

# SHARP®

DIGITAL MULTIFUNCTIONAL SYSTEM

## Start Guide

MODEL: MX-M2630  
MX-M3050  
MX-M3070  
MX-M3550  
MX-M3570  
MX-M4050  
MX-M4070  
MX-M5050  
MX-M5070  
MX-M6050  
MX-M6070



**Tap!**

You can select and print a manual.

Manual types and how to view the manuals are explained on the page 10. Additional manuals are available for each application. Read and understand the manuals, and use the product correctly.

-  **BEFORE USING THE MACHINE**  
Functions of the machine and procedures for placing originals and loading paper
-  **COPIER**  
Using the copy function
-  **PRINTER**  
Using the printer function
-  **FACSIMILE**  
Using the fax function
-  **SCANNER**  
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
-  **SPECIFICATIONS**  
Referring to the machine specification

# CAUTIONS

Each instruction also covers the optional units used with these products. For a complete electrical disconnection, pull out the main plug. The socket-outlet shall be installed near the equipment and shall be easily accessible.

## Notice for users in the USA

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

Your sole remedy, in the event that you encounter any difficulties with this Product, is against the authorized dealer from which you purchased the Product.

MX-M2630/MX-M3050/MX-M3070/MX-M3550/MX-M3570/MX-M4050/MX-M4070/MX-M5050/MX-M5070/MX-M6050/MX-M6070  
Digital Multifunctional System

In the event that this authorized dealer does not honor its warranty commitments, please contact the General Manager, Business Products Group, Sharp Electronics Corporation, 100 Paragon Drive, Montvale, New Jersey 07645-1779, so that Sharp can try to help assure complete satisfaction of all the warranty rights to which you are entitled from the authorized dealer.

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

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

### Supplier's Declaration of Conformity

**SHARP Digital Multifunctional System, MX-M2630/ MX-M3050/MX-M3070/MX-M3550/MX-M3570/MX-M4050/ MX-M4070/MX-M5050/MX-M5070/MX-M6050/MX-M6070.**

This device complies with Part 15 of the FCC Rules.

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

Responsible Party: SHARP ELECTRONICS CORPORATION  
100 Paragon Drive, Montvale,  
New Jersey 07645-1779  
TEL: 1-800-BE-SHARP

## Safety precautions

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

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

## Laser information

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

<b>Wave length</b>	MX-M2630/M3050/M3550/M4050/M5050/ M6050/M3070/M3570/M4070: 790 nm ± 10 nm MX-M5070/M6070: 792 nm + 8 nm / -12 nm
<b>Pulse times</b>	MX-M3070/M3570/M4070: Normal paper mode / Heavy paper mode = 4.49 µs ± 0.014 µs / 7 mm MX-M2630/M3050/M3550/M4050: Normal paper mode / Heavy paper mode = 8.98 µs ± 0.028 µs / 7 mm MX-M5050/M5070: Normal paper mode = 6.98 µs ± 0.022 µs / 7 mm Heavy paper mode = 8.98 µs ± 0.028 µs / 7 mm MX-M6050/M6070: Normal paper mode = 6.04 µs ± 0.019 µs / 7 mm Heavy paper mode = 8.98 µs ± 0.028 µs / 7 mm
<b>Output power</b>	MX-M2630/M3050/M3550/M4050/M5050/ M6050/M3070/M3570/M4070: Max 1.0mW (LD1+LD2) MX-M5070/M6070: Max 1.0mW (LD1+LD2+LD3+LD4)

This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 2-2007).

### "BATTERY DISPOSAL"

THIS PRODUCT CONTAINS A LITHIUM PRIMARY MEMORY BACK-UP BATTERY THAT MUST BE DISPOSED OF PROPERLY. PLEASE CONTACT YOUR LOCAL SHARP DEALER OR AUTHORIZED SERVICE REPRESENTATIVE FOR ASSISTANCE IN DISPOSING OF THIS BATTERY.

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

## FOR YOUR RECORDS ...

To protect against loss or theft, record and retain for reference the machine's serial number located at the lower left corner of the left side of the machine.

