SHARP®

AR-C360P

Printing Guide

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The most up-to-date drivers and manuals are available from the Sharp web site:

<div align="center">http://www.sharpusa.com</div>

Regulatory Information

As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guidelines for energy efficiency.

This product complies with the requirements of the Council Directives 89/336/EEC (EMC) and 73/23/EEC (LVD) as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

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Contents

Chapter 1: Before you start

About this book

This book is delivered as an Adobe Acrobat PDF file. It provides a convenient on-screen reference to the many features of the driver software supplied with your Sharp AR-C360P.

There are many cross-references within this book, each highlighted as blue text. When you click on a cross-reference within Adobe Acrobat or Adobe Reader (also supplied on the Manuals CD) the display will instantly jump to the part of the manual containing the referred material.

By using the ⊕ button in Adobe Reader, you can navigate directly back to where you were before.

If you need to print a part of this manual, use Adobe Reader's print command, and choose which pages you want to print. Some pages are deliberately left blank so that the page format is appropriate for duplex (double-sided) printing if you wish.

How to access the driver screens

Most of the features described are accessed via the printer driver windows. How you access them depends on your computer and its operating system.

The driver windows are tabbed dialogue boxes, offering a wide range of choices about how you want to print your documents.

There are two ways to access the driver features:

1. Directly from the Windows "Printers" folder ("Printers and Faxes" folder in Windows XP).

   If you choose this method any changes you make will become the driver defaults. This means they will remain active for all your applications unless you specifically change them from within the application's Print dialogue.

2. From your application's Print dialogue.

   If you choose this method any changes you make will usually only last for as long as the particular application is running, or until you change them again. In most cases, once you quit the application the driver defaults will return.

Important!

Settings made from the printer's own control panel are the **printer defaults**. They determine how your printer will behave unless you specify otherwise from your computer.

The **driver defaults** override the printer defaults.

Application Print settings override both the printer defaults and the driver defaults.

Changing the driver defaults

Windows XP/2000/Server 2003

1. Click [Start] →[Settings] →[Printers and Faxes] to open the Printers and Faxes window.

2. In the Printers and Faxes window, right-click on the appropriate printer driver icon, and choose [Printing Preferences] from the context menu.

Windows NT

1. Click [Start] →[Settings] →[Printers] to open the Printers window.

2. In the Printers window, right-click on the appropriate printer driver icon, and choose [Document Defaults] from the context menu.

Windows 98/Me

1. Click [Start] →[Settings] →[Printers] to open the Printers window.

2. In the Printers window, right-click on the appropriate printer driver icon, and choose [Properties] from the context menu.

Changing the application's driver settings

1. In your application, open the file you want to print.

2. On the [File] menu, choose [Print…].

3. In the application's Print dialogue, make sure the printer shown is the appropriate one, and click [Properties].
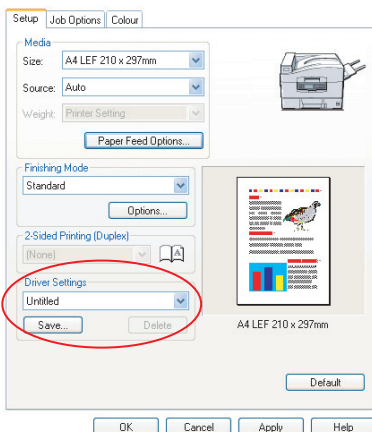
Driver settings

This feature allows you to save the printer driver settings and reuse them later. This could be useful if you frequently print many different types of document that require different printer driver settings.

Recalling saved settings is a simple task that must be done first, before any job-specific changes are made. Rather than repeat the procedure throughout this manual, it is described here.

Saving a set of driver settings

1. Make any changes to the driver settings you want, as described in the relevant section of this manual.

2. In the driver's [Setup] tab, click [Save…].

3. Enter a meaningful name for the settings you are saving, and click [OK].

Recalling saved driver settings

1. In the driver's [Setup] tab, choose any previously saved [Driver Settings] you need.

2. Proceed to make any other adjustments for this job, as described in the relevant section in this manual.

Setting the driver device options

This section explains how to ensure that your printer driver can utilise all of the hardware features installed in your printer.

Accessories such as hard disk, duplex unit (two sided printing), additional paper trays, etc., will only be usable if the printer driver on your computer knows they are there.

In some cases the hardware configuration of your printer is automatically detected when the driver is installed. However, it is advisable to at least check whether all of the available hardware features are listed in the driver.

This procedure is essential if you subsequently add extra hardware features to your printer after the drivers have been installed and set up.

To set the driver device options:

1. Access the driver's [Properties] window.

2. Select the [Device Options] tab.

3. Set the options for any devices you have installed, including the correct number of paper trays, finisher, duplex unit, etc.

4. Click [OK] to close the window and save your changes.

Chapter 2: Printing black

Black generation

You can specify whether black graphics in color documents are printed using:

> Composite Black

> Pure Black

Pure Black is the default setting.

Composite black

The cyan, magenta, yellow, and black toners are combined to create composite black. This will sometimes give a glossier finish due to the increased amount of toner. It can also appear as a slightly brownish black.
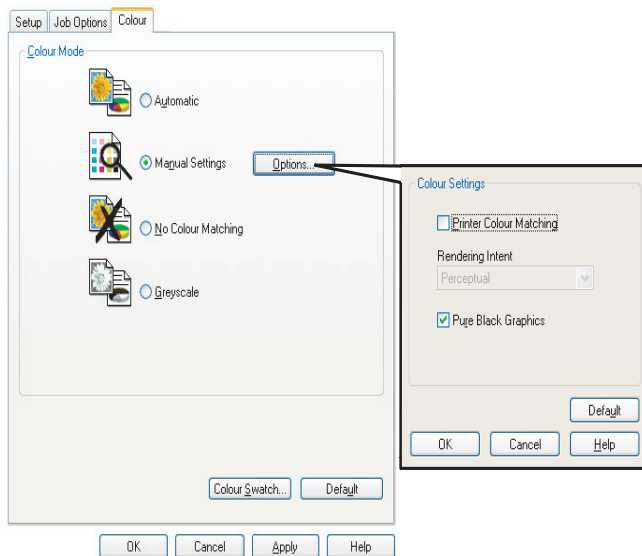
Pure black

Only black toner is used to print pure black.

How to choose composite black or pure black

PCL

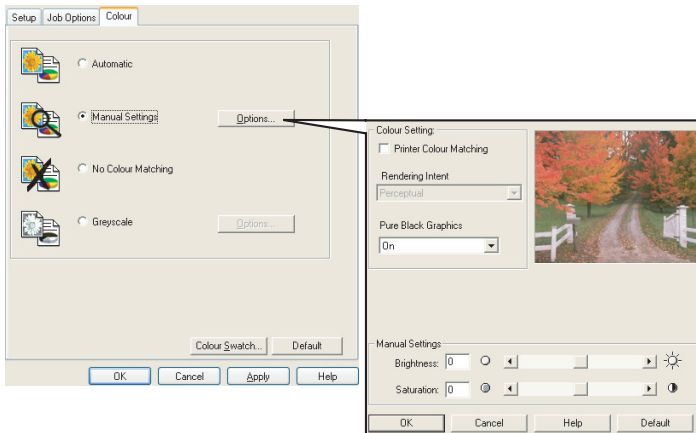**1.** On the [color] tab select [Manual Settings] and click [Options...].

2. Select or deselect [Pure Black Graphics]. If Pure Black Graphics is not selected, prints will use composite black.

PCL 6

1. On the [color] tab select [Manual Settings] and click [Options...].

2. From the [Pure Black Graphics] drop-down list, select [On] or [Off]. If Pure Black Graphics is [Off], prints will use composite black.

Chapter 3: Color matching

Factors that affect color printing

There are many factors that affect color printing. Some of the most important factors are:

> the differences between the range of colors a monitor can reproduce versus the range of colors that a printer can reproduce (See page 14).

> monitor settings (See page 14).

> color settings in your software application (See page 15).

> how your software application displays color (See page 15).

> color settings in your printer driver (See page 15).

> viewing (lighting) conditions (See page 15).

> paper type (See page 16).

Monitor colors vs. printer colors

(Differences between the range of colors a monitor or printer can reproduce)

Neither a printer nor a monitor can reproduce the full range of colors seen by the human eye. Each device is limited to a certain range of colors.

> A printer cannot reproduce all of the colors displayed on a monitor.

> A monitor cannot reproduce all of the colors printed by a printer.

Both devices use very different technologies to represent color.

> A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs).

> A printer uses Cyan, Yellow, Magenta and Black (CMYK) toner or ink.

Very vivid colors (such as intense reds and blues) can be displayed on a monitor. These same colors cannot be easily produced on any printer using toner or ink.

There are certain colors (for example, some yellows), that can be printed, but cannot be displayed accurately on a monitor.

These differences between monitor colors and printer colors are the main reasons why printed colors do not always match the colors displayed on screen.

Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen.

Your monitor color temperature also influences how "warm" or "cool" the colors look.

Several of the color matching options make reference to your monitor's color temperature.

Many monitors allow you to adjust the color temperature through their control panels.

There are several settings found on a typical monitor:

5000k or D50	Warmest, yellowish lighting	Typically used in graphics arts environments.
6500k or D65	Cooler	Approximates daylight conditions.
9300k	Cool	The default setting for many monitors and television sets.

k=degrees Kelvin, a measurement of temperature

Software settings

Many software applications have their own color settings.

The application settings may override the settings in the printer driver. Please refer to the documentation for your software application for details on that particular program's color management functions.

How the application displays color

Some graphics applications such as Adobe® Photoshop®, or Macromedia Freehand® may display color differently from "office" applications such as Microsoft® Word.

Please see your application's online help or user manual for more information.

Printer driver settings

The color settings in your printer driver can change the appearance of a document. The default driver settings produce good results for most documents.

There are several options available to help match the printed colors with those displayed on screen. (See "How to perform color matching" on page 17.)

Lighting (Viewing) conditions

A document can look very different under various lighting conditions.

For example, the colors may look different when viewed standing next to a sunlit window compared to how they look under standard office fluorescent lighting.

Paper type

The type of paper used can also significantly affect the printed color.

For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

How to perform color matching

There are several ways to achieve color matching with your printer. The range of options available varies according to your computer platform, operating system, color production method, and printer driver type.

Descriptions

The following table provides a brief description of the available settings for color matching:

Setting	Description
Automatic	The printer driver will apply optimal settings based on the page content of your document.
Manual	**PCL**
	Allows you to select the rendering intent and pure black.
	See "Rendering intents" on page 18.
	See "Black generation" on page 10.
	PCL6
	Allows you to select the rendering intent, pure black, and adjust the brightness and saturation levels.
	See "Rendering intents" on page 18.
	See "Black generation" on page 10.
	See "Brightness and saturation" on page 19.
Greyscale	This option prints all documents as monochrome using only black toner. No color prints.
	The printer interprets all colors as a variation of greys.
	Use Greyscale to speed up printing of proof copies or when you don't need to print a color document in color.
No color Matching	Use this option to turn off all printer color matching.
	No color correction occurs when selected.

How to use

You can change these settings on the [color] tab.

Rendering intents

When a document is printed, a conversion takes place from the document's color space to the printer color space. The rendering intents are essentially a set of rules that determine how this color conversion takes place.

Setting	Description
Auto	Best choice for printing general documents.
	This setting is used by default.
Perceptual	Best choice for printing photographs.
	Compresses the source gamut into the printer's gamut while maintaining the overall appearance of an image. This may change the overall appearance of an image as all the colors are shifted together.
	This option attempts to simulate RGB color.
Saturation	Best choice for printing bright and saturated colors if you don't care how accurate the colors are.
	Best choice for graphs, charts, diagrams etc.
	Maps fully saturated colors in the source gamut to fully saturated colors in the printer's gamut.
Relative colorimetric	Good for proofing CMYK color images on a desktop printer.
	Much like Absolute colorimetric, except that it scales the source white to the (usually) paper white.
	Unlike Absolute colorimetric, Relative colorimetric attempts to take the paper white into account.
Absolute colorimetric	Best for printing solid colors and tints (such as Company logos).
	Matches colors common to both devices (monitor and printer) exactly. Clips the out-of-gamut colors to their nearest printed equivalent.
	Tries to print white as it appears on screen. The white of a monitor is often very different from paper white, so this may result in color casts, especially in the lighter areas of an image.

To change these settings in your printer driver:

1. Click the [color] tab.

2. Select [Manual Settings] and click [Options...].

3. Select [Printer color Matching] and choose the desired rendering intent from the drop-down list.

Brightness and saturation

NOTE
This feature is available with PCL 6 only.

Before printing a document, you can adjust the brightness and saturation settings:

Setting	Description
Brightness	Determines the total amount of light (white) in the color. Zero brightness is black. 100% Brightness is white. Intermediate values are "light" or "dark" colors.
Saturation	The degree of saturation of a color is its relative purity, or intensity.

To adjust these settings:

1. Click the [color] tab.

2. Select [Manual Settings] and click [Options...].

3. Use the horizontal scroll bars to adjust the brightness and saturation levels.

Matching specific colors

Use the color Swatch Utility to print out a chart of RGB swatches. Select your desired RGB values from the swatches and enter the values in your application's color picker.

See the Utilites guide for more information.

Chapter 4: Print resolution

The resolution for a print job controls the print speed and print quality of a job.

Raising the print resolution can maximise the image quality of a print job. You usually do this for final versions of documents or when printing images (photographs).

Lowering the print resolution can increase print speed, reduce the need for toner, and reduce the wear on the image drum. You usually do this for proof or draft versions of documents.

How to use

1. On the [Job Options] tab select the desired [Quality] level.
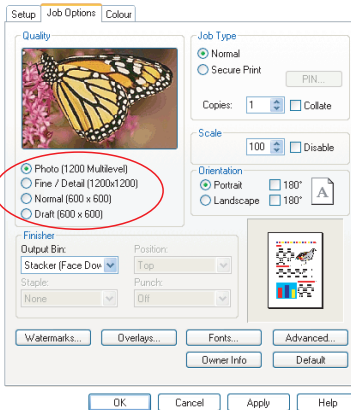
    The available options are:

    > Photo (1200 Multilevel) *best possible*

    > Fine/Detail (1200 x 1200)

    > Normal (600 x 600)

    > Draft (600 x 600)

2. Click [OK].

Chapter 5: Finishing options

Your printer has many features that help control the form of your printed document.

Booklet printing

Booklet printing allows printing of multipage documents with their pages ordered and arranged so that final printed output can be folded into a booklet. Typically, letter (or tabloid) pages would be reduced to half-letter (or letter) and printed side by side on both sides of letter (or tabloid) paper, so that the paper can be folded into a booklet.

Since this feature prints on both sides of the page, it requires a duplex unit to be installed in the printer, and 256MB of additional memory (512MB in total).

> *NOTES*
> 1. To find out how much memory is currently installed, print a Configuration Page from the printer control panel. See the Sharp AR-C360P User's Guide.
> 2. A few applications do not support booklet printing, but most do.

Note that the number of pages in a booklet is always a multiple of four, since two pages are printed on each side of each sheet of paper. If your document is not a multiple of four pages long, the last one, two or three pages in your folded booklet will be blank.

Activating Booklet Printing

1. On the driver's [Setup] tab, choose [Booklet] from the [Finishing Mode] drop-down list.

2. Click [Options...].
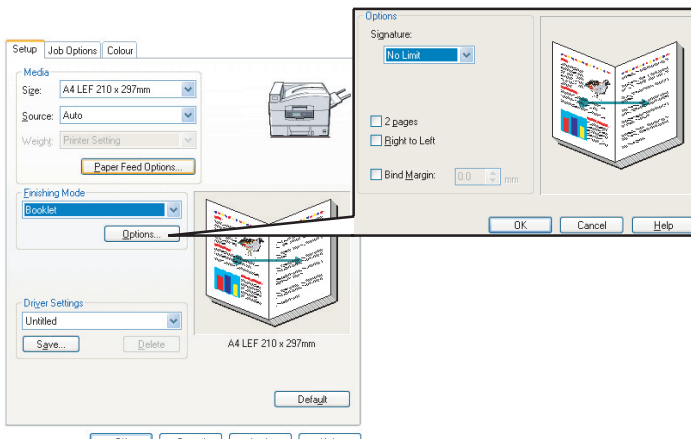
3. In the Booklet window you can set the [signature] size, the number of [pages] per side of paper, the [binding margin], and if the booklet will be read [Right to Left] or Left to Right. The graphic in this window shows the effect of each choice you make.
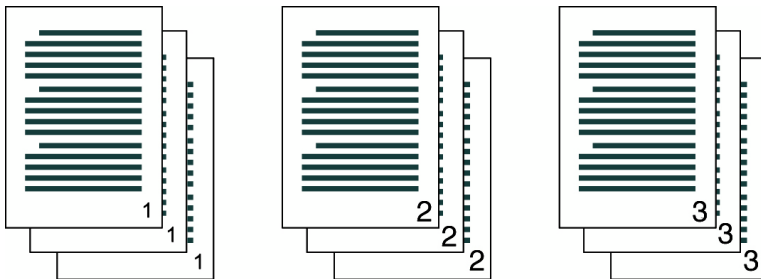
Click [Help] for more information

4. Click [OK].

If you do not have the [Booklet] option on the [Setup] tab, check that the Duplex option is enabled in the driver. (See "Setting the driver device options" on page 9.)
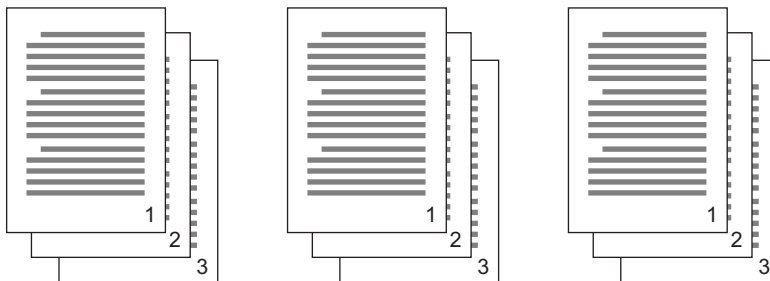
Collating

This feature allows multiple copies of a multipage document to be printed with the pages of each copy in sequence.

Uncollated pages print like this:

Collated pages print like this:

Application collate—Some application programs have a collate feature in their print options. In this case the application performs the document collation and may send the job multiple times to the printer. Generally, this method is slower but can be more reliable.

Printer collate—This section describes the collate function built into the printer driver. In this case the job is stored temporarily in printer memory or on the printer's hard disk (if installed), and the printer performs collation. This method is normally faster, but may not work from all applications.

If you experience problems using printer collate, use the collate option in your application's print options instead.

Printing collated documents

1. On the [Job Options] tab, choose how many [Copies] you want to print from the scrolling list.

2. Click the [Collate] checkbox (a checkmark appears).
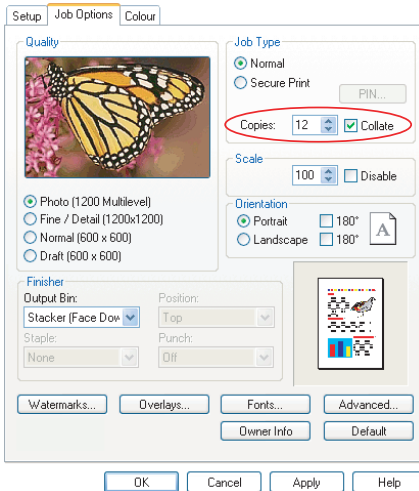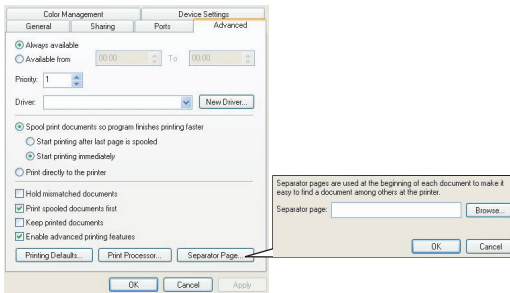

3. Click [OK].

Separating queued print jobs

When you share a printer with other users it can be useful to print a special page between print jobs to help locate each user's job in a paper stack at the printer.

The separator page is set from the printer driver's default properties window. Access to this is directly from Windows, not from within your application program. See "Changing the driver defaults" on page 7.

1. In the driver's Advanced tab click the [Separator Page…] button.

2. Click [Browse...] and navigate to a file containing an image of the separator page you wish to use, then click [OK].

Cover print

Cover print is when the first page (cover) of a print job is fed from one paper tray, and the remaining pages of the print job are fed from another paper tray.

How to use cover print

1. On the [Setup] tab, click [Paper Feed Options...].

2. Under [Cover Printing], select [Use different source for first page].
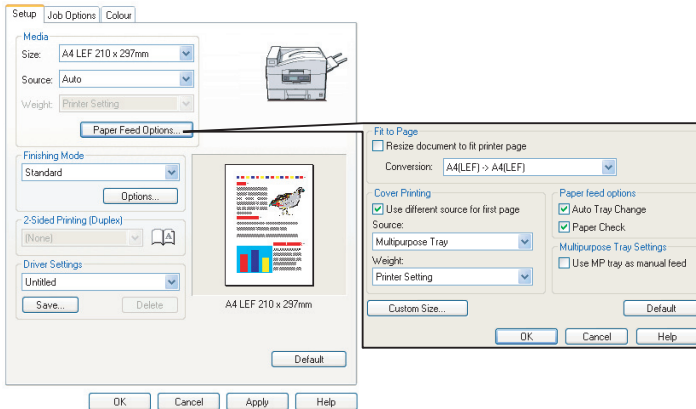
3. Choose the tray you want to feed the cover page from and the paper type in the [Source] and [Weight] drop-down lists.

4. Click [OK] to close the Paper feed options window.

Custom page size

This feature enables printing on non-standard sized print media.

The multipurpose tray is used for feeding non-standard media sizes. Print media width can be from approximately 2 to 13 in. (51 to 328 mm), and its length can be from 5 to 47.14 in. (128 to 1200 mm). Actual limits vary slightly depending on which printer driver you use and your computer's operating system.

Some software applications may not produce the desired results with non-standard print media sizes, and some experimentation may be required to obtain the results you want.

> *NOTES*
> *If you are using heavy media, transparencies, envelopes or labels, use the face up (straight through) paper feed path.*
>
> *For face up printing (straight-through path), make sure the rear exit is open and the paper support is extended.*

> Paper is stacked in reverse order.

> Tray capacity is about 100 sheets. (Actual capacity depends on paper weight.)

How to create, edit, and delete a custom page size

1. On the driver's [Setup] tab, click the [Paper Feed Options...] button.

2. In the Paper Feed Options window, click [Custom Size...].

   If you have previously saved any custom sizes they will be listed in the Custom Size window.

3. To create a new custom size:

   (a) Enter the desired dimensions in the Width and Length boxes.

   (b) Enter a name for the new size in the Name box, and click [Add>>] to save it in the list.

   To edit a previously saved custom size:

   (a) Click its name in the list and edit its dimensions and/or name.

   (b) Click [Modify].

To delete a previously saved custom size:

(a)   Click its name in the list.

(b)   Click [Delete].

4.   Click [OK] to accept your changes and close the Custom Size window.

Selecting a custom page size

Once you have created a custom page size using the previous procedure:

1.   On the driver's [Setup] tab open the [Size] drop-down list.

2.   Select your defined custom page.

If this is the size of your document but you want to scale it to fit a standard size of paper:

1.   On the driver's [Setup] tab, click [Paper Feed Options...].

2.   Click [Resize document to fit printer page] and choose the printer's actual paper size from the [Conversion] drop-down list.

It is also possible to select the page size within your software application. See the documentation supplied with your software application for more information.

Duplex (double-sided) printing

If your printer has a duplex unit installed you can print on both sides of the paper, to save paper, weight, bulk and cost.

> Only paper can be used for duplex printing, not transparencies or other media.

> Use paper stock of 20 - 32 lb. (75–120 g/m²). If you experience excessive curling with 20 - 24 lb. (75–90 g/m²) paper, use 28 lb (105 g/m²).

> Use standard sized paper stock only, e.g. A4, A3, Letter, etc.

> Load the paper print side up. Ream wrappers are usually marked with an arrow, indicating which is the print side.

> Paper can be fed from standard paper trays, including the high capacity feeder if you have one, but not from the multipurpose tray.

> Do not set the paper weight to Ultra Heavy.

> Do not enable the White Page Skip function.

Activating duplex printing

1. On the driver's [Setup] tab, under [2-Sided Printing], select the binding edge you want.
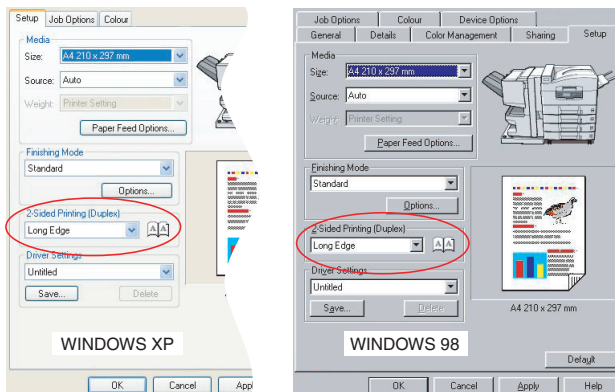
For portrait (tall) page layout the usual choice is [Long Edge]. For landscape (wide) page layout the usual choice is [Short Edge].

Choosing [None] turns off duplex printing and your document will be printed single-sided.

If you have a duplex unit installed, but do not have the [2-sided printing] option on the [Setup] tab, check that the Duplex option is enabled in the driver. (See "Setting the driver device options" on page 9.)

Printing multiple pages on one sheet (N-up)

This feature scales the page size of your document for printing and reproduces several pages per sheet.

This is useful when you simply want to proof your page layout, or distribute your document in a more compact format. It saves paper, bulk, weight and cost.
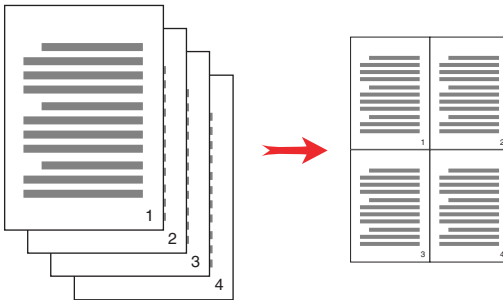
If you have a duplex unit installed, you can even combine this feature with duplex printing to save even more.

How to Print Multiple Pages on One Sheet

1. In the driver's [Setup] tab, choose the number of pages you want to print on each sheet from the [Finishing Mode] drop-down list. [Standard] is normal, and [8-up] (PCL-6) and [16-up] (PCL) is maximum.

2. Click [Options...] to choose from the available options for this feature.
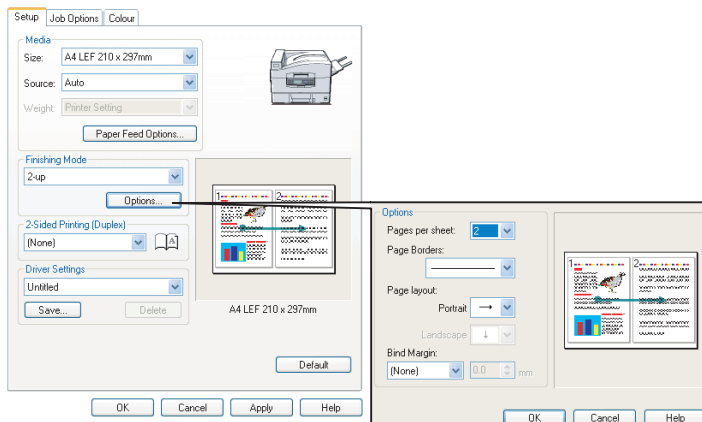
From here you can choose the page printing order, the page layout, whether you want printed page borders, and a binding margin if you need it.

3. Click [OK].

Poster printing

This option allows you to print posters by dividing a single document page into multiple pieces (sometimes called "tiles"). Each piece prints, enlarged, on a separate sheet. Then, you combine the separate sheets to create a poster.
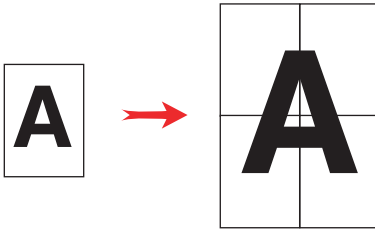
Printing Posters

1. In the driver's [Setup] tab, under [Finishing Mode] choose [Poster Print].

2. Click [Options...] to open the Poster Print window.
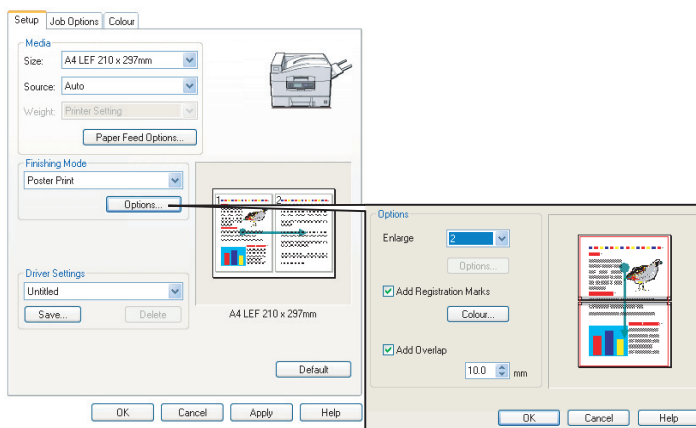
(a) Choose the [enlargement] required for your document to fill the poster.

(b) [Registration marks] can be printed if required so that your printed pages (tiles) can be trimmed exactly to the edge of the image.

(c) An [overlap] may help you to match adjacent tiles when making up your final poster.

3. Click [OK] to close the Paper Feed Options window.

Fit to page

Fit to Page allows you to print data formatted for one size page onto a different size page, without modifying the print data.

How to use

1. On the [Setup] tab, click [Paper Feed Options...].

2. Click [Resize document to fit printer page].

A checkmark appears in the box.
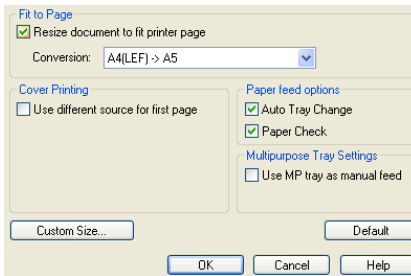
3. Choose the scaling factor you need from the [Conversion] drop-down list.

4. Click [OK] to close the Options window.

Watermarks

NOTE
This feature is not available with the PCL 6 driver.

A watermark is typically faint text that is superimposed on a printed document. This can be used to indicate that the document is "Draft", or perhaps "Confidential".

How to create a new watermark

1. On the [Job Options] tab click [Watermarks...].

2. Click [New...] and enter the text for your watermark.
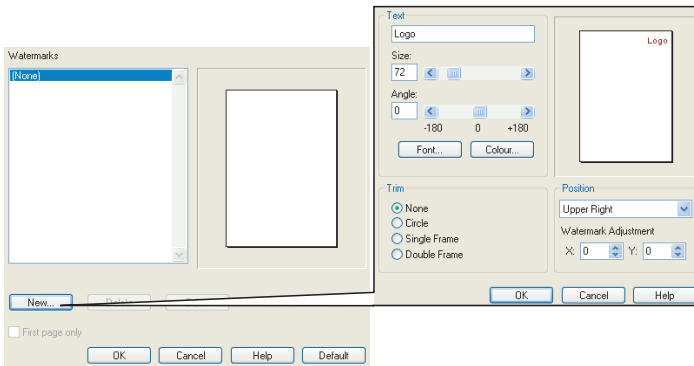
3. Adjust your watermark's size, angle, font, color, position and border (trim) if required.

4. Click [OK] to accept your changes. The new watermark is now in the Watermark list.

How to choose a previously created watermark

1. On the [Job Options] tab click [Watermarks...].

2. On the Watermarks window, select the watermark in the list. A preview of the watermark is shown.

3. Select the [First page only] checkbox if required.

4. Click [OK].

How to edit an existing watermark

1. On the [Job Options] tab click [Watermarks...].

2. Select the watermark you want to edit, then click [Edit...].

3. Modify the text for your watermark.

4. Modify the attributes (font, color, size, angle) for your watermark and click [OK] to accept your changes.

Chapter 6: Secure printing

Secure printing allows you to print confidential documents on printers that are shared with other users in a network environment.

The document does not print until a PIN (**P**ersonal **I**dentification **N**umber) is entered through the Printer Control Panel. You must go to the printer and enter the PIN.

This feature requires the hard disk drive in your printer, this device must be enabled in the printer driver. (See "Setting the driver device options" on page 9.)

If there is not enough hard disk space for the spooled data, a "Disk Full" message displays, and only one copy prints.

The secure printing feature may not be available from within some PC applications.

If your application software has a collate print option, turn it off. Otherwise secure printing will not work.

There are three parts in secure printing:

1. "Sending the document" on page 40
2. "Printing the document" on page 42
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Sending the document

1. In the driver's [Job Options] tab, click [Secure Print].

The Job PIN (**P**ersonal **I**dentification **N**umber) window opens.
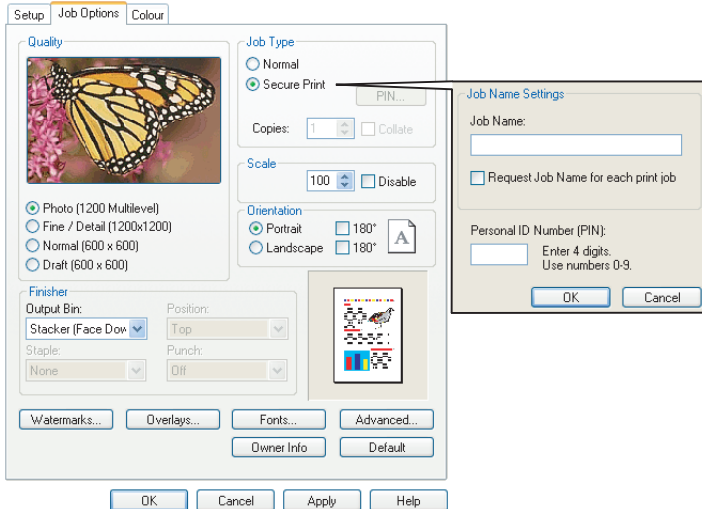
If the PIN window does not open, click the [PIN] button.

2. In the Job PIN window, enter a [Job Name] for this print job.

The name may be up to 16 alpha-numeric characters. If you have more than one print job stored on the printer when you come to print, you will need a distinctive name to distinguish between each of your print jobs.

If you would like a prompt at the printer for the job name, click the [Request Job Name for each print job] checkbox below the name entry.

3. Enter a number from 0000 to 9999 in the [PIN] box.

Your PIN must be unique on this printer. Each user should be allocated a PIN by the system administrator.

4. Click [OK] to accept your changes.

5. Click [OK] to close the Printer Properties window.

6. Print your document.

The print job will be sent to the printer, but will not print at this time.

Printing the document

Your secure print job is printed using the Printer Control Panel on the front of the printer.
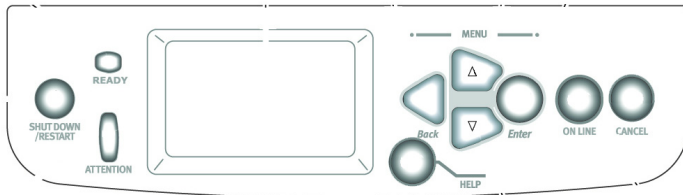
1. When the printer is idle (Ready to Print indicated in the display), press [ENTER] to enter the menu mode.

2. Use the <Click>▲<Click>▼ buttons to select the PRINT SECURE JOB menu, then press [ENTER].

3. Use the <Click>▲<Click>▼ buttons to enter the first digit of your PIN, then press [ENTER].

4. Repeat step 3 to enter the remaining three digits.

5. If you have more than one stored document, a list appears in the display.

6. Use the <Click>▲<Click>▼ buttons to select the name of the print job you wish to print, and press [ENTER] to select it.

7. If necessary, use the <Click>▲<Click>▼ buttons to highlight the PRINT option.

8. Press [ENTER] to confirm you wish to print the document.

9. Use the <Click>▲<Click>▼ buttons to select the number of collated copies you require.

10. Press [ENTER] to print your document.

    When all required copies have been printed your document is automatically deleted from the printer's hard disk.

It is also possible to print and delete secure documents remotely from your PC using the Storage Device Manager utility.

Deleting a secure print document

If you change your mind about printing a secure document, you can delete it from the printer's hard disk without printing it first.

1. Follow steps 1 to 6 in the previous procedure for printing the document.

2. Use the <Click>▲ <Click>▼ buttons to highlight the DELETE option and press [ENTER].

3. If necessary, use the <Click>▲ <Click>▼ buttons to highlight the YES choice, and press [ENTER] to confirm the deletion.

    Your document is deleted from the printer's hard disk without printing.

Chapter 7: Font Substitution

This advanced feature allows you to substitute printer fonts for TrueType fonts. This may be useful if you have a document formatted with a font that is not installed on your system, but the font is built in to the printer.

When using Font Substitution, the general layout of a document does not change, but accurate font design is lost. For this reason, Font Substitution is generally not recommended as it becomes very difficult to predict the appearance of your document when printed, since there is no way of previewing how the document will print with these substituted fonts.

> *NOTES*
> 1. If your software application uses a proprietary printer driver, Font Substitution may not work.
> 2. Not all TrueType fonts can be replaced with printer fonts.

Tip:

You can print a sample of each of the printer's built-in fonts from the Printer Operator Panel. See the User's Guide.

How to use

1. On the [Job Options] tab, click [Fonts...].

2. Choose either [Download as Outline Font] or [Download as Bitmap Font].

3. Check the [Font Substitution] checkbox to activate font substitution, or clear it to deactivate this function.

   The TrueType and Printer Font panes list the fonts on your system and which fonts will be substituted for them on the printer. If you click on one of the TrueType fonts in the list, its associated printer font will be highlighted. You can change this if you wish by clicking on a different printer font. Click [Default] to restore the default settings.

4. Click [OK] to confirm your changes.

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