SHARP

MODEL: MX-2301N

DIGITAL FULL COLOUR MULTIFUNCTIONAL SYSTEM

Quick Start Guide

Before using the machine
Functions of the machine and procedures for placing originals and loading paper.

Copying
Using the copy function.

Printing
Using the printer function.

Faxing
Using the fax function.

Scanning
Using the scan function.

Document filing
Storing jobs as files on the hard drive.

System settings
Configuring settings to make the machine easier to use.

Troubleshooting
Frequently asked questions and how to clear paper misfeeds.

Keep this manual close at hand for reference whenever needed.

OPERATION MANUALS AND HOW TO USE THEM

3 printed manuals and a manual in PDF format are provided with the machine.

Printed manuals

To learn the parts of the machine and how to use them
To load paper
Before using the machine (page 7)

To make a copy
Copying (page 19)

To print a file
Printing (page 43)

To send a fax
Faxing (page 55)

To send a scanned image
To use Internet fax
Scanning (page 73)

What is document filing?
What is it used for?
Document filing (page 89)

What are the system settings?
System settings (page 97)

Frequently asked questions and how to clear paper misfeeds
Troubleshooting (page 103)

Quick Start Guide

(this manual)

This manual provides easy-to-understand explanations of the functions of the machine in a single manual.

The explanations in this manual focus on frequently used functions. For special functions, troubleshooting, and detailed procedures for using the machine, see the manuals in PDF format.

Please read before using the machine.

Safety Guide

Contains important safety information and the specifications of the machine.

Software Setup Guide / Sharpdesk Installation Guide

Explains the procedures for installing the printer driver and scanner driver.
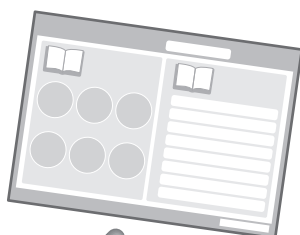
These manuals are combined for environmental protection.

Manuals in PDF format

Detailed explanations of the functions that can be used on the machine are provided in the Operation Guide in PDF format. The Operation Guide can be downloaded from the Web pages in the machine.

For detailed information

Operation Guide

Download the Operation Guide from the Web pages in the machine.

Name	Desc
⦿ Operation Guide	Oper

Download(O)

For the downloading procedure, see "Downloading the Operation Guide" (page 3).

Convenient methods for using the Operation Guide

The first page contains a regular table of contents as well as an "I want to..." table of contents.

"I want to..." lets you jump to an explanation based on what you want to do. For example, "I use the copier function often, so I'd like to save paper".

Use either table of contents as appropriate based on what you want to know.

The contents of the Operation Guide are as follows:

- **BEFORE USING THE MACHINE**
- **COPIER**
- **PRINTER**
- **FACSIMILE**
- **SCANNER / INTERNET FAX**
- **DOCUMENT FILING**
- **SYSTEM SETTINGS**
- **TROUBLESHOOTING**

* To view the Operation Guide in PDF format, Adobe® Reader® or Acrobat® Reader® of Adobe Systems Incorporated is required. Adobe® Reader® can be downloaded from the following URL:
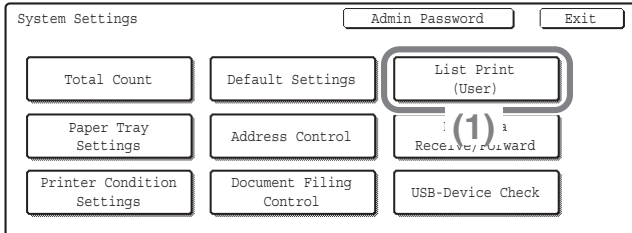   **http://www.adobe.com/**

CHECKING THE IP ADDRESS

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

SYSTEM SETTINGS

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

System Settings

Admin Password	Exit

Total Count	Default Settings	List Print (User)
Paper Tray Settings	Address Control	Receive/Forward
Printer Condition Settings	Document Filing Control	USB-Device Check

(1)

System Settings

List Print (User)   OK

All Custom Setting List
Print (2) Page
Sending Address List

1/2

(2)

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

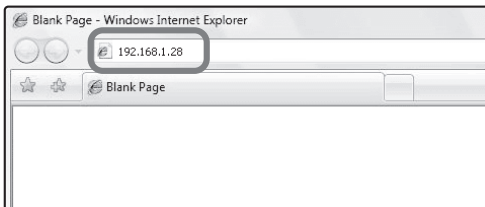**(1) Touch the [List Print (User)] key.**
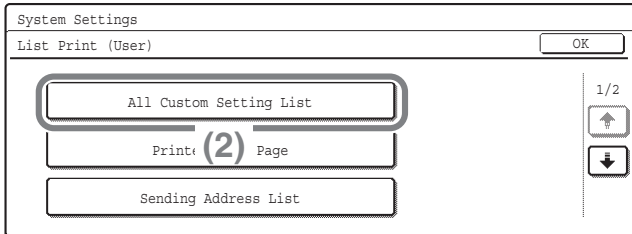
(2) Touch the [All Custom Setting List] key.
The IP address is shown in the list that is printed.

ACCESSING THE WEB SERVER IN THE MACHINE

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

Opening the Web pages

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

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

Recommended Web browsers
Internet Explorer: 6.0 or higher (Windows®)
Netscape Navigator: 9 (Windows®)
Firefox: 2.0 or higher (Windows®)
Safari: 1.5 or higher (Macintosh)
The Web page will appear.
The machine settings may require that user authentication be performed in order to open the Web page. Please ask the administrator of the machine for the password that is required for user authentication.
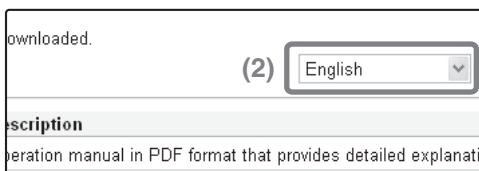
Downloading the Operation Guide

The Operation Guide, which is a more detailed manual, can be downloaded from the machine's Web pages.
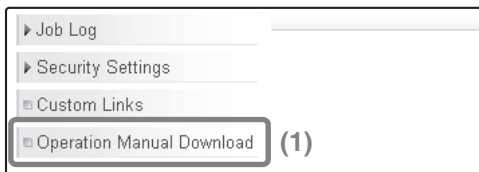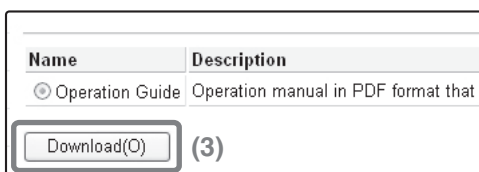
Downloading the Operation Guide.

(1) Click [Operation Manual Download] in the menu of the Web page.

(2) Select the desired language.

(3) Click the [Download] button.
The Operation Guide is downloaded.

TABLE OF CONTENTS

Before using the machine

Copying

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System settings

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Before using the machine

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

PART NAMES AND FUNCTIONS
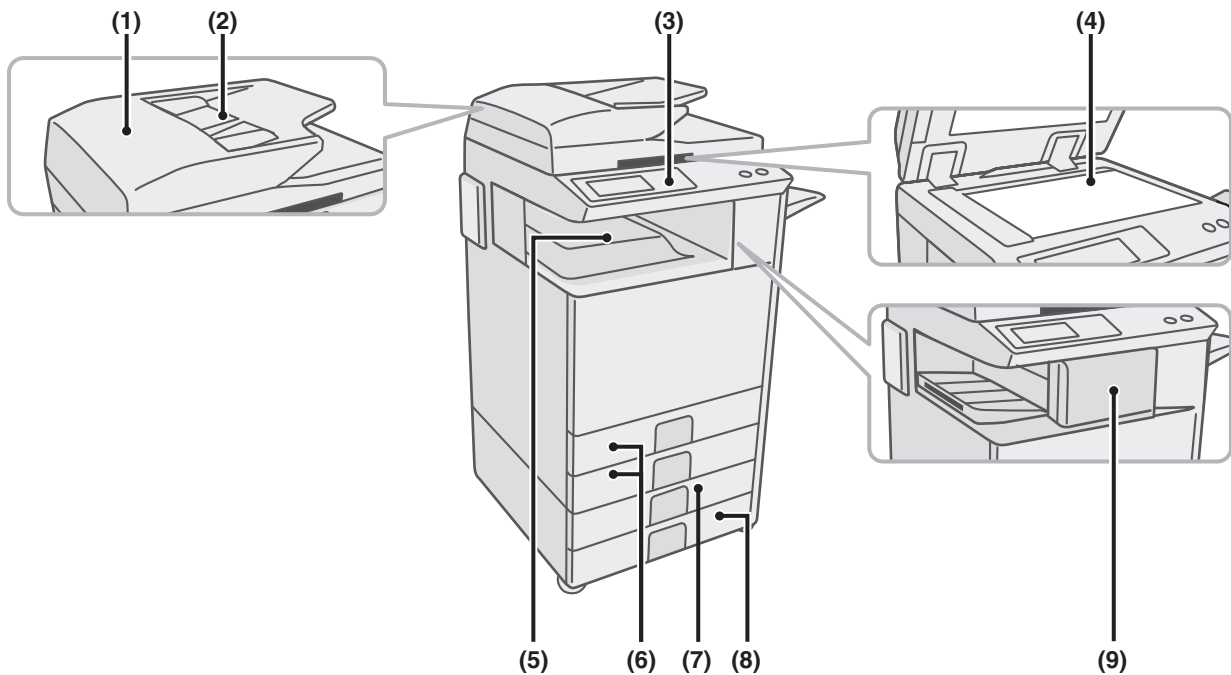
(1) Automatic document feeder

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

(2) Document feeder tray

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

(3) Operation panel

(4) Document glass

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

(5) Output tray (centre tray)

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

(6) Tray 1 / Tray 2

Up to 500 sheets of paper (80 g/m^2 (21 lbs.)) can be loaded in each tray.

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

This holds paper. Up to 500 sheets (80 g/m^2 (21 lbs.)) of paper can be loaded.

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

This holds paper. Up to 500 sheets (80 g/m^2 (21 lbs.)) of paper can be loaded.

(9) Finisher*

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

* Peripheral device. For more information, see "PERIPHERAL DEVICES" in "1. BEFORE USING THE MACHINE" in the Operation Guide.
Some options may not be available in some countries and regions.

(10) (11)   **(12) (13) (14)**
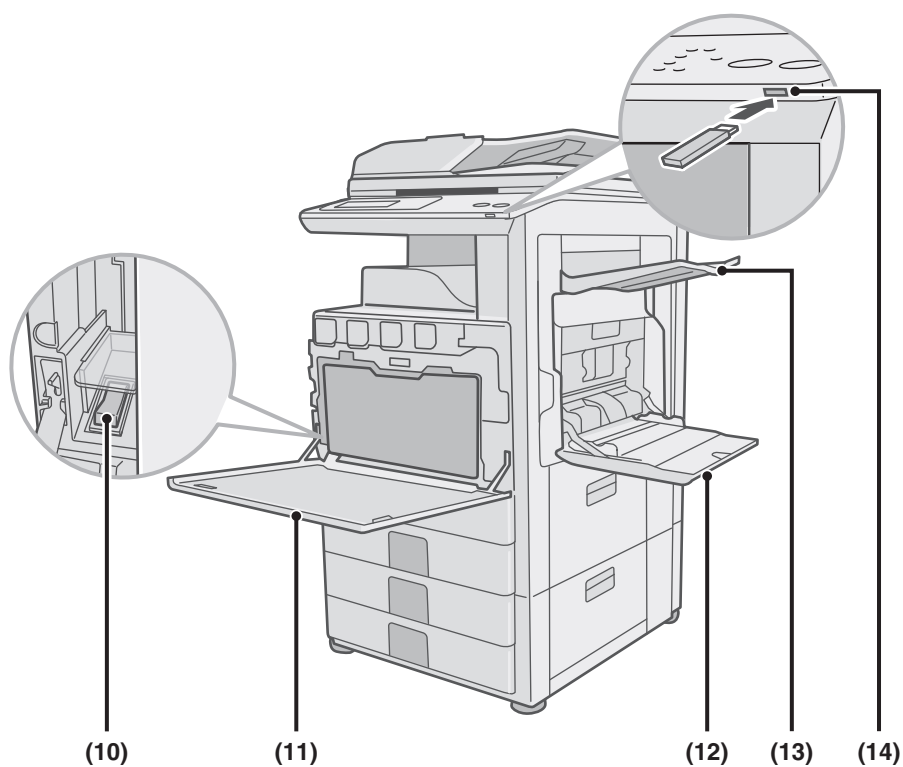
(10) Main power switch

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

(11) Front cover

Open to replace a toner cartridge.

(12) Bypass tray

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

(13) Exit tray unit (right tray)*

When installed, output can be delivered to this tray.

(14) USB connector (type A)

This is used to connect a USB memory or other USB
device to the machine.

* Peripheral device. For more information, see "PERIPHERAL DEVICES" in "1. BEFORE USING THE
 MACHINE" in the Operation Guide.
 Some options may not be available in some countries and regions.

OPERATION PANEL

Touch panel

Messages and keys appear.
Operations are performed by directly touching the keys with your fingers.

Function key

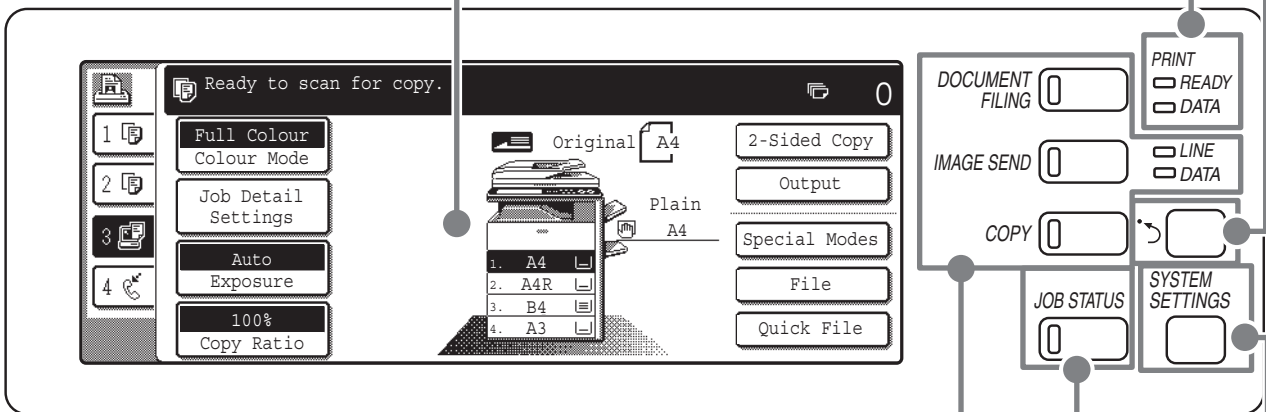To use the SharpOSA function, press this key to switch to SharpOSA mode.

Print mode indicators

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

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

```
Ready to scan for copy.                              0

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

DOCUMENT FILING   PRINT
                         READY
                         DATA
IMAGE SEND   LINE
                         DATA
COPY
                         SYSTEM
JOB STATUS   SETTINGS

Mode select keys

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

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

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

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

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

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

[JOB STATUS] key

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

[SYSTEM SETTINGS] key

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

10

Numeric keys

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

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

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

[CLEAR] key

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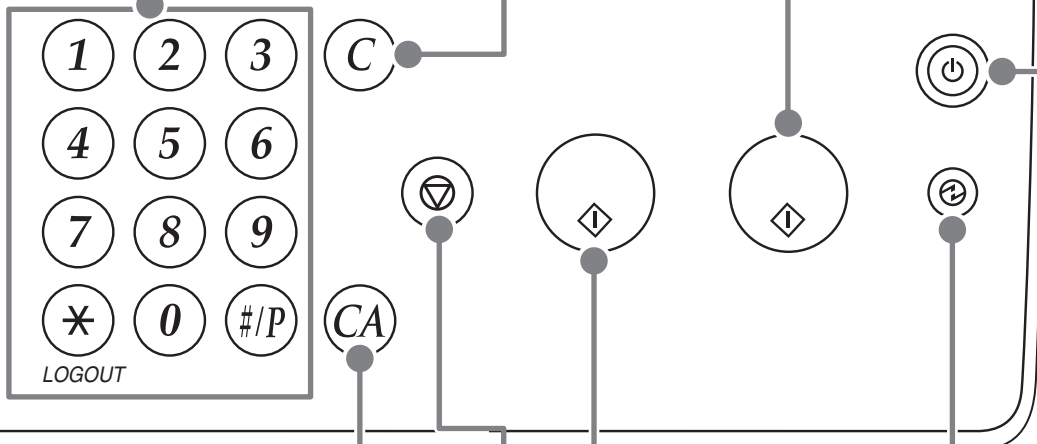
Main power indicator

This indicator lights when the main power is switched on.

[COLOUR START] key

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

[POWER] key

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

[CLEAR ALL] key

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

[STOP] key

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

[POWER SAVE] key

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

[BLACK & WHITE START] key

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

USING THE TOUCH PANEL

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

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

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

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

The size of the original appears automatically.

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

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

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

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

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

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

Using general keys
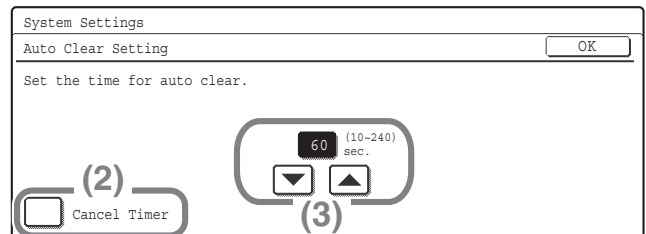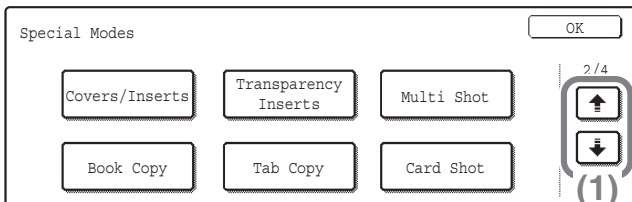
(1) When the displayed screen is one of two or more screens, use the ⬇️⬆️ keys to switch through the screens.

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

(3) The ⬇️⬆️ keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key. You can also directly touch a numeric value display key to change a number with the numeric keys.

USER AUTHENTICATION

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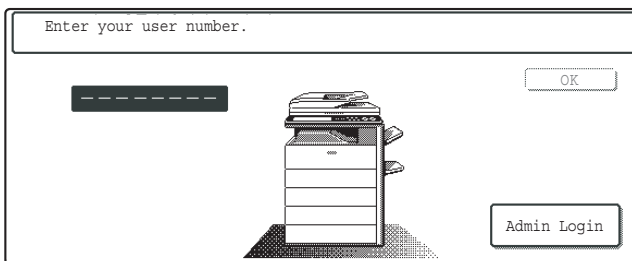When you have finished using the machine, log out.

User authentication methods

There are two methods for performing user authentication: login by user number and login by login name and password. Ask the administrator of the machine for the information that is required to log in.
For details on user authentication, see "USER AUTHENTICATION" in "1. BEFORE USING THE MACHINE" in the Operation Guide.
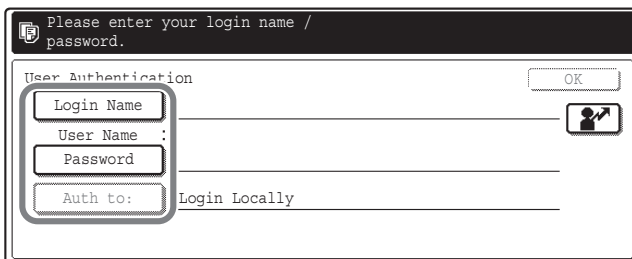
Login by user number

Enter your user number.
OK
– – – – – – – –
Admin Login

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

Login by login name and password

Please enter your login name / password.
User Authentication   OK
Login Name
User Name :
Password
Auth to: Login Locally

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

Logging out

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

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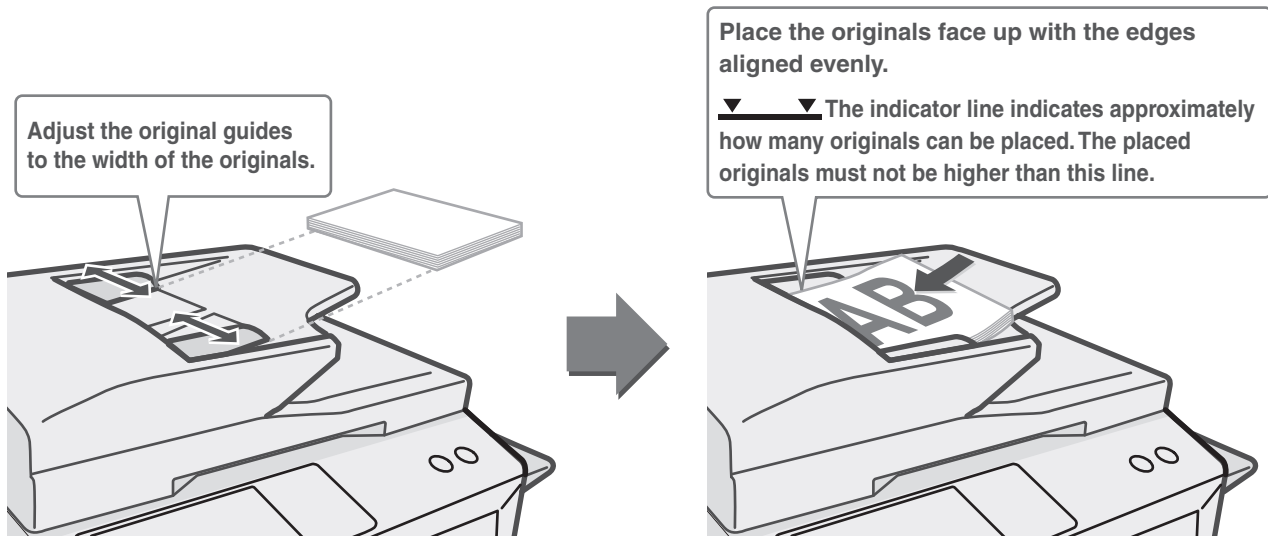
PLACING ORIGINALS

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

Using the automatic document feeder

When using the automatic document feeder, place the originals in the document feeder tray.
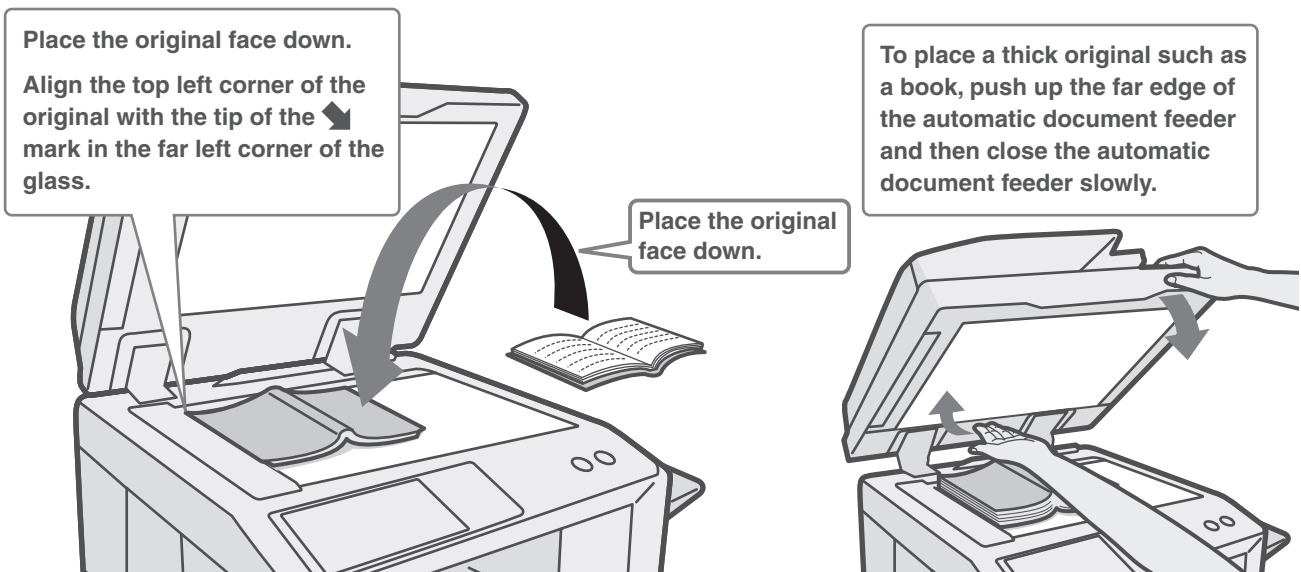Make sure an original has not been placed on the document glass.

Adjust the original guides to the width of the originals.

Place the originals face up with the edges aligned evenly.

The indicator line indicates approximately how many originals can be placed. The placed originals must not be higher than this line.

Using the document glass

Take care that your fingers are not pinched when closing the automatic document feeder.
After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.

Place the original face down.

Align the top left corner of the original with the tip of the ◥ mark in the far left corner of the glass.

Place the original face down.

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

CHANGING PAPER IN A TRAY

Names of the trays

The names of the trays are shown below.
For the number of sheets of paper that can be loaded in each tray, see the following manuals:
• Operation Guide, "Paper Tray Settings" in "7. SYSTEM SETTINGS"
• Safety Guide / Software setup guide, "SPECIFICATIONS"

(1) Tray 1

(2) Tray 2

(3) Tray 3

(4) Tray 4

(5) Bypass tray
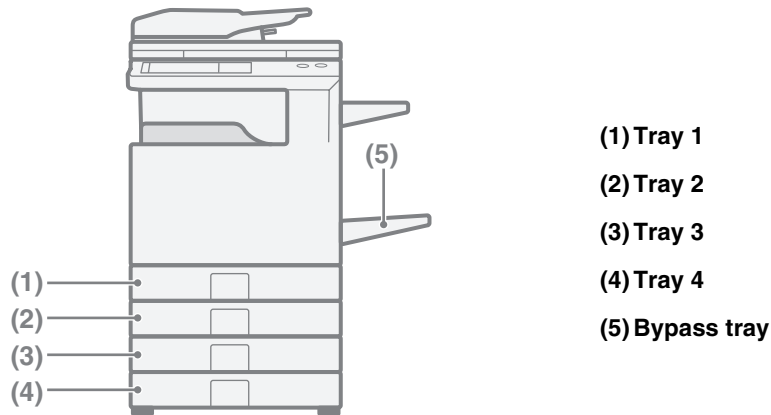
Print side face up or face down

Paper is loaded with the print side face up or face down depending on the paper type and tray.

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

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

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

Loading paper in a tray

To change the paper in a tray, load the desired paper in the tray and then change the tray settings in the machine to specify the loaded paper. The procedure for changing the tray paper size is explained below. As an example, the paper in tray 1 is changed from B4 (8-1/2" x 14") size plain paper to A4 (8-1/2" x 11") size recycled paper. Tray 3 and tray 4 can automatically detect the size of the loaded paper. In this case, the tray settings change automatically.
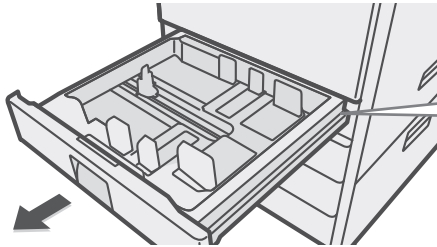
Gently pull out the paper tray.
If paper remains in the tray, remove it.
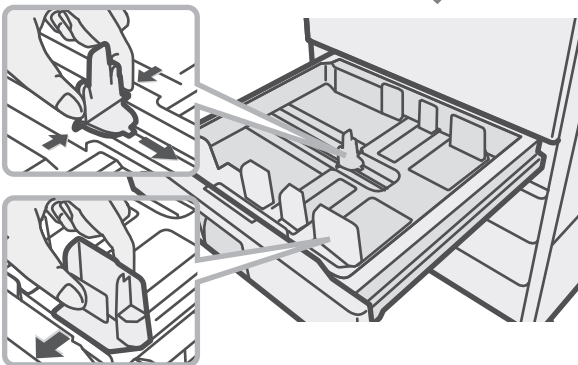
Move the two guides on the tray. For example, move the guides from B4 (8-1/2" x 14") to A4 (8-1/2" x 11").
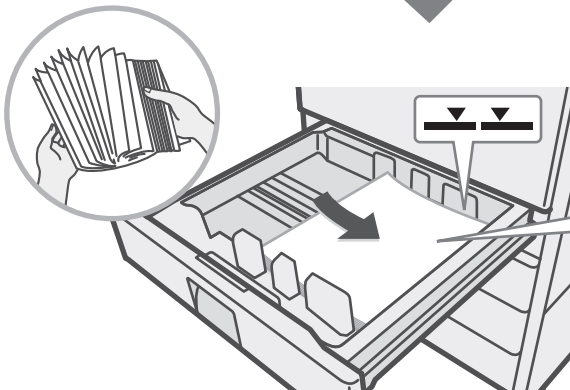
Insert the paper with the print side face up.
Fan the paper well before inserting it. Otherwise, multiple sheets may feed at once and cause a misfeed.
Insert the paper and then gently push the tray into the machine.

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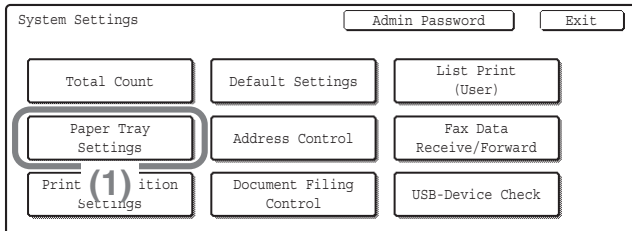
Do not load as shown below.

Changing the tray settings

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

*SYSTEM
SETTINGS*

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

System Settings	Admin Password	Exit
Total Count	Default Settings	List Print (User)
Paper Tray Settings	Address Control	Fax Data Receive/Forward
Print ition Settings	Document Filing Control	USB-Device Check

(1)

System Settings
Paper Tray Settings   OK

Tray Settings

Paper T **(2)** stration

☑ Auto Tray Switching

System Settings
Paper Tray Settings   OK

Type / Size

Tray 1 | Plain / B4 | ☐ Fixed Paper Side   1/6
                                ☐ Disable Duplex
(3)
Print   Copy   Fax   ᴊ-Fax   Doc. Filing   ☐ Disable Staple
☑   ☑   ☑   ☑   ☑   ☐ Disable Punch

System Settings
Tray 1 Type/Size Setting   Cancel

Select the paper type.   1/2

Plain	Letter Head
Pre-Printed	Pre-Punched
Recycled	Colour

(4)   1/2

System Settings
Tray 1 Type/Size Setting   Type   OK

Type   Size   **(6)**

Recycled | A3 | A4 | A4R |
            | A5R | **(5)** | B5 |
            | B5R | 216x330(8½x13) |
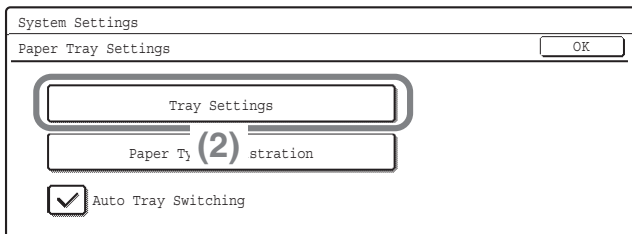   2/2

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2 **Configure the tray settings in the touch panel.**
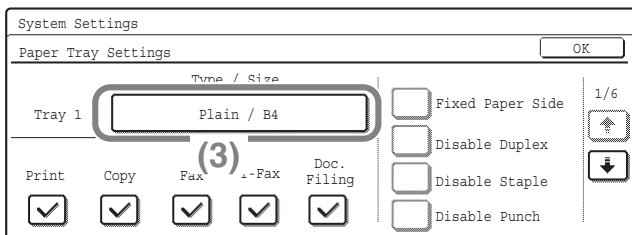
Some of the settings only appear when you have administrator rights.
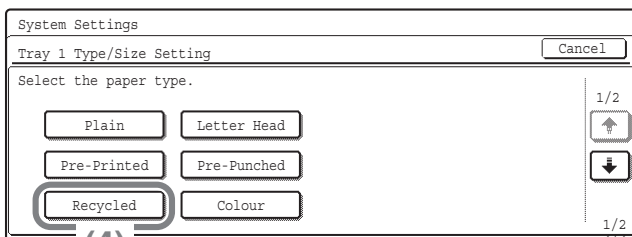
(1) Touch the [Paper Tray Settings] key.

(2) Touch the [Tray Settings] key.

(3) Touch the [Tray 1] key.
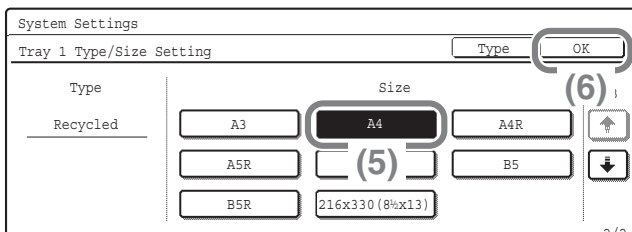
(4) Touch the [Recycled] key.

(5) Touch the key of desired paper size.
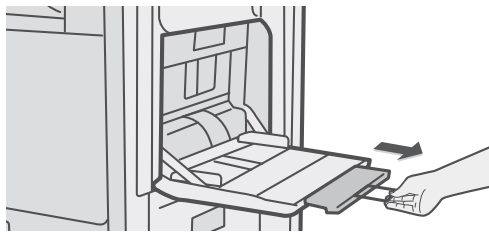For more information, see "Paper Tray Settings" in "7. SYSTEM SETTINGS" in the Operation Guide.

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

Loading paper in other trays

Bypass tray

The side to be copied on must be face down!

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

Example: Loading an envelope

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

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

Special types of paper that cannot be loaded in other trays can be loaded in the bypass tray.
For detailed information on the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in "1. BEFORE USING THE MACHINE" in the Operation Guide.
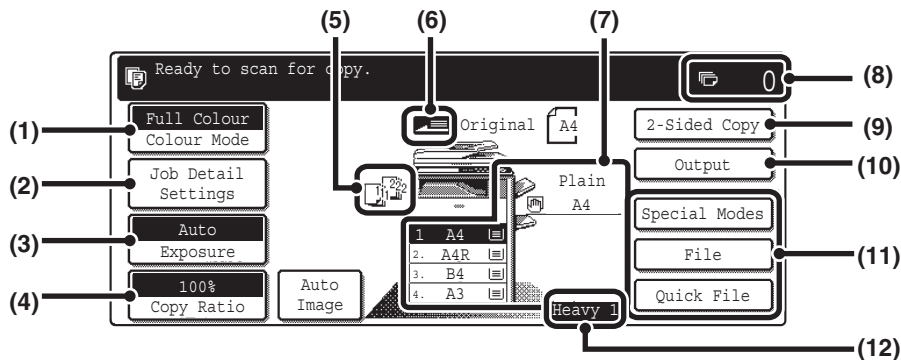
Copying

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

BASE SCREEN OF COPY MODE

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

(1) [Colour Mode] key

Touch this key to change the colour mode.

(2) [Job Detail Settings] key

Touch this key to select original settings, paper settings, and special modes.

(3) [Exposure] key

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

(4) [Copy Ratio] key

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

(5) Output display

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

(6) Original feed display

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

(7) Paper select display

This shows the size of paper loaded in each tray and the amount of paper remaining ⊜.
The selected tray is highlighted.
For the bypass tray, the paper type appears above the paper size.

(8) Number of copies display

This shows the number of copies set.

(9) [2-Sided Copy] key

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

(10) [Output] key

Touch this to select an output function such as sort, group, offset, staple sort, or punch.
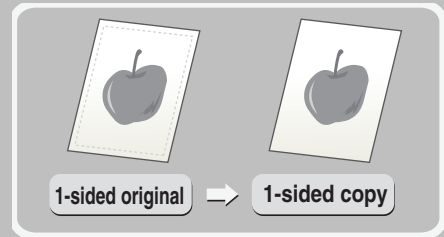
(11) Customized keys

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

(12) [Heavy 1] display

This appears when one of trays 1 to 4 is selected and the paper type set for that tray is "Heavy 1".
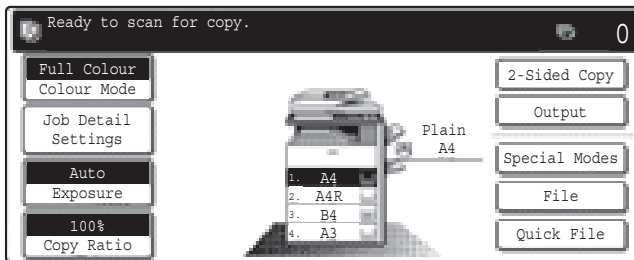
MAKING COPIES

This is the most basic procedure for making copies.

1-sided original ⟶ 1-sided copy

COPY

Ready to scan for copy.   0

Full Colour
Colour Mode

Job Detail
Settings

Auto
Exposure

100%
Copy Ratio

Plain
A4

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

2-Sided Copy

Output

Special Modes

File

Quick File

1 Press the [COPY] key.

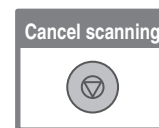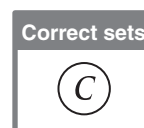The base screen of copy mode appears.

The side to be scanned must be face up!

2 Place the originals.

When using the document glass, place the original with the side to be scanned face down.
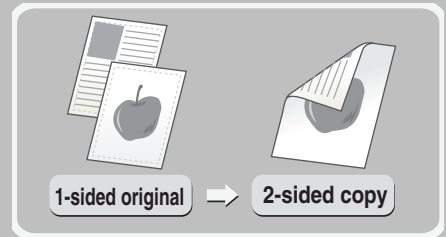
1 2 3
4 5 6
7 8 9
* 0 #/P

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

Correct sets

C

Cancel scanning

Cancel copying

21
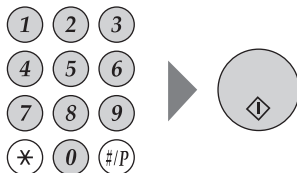
2-SIDED COPYING (Automatic Document Feeder)

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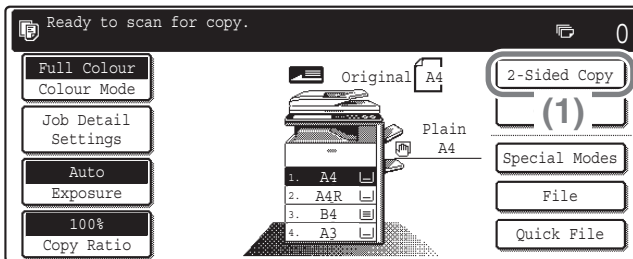This section explains how to copy 1-sided originals onto both sides of the paper.

1-sided original ⟶ 2-sided copy

The side to be scanned must be face up!

1 **Place the originals.**

Ready to scan for copy.

Full Colour
Colour Mode

Job Detail
Settings

Auto
Exposure

100%
Copy Ratio

Original A4

Plain
A4

2-Sided Copy
(1)

Special Modes

File

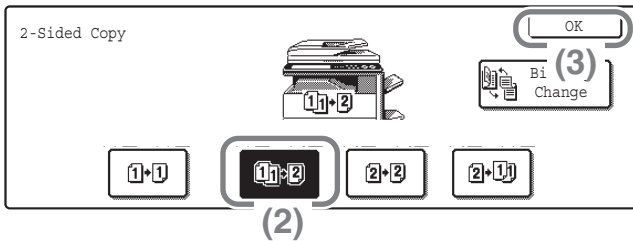Quick File

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

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

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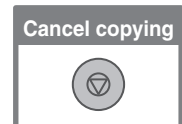
2-Sided Copy

OK

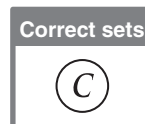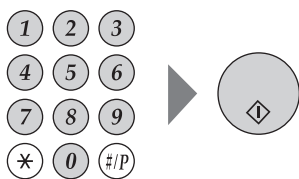Bi (3)
Change

(2)

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

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

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

Correct sets	Cancel scanning	Cancel copying
C	◎	◎
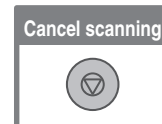
COPYING ON SPECIAL PAPER (Bypass Copy)

Use the bypass tray to copy on special media such as heavy paper, envelopes, and tab paper.
This section explains how to load A4 heavy paper in the bypass tray.
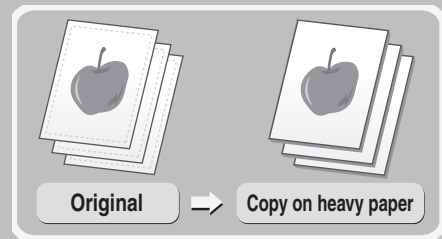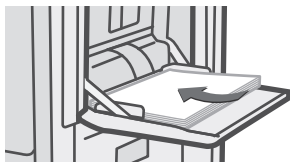
Original → Copy on heavy paper
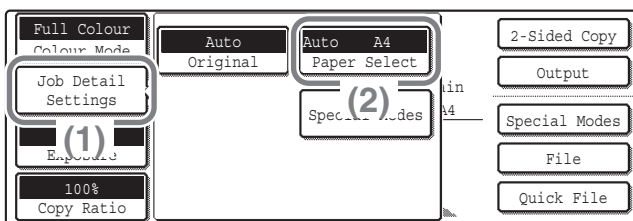
The side to be scanned must be face up!

1 Place the originals.

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

The side to be copied on must be face down!

2 Insert paper in the bypass tray.

3 Select settings in the touch panel.

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

(2) Touch the [Paper Select] key.
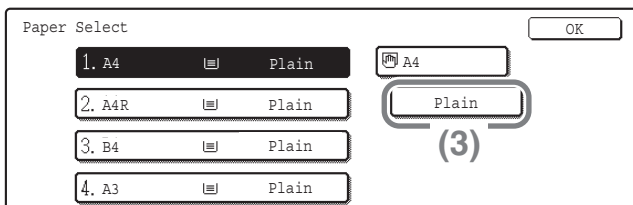
(3) Touch the paper type key of the bypass tray.
Here the [Plain] key has been touched.
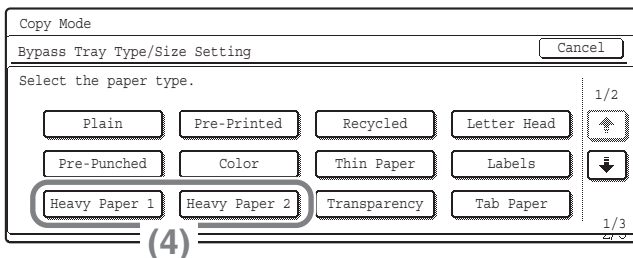
(4) Touch the [Heavy Paper 1] key or [Heavy Paper 2] key.
If the weight of the loaded paper is 106 g/m^2 to 209 g/m^2 (28 lbs. bond to 110 lbs. index), touch the [Heavy Paper 1] key. If the weight is 210 g/m^2 to 256 g/m^2 (110 lbs. index to 140 lbs. index), touch the [Heavy Paper 2] key.

```
Copy Mode
Bypass Tray Type/Size Setting          Type    OK
                                                (6)
  Type              Size
                    12x18,11x17,8½x14
  Plain  Auto-Inch  8½x11,8½x11R,5½x8½R
                    7¼x10½R,A3,A4,B4,B5
                    A3W,A3,A4,A4R,A5R,B4
         Auto-AB    B5,B5R,216x330(8½x13)
                    11x17,8½x11
         Cu (5) e   X420 Y297
                                          2/3
```
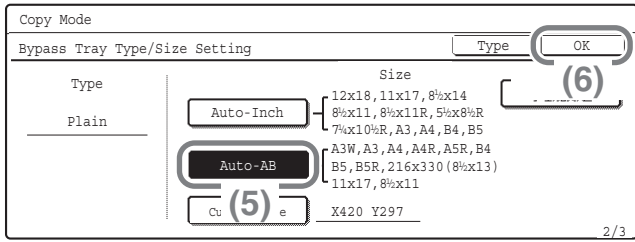
Select settings in the touch panel. (Continued)

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

(6) Touch the [OK] key.

```
Paper Select                            OK
  1.A4      ▤    Plain      🗐 A4
                                   (8)
  2.A4R     ▤    Plain      h (7) per
  3.B4      ▤    Plain
  4.A3      ▤    Plain
```

(7) Touch the bypass tray key.

(8) Touch the [OK] key.

```
①②③
④⑤⑥
⑦⑧⑨
✳0 #/P   ▶   ◇
```

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

```
Correct sets    Cancel scanning    Cancel copying
    C               ⊘                  ⊘
```

Selecting a tray

```
🗐 Ready to scan for copy.          🗐    0

Full colour   📇 Original A4    2-sided Copy
Colour mode
                                    Output
Job Detail
settings           Plain
             🗐    A4           Special Modes
Auto       1. A4    ▤
Exposure   2. A4R   ▤              File
           3. B4    ▤
100%       4. A3    ▤           Quick File
Copy Ratio
```
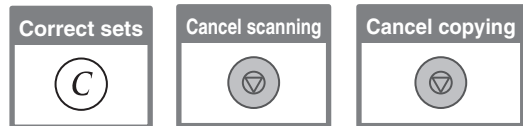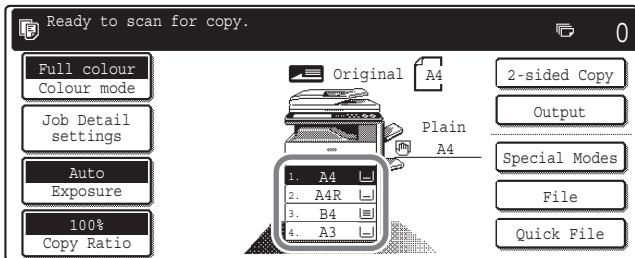
To select paper, touch the [Paper Select] key or the image of the machine in the base screen of copy mode.

```
Paper Select          (B)        OK
  1.A4    ▤   Plain    🗐 A4
  2.A4R   ▤   Plain    Plain    (C)
(A)
  3.B4    ▤   Plain
  4.A3    ▤   Plain
```
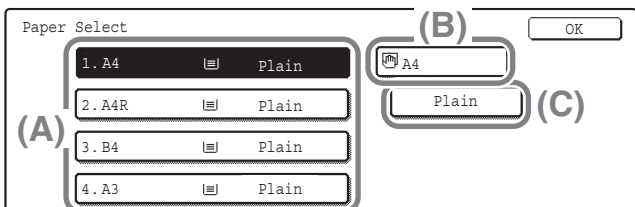
Touch a key to select a tray.
(A) Touch to select one of trays 1 to 4.
(B) Touch to select the bypass tray.
(C) Touch to set the type of paper in the bypass tray.

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MAKING COLOUR COPIES (Colour Mode)

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

Original → Copy

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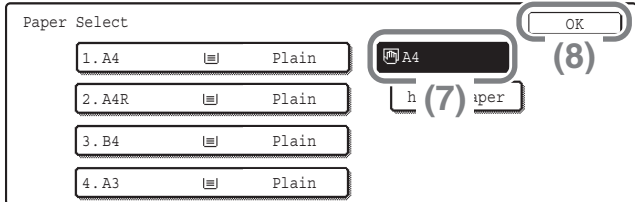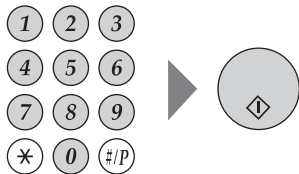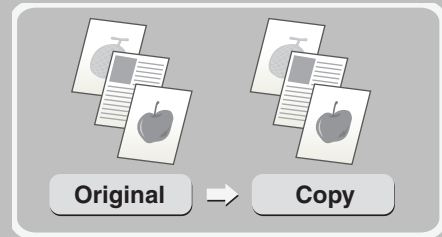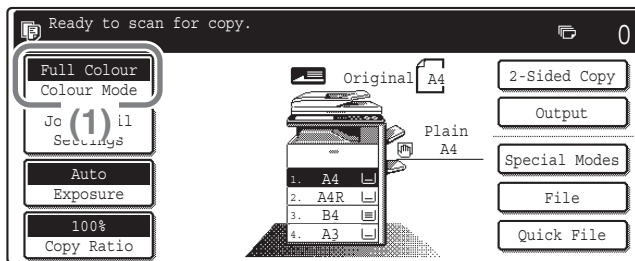
1 Place the originals.

When using the document glass, place the original with the side to be scanned face down.
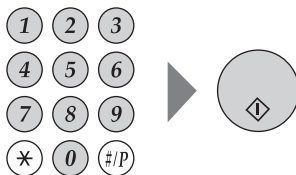
Ready to scan for copy.   0

Full Colour
Colour Mode

Job Detail Settings **(1)**

Auto
Exposure

100%
Copy Ratio

Original A4

Plain
A4

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

2-Sided Copy
Output
Special Modes
File
Quick File

2 Select settings in the touch panel.

(1) Touch the [Colour Mode] key.

Colour Mode   OK **(3)**

Full Colour   Single Colour

Auto   2 Colour

(2)

(2) Touch the [Auto] key.

(3) Touch the [OK] key.

1 2 3
4 5 6
7 8 9
* 0 #/P

▶ ✧

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

Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘

25
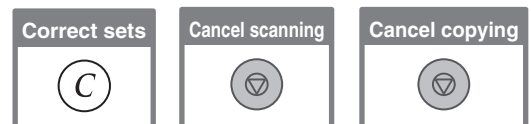
SELECTING THE EXPOSURE AND IMAGE TYPE

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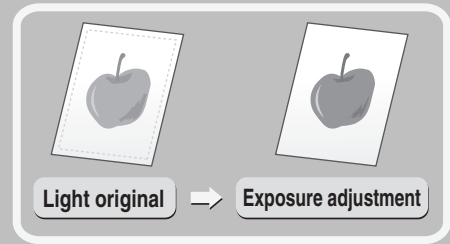
Light original ⟶ Exposure adjustment

The side to be scanned must be face up!

1 Place the originals.

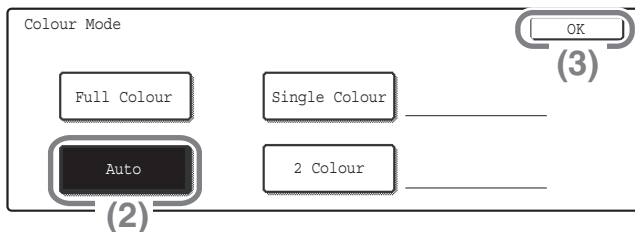When using the document glass, place the original with the side to be scanned face down.
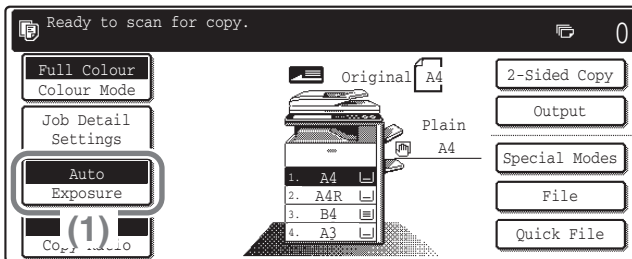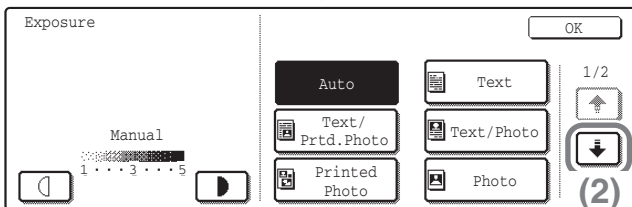

Ready to scan for copy.

Full Colour Colour Mode
Job Detail Settings
Auto Exposure
Copy Ratio

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

2-Sided Copy
Output
Special Modes
File
Quick File

(1)

Exposure

OK

Auto
Manual
1 · · · 3 · · · 5
Text/ Prtd.Photo
Printed Photo
Text
Text/Photo
Photo

1/2

(2)

Exposure

OK

Map
Manual **(4)**
1 · · · 3 · · ·
Light Original **(3)**
Scan Resolution

(5)

2 Select exposure settings in the touch panel.

(1) Touch the [Exposure] key.

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

(3) Touch the [Light Original] key.

(4) Darken the exposure with the ▶ key.
Nine levels are available for the exposure. Darken the exposure with the ▶ key, and lighten the exposure with the ◀ key.

(5) Touch the [OK] key.
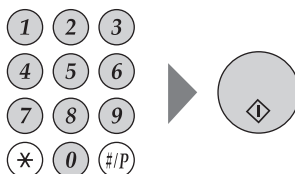
---

1 2 3
4 5 6
7 8 9
✳ 0 #/P

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

Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘

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

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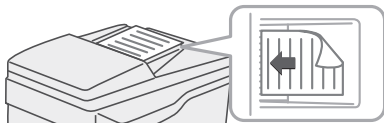
A4 → A3

The side to be scanned must be face up!

1 **Place the originals.**

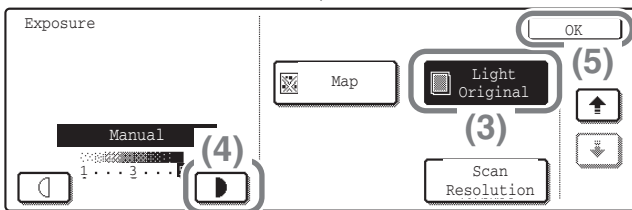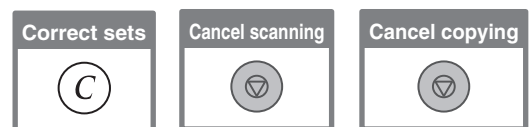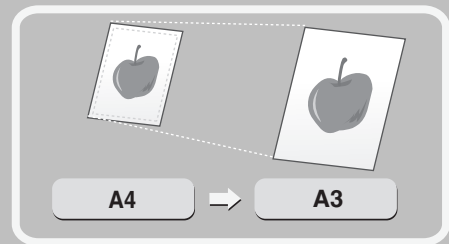When using the document glass, place the original with the side to be scanned face down.
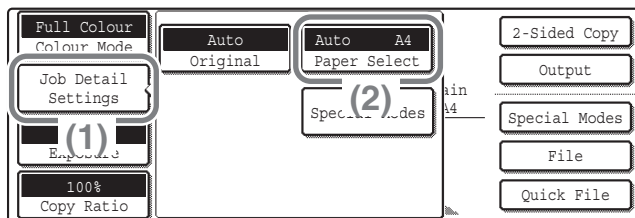
2 **Select automatic ratio selection in the touch panel.**

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

(2) Touch the [Paper Select] key.

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

(4) Touch the [OK] key.

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

(6) Touch the [Auto Image] key.

3 Set the number of copies.

Correct sets

(C)

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

Cancel scanning

Cancel copying
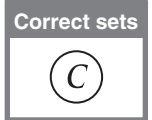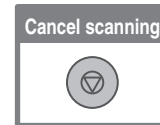
ENLARGEMENT/REDUCTION (Preset Ratios / Zoom)

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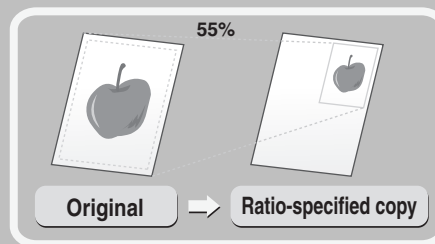
55%

Original ➡ Ratio-specified copy
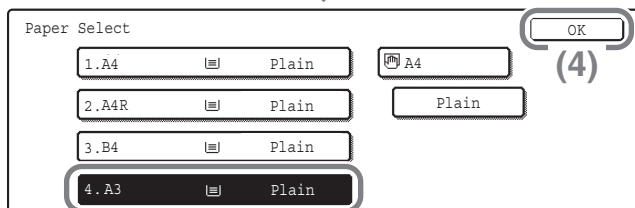

The side to be scanned must be face up!

1 Place the originals.

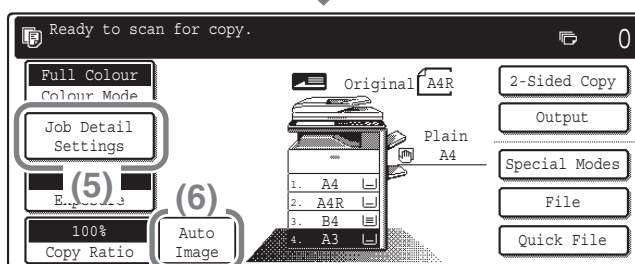When using the document glass, place the original with the side to be scanned face down.
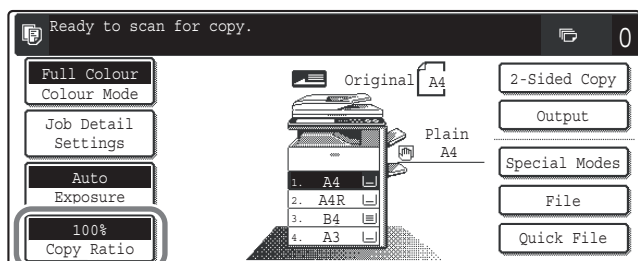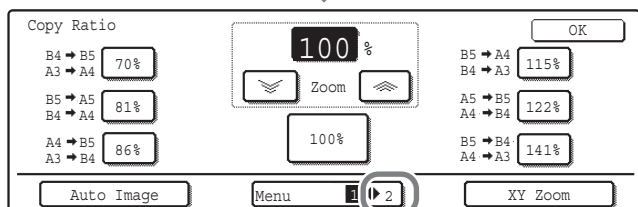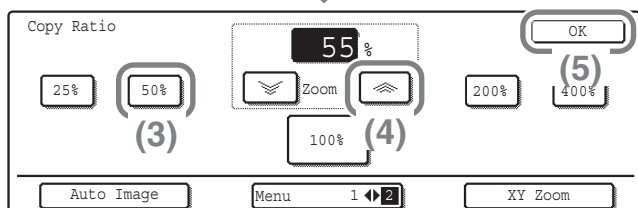
2 Select the ratio in the touch panel.

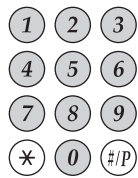**(1) Touch the [Copy Ratio] key.**

(2) Change the ratio menu.

(3) Touch the [50%] key.

(4) Set the copy ratio to 55% with the ⌃ key.

The ratio can be adjusted in increments of 1%. Touch the ⌄ key to make the ratio smaller, or the ⌃ key to make the ratio larger.

(5) Touch the [OK] key.
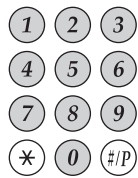
3 Set the number of copies.

Correct sets

C

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

Cancel scanning

Cancel copying

INTERRUPTING A COPY RUN (Interrupt Copy)

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

Original

Printing   **Interrupt**

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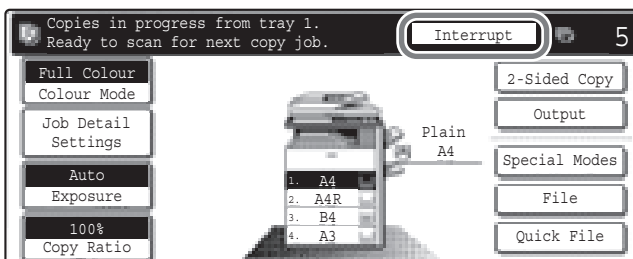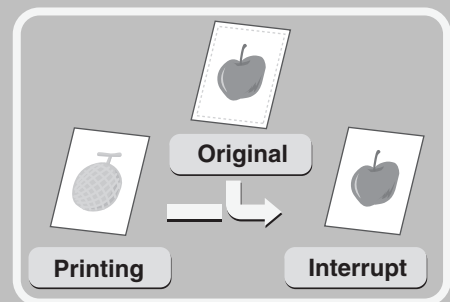
1 Touch the [Interrupt] key while the machine is printing.

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

Copies in progress from tray 1. Ready to scan for next copy job.

Interrupt   5

Full Colour Colour Mode
Job Detail Settings
Auto Exposure
100% Copy Ratio

Plain A4

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

2-Sided Copy
Output
Special Modes
File
Quick File

---

2 Place the originals.

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

The side to be scanned must be face up!

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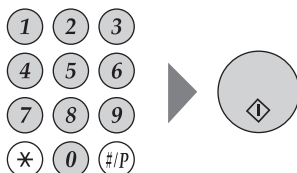
3 Set the number of copies and then press the [COLOUR START] key or the [BLACK & WHITE START] key.

The interrupted copy job will resume when the copy job is finished.

Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘
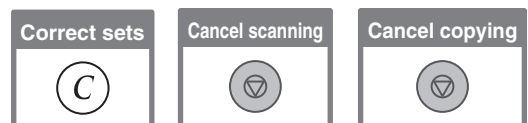
STORING COPY OPERATIONS (Job Programs)

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

Storing a job program
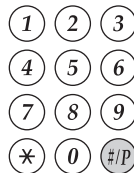
1 **Press the [#/P] key (#/P).**
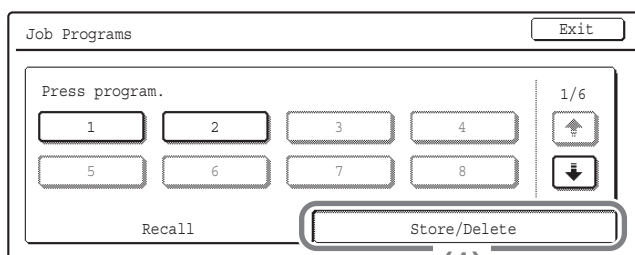
2 **Select settings in the touch panel.**

(1) Touch the [Store/Delete] tab.
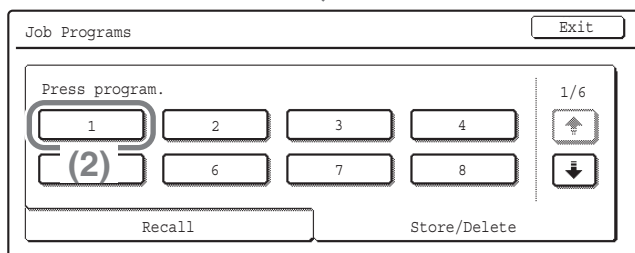
(2) Touch the key in which you want to store a job program.
Touch any key that is not highlighted.
Keys that have a job program stored are highlighted.
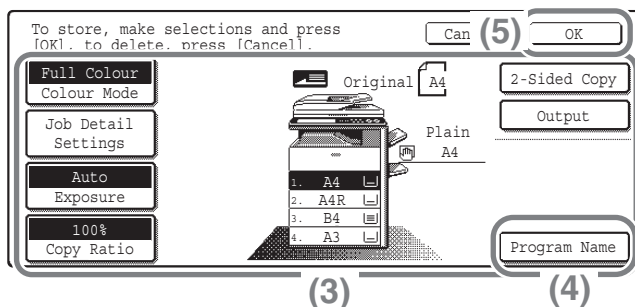
(3) Select the copy settings that you wish to store.

(4) Touch the [Program Name] key.
A text entry screen appears. Enter a name for the program.

(5) Touch the [OK] key.

Using a job program

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

Job Programs				Exit
Press program.				1/6
1	2	3	4	⬆
5	6	7	8	⬇
Recall		Store/Delete		
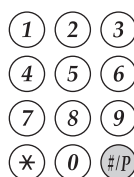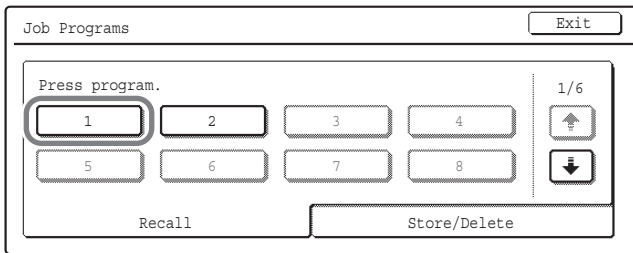
2 Touch the key of the desired job program.

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

Deleting a job program

```
① ② ③
④ ⑤ ⑥
⑦ ⑧ ⑨
✳ ⓪ #/P
```

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

Job Programs				Exit
Press program.				1/6
1	2	3	4	⬆
5	6	7	8	⬇
Recall		Store/Delete		

(1)

Job Programs				Exit
Press program.				1/6
1	2	3	4	⬆
5	(2)	7	8	⬇
Recall		Store/Delete		

A job program has been already stored in this location.

Cancel	Delete	Store

(3)

Job Programs				Exit
				(4)
Press program.				1/6
1	2	3	4	⬆
5	6	7	8	⬇
Recall		Store/Delete		
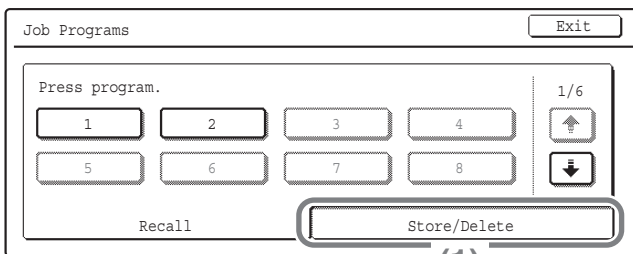
2 Select settings in the touch panel.

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

(2) Touch the key of the job program that you wish to delete.
Touch a key that is highlighted.
Keys that have a job program stored are highlighted.
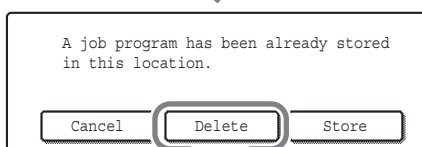
(3) Read the displayed message and touch the [Delete] key.
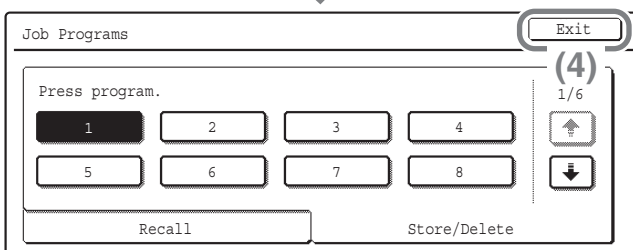
(4) Touch the [Exit] key.

SPECIAL MODES

The special modes can be used for a variety of special-purpose copy jobs.
This section introduces the types of copies that can be made with the special modes. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Margin Shift" as an example.
For the procedures for using the special modes, see "SPECIAL MODES" in "2. COPIER" in the Operation Guide.
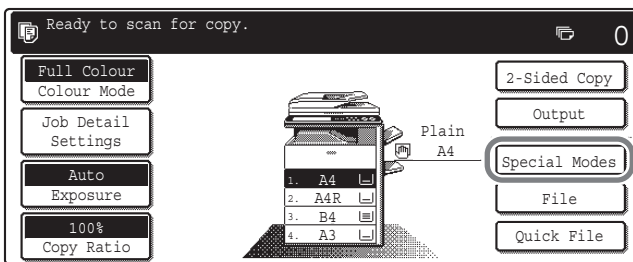
Special modes

To use a special mode, open the special modes menu and touch the key of mode that you wish to use. The menu consists of four screens. Use the ⬇ ⬆ keys to switch through the screens.
Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu by touching the [Special Modes] key that appears after the [Job Detail Settings] key is touched.)

1st screen
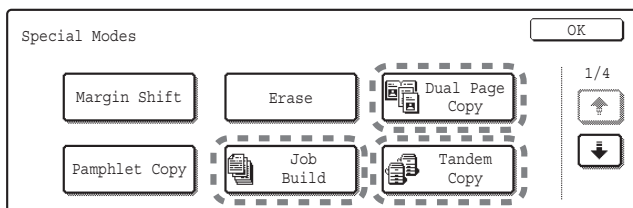
2nd screen
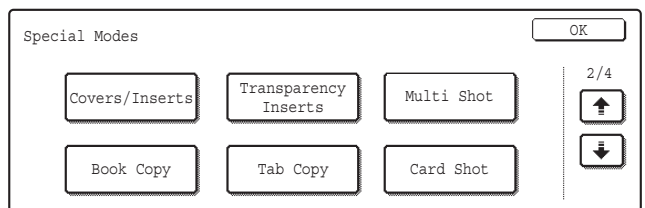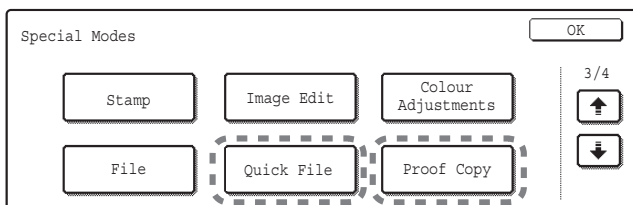
3rd screen

4th screen
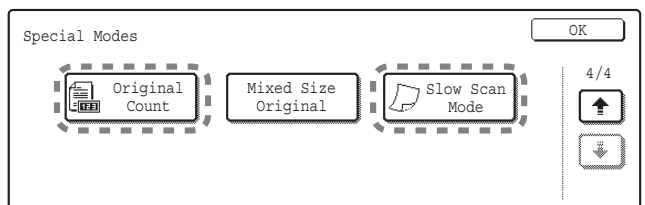
When the [Image Edit] key is touched in the 3rd screen, the following menu opens.

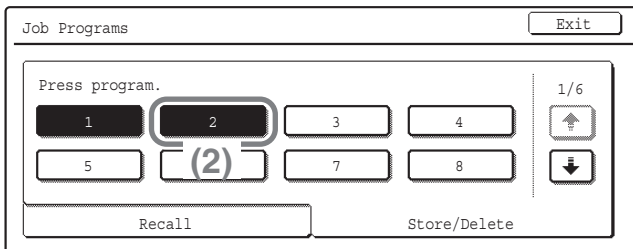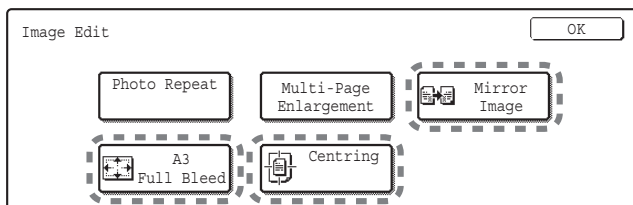When the [Colour Adjustments] key is touched in the 3rd screen, the following menu opens.
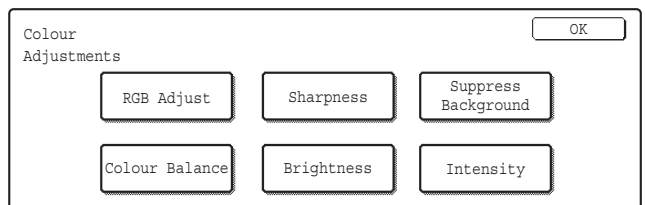
When a special mode key encircled by ⌐ ¬ is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a screen appears to let you select settings for that mode.
Note that the keys that appear will vary depending on what peripheral devices are installed.

SELECTING A SPECIAL MODE

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

The side to be scanned must be face up!

1 Place the originals.

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

Ready to scan for copy.   0

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

2 Select settings in the touch panel.

(1) Touch the [Special Modes] key.

Special Modes   OK
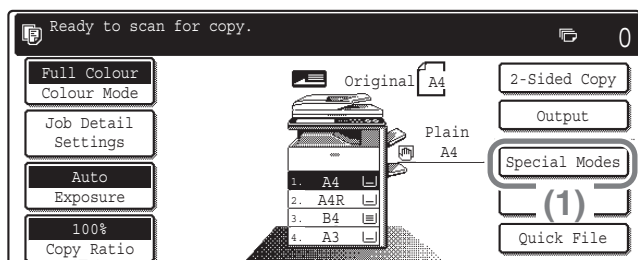
| Margin Shift | Erase | Dual Page Copy | 1/4 |
| Pamphlet Copy | Job Build | Tandem Copy | |
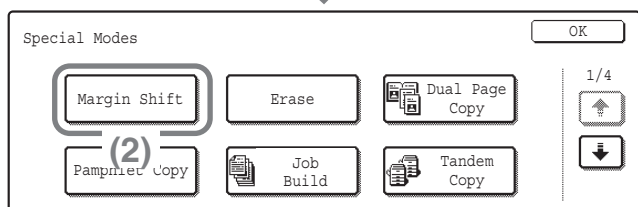
(2) Touch the [Margin Shift] key.
Shifting the left margin by 15 mm will be explained as an example.

Special Modes   OK

Margin Shift   Cancel

| Right | Left | Down | Side 1   15 (0~20) mm | Side 2   15 (0~20) mm |
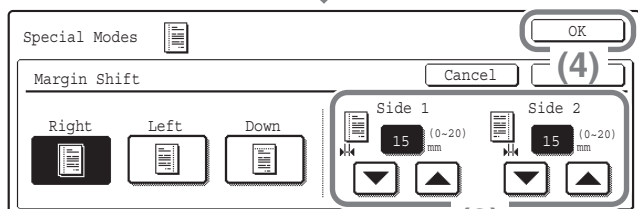
(3) Select 15 mm for the front side and 15 mm for the reverse side using the ▼▲ keys.
The margin shift position is initially set to "Right".
To change the position to "Left" or "Down", touch the corresponding key.

(4) Touch the [OK] key.
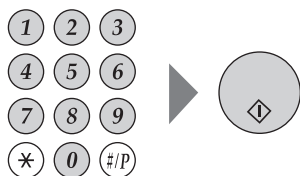
---

1 2 3
4 5 6
7 8 9
✱ 0 #/P

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

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

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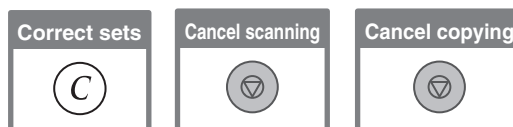
CONVENIENT COPY FUNCTIONS

Adding margins (Margin Shift)

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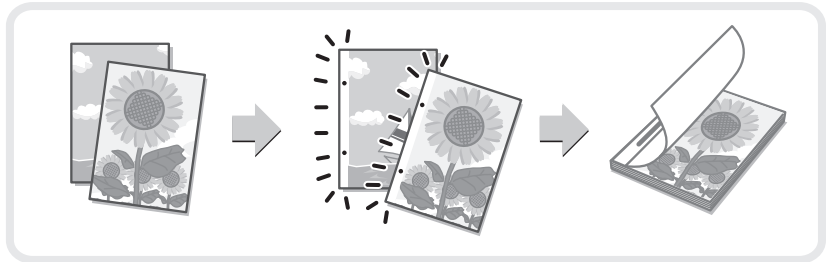
Erasing peripheral shadows (Erase)

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

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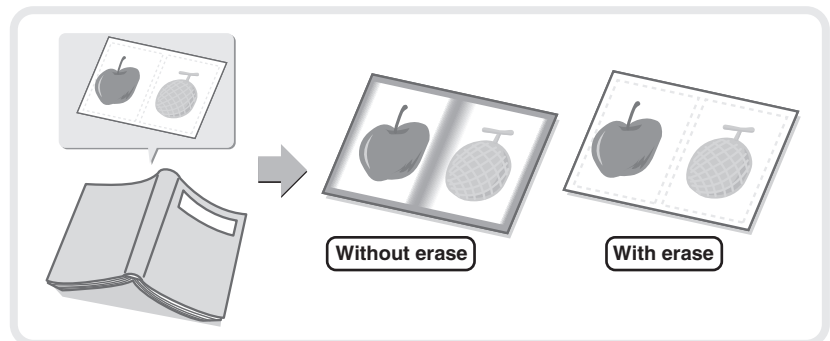
Copying each facing page of a bound document (Dual Page Copy)

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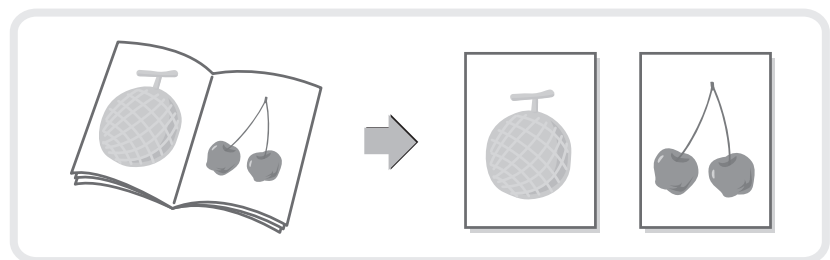
Making copies in pamphlet format (Pamphlet Copy)

Use this function to make copies that can be folded into a pamphlet. Pamphlet copy makes it easy to create pamphlets.

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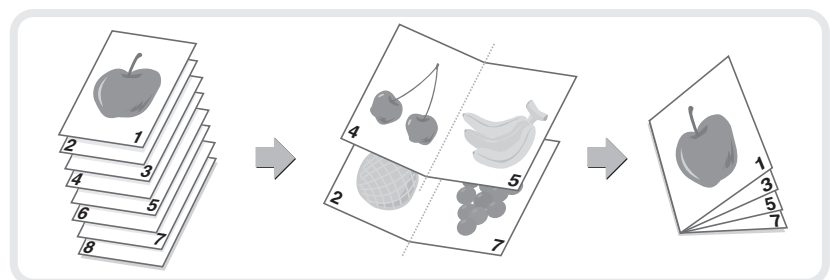
Copying a large number of originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder.
The job build function lets you divide the stack of originals into sets, feed each set, and copy the sets as a single job.
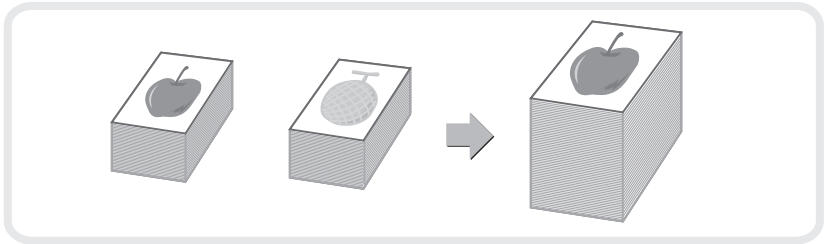
Using two machines to make a large number of copies (Tandem Copy)

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

4 sets

2 sets

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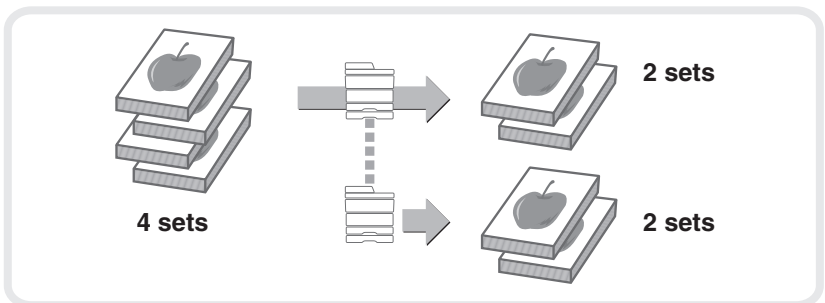
Using a different paper type for covers (Covers/Inserts)

This function enables you to use a different type of paper for the front and back covers of a set of copies.
A different type of paper can also be added as an insert at specified pages.

Insert

Insert

Cover

Back cover
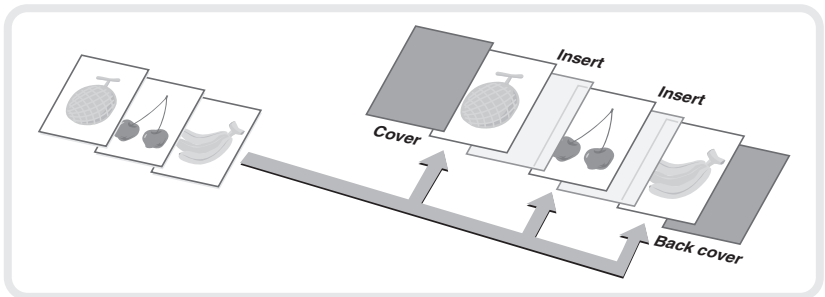
Adding inserts when copying on transparency film (Transparency Inserts)

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

Paper insert

Paper insert

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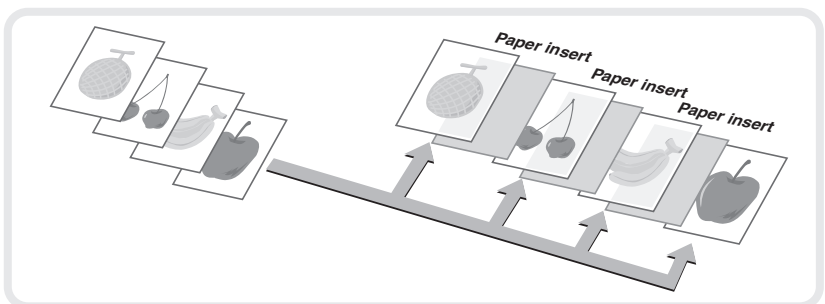
Copying multiple pages onto one sheet of paper (Multi Shot)

Use this function to copy two or four original pages onto one sheet of paper.
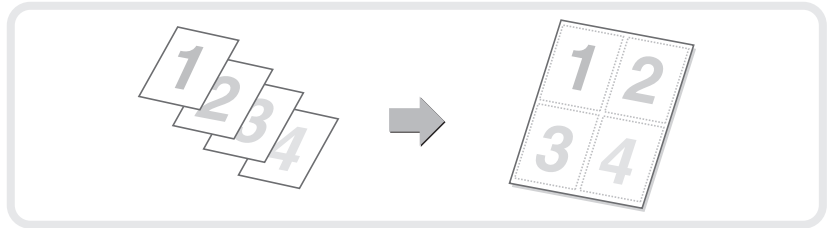
Copying a pamphlet (Book Copy)

Use this function to copy a book, pamphlet, or other bound original. The copies will be arranged in the same pamphlet-style layout.
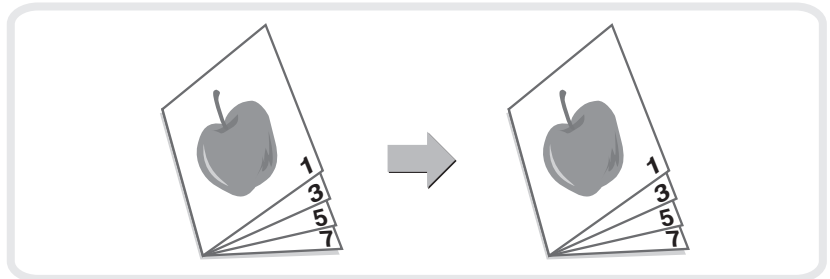
Copying captions onto tab paper (Tab Copy)

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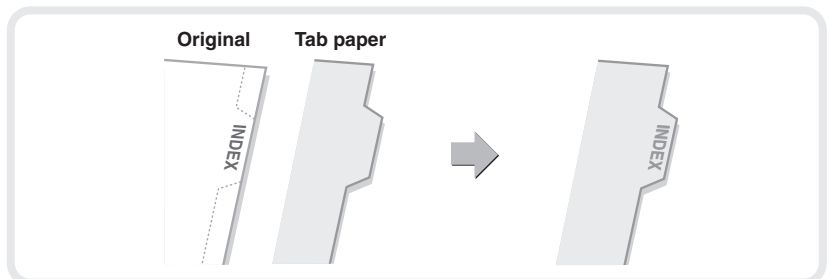
Copying both sides of a card onto one sheet of paper (Card Shot)

Use this function to copy the front and reverse side of a card onto one sheet of paper.
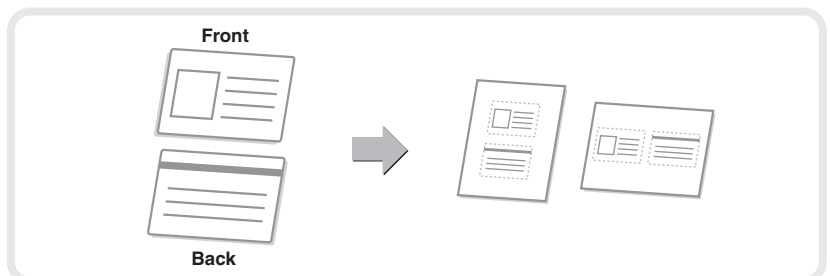
Printing the date or a stamp on copies (Stamp)

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

Date print
04/04/2010

Stamp
CONFIDENTIAL

Page number
1
2
3

Text
Planning Meeting
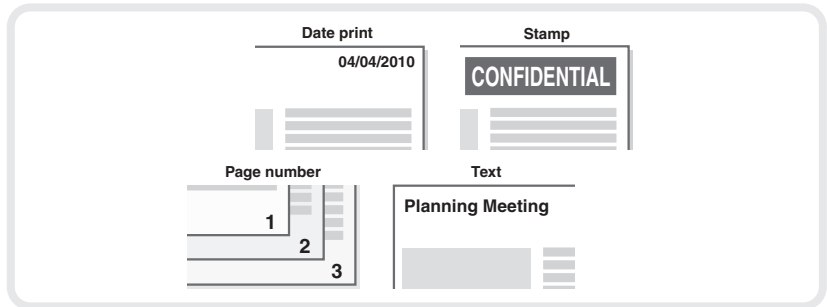
Repeating photos on a copy (Photo Repeat)

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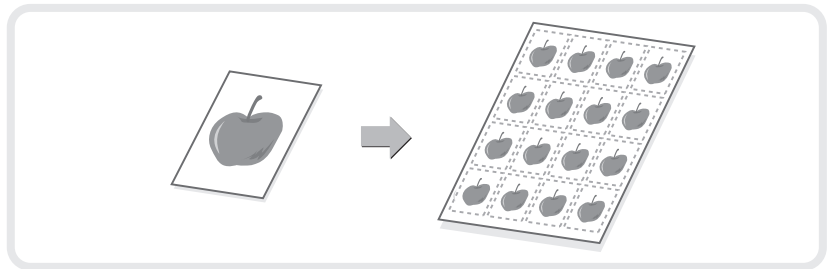
Creating a large poster (Multi-Page Enlargement)

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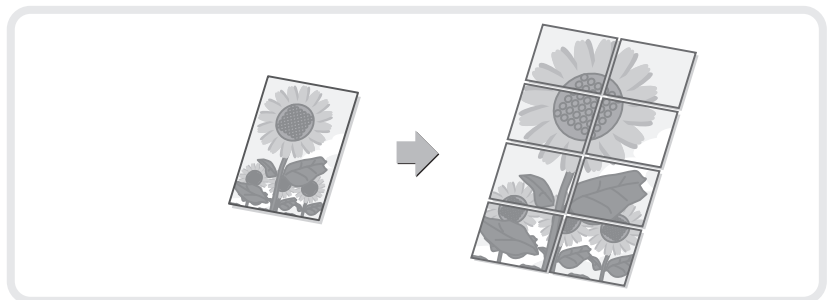
Inverting the image (Mirror Image)

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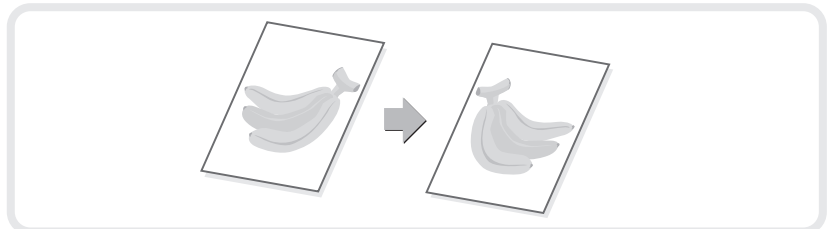
Copying an A3 size original without cutting off the edges (A3 Full Bleed)

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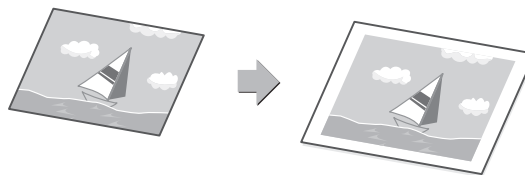
Copying in the centre of the paper (Centring)

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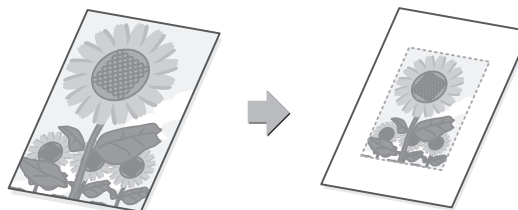
Adjusting red/green/blue in copies (RGB Adjust)

Use this function to strengthen or weaken red, green, or blue (one colour only) and thereby change the overall hue of the copy.
An image of this function is shown at the end of this manual.

Adjusting the sharpness of an image (Sharpness)

Use this function to sharpen or soften a copy image.
An image of this function is shown at the end of this manual.

Whitening faint colours in copies (Suppress Background)

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

Adjusting the colour (Colour Balance)

Use this function to adjust the colour balance in a colour copy. The densities of the four colours cyan, magenta, yellow, and black can be adjusted.
An image of this function is shown at the end of this manual.

Adjusting the brightness of a copy (Brightness)

Use this function to adjust the brightness of a copy.
An image of this function is shown at the end of this manual.

Adjusting the intensity of a copy (Intensity)

Use this function to adjust the intensity of a copy.
An image of this function is shown at the end of this manual.

Checking copies before printing (Proof Copy)

Regardless of the number of copies specified, this function initially prints only the first set. After you have checked the first set, the remaining sets are printed.
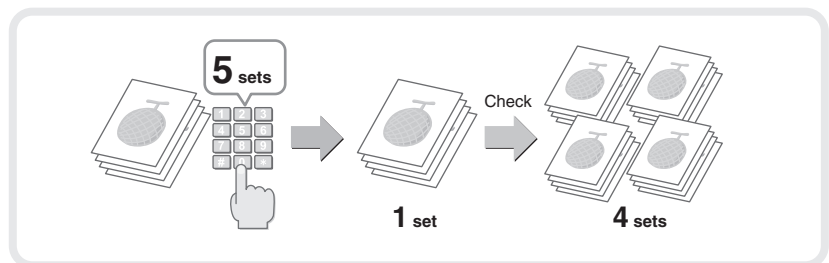
Checking the number of scanned original sheets before copying (Original Count)

The number of scanned original sheets can be counted and displayed before copying is executed. By allowing you to check the number of original sheets that were scanned, this helps reduce the occurrence of copy mistakes.
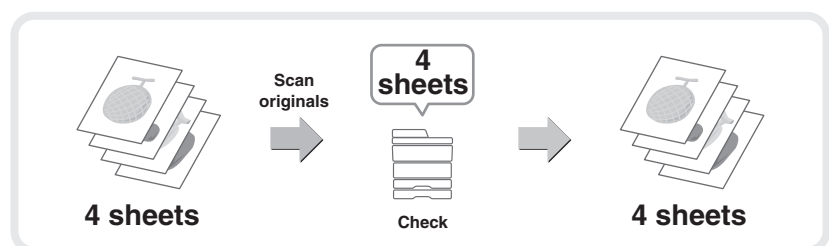
Copying originals that are different sizes (Mixed Size Original)

For example, even when a B5 original is mixed in with A4 originals, this function lets you copy all originals at once.
When used in combination with the auto image function, the copies can all be printed on the same size of paper.
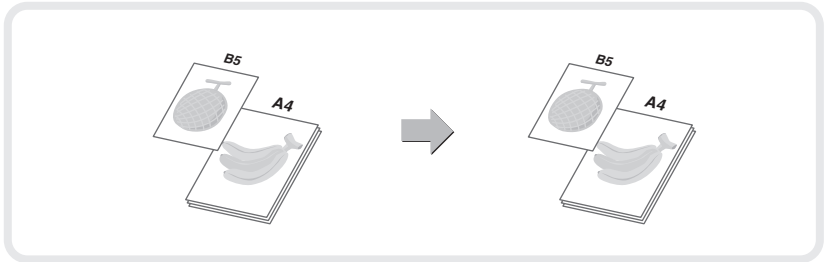
Copying thin originals (Slow Scan Mode)

This function lets you scan thin originals, which are normally difficult to handle, in the automatic document feeder.
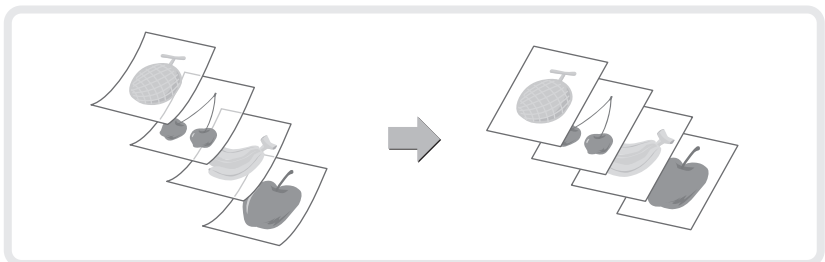
Printing

This section explains the basic procedure for printing using the printer driver of the machine. The settings that can be selected in the printer driver are also introduced.
The explanations of screens and procedures are primarily for Windows Vista® in Windows® environments, and Mac OS X v10.4 in Macintosh environments. The window varies depending on the operating system version, the printer driver version, and the application.

PRINTING

This section explains the basic procedures for printing.

Windows

The following example explains how to print a A4 size document from WordPad, which is a standard accessory program in Windows.
To install the printer driver and configure settings in a Windows environment, see "2. SETUP IN A WINDOWS ENVIRONMENT" in the Safety guide / Software Setup Guide.
For information on the available printer drivers and the requirements for their use, see "PRINTER FUNCTION OF THE MACHINE" in "3. PRINTER" in the Operation Guide.
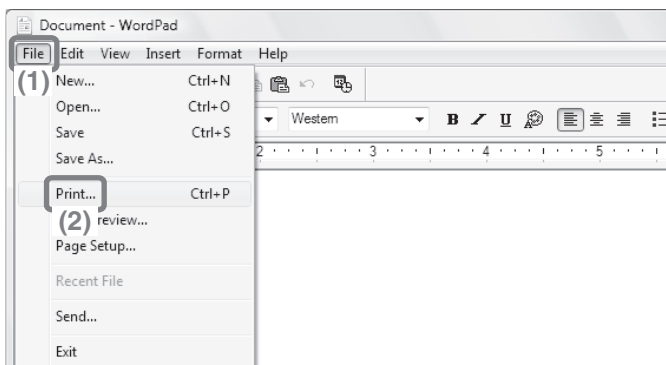
1 Select the print command in the application.

    (1) Open the [File] menu.

    (2) Select [Print].
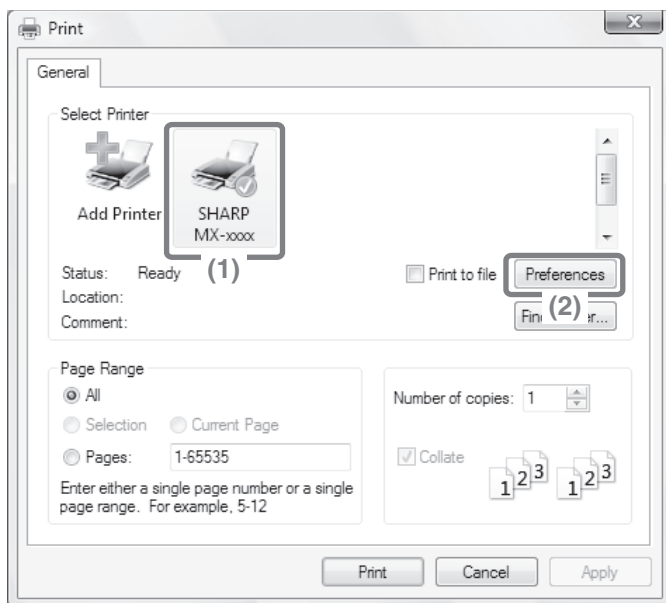
2 Open the printer driver properties window.

    (1) Select the printer driver of the machine.

    (2) Click the [Preferences] button.
In Windows 2000, the [Preferences] button does not appear. Click the tabs in the "Print" dialog box to adjust the settings on the tabs.
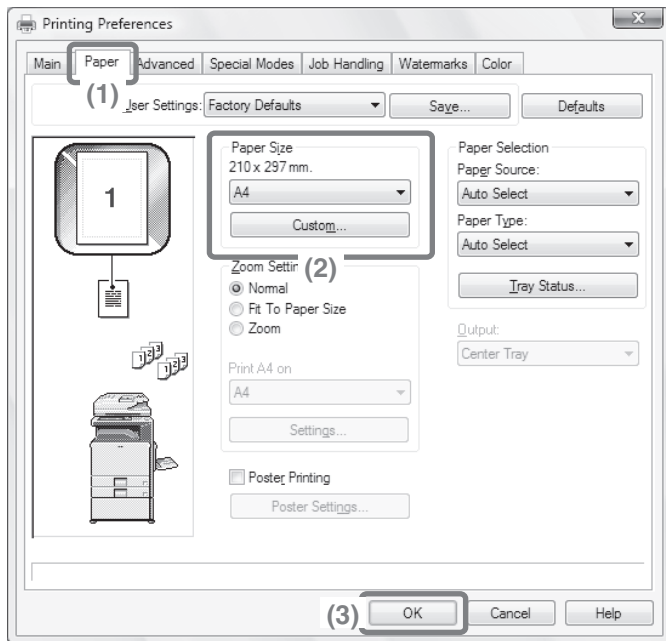
3 **Select print settings.**

(1) Click the [Paper] tab.

(2) Select [A4].

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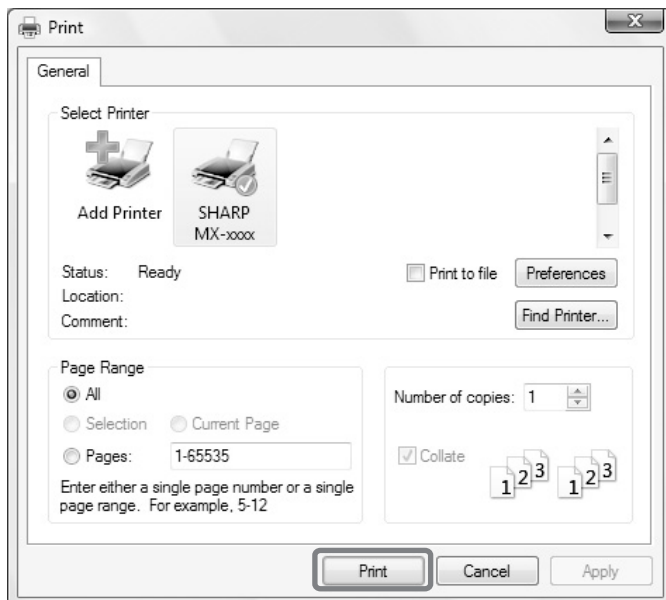
4 **Click the [Print] button.**
Printing begins.

Using printer driver help

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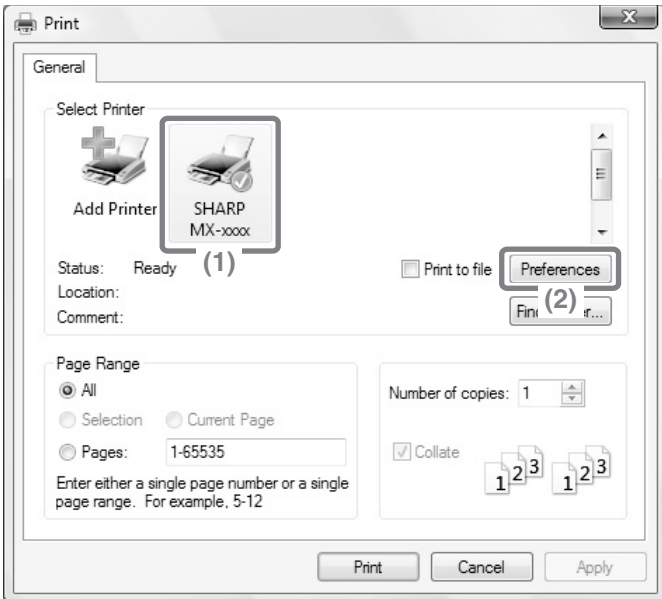
1 Open the printer driver properties window.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.
In Windows 2000, the [Preferences] button does not appear. Click the tabs in the "Print" dialog box to adjust the settings on the tabs.
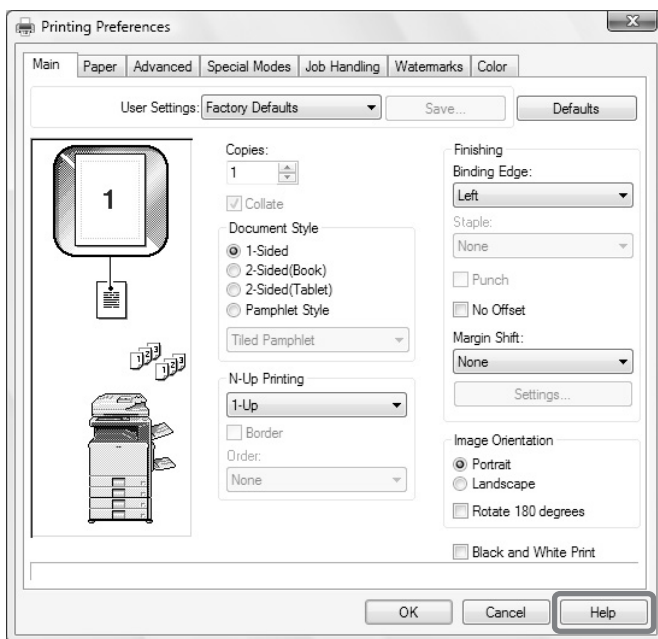
2 Click the [Help] button.
The Help window will open to let you view explanations of the settings on the tab.
To view Help for settings in a dialog box, click the green text at the top of the Help window.

To view Help for a specific setting
Click the setting that you wish to learn about and press the [F1] key. Help for that setting will appear.
* To view Help for a particular setting in Windows 2000/XP/Server 2003, click the ? button in the upper right-hand corner of the printer driver window and then click the setting.

When the information icon ( ) appears
The icon can be clicked to show prohibited combinations of functions and other information.

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Macintosh

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

Setting the paper size

Select paper settings in the printer driver before selecting the print command.
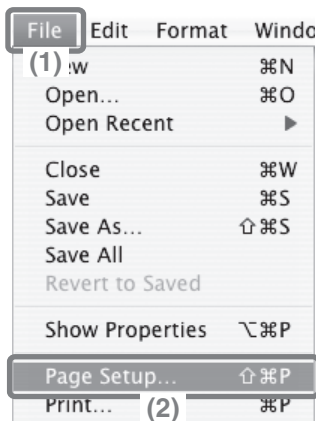
1 Open the page setup window in TextEdit.

(1) Open the [File] menu.

(2) Select [Page Setup].
In Mac OS 9, select [Print] from the [File] menu of SimpleText.
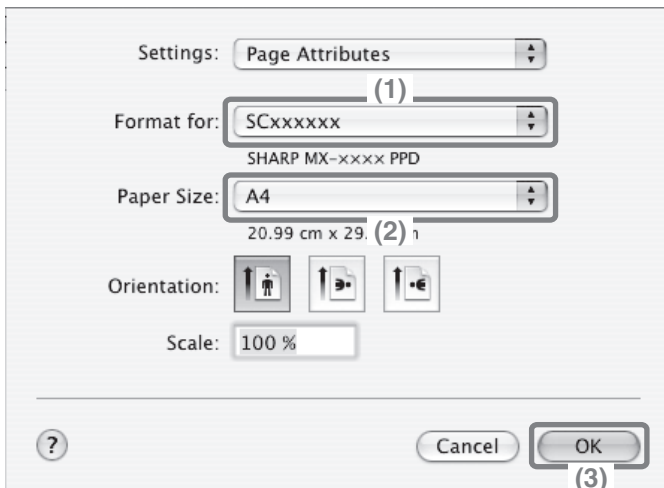
2 Select paper settings.

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

(2) Select [A4].

(3) Click the [OK] button.

Printing a file
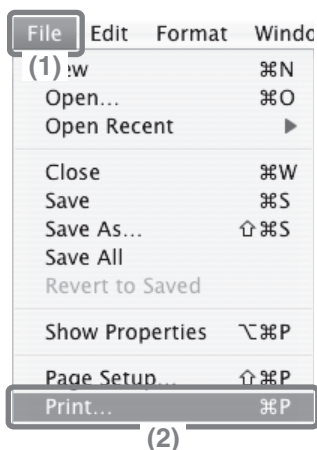
1 Execute printing from TextEdit.

(1) Open the [File] menu.

(2) Select [Print].
In Mac OS 9, select [Print] from the [File] menu of SimpleText.
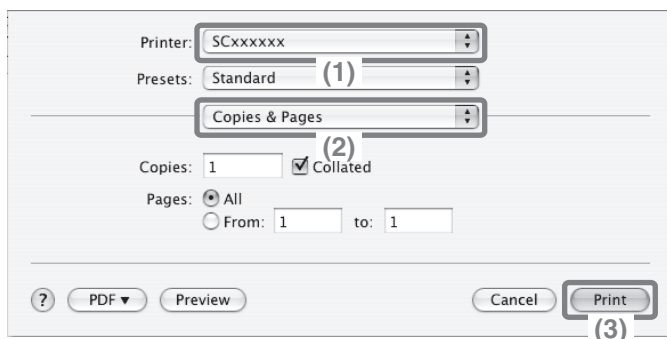
2 Select print settings and click the [Print] button.

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

(2) Select print settings.
Click ⬍ next to [Copies & Pages] and select each setting that you wish to configure from the pull-down menu. The screen for the selected setting will appear.
If the settings do not appear in Mac OS X v10.5 to 10.5.6, click ▼ next to the printer name.
In Mac OS 9, click ⬍ next to [General] and select a setting from the pull-down menu. The screen for the selected setting will appear.

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

CANCELLING PRINTING (AT THE MACHINE)

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

JOB STATUS

1 Press the [JOB STATUS] key.

	Job Queue	Sets / Progress	Status		Spool
1	Copy	020 / 001	Copying	1/1	**Job Queue**
2	Copy	020 / 000	Waiting		Complete
3	Computer01	020 / 000	Waiting		Priority
4	0312345678	00	Waiting		Stop/Delete

Print Job   Scan   Fax Job

(1)   **(3)**   **(2)**   **(4)**

⚠ Delete the job?

Computer01

No   Yes

(5)
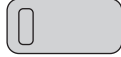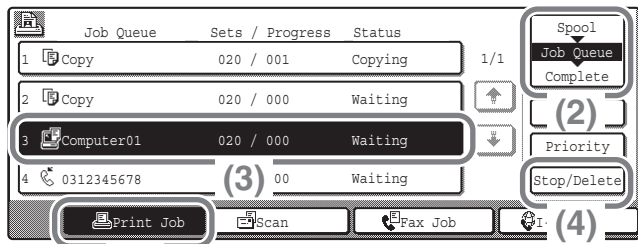
2 Select settings in the touch panel.

(1) Touch the [Print Job] tab.

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

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

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

(5) Touch the [Yes] key.
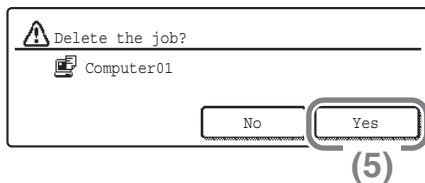
SELECTING PRINT SETTINGS

To use the print function of the machine, the settings in the printer driver properties window must be configured. See "PRINTING" (page 44) for the procedure for opening the printer driver properties window and the basic procedure for printing.

Windows

The procedure for selecting settings in the printer driver is explained below using "Fitting the print image to the paper (Fit To Paper Size)" as an example.
The Fit To Paper Size function is used to automatically enlarge or reduce the print image to fit the selected paper size. In this example, an A4 size image will be printed on A3 size paper.
The procedures for configuring printer driver settings vary by setting. **For more information on each setting, see "FREQUENTLY USED FUNCTIONS" and "CONVENIENT PRINTING FUNCTIONS" in "3. PRINTER" in the Operation Guide.**
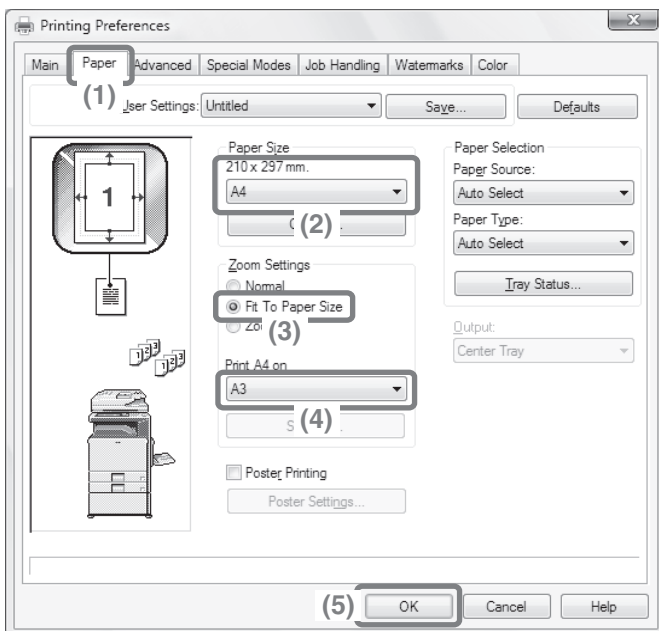
Select print settings.

(1) Click the [Paper] tab.

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

(3) Select [Fit To Paper Size].

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

(5) Click the [OK] button.

This completes the settings. Start printing.

Macintosh

The procedure for selecting printer driver settings is explained below using "Printing multiple images on one page (N-Up Printing)" as an example.

This function reduces the size of each page to let you print multiple pages on one sheet of paper. The example of printing two pages on one sheet of paper with borderlines is explained.

The procedures for configuring printer driver settings vary by setting. **For more information on each setting, see "FREQUENTLY USED FUNCTIONS" and "CONVENIENT PRINTING FUNCTIONS" in "3. PRINTER" in the Operation Guide.**
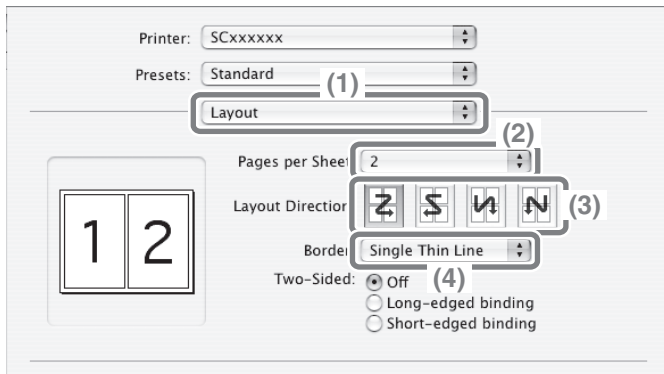
Select print settings.

(1) Select [Layout].

(2) Select [2].

(3) Select the order of the pages.

(4) Select the desired type of borderline.

CONVENIENT PRINTER FUNCTIONS

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

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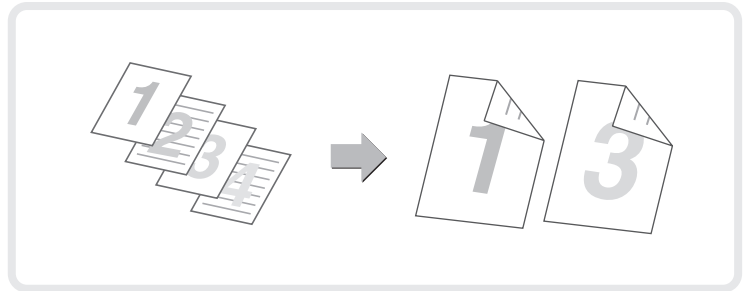
Fitting the print image to the paper (Fit To Paper Size)

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

A4   A3
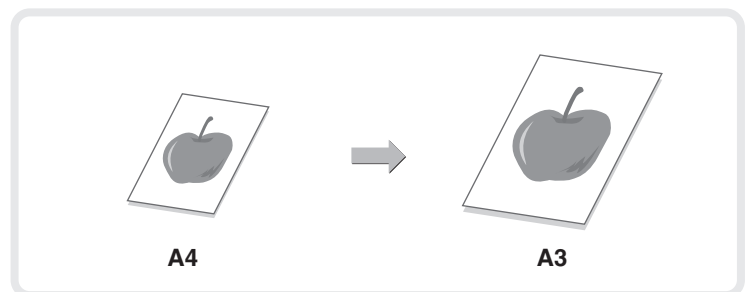
Printing multiple images on one page (N-Up Printing)

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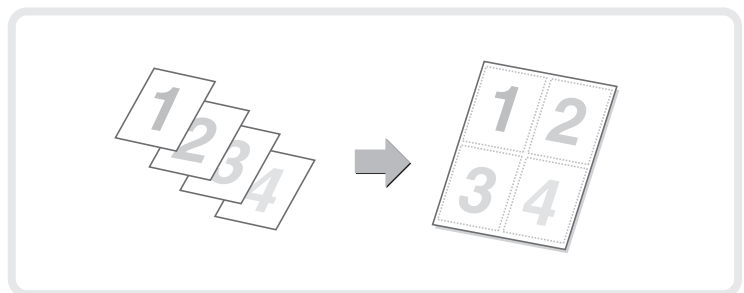
Stapling printed pages (Staple)

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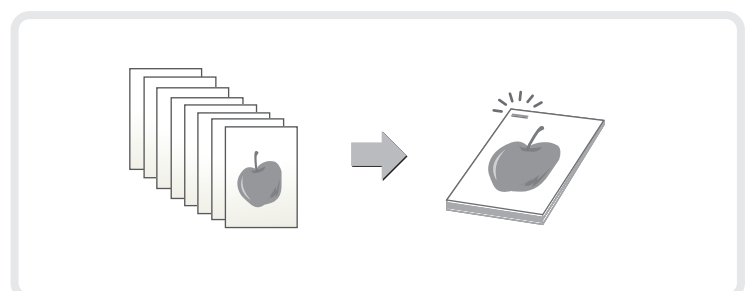
Punching holes in output (Punch)

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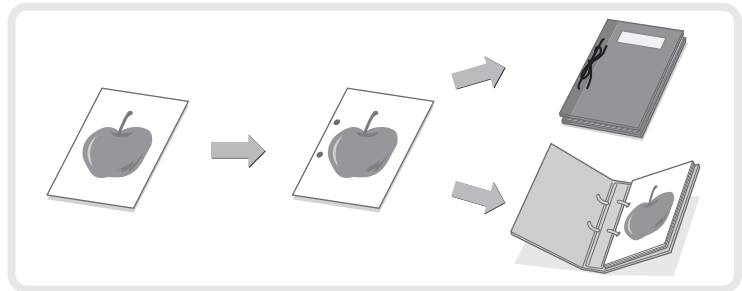
Printing a colour image in greyscale (Black and White Print)

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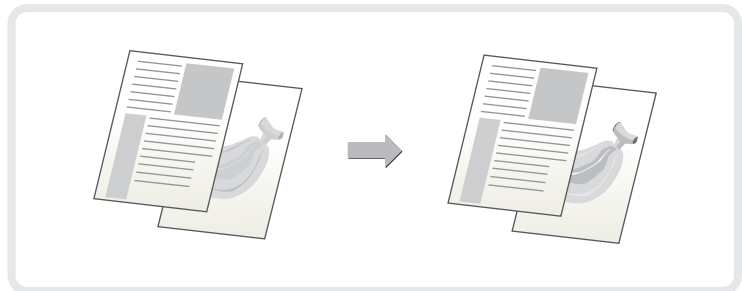
The machine also has these functions

For information on each of these functions, see "CONVENIENT PRINTING FUNCTIONS" in "3. PRINTER" in the Operation Guide.

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

Functions to adjust the size and orientation of the image
- Rotating the image 180 degrees (Rotate 180 degrees)
- Enlarging/reducing the print image (Zoom / XY-Zoom)
- Adjusting line widths when printing (Line Widths Settings)
- Reversing the image (Mirror Image)

Colour mode adjustment function
- Adjusting the brightness and contrast of the image (Colour Adjustment)
- Printing faint text or lines in black (Text To Black/Vector To Black)
- Selecting colour settings to match the image (Advanced Colour)

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

Print functions for special purposes
- Printing specified pages on different paper (Different Paper)
- Adding inserts when printing on transparency film (Transparency Inserts)
- Printing a carbon copy (Carbon Copy)
- Printing text on tabs of tab paper (Tab Printing)
- Printing so that a specific page is the front page when using two-sided printing (Chapter Inserts)

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

Faxing

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

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BASE SCREEN OF FAX MODE

Press the [IMAGE SEND] key in the Operation panel to open the base screen of fax mode. If the fax screen does not appear, touch the [Mode Switch] key.
Select fax settings in the base screen.
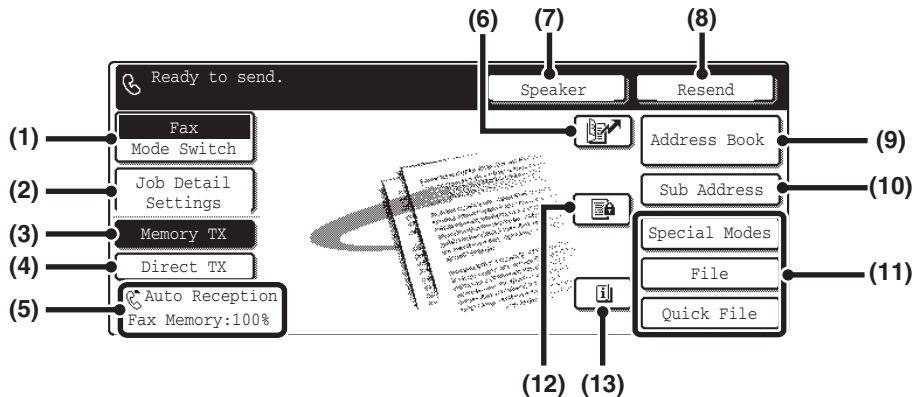
(1) [Mode Switch] key

Use this key to change the mode of the image send function.

(2) [Job Detail Settings] key

Touch this key to select image settings (exposure, resolution, original size, and two-sided original) and special mode settings.

(3) [Memory TX] key

This key is highlighted when a normal transmission (memory transmission mode) is performed.

(4) [Direct TX] key

Touch this key to send a fax by direct transmission.

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

(6) 🖉 key

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

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

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

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

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

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

(9) [Address Book] key

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

(10) [Sub Address] key

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

(11) Customized keys

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

(12) 🖹 key

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

(13) 🛈 key

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

SENDING A FAX

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

Transmission

Original → **Transmission result**

IMAGE SEND

1 Press the [IMAGE SEND] key.

> ♌ Ready to send.   Speaker   Resend
>
> Fax
> Mode Switch   ▶Address Book
> Job Detail
> Settings   Sub Address
> Memory TX   Special Modes
> Direct TX   File
> ♌Auto Reception   Quick File
> Fax Memory:100%
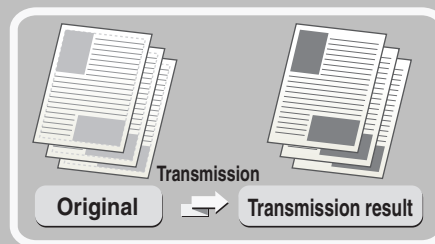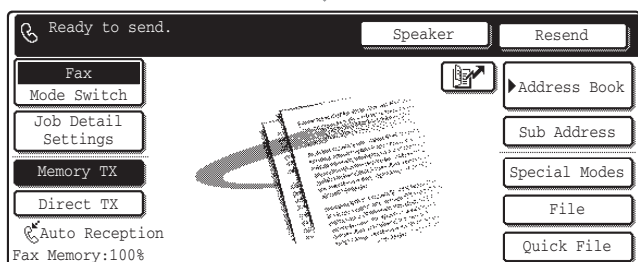
The base screen of fax mode appears.
(When the fax function is not installed, the base
screen of scan mode appears.)

The side to be scanned must be face up!

2 Place the originals.

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

---

① ② ③
④ ⑤ ⑥   ▶   ◇
⑦ ⑧ ⑨
✳ ⓪ #/P
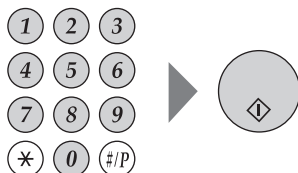
**3 Enter the fax number of the receiving
fax machine and press the [BLACK &
WHITE START] key.**

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

Correct a mistake	Cancel scanning
C	⊘
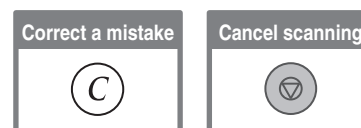
CHANGING THE SIZE OF A FAX

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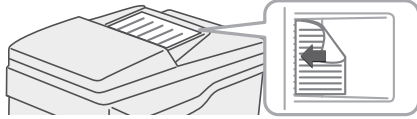
The side to be scanned must be face up!

1 **Place the originals.**

When using the document glass, place the original with the side to be scanned face down.
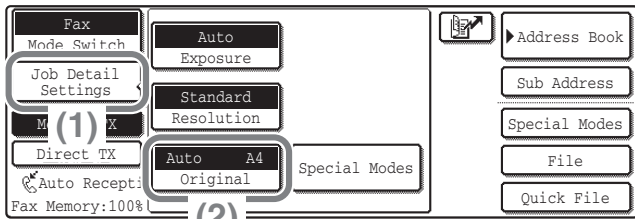
2 **Select the original size settings in the touch panel.**

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

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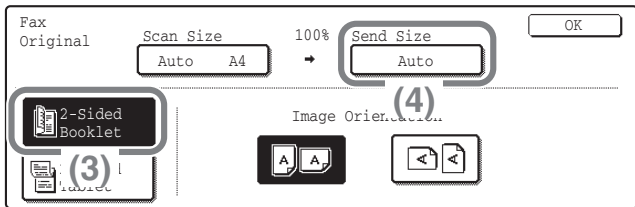
(3) Touch the [2-Sided Booklet] key.
This key is used to send a 2-sided original.

(4) Touch the [Send Size] key.
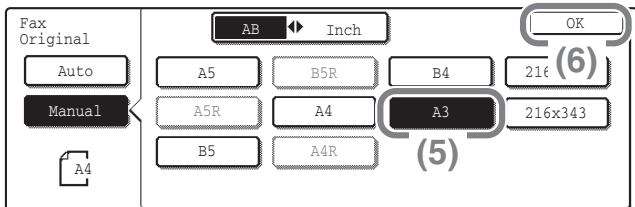
(5) Touch the desired send size key (example: A3).

(6) Touch the [OK] key.
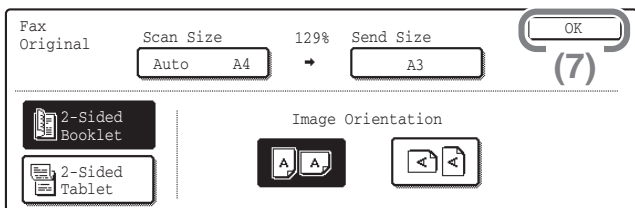
(7) Touch the [OK] key.
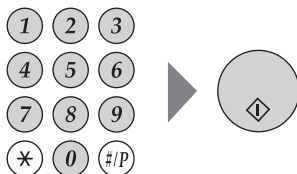
3 **Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.**

Correct a mistake	Cancel scanning
C	⊘

CHANGING THE EXPOSURE

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

The side to be scanned must be face up!

1 Place the originals.

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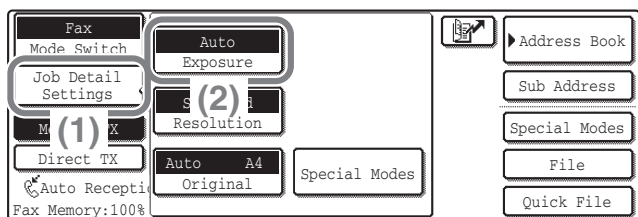
2 Select the exposure in the touch panel.

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

(2) Touch the [Exposure] key.

(3) Touch the [Manual] key.

(4) Darken light colours with the ▶ key.

Five levels are available for the exposure. Darken light originals with the ▶ key, and lighten dark originals with the ◀ key.

(5) Touch the [OK] key.
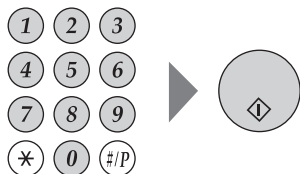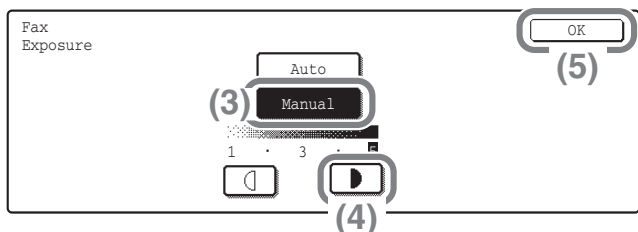
3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.

Correct a mistake	Cancel scanning
C	⊚
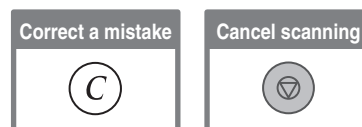
CHANGING THE RESOLUTION

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

The side to be scanned must be face up!

1 Place the originals.

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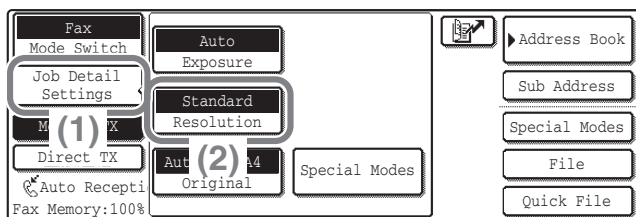
2 Select the resolution in the touch panel.

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

(2) Touch the [Resolution] key.

(3) Touch the [Fine] key.
The resolution increases in the following order: [Standard], [Fine], [Super Fine], [Ultra Fine].

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

(5) Touch the [OK] key.
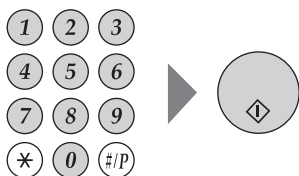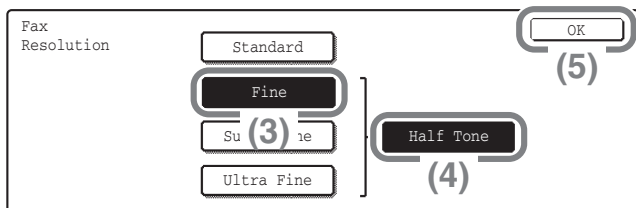
3 Enter the fax number of the receiving fax machine and press the [BLACK & WHITE START] key.

Correct a mistake	Cancel scanning
C	◎
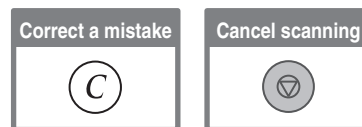
STORING A FAX NUMBER

You can store fax numbers in one-touch keys.
Stored fax numbers can be retrieved quickly and easily.
If you frequently send faxes to the same group of fax machines, the numbers of those fax machines can be stored as a group (multiple fax numbers can be stored in one key).
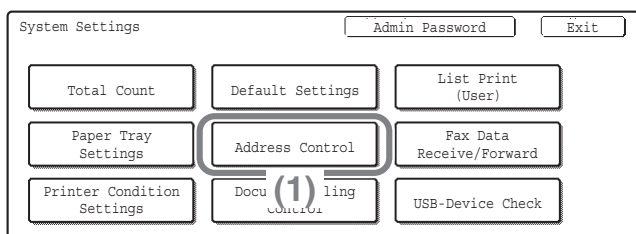
One-touch keys	Group key
000-000-0000 ☎	A Corp. 👥
000-000-0000 ☎	000-000-0000
000-000-0000 ☎	000-000-0000
000-000-0000 ☎	000-000-0000

Storing an individual key

SYSTEM SETTINGS

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

2 **Store the fax number in the touch panel.**
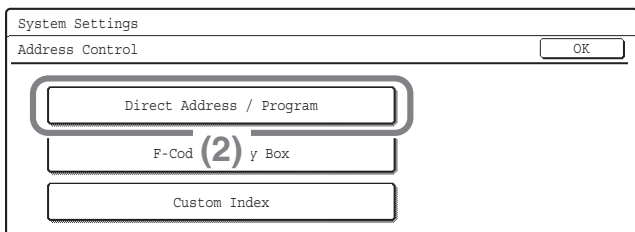
(1) **Touch the [Address Control] key.**

System Settings		Admin Password	Exit
Total Count	Default Settings	List Print (User)	
Paper Tray Settings	Address Control	Fax Data Receive/Forward	
Printer Condition Settings	Document Filing Control	USB-Device Check	

(1)

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

System Settings
Address Control   OK

Direct Address / Program

F-Code **(2)** y Box

Custom Index

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

System Settings
Direct Address / Program   OK

Store

Individual	Group	Program	Amend/Delete

(3)
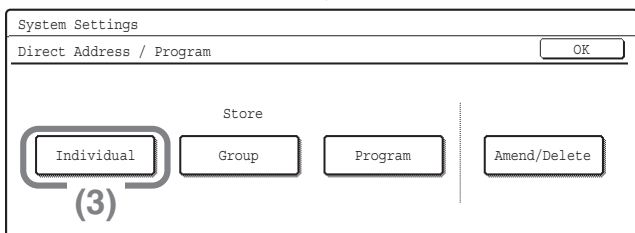
Store the fax number in the touch panel. (Continued)

(4) Touch the [Name] key.
A software keyboard appears. Enter the name of the destination.

(5) Touch the [Initial] key.
A software keyboard appears. Enter initials for the destination.

(6) Touch the [Fax No.] key.

---

(7) Enter the fax number that you wish to store with the numeric keys.
To enter a hyphen, touch the [Pause] key.
To enter a slash ("/"), touch the [Sub Address] key.

(8) Touch the [OK] key.

(9) Touch the [Exit] key.

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

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FORWARDING RECEIVED FAXES (Fax Data Forward)

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

To use this function, the fax number of the destination machine must be stored in "Set the Telephone Number for Data Forwarding" in the system settings (administrator).

SYSTEM SETTINGS

1 **Press the [SYSTEM SETTINGS] key.**
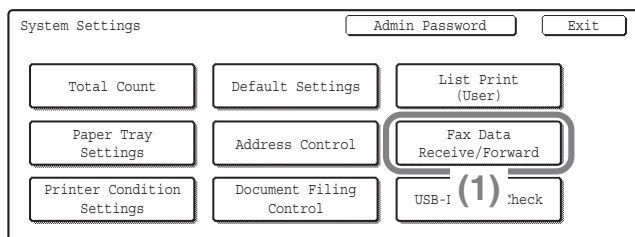
2 **Select fax forwarding in the touch panel.**

System Settings	Admin Password	Exit
Total Count	Default Settings	List Print (User)
Paper Tray Settings	Address Control	Fax Data Receive/Forward
Printer Condition Settings	Document Filing Control	USB-I :heck

(1)

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

System Settings
Fax Data Receive/Forward   OK

Fax Receive Settings   1/2

Fax Data Forward

Internet Fa   l Reception

(2)
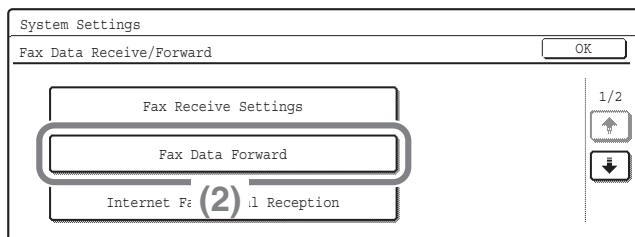
(2) **Touch the [Fax Data Forward] key.**

Transfer the received data to another device?

No   Yes

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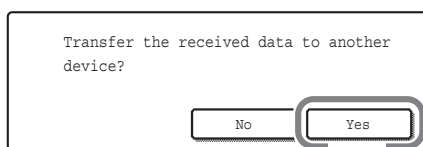
(3) **Touch the [Yes] key.**

CONVENIENT DIALLING METHODS

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

One-touch keys

A fax number stored in a one-touch key can be retrieved by a simple touch of the key.
A one-touch key for a group can be selected to automatically transmit to each of the destinations stored in the group.
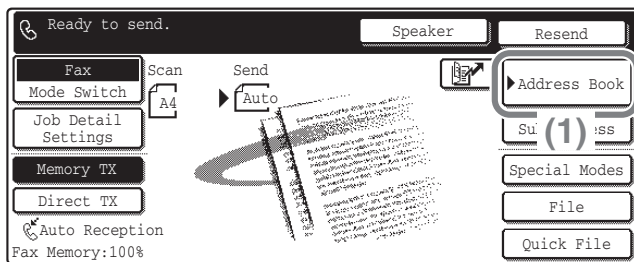
(1) Touch the [Address Book] key.
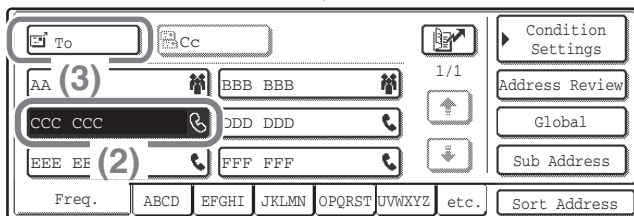
(2) Touch the key of the desired destination.

(3) Touch the [To] key.

Resending

The [Resend] key can be touched to transmit to one of the eight most recent destinations used for transmission. Resending is not possible in some cases, such as when an image is sent using a one-touch key for a group.
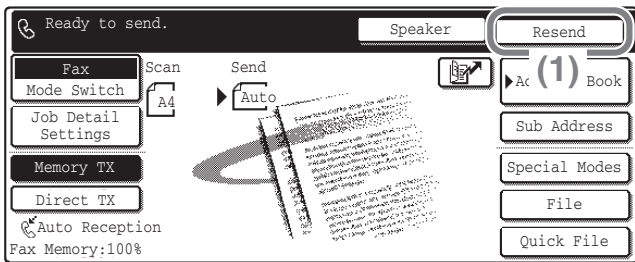
(1) Touch the [Resend] key.
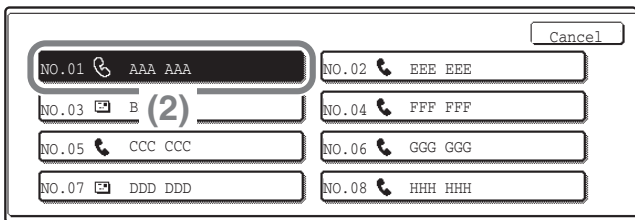
(2) Touch the key of the desired destination.
The destinations that appear also include Scan to E-mail and Internet fax destinations.

Speed dialling

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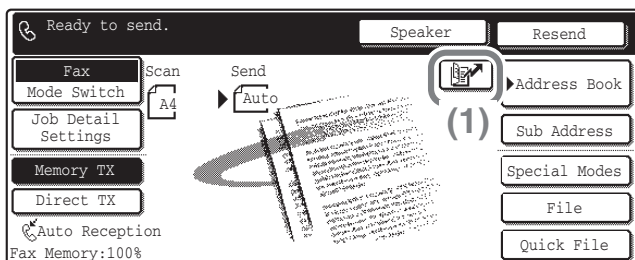
(1) Touch the 📇 key.
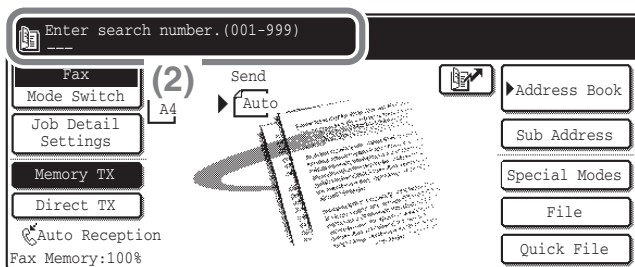
(2) Enter the 3-digit search number with the numeric keys.

Dialling using the speaker

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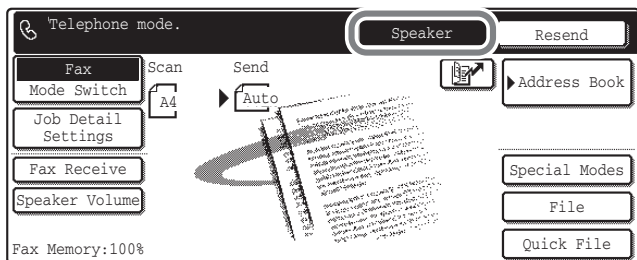
Touch the [Speaker] key.

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

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

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

SENDING THE SAME FAX TO MULTIPLE DESTINATIONS (Broadcast Transmission)

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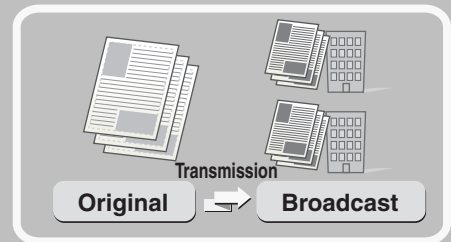
Transmission

Original → **Broadcast**

The side to be scanned must be face up!

1 Place the originals.

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

---
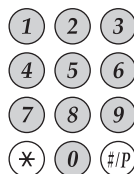
2 Enter the fax number of the first destination.

Correct a mistake
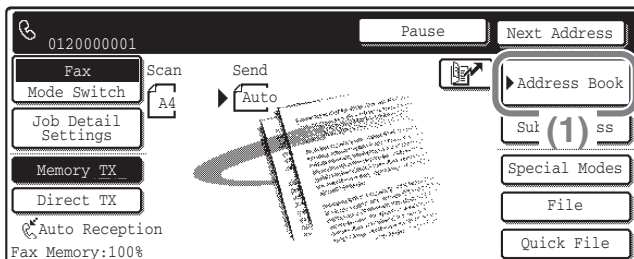
C

0120000001	Pause · Next Address
Fax Mode Switch · Scan · Send	Address Book
A4 · Auto	Sub...ss **(1)**
Job Detail Settings	Special Modes
Memory TX	File
Direct TX	Quick File
Auto Reception	
Fax Memory:100%	

3 Select settings in the touch panel.

(1) Touch the [Address Book] key.

CCC CCC 0120000000	Pause · Next Address
To · Cc	Condition Settings
AAA **(3)** · BBB BBB	1/1 · Address Review **(4)**
CCC CCC **(2)** · DDD DDD	
EEE EE **(2)** · FFF FFF	Sub Address
Freq. · ABCD · EFGHI · JKLMN · OPQRST · UVWXYZ · etc.	Sort Address
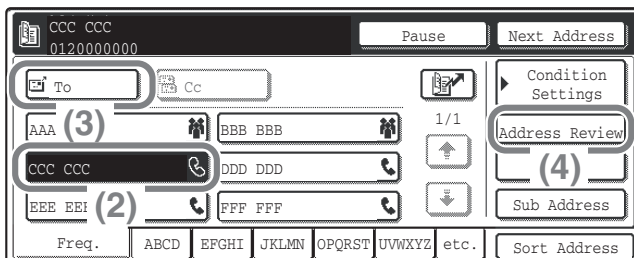
(2) Touch the one-touch key in which the desired destination is stored.

(3) Touch the [To] key.

(4) Touch the [Address Review] key.

Address Review

001 | 0120000001 📞   002 | CCC CCC 📞   OK

(5)

⬆

⬇

📇 To   🖼 Cc
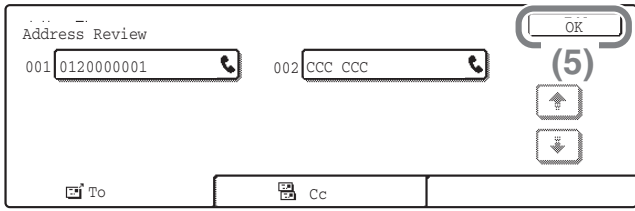
Select settings in the touch panel. (Continued)

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

4 Press the [BLACK & WHITE START] key.

Cancel scanning

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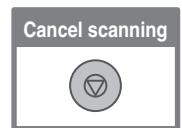
SPECIAL FAX MODES

The special modes can be used for a variety of special-purpose fax transmission jobs.
The following pages show the types of fax transmissions that can be performed. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Erase" as an example.
For the procedures for using the special modes, see "SPECIAL MODES" in "4. FACSIMILE" in the Operation Guide.
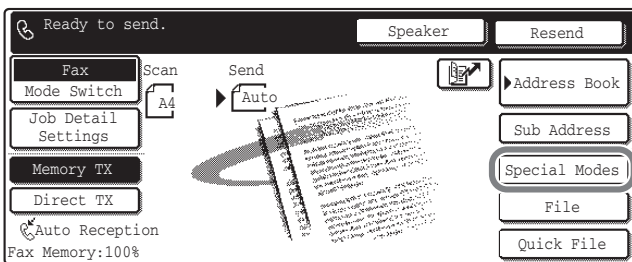
Special modes

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

1st screen
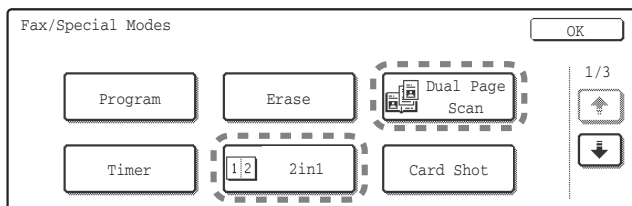
2nd screen
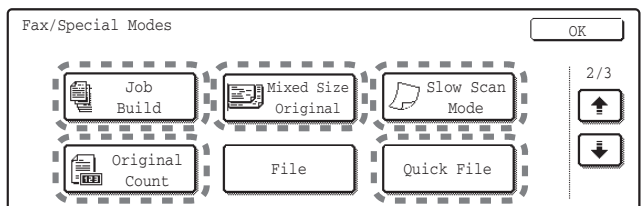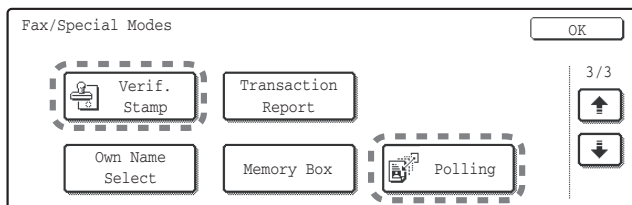
3rd screen

When a special mode key encircled by ⌐ ¬ is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a screen appears to let you select settings for that mode.
The keys that appear vary by country and region and the peripheral devices that are installed.

SELECTING A SPECIAL MODE

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

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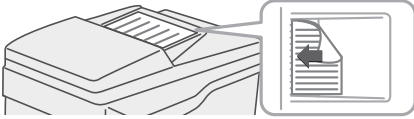
1 Place the originals.

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

2 Select settings in the touch panel.

(1) Touch the [Special Modes] key.
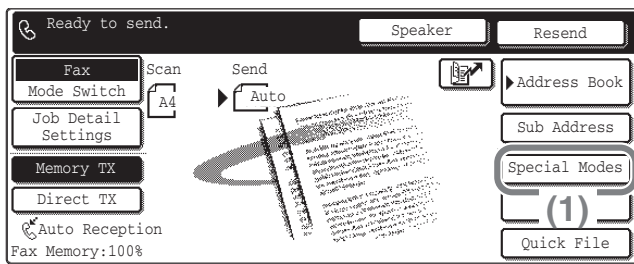
(2) Touch the [Erase] key.
The erase settings will be configured to erase a width of 15 mm around the edges of the original.
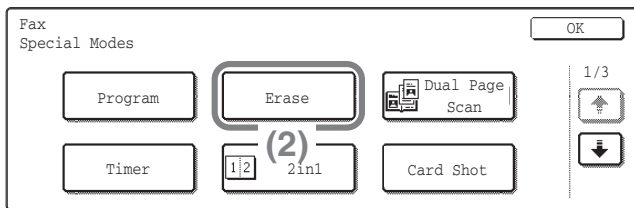
(3) Set the erasure width to 15 mm with the ▼▲ keys.
The erase area is set to "Edge Erase" by default.
To select "Centre Erase", "Edge+Centre Erase", or "Side Erase", touch the appropriate key.
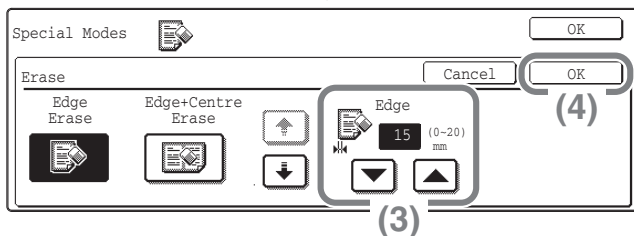
(4) Touch the [OK] key.

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

Cancel scanning
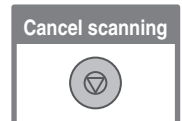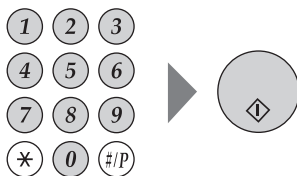
CONVENIENT FAX FUNCTIONS

Erasing peripheral shadows (Erase)

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

Transmission — Without erase

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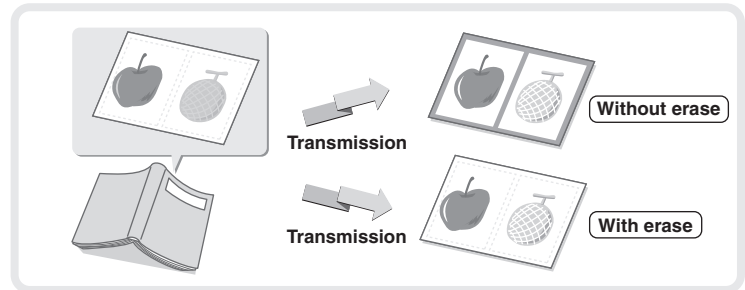
Sending the left and right pages of a bound document as two separate pages (Dual Page Scan)

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

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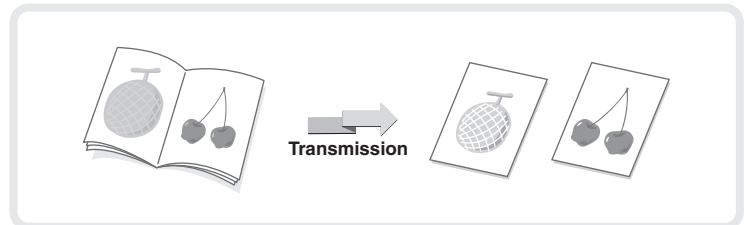
Sending two original pages as a single page (2in1)

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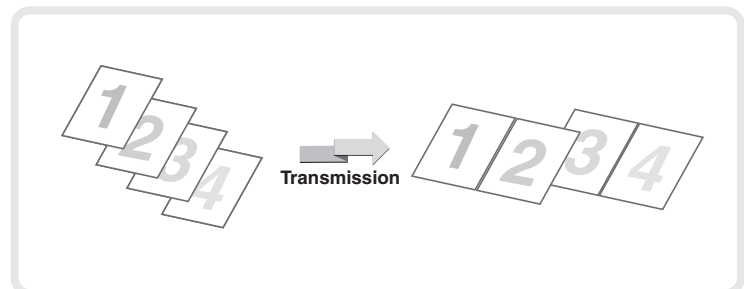
Transmission

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

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

Front

Transmission

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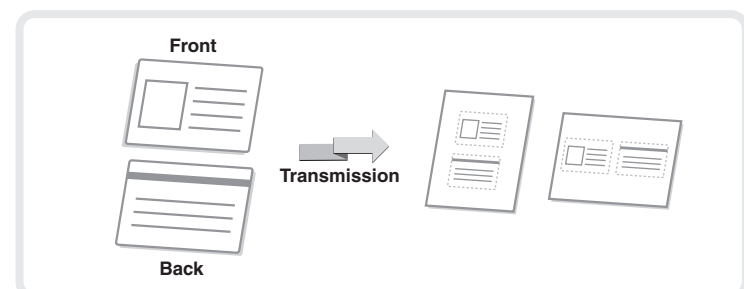
Sending a large number of pages as a single transmission job (Job Build)

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

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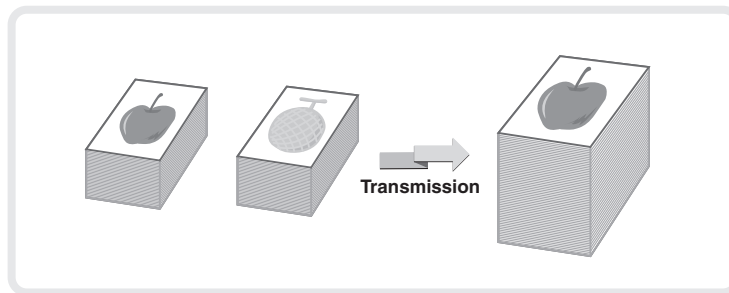
Sending a fax directly from a computer (PC-Fax)

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

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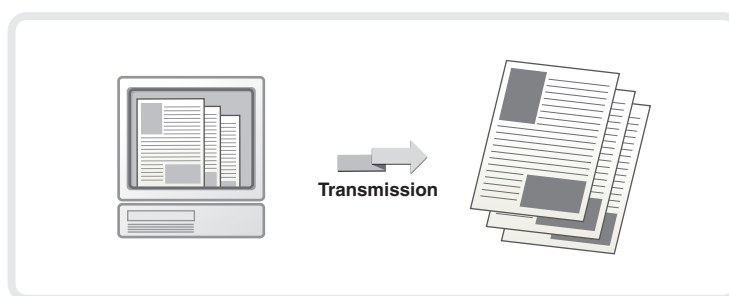
For more information, see the Help file for the PC-Fax driver.

The machine also has these functions

- Forwarding a received fax to a network address (Inbound Routing Settings)
  ☞ Operation Guide "FAX RECEPTION" in "4. FACSIMILE"

- Sending a fax at a specified time (Timer)
- Storing fax operations (Program)
- Changing the print settings for the transaction report (Transaction Report)
- Temporarily changing the sender information (Own Name Select)
- Transmitting originals of different sizes (Mixed Size Original)
- Faxing thin originals (Slow Scan Mode)
- Checking the number of scanned original sheets before transmission (Original Count)
- Calling a fax machine and initiating fax reception (Polling)
- Sending a fax when another machine polls your machine (Polling Memory)
- Stamping scanned originals (Verification Stamp)
  ☞ Operation Guide "SPECIAL MODES" in "4. FACSIMILE"

- Performing F-code communication
  ☞ Operation Guide "PERFORMING F-CODE COMMUNICATION" in "4. FACSIMILE"

- Connecting and using an existing phone (Extension Phone Connection)
  ☞ Operation Guide "USING AN EXTENSION PHONE" in "4. FACSIMILE"

Scanning

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

NETWORK SCANNER FUNCTION

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

Scan modes

To send an image to an e-mail address, use **Scan to E-mail**

To upload an image to an FTP server, use **Scan to FTP**

To send an image to a shared folder on your computer, use **Scan to Network Folder**
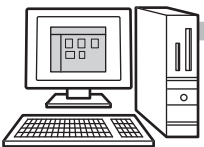
To process an image in a specific application, use **Scan to Desktop**

Scan the original, and then...

USB memory mode

Use this mode to save an image to USB memory

Internet fax mode

Use this mode to send a fax via the Internet

The machine supports Direct SMTP.

PC scan mode

Use this mode to scan a photo while making corrections on your computer

A TWAIN-compliant software application can be used.

Data entry mode

Use this mode for an application-linked document solution

• Modes that can be used will vary depending on your model and the expansion kits that are installed.
• The explanations in this manual are centred on the Scan to E-mail function of scan mode.
☞ Operation Guide "5. SCANNER / INTERNET FAX"

BASE SCREEN OF SCAN MODE

Press the [IMAGE SEND] key in the operation panel to open the base screen of scan mode. If the scan screen does not appear, touch the [Mode Switch] key.
Select various scan settings in the base screen.
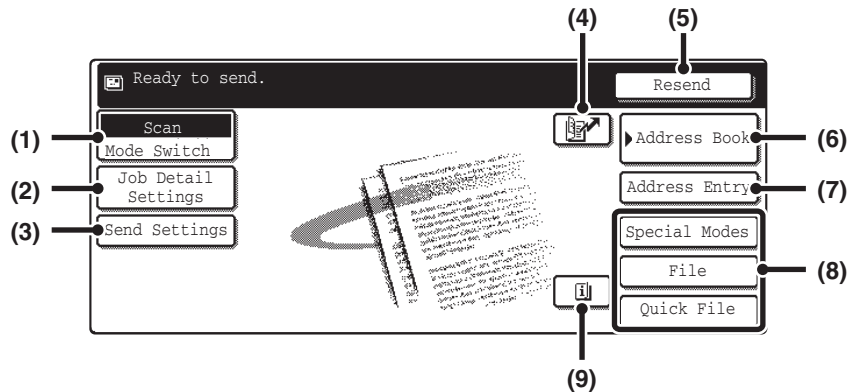
(1) [Mode Switch] key

Use this key to change the mode of the image send function.

(2) [Job Detail Settings] key

Touch this key to select scan settings (exposure, resolution, original size, colour mode, format, special modes)

(3) [Send Settings] key

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

(4) ⬚ key

Touch this key to specify a destination using a search number*.
*3-digit number assigned to a destination when it is stored.

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

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

(6) [Address Book] key

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

(7) [Address Entry] key

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

(8) Customized keys

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

(9) ⬚ key

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

SCANNING AN ORIGINAL

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

Scan
transmission

Original ➡ Scanned image
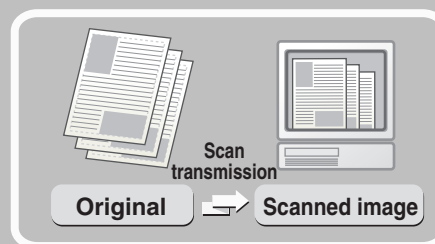
IMAGE SEND

1 Press the [IMAGE SEND] key.

The base screen of scan mode appears.

The side to be scanned must be face up!

2 Place the originals.

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

Ready to send.   Resend

Scan
Mode Switch   Scan   Send   ▶Address Book
               A4   ▶   Auto
Job Detail   Address Entry
Settings
Send Settings   Spec **(1)** les
                                        File
                                        Quick File

Select addressee type.

To   Cc

(2)
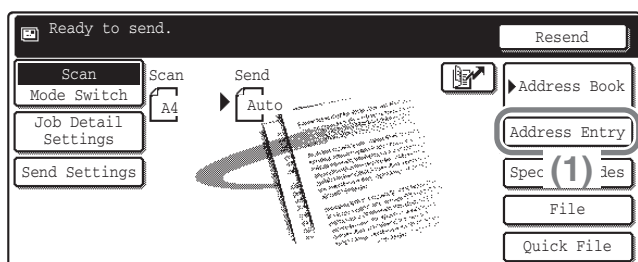
3 Select settings in the touch panel.

(1) Touch the [Address Entry] key.
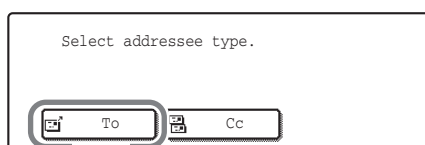
(2) Touch the [To] key.

A text entry screen will appear. Enter the e-mail address of the recipient and touch the [OK] key.

---

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

Cancel scanning

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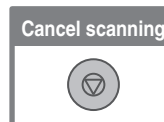
CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

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

The side to be scanned must be face up!

1 Place the originals.

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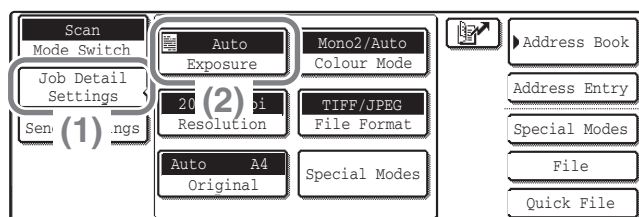
2 Select settings in the touch panel.

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

(2) Touch the [Exposure] key.

When Fax/I-Fax address is included, exposure setting shared is selected, and Original Image Type is disabled.

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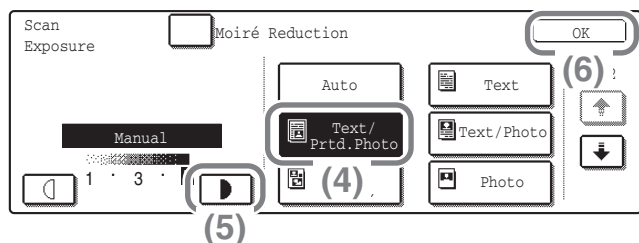
(3) Read the displayed message and touch the [OK] key.

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

(5) Darken light colours with the ▶ key.

5 levels are available for the exposure. Darken light originals with the ▶ key, and lighten dark originals with the ◀ key.

(6) Touch the [OK] key.

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

Cancel scanning

77
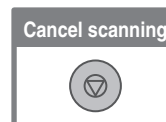
CHANGING THE RESOLUTION

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

The side to be scanned must be face up!

1 Place the originals.

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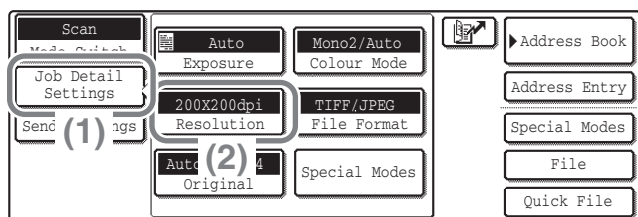
2 Select settings in the touch panel.

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

(2) Touch the [Resolution] key.

(3) Touch the [300X300dpi] key.

(4) Touch the [OK] key.

| Scan |
| Job Detail Settings |
| Auto Exposure |
| 200X200dpi Resolution |
| Auto Original |
| Mono2/Auto Colour Mode |
| TIFF/JPEG File Format |
| Special Modes |
| Address Book |
| Address Entry |
| Special Modes |
| File |
| Quick File |

Scan Resolution
- 100X100dpi
- 200X200dpi
- 300X300dpi
- 40... dpi
- 600X600dpi
- OK

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

Cancel scanning
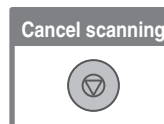
CHANGING THE FILE FORMAT

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

The side to be scanned must be face up!

1 Place the originals.

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

2 Select format settings in the touch panel.
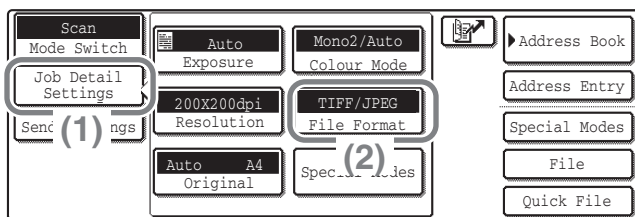
(1) Touch the [Job Detail Settings] key.

(2) Touch the [File Format] key.

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

Select a file format to apply it to all scan destinations.
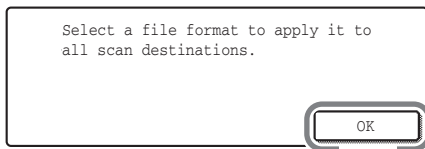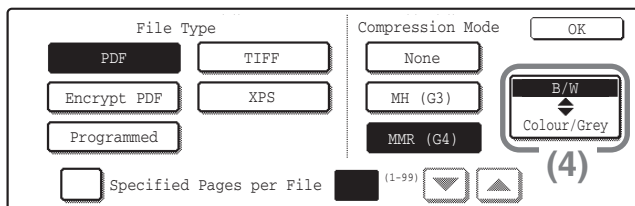
(4) Change the mode to Colour/Greyscale mode.

File Type — PDF, TIFF, Encrypt PDF, XPS, Programmed
Compression Mode — None, MH (G3), MMR (G4), B/W ↕ Colour/Grey
Specified Pages per File (1-99)
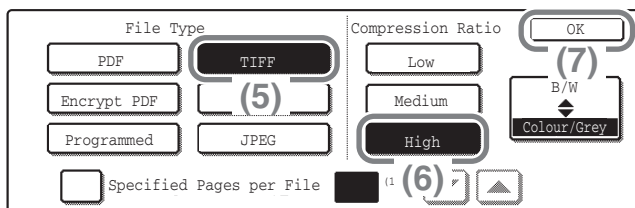
(5) Touch the [TIFF] key.

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

(7) Touch the [OK] key.

File Type — PDF, TIFF, Encrypt PDF, JPEG, Programmed
Compression Ratio — Low, Medium, High, B/W ↕ Colour/Grey
Specified Pages per File

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

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

Cancel scanning
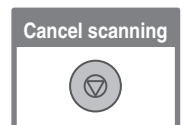
STORING A DESTINATION

The procedure for storing e-mail addresses in one-touch keys for Scan to E-mail is explained below.
Stored e-mail addresses can be retrieved quickly and easily.
If you frequently send images to the same group of destinations, those destinations can be stored as a group.
To store destinations for the other modes of the network scanner function, see "STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK" in "5. SCANNER / INTERNET FAX" in the Operation Guide.

Storing an individual key

SYSTEM SETTINGS

1 **Press the [SYSTEM SETTINGS] key.**
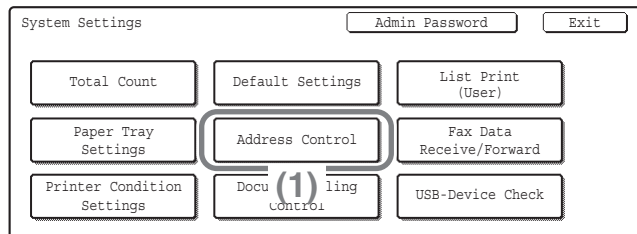
2 **Store the Scan to E-mail destination in the touch panel.**

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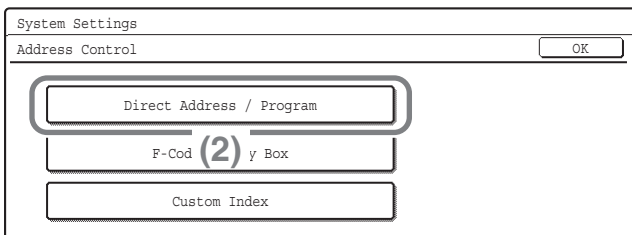
(2) **Touch the [Direct Address / Program] key.**
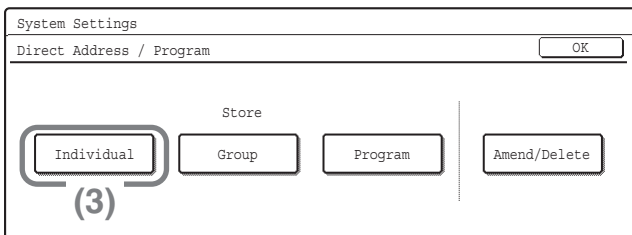
(3) **Touch the [Individual] key.**
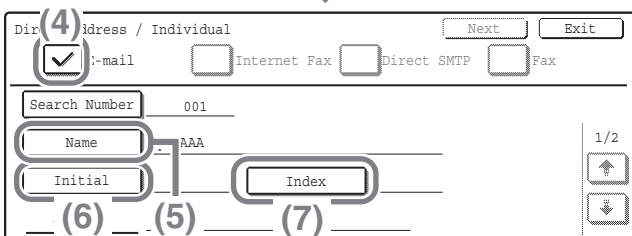
(4) **Select the [E-mail] checkbox so that a checkmark ☑ appears.**

(5) **Touch the [Name] key.**
A text entry screen appears. Enter the name of the destination.

(6) **Touch the [Initial] key.**
A text entry screen appears. Enter initials for the destination.

(7) **Touch the [Index] key.**

```
                          ▼

Direct Address / Individual              Next      Exit

  No.001

Index                                             OK
Select the custom index where you register this address.     (8)
 User 1    User 2    User 3    User 4    User 5    User 6

Do you register this address at the [Frequent Use], too?
                          Yes      No
```

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

(8) Touch the [OK] key.

```
                          ▼

Direct Address / Individual              Next      Exit    (10)
 ✓ E-mail      Internet Fax    Direct SMTP    Fa

 Search Number    001    Registration is completed.
                                                  1/2
   Name      AAA AAA
                                                   ⬆
 (9)  A            Index        User 1
   Address    xxx@xx.xxx.com                       ⬇
```

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

(10) Touch the [Exit] key.

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

CONVENIENT TRANSMISSION METHODS

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

One-touch key

A destination stored in a one-touch key can be retrieved by a simple touch of the key.
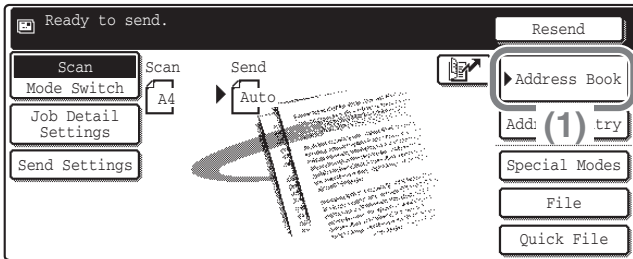
	(1) Touch the [Address Book] key.
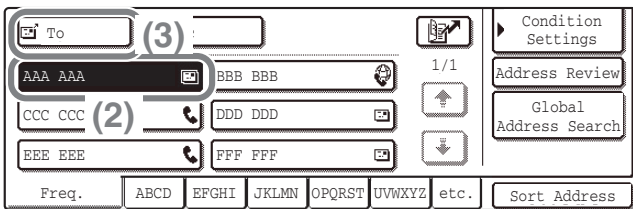
(2) Touch the key in which the desired destination is stored.

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

Resending

The [Resend] key can be touched to send an image to one of the most recent 8 transmission destinations. Resending is not possible in some cases, such as when an image is sent using a one-touch key for a group.
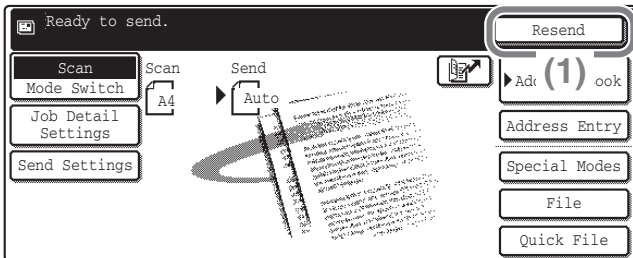
(1) Touch the [Resend] key.
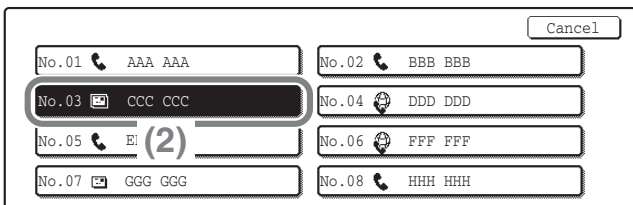
(2) Touch the key in which the desired destination is stored.
The destinations that appear also include fax and Internet fax destinations.

Search number sending

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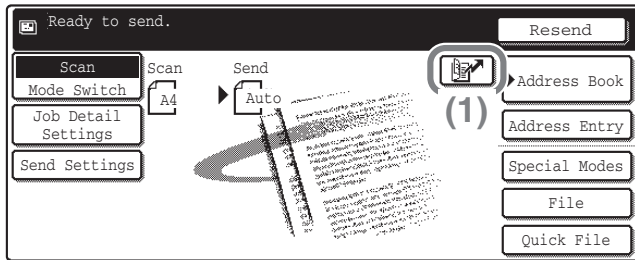
(1) Touch the ⬚ key.
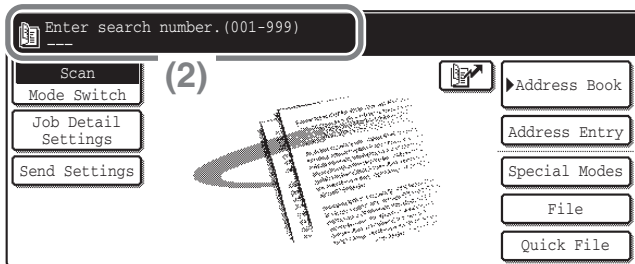
(2) Enter the 3-digit search number with the numeric keys.

SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same image can be sent to multiple scan mode, Internet fax mode, and fax mode destinations in a single operation. If you frequently send images to the same group of destinations, it is recommended that you store those destinations as a group in a one-touch key.

The procedure for selecting multiple destinations stored in one-touch keys and sending an image to those destinations is explained below.

The side to be scanned must be face up!

1 Place the originals.

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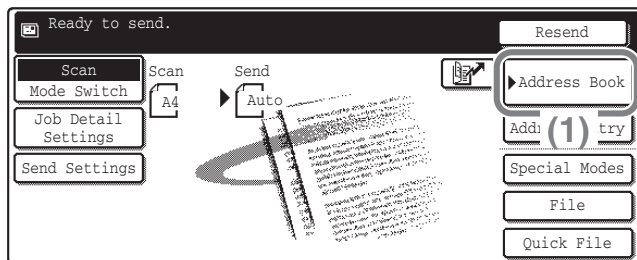
2 Select settings in the touch panel.

(1) Touch the [Address Book] key.
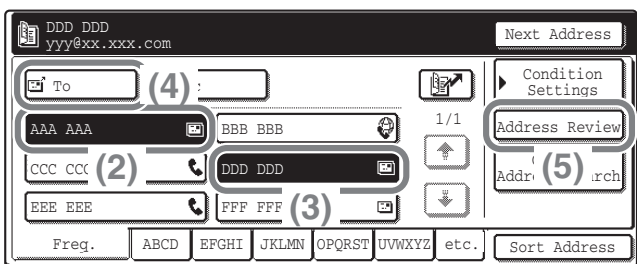
(2) Touch the one-touch key in which the desired destination is stored.

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

(4) Touch the [To] key.

(5) Touch the [Address Review] key.
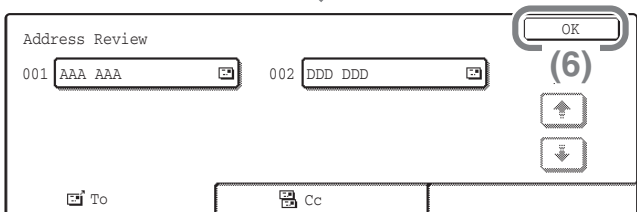
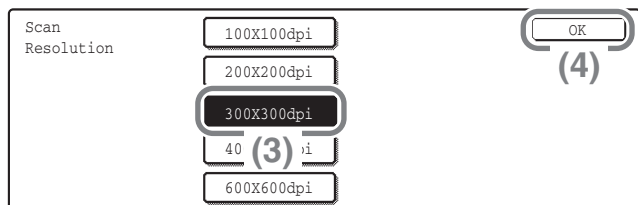**(6) Check the destinations and then touch the [OK] key.**

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

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

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

Cancel scanning

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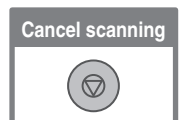
SPECIAL SCAN MODES

The special modes can be used for a variety of special-purpose scan send jobs.
The following pages show the types of scan send jobs that can be performed. (The procedures for using each special mode are not explained.)
Each special mode has its own settings and steps, however, the basic procedure is the same for all modes. The basic procedure for selecting a special mode is explained on the next page using "Suppress Background" as an example.
For the procedures for using the special modes, see "SPECIAL MODES" in "5. SCANNER / INTERNET FAX" in the Operation Guide.
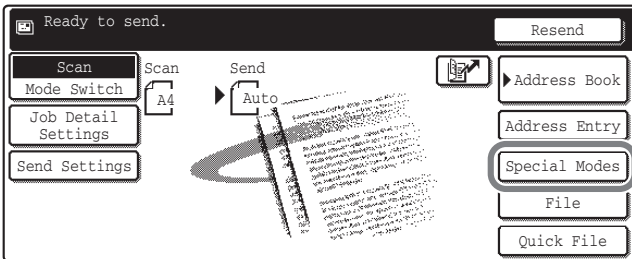
To use a special mode, open the special modes menu and touch the key of mode that you wish to use.
The menu varies depending on whether scan mode, Internet fax mode, or USB memory scan mode is selected.
Touch the [Special Modes] key in the base screen to open the special modes menu. (You can also open the special modes menu by touching the [Special Modes] key that appears after the [Job Detail Settings] key is touched.)

Scan mode

1st screen
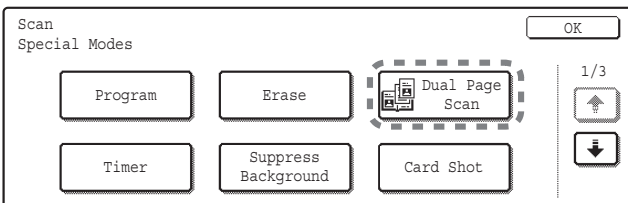
2nd screen
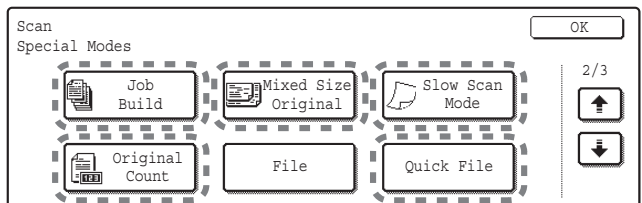
3rd screen

When a special mode key encircled by ⌐----⌐ is touched, the key is highlighted and the setting is completed.
When any other special mode key is touched, a screen appears to let you select settings for that mode.
The keys that appear vary by country and region and the peripheral devices that are installed.

SELECTING A SPECIAL MODE

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

The side to be scanned must be face up!

1 Place the originals.

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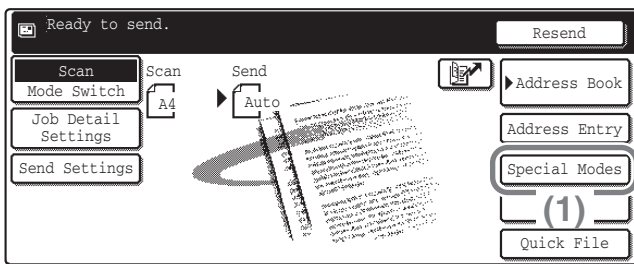
2 Select settings in the touch panel.

(1) Touch the [Special Modes] key.
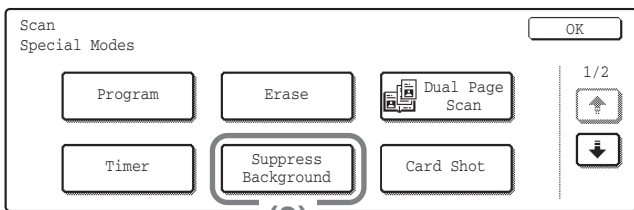
(2) Touch the [Suppress Background] key.

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

This function may not apply if sent by Black & White [Start]. (Mono2 selection)
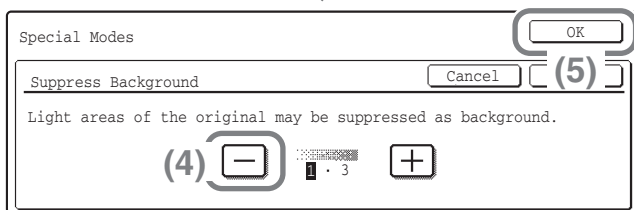
(4) Set the darkness of the background that will remain with the [-] [+] keys.
3 levels are available. Touch the [-] key for a lighter background. Touch the [+] key for a darker background.
Here "1" is set for the lightest background.

(5) Touch the [OK] key.

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

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

Cancel scanning
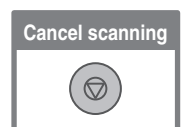
CONVENIENT SCANNER FUNCTIONS

Erasing peripheral shadows on the image (Erase)

Use this function to erase peripheral shadows that occur when scanning books and other thick originals.
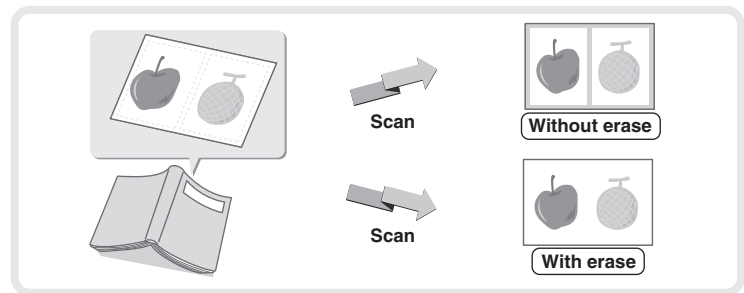
Scanning an original as two separate pages (Dual Page Scan)

Use this function to scan the left and right pages of an open pamphlet or other bound document as separate pages.
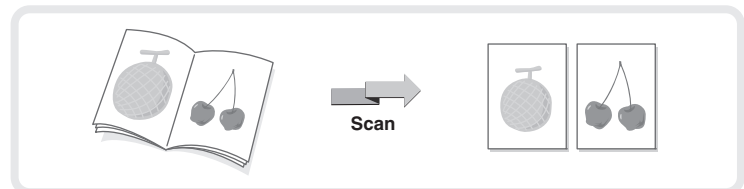
Whitening faint colours in the image (Suppress Background)

Use this function to suppress light background areas in the scanned image. This is convenient for scanning an original that is printed on coloured paper. This function does not operate in black and white mode.
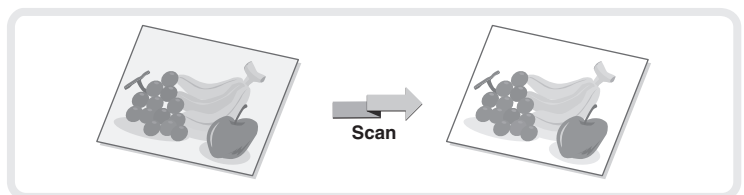
Scanning both sides of a card onto a single page (Card Shot)

Use this function to scan the front and back of a card as a single image.
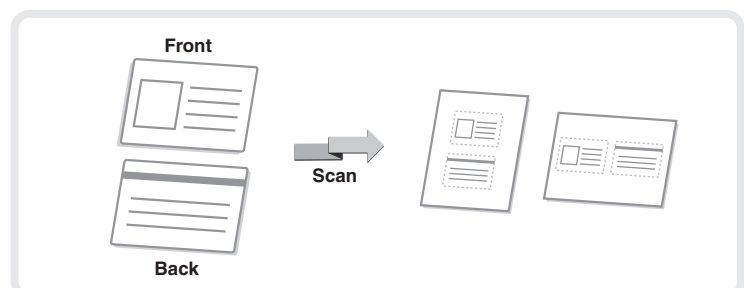
Scanning many originals at once (Job Build)

A stack of originals higher than the indicator line on the automatic document feeder cannot be fed through the feeder. The job build function lets you divide the stack of originals into sets, feed each set, and send the sets as a single transmission.
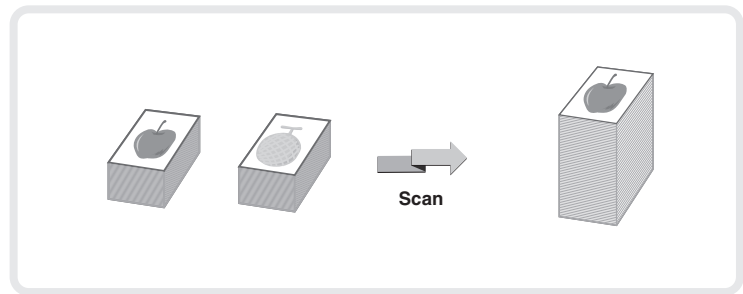
Sending two pages as a single page (2in1)

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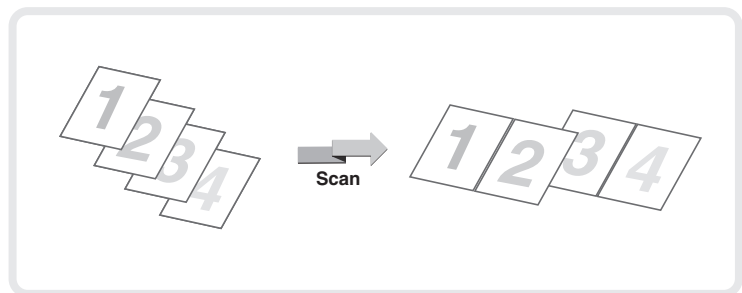
The machine also has these functions

For detailed information on each of these functions, see "SPECIAL MODES" and "INTERNET FAX RECEPTION FUNCTIONS" in "5. SCANNER / INTERNET FAX" in the Operation Guide.
- Sending an image at a specified time (Timer Transmission)
- Storing scan operations (Program)
- Scanning thin originals (Slow Scan Mode)
- Scanning originals of different sizes (Mixed Size Original)
- Checking the number of scanned original sheets before transmission (Original Count)
- Stamping scanned originals (Verification Stamp)
- Changing the print settings for the transaction report (Transaction Report)
- Forwarding a received Internet fax to a network address (Inbound Routing Settings)

Document filing

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

DOCUMENT FILING

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

Uses of the document filing function

Copy ➡

Print ➡

⬅ **Fax**

⬅ **Scan**

Files that you want to store for later use

Store quickly and easily

Store and manage

Quick File

Using Quick File, you can easily copy or send a document and store the document data on the hard drive at the same time.

File

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

Scan to HDD

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

Quick File Folder

Files saved with Quick File are stored in this folder.

Main Folder / Custom Folder

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

Stored files can be printed or transmitted whenever needed.

A file that has been stored using the printer driver cannot be transmitted.

The document filing function is convenient in these situations
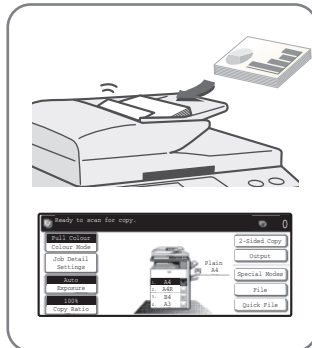
In this situation...

You prepared copies of a many-page handout for a meeting, but the number of participants suddenly increases and you need to quickly prepare more copies of the handout.

Document filing is convenient

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

In this situation...

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

Document filing is convenient

If you store the forms for daily or weekly reports together in a folder, users can obtain a form using the Web page or the operation panel of the machine.
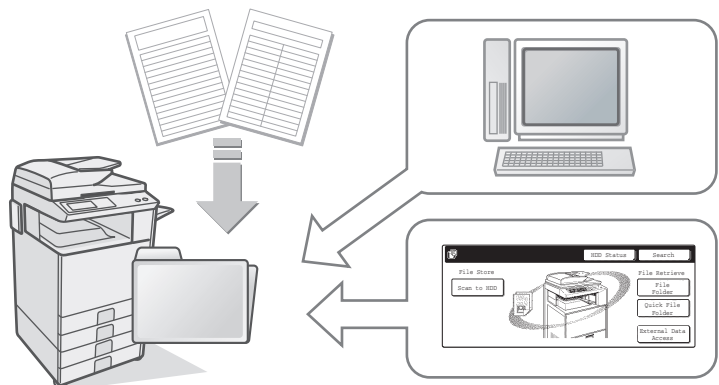
Features that make the document filing function even more convenient

When user authentication is enabled, "My Folder" can be specified in the user information of the users. When a user retrieves a stored file, "My Folder" appears first, saving the user the trouble of selecting the folder.
For information on setting up "My Folder", see "User Registration" in "7. SYSTEM SETTINGS" in the Operation Guide.

QUICKLY SAVING A JOB (Quick File)

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

The side to be scanned must be face up!

1 Place the originals.

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

Ready to scan for copy. 0

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

(1)

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

OK

(2)
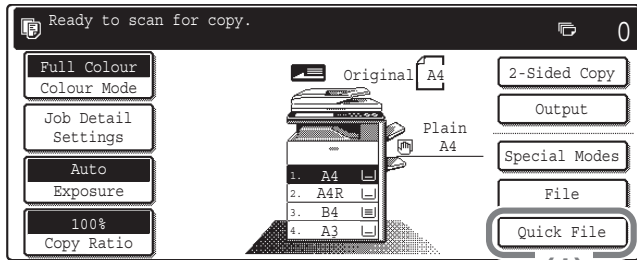
2 Select settings in the touch panel.

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

(1) Touch the [Quick File] key.

(2) Touch the [OK] key.
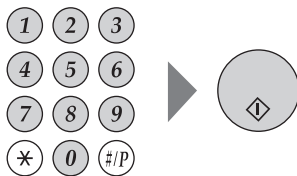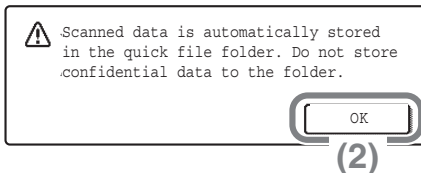
---

1 2 3
4 5 6
7 8 9
✻ 0 #/P

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

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

| Correct sets | Cancel scanning | Cancel copying |
| C | ⊘ | ⊘ |
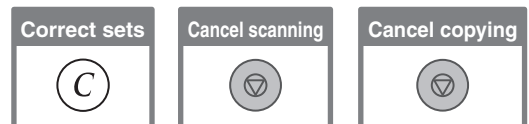
APPENDING INFORMATION WHEN STORING A FILE (File)

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

The side to be scanned must be face up!

1 Place the originals.

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

Ready to scan for copy.   0

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

2 Select settings in the touch panel.

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

(1) Touch the [File] key.

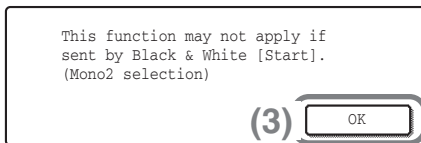---

File Information   Cancel   OK

☐ Confidential   Password

User Name   ser Unknown

F: **(2)** e   Copy_01082005_134050

Stored to: Main Folder

(2) Touch the [User Name] key.

Select user name.   Cancel   OK

Name 1	Name 2	1
Name 3 **(3)**	Name 4	25
Name 5	Name 6	
Name 7	Name 8	

All   ABCD   EFGHI   JKLMN   OPQRST   UVWXYZ   etc.   ABC ◀▶ User

(4)
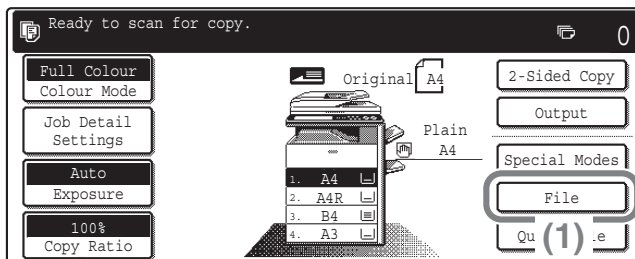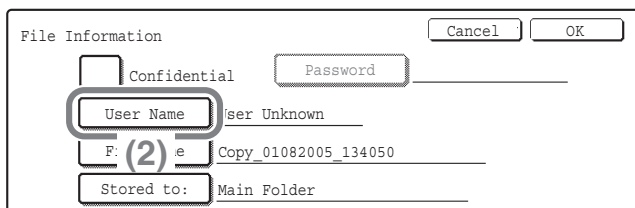
(3) Touch the [Name 1] key.

(4) Touch the [OK] key.

File Information   Cancel   OK

☐ Confidential   Password

User Name   Name 1

(5) File Name   ile-01

(6) Stored to: lain Folder
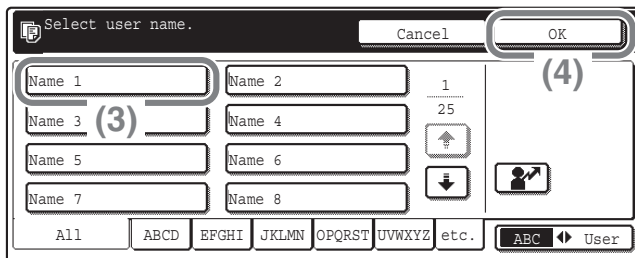
(5) Touch the [File Name] key.
A text entry screen appears. Enter a file name.

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

Select settings in the touch panel. (Continued)

```
┌────────────────────────────────────────────────────┐
│ 🗐 Select the folder.        Main Folder    OK  ◯──(8)│
│  ┌────────────────┐  ┌────────────────┐             │
│  │ User 1         │  │ User 2         │    1/2      │
│  └────────────────┘  └────────────────┘             │
│  ┌────────────────┐  ┌────────────────┐    ┌──┐     │
│  │ User 3  (7)    │  │ User 4         │    │⬆ │     │
│  └────────────────┘  └────────────────┘    └──┘     │
│  ┌────────────────┐  ┌────────────────┐    ┌──┐     │
│  │ User 5         │  │ User 6         │    │⬇ │     │
│  └────────────────┘  └────────────────┘    └──┘     │
│  ┌────────────────┐  ┌────────────────┐             │
│  │ User 7         │  │ User 8         │             │
│  └────────────────┘  └────────────────┘             │
│ All Folders │ ABCD │ EFGHI │ JKLMN │ OPQRST │ UVWXYZ │
└────────────────────────────────────────────────────┘
```
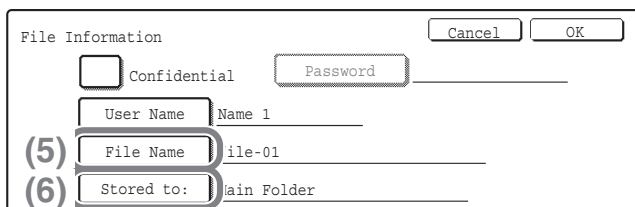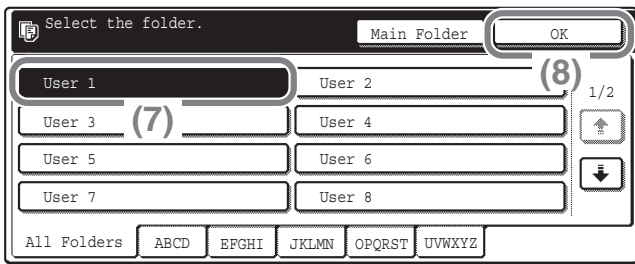
(7) Touch the [User 1] key.

(8) Touch the [OK] key.
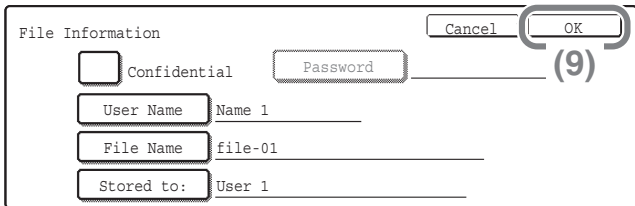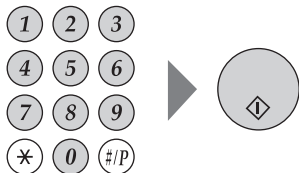
▼

```
┌────────────────────────────────────────────────────┐
│ File Information                   Cancel    OK  ◯──(9)│
│  ┌──┐                ┌──────────┐                    │
│  │  │ Confidential   │ Password │  _____       │
│  └──┘                └──────────┘                    │
│  ┌────────────┐                                      │
│  │ User Name  │  Name 1 _____                     │
│  └────────────┘                                      │
│  ┌────────────┐                                      │
│  │ File Name  │  file-01 _____            │
│  └────────────┘                                      │
│  ┌────────────┐                                      │
│  │ Stored to: │  User 1 _____                     │
│  └────────────┘                                      │
└────────────────────────────────────────────────────┘
```

(9) Touch the [OK] key.

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

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

Correct sets	Cancel scanning	Cancel copying
C	⊘	⊘

94
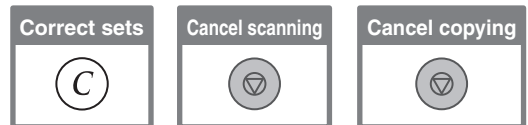
SAVING A DOCUMENT ONLY (Scan to HDD)

You can save a document without performing a copy, print, or send job.
The procedure for storing a document in the main folder is explained below.
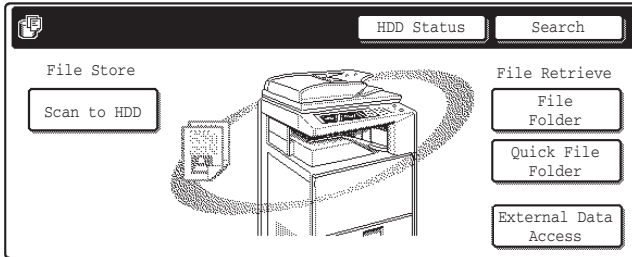
1 Press the [DOCUMENT FILING] key.

The base screen of document filing mode appears.

2 Place the originals.

The side to be scanned must be face up!

When using the document glass, place the original with the side to be scanned face down.
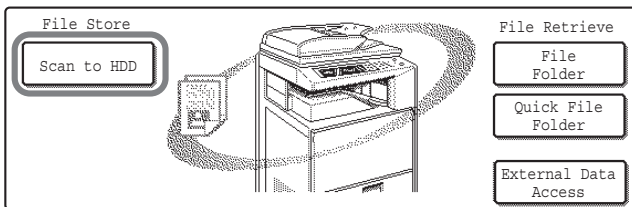
3 Touch the [Scan to HDD] key.

The Scan to HDD base screen appears.
To specify a user name, file name, and folder, touch the [File Information] key.
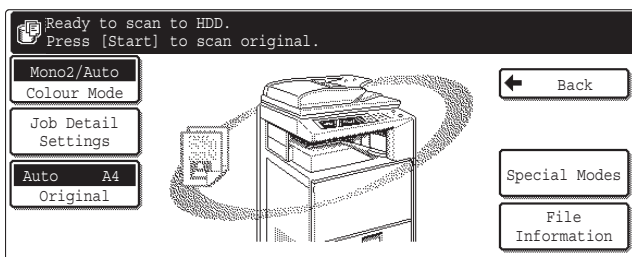
4 Press the [COLOUR START] key or [BLACK & WHITE START] key.

PRINTING A SAVED FILE

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

DOCUMENT
FILING

1 **Press the [DOCUMENT FILING] key.**

File Store		File Retrieve
Scan to HDD		File Folder
		Qu (1) le
		External Date Access
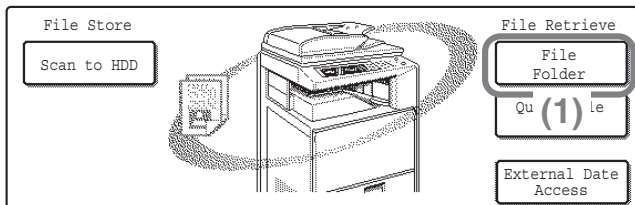
2 **Select the file in the touch panel and print it.**

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

Main Folder	Custom Folder	Search	← Back
File Name	User Name	Date ▲	1
🗋 file-01	Name 1	01/08/2005	1 ⬆
🗋 file-02 (2)	Name 2	01/08/2005	
🗋 file-03	Name 3	01/08/2005	⬇
Filter by Job 📋 All Files			Multi-File Print

(2) Touch the key of the file that you wish to call up.

Job Settings			Cancel
🗋 file-01	Name 1	A4	F. Colour
Select the job.			
Print	Send	Property Change	
(3)			
Move	Delete	Detail	

(3) Touch the [Print] key.

Job Settings / Print			Cancel
🗋 file_01	Name 1	A4	F. Colour
Auto Paper Select	Number of Prints		
Output	1 (1-999) (4)	Print and Delete the Data	
2-Sided	▼ ▲	Print and Save the Data	
Special Modes	☐ B/W Print		
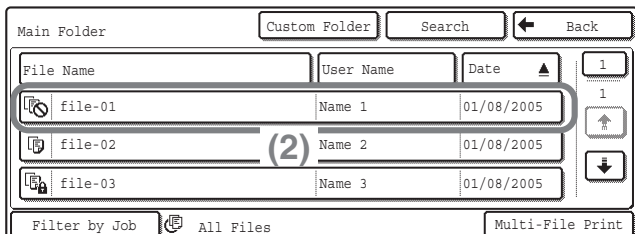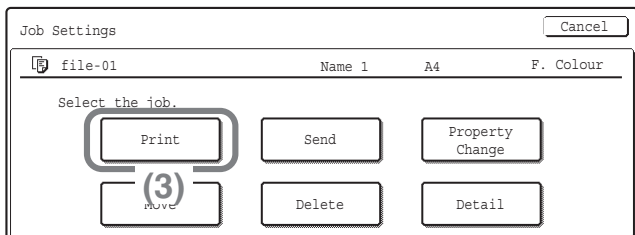
(4) Touch the [Print and Delete the Data] key.
To delete the file after printing it, select [Print and Delete the Data].
To keep the file after printing it, touch the [Print and Save the Data] key.
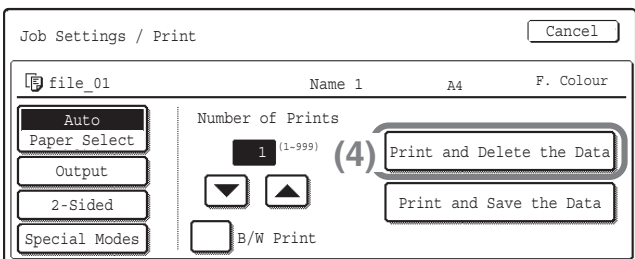
System settings

The system settings let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the system settings.
For detailed explanations of the system settings, see "7. SYSTEM SETTINGS" in the Operation Guide.

SYSTEM SETTINGS

The date and time can be set, fax and scan destinations can be stored, document filing folders can be created, and various other settings related to the operation of the machine can be configured in the system settings screen.
The procedure for opening the system settings screen and the items in the screen are explained below.
For detailed explanations of the system settings, see "7. SYSTEM SETTINGS" in the Operation Guide.

Displaying the system settings screen

SYSTEM SETTINGS

```
System Settings          Admin Password      Exit

   Total Count      Default Settings      List Print
                                           (User)

   Paper Tray       Address Control      Fax Data
    Settings                             Receive/Forward

 Printer Condition  Document Filing     USB-Device Check
    Settings           Control
```

Press the [SYSTEM SETTINGS] key.
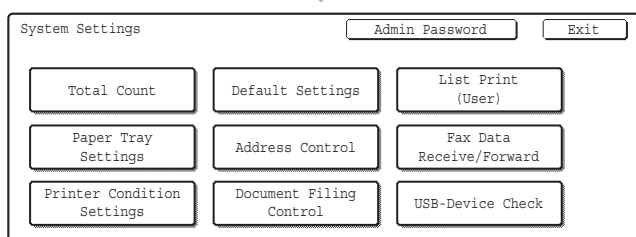
The system settings screen will appear.
The keys that appear will vary depending on what peripheral devices are installed.

What you can do in the system settings

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

System settings (administrator)

The system settings (administrator)* are system settings that can only be configured by the administrator of the machine. To configure these settings, the administrator password must be entered.
However, when user authentication is enabled, users who log in with certain user rights may be able to configure these settings without entering the administrator password. Check with your administrator.
* Although the manuals for the machine indicate system settings that require administrator rights as "system settings (administrator)", this is only for convenience in explaining the settings. The word "administrator" does not appear in the touch panel or elsewhere on the machine.

For the items of the system settings (administrator), see "7. SYSTEM SETTINGS" in the Operation Guide. (You can also refer to the "SYSTEM SETTINGS MENU" on the next page.)

SYSTEM SETTINGS MENU

System Settings

Total Count	→	Job Count	Device Count

Default Settings	→	Display Contrast	Clock Adjust	Keyboard Select

List Print (User)	→	All Custom Setting List	Printer Test Page	Sending Address List	Document Filing Folder List

Paper Tray Settings	→	Tray Settings	Paper Type Registration	Auto Tray Switching	Custom Size Registration (Bypass)

Address Control	→	Direct Address/Program	F-Code Memory Box	Custom Index

Fax Data Receive/Forward	→	Fax Receive Settings	Fax Data Forward	Internet Fax Manual Reception	Internet Fax Data Forward

Printer Condition Settings	→	Printer Default Settings

Document Filing Control	→	PCL Settings
		PostScript Settings

Printer Default Settings →

Copies	Initial Resolution Setting	N-Up Print
Orientation	Disable Blank Page Print	Fit To Page
Default Paper Size	Line Thickness	Output
Default Output Tray	2-Sided Print	Quick File
Default Paper Type	Colour Mode	

USB-Device Check

User Control	→	Amend User Information

Entering Administrator's Password

User Control	→

User Authentication Setting	User Count Display	Disable Printing by Invalid User
User Registration	User Count Reset	Default Network Authentication Server Setting
Page Limit Group Registration	User Information Print	Automatically print stored jobs after login
Actions when the Limit of Pages for Output Jobs	The Number of User Name Displayed Setting	Display Usage Status after Login
Authority Group Registration	A Warning when Login Fails	

Energy Save	→

Toner Save in Printer Mode	Auto Power Shut-Off	Preheat Mode Setting
Toner Save in Copy Mode	Auto Power Shut-Off Timer	

Operation Settings	→

Keys Touch Sound	Disabling of Job Priority Operation	Disabling of Covers/Inserts Mode
Auto Clear Setting	Disabling of Bypass Printing	Initial Original Count Setting
Message Time Setting	Key Operation Setting	Remote Operation Settings
Display Language Setting	Disabling of Clock Adjustment	

Device Control	→

Original Size Detector Setting	Disabling of Finisher	Registration Adjustment
Disabling of Document Feeder	Disabling of Offset	Optimization of a Hard Disk
Original Feeding Mode	Disabling of Stapler	Tandem Connection Setting
Disabling of Duplex	Disabling of Punch	Clear All Job Log Data
Disabling of Optional Paper Drawer	Disabling of Colour Mode	Detect Standard in Auto Colour Mode
Disabling of Tray Settings	Auto Paper Selection Setting	Fusing Control Settings

Copy Settings	→

Initial Status Settings	Erase Width Adjustment	Auto Selection Setting of Tray that is Supplied the Paper
Exposure Adjustment	Card Shot Settings	Initial Colour Balance Setting
Rotation Copy Setting	Initial Tab Copy Setting	Auto Colour Calibration
Add or Change Extra Preset Ratios	Disabling Deletion of Job Programs	B/W 600dpi x 600dpi Scanning Mode for Document Feeder
Setting a Maximum Number of Copies	Disabling of Bypass-Tray in Duplex Copy	B/W Quick Scan from Document Glass
Initial Margin Shift Setting	Disabling of Auto Paper Selection	

Network Settings	→

IPv4 Settings	Enable TCP/IP	Enable EtherTalk	Reset the NIC
IPv6 Settings	Enable NetWare	Enable NetBEUI	Ping Command

Printer Settings	→	Default Settings

Default Settings →

Prohibit Notice Page Printing	Print Density Level	Job Spool Queuing
Prohibit Test Page Printing	CMYK Exposure Adjustment	
A4/Letter Size Auto Change	Bypass Tray Settings	

		Interface Settings
		Colour Adjustment

Interface Settings →

Hexadecimal Dump Mode	USB Port Emulation Switching	Port Switching Method
I/O Timeout	Enable Network Port	
Enable USB Port	Network Port Emulation Switching	

Image Send Settings

Operation Settings

Default Display Settings	Must Input Next Address Key at Broadcast Setting	Hold Setting for Received Data Print
Address Book Default Selection	Scan Complete Sound Setting	Default Verification Stamp
Own Name and Destination Set	The Number of File Name/Subject/Body Keys Displayed Setting	Erase Width Adjustment
Initial Resolution Setting	The Number of Direct Address Keys Displayed Setting	Settings to Disable the Registration of Destination
Default Exposure Settings	Disable Switching of Display Order	Settings to Disable Transmission

Scan Settings

Default Sender Set	Maximum Size of E-mail Attachments (E-mail)	Disable Scan Function
Default Colour Mode Settings	Maximum Size of Data Attachments (FTP/Desktop/Network Folder)	Pre-Setting Mail Signature
Initial File Format Setting	Default Address Setting	
Compression Mode at Broadcasting	Bcc Setting	

I-Fax Settings

I-Fax Default Settings

Auto Wake Up Print	Original Print on Transaction Report	Body Text Print Select Setting
Compression Setting	Transaction Report Print Select Setting	Pre-Setting Mail Signature
I-Fax Speaker Volume Setting	Activity Report Print Select Setting	

I-Fax Send Settings

I-Fax Reception Report On/Off Setting	Maximum Size of E-mail Attachments	Recall in Case of Line Busy
I-Fax Reception Report Request Timeout Setting	Rotation Sending Setting	Recall in Case of Communication Error
Number of Resend Times at Reception Error	Printing Page Number at Receiver	

I-Fax Receive Settings

Auto Receive Reduce Setting	Receiving Date & Time Print	I-Fax Output Setting
Duplex Reception Setting	POP3 Communication Timeout Setting	
Set Address for Data Forwarding	Reception Check Interval Setting	
Letter Size RX Reduce Print	Allow/Reject Mail or Domain Name Setting	

Fax Settings

Fax Default Settings

Dial Mode Setting	Remote Reception Number Setting	Distinctive Ring Detection
Auto Wake Up Print	Original Print on Transaction Report	
Pause Time Setting	Transaction Report Print Select Setting	
Fax Dest. Confirmation Mode	Activity Report Print Select Setting	
Speaker Settings	ECM	

Fax Send Settings

Auto Reduction Sending Setting	Printing Page Number at Receiver	Recall in Case of Communication Error
Rotation Sending Setting	Date/Own Number Print Position Setting	
Quick On Line Sending	Recall in Case of Line Busy	

Fax Receive Settings

Fax Polling Security

Number of Calls in Auto Reception	Print Style Setting	A3 RX Reduce
Switching from Manual to Automatic Reception	Set the Telephone Number for Data Forwarding	Allow/Reject Number Setting
Duplex Reception Setting	Letter Size RX Reduce Print	Fax Output Settings
Auto Receive Reduce Setting	Receiving Date & Time Print	

Document Filing Settings

Default Mode Settings	Default Exposure Settings	Delete All Quick Files	Automatic Deletion of File Settings
Sort Method Setting	Initial Resolution Setting	Disable Stamp for Reprinting	Default Display Setting
Document Output Options	Colour Data Compression Ratio Setting	Batch Print Settings	
Administrator Authority Setting	Default Output Tray	Erase Width Adjustment	
Default Colour Mode Settings	Scan Complete Sound Setting	Card Shot Settings	

List Print (Administrator)

Administrator Settings List	Allow/Reject Number List	Inbound Routing List	Web Settings List
Image Sending Activity Report	Allow/Reject Mail & Domain Name List	Document Admin List	Metadata Set List

Security Settings

SSL Settings	IPsec Settings	IEEE802.1X Setting

Enable/Disable Settings

Change Administrator Password

Product Key

* This menu shows the overall structure of the system settings. For detailed setting items, see "7. SYSTEM SETTINGS" in the Operation Guide.

Data Backup

Storage Backup	Device Cloning

Storing/Calling of System Settings

Restore Factory Defaults	Store Current Configuration	Restore Configuration

Sharp OSA Settings

Default Display Setting	External Account Setting	USB Driver Settings

Troubleshooting

This sections contains answers to frequently asked questions and explains how to remove paper misfeeds.

FREQUENTLY ASKED QUESTIONS
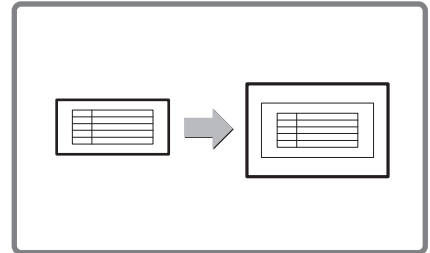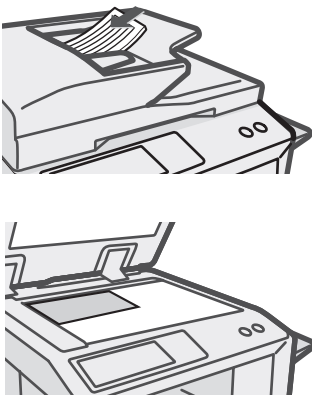
Making a copy of a non-standard size original

The procedure for making a copy of a payment slip or other non-standard size original is explained below.
The "Centring" special mode of copy mode can be selected to position the copied image in the centre of the paper.

1 Place the originals.

If the X dimension (width) of the document is less than 140 mm (5-1/2") or the Y dimension (height) is less than 131 mm (5-5/32"), place the original on the document glass. For a thin original, use "Slow Scan Mode".
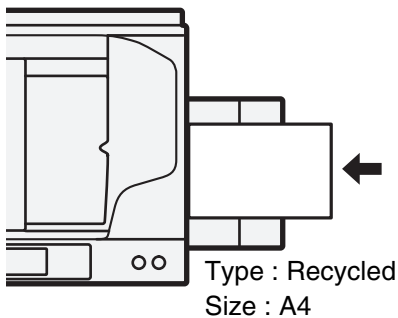
2 Enter the original size.

From the base screen of copy mode, touch [Job Detail Settings], [Original] then [Size Input].

```
Original                                    OK
                                            AUTO
      X  200 (25~432)                       Manual
   A  Y  150 (25~297)                       Custom size
         Standard Size      Size Input
```
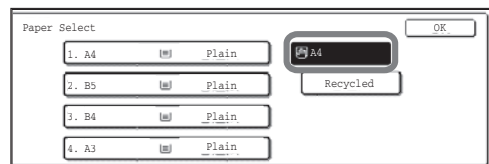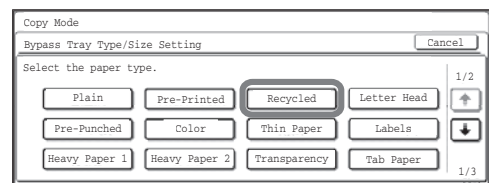
3 Place paper in the bypass tray.

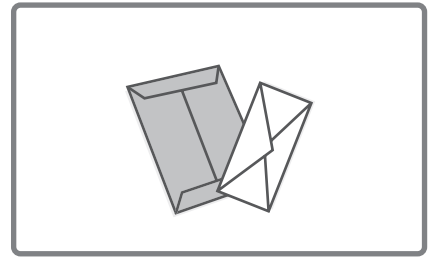The bypass tray is used here to copy onto paper that is not loaded in any of the paper trays of the machine.

Type : Recycled
Size : A4

4 Select the bypass tray.

From the base screen of copy mode, touch [Job Detail Settings], [Paper Select] and then "Bypass tray paper type".

```
Copy Mode
Bypass Tray Type/Size Setting               Cancel
Select the paper type.                      1/2
  Plain    Pre-Printed   Recycled  Letter Head
  Pre-Punched  Color    Thin Paper  Labels
  Heavy Paper 1  Heavy Paper 2  Transparency  Tab Paper    1/3
```

```
Paper Select                                OK
  1. A4        Plain       A4
  2. B5        Plain       Recycled
  3. B4        Plain
  4. A3        Plain
```
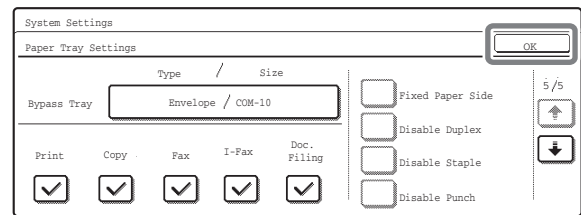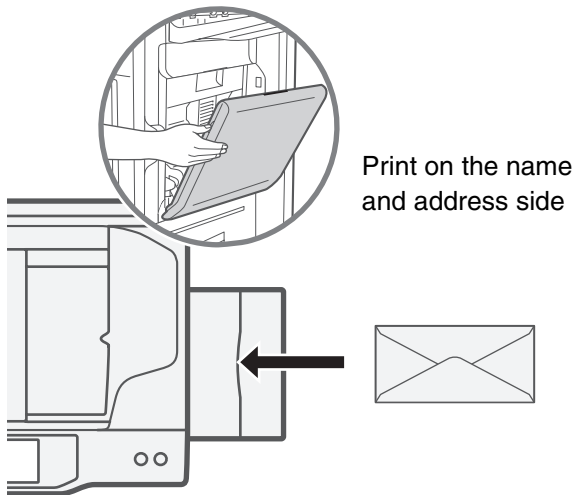
Printing on an envelope

The procedure for printing on an envelope is explained below. Only the name and address side of an envelope can be printed on.
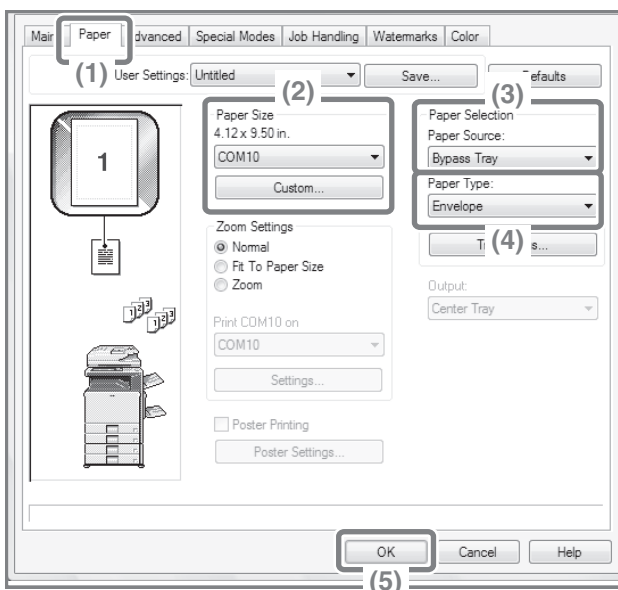It is recommended that you do a test print to check the print result before using an envelope.

1 Place paper in the bypass tray.

Print on the name and address side

2 Tray Settings.

System Settings
Paper Tray Settings   OK

| | Type / Size |
| Bypass Tray | Envelope / COM-10 |

☐ Fixed Paper Side   5/5
☐ Disable Duplex
☐ Disable Staple
☐ Disable Punch

Print Copy Fax I-Fax Doc. Filing
☑   ☑   ☑   ☑   ☑

Type : Envelope
Size : Select the envelope size

3 Select settings in the printer driver.

Main | Paper | Advanced | Special Modes | Job Handling | Watermarks | Color

(1) User Settings: Untitled   Save...   Defaults

Paper Size
4.12 x 9.50 in.
COM10
Custom...

(2)

Paper Selection
Paper Source:
Bypass Tray

(3)

Paper Type:
Envelope

T(4) s...

Zoom Settings
◉ Normal
○ Fit To Paper Size
○ Zoom

Output:
Center Tray

Print COM10 on
COM10
Settings...

☐ Poster Printing
Poster Settings...

OK   Cancel   Help

(5)

(1) **Click the [Paper] tab.**

(2) **Select the size of the envelope in "Paper Size".**

(3) **Select "Bypass Tray" from "Paper Source" in "Paper Selection".**

(4) **Select [Envelope] in "Paper Type".**
     If needed, select the "Rotate 180 degrees" checkbox (☑) in "Image Orientation" on the [Main] tab.

(5) **Click the [OK] button.**

Changing the paper size used for a print job

When the size of paper specified for a print job is not loaded in any of the machine's paper trays, follow the steps below to change the paper size.
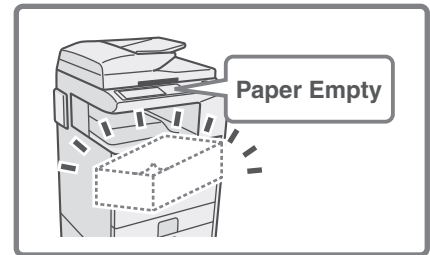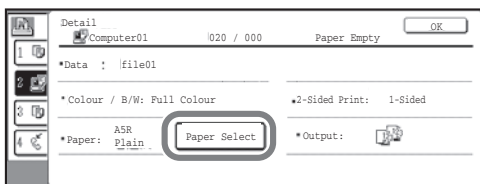

Paper Empty

1 Check details on the job.
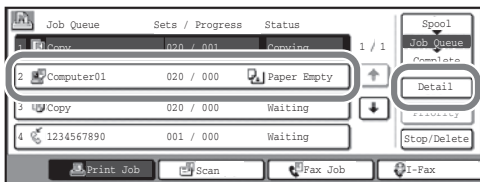
Press the [JOB STATUS] key on the operation panel to display the job status screen.
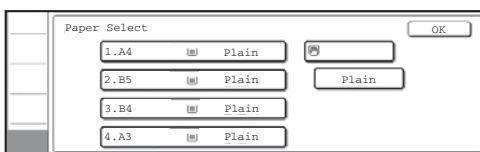Select the job whose status is [Paper Empty] and touch the [Detail] key.

To delete the job, you can press the [Stop/Delete] key.

Check the paper size specified for the job in the detail screen, and touch the [Paper Select] key.
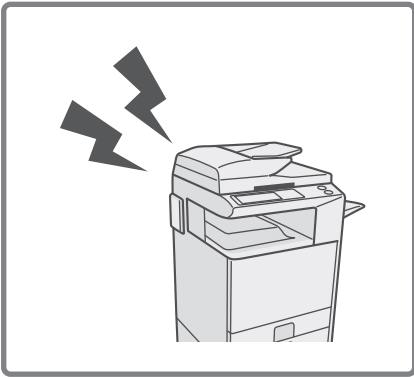
2 Change the paper size used for the job.

Select the paper size on which you wish to print the job from the set paper sizes.
To avoid cutting off part of the image, select a paper size that is larger than the paper size specified for the job.

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Adjusting the volume of the ringer

If the ringing sound made when the machine receives a fax is too loud or too soft, follow the steps below to adjust the volume.
The fax ringer volume is adjusted in the system settings (administrator).

Press the [SYSTEM SETTINGS] key on the operation panel, touch [Image Send Settings] - [Fax Settings] - [Fax Default Settings] - [Speaker Settings] - [Ringer Volume] in that order, and then select the desired volume.

Checking the machine's communication record

To check the machine's record of communication using the image send function, follow the steps below to print the image sending activity report. The image sending activity report is printed from the system settings (administrator).
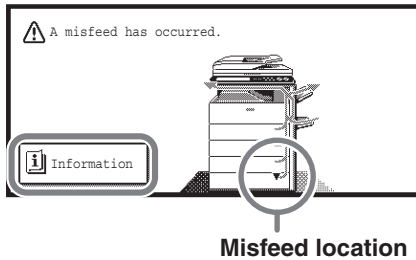
Press the [SYSTEM SETTINGS] key on the operation panel, and then touch [List Print (Administrator)] - [Image Sending Activity Report] to print the report.
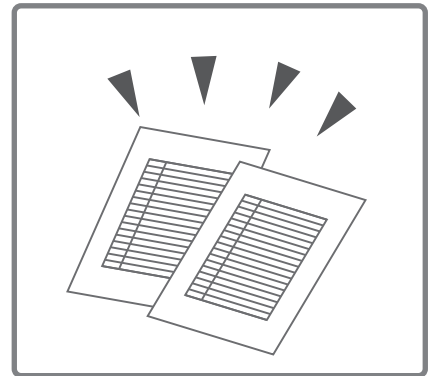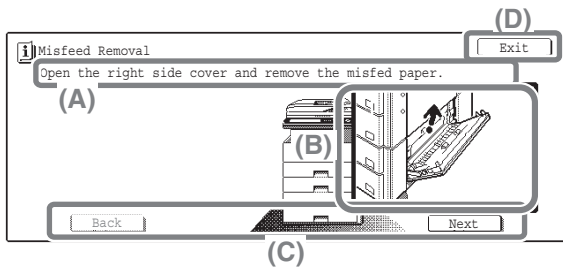
REMOVING MISFEEDS

When a paper misfeed occurs, the message "A misfeed has occurred." will appear in the touch panel and printing and scanning will stop. In this event, touch the [Information] key in the touch panel. When the key is touched, instructions for removing the misfeed will appear. Follow the instructions. When the misfeed is cleared, the message will automatically clear.

The blinking ᵀ mark in the image at left indicates the approximate position of the misfeed.

⚠ A misfeed has occurred.

ⓘ Information

Misfeed location

Touch the [Information] key to display the following screen.

(D)

ⓘ Misfeed Removal

Exit

Open the right side cover and remove the misfed paper.

(A)

(B)

Back

Next

(C)

(A) Instructions for removing the misfeed appear here.

(B) Animation showing what to do.

(C) Display the previous screen or the next screen.

(D) This closes the information screen.
The information screen cannot be closed until the misfeed is removed.

- While the message appears, printing and scanning cannot be resumed.
- If the message does not clear even after the misfeed has been removed, the causes below are possible. Check once again.
  - The misfeed was not correctly removed.
  - A torn piece of paper remains in the machine.
  - A cover or unit that was opened or moved to remove the misfeed was not returned to its original position.

For detailed procedures for removing misfeeds, see "REMOVING MISFEEDS" in "8. TROUBLESHOOTING" in the Operation Guide.

Please note

- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows Vista®. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.4 in the case of Mac OS X. The screens may vary depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.
- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

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

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.
The explanations in this manual assume that a right tray and stand/2x500 sheet paper drawer are installed on the machine.
For some functions and procedures, the explanations assume that devices other than the above are installed.

> The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.
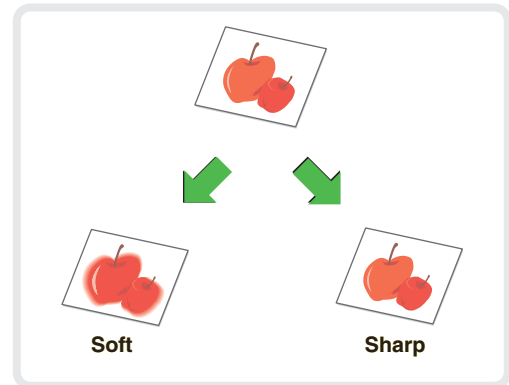
About the colour adjustments menu

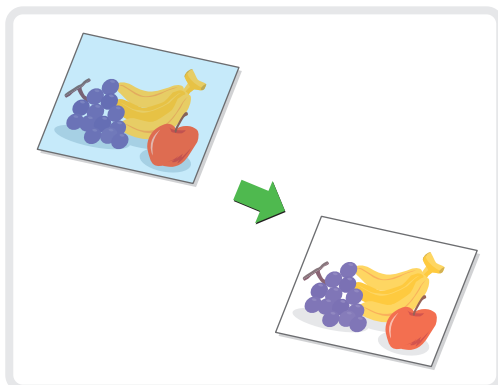Images depicting "Colour Adjustments" in the special modes of copy mode are shown below.
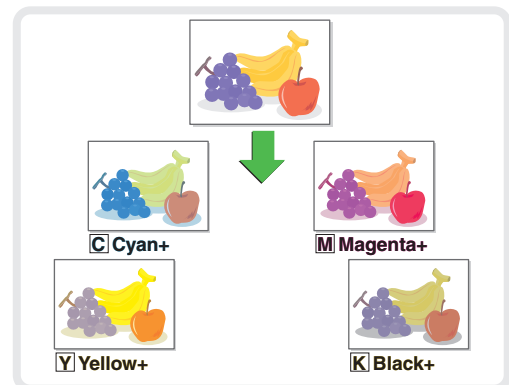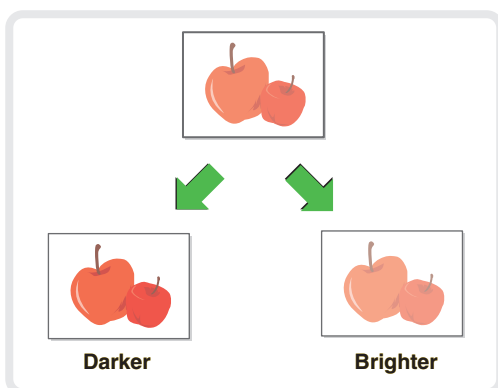
RGB Adjust

Red R+
Green G+
Blue B+

Sharpness

Soft   Sharp
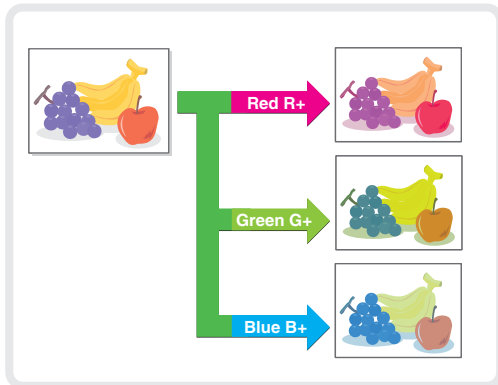
Suppress Background

Colour Balance

C Cyan+   M Magenta+
Y Yellow+   K Black+

Brightness

Darker   Brighter

Intensity

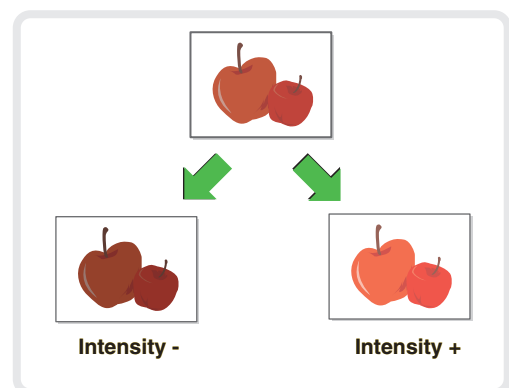Intensity -   Intensity +

For details on "Colour Adjustments", see "[Colour Adjustments] KEY" in "2. COPIER" in the Operation Guide.

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