Model Number \_\_\_\_\_  
Serial Number \_\_\_\_\_  
Date of Purchase \_\_\_\_\_  
Place of Purchase \_\_\_\_\_  
Authorized Sharp Printer \_\_\_\_\_  
Service Department Number \_\_\_\_\_

## Warranty

While every effort has been made to make this document as accurate and helpful as possible, SHARP Corporation makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. SHARP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual. © Copyright SHARP Corporation 2017. All rights reserved. Reproduction, adaptation or translation without prior written permission is prohibited, except as allowed under copyright laws.

## EMC (this machine and peripheral devices)

### WARNING:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.  
A Cable of 10 m or less is preferable.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

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

## Wireless LAN

MX-M2630/M3050/M3550/M4050/M5050/M6050: Optional (MX-EB18)  
MX-M3070/M3570/M4070/M5070/M6070: Standard (Built-in type)  
The communication range of wireless LAN may shorten or communication may not be possible in some usage environments, due to shielding materials, the installation location, the effects of ambient radio noise, data transmission speed, and other factors.

This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

## Symbols in this manual

To ensure safe use of the machine, this manual uses various safety symbols. The safety symbols are classified as explained below. Be sure you understand the meaning of the symbols when reading the manual.

### Meaning of the symbols



#### WARNING

Indicates a risk of death or serious injury.



#### CAUTION

Indicates a risk of human injury or property damage.



#### CAUTION! HOT



#### DO NOT DISASSEMBLE



#### PINCH POINT KEEP CLEAR



#### MANDATORY ACTIONS



#### PROHIBITED ACTIONS

## Power notes



### WARNING



**Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded. Do not use an extension cord or adapter to connect other devices to the power outlet used by the machine.**

**Using an improper power supply may cause fire or electrical shock.**

\* For the power supply requirements, see the name plate on the left side of the machine.



**Do not damage or modify the power cord.**

Placing heavy objects on the power cord, pulling it, or forcibly bending it will damage the cord, resulting in fire or electrical shock.



**Do not insert or remove the power plug with wet hands.**

This may cause electrical shock.



### CAUTION



**When removing the power plug from the outlet, do not pull on the cord.**

Pulling on the cord may cause damage such as wire exposure and breakage, and may result in fire or electrical shock.



**If you will not use the machine for a long time, be sure to remove the power plug from the outlet for safety.**



**When moving the machine, switch off the main power and remove the power plug from the outlet before moving.**

The cord may be damaged, will create a risk of fire or electrical shock.

## Installation notes



### CAUTION



**Do not install the machine on an unstable or slanted surface. Install the machine on a surface that can withstand the weight of the machine.**

Risk of injury due to the machine falling or toppling. If peripheral devices are to be installed, do not install on an uneven floor, slanted surface, or otherwise unstable surface. Danger of slippage, falling, and toppling. Install the product on a flat, stable surface that can withstand the weight of the product.



**Do not install in a location with moisture or dust.**

Risk of fire and electrical shock. If dust enters the machine, dirty output and machine failure may result.



**Locations that are excessively hot, cold, humid, or dry (near heaters, humidifiers, air conditioners, etc.)**

The paper will become damp and condensation may form inside the machine, causing misfeeds and dirty output. If the location has an ultrasonic humidifier, use pure water for humidifiers in the humidifier. If tap water is used, minerals and other impurities will be emitted, causing impurities to collect on the inside of the machine and create dirty output.



**When the machine is installed, the adjusters must be lowered to the floor to secure the machine (prevent it from moving).**

Rotate the adjusters in the locking direction until they are in firm contact with the floor.

**If you find it necessary to reposition the machine due to rearrangement of your office layout or other reason, retract the adjusters from the floor, turn off the power, and then move the machine.** (After moving the machine, lower the adjusters again to secure the machine.)



**Locations exposed to direct sunlight**

Plastic parts may become deformed and dirty output may result.



**Locations with ammonia gas**

Installing the machine next to a diazo copy machine may cause dirty output.



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

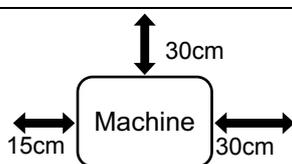
A small amount of ozone is created inside the machine during printing. The amount of ozone created is not sufficient to be harmful; however, an unpleasant odor may be noticed during large copy runs, and thus the machine should be installed in a room with a ventilation fan or windows that provide sufficient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

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



**Near a wall**

Be sure to allow the required space around the machine for servicing and proper ventilation. (The machine should be no closer than the distances indicated below from walls.)



**Locations subject to vibration.**

Vibration may cause failure.



The machine includes a built-in hard drive. Do not subject the machine to shock or vibration. In particular, never move the machine while the power is on.

- The machine should be installed near an accessible power outlet for easy connection.
- Connect the machine to a power outlet which is not used for other electric appliances. If a lighting fixture is connected to the same outlet, the light may flicker.

## About consumables



### CAUTION



**Do not throw a toner cartridge into a fire.** Toner may fly and cause burns.



**Store a toner cartridge out of the reach of children.**

## Handling precautions



### WARNING



**Do not place a container of water or other liquid, or a metal object that might fall inside, on the machine.** If the liquid spills or the object falls into the machine, fire or electrical shock may result.



**Do not remove the machine casing.** High-voltage parts inside the machine may cause electrical shock.



**Do not make any modifications to this machine.** Doing so may result in personal injury or damage to the machine.



**Do not use a flammable spray to clean the machine.**

If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.



**If you notice smoke, a strange odor, or other abnormality, do not use the machine.**

If used in this condition, fire or electrical shock may result. Immediately switch off the main power and remove the power plug from the power outlet. Contact your dealer or nearest SHARP Service Department.



**If a thunder storm begins, switch off the main power and remove the power plug from the outlet to prevent electrical shock and fire due to lightning.**



**If a piece of metal or water enters the machine, switch off the main power and remove the power plug from the power outlet.**

Contact your dealer or nearest SHARP Service Department. Using the machine in this condition may result in electrical shock or fire.



### CAUTION



**Do not look directly at the light source.** Doing so may damage your eyes.



**Do not block the ventilation ports on the machine. Do not install the machine in a location that will block the ventilation ports.**

Blocking the ventilation ports will cause heat to build up in the machine, creating a risk of fire.



The fusing unit and paper exit area are hot. When removing a misfeed, do not touch the fusing unit and paper exit area. Take care not to burn yourself.



When loading paper, removing a misfeed, performing maintenance, closing the front and side covers, and inserting and removing trays, take care that your fingers are not pinched.

If voltage fluctuations exceed the allowed range, the device may stop. (MX-M5050/M5070/M6050/M6070 only)

## ENVIRONMENT



Products that have earned the ENERGY STAR® are designed to protect the environment through superior energy efficiency.

The products that meet the ENERGY STAR® guidelines carry the ENERGY STAR® logo.

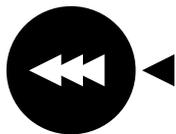
The products without the logo may not meet the ENERGY STAR® guidelines.

## SUPPLIES

Standard supplies for this product that can be replaced by the user include paper and toner cartridges.

Be sure to use only SHARP-specified products for the toner cartridges and transparency film.

**SHARP**



**GENUINE SUPPLIES**

For best copying results, be sure to use only Sharp Genuine Supplies which are designed, engineered, and tested to maximize the life and performance of Sharp products. Look for the Genuine Supplies label on the toner package.

## Storage of supplies

### Proper storage

1. Store the supplies in a location that is:
  - clean and dry,
  - at a stable temperature,
  - not exposed to direct sunlight.
2. Store paper in the wrapper and lying flat.
3. Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.

### Storing toner cartridges

Store a new toner cartridge box horizontally with the top side up. Do not store a toner cartridge standing on end. If stored standing on end, the toner may not distribute well even after shaking the cartridge vigorously, and will remain inside the cartridge without flowing out.

- Store the toner in a location that is cooler than 104°F (40°C). Storage in a hot location may cause the toner in the cartridge to solidify.
- Please use SHARP-recommended toner cartridges. If toner cartridges other than SHARP-recommended toner cartridges are used, the machine may not attain full quality and performance and there is a risk of damage to the machine.

## Supply of spare parts and consumables

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

## Safety data sheet

The SDS (Safety Data Sheet) can be viewed at the following URL address:

<http://www.sharp-world.com/corporate/eco/env-info/sds/us/index.html>

# FOR THE USERS OF THE FAX FUNCTION

## Important safety instructions

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

## FAX interface cable and Line cable

To reduce the risk of fire, use only UL-Listed No.26 AWG or larger telecommunication line cord.

## About the Telephone Consumer Protection Act of 1991

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

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

In order to program this information into your FAX machine, you should complete the following steps:

See "Own Name and Destination Set" of User's Manual.

## FCC Notice to users

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA.

On this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX.

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

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

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

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

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

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

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

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

If this equipment causes harm to the telephone network, your telephone company may disconnect your service temporarily.

If possible, They will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

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

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

**Sharp Electronics Corporation**  
100 Paragon Drive, Montvale,  
New Jersey 07645-1779  
Telephone: 1-800-BE-SHARP

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

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

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

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

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

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

This equipment may not be used on coin service provided by the telephone company.

Connection to party lines service is subject to state tariffs.

Contact your state's public utility commission, public service commission or corporation commission for more information.

## Notice for users in the CANADA

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a

telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five.

The REN of this equipment is indicated on the machine.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

This device complies with industry Canada licence -exempt RSS standard(s). Operation is subject to the following two conditions:

- (1) this device may not cause interference ,and
- (2) this device must accept any interference, including interference that may cause undesired operation of this device.

## AVIS POUR NOS UTILISATEURS AU CANADA

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme des IES de tous les dispositifs n'excède pas cinq.

L'indice d'équivalence de la sonnerie (IES) de cet équipement est indiqué sur la machine.

**Sharp Electronics of Canada Ltd.**  
335 Britannia Road East,  
Mississauga, Ontario, L4Z 1W9  
Canada

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps (à l'exception des extrémités : mains, poignets, pieds et chevilles).

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

## Notice for users in Mexico

"La operación de este equipo está sujeta a las siguientes dos condiciones:

- (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y
- (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada".

# FOR THE ADMINISTRATOR

## Settings mode password

The administrator password is required to change the machine's settings mode.

Settings mode can be changed from either the operation panel or using a computer web browser. After setting up the machine, refer to [SETTINGS MODE] in the User's Manual to set a new password.

## Password for logging in from this machine

The factory default password for the machine is "admin".

## Password for logging in from a computer

In the factory default state, the only account that can be used to log in from a web browser is the "Administrator" account. When user authentication is enabled, the "System Administrator" account can be also be used for login. In addition, a fixed user can be specified as a login user. The default password of each account is shown below. When you log in as an "Administrator" or "System Administrator", you can manage all settings that can be accessed from a web browser.

	Account	Password
User	users	users
Administrator	admin	admin
System Administrator	sysadmin	sysadmin

## Forwarding all transmitted and received data to the administrator (document administration function)

This function is used to forward all data transmitted and received by the machine to a specified destination (Scan to E-mail address, Scan to FTP destination, Scan to Network Folder destination, or Scan to Desktop destination).

This function can be used by the administrator of the machine to archive all transmitted and received data.

To configure the document administration settings, click [Application Settings] and then [Document Administration Function] in the Web page menu. (Administrator rights are required.)



- The format, exposure, and resolution settings of transmitted and received data remain in effect when the data is forwarded.
- When forwarding is enabled for data sent in fax mode,
- The [Direct TX] key does not appear in the touch panel.
- Quick online transmission and dialing using the speaker cannot be used.

## Points to notice when connecting to the network

When connecting the machine to the network, do not directly connect to the internet but to the sub network (range divided by the router) in which only the authorized device (such as PC) for the communication with the machine in the protected LAN in some way like firewall is connected. And manage the connected devices in the sub network so that the network condition may always be maintained. Also use the filter setting function to prevent illegal access.

# SOFTWARE LICENSE

The Software License will appear when you download the software\*1 or install the software from the CD-ROM\*2.

By downloading and using the software, you are agreeing to the bound by the terms of the Software License.

\*1:If the software is obtained from our website.

\*2:If the "Software CD-ROM" is provided with the machine

## Document filing

The machine includes the document filing function, which stores document image data on the machine's hard drive. Stored documents can be called up and printed or transmitted as needed. If a hard drive failure occurs, it will no longer be possible to call up the stored document data. To prevent the loss of important documents in the unlikely event of a hard drive failure, keep the originals of important documents or store the original data elsewhere.

With the exception of instances provided for by law, Sharp Corporation bears no responsibility for any damages or loss due to the loss of stored document data.

- This machine contains the software having modules developed by Independent JPEG Group.
- Copyright© 1995-2007 Adobe Macromedia Software LLC. All rights reserved.
- This product includes the Adobe® PostScript®3™ of Adobe Systems Incorporated.
- This product uses "InstantBoot" provided by IT Access Co., Ltd., Japan.



## About password management

It is requested to change the administrator password right after installing the machine. The password should be changed by the administrator and strictly managed. Write down the changed password in the following table and keep it carefully.

**Please write "New Password".**

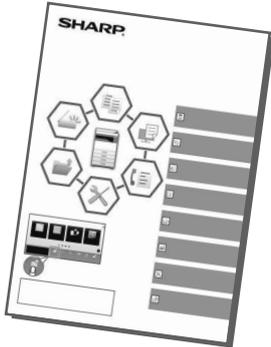
Factory default		New Password
Administrator password	admin	



Please take care not to forget newly set administrator password. If it is forgotten there is no way to confirm it and some settings and functions that require administrator authorization may not be used.

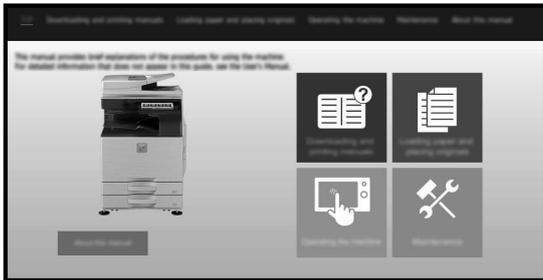
# OPERATION MANUALS AND HOW TO USE THEM

## Start Guide



This manual explains basic procedures for using the machine, cautions for safe use of the machine, and information for the administrator. Read this manual before using the machine. For detailed operating procedures and troubleshooting information, see the manuals in PDF format.

## Operation Guide (Displayed on the touch panel)



This guide appears when you tap the  icon on the machine's touch panel. The guide explains the basic procedures for operating the machine. In addition, the manuals below can be printed.\* To print a manual, see "[HOW TO PRINT A MANUAL \(page 10\)](#)".

\* On the MX-M2630/MX-M3050/MX-M3550/MX-M4050/MX-M5050/MX-M6050, the PS3 expansion kit is required. (If from the web page, you can print.)

► [OPERATION PANEL \(page 19\)](#)

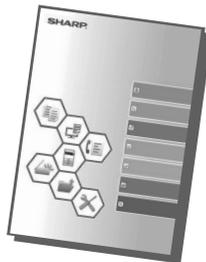
### Software Setup Guide

This guide explains how to install the software and configure settings to use the machine as a printer or scanner.



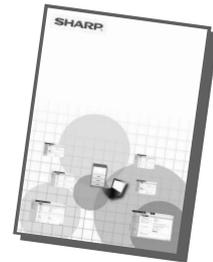
### Quick Start Guide

This guide is intended to help you get started using the basic and convenient functions of the machine. (It is the same contents as this manual.)



### Web Page Settings Guide

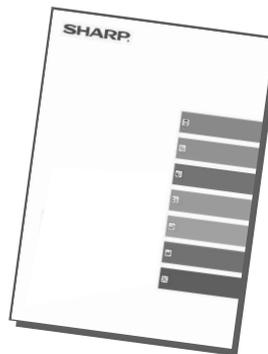
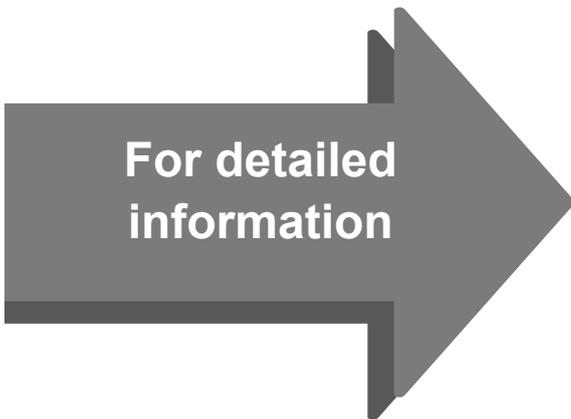
This guide explains the procedures for configuring machine settings from your computer using the web page settings function embedded in the machine.

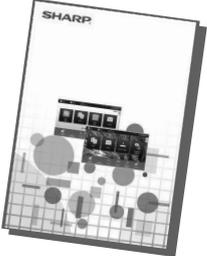
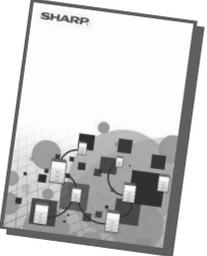


Like the "User's Manual", these manuals can be downloaded from our website and viewed on your computer.

# User's Manual

Detailed explanations of the functions that can be used on the machine are provided in the "User's Manual". The User's Manual can be downloaded from the machine. Download the User's Manual from the Web pages in the machine. For the downloading procedure, see "[DOWNLOADING THE OPERATION GUIDE \(page 12\)](#)".



U/I Customize Guide	Print Release Settings Guide	Troubleshooting
<p>This guide explains how to customize the user interface of the touch panel, such as background and icon images.</p> 	<p>This guide explains how to use the print release function.</p> 	<p>This manual provides answers to frequently asked questions regarding the operation of the machine in each mode.</p> 

# HOW TO PRINT A MANUAL

1



Press the [Home Screen] key.

Home screen appears.

2



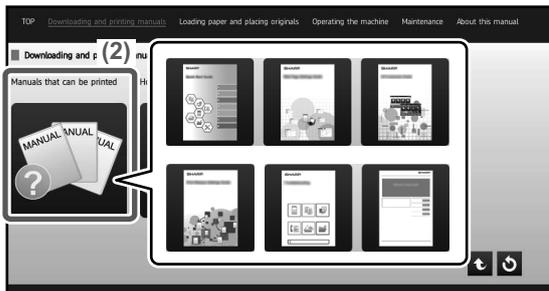
Tap the [Operation Guide] key.

3



Set in a touch panel.

(1) Tap the [Downloading and printing manuals] key.



(2) Tap the [Manuals that can be printed] key.

(3) Tap the manual icon.



(4) Tap [Print].

The Print Settings screen appears. Select settings and tap the [Start] key to start printing.

# 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

1

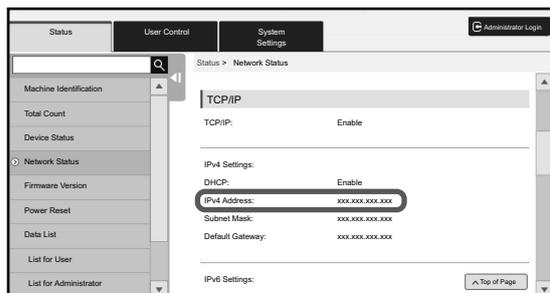


Tap the [Settings] key.

2

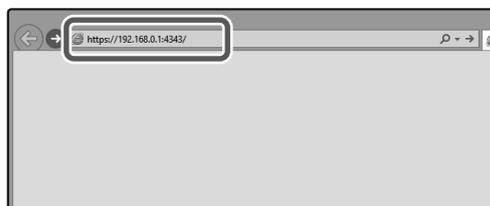
Tap [Status] → [Network Status] from the menu.

3



Scroll the screen down and check "IPv4 Address" in IPv4 Settings of TCP/IP.

4



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.

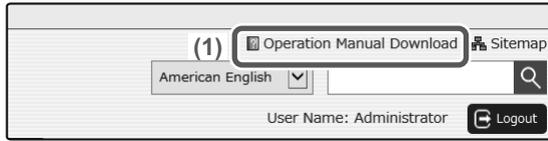
Recommended Web browsers  
Internet Explorer: 10 or higher (Windows®)  
Firefox (Windows®), Safari (Mac OS®),  
Chrome (Windows®):  
Latest version or immediately previous major release

The Web page will appear.  
The machine settings may require that user authentication is 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

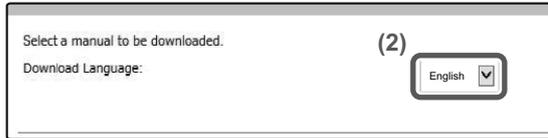
The Operation Guide, which is a more detailed manual, can be downloaded from the machine's Web pages.

1



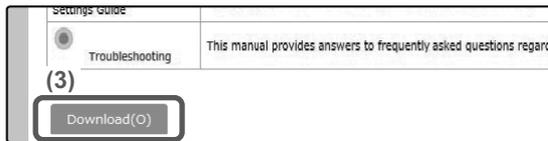
Click [Operation Manual Download] in the menu of the Web page.

2



Select the desired language.

3



Select the manual you want to download, and click the [Download] button.

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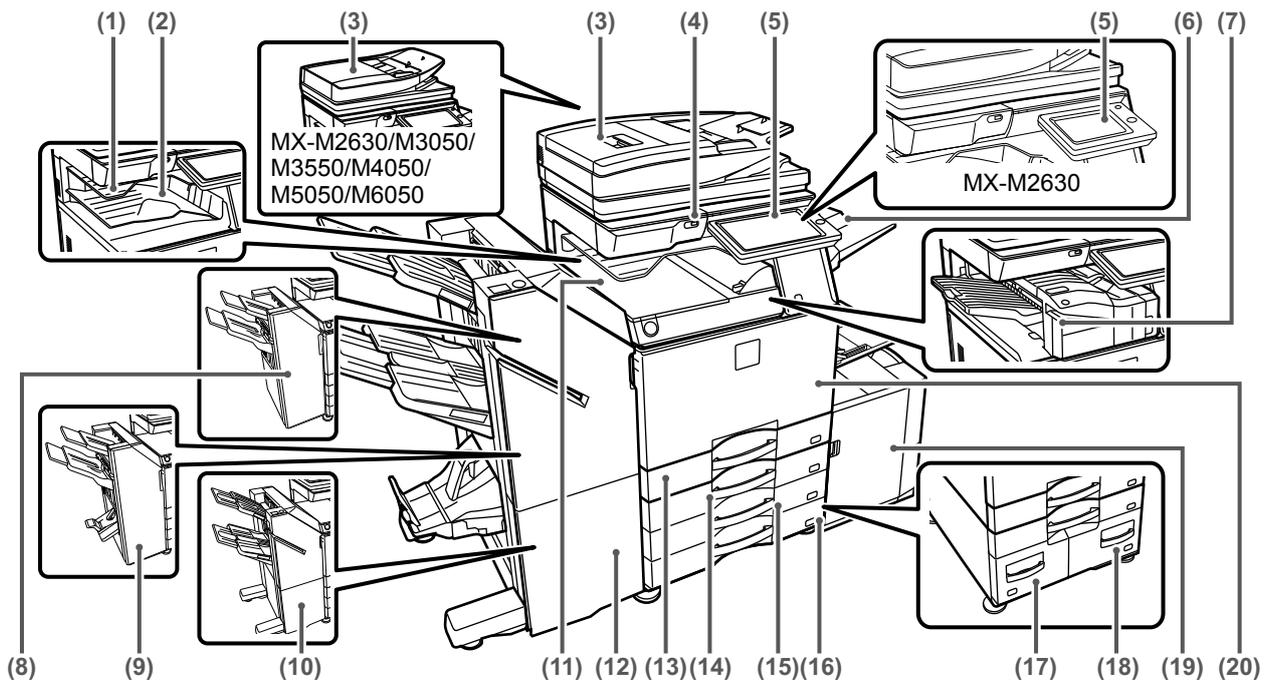
# BEFORE USING THE MACHINE

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.

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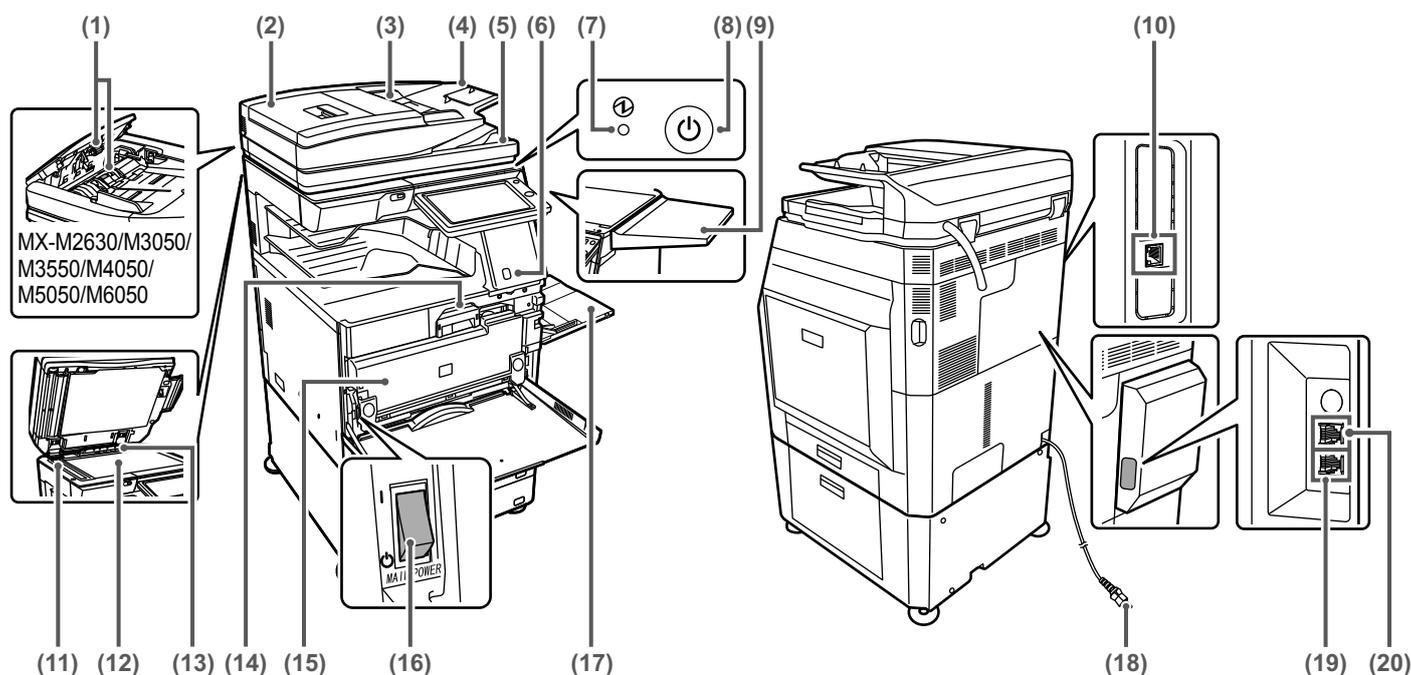


# PART NAMES AND FUNCTIONS



- (1) **Job separator (upper tray)\***  
Received faxes and printed papers are delivered to this tray. You can also output jobs to the job separator (center tray) when a relay unit is installed.
- (2) **Output tray\***  
Output is delivered to this tray.
- (3) **Automatic document feeder**  
It automatically feeds and scans multiple originals. 2-sided originals can be automatically scanned. For the MX-M3070/M3570/M4070/M5070/M6070, both sides of 2-sided originals can be automatically scanned at one time.  
▶ [USING THE AUTOMATIC DOCUMENT FEEDER \(page 21\)](#)
- (4) **USB port (A type)**  
This is used to connect a USB device such as a USB memory device to the machine.  
Supports USB 2.0 (Hi-Speed).
- (5) **Operation panel**  
This panel hosts the [Power] button, [Power Save] button/indicator, error indicator, [Home Screen] key, main power indicator, data notification indicator, and touch panel.  
Use the touch panel to operate each of these functions.  
▶ [OPERATION PANEL \(page 19\)](#)
- (6) **Exit tray unit (right tray)\***  
Set so that paper is output into this tray as required.
- (7) **Inner finisher\***  
This staples paper. A punch module can also be installed to punch holes in output paper.  
You can also perform stapling manually.
- (8) **Finisher\***  
This staples paper. A punch module can also be installed to punