [ # ] key is pressed.

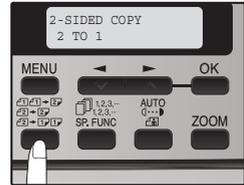
## Using the RSPF

### 1 Place the original(s) in the RSPF. (p.23)

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"



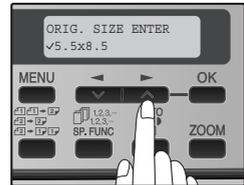
- "1 TO 2": Two-sided copies from one-sided originals
- "2 TO 2": Two-sided copies from two-sided originals
- "2 TO 1": One-sided copies from two-sided originals

### 3 Press the [OK] key.

If you selected "1 TO 2" in step 2, select "LONG EDGE" or "SHORT EDGE" and press the [OK] key. LONG EDGE and SHORT EDGE are shown in the illustration on page 28.

### 4 If you selected "2 TO 2" or "2 TO 1", press the [◀] key ( ) or [▶] key ( ) to select the original size and then press the [OK] key.

The following original sizes can be selected: "8.5 x 14", "8.5 x 13", "8.5 x 11", "5.5 x 8.5", "A4", "B5", "A5"



### 5 Select the number of copies and any other copy settings, and 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 (  ) or press the [2-SIDED COPY (  )] key, select the "1 TO 1", and then press the [OK] key.

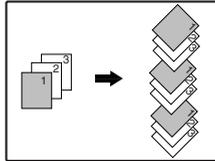
# SORT COPY

Copies of multiple original pages can be sorted into sets.



Note

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.136)

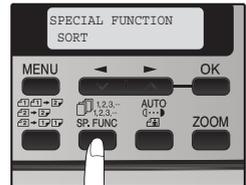


Sort copy

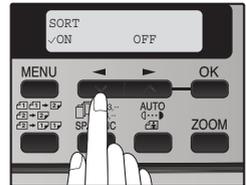
## Using the document glass

**1** Place the first original. (p.22)

**2** Press the [E-SORT/SP.FUN (  )] key until "SORT" appears and then press the [OK] key.



**3** Press the [◀] key (  ) to move "✓" to the "ON" position and then press the [OK] 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.



Note

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.



Note

- To cancel the sort copy job, press the [CLEAR] key (  ).
- To cancel sort copy mode, press the [CLEAR ALL] key (  ).

## Using the RSPF

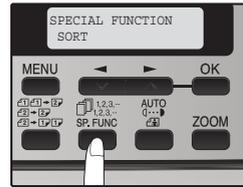
### 1 Place the originals. (p.23)



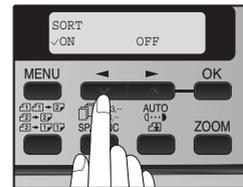
Note

- If "SORT AUTO SELECT" is enabled in the user programs, the default output mode for copying from the RSPF is sort mode (p.135). In this case go directly to step 4. A checkmark "✓" will automatically appear in the display (p.9).
- 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 [OK] key.



### 3 Press the [◀] key ( ) to move "✓" to the "ON" position and then the [OK] 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.



Note

- To cancel the sort copy job, press the [CLEAR] key (  ).
- To cancel sort copy mode, press the [CLEAR ALL] key (  ).

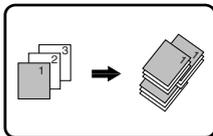
### If the memory becomes full

- 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 (  ) or the [CLEAR] key (  ).

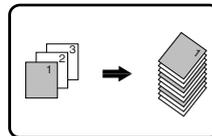
### Offset function during sort copy

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.135)



Offset function

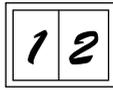


When offset function is disabled

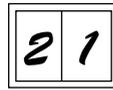
# COPYING MULTIPLE ORIGINALS ONTO A SINGLE SHEET OF PAPER (2 IN 1 copy)

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



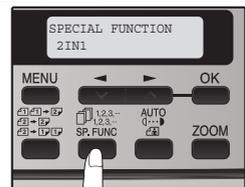
Note

- 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.
- 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.135).
- The bypass tray cannot be used for 2 IN 1 copying.

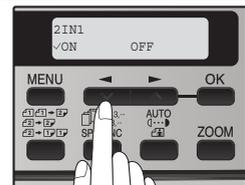
## Using the document glass

**1** Place the first original. (p.22)

**2** Press the [E-SORT/SP.FUN (  )] key until "2IN1" appears and then press the [OK] key.

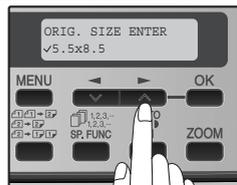


**3** Press the [◀] key (  ) to move "✓" to the "ON" position and then press the [OK] key.



- 4** Press the [**◀**] key (  ) or [**▶**] key (  ) to select the original size and then press the [**OK**] key.

The following original sizes can be selected:  
 "8.5 x 14", "8.5 x 13", "8.5 x 11", "5.5 x 8.5", "A4",  
 "B5", "A5"



- 5** Set 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.



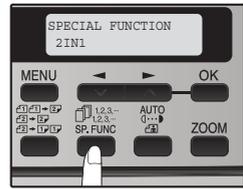
Note

- To clear the data in memory, press the [**CLEAR**] key (  ).  
 When the [**CLEAR**] key (  ) is pressed, the number of copies setting is also cleared.
- To cancel 2 IN 1 copying, press the [**CLEAR**] key (  ).
- To cancel 2 IN 1 copy mode, press the [**CLEAR ALL**] key (  ).

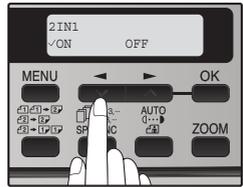
Using the RSPF

**1** Place the originals. (p.23)

**2** Press the [E-SORT/SP.FUN] key (  ) until "2IN1" appears and then press the [OK] key.

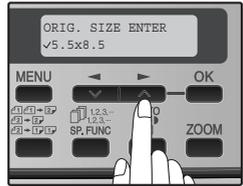


**3** Press the [◀] key (  ) to move "✓" to the "ON" position and then press the [OK] key.



**4** Press the [◀] key (  ) or [▶] key (  ) to select the original size and then press the [OK] key.

The following original sizes can be selected:  
 "8.5 x 14", "8.5 x 13", "8.5 x 11", "5.5 x 8.5", "A4",  
 "B5", "A5"



**5** Select the number of copies and other settings, and press the [START] key (  ).

The copy is delivered to the paper output tray.



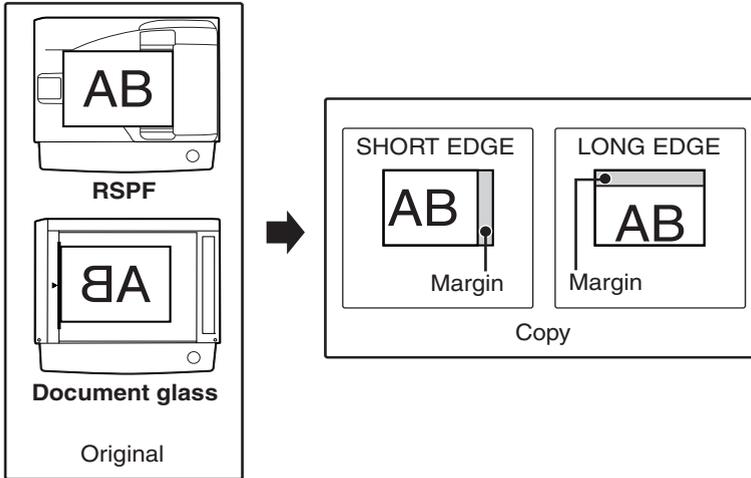
Note

- 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 10 mm.

As shown below, LONG EDGE or SHORT EDGE can be selected.

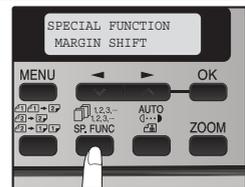


Note

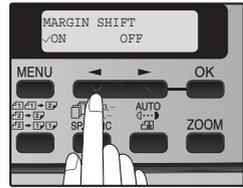
- This feature cannot be used with the 2 IN 1 feature.
- The margin width can be changed with "MARGIN WIDTH" in the user programs. (p.136)
- Note that a margin is created by shifting the image, and thus if the image is shifted too far, the edge of the image may be cut off.

## 1 Place the original(s).

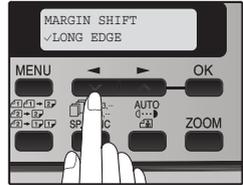
- 2 Press the [E-SORT/SP.FUN (  )] key until "MARGIN SHIFT" appears and then press the [OK] key.



- 3** Press the [◀] key (▼) to move "✓" to the "ON" position and then press the [OK] key.



- 4** Press the [◀] key (▼) or [▶] key (▲) to select the margin position and then press the [OK] key.  
 Select "LONG EDGE" or "SHORT EDGE".  
 For the margin position, see the previous page.



- 5** Select the number of copies and other settings, and then press the [START] key (●).  
 The copy is delivered to the paper output tray.



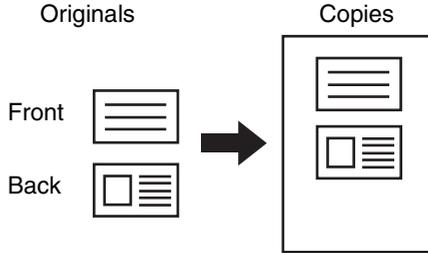
Note

- To cancel margin shift copying, press the [CLEAR] key (C).
- To cancel margin shift, press the [CLEAR ALL] key (CA).

# ID CARD COPY

You can copy the front and reverse sides of ID card onto a page through this function.

The ID card print image is shown as follows.



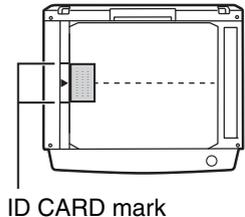
Note

- ID card copy feature cannot be used in combination with two-sided copy and sort functions.
- The following paper sizes can be used: 8.5"x5.5"R, 8.5"x11", 8.5"x14", A5R, A4, B5 and 16K. (8.5"x5.5"R and A5R can only be used in bypass tray.)
- The image may cut off even if using standard paper size.
- In ID card copy mode, scan area and scan number (1 page) cannot be changed. Scan area is:  
X: 2-1/8" + 1/4" (54 + 5 mm) (margin),  
Y: 3-3/8" + 3/8" (86 + 10 mm) (top margin 1/4" (5 mm) and bottom margin 1/4" (5 mm)).
- Only making a single copy is available (Number of copies cannot be set.).

**1** Press the [E-SORT.SP.FUNC] key until "ID CARD COPY" appears and then press the [OK] key.

**2** Press the [◀] key (✓) to move "✓" to the "ON" position and then press the [OK] key.

**3** Place the ID card on the document glass, align with the ID card mark, and press the [START] (●) key. When scan is finished, [START] (●) key indicator will blink and one side of the ID card is scanned into memory. (In this case, print will start if pressing READ-END (#) key.)



**4** Turn and replace the ID card on the document glass, and press the [START] (●) key. When scan is finished, copy will begin.



Note

To cancel ID card copy, press the [CLEAR] (C) key and make sure the [START] (●) key indicator is off.

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.



Note

- 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.
- Where "FO-XXXX" appears in this manual, please substitute the name of your model for "XXXX". For the name of your model, see the operation panel on the machine.
- This manual refers to the CD-ROM that accompanied the machine simply as "CD-ROM".

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## 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.

#### Scanner driver\*

The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications.

### Printer Status Monitor

"Printer Status Monitor" allows the user to check on the computer screen whether or not the machine is able to print.

It provides information on error states such as paper misfeeds and shows the configuration of the machine (number of trays, etc.) by means of illustrations. Available paper sizes are also indicated.

### Button Manager\*

Button Manager allows you to use the scanner menus on the machine to scan a document.

### Sharpdesk/Network Scanner Tool

Sharpdesk is an integrated software environment that makes it easy to manage documents and image files, and launch applications. Network Scanner Tool is a utility that helps you use Scan to Desktop. Those are contained in the separate Sharpdesk CD-ROM.

### PC-Fax driver

This enables you to send a fax from your computer to a fax machine via the machine.

\* 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* <sup>1</sup> or 10Base-T/100Base-TX LAN interface |
| Operating system* <sup>2</sup> * <sup>3</sup> * <sup>4</sup> | Windows 2000 Professional, Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7  |
| 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                        |

\*<sup>1</sup> Compatible with Windows 2000 Professional, Windows XP Professional/Home Edition, Windows Vista or Windows 7 preinstalled model standardly equipped with a USB port.

\*<sup>2</sup> Printing is not available in MS-DOS mode.

\*<sup>3</sup> The machine does not support printing from a Macintosh environment.

\*<sup>4</sup> 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 |      |       |      |             |             |
|---------------------------|-------|------------------|------|-------|------|-------------|-------------|
|                           |       | Windows 2000     | XP   | Vista | 7    | Server 2003 | Server 2008 |
| <b>MFP Printer Driver</b> | USB   | Yes              | Yes  | Yes   | Yes  | N.A.        | N.A.        |
|                           | LAN   | Yes              | Yes  | Yes   | Yes  | Yes         | Yes         |
| <b>MFP Scanner Driver</b> | USB   | Yes              | Yes  | Yes   | Yes  | N.A.        | N.A.        |
|                           | LAN   | N.A.             | N.A. | N.A.  | N.A. | N.A.        | N.A.        |
| <b>Button Manager</b>     | USB   | Yes              | Yes  | Yes   | Yes  | N.A.        | N.A.        |
|                           | LAN   | N.A.             | N.A. | N.A.  | N.A. | N.A.        | N.A.        |
| <b>Sharpdesk</b>          | USB   | N.A.             | Yes  | Yes   | Yes  | N.A.        | N.A.        |
|                           | LAN   | N.A.             | Yes  | Yes   | Yes  | N.A.        | N.A.        |
| <b>Status Monitor</b>     | USB   | N.A.             | N.A. | N.A.  | N.A. | N.A.        | N.A.        |
|                           | LAN   | Yes              | Yes  | Yes   | Yes  | Yes         | Yes         |

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# 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.
- In the following explanations it is assumed that the mouse is configured for right hand operation.
- The scanner feature 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.
- The PC-Fax driver uses the printer driver port. Before installing the PC-Fax driver, be sure to install the MFP driver (printer/scanner).

## Using the machine with a USB connection

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### **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.

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### **2** Insert the CD-ROM into your computer's CD-ROM drive.

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### **3** Click the "start" button, click "My Computer" () , and then double-click the CD-ROM icon ().

- On Windows Vista/7, click the "Start" button, click "Computer", and then double-click the CD-ROM icon.
- On Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon.

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### **4** Double-click the "setup" icon ().

On Windows Vista/7, if a message screen appears asking you for confirmation, click "Allow".

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### **5** The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the software license, and then click the "Yes" button.



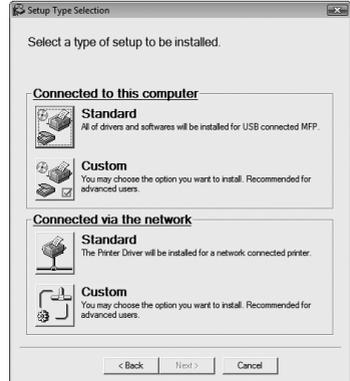
Note

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 of "Connected to this computer" 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 or 7 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, click the "Button Manager" button.

If you do not wish to install Button Manager, 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.

### **11** If you wish to install the PC-Fax driver, click the "PC-Fax Driver" button in step 8.

In the port selection screen that appears when the PC-Fax driver is being installed, select the same port as the MFP driver that is already installed.

### **12** When installing is finished, click the "Close" button.



- If you are using Windows Vista or 7 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.44).

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 or 7 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.55).

# INSTALLING THE SOFTWARE

## 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.



Caution

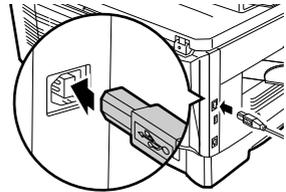
- USB is available with a PC/AT compatible computer that was originally equipped with USB and had Windows 2000 Professional, Windows XP, Windows Vista or Windows 7 preinstalled.
- Do not connect the USB cable before installing the printer driver. The USB cable should be connected during installation of the printer driver.



Note

- 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.
- Use the machine's "HI-SPEED" mode only when using a computer that is running Windows 2000/XP/Vista or 7.
- 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

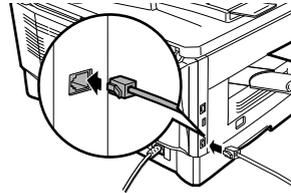


Note

Interface cables for connecting the machine to your computer are not included with the machine. Please purchase the appropriate cable for your computer.

### 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 "Software CD-ROM" into your computer's CD-ROM drive.

### 4 Click the "start" button, click "My Computer" ( ), and then double-click the CD-ROM icon ( ).

- In Windows Vista/7, click the "Start" button, click "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/7, 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 license agreement, and then click the "Yes" button.

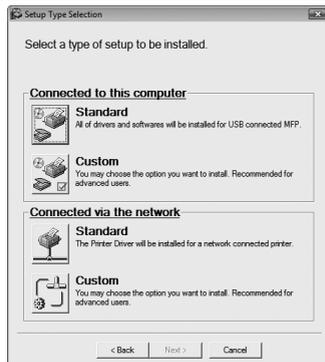


Note

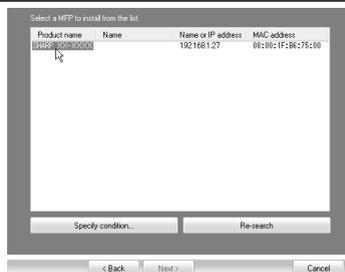
You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

### 7 Read the message in the "Welcome" window and then click the "Next" button.

**8** Click the "Standard" button of the "Connect via the network" menu.



**9** Printers connected to the network are detected. Select the machine and click the "Next" button.



Note

If the machine is not found, make sure that the machine is powered on and connected to your computer and then search again. If the machine is still not found, use the custom installation procedure to directly specify the IP address.

**10** A confirmation window appears. Check the contents and then click the "Next" button.

**11** Select whether or not you wish the printer to be your default printer and click the "Next" button.

If you are installing multiple printer drivers, select the printer that you wish to use as your default printer.

If you do not wish to set either printer driver as the default printer, select "No".



Note

If you clicked the "Custom installation" button in step 7, the following windows will appear.

- **Printer name window**

If you wish to change the printer name, enter the desired name and click the "Next" button.

- **Window confirming installation of the display fonts**

To install the display fonts for the PCL printer driver, select "Yes" and click the "Next" button.

## 12 Follow the on-screen instructions.

Read the message in the window that appears and click the "Next" button. Installation begins.



Note

- **If you are using Windows 2000/XP/Server 2003**  
If a warning message regarding the Windows logo test or digital signature appears, be sure to click the "Continue Anyway" or "Yes" button.
- **If you are using Windows Vista/7/Server 2008**  
If a security warning window appears, be sure to click "Install this driver software anyway".

## 13 When the installation completed screen appears, click the "OK" button.

## 14 Click the "Close" button.



Note

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.

- After installation, see "CONFIGURING THE PRINTER DRIVER" (p.53) to check the printer driver settings.
- To install the Printer Status Monitor, see "Installing the printer status monitor" (p.51).

## 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.



Note

To configure the appropriate settings in the print server, see the operation guide or help file of your operating system. "Print server" as explained here, is a computer that is directly connected to the machine, and a "Client" is any other computer that is connected to the same network.

**1** Insert the "Software CD-ROM" into your computer's CD-ROM drive.

**2** Click the "start" button, click "My Computer" (  ), and then double-click the CD-ROM icon (  ).

- In Windows Vista/7, click the "Start" button, click "Computer", and then double-click the "CD-ROM" icon.
- In Windows 2000, double-click "My Computer" and then double-click the CD-ROM icon.

**3** Double-click the "setup" icon (  ).

In Windows Vista/7, if a message screen appears asking you for confirmation, click "Allow".

**4** The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement, and then click the "Yes" button.

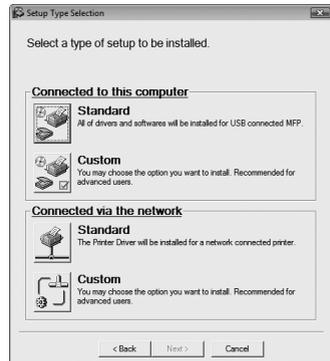


Note

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.

**5** Read the message in the "Welcome" window and then click the "Next" button.

**6** Click the "Custom" button of the "Connect via the network" menu.



## 7 Click the "Printer Driver" button.

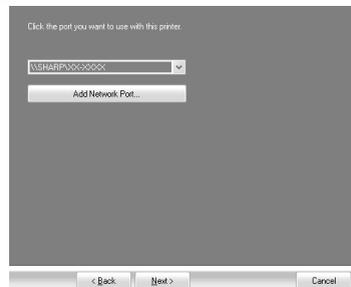
To view information on the software, click the "Display Readme" button. To install the PC-Fax driver, click the [PC-Fax Driver] button.



## 8 Select "Shared Printer" and click the "Next" button.

## 9 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/7, the "Add Network Port" button does not appear.)



Note

If the shared printer does not appear in the list, check the settings in the printer server.

## 10 When the model selection window appears, select model name of your machine and click the "Next" button.

## 11 Follow the on-screen instructions.



Note

- **If you are using Windows 2000/XP/Server 2003**  
If a warning message regarding the Windows logo test or digital signature appears, be sure to click the "Continue Anyway" or "Yes" button.
- **If you are using Windows Vista/7/Server 2008**  
If a security warning window appears, be sure to click "Install this driver software anyway".

## 12 When the installation completed screen appears, click the "OK" button.

### **13** Click the "Close" button in the window of step 6.



Note

After the installation, a message prompting you to restart your computer may appear. If this message appears, click the "Yes" button to restart your computer.

#### **This completes the installation of the software.**

- After installation, see "CONFIGURING THE PRINTER DRIVER" (p.53) to check the printer driver settings.
- To install the Printer Status Monitor, see "Installing the printer status monitor" (p.51).

## Installing the printer status monitor

**1** Insert the "Software CD-ROM" (Disc 1) into your computer's CD-ROM drive.

**2** Click the "start" button, click "My Computer" (  ), and then double-click the CD-ROM icon (  ).

- In Windows Vista/7, click the "Start" button, click "Computer", and then double-click the "CD-ROM" icon.
- In Windows 2000, double-click "My Computer" and then double-click the CD-ROM icon.

**3** Double-click the "setup" icon (  ).

In Windows Vista/7, if a message screen appears asking you for confirmation, click "Allow".

**4** The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement, and then click the "Yes" button.

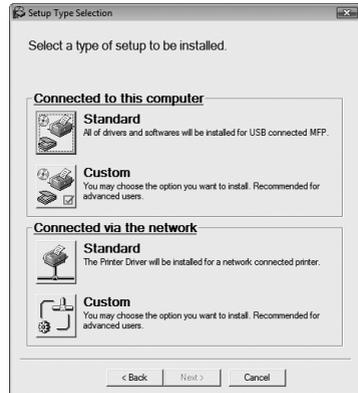


Note

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.

**5** Read the message in the "Welcome" window and then click the "Next" button.

**6** Click the "Custom" button of the "Connect via the network" menu.



### 7 Click the "Printer Status Monitor" button.

To view information on the software, click the "Display Readme" button.



### 8 Follow the on-screen instructions.

### 9 When the installation completed screen appears, click the "Finish" button.

To have the Printer Status Monitor start automatically when your computer is started, select the "Add this program to your Startup folder" checkbox.

### 10 Click the "Close" button in the window of step 6.



Note

After the installation, a message prompting you to restart your computer may appear. If this message appears, click the "Yes" button to restart your computer.

### This completes the installation.

For the procedures for using the Printer Status Monitor, see the Help file. Follow these steps to view the Help file:

Click the Windows "start" button, select "All Programs" ("Programs" in Windows 2000), select "SHARP Printer Status Monitor" and then select "Help".

# CONFIGURING THE PRINTER DRIVER

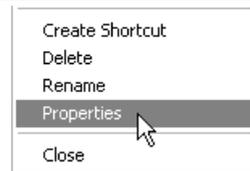
After installing the printer driver, you must configure the printer driver settings appropriately for the number of paper trays on the machine and the size of paper loaded in each tray.

## 1 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Printers and Faxes".

- In Windows Vista/7, click the "Start" button, click "Control Panel" and then click "Printer".
- In Windows Server 2003/ Server 2008, click the "Start" button and then click "Printers and Faxes".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Printers".

## 2 Click the "SHARP XX-XXXX" printer driver icon and select "Properties" from the "File" menu.

- In Windows Vista/7, from the "Organize" menu select "Properties".



## 3 Click the "Configuration" tab and set the printer configuration based on the options that have been installed.

Set the printer configuration properly. Otherwise, printing may not take place correctly.



Note

To automatically configure the settings based on the detected machine status, click the "Auto Configuration" button.

- 4** Click the "Set Tray Status" button and select the size of paper that is loaded in each tray.

Select a tray in the "Paper source" menu, and select the size of paper loaded in that tray from the "Set Paper Size" menu. Repeat for each tray.



- 5** Click the "OK" button in the "Set Tray Status" window.

- 6** Click the "OK" button in the printer properties window.

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# 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/7

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### **1 Click the "Start" button, click "Control Panel", click "Hardware and Sound", and then click "Scanners and Cameras".**

- In Windows 7, click the "start" button and then click "Devices and Printers".
- 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".**

- In Windows 7, right-click the "SHARP FO-xxxx" icon and select "Scan properties".
- In Windows XP, select "Properties" from the "File" menu.

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### **3 In the "Properties" screen, click the "Events" tab.**

---

### **4 Select "SC1:" from the "Select an event" pull-down menu.**

---

### **5 Select "Start this program" and then select "Sharp Button Manager Z" from the pull-down menu.**

---

### **6 Repeat Steps 4 and 5 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 Z" from the pull-down menu. Do the same for each ScanMenu through "SC6:".

---

### **7 Click the "OK" button.**

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" (p.125).

## INSTALLING THE SOFTWARE

### 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 Z" in "Send to this application".



Note

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 Z" 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 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" (p.125).

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## PRINTER/SCANNER FUNCTIONS

The machine includes a USB connector and a LAN connector as standard equipment. The printer and scanner functions can be used through the USB connector and the LAN connector. (Scan using TWAIN and Button Manager can only be used through USB connector.)

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 "SET UP THE SOFTWARE".



Note

- If a problem occurs in printer or scanner mode, see page 151.
- 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/7 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.139).
- \* 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.

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## USING THE PRINTER MODE

The procedure for loading paper for printing is the same as for loading copy paper. See "LOADING PAPER" (p.16).



Note

- 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.

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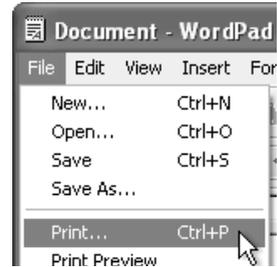
# BASIC PRINTING

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 XX-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.

☞ "PRINTER DRIVER SETTINGS" (p.62), "TWO-SIDED PRINTING" (p.63),  
"PRINTING MULTIPLE PAGES ON ONE PAGE" (p.65),  
"FITTING THE PRINTED IMAGE TO THE PAPER" (p.66),  
"ROTATING THE PRINT IMAGE 180 DEGREES" (p.67),  
"PRINTING A WATERMARK" (p.68)

**4 Click the "Print" button.**

Printing begins.

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.

### **When the 250-sheet paper feed unit is installed:**

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**

To cancel a print job that is already in progress, select printer mode with the mode select key on the machine and then press the [CLEAR] key (  ) or the [CLEAR ALL] key (  ).

"CANCEL PRINT JOB?" will appear in the display. Select "YES" and press the [OK] key.

### **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 Guide).

### **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.

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# OPENING THE PRINTER DRIVER FROM THE "START" BUTTON

Printer driver settings can be configured by opening the printer driver 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 in 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 then click "Control Panel".

- On Windows 2000, click the "Start" button and select "Settings".
- On Windows Server 2003/Server 2008, click the "Start" button and then click "Printers and Faxes". Go to step 3.

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## 2 Click "Printers and Other Hardware", and then click "Printers and Faxes".

- On Windows Vista/7, click "Printer".
- On Windows 2000, click "Printers".

---

## 3 Click the "SHARP XX-XXXX" printer driver icon and select "Properties" from the "File" menu.

On Windows Vista/7, select "Properties" from the "Organize" menu.



Create Shortcut  
Delete  
Rename  
Properties  
Close

---

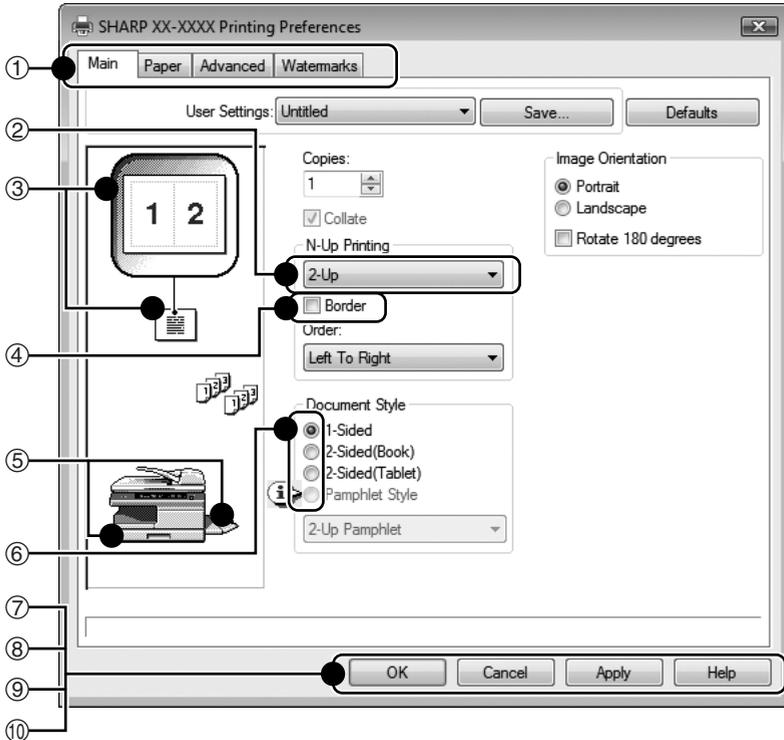
## 4 Click the "Printing Preferences" button in the "General" tab.

The printer driver setup screen will appear.  
☞ "PRINTER DRIVER SETTINGS" (p.62)

# PRINTER DRIVER SETTINGS

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

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 **Drop-down list**  
Allows you to make a selection from a list of choices.
- ③ **Print setting image**  
This shows the effect of the selected print settings.
- ④ **Checkbox**  
Click on a checkbox to activate or deactivate a function.
- ⑤ **Machine image**  
The paper tray (in blue) selected in "Paper selection" on the "Paper" tab. 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.



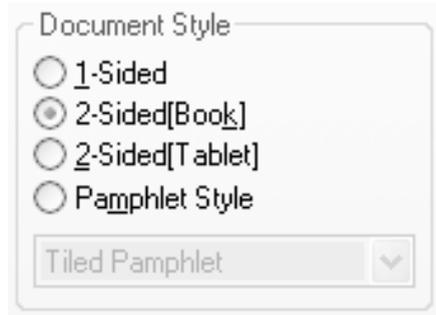
Note

The settings and the image of the machine will vary depending on the model.  
 The printer driver setup screen allows you to select various functions.  
 For information on the printer functions, see "PRINTER DRIVER SPECIFICATIONS" (p.89).

## TWO-SIDED PRINTING

The printer driver setup screen of models that support two-sided printing contains a "Document Style" setting in the "Main" tab. 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" (p.59) for details on how to open the printer driver.



Note

- 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.

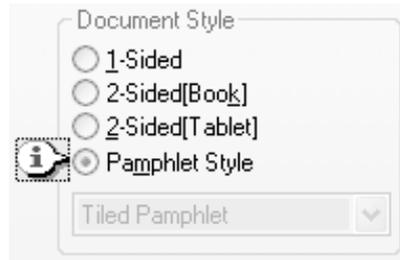
The following example shows the result when portrait data is printed on both sides of the paper.

| 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> |

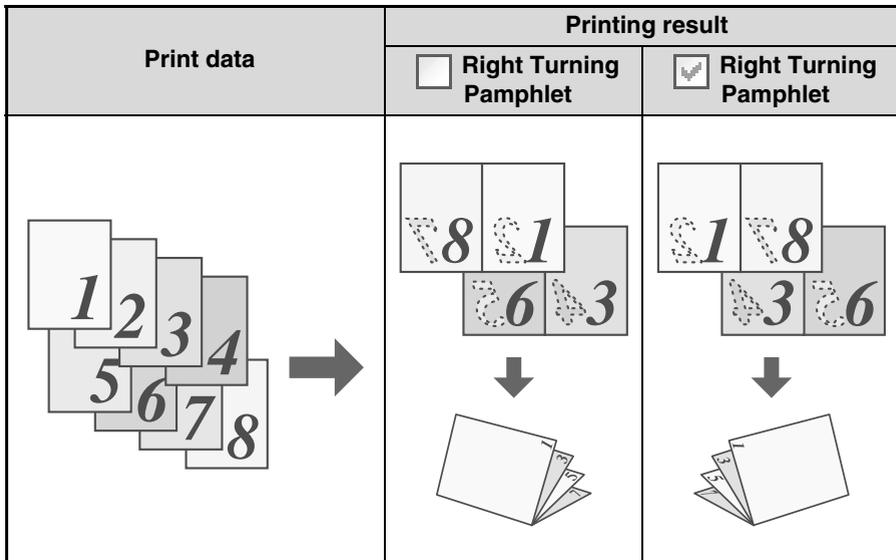
**Pamphlet style**

Pamphlet style prints two pages each on the front and back of each sheet of paper (four pages total on one sheet) so that the sheets can be folded down the center and bound to create a pamphlet. This function is convenient when you wish to compile printed pages into a pamphlet.

To use this function, open the printer driver and select "Pamphlet Style" in "Document Style" in the "Main" tab.



The direction of opening of the pamphlet can be selected with the "Right Turning Pamphlet" checkbox in the "Advanced" tab. The following examples show how 8 pages are printed when pamphlet style is selected.



- Only letter, invoice, A4 and A5 size paper can be used for pamphlet style printing.
- Because four pages are printed on each sheet of paper, blank pages are automatically added at the end when the total number of pages is not a multiple of four.
- When "Tiled Pamphlet" is selected, printing will take place on paper that is twice the size of the paper size specified in the application.
- When "2-Up Pamphlet" is selected, each page is reduced in the same way as for 2-Up and printed on the size of paper that is specified in the application.
- When using Pamphlet style, N-up and Fit to Page function can not be selected.

# PRINTING MULTIPLE PAGES ON ONE PAGE

This feature allows you to reduce and print two, four, six, eight or sixteen document pages on a single sheet of paper.

To use this function, open the printer driver setup screen and select the number of pages per sheet (2-Up, 4-Up, 6-Up, 8-Up, 9-Up, or 16-Up) in "N-Up Printing" in the "Main" tab.

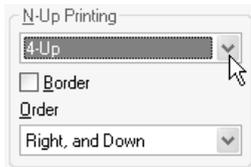
The order of the pages can be changed in the "Order" menu.

See "BASIC PRINTING" (p.59) for details on how to open the printer driver.



The "N-Up Printing" setting is not available when "Zoom" is selected.  
See "FITTING THE PRINTED IMAGE TO THE PAPER" (p.66)

For example, when "2-Up" or "4-Up" is selected, the result will be as follows depending on the selected order.



| N-Up   | Left to Right | Right to Left |
|--------|---------------|---------------|
| [2-Up] |               |               |

| N-Up   | Right , and Down | Down , and Right | Left , and Down | Down , and Left |
|--------|------------------|------------------|-----------------|-----------------|
| [4-Up] |                  |                  |                 |                 |

If you select the "Border" checkbox, borderlines will be printed around each page.



Examples for 2-Up and 4-Up are shown here. The order of 6-Up, 8-Up, 9-Up, and 16-Up is the same as 4-Up. The order can be viewed in the print setting image in the printer driver setup screen.  
See "PRINTER DRIVER SETTINGS" (p.62)

# 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 or A4 size document onto an invoice or B5 size paper.

See "BASIC PRINTING" (p.59) for details on how to open the printer driver.



Note

The "Fit To Paper Size" setting is not available when "Zoom" is selected.  
See "PRINTING MULTIPLE PAGES ON ONE PAGE" (p.65)

**1** Click the "Paper" tab in the printer driver setup screen.

**2** Select the original size (Letter (A4)) of the print image in "Paper Size".

**3** Check the "Fit to Paper Size" 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)



Note

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.

# 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 "Main" tab, and then select the "Rotate 180 degrees" checkbox.



See "BASIC PRINTING" (p.59) for details on how to open the printer driver.

| Printing result   |   |
|---|---|
| <input checked="" type="checkbox"/> Rotate 180 degrees                            | <input type="checkbox"/> Rotate 180 degrees                                       |
|  |  |



Note

The procedure for loading paper is explained in the operation guide for the machine.

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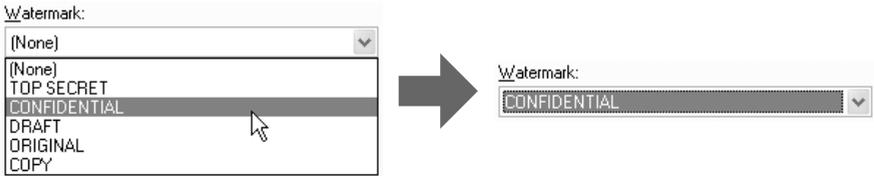
# PRINTING A WATERMARK

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.

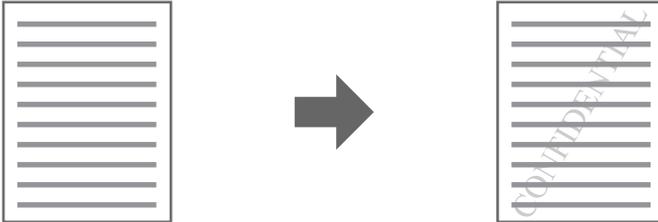
☞ See "BASIC PRINTING" (p.59) for details on how to open the printer driver.

## 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" (p.62)

# PRINTING TEXT AND LINES/GRAPHICS IN BLACK

Color text, lines and vector graphics that are faint when printed normally can be printed in black to improve legibility.

## Printing text in black

Text that is any color other than white is printed in black.

To use this function, open the printer driver setup screen and select the "Text To Black" checkbox in the "Advanced" tab.

| Print data  | Printing result   |   |
|---|---|---|
|   | <input type="checkbox"/> Text To Black  | <input checked="" type="checkbox"/> Text To Black                                 |
|  |  |  |



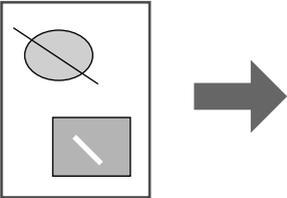
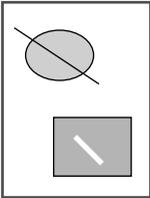
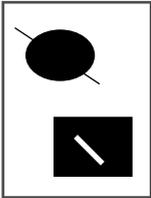
Note

When using the PCL6 printer driver, if "Print as graphics" is selected in "TrueType Mode" of "Font" in the "Advanced" tab, this function cannot be used.

## Printing lines and vector graphics in black

Lines and vector graphics that are any color other than white are printed in black.

To use this function, open the printer driver setup screen and select the "Vector To Black" checkbox in the "Advanced" tab.

| Print data  | Printing result   |   |
|---|---|---|
|   | <input type="checkbox"/> Vector To Black  | <input checked="" type="checkbox"/> Vector To Black                                 |
|  |  |  |



Note

If "Raster" is selected in "Graphics mode" in the "Advanced" tab, this function cannot be used.

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# PRINTER UTILITY

## Printer Status Monitor (for general users)

"Printer Status Monitor" is on the "Software CD-ROM" (Disc 1).

This allows the user to check on the computer screen whether or not the machine is able to print.

It provides information on error states such as paper misfeeds and shows the configuration of the machine (number of trays, etc.) by means of illustrations. Available paper sizes and paper remaining are also indicated.



Note

- In order to use the Printer Status Monitor, the machine must be connected to a network.
- To install the Printer Status Monitor, see page 51.

## Before using the Printer Status Monitor

Note the following points before using the Printer Status Monitor.

### Printing via a server

When the first print job is executed after starting up the Printer Status Monitor, the machine's IP address is automatically set in the Printer Status Monitor.

### Direct printing without a server

Install and configure the software as explained in "INSTALLING THE PRINTER DRIVER" in the software setup guide for network printer. (This is not necessary if the software has already been installed and configured.)

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# USING THE PRINTER UTILITY

## Starting up the printer utility

If the Printer Status Monitor is not running, use the following procedure to start the utilities.

### Printer Status Monitor

Click the "Start" button, point to "All Programs" ("Programs" in Windows 2000) and then "SHARP Printer Status Monitor". Select "Printer Status Monitor".

## Using the printer utilities

For information on using the Printer Status Monitor, see the Help files. The Help files can be viewed as follows:

Click the "Start" button, point to "All Programs" ("Programs" in Windows 2000) and then "SHARP Printer Status Monitor". Select "Help".

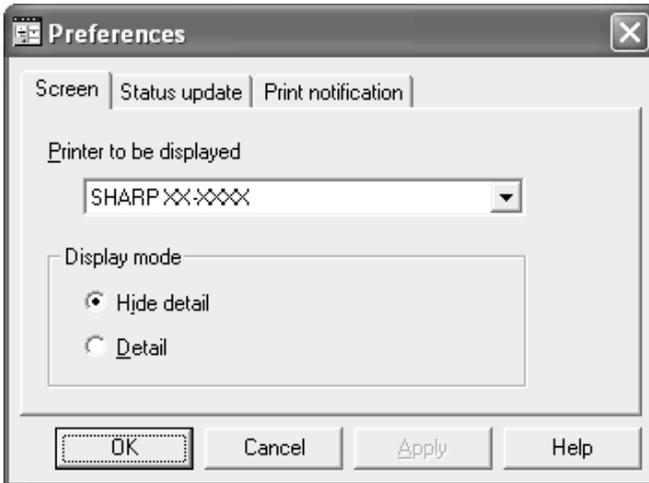
## Changing the Printer Status Monitor settings

Once installed, the Printer Status Monitor normally runs in the background in Windows. If you need to change the Printer Status Monitor settings, follow the steps below.

- 1 Right-click the Printer Status Monitor icon (  ) on the task bar, and select "Preferences" from the pop-up menu.**



- 2 Change the Printer Status Monitor settings as desired.**  
For information on the Printer Status Monitor settings, see Printer Status Monitor Help. (Click the "Help" button in the settings window.)



## Checking the printer status

The Printer Status Monitor allows you to check whether or not toner and paper remain in the machine.

- 1 Right-click the Printer Status Monitor icon (  ) on the task bar, and select "SHARP XX-XXXX Status" from the pop-up menu.**



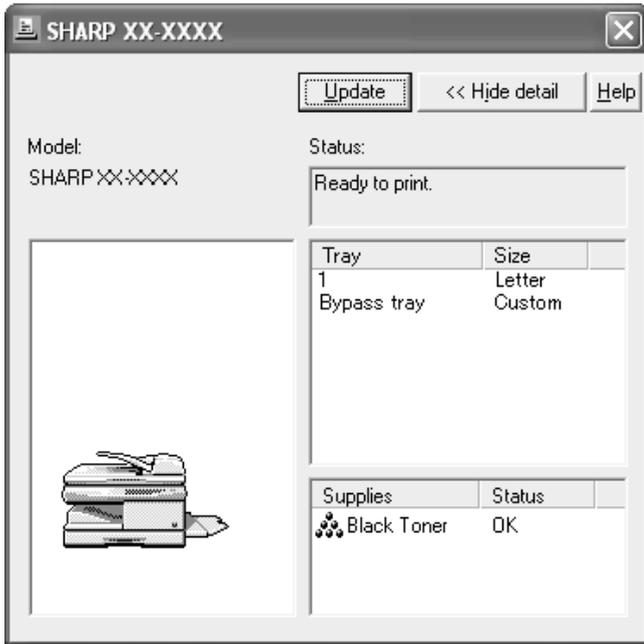
Note

The icon turns red when printing is not possible due to a machine error or other problem.

- 2 Click the "Detail" button.**

The window expands to show machine status details.





To collapse the window, click the "Hide detail" button.



Note

By default, the collapsed window initially appears when "SHARP XX-XXXX Status" is selected in Step 1. If desired, you can change the setting to have the expanded window initially appear.

➤ "Changing the Printer Status Monitor settings" (p.72)

**When "Paper Feed" is set to "Auto Select"**

If "Paper Feed" is set to "Auto Select" in the Print window 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 Guide).

**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.

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# ABOUT THE WEB PAGES

The Web server is accessed using a Web browser on your computer. The Web pages include both pages for users and pages for the administrator. In the user Web pages, users can monitor the machine, directly print a file specified on a computer, and select printer configuration settings. In the administrator Web pages, the administrator can configure the machine's e-mail settings, settings for print by e-mail, and passwords. Only the administrator is allowed to configure these settings.

## How to access the Web page and view help

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

---

### 1 Open the Web browser on your computer.

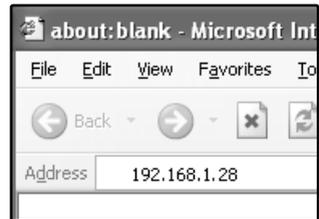
Supported browsers:  
Internet Explorer 5.5 or later  
Safari 1.5 or later  
Firefox 2.0 or later

---

### 2 In the "Address" field of your Web browser, enter the IP address that has been configured in the machine.

When the connection is completed, the Web page will appear in your Web browser.

☛ "ABOUT THE WEB PAGES (FOR USERS)" (p.77)



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### 3 Click the [Help] button at the bottom of the menu frame.

To view information on a function setting, click the corresponding item in the Help screen.



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### 4 When finished, close the Web pages.

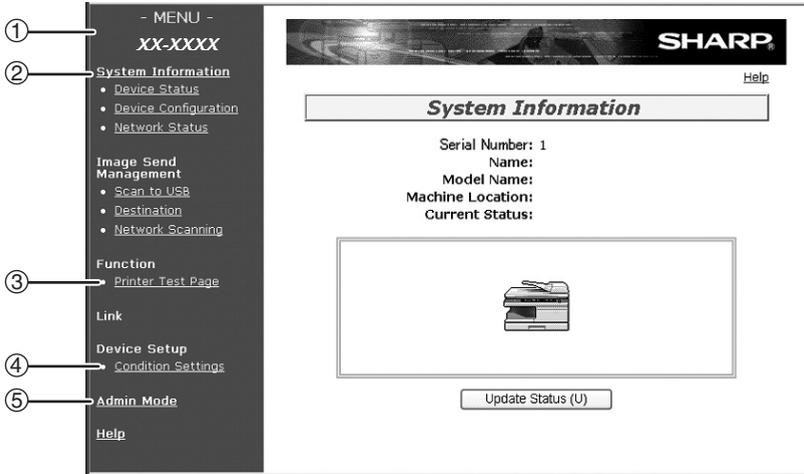
When you have finished using the Web pages, click the  (close) button in the top right corner of the page.



# ABOUT THE WEB PAGES (FOR USERS)

When you access the user Web pages in the machine, the following page will appear in your browser.

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



## ① Menu frame

Click a setting in the menu to configure it.

## ② System Information

Shows the current status of the machine and model name.

### • Device Status

Shows the current status of the machine, paper trays, output trays, toner and other supplies, and page counts.

Out of paper and other warnings appear in red.

### • Device Configuration

Shows what options are installed.

### • Network Status

Shows the network status. Information on "General", "TCP/IP", "NetWare", "AppleTalk", and "NetBEUI" is shown on the respective pages.

## ③ Printer Test Page

The "Printer Settings List" and various font lists can be printed.

## ④ Condition Settings

Configure basic printer settings.

➤ "CONFIGURING THE PRINTER CONDITION SETTINGS" (p.78)

## ⑤ Admin Mode

To open the Web pages for the administrator, click here and then enter the administrator's user name and password.

➤ "ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR)" (p.81)

➤ "PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([PASSWORDS])" (p.82)

# CONFIGURING THE PRINTER CONDITION SETTINGS

The printer condition settings allow basic printer settings to be configured. The following items can be set:

- **Default Settings:** Basic settings that are mainly used when the printer driver is not used.
- **PCL Settings:** PCL symbol set, font, line feed code, and other settings.



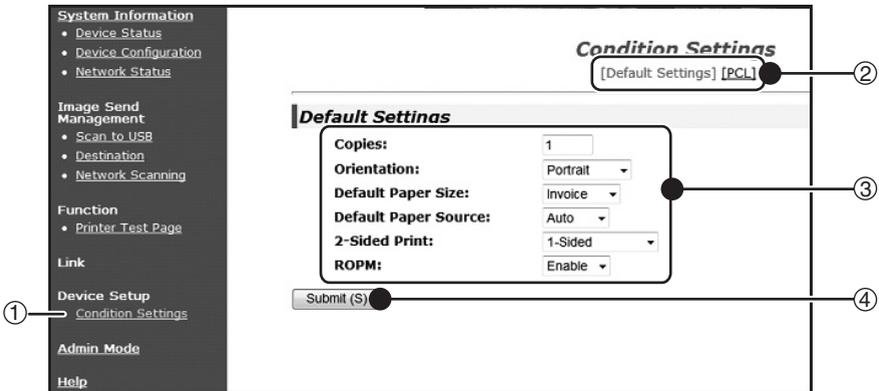
Note

When the printer driver is used and the same settings are configured both in the printer driver and in the above screens, the settings configured in the printer driver override the settings in the above screens. If a setting is available in the printer driver, use the printer driver to configure the setting.

## How to configure the settings

To display the Condition Settings screen, click [Condition Settings] in the menu frame.

For detailed explanations of the procedures for establishing settings, click [Help] in the menu frame.



### ① Condition Settings

This displays the page for configuring the printer condition settings.

### ② Default / PCL

Select the type of condition settings that you wish to configure.

### ③ Settings

The factory default settings are displayed.

Change the settings as desired by selecting from drop-down lists and by directly entering settings.

For information on the settings, see "Printer condition settings" (p.79).

### ④ Submit

Click to store the Web page settings in the machine.

## Printer condition setting menu

Click on a setting to view an explanation of the setting.

| Condition Settings          |                          |
|-----------------------------|--------------------------|
| Default Settings            | Factory default settings |
| Copies                      | 1                        |
| Orientation                 | Portrait                 |
| Default Paper Size          | Letter                   |
| Default Paper Source        | Auto                     |
| 2-Sided Print               | 1-Sided                  |
| ROPM (Rip Once, Print Many) | Enable                   |

| Condition Settings |                            |
|--------------------|----------------------------|
| PCL Settings       | Factory default settings   |
| Symbol Set         | PC-8                       |
| Font               | 0: Courier (internal font) |
| Line Feed Code     | CR=CR; LF=LF; FF=FF        |
| Wide A4            | Disable                    |

## Printer condition settings

Factory default settings are indicated in bold.

### Default Settings

| Item               | Selections  | Description   |
|--------------------|---|---|
| Copies             | 1 - 999   | This is used to select the number of copies.  |
| Orientation        | <b>Portrait</b> ,<br>Landscape                          | This sets the orientation of the printed page. Select [Portrait] when the image is longer in the vertical direction, or [Landscape] when the image is longer in the horizontal direction. |
| Default Paper Size | Invoice, A5, B5, A4, <b>Letter</b> ,<br>Foolscap, Legal | This sets the default paper size used for the printed image. Even if the set size of paper is not in any of the trays, the printed image is formed in accordance with this setting.       |

## PRINTER FUNCTIONS

| Item                        | Selections  | Description   |
|-----------------------------|---|---|
| Default Paper Source        | <b>Auto</b> ,<br>Tray 1,<br>Tray 2*,<br>Bypass (Auto)   | Set the default paper tray.<br>* Selections available depend on the trays that are installed.   |
| 2-Sided Print               | <b>1-Sided</b> ,<br>2-Sided (Book),<br>2-Sided (Tablet) | When [2-Sided (Book)] is selected, two-sided printing takes place so as to allow binding at the left side. When [2-Sided (Tablet)] is selected, two-sided printing takes place so as to allow binding at the top. |
| ROPM (Rip Once, Print Many) | <b>Enable</b> , Disable                                 | This enables the ROPM function. When enabled, multi-page print jobs are stored in memory before printing, and thus the computer does not need to repeatedly send the print data when multiple copies are printed. |

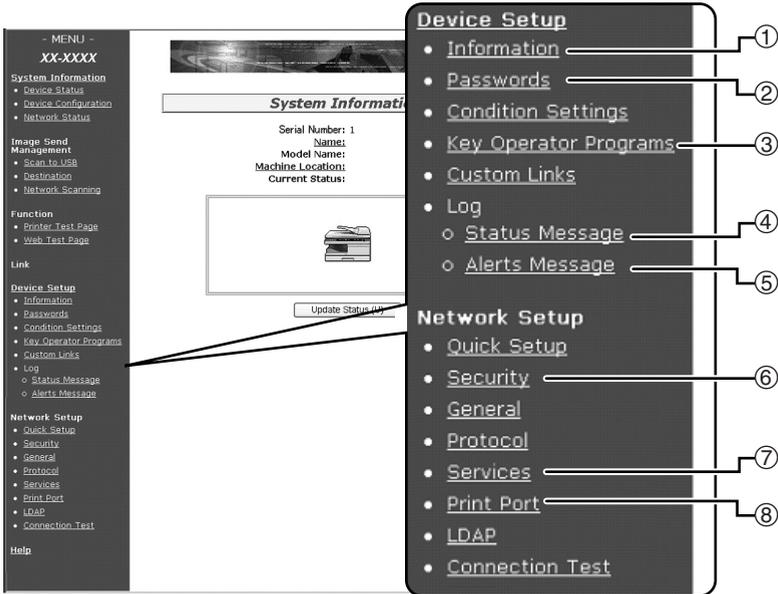
## PCL Settings

| Item           | Selections  | Description  |
|----------------|---|--|
| Symbol Set     | Select one of 35 sets.  | This specifies which country's characters (PCL symbol set) are assigned to certain of the symbols in the character code list. The factory default setting is [PC-8].   |
| Font           | Select one internal or one external font.   | This specifies which PCL font to use for printing. One font can be specified from among the internal fonts. The factory default setting is [0: Courier].   |
| Line Feed Code | <b>CR=CR; LF=LF;</b><br><b>FF=FF,</b><br>CR=CR+LF;<br>LF=LF; FF=FF,<br>CR=CR;<br>LF=CR+LF;<br>FF=CR+FF,<br>CR=CR+LF;<br>LF=CR+LF;<br>FF=CR+FF | This specifies the line break code by means of a combination of the "CR" (return) code, "LF" (line break) code, and "FF" (page break) code. The factory default setting is printing based on the transmitted code. The setting can be changed by selecting one of four combinations. |
| Wide A4        | Enable, <b>Disable</b>  | This setting can be enabled to print 80 lines on A4 size paper with each line 10CPI font (English characters). When the setting is disabled (a checkmark does not appear), each line is 78 characters long.  |

# ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR)

In addition to the menus that appear for users, other menus that can only be used by the administrator appear in the administrator Web pages.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item. Settings that can only be configured by the administrator are explained here.



## ① Information

Configure machine identification information for the status & alert E-mail function.

☞ "Information setup" (p.85)

## ② Passwords

To protect the Web site, the system administrator can establish passwords. Enter a password that you would like to establish and click the [Submit] button. One password can be established for the administrator and one password can be established for users.

☞ "PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([PASSWORDS])" (p.82)

## ③ Key Operator Programs

Setting changes can be prohibited and interface settings can be configured.

☞ "KEY OPERATOR PROGRAMS" (p.83)

## ④ Status Message

Configure parameters required for sending status messages, such as destination addresses and time schedules.

☞ "Status message setup" (p.86)

## ⑤ Alerts Message

Store destination addresses for alert messages.

☞ "Alerts message setup" (p.87)

## ⑥ Security

Unused ports can be disabled for greater security and port numbers can be changed.

## ⑦ Services

Configure information concerning the e-mail system.

☞ "SMTP setup" (p.85)

## ⑧ Print Port

Configure settings for LPD and Raw print.

---

---

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

Passwords can be set (click [Passwords] in the menu frame) to restrict Web page access and protect settings. The administrator must change the password from the factory default setting. The administrator must also take care to remember the new password. The next time the Web pages are accessed, the new password must be entered.

A password can be set for the administrator and a password can be set for users.

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



---

## 2 Enter the current password in "Admin Password".

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



Caution

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

---

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

A maximum of 7 characters and/or numbers can be entered for each password (passwords are case sensitive).

Be sure to enter the same password in "Confirm Password" as you did in "New Password".

---

## 4 When you have finished entering all items, click [Submit].

The entered password is stored.

**After setting the password, turn the machine power off and then back on.**



Note

When prompted to enter a password, a user should enter "user" and an administrator should enter "admin" in "User Name". In "Password", the respective password for the entered user name should be entered.

For more information, click [Help] in the upper right-hand corner of the window.

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# KEY OPERATOR PROGRAMS

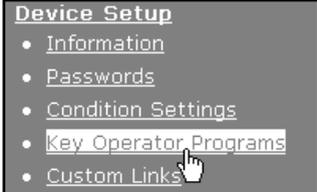
The key operator programs are used to prohibit changes to the [Condition Settings] and to configure interface settings.

- Default Settings (p.79): Select the setting for which you wish to prohibit changes.
- Interface settings (p.84): Enable monitoring of data sent to the network port and set restrictions.

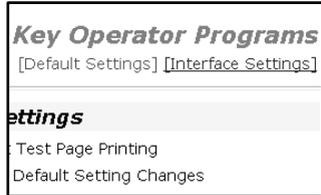
## Configuring a setting in the key operator programs

### 1 Click [Key operator programs] in the menu frame.

The "Default Settings" screen of the [Key operator programs] will appear. If you wish to select a setting in the "Default Settings" screen, go to step 3.



### 2 Click the desired setting.



### 3 Make a selection for the setting in the screen that appears.

See "Key operator programs" (p.84) for descriptions of the settings.

### 4 Click [Submit] to store the entered information.

## PRINTER FUNCTIONS

### Key operator programs

When "YES, NO" appears in the "Settings" column, "YES" is selected when a checkmark appears in the checkbox of the item, and "NO" is selected when checkmark does not appear.

#### Default settings

| Item                            | Settings | Description   |
|---------------------------------|----------|---|
| Prohibit Test Page Printing     | YES, NO  | This setting is used to prohibit printing of a printer test page.           |
| Disable Default Setting Changes | YES, NO  | This setting is used to prohibit changes to the default condition settings. |

#### Interface settings

| Item                  | Settings                                       | Description   |
|-----------------------|--|---|
| Hexadecimal Dump Mode | YES, NO  | This program is used to print out the print data from the computer in hexadecimal and in the corresponding text characters (based on ASCII code). This allows you to check whether or not print data is being correctly sent from the computer. |
| I/O Timeout           | 1- 60 - 999 (sec)                              | During reception of a print job, if remaining data is not received after the time set here elapses, the port connection is broken and the next print job is begun.  |
| Emulation Switching   | Auto*, PCL                                     | Select the printer language. When [Auto] is selected, the language is automatically selected from the data sent to the printer. Unless errors occur frequently, do not change the setting from [Auto] to another setting.                       |
| Port Switching Method | Switch at End of Job, Switch after I/O Timeout | Select the method for switching network ports.  |

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# E-MAIL STATUS AND E-MAIL ALERT SETTINGS

These functions send information on machine use (print count, copy count, etc.) and error conditions (paper misfeed, out of paper, out of toner, etc.) via e-mail to the administrator of the machine or the dealer.

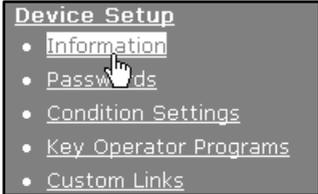
## Information setup

Machine identification information for the status and alert e-mail functions is configured in the "Information Setup" screen. The entered information will be included in status and alert e-mail messages.

---

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

The "Information Setup" screen will appear.



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**2 Enter the machine information.**

For detailed information, click the [Help] button in the upper right-hand corner of the window.

---

**3 Click [Submit] to store the entered information.**

## SMTP setup

The Status and alert e-mail functions use SMTP (Simple Mail Transport Protocol) to send e-mail. The following procedure is used to set up the e-mail environment. This must be done by the system administrator or other person familiar with the network.

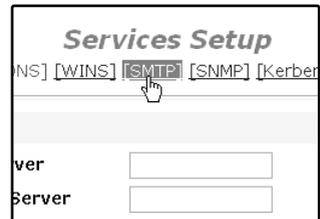
---

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

The "Services Setup" screen will appear.

---

**2 Click [SMTP].**



---

**3 Enter the information required to set up the e-mail environment.**

For detailed information, click the [Help] button in the upper right-hand corner of the window.

---

**4 Click [Submit] to store the entered information.**

## Status message setup

Use the status message function to send the current counter information, including the copy count, print count, and total output count, basis on the specified schedule. The destinations can be set for administrators and dealers respectively.

To set up the status message, follow these steps.

**1** Click [Status Message] in the menu frame.

The "Status Message Setup" screen will appear.



**2** Enter the required information, including the destination addresses and time schedule.

For detailed information, click the [Help] button in the upper right-hand corner of the window.



**3** Click [Submit] to store the entered information.

When the E-mail Status settings are completed, printer count information will be sent periodically by e-mail to the specified e-mail addresses.



Note

If you quit the browser before clicking [Submit], the settings will be canceled. To send printer information immediately to the specified e-mail addresses, click [Send Now].

## Alerts message setup

Use the alert message function to send alert information, such as empty toner and paper and trouble including paper misfeeds, to specified destinations when such problems occur. The destinations can be set for administrators and dealers respectively.

To set up the alert message, follow the procedure below.

**1 Click [Alerts Message] in the menu frame.**

The "Alerts Message Setup" screen will appear.



**2 Enter the destination addresses.**

For detailed information, click the [Help] button in the upper right-hand corner of the window.



**3 Click [Submit] to store the entered information.**

If these parameters are set, event information for the printer will be transmitted to the specified addresses via E-mail each time a specified event occurs. The meaning of each event item is shown below.

(Example)

- Paper Jam: A paper misfeed has occurred.
- Toner Low: Toner is low.
- Toner Empty: Toner must be added.
- Paper Empty: Paper must be loaded.



Note

If you quit the browser before clicking [Submit], the settings will be canceled.

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# REMOVING THE SOFTWARE

In the event that you need to remove the printer driver or utilities, follow these steps:

## Windows

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**1 Click the "start" button, and then click "Control Panel".**  
On Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

---

**2 Click "Add or Remove Programs".**

- On Windows Vista/7, click the "Uninstall a program".
- On Windows 2000, double-click the "Add/Remove Programs" icon.

---

**3 Select the driver or utility that you wish to remove from the list, and click the appropriate button to remove it.**  
For more information, refer to your operating manual or to the help files for your operating system.

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**4 Restart your computer.**



Note

When reinstalling the software, install it correctly as explained in software setup guide.

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# PRINTER SPECIFICATIONS

|                        |   |
|------------------------|---|
| <b>Printing speed</b>  | Max. 20 ppm (when printing on A4 size paper)        |
| <b>Resolution</b>      | 600 dpi / 300 dpi                                   |
| <b>Memory</b>          | Standard memory: 128 MB                             |
| <b>Emulation</b>       | PCL6  |
| <b>Installed fonts</b> | PCL6 compatible: 80 outline fonts and 1 bitmap font |
| <b>Interface</b>       | 10Base-T/100Base-TX Ethernet                        |



Note

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 units. There may be some deviations from these values in individual units.

# PRINTER DRIVER SPECIFICATIONS

| Function                  |                             | PCL6                                  |                   |
|---------------------------|-----------------------------|---------------------------------------|-------------------|
| Frequently used functions | Number of copies            | 1 to 999                              |                   |
|                           | Printing orientation        | Yes                                   |                   |
|                           | Two-sided printing          | Yes                                   |                   |
|                           | Binding Style               | Book/Tablet                           |                   |
|                           | Pamphlet Style              | Yes                                   |                   |
|                           | N-up                        | Number                                | 2, 4, 6, 8, 9, 16 |
|                           |                             | Order                                 | Selectable        |
| Border                    |                             | Yes/No                                |                   |
| Paper                     | Paper Size                  | Yes                                   |                   |
|                           | Custom Paper Size           | 1 size                                |                   |
|                           | Source Selection            | Yes                                   |                   |
|                           | Cover Settings              | Yes                                   |                   |
| Graphics                  | Resolution                  | 600/300 dpi                           |                   |
|                           | Graphics Mode               | Yes                                   |                   |
|                           | Zoom                        | Yes                                   |                   |
|                           | Fit to Page                 | Yes                                   |                   |
| Fonts                     | Resident fonts              | 80 fonts                              |                   |
|                           | Selectable download fonts   | bitmap, TrueType, Graphics            |                   |
| Other functions           | Auto configuration Settings | Yes (only when connected via network) |                   |
|                           | ROPM                        | Yes                                   |                   |
|                           | Overlay                     | Yes                                   |                   |
|                           | Watermark                   | Yes                                   |                   |
|                           | Bitmap Compression          | Yes                                   |                   |

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## USING THE SCANNER MODE

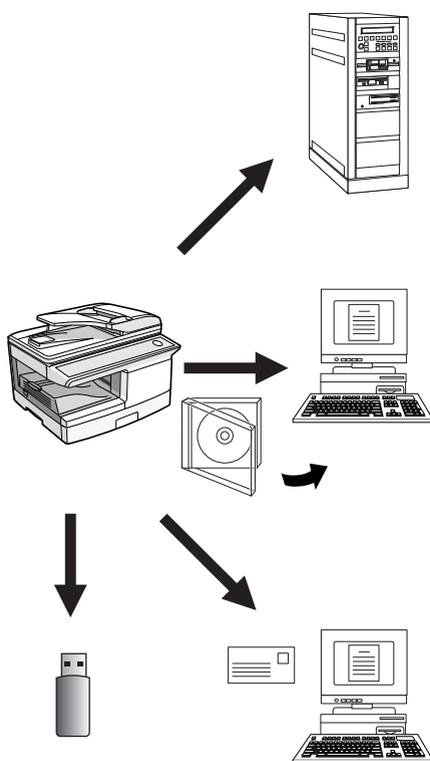
The procedure for placing the original is the same as for copying. See "NORMAL COPYING" (p.22).

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.

## ABOUT THE SCAN TO USB AND NETWORK SCANNER FUNCTION

With this machine, in addition to Fax function, a document or photo can be scanned into an image file and sent over a network or the Internet to a file server, e-mail destination, your own computer or USB memory installed on the machine. You can select from the following transmission methods as the destination where you wish to send the scanned image, depending on where you wish to send the scanned image data.



1 The scanned image can be sent to a memory storage device on a network (a designated directory on an FTP server). (This is called **"Scan to FTP"** in this manual.)

When sending a scanned image to an FTP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data. (This is called **"Scan to FTP (Hyperlink)"** in this manual.)

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

\* Before Scan to Desktop can be performed, the software in the CD-ROM that accompanies the machine must be installed. For the procedure for installing the software, see the Sharpdesk Information Guide.

4 The scanned image can be sent to a USB memory installed on the machine. (This is called **"Scan to USB"** in this manual.)

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

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# SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the SMTP server, DNS server, and destination addresses must be configured.

To configure the settings, use a computer that is connected to the same network as the machine to access the machine's Web server. The Web page can be viewed with your Web browser (Internet Explorer 5.5 or later (Windows), or Netscape Navigator 6.0 or later).

## How to access the web page and view help

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

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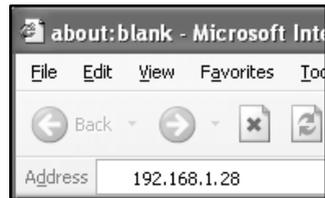
### 1 Open the Web browser on your computer.

Supported browsers:  
Internet Explorer 5.5 or later (Windows)  
Netscape Navigator 6.0 or later

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### 2 In the "Address" field of your Web browser, enter the IP address of the machine.

When the connection is complete, the Web page will appear in your Web browser.  
"ABOUT THE WEB PAGE (FOR USERS)" (p.93)



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### 3 Click [Help] under the menu frame.

For an explanation of a function or setting in the Web page, click the corresponding item in the Help screen.



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### 4 Close the Web page.

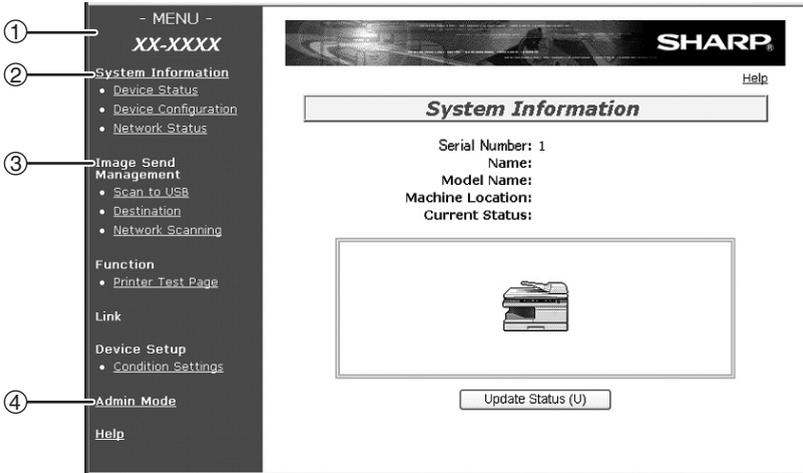
When you have finished using the Web page, click the  (close) button in the top right corner of the page.



# ABOUT THE WEB PAGE (FOR USERS)

When you successfully connect to the Web server in the machine, the following page will appear in your browser.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item. For detailed explanations of the procedures for configuring settings, click [Help] in the menu frame.



## ① Menu frame

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

## ② System Information

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

- **Device Status**  
This shows information on the machine's paper trays and output trays, toner and other supplies, and the total sheet usage count. Out of paper and other warnings appear in red.
- **Device Configuration**  
Shows what options are installed.
- **Network Status**  
Shows general information as well as the status of TCP/IP.

## ③ Image Send Management

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

- **Scan to USB**  
Store scanning settings for Scan to USB.
- **Destination (p.98)**  
Store destinations for Scan to FTP, Scan to FTP (Hyperlink), Scan to

Desktop, Scan to E-mail, and Fax. You can also edit or delete previously stored destination information.

## • Network Scanning

This section explains how to edit the scan mode and custom indexes.

- **Scan Mode**  
Scanning settings appropriate for the use can be stored.
  - ☞ "Storing scanning settings - Network Scanning" (p.96)
- **Custom Index**  
This enables to change custom index names. Click the [Submit] button to store the entered information as index names. The custom index consists of six indexes. A 6-character index name can be stored for each index, allowing destinations to be grouped.

## ④ Admin Mode

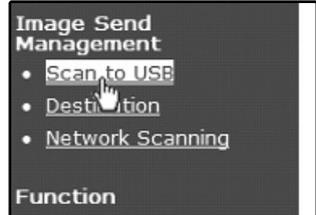
Click here to open the administrator Web page and enter the administrator user name and password.

- ☞ "Protecting information programmed in the web page ([Passwords])" (p.116)
- ☞ "ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR)" (p.112)

## Storing scanning settings - Scan to USB

Sets of scan settings (color mode, resolution, file type, etc.) can be stored for use in various scanning applications. Each set of settings is called a "Scan Mode". When storing a destination, you can select one of the stored scanned modes. The settings of the selected scan mode will be used when you scan an image and send it to that destination (p.98 to p.104) including Scan to USB.

- 1** Click "Scan to USB" in the menu frame of the Web page.



- 2** Select the desired scanning settings.

Refer to the following table for information on each setting.

| Scan Mode Control                         |            |
|---|------------|
| Color Mode:                               | Full Color |
| Resolution:                               | 150 dpi    |
| Void Area:                                | Off        |
| Light Source:                             | Green      |
| File Type:                                | TIFF       |
| Compression Mode:                         | MMR(G4)    |
| Pages Per File:                           | All        |
| <input type="button" value="Submit (S)"/> |            |

- 3** When you have finished selecting the settings, click "Submit".  
The selected settings are stored.

Scan Mode settings

| Item             | Description   | Default setting |
|------------------|---|-----------------|
| Color Mode       | Select Full Color, Grayscale, or Mono 2 gradation for the color mode.   | Full Color      |
| Resolution       | Select the resolution.  | 150 dpi         |
| Void Area        | Select "On" to not scan the 4 mm around the edges of the image and instead attach a white border.                           | Off             |
| Light Source     | When "Mono 2 gradation" or "Grayscale" is selected for "Color Mode", select "Red", "Green", or "Blue" for the light source. | Green           |
| File Type        | Select "PDF", "JPG" or "TIFF" for the file type of the scanned image.   | PDF             |
| Compression Mode | Select "None", "MH (G3)", or "MMR (G4)" for the compression mode of the scanned image.                                      | None            |
| Pages Per File   | Select the number of pages per image file.  | ALL             |



Note

- For normal text originals, a sufficiently legible image is produced when the color mode is set to "Mono 2 gradation" and the resolution is 200 dpi or 300 dpi. The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as a photograph or an illustration. Note that a high resolution setting will result in a larger file size, and transmission may not be successful if there is insufficient memory or disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original.
- To open the scanned image without using the software program in the CD-ROM that accompanies the machine, the recipient must have a viewer program that can open the image format (file type) that was selected as explained above.
- The factory default setting for the image format is PDF. If the recipient cannot open the image, try sending the image in a different format.
- If the number of scanned originals is not divisible by the number set in "Pages Per File", the last file will have less pages.
- The scan settings stored in a scan mode cannot be edited or deleted if the scan mode has been selected for a destination.

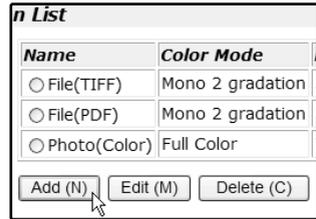
## Storing scanning settings - Network Scanning

- 1** Click "Network Scanning" in the menu frame of the Web page.



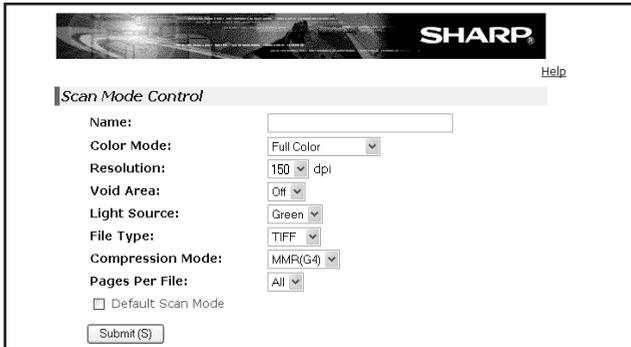
- 2** Click "Add" below the scan list.

If you need to change the settings in a previously stored scan mode, select the scan mode and click "Edit". To delete a scan mode, select the scan mode and click "Delete".



- 3** Select the desired scanning settings.

Refer to the following table for information on each setting.



- 4** When you have finished selecting the settings, click "Submit".

The selected settings are stored.

### Scan Mode settings

| Item       | Description   | Default setting |
|------------|---|-----------------|
| Name       | Enter a name for the scan mode (up to 32 characters).   | —               |
| Color Mode | Select Full Color, Grayscale, or Mono 2 gradation for the color mode.                             | Full Color      |
| Resolution | Select the resolution.  | 150 dpi         |
| Void Area  | Select "On" to not scan the 4 mm around the edges of the image and instead attach a white border. | Off             |

## SCANNER AND FAX FUNCTIONS

| Item              | Description  | Default setting |
|-------------------|--|-----------------|
| Light Source      | When "Mono 2 gradation" or "Grayscale" is selected for "Color Mode", select "Red", "Green", or "Blue" for the light source.  | Green           |
| File Type         | Select "JPG", "PDF", or "TIFF" for the file type of the scanned image.   | PDF             |
| Compression Mode  | Select "None", "MH (G3)", or "MMR (G4)" for the compression mode of the scanned image.   | None            |
| Pages Per File    | Select the number of pages per image file.   | ALL             |
| Default Scan Mode | If you wish to use this scan mode as the default scan mode when storing destinations, select the "Default Scan Mode" checkbox.<br>The "Default Scan Mode" is also used for Scan to E-mail when the e-mail address is directly entered or selected from an LDAP server. | Not selected    |



Note

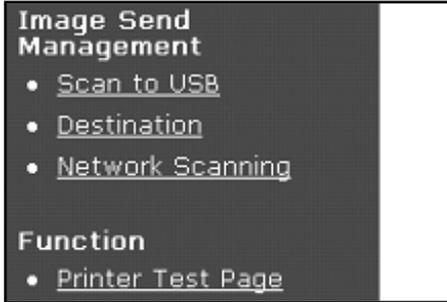
- For normal text originals, a sufficiently legible image is produced when the color mode is set to "Mono 2 gradation" and the resolution is 200 dpi or 300 dpi.  
The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as a photograph or an illustration. Note that a high resolution setting will result in a larger file size, and transmission may not be successful if there is insufficient disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original.
- To open the scanned image without using the software program in the CD-ROM that accompanies the machine, the recipient must have a viewer program that can open the image format (file type) that was selected as explained above.
- The factory default setting for the image format produces the smallest file (File Type: TIFF, Compression Mode: MMR (G4)). If the recipient cannot open the image, try sending the image in a different format.
- If the number of scanned originals is not divisible by the number set in "Pages Per File", the last file will have less pages.
- The scan settings stored in a scan mode cannot be edited or deleted if the scan mode has been selected for a destination.

**Storing destinations**

To store scanning destinations, click [Destination] in the Web page menu frame. This screen can also be used to edit or delete stored destinations. (p.110)

A total of 200 destinations\* can be stored, including E-mail, FTP, Desktop, and Group destinations. Fax, Speed Dial (up to 100) and Group(Fax) (up to 18 combined with Rapid Dial) destinations can also be stored.

\*Multiple e-mail addresses can be stored as a group (up to 100). Note that this may reduce the maximum number of destinations (normally 200) that can be stored.



- E-mail: See below
- FTP: See page 99.
- Desktop: See page 102.
- Group (E-mail): See page 104.
- Fax: See page 106.
- Speed Dial: See page 107.
- Group(Fax): See page 108.

**Storing destinations for Scan to E-mail**

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



**2** Click [E-mail].



**3** Enter the destination information.  
For each setting, see the following table.

**Destination Management**

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

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**E-mail Destination Control**

Name (Required)

Initial (Optional)

Custom Index USER1 ▾

E-mail Address (Required)

Scan Mode Not Set ▾

**4** When you have finished entering the information, click [Submit].

The entries will be stored.



Note

To perform Scan to E-mail, the SMTP server settings must first be established. (p.115)

**E-mail destination information**

| Item                      | Description   |
|---------------------------|---|
| Name (Required)           | Enter the name of the destination (up to 36 characters).  |
| Initial (Optional)        | Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.  |
| Custom Index              | Names can be assigned to the custom indexes as desired (p.93), allowing convenient grouping of destinations. Select a custom index for the destination to be stored.                              |
| E-mail Address (Required) | Enter the e-mail address of the destination (up to 64 characters). If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server. |
| Scan Mode                 | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.96).  |

**Storing destinations for Scan to FTP**

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



**2** Click [FTP].



### 3 Enter the destination information.

For the settings, see the following table.

The screenshot shows a web interface titled "Destination Management" with a "Help" link in the top right. Below the title are navigation tabs: [E-mail] [FTP] [Desktop] [Group(E-mail)] [Fax] [Speed.Dial] [Group(Fax)]. The main section is titled "FTP Destination Control" and contains the following fields and options:

- Name (Required): [Text Input]
- Initial (Optional): [Text Input]
- Custom Index: [Text Input] USER1 [Dropdown]
- Hostname or IP Address (Required): [Text Input]
- User Name (Optional): [Text Input]
- Password (Optional): [Text Input]
- Directory (Optional): [Text Input]
- Enable Hyperlink to FTP server to be e-mailed
- E-mail Destination: Global Address Search (G) [Text Input]
- [List Box containing "Not Set"]
- Scan Mode: [Text Input] Not Set [Dropdown]
- [Submit (S)] [Button]

### 4 When you have completed all the entries, click [Submit].

The entries will be stored.



Note

- If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox and select a previously stored recipient (p.98) from "E-mail Destination", an e-mail will be sent to the recipient informing them of the file format and location of the scanned image data (Scan to FTP (Hyperlink)). A hyperlink to the file server to which the scanned image data was sent appears in the e-mail, and the recipient can click the hyperlink to go directly to the location where the image data is stored.
- Use "Scan Mode" to select a set of previously stored scanning settings (see "Storing scanning settings - Network Scanning" (p.96)). The list shows the names of the stored scan modes.

**FTP destination information**

| Item   | Description  |
|--|--|
| Name (Required)  | Enter the name of the destination (up to 36 characters).   |
| Initial (Optional)   | Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.   |
| Custom Index   | Names can be assigned to the custom indexes as desired (p.93), allowing convenient grouping of destinations. Select a custom index for the destination to be stored.   |
| Hostname or IP Address (required)*1                        | Enter the IP address or host name of the FTP server (maximum of 127 characters).   |
| User Name (Optional)                                       | Enter the login user name for the FTP server (maximum of 32 characters).   |
| Password (Optional)  | Enter the login password for the FTP server (maximum of 32 characters).  |
| Directory (Optional)                                       | If you wish to specify a destination directory on the FTP server, enter the directory (maximum of 200 characters).   |
| Enable Hyperlink to FTP server to be e-mailed (Checkbox)*2 | When you send a scanned file to an FTP server, you can have a transmission notification automatically sent to the file recipient by e-mail. To have transmission notifications sent, select the checkbox. The FTP server name will appear in the transmission notification as a hyperlink. |
| E-mail Destination   | Select the recipient that you wish to notify of the file transmission to the FTP server. To select a recipient here, the recipient's e-mail address must have been previously stored. (p.98)   |
| Scan Mode  | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.96).   |

\*1 If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (p.115)

\*2 To perform Scan to FTP (Hyperlink), you must also enter the settings for the e-mail server.

## Storing destinations for Scan to Desktop

The destination for Scan to Desktop is stored by the Sharp Network Scanner Tool Setup Wizard when "Network Scanner Tool" is installed in your computer. For this reason, there is no need to store the Scan to Desktop destination in the Web page. (The Network Scanner Tool is on the "Sharpdesk" CD-ROM that accompanies the machine.)

For information on Scan to Desktop system requirements, installing the Network Scanner Tool, and storing the destination, see the Sharpdesk Information Guide. Normally your computer is stored as the destination by the method indicated above.

The following page for storing Scan to Desktop destination information appears when [Destination] is selected in the menu frame, followed by [Desktop]. This page is used mainly by the system administrator in the following circumstance.

- When another machine that also has the network function is added to your network and you wish to send an image scanned on the new machine to a destination stored on the existing machine.

See "Editing and deleting programmed transmission destinations" (p.110) to select the Scan to Desktop destination information that you wish to use on the new machine and enter the displayed information in this screen in the new machine. (When you have completed all entries, click [Submit].)

If there are several destinations that you wish to use on the new machine, repeat this procedure as needed.

The screenshot shows a web browser window with the title "Destination Management" and a "Help" link in the top right corner. Below the title is a navigation bar with links: [E-mail], [FTP], [Desktop], [Group(E-mail)], [Fax], [Speed Dial], and [Group(Fax)]. The main content area is titled "Desktop Destination Control" and contains a form with the following fields:

- Name (Required):
- Initial (Optional):
- Custom Index:
- Hostname or IP Address (Required):
- Port Number (Required):
- Process Directory (Optional):
- User Name (Optional):
- Password (Optional):
- Scan Mode:

At the bottom of the form is a "Submit (S)" button.

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

**Scan to Desktop destination information**

| <b>Item</b>                        | <b>Description</b>   |
|------------------------------------|--|
| Name (Required)                    | Enter the name of the destination (up to 36 characters).   |
| Initial (Optional)                 | Enter initial text for the destination (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| Custom Index                       | Names can be assigned to the custom indexes as desired (p.93), allowing convenient grouping of destinations. Select a custom index for the destination to be stored.                             |
| Hostname or IP Address (Required)* | Enter the IP address or host name of the FTP server (maximum of 127 characters).   |
| Port Number (Required)             | Enter a port number from 0 to 65535 for the desktop network scanner tool.  |
| Process Directory (Optional)       | Enter the destination directory name for the file (maximum of 200 characters). The file will be processed in this directory after it is received.  |
| User Name (Optional)               | Enter the login user name for the network scanner tool (maximum of 32 characters).   |
| Password (Optional)                | Enter the login password for the network scanner tool (maximum of 32 characters).  |
| Scan Mode                          | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.96).   |

\* If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (p.115)

## Storing Groups (Scan to E-mail)

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



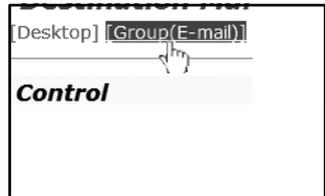
Note

Up to 100 destinations can be stored in one group.

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



- 2** Click [Group].



- 3** Enter the destination information.  
For the settings, see the following table.

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

**Storing a group of destinations**

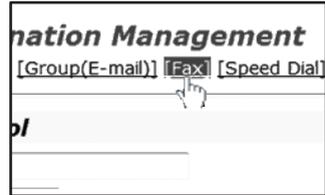
| <b>Item</b>               | <b>Description</b>  |
|---------------------------|---|
| Name (Required)           | Enter the name of the destination (up to 36 characters).  |
| Initial (Optional)        | Enter initial text for the destinations (maximum of 10 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.   |
| Custom Index              | Names can be assigned to the custom indexes as desired (p.93), allowing convenient grouping of destinations. Select a custom index for the destination to be stored.  |
| Address(es)<br>(Required) | Select the address of each destination from the "E-mail" list box. Programmed e-mail destinations appear in each of the destination lists. To select multiple destinations, click each address while holding down the [Ctrl] key on the keyboard. If you need to cancel an address that has been selected, click the address again while holding down the [Ctrl] key. If an LDAP server is being used, you can click the [Global Address Search] button to search for an address on the LDAP server. Multiple e-mail addresses can be entered. Separate the e-mail addresses with a comma (,), semi-colon (;), space ( ), or colon (:). |
| Scan Mode                 | Select the name of the scan mode that you wish to use for the destination. The scan mode must be previously stored (p.96).  |

Storing destinations for Fax

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



**2** Click [Fax].



**3** Enter the destination information.  
For the settings, see the following table.



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

Fax Destination Control Information

| Item               | Description  |
|--------------------|--|
| Name (Required)    | Enter the name of the destination (up to 20 characters).   |
| Initial (Optional) | Enter initial text for the destination (up to 3 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| ID                 | This allows key assignment of the destination on the Fax rapid key. (Enter figure among 1 to 18.) If it is left blank, certain number is automatically assigned.                           |
| Fax No. (Required) | Enter the Fax number to send Fax (up to 40 digits). Pause (- "Hyphen") can also be entered.  |

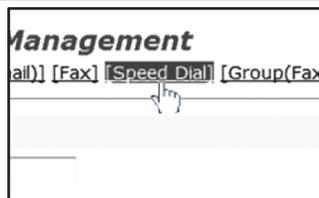
| Item                  | Description   |
|-----------------------|---|
| Global Address Search | Link to "Global Address Search" when Corporate Address Book is set. This button is not shown when LDAP is disabled. |
| Mode                  | Select Transmission Speed and International Correspondence Mode for Fax transmission.                               |

## Storing destinations for Speed Dial

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



- 2 Click [Speed Dial].



- 3 Enter the destination information.  
For the settings, see the following table.

|  |  |
|--|--|
| <p>- Menu -<br/>XX_XXXX</p> <p>System Information</p> <ul style="list-style-type: none"> <li>• Device Status</li> <li>• Device Configuration</li> <li>• Network Status</li> </ul> <p>Image Send Management</p> <ul style="list-style-type: none"> <li>• Scan to USB</li> <li>• Destination</li> <li>• Network Scanning</li> </ul> <p>Function</p> <ul style="list-style-type: none"> <li>• Printer Test Page</li> </ul> <p>Link</p> <p>Device Setup</p> <ul style="list-style-type: none"> <li>• Condition Settings</li> </ul> <p>Admin Mode</p> <p>Help</p> |  |
| <p><b>Destination Management</b></p> <p>[E-mail] [FTP] [Desktop] [Group(E-mail)] [Fax] [Speed Dial] [Group(Fax)]</p>   |  |
| <p><b>Speed Dial Destination Control</b></p> <p>Name (Required) <input type="text"/></p> <p>Initial (Optional) <input type="text"/></p> <p>Speed Dial <input type="text"/></p> <p>Fax No. (Required) <input type="text"/></p> <p>Mode 33.6 kbps None ▾</p> <p><input type="button" value="Submit (S)"/></p>  |  |

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

# SCANNER AND FAX FUNCTIONS

## Speed Dial Destination Control Information

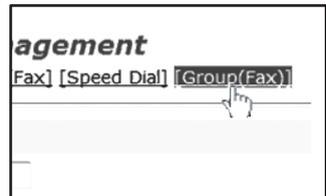
| Item               | Description  |
|--------------------|--|
| Name (Required)    | Enter the name of the destination (up to 20 characters).   |
| Initial (Optional) | Enter initial text for the destination (up to 3 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations. |
| Speed Dial         | Enter destination address Speed Dial number (from 0 to 99). If this is submitted with blank, a certain number is automatically assigned.   |
| Fax No. (Required) | Enter the Fax number to send Fax (up to 40 digits). Pause ("Hyphen") can also be entered.  |
| Mode               | Select Transmission Speed and International Correspondence Mode for Fax transmission.  |

## Storing Groups (Fax)

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



- 2 Click [Group(Fax)].



- 3 Enter the destination information.  
For the settings, see the following table.

A screenshot of the "Destination Management" web page. The page has a SHARP logo at the top right. Below the logo is a navigation bar with links: [E-mail], [FTP], [Desktop], [Group(E-mail)], [Fax], [Speed Dial], and [Group(Fax)]. The "Group(Fax)" link is active. The main content area is titled "Group Destination Control" and contains the following fields:

- Name (Required):
- Initial (Optional):
- ID:
- Address(es) (Required):
- Fax No.:
- Global Address Search (G):
- Fax: Not Set
- Speed Dial: Not Set

At the bottom of the form is a "Submit (G)" button.

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

**Group (Fax) Destination Control Information**

| <b>Item</b>                          | <b>Description</b>   |
|--------------------------------------|--|
| Name (Required)                      | Enter the name of the destination (up to 20 characters).   |
| Initial (Optional)                   | Enter initial text for the destination (up to 3 characters). When the destination list is displayed in the destination control screen, the initial text is used to group the destinations.   |
| ID                                   | This allows key assignment of the destination on the Fax rapid key. (Enter figure among 1 to 18.) If it is left blank, certain number is automatically assigned.   |
| Address(es)<br>(Required)<br>Fax No. | <ul style="list-style-type: none"> <li>- Select destinations to store as a group destination in the Text Box and the List Box (up to 100 destinations can be selected).</li> <li>- Fax No. to store as a group destination can be selected in the Text Box. Multiple addresses can be entered (up to 1,500 characters) separated by space, comma (,), semicolon (;) or colon (:).</li> </ul> |
| Global Address Search                | Link to "Global Address Search" when Corporate Address Book is set. This button is not shown when LDAP is disabled.  |

## Editing and deleting programmed transmission destinations

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

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



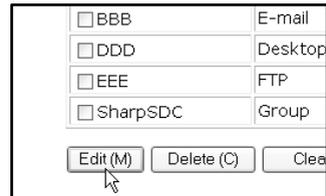
- 2** In the Destinations List, click the checkbox of the destination that you want to edit or delete.



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

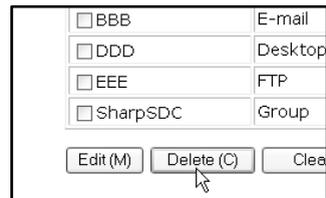
The programming screen of the destination selected in step 2 appears. Edit the information in the same way as you initially stored it.

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



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

A message appears asking you to confirm the deletion. Click [Yes] to delete.



Note

If you attempt to delete a programmed destination in the following situations, a warning message will appear and deletion will not be possible.

- The destination is included in a group.

If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then delete the destination.

If the destination is included in a group, delete the destination from the group and then delete the destination.

**Printing lists of programmed destinations**

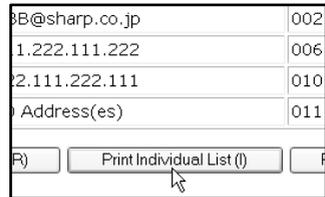
You can print lists showing the destinations that have been programmed. The following lists can be printed.

- Print individual list: Shows the information programmed in e-mail, FTP, desktop, and group destinations.
- Print group list: Shows only the information programmed in group (e-mail) destinations.

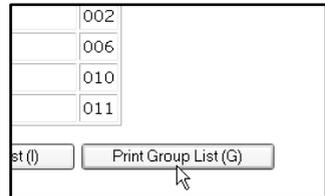
**1** Click [Destination] in the menu frame of the Web page.



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



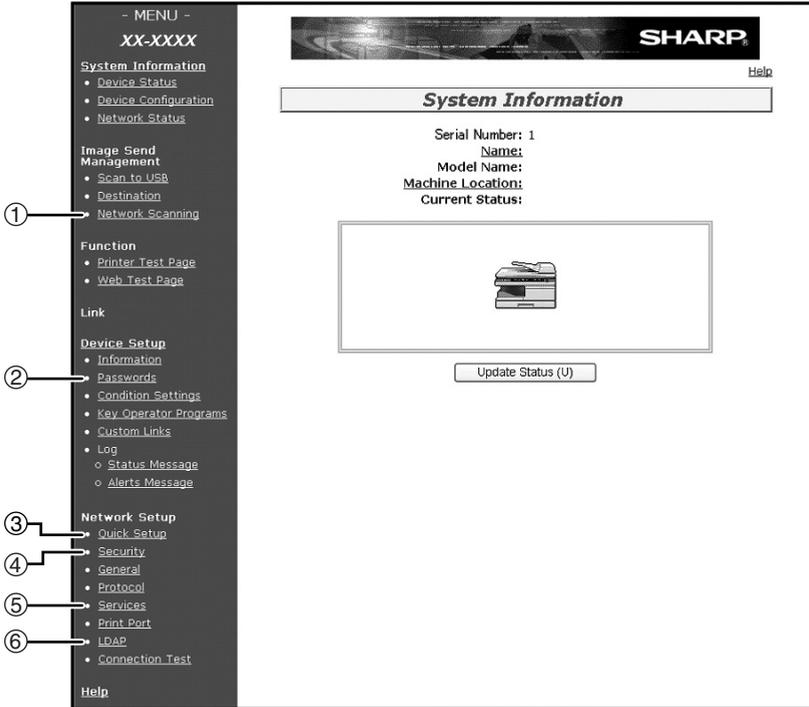
**3** To print the group list, click [Print Group List] at the bottom of the destinations list.



# ABOUT THE WEB PAGE (FOR THE ADMINISTRATOR)

In addition to the menu that appear in the user Web page, the Web page for the administrator also shows menus that can only be established by the administrator. A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item.

Settings that can only be configured by the administrator are explained here.



## ① Network Scanning (p.113)

This lets you select transmission methods for the network scanner function and configure settings for Scan to E-mail.

## ② Passwords (p.116)

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

## ③ Quick Setup (p.115)

This is used to configure basic settings for the SMTP, DNS, and LDAP servers.

## ④ Security

Port numbers can be changed or disabled for security purposes.



Note

If "HTTP" is disabled, it will not be possible to open the Web page. To open the Web page in this case, the network board must be reset.

## ⑤ Services (p.115)

This is used to configure advanced SMTP and DNS server settings as needed for each transmission method.

## ⑥ LDAP (p.115)

This is used to configure advanced settings for global address searches.

## Basic settings for network scanning

Click [Network Scanning] in the menu frame and configure the required settings. A password is required to access this screen. (p.116) These settings should only be configured by the network administrator. For explanations of each of the items, click [Help] in the menu frame.

### 1 Click [Network Scanning] in the menu frame.

The Network Scanning setup page appears.



### 2 Select the transmission methods that you wish to use.

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

Help

### Network Scanning

[Scan Mode] [Setup] [Custom Index]

---

**Enable Scanner Delivery to:**

Scan to ad-hoc E-mail       Scan to pre-defined E-mail  
 Scan to FTP & Desktop

**Advanced Setup**

Bcc: e-mail address for scan to e-mail jobs

**Maximum Size of E-mail Attachments**

Upper Limit  MB

Unlimited

**File Naming**

Destination Name       Date & Time  
 Session Page Counter       Unique Identifier

**Default Subject**

### 3 Configure the Advanced Setup settings.

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

## 4 Set a limit for the size of image files.

To prevent the transmission of excessively large files by Scan to E-mail, you can set a size limit.

If the image file created from the scanned image is larger than the set limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in increments of 1 MB.

The factory default setting is [Unlimited]. If you wish to set a limit, remove the checkmark from the [Unlimited] checkbox and enter the desired limit.

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

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



Note

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

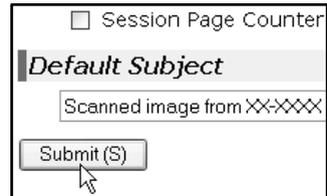
## 6 Selecting an e-mail subject (only used for Scan to E-mail).

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

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

## 7 Click [Submit].

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



Session Page Counter

**Default Subject**

Scanned image from XXXXXX

Submit (S)

## Various server settings

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

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

**DNS server:** If you entered a host name in "Primary SMTP Server" or "Secondary SMTP Server" of "SMTP", you must also configure your DNS server settings.

You will also need to configure your DNS server settings if host names will be entered in "Hostname or IP Address" when storing destinations for Scan to FTP (Scan to FTP (Hyperlink)) or Scan to Desktop.

**LDAP server:** If mail addresses are managed on your network by an LDAP server, the e-mail addresses stored in the LDAP server can be used for Scan to E-mail.

To allow the machine to use the e-mail addresses in the LDAP server, the LDAP server settings must be configured in the Web page.

### Configuring SMTP, DNS and LDAP server settings.

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



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

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

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

The entries will be stored.



Note

If you need to configure advanced settings for the SMTP, DNS, and LDAP servers, follow the procedures below.

- Configuring SMTP and DNS server settings  
Click [Services] in the menu frame to display the services setup screen. Select the desired server and then configure the required parameters for that server.
- Configuring LDAP server settings  
Click [LDAP] in the menu frame to display the LDAP setup screen. Configure the required parameters.

### Protecting information programmed in the web page ([Passwords])

The settings and information programmed in the Web page can be protected by establishing passwords (click [Passwords] in the menu frame). The administrator must change the factory default password to a new password.

The administrator should also take care to remember the new password. From now on, the new password must be entered each time you wish to configure settings in the Web pages.

A password can be set for the administrator and users.

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

##### Device Setup

- Information
- **Passwords**
- Condition Settings
- Key Operator Programs
- Custom Links

#### 2 Enter the current password in "Admin Password".

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



Caution

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

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

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

#### 4 When you have completed all entries, click [Submit].

The entered password is stored.

After setting the password, turn the machine power off and then back on.

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

# SCANNING USING THE KEYS ON THE MACHINE

When scanning is performed by this method, Scan to USB, Network Scan and scanning through the Button Manager can be selected.



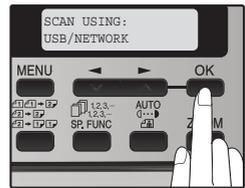
Note

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 Using the Scan to USB Function

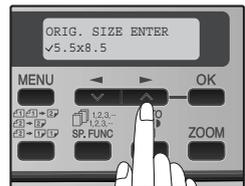
### 1 Press the [MODE SELECT] key to select scanner mode.

The "SCAN" indicator lights up to indicate that scanner mode is selected and the "SCAN USING: USB/NETWORK" is shown on the display. Then press [OK] to enter Scan to USB mode.



### 2 Place the original. (p.22)

### 3 Press the [OK] key and then [◀] key (▼) or [▶] key (▲) to select the desired original size to scan.



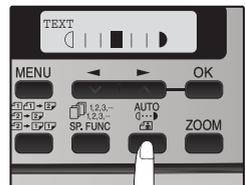
### 4 Press the [OK] key and then [◀] key (▼) or [▶] key (▲) to select the color mode (COLOR, GRAY and B/W).

(When B/W mode is selected.)

Press the [EXPOSURE (AUTO)] key to select the original type.

The original image type changes as follows each time the [EXPOSURE (AUTO)] key is pressed:

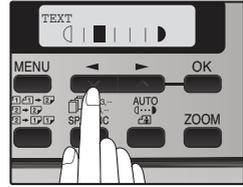
"AUTO" (AUTO) → "TEXT" (TEXT) → "PHOTO" (PHOTO).



## SCANNER AND FAX FUNCTIONS

If needed, adjust the exposure level for TEXT (☰) or PHOTO (☷).

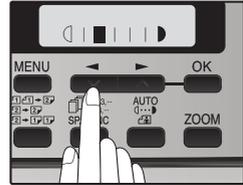
For a darker image, press the [▶] key (☰). For a lighter image, press the [◀] key (☷).



(When **COLOR** or **GRAY** mode is selected.)

Adjust the exposure level.

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



**5** Press the [START] key (⊙) to begin scanning.

## Using the Network Scanner Function

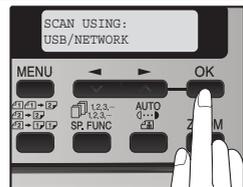
### Basic Transmission Procedure

**1** Press the [MODE SELECT] key to select scanner mode. The "SCAN" indicator lights up to indicate that scanner mode is selected.



**2** Make sure that the "SCAN USING: USB/NETWORK" is shown on the display. Then press [OK] to enter Scan to USB and Network Scan mode.

(The initial display will be "SCAN USING: SCAN TO USB".)

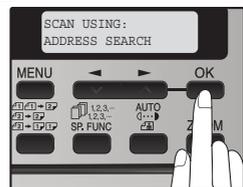


**3** Place the original in the document feeder tray or on the document glass.

For information on how to place the original, see "Image orientation and standard original loading orientation" (p.123).

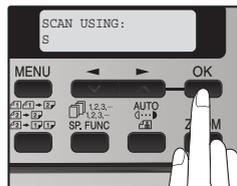
**4** Select "ADDRESS SEARCH" and then press the [OK] key.

The selections change as follows each time the [▶] key (☰) is pressed: "INPUT ADDRESS" → "GLOBAL ADDRESS" → "ADDRESS SEARCH". If you continue to press the [▶] key (☰), the stored destinations will appear in alphabetical order based on the initial stored for each destination.



**5 Enter search characters and press the [OK] key.**

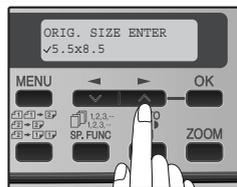
You will search the names that were entered for the destinations. Destinations matching the search characters will appear. To enter characters, see "How to enter characters" (p.124).



**6 Press the [◀] key (▼) or [▶] key (▲) to select the destination and then press the [OK] key.**

**7 Press the [◀] key (▼) or [▶] key (▲) to select the original size and then press the [OK] key.**

The original size changes as follows each time the [◀] key (▼) or [▶] key (▲) is pressed:  
 "8.5x11" → "8.5x5.5" → "A4" → "B5" → "A5" →  
 "8.5x14" → "8.5x13"  
 (when AB (metric) default setting: "A4" → "B5" →  
 "A5" → "8.5x14" → "8.5x13" → "8.5x11" →  
 "8.5x5.5".)



**8 Press the [OK] key and then [◀] key (▼) or [▶] key (▲) to select the color mode (COLOR, GRAY and B/W) and exposure level.**

(For the setting, see page 117.)

**9 Press the [START] key (●) to begin scanning.**



Note

- The [CLEAR] key (C) can be pressed during a scanning operation to return to the previous step of the operation. To cancel a scanning operation and return to the initial state of scanner mode, press the [CLEAR ALL] key (CA).
- The network scanner function cannot scan both sides of an original placed in the RSPF.
- The scan settings stored in a scan mode cannot be edited if the scan mode has been selected for a destination. You can either store the desired settings in a new scan mode as explained in "Storing scanning settings - Network Scanning" (p.96) and then edit the destination settings, or you can cancel the selection of the scan mode for the destination and then edit the scan mode settings.



Caution

- Before performing Scan to E-mail, read "Important points when using scan to E-mail" (p.145). Take care that the image file is not too large.
- A limit for the size of image files that can be sent using Scan to E-mail can be set in "Basic settings for network scanning" (p.113) of the Web page.

# TRANSMISSION METHODS FOR SCAN TO E-MAIL

The e-mail address for a Scan to E-mail transmission can be entered manually or selected from e-mail addresses stored on an LDAP server.

## Sending an image by entering an e-mail address manually

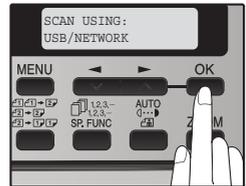
- 1 Press the [MODE SELECT] key to select scanner mode.**

The "SCAN" indicator lights up to indicate that scanner mode is selected.



- 2 Make sure that the "SCAN USING: USB/NETWORK" is shown on the display. Then press [OK] to enter Scan to USB and Network Scan mode.**

(The initial display will be "SCAN USING: SCAN TO USB".)

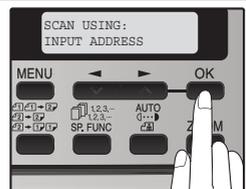


- 3 Place the original in the document feeder tray or on the document glass.**

For information on how to place the original, see "Image orientation and standard original loading orientation" (p.123).

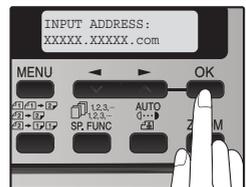
- 4 Select "INPUT ADDRESS" using the [◀] key (▼) or [▶] key (▲) and then press the [OK] key.**

If "INPUT ADDRESS" does not appear, make sure that "Scan to ad-hoc E-mail" is enabled in the Web page (p.113).



- 5 Enter the destination e-mail address and press the [OK] key.**

To enter characters, see "How to enter characters" (p.124).



- 6 Press the [◀] key (▼) or [▶] key (▲) to select the original size and then press the [OK] key.**

The original size changes as follows each time the [◀] key (▼) or [▶] key (▲) is pressed:

"8.5x11" → "8.5x5.5" → "A4" → "B5" → "A5" → "8.5x14" → "8.5x13"  
(when AB (metric) default setting: "A4" → "B5" → "A5" → "8.5x14" → "8.5x13" → "8.5x11" → "8.5x5.5".)

- Press the [OK] key and then [◀] key (▼) or [▶] key (▲) to select the color mode (COLOR, GRAY and B/W) and exposure level.

(For the setting, see page 117.)

- Press the [START] key (⊙) to begin scanning.



Note

The original is scanned using the settings of the scan mode that has the "Default Scan Mode" checkbox selected.

## Sending an image by entering an e-mail address in an LDAP server

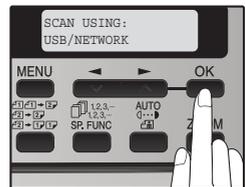
- Press the [MODE SELECT] key to select scanner mode.

The "SCAN" indicator lights up to indicate that scanner mode is selected.



- Make sure that the "SCAN USING: USB/NETWORK" is shown on the display. Then press [OK] to enter Scan to USB and Network Scan mode.

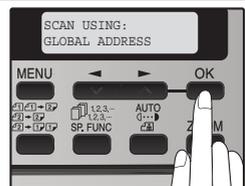
(The initial display will be "SCAN USING: SCAN TO USB".)



- Place the original in the document feeder tray or on the document glass.

For information on how to place the original, see "Image orientation and standard original loading orientation" (p.123).

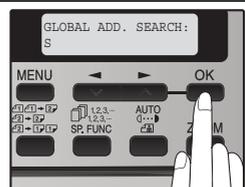
- Select "GLOBAL ADDRESS" using the [◀] key (▼) or [▶] key (▲) and then press the [OK] key.



- Enter search characters and press the [OK] key.

Destinations matching the search characters will appear.

To enter characters, see "How to enter characters" (p.124).



- 6** Press the [**◀**] key () or [**▶**] key () to select the original size and then press the [**OK**] key.

The original size changes as follows each time the [**◀**] key () or [**▶**] key () is pressed:  
"8.5x11" → "8.5x5.5" → "A4" → "B5" → "A5" → "8.5x14" → "8.5x13"  
(when AB (metric) default setting: "A4" → "B5" → "A5" → "8.5x14" → "8.5x13" → "8.5x11" → "8.5x5.5".)

- 7** Press the [**OK**] key and then [**◀**] key () or [**▶**] key () to select the color mode (COLOR, GRAY and B/W) and exposure level.

(For the setting, see page 117.)

- 8** Press the [**START**] key () to begin scanning.



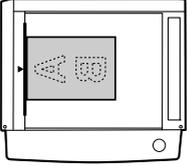
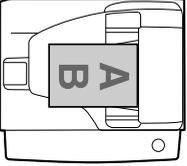
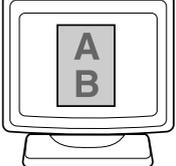
Note

The original is scanned using the settings of the scan mode that has the "Default Scan Mode" checkbox selected.

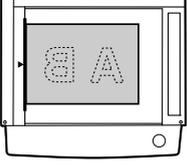
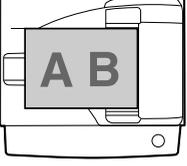
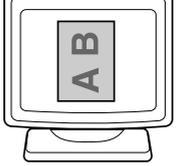
### Image orientation and standard original loading orientation

When using the document glass, the original should be placed face down. Center the original vertically on the document glass with the top edge at the left edge of the glass.

When using the RSPF, the original should be placed face up in the middle of the document feeder tray, with the top of the original to the right. (The network scanner function cannot scan both sides of an original placed in the RSPF.)

| Document glass  | RSPF  | Scanning result   |
|---|---|---|
|  |  |  |

Long horizontal originals (from A4) can only be placed as shown below. For this reason, the scanned image will be rotated 90° when viewed on a computer.

| Document glass  | RSPF  | Scanning result   |
|---|---|---|
|  |  |  |

# SCANNER AND FAX FUNCTIONS

## How to enter characters

You can enter letters with the numeric keys. Letters are marked above each of 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:



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

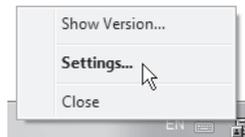
- To enter two characters in succession which require using the same key, press the [▶] key (▶) once after entering the first character and then enter the second character.
- If you enter an incorrect character or number, follow these steps to correct the mistake.
  - Press the [◀] key (◀) or [▶] key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

## 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" (p.126)

- 1 Right-click the Button Manager icon (  ) on the task bar, and select "Settings" from the pop-up menu.**

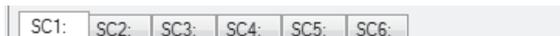
The setting screen of Button Manager will open.



Note

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 Z", and then click "Button Manager" to start Button Manager.

- 2 Click the tab of the scan menu that you want to set up.**



- 3 Select the start-up application in the "Application Selection" area.**



Note

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.

### 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                  |



Note

The start-up application must be installed before using.

- 4 Set up the "Colour Mode", "Edge" and other scan settings in the "Scan Setup" area.**

- 5 Click the "OK" button.**

This completes the settings.

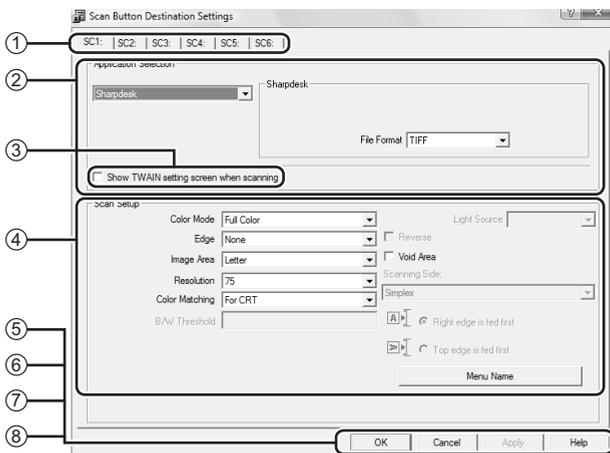
## Outline of Button Manager

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" (p.55). For information on scanning using the machine's operation panel, see "SCANNING USING THE KEYS ON THE MACHINE" (p.117).

You can use Button Manager to select and change the functions of the six scan menus. Refer to "Button Manager settings" (p.125).



### 1 Tab

Select the desired destination. The tabs contain scan settings for each of the scan destinations (SC1 through SC6) on the machine.

### 2 "Application Selection" area

Select the application that starts up here.

### 3 [Show TWAIN setting screen when scanning] checkbox

Select whether or not the TWAIN screen is shown when scanning. 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.

### 5 [OK] button

Click to save your settings and close the dialog box.

### 6 [Cancel] button

Click this button to close the dialog box without making any changes to the settings.

### 7 [Apply] button

Click to save your settings without closing the dialog box.

### 8 [Help] button

Click this button to display the help file for Button Manager.



Note

Some applications may limit your choice of settings.

## Scanning from the operation panel of the machine (Using Button Manager)



Note

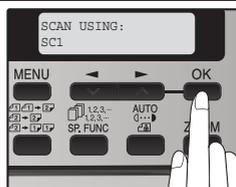
- Scanning is not possible during a copy job.
- If the SCAN MODE is selected during a print job, the scan job will be stored.
- When scanning an original that has been placed in the RSPF, only one original can be placed unless you are using Sharpdesk.

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

The "SCAN" indicator lights up to indicate that scanner mode is selected.



### 2 Make sure that the "SCAN USING: USB/NETWORK" is shown on the display. Then press [◀] key (▼) or [▶] key (▲) to enter SC1 to SC6 mode.



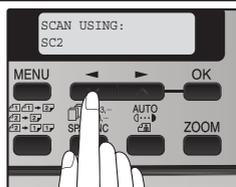
### 3 Place the original in the document feeder tray or on the document glass.

For information on how to place the original, see "Image orientation and standard original loading orientation" (p.123).

### 4 Press the [◀] key (▼) or [▶] key (▲) to select the desired Button Manager scan menu setting.

The application numbers are initially as follows.

| Application number | Application launched |
|--------------------|----------------------|
| SC1                | Sharpdesk            |
| SC2                | Email                |
| SC3                | FAX                  |
| SC4                | OCR                  |
| SC5                | Microsoft Word       |
| SC6                | Filing               |



### 5 Press the [START] key (●) to begin scanning.

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# 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 WIA-compliant applications and the "Scanner and Camera Wizard" in Windows XP. For information on TWAIN and WIA settings, see the help file for the scanner driver or Windows Help.



Note

Scanning is not possible during a copy job.

## Scanning from a TWAIN-compliant application

The SHARP scanner driver is compatible with the TWAIN standard, allowing it to be used with a variety of TWAIN-compliant applications.

- 1 Place the original(s) that you wish to scan on the document glass/SPF.**
- 2 After starting TWAIN-compliant application, click the "File" menu and select a menu to scan.**



Note

The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

- 3 Select "SHARP MFP TWAIN Z", and click the "Select" button.**



Note

- If you are using Windows XP/Vista/7, you can also select "WIA-SHARP FO-2081" to scan using the WIA driver.  
"Scanning from a WIA-compliant application (Windows XP/Vista/7)" (p.132)
- Depending on your system, "SHARP MFP TWAIN Z 1.0 (32-32)" and "WIA-SHARP FO-2081 1.0 (32-32)" may appear in the above "Select Source" screen.

- 4 Select the menu to acquire an image from the application's "File" menu.**

The scanner driver setup screen will appear.  
"Scanner driver settings" (p.130)

**5 In the "Scanning Source" 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)].
- If you placed a two-sided original in the RSPF, select [SPF (Duplex-Book)] or [SPF (Duplex-Tablet)].

**6 Click the "Preview" button.**

The preview image will appear.



Note

- 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" (p.131)
- If you set multiple pages in the SPF, 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 SPF 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.  
*"Preview screen" (p.131)*



Caution

Scanning a large area 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., Monitor, Photo, FAX, or OCR.

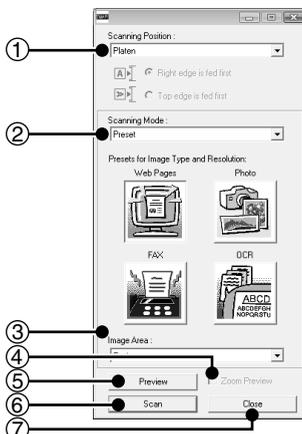
**8 When you are ready to begin scanning, click the "Scanning" button.**

To cancel a scanning job after clicking the "Scanning" button, press the [Esc] key on your keyboard.

## 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 ("Scanning Source" in some regions)

Select the location where the original is placed. Selections are [Platen] (document glass), [SPF (Simplex)], [SPF (Duplex-Book)] or [SPF (Duplex-Tablet)].



Note

On machines without an SPF, this setting is fixed at [Platen].

#### ② "Scanning Mode" menu

Select "Preset" or "Custom Settings" ("Standard" or "Professional" in some regions) for the scanning mode. The "Preset (or Standard)" screen lets you select the original type as well as monitor, photo, fax, or OCR according to the purpose of scanning.

If you wish to change the default settings for these four buttons, or select custom settings such as the image type and resolution before scanning, switch to the "Custom Settings (or Professional)" screen.

For details on the settings, click the [Help] button in the preview screen to display Help.

#### ③ "Image Area" menu

Set the scanning area. The scanning area can also be specified as desired in the preview window.

#### 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.



Note

[Zoom Preview] cannot be used when [SPF] is selected in the "Scanning Position" menu.

#### ⑤ [Preview] button

Previews the document.



Note

If [Preview] is canceled by immediately pressing the [Esc] key on your keyboard, or the [C] key ( **C** ) or [CA] key ( **CA** ) on the machine, nothing will appear in the preview screen.

#### ⑥ [Scan] button

([Scanning] in some regions)

Click to scan an original using the selected settings. Before clicking the [Scan] button, make sure the settings are correct.



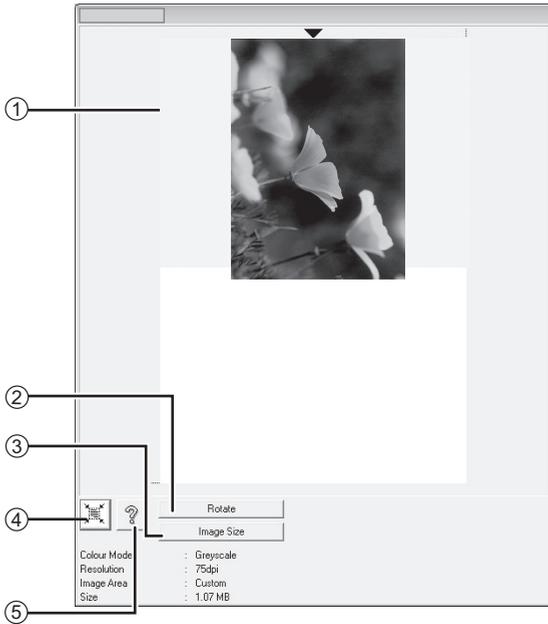
Note

To cancel a scanning job after the [Scan] button is clicked, press the [Esc] key on your keyboard or the [C] key ( **C** ) or [CA] key ( **CA** ) on the machine.

#### ⑦ [Close] button

Click to close the scanner driver setup screen.

Preview screen



① **Preview screen**

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**

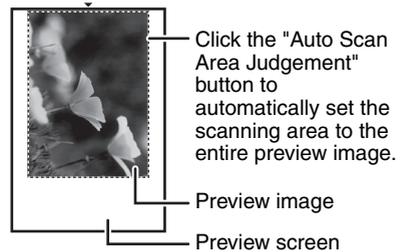
Click to rotate the preview image 90 degrees clockwise. This allows the orientation to be corrected without resetting the original. Upon scanning, the image file is created in the orientation shown in the preview screen.

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 Judgement" button**

Click when the preview screen is displayed to automatically set the scanning area to the entire preview image.



⑤ **"Help" button**

Click to display the help file for the scanner driver.

### Scanning from a WIA-compliant application (Windows XP/Vista/7)

If you are using Windows XP/Vista/7, you can use the WIA driver to scan from WIA-compliant applications.

**1 Place the original that you wish to scan on the document glass/SPF.**

**2 After starting WIA-compliant application, click the "File" menu and select a menu to scan.**



Note

The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

**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 SPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".



Note

- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF before starting the scanning job.
- In Windows XP, you can view Help for a setting. Click the  button in the upper right-hand corner of the window and then click the setting.

**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.

## Scanning from the "Scanner and Camera Wizard" (Windows XP)

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/SPF.**

**2 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras". Click the "SHARP FO-xxxx" icon and then click "Get pictures" in "Imaging Tasks".**

The "Scanner and Camera Wizard" will appear.



**3 Click the "Next" button.**

**4 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 SPF, 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.



Note

- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF before starting the scanning job.
- To adjust the resolution, picture type, brightness and contrast settings, click the "Custom settings" button.

**5 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.

**6 When scanning ends, 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".

**7 Click the "Finish" button.**

The "Scanner and Camera Wizard" closes and the scanned image is saved in the specified folder.

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 the user program settings as explained in "SELECTING A SETTING FOR A USER PROGRAM" (p.140).

### Copy mode

| Program number | Program name  | Setting codes<br>(factory default setting appears in bold)  | Explanation   |
|----------------|---------------|---|---|
| 1              | AUTO CLEAR    | 1: 10 SEC.<br>2: 30 SEC.<br>3: <b>60 SEC.</b><br>4: 90 SEC.<br>5: 120 SEC.<br>6: OFF                  | <ul style="list-style-type: none"> <li>Auto clear time automatically returns the copy settings to the initial settings (p.14) if no keys are pressed for a preset period of time following the end of a copy job.</li> <li>This program is used to select the period of time. Auto clear time can also be disabled.</li> </ul>  |
| 2              | PREHEAT MODE  | 1: <b>30 SEC.</b><br>2: 1 MIN.<br>3: 5 MIN.<br>4: 30 MIN.<br>5: 60 MIN.<br>6: 120 MIN.<br>7: 240 MIN. | <ul style="list-style-type: none"> <li>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.</li> </ul> |
| 3              | AUTO SHUT-OFF | 1: <b>ON</b><br>2: OFF  | <ul style="list-style-type: none"> <li>Use this setting to enable or disable auto power shut-off mode.</li> </ul>   |

| Program number | Program name       | Setting codes (factory default setting appears in bold)                    | Explanation  |
|----------------|--------------------|--|--|
| 4              | AUTO SHUT-OFF TIME | <b>1: 5 MIN.</b><br>2: 30 MIN.<br>3: 60 MIN.<br>4: 120 MIN.<br>5: 240 MIN. | <ul style="list-style-type: none"> <li>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.</li> </ul> |
| 7              | LAYOUT IN 2IN1     | <b>1: PATTERN 1</b><br>2: PATTERN 2  | <ul style="list-style-type: none"> <li>Use this setting to select the layout pattern when two original pages are copied onto a single sheet of paper (see page 33 for the layout patterns).</li> </ul>   |
| 8              | OFFSET FUNCTION    | <b>1: ON</b><br>2: OFF   | <ul style="list-style-type: none"> <li>When enabled, this function offsets the position in the paper output tray of sets of copies during copy job, and print jobs when using the printer function.</li> </ul>   |
| 9              | ROTATE ORIG. IMAGE | 1: ON<br><b>2: OFF</b>   | <ul style="list-style-type: none"> <li>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).</li> </ul>  |
| 10             | AE/TEXT RESOLUTION | <b>1: 300dpi</b><br>2: 600dpi  | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| 11             | 2-SIDED COPY MODE  | <b>1: HI-SPEED</b><br>2: NORMAL  | <ul style="list-style-type: none"> <li>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.</li> </ul>  |

## USER SETTINGS

| Program number | Program name     | Setting codes<br>(factory default setting appears in bold)   | Explanation  |
|----------------|------------------|--|--|
| 12             | MARGIN WIDTH     | 1: 5 mm<br><b>2: 10 mm</b><br>3: 15 mm<br>4: 20 mm   | <ul style="list-style-type: none"> <li>Use this setting to set the margin width.</li> </ul>  |
| 13             | MEM. FOR PRINTER | 1: 30%<br>2: 40%<br><b>3: 50%</b><br>4: 60%<br>5: 70%  | <ul style="list-style-type: none"> <li>Use this to change the proportion of machine memory used for printer mode.</li> </ul>   |
| 14             | AUTO KEY REPEAT  | <b>1: ON</b><br>2: OFF   | <ul style="list-style-type: none"> <li>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 increase when held down (for example, holding down the [◀] key (▼) or [▶] key (▲)), this program can be used to have the set value not change when the key is held down.</li> </ul>    |
| 15             | KEY PRESS TIME   | <b>1: NORMAL</b><br>2: 0.5 SEC.<br>3: 1.0 SEC.<br>4: 1.5 SEC.<br>5: 2.0 SEC.                               | <ul style="list-style-type: none"> <li>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.</li> </ul>   |
| 16             | KEY TOUCH SOUND  | <b>1: LOW</b><br>2: HIGH<br>3: OFF   | <ul style="list-style-type: none"> <li>This sets the volume of beep signals. (p.141)</li> </ul>  |
| 17             | SOUND AT DEFAULT | 1: ON<br><b>2: OFF</b>   | <ul style="list-style-type: none"> <li>Use this to sound a beep when a base setting is selected. (p.141)</li> </ul>  |
| 18             | TONER SAVE MODE  | 1: ON<br><b>2: OFF</b>   | <ul style="list-style-type: none"> <li>This mode reduces toner usage by about 10% when copying. Toner save mode is effective when the exposure mode is AUTO or TEXT.</li> </ul>  |
| 19             | AE LEVEL ADJUST  | 1: SPF/RSPF (Adjustment to 5 levels is possible)<br>2: DOCUMENT GLASS (Adjustment to 5 levels is possible) | <ul style="list-style-type: none"> <li>This is used to adjust the exposure level.</li> <li>The automatic exposure level can be adjusted separately for the document glass and the RSPF.</li> <li>For the procedure for adjusting the exposure and guidelines for numeric values, see page 26. The factory default setting for the exposure level is "center".</li> </ul> |

## USER SETTINGS

| Program number | Program name     | Setting codes<br>(factory default setting appears in bold)  | Explanation  |
|----------------|------------------|---|--|
| 20             | LANGUAGE         | <b>1: AMERICAN ENGLISH</b><br>2: ENGLISH<br>3: FRENCH<br>4: SPANISH<br>5: -----<br>:<br>:<br>18: Brazilian Portuguese | This is used to set the language used in the display.<br>18 Languages can be selected.   |
| 21             | RESET FACTORY    | 1: Yes<br><b>2: No</b>  | This is used to return all settings to the factory default settings.   |
| 22             | SORT AUTO SELECT | <b>1: ON</b><br>2: OFF  | Use this setting to enable or disable sort auto select mode.   |
| 24             | CHECK RSPF OPEN  | <b>1: ON</b><br>2: OFF  | <ul style="list-style-type: none"> <li>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 15.)</li> </ul> |
| 25             | VALID COPY WIDTH | <b>1: A4</b><br>2: B5   | <ul style="list-style-type: none"> <li>Set the allowed paper sizes for copying from the bypass tray. When "B5" is selected, a copy of a letter size original will only be printed up to invoice size.</li> </ul>   |
| 28             | LSU SETTING      | <b>1: ON</b><br>2: OFF  | <ul style="list-style-type: none"> <li>Select whether copying is only allowed when the polygon motor is rotating, or also when the polygon motor is stopped.</li> </ul>  |
| 29             | PAPER TYPE       | 1: PLAIN PAPER<br><b>2: HEAVY PAPER</b>   | <ul style="list-style-type: none"> <li>Set the temperature of the fusing unit when the bypass tray is used. Normally "PLAIN PAPER" should be selected.</li> </ul>  |
| 30             | DISPLAY CONTRAST | 1: LIGHTER<br>2: LIGHT<br><b>3: NORMAL</b><br>4: DARK<br>5: DARKER  | <ul style="list-style-type: none"> <li>Set the contrast of the display.</li> </ul>   |
| 31             | Date & Time Set  |   | <ul style="list-style-type: none"> <li>Set the date and time to be used for fax or other purpose.</li> </ul>   |

## USER SETTINGS

| Program number | Program name       | Setting codes<br>(factory default setting appears in bold)         | Explanation   |
|----------------|--------------------|--|---|
| 32             | Date & Time Format | 1: Time Format<br><b>1: 12 Hour</b><br>2: 24 Hour                  | <ul style="list-style-type: none"><li>• Select the time format of 12 hour or 24 hour pattern.</li></ul> |
|                |                    | 2: Date Format<br><b>1: MMDDYYYY</b><br>2: DDMMYYYY<br>3: YYYYMMDD | <ul style="list-style-type: none"><li>• Select the date format among the 3 patterns.</li></ul>          |

Print mode

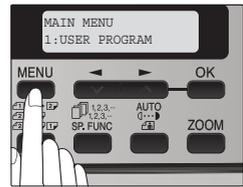
| Program number | Program name          | Setting codes<br>(factory default setting appears in bold)  | Explanation  |
|----------------|-----------------------|---|--|
| 1              | FORCED OUTPUT         | 1: ON<br>2: <b>OFF</b>                                      | When this function is enabled, 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<br>2: <b>HI-SPEED</b>                         | 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: <b>ON</b><br>2: OFF                                      | This is selectable when the optional paper tray is installed. (This is not shown when the optional tray is not installed.)   |
| 4              | ENABLE TCP/IP         | 1: <b>ON</b><br>2: OFF                                      | This is to select whether or not to make the network connection by TCP/IP protocol effective.  |
| 5              | ENABLE DHCP           | 1: <b>ON</b><br>2: OFF                                      | This is to select whether or not to apply to DHCP network connection.  |
| 6              | IP ADDRESS SETTING    | 1: <b>IP ADDRESS</b><br>2: SUBNETMASK<br>3: DEFAULT GATEWAY | This is to set IP address, Subnetmask and Default Gateway from the machine. This can also be used to check the machine's IP ADDRESS when "IP ADDRESS" is selected. When the program number 4 "ENABLE DHCP" is "ON" and the machine is under DHCP environment, the IP address on the display is shown with "✓" at the tail end.   |

\* 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

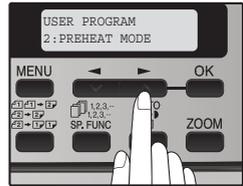
- 1 Press the [MENU] key and then press the [OK] key.**

In printer mode, the user programs are accessed by simply pressing the [MENU] key.



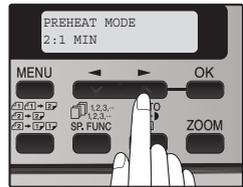
- 2 Press the [◀] key (▼) or [▶] key (▲) to select the item that you wish to configure in the USER PROGRAM items, and then press the [OK] key.**

- See "USER PROGRAM" (p.134 to p.139) 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.134 to p.139) 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 [OK] key.**

Your selection appears briefly and then the previous screen appears.



Note

When "AE LEVEL ADJUST" is selected in the user programs and the [OK] key is pressed, the automatic exposure adjustment screen appears. Adjust the exposure and press the [OK] 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 136. If you wish to change the volume of the beep signals or disable them, see "KEY TOUCH SOUND" on page 136. The beep patterns of each type of beep signal are as follows:

**Key entry beep** ..... One beep      **Base setting beep** ..... Three beeps  
**Invalid key beep** ..... Two 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** ..... Paper tray  
**Light and Dark level** ..... center      **AUTO/TEXT/PHOTO** ..... AUTO

# 9

## Chapter 9

# TROUBLESHOOTING AND MAINTENANCE

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.



Note

For problems related to the printer and scanner functions, see the online 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.



Note

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.  | 17  |
|  |         | 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".  | 157 |
|  |         | SPF/RSPF JAM.  |  |     |
|  |         | FRONT OR SIDE COVER OPEN. CLOSE COVERS.  | The cover is open. Close the cover.  | -   |
|  |         | CLOSE THE SPF/RSPF COVER.  | The RSPF cover is open. Close the RSPF cover.  | 161 |
|  |         | REPLACE THE TD CARTRIDGE.  | The TD cartridge is empty. Replace the TD cartridge with a new cartridge. (When the indicator blinks, the machine does not operate.)   | 161 |
|  |         | SYSTEM ERROR [XX - XX] REFER TO USER GUIDE   | 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 authorized service representative. | -   |
| NO ID CARD COPY WITH SPECIAL FUNCTIONS |         | When selected ID Card Copy, Sort Copy, 2 in 1 Copy and Margin Shift function cannot be used. | 31<br>33<br>36   |     |

## 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.   | 161         |
|  |              | REPLACE THE DRUM CARTRIDGE.  | The drum cartridge has reached the end of its life. Replace it with a new drum cartridge. (When the indicator blinks, the machine does not operate.) | 163         |
|  | Steadily lit | TD CARTRIDGE IS NEAR EMPTY.  | Toner is low. Purchase a new TD cartridge.   | START GUIDE |
|  |              | A DRUM CARTRIDGE WILL BE NEEDED SOON.  | Less than 1000 sheets can be printed with the current drum cartridge. Purchase a new drum cartridge.   | 163         |
| MEMORY FULL, PRESS START TO RESUME.    |              | Data is being held in memory. Print the data or clear it from memory.  | 32   |             |
| 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. | 28<br>33   |             |
| NO 2IN1 COPY FROM BYPASS TRAY.         |              |  |  |             |
| NO 2IN1 COPY WITH MARGIN SHIFT.        |              | 2 IN 1 copy and margin shift cannot be used in combination.  | 33<br>36   |             |
| ZOOM CAN NOT BE CHANGED IN 2IN1.       |              | Copy ratio can not be changed in 2 IN 1 copy.  | 27<br>33   |             |
| THIS MENU IS NOT SELECTABLE WITH DATA. |              | This appears if you attempt to change a user program setting while print job is in progress.   | 134  |             |
| NO XX 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. ("XX" 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.  | 23   |             |
|  |              | If the message is no 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.)   | 166  |             |
| LOAD XX 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. ("XX" indicates paper size)                          | 17   |             |
| NO PC COMMUNICATION; CHECK CABLE.      |              | The machine is not correctly connected to the computer. Check the cable (when using the scanner function).   | 44   |             |

**Display messages (Error Code)**

| Error Code         | Solution  | Page     |
|--------------------|---|----------|
| <b>CE-00 CE-01</b> | Turn off the power and turn it back on. Consult with your network administrator to make sure that no problems exist on the network or in the server. If the error is not cleared after turning the power off and on, turn off the power and contact your dealer.  | -        |
| <b>CE-02 CE-04</b> | Server access denied. The scanned image was not sent because a connection to the server could not be established. Make sure that the SMTP server settings or FTP server settings in the Web page are correct. The procedure for configuring the SMTP server is explained in "Various server settings", and the procedure for editing Scan to FTP destination information is explained in "Editing and deleting programmed transmission destinations". | 110, 115 |
| <b>CE-03</b>       | The scanned image was not sent because the server was busy or there was too much traffic. Wait briefly and then try again.  | -        |
| <b>CE-05</b>       | The scanned image was not sent because the directory of the destination FTP server was not correct. Make sure that the correct FTP server information is configured in the Web page.  | 110      |
| <b>CE-09</b>       | The size of the scanned image file exceeds the upper limit set in "Maximum Size of File" in the Web page. Reduce the number of original pages scanned into the file, or change the upper limit set in "Maximum Size of File".   | 113      |
| <b>CE-12</b>       | The maximum number of destinations that can be searched has been exceeded. Increase the number of search characters to narrow the range of the LDAP search.   | 121      |
| <b>MEMORY FULL</b> | The memory became full during scanning. Scan less pages, lower the resolution, or change the color mode so that the file size is smaller, and try scanning again. For the scan mode settings, see "Storing scanning settings - Scan to USB". (See Help in the Web page for explanations of each of the settings.)   | 94       |

## If your E-mail is returned

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

## Important points when using scan to E-mail

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

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

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

The images on the following page will produce the following file sizes when scanned as A4 size or 8-1/2" x 11" size originals:

| Resolution | File size of text original A when scanned | File size of photo original B when scanned |                                      |
|------------|---|--|--------------------------------------|
|            | Mono 2 gradation                          | Grayscale                                  | Full Color                           |
| 75 dpi     | Approx. 10 KB                             | Approx. 125 KB                             | Approx. 140 KB                       |
| 300 dpi    | Approx. 34 KB                             | Approx. 1430 KB<br>(Approx. 1.43 MB)       | Approx. 1440 KB<br>(Approx. 1.44 MB) |

\* All sizes are for image files created in TIFF MMR (G4) format.

If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

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

# TROUBLESHOOTING AND MAINTENANCE

## Original image samples

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

Text original A

**SHARP**

1912 Chairman Tokuro Handawa sets up business as a small worker in Tokyo.

1924 New plant constructed at site of present Sharp head office to replace original Tokyo plant destroyed in great Kanto Earthquake of 1923.

1925 Sharp succeeds in assembling Japan's first crystal radio set. Radio broadcasting started in Japan.

1931 Sharp launches TV research. Initiates first step toward television in Japan.

1933 Japan's first television set manufactured with Sharp's advanced super-wave technology.

1940 Nagasaki constructed as a base for producing electronic components and related industrial equipment in preparation for the electronic age. Mass production of color television starts. Color television broadcasting starts in Japan.

1941 Central Research Laboratory completed. Serves as an impetus for the development of electronic technology.

1952 Sharp Electronics Corporation established in New Jersey as US subsidiary. Japan's first mass-production of microwave ovens begins.

1964 World's first solid state electronic desk-top calculator "Compaq" developed.

1966 World's first IC applied electronic desk-top calculator developed. World's largest solar battery installed in unmanned lighthouse in Japan.

1968 Sharp Electronics (Europe) GmbH established in Hanburg.

1969 ELIS (Eura Long Scale Imager) developed for commercial application by Sharp through a technical setup with North American Rockwell.

Sharp Electronics (I.K.) Ltd. established in the United Kingdom.

1970 Construction of Sharp Advanced Development and Planning Center (ELIS plant, Central Research Laboratory, Training Center and Guest House) completed.

1974 FPC (Plain Paper Copier) "SF-710" put on sale.

Sharp Electronics of Canada Ltd. established in Canada.

1977 FPC "SF-710" with a single component laser and Pressure Fixing Process marketed.

1978 FPC "SF-810", capable of copying up to 11" x 17" or A3 size maximum at copying speed of 22 copies a minute (later to A4 size), developed and marketed.

1979 FPC "SF-710" marketed.

SF-780's gyo-koer system copying on paper sizes from 10" x 14" (B4) down to 2 1/2" x 4 1/2" (A6). It's two price systems, "NORMAL PAPER" and "HEAVY PAPER", permit copying on papers from 17 lbs (65 g/m<sup>2</sup>) to 34 lbs (125 g/m<sup>2</sup>) through changing the fusing temperature.

The manual bypass allows for copying on heavy and special papers.

Photo original B



# TROUBLESHOOTING THE MACHINE

The following problems are related to the general operation of the machine and copying.

| Problem                                  | Cause and solution   | Page      |
|--|--|-----------|
| <b>The machine does not operate.</b>     | <b>The machine is not plugged into a power outlet.</b><br>→ Plug the machine into a grounded outlet.   | -         |
|  | <b>Power switch OFF.</b><br>→ Turn the power switch ON.  | 10        |
|  | <b>The power save indicator is blinking. Indicates that the machine is warming up.</b><br>→ Copies cannot be made until the machine has finished warming up.   | -         |
|  | <b>The front cover or the side cover is not completely closed.</b><br>→ Close the front cover or the side cover.   | -         |
|  | <b>The machine is in auto power shut-off mode.</b><br>→ In auto power shut-off mode, all lights are off except the power save indicator. Press the [START] key (  ) to resume normal operation.   | 15        |
| <b>Copies are too dark or too light.</b> | <b>TD Cartridge is not set to the right position.</b><br>→ Check if the TD Cartridge is correctly set pushing it all the way in.   | 162       |
|  | <b>Select the correct original type for the original.</b><br>→ Select AUTO (  ) with the [EXPOSURE (  )] key or press the [  ] key (  ) or [  ] key (  ) to manually select an appropriate exposure.<br>→ If the copy is too light or too dark even though AUTO (  ) was selected with the [EXPOSURE (  )] key, adjust the automatic exposure level. | 26<br>136 |
| <b>Blank copies.</b>                     | <b>The original is not placed face up in the RSPF or face down on the document glass.</b><br>→ Place the original face up in the RSPF or face down on the document glass.  | 22, 23    |

## TROUBLESHOOTING AND MAINTENANCE

| Problem   | Cause and solution   | Page   |
|---|--|--------|
| <b>Part of the image is cut off or there is too much blank space.</b>         | <b>The original was not placed in the correct position.</b><br>→ Place the original correctly.   | 22, 23 |
|   | <b>An appropriate ratio was not used for the size of the original and the size of the paper.</b><br>→ Press the [ZOOM] key to change the ratio to a setting that is suitable for the original and the copy paper.  | 27     |
|   | <b>The size of paper loaded in the tray was changed without changing the tray's paper size setting.</b><br>→ Be sure to change the tray's paper size setting whenever you change the size of paper loaded in the tray.   | 21     |
| <b>Wrinkles appear in the paper or the image disappears in places.</b>        | <b>The paper is outside of the specified size and weight range.</b><br>→ Use copy paper within the specified range.  | 16     |
|   | <b>Paper curled or damp.</b><br>→ 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. | -      |
| <b>Copies are smudged or dirty.</b>   | <b>The document glass or the underside of the RSPF is dirty.</b><br>→ Clean regularly.   | 166    |
|   | <b>Original smudged or blotchy.</b><br>→ Use a clean original.   | -      |
| <b>Images rub off the copy easily.</b>  | <b>The fusing temperature is not appropriate.</b><br>→ In the user programs, set "PAPER TYPE" (program 29) to "2 (HEAVY PAPER)".   | 137    |
| <b>Printing is not uniform between the edges of the paper and the center.</b> | <b>The fusing temperature is not appropriate.</b><br>→ In the user programs, set "PAPER TYPE" (program 29) to "1 (PLAIN PAPER)".   | 137    |

## TROUBLESHOOTING AND MAINTENANCE

| Problem                                       | Cause and solution   | Page |
|---|--|------|
| <b>Paper misfeed.</b>                         | <b>Misfeed occur.</b><br>→ To remove the misfeed, see "MISFEED REMOVAL".   | 157  |
|   | <b>The paper is outside of the specified size and weight range.</b><br>→ Use copy paper within the specified range.  | 16   |
|   | <b>Paper curled or damp.</b><br>→ 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. | -    |
|   | <b>Paper is not loaded properly.</b><br>→ Make sure that the paper is properly loaded.   | 17   |
|   | <b>Pieces of paper inside machine.</b><br>→ Remove all pieces of misfed paper.   | 158  |
|   | <b>Too much paper is loaded in the tray.</b><br>→ 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.   | 18   |
|   | <b>Some sheets of paper stick together.</b><br>→ Fan the paper well before loading it.   | 17   |
|   | <b>The guides on the bypass tray do not match the width of the paper.</b><br>→ Adjust the guides to match the width of the paper.  | 20   |
|   | <b>The bypass tray extension is not opened.</b><br>→ When loading a large size of paper, open the extension.   | 20   |
| <b>White or black lines appear on copies.</b> | <b>The scanner glass of the RSPF is dirty.</b><br>→ Clean the long, narrow scanning window.  | 166  |
|   | <b>The TD cartridge or drum cartridge is dirty.</b><br>→ Clean the TD cartridge or drum cartridge.   | 167  |
|   | <b>The transfer charger is dirty.</b><br>→ Clean the transfer charger.   | 168  |

## TROUBLESHOOTING AND MAINTENANCE

| Problem   | Cause and solution   | Page        |
|---|--|-------------|
| Paper size for a paper tray cannot be set.  | <b>Copying or printing is performed.</b><br>→ Set the paper size after copying or printing is complete.  | -           |
|   | <b>The machine has stopped temporarily due to running out of paper or a misfeed.</b><br>→ Load paper or remove the misfeed, and then set the paper size.   | 17, 21, 157 |
| Output does not stack neatly in the paper output tray.  | <b>Both ends of the paper are curled upward.</b><br>→ Turning the paper over in the paper tray may help.   | 18          |
| A copy job stops before it is finished.   | <b>"MEMORY FULL, PRESS START TO RESUME." appears in the display.</b><br>→ 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.   | 32          |
|   | <b>The tray is out of paper.</b><br>→ Load paper.  | 18          |
| The power save indicator is lit.  | <b>Other indicators are lit.</b><br>→ If other indicators are lit, the machine is in preheat mode. Press any key on the operation panel to resume normal operation.  | 15          |
|   | <b>Only the power save indicator is lit.</b><br>→ 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. | 15          |
| Error indicator (  ) is lit or blinking. | <b>See "DISPLAY MESSAGES" to check the meaning of the error indicator and error message in the display, and take appropriate action.</b>   | 142         |
| Lighting fixture flickers.  | <b>The same power outlet is used for the lighting fixture and the machine.</b><br>→ Connect the machine to a power outlet which is not used for other electric appliances.   | -           |

## Troubleshooting for image transmission

| Problem  | Cause and solution   |
|--|--|
| <p><b>The scanned image is clipped.</b></p>  | <p><b>The selected "Scan Size" setting is smaller than the actual original size.</b><br/> → Set the scan size to the actual original size (p.118) and make sure that the original is placed in the correct orientation (p.123). If you intentionally selected a size setting smaller than the actual original size, take into consideration the part of the original that you wish to scan when placing the original. For example, if the actual size is 8-1/2" x 11" (A4) and you selected 5-1/2" x 8-1/2" (B5) for the size setting, place the original so that the part that you wish to scan is within the 5-1/2" x 8-1/2" (B5) area at the left, center of the glass.</p> |
| <p><b>The received image data cannot be opened.</b></p>  | <p><b>The viewer program used by the recipient does not support the format of the received image data.</b><br/> → Try selecting a different file type (TIFF / PDF / JPEG) and/or a different compression format (None, MH (G3), MMR (G4)) when sending the image data.<br/> Otherwise, have the recipient use Sharpdesk or a viewer program that supports the above combinations of file types and compression formats.</p>  |
| <p><b>When the same file name is used for two successive Scan to FTP transmissions, the second file is not sent.</b></p> | <p>The first file may still remain in the cache of the file server client. Disable use of the cache in the client software.</p>  |
| <p><b>The recipient does not receive transmitted data.</b></p>   | <p><b>There is a mistake in the stored destination information or the wrong destination was selected.</b><br/> → Make sure that the correct destination information is stored. If there is a mistake, correct it (p.110).<br/> * If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.</p>  |

| Problem  | Cause and solution  |
|--|---|
| <p><b>The recipient does not receive data sent by e-mail (Scan to E-mail).</b></p> | <p>Check the Web page to see if a limit has been set for the size of image files sent using Scan to E-mail (the factory default setting is "Unlimited"). A limit can be set from 1 MB to 10 MB. Consult the administrator of the Web page to select a suitable limit (p.113).</p>   |
|  | <p>The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the amount of data sent is within the limit setting explained above, if it exceeds the limit set by the administrator of the mail server, the data will not be delivered to the recipient. Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.)</p> |
| <p><b>Transmission takes a long time.</b></p>                                      | <p>When there is a large amount of image information, the data file is also large and transmission takes a long time.</p>   |



Caution

**Pay attention to the following points when selecting scan settings to ensure that an image file is created that suits the purpose of transmission in terms of image quality and file size.**

**Scan settings are configured in the Web page.**

- **Color mode**

Select a color mode that is appropriate for the use of the document to be scanned so that the file size will not be larger than necessary. Scanning a document with the color mode set to gray scale or black and white will yield a smaller file size than scanning in color.

- **Resolution**

For normal text originals, a sufficiently legible image is produced when the color mode is set to "Mono 2 gradation" and the resolution is 200 dpi or 300 dpi.

The 600 dpi setting should only be used in cases where high-clarity image reproduction is required, such as an original that includes photographs or illustrations. Note that a high-resolution setting will result in a larger file size and transmission may not be successful if there is insufficient disk capacity in the server to which the image is sent (or if the administrator of the server has restricted the file size). If transmission is not successful, you can try such measures as reducing the number of scanned pages in the file or reducing the scan size setting for the original.

**Troubleshooting for network connection**

|   |   |
|---|---|
| <b>■ Is the LAN cable disconnected?</b>   | Make sure that the LAN cable is firmly inserted in the connectors and your computer.  |
| <b>■ Is the machine configured for use on the same network as the computer?</b> | The machine cannot be used if it is not connected to the same network as the computer, or if it is not configured for use on the network.<br>For more information, consult your network administrator.  |
| <b>■ Are you using a port that was created with Standard TCP/IP Port?</b>       | If you are using a port created using Standard TCP/IP Port, printing may not take place correctly if "SNMP Status Enabled" is selected in the port settings of the printer driver. Open the printer driver properties and click the "Configure Port" button on the "Ports" tab. In the window that appears, make sure the "SNMP Status Enabled" checkbox is not selected. |

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# PROBLEMS DURING SETUP 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.156)

## 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

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, click "Control Panel", and then click "Performance and Maintenance".

- On Windows Vista/7, click the "Start" button, select "Control Panel", and then click "System and Maintenance".
- On 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.

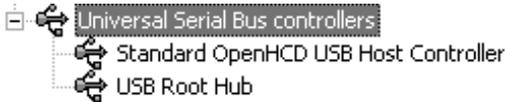
"Universal Serial Bus controllers" will appear in the list of devices.



Note

- On Windows Vista/7, click the "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".
- On Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.

### 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/7)

In Windows 2000/XP/Vista/7, 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.39).

#### **1** Click the "start" button, click "Control Panel", and then click "Performance and Maintenance".

- On Windows Vista/7, click the "Start" button, select "Control Panel", and then click "System and Maintenance".
- On 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

- On Windows Vista/7, click the "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".
- On Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.

#### **3** Click the icon beside "Other devices".

If "FO-XXXX" and "SHARP FO-XXXX" appear, select and delete both of these items.



Other devices

FO-XXXX Scanner

SHARP FO-XXXX



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".

On Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

#### **2** Click "Add or Remove Programs".

- On Windows Vista/7, click the "Uninstall a program".
- On Windows 2000, double-click the "Add/Remove Programs" icon.

#### **3** Select "SHARP FO-2081 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.

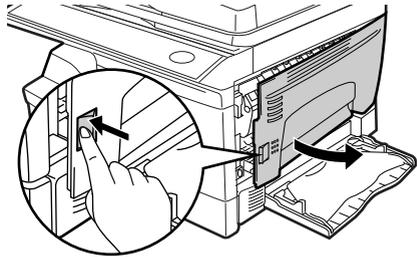
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# MISFEED REMOVAL

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 ( **C** ) 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 "TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT" (p.161).

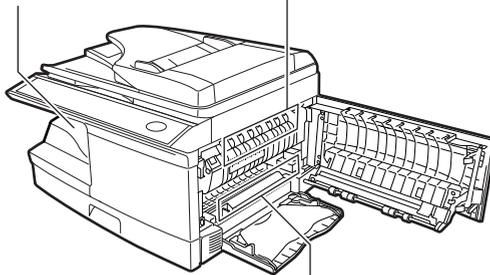
- 1** Open the bypass tray, and then open the side cover.



- 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.158).

If the misfed paper is seen from this side, proceed to "**C: Misfeed in the transport area**". (p.159)

If paper is misfed here, proceed to "**B: Misfeed in the fusing area**". (p.158)



If paper is misfed here, proceed to "**A: Misfeed in the paper feed area**".(p.158)

## A: Misfeed in the paper feed area

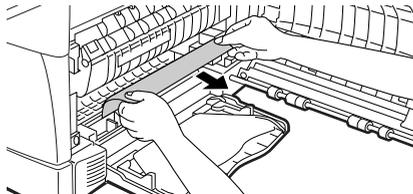
- 1** Gently remove the misfed paper from the paper feed area as shown in the illustration. If the error indicator blinks and the misfed paper is not visible in the paper feed area, pull out the paper tray and remove the misfed paper. If the paper cannot be removed, proceed to "B: Misfeed in the fusing area".



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 of the drum (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.

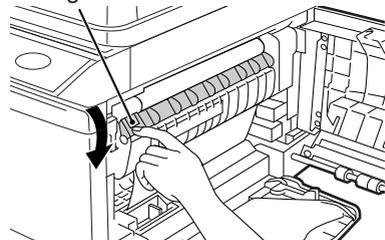


- 2** Close the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.

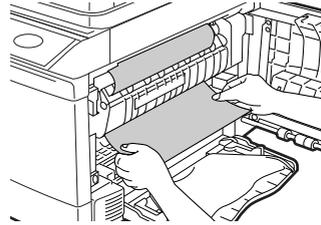
## B: Misfeed in the fusing area

- 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".



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 of the drum (green portion) of the drum cartridge when removing the misfed paper. Doing so may 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

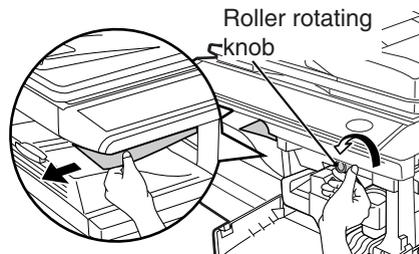
- 1** Lower the fusing unit release lever.

See "B: Misfeed in the fusing area" (p.158).

- 2** Open the front cover.

To open the front cover, see START GUIDE.

- 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.



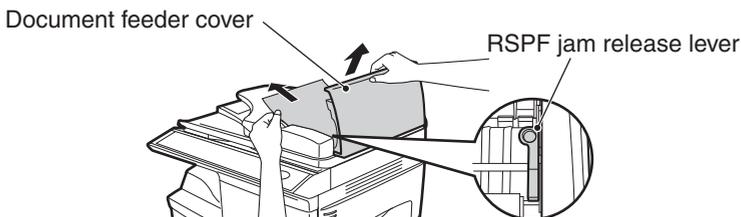
Caution

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.

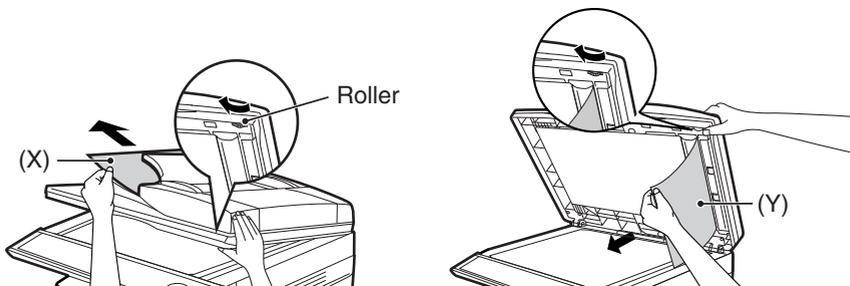
### D: Misfed in the RSPF

If the misfed original is at the top of the document feeder tray or in the exit area, follow procedure (A) to remove the misfed. 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.

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# TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT

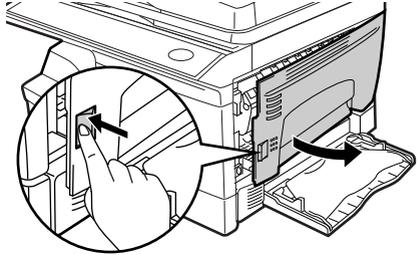
When toner is low, the error indicator will light up and "TD CARTRIDGE IS NEAR EMPTY" will appear in the display. For information on purchasing a new TD cartridge, see START GUIDE. If copying is continued while the indicator is lit, copies will gradually become lighter until the toner runs out. When 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 cartridge.



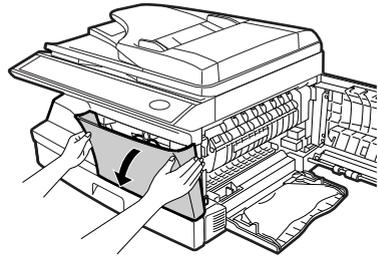
Note

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.

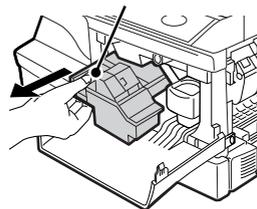


- 2** Push gently on both sides of the front cover to open the cover.



- 3 Gently pull the TD (Toner/Developer) cartridge out while pressing the lock release button.**

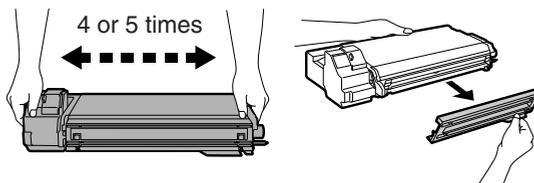
Lock release button



Note

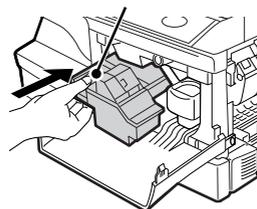
- After removing the TD cartridge, do not shake it or tap on it. Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag contained in the box of the new cartridge.
- Dispose of the old TD cartridge in accordance with local regulations.

- 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.**

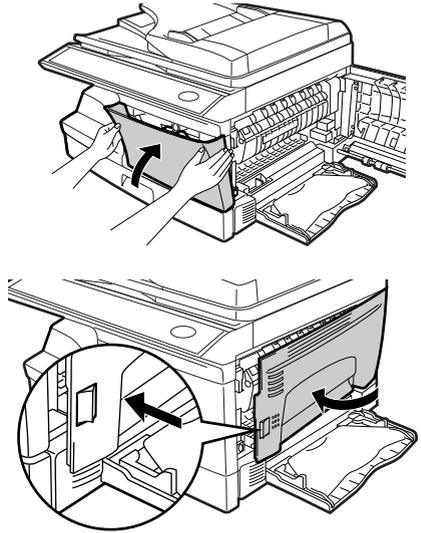


- 5 While pushing the lock release button, gently insert the TD (Toner/Developer) cartridge until it locks into place.**

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.



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.

## 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 START GUIDE. 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.

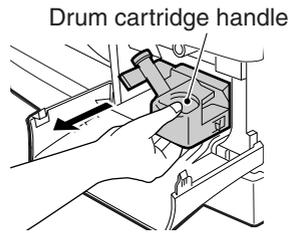


Caution

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 cartridge (see "TD (TONER/DEVELOPER) CARTRIDGE REPLACEMENT" (p.161)).

- 2** Hold the drum cartridge handle and gently pull the cartridge out. Dispose of the old drum cartridge in accordance with local regulations.

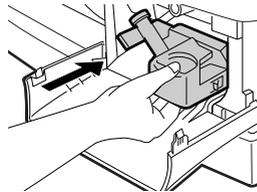
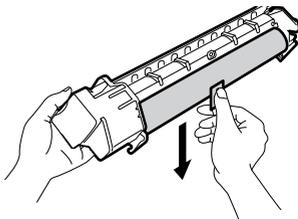


- 3** Remove the new drum cartridge from the protective bag and remove the protective cover from the cartridge. Gently install the new drum cartridge.



Caution

Do not touch the surface of the drum (green portion). Doing so may cause smudges on the copies.



- 4** Gently install the TD cartridge. To install the TD cartridge, see **START GUIDE**.

- 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.



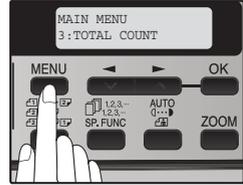
Caution

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.

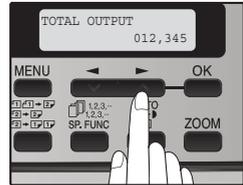
# CHECKING THE TOTAL COUNT AND DRUM CARTRIDGE LIFE

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, 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 [OK] 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
- "SCAN SEND": Total number of scans
- "REMAINING DRUM LIFE": The remaining number of pages that can be printed with the drum cartridge is displayed.

# 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.

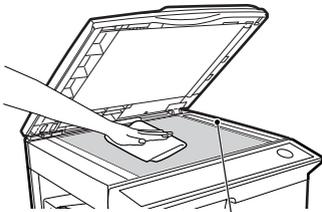
## Cabinet

Wipe the cabinet with a soft, clean cloth.

## Document glass and the back side of the RSPF

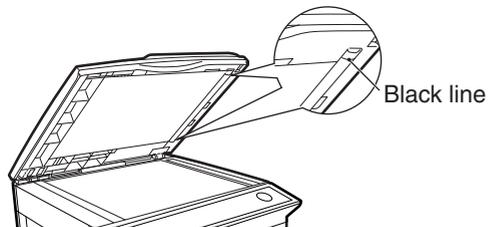
Stains on the glass, RSPF scanning window, cover or RSPF roller will also be copied. Wipe the glass, RSPF scanning window, cover and RSPF roller with a soft, clean cloth. If necessary, dampen the cloth with a glass cleaner.

Document glass/scanning window



RSPF scanning window

RSPF



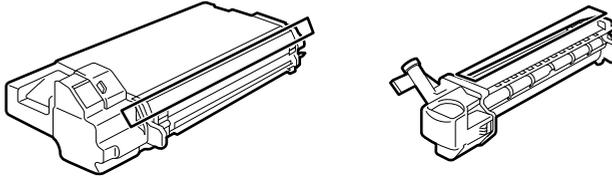
If this area is dirty, copying from the RSPF will not be possible.

**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.161) and "DRUM CARTRIDGE REPLACEMENT" (p.163).

**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.



Caution

- 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.161) and "DRUM CARTRIDGE REPLACEMENT" (p.163).

If copies start becoming streaky or blotchy, the transfer charger may be dirty. Clean the charger using the following procedure.

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# TRANSFER CHARGER

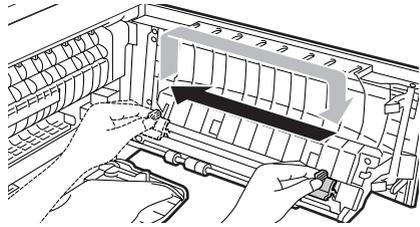
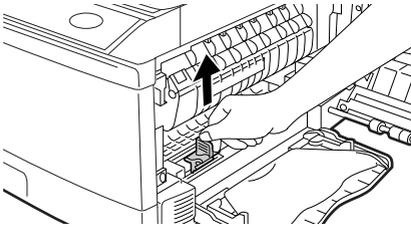
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- 1** Turn the power switch off. (p.15)
- 2** Ensure that the bypass tray is open and then open the side cover while pressing the side cover open button.
- 3** Take the charger cleaner out by holding the tab. Set the charger cleaner onto the right end of the transfer charger, gently slide the cleaner to the left end, and then remove it. Repeat this operation two or three times.

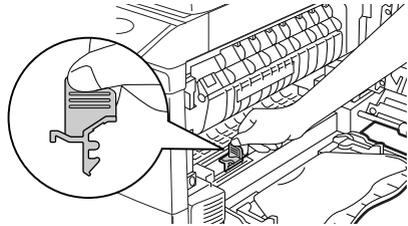


Note

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.10)

## ABOUT SUPPLIES AND OPTIONS

When ordering supplies, please use the correct part numbers as listed below.



Note

Be sure to use only genuine SHARP parts and supplies.



GENUINE 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 cartridge   | FO-56ND     | 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.

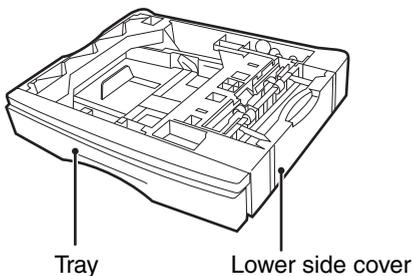
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## 250-SHEET PAPER FEED UNIT (MX-CS10)

The paper feed unit provide the convenience of increased paper capacity for the unit and a greater choice of paper size readily available for copying.

The procedures for loading paper in the paper tray of paper feed unit, changing the paper size, and selecting the paper tray are same as for the paper tray in the unit. See START GUIDE and "CHANGING A TRAY'S PAPER SIZE SETTING" (p.21).



**SHARP®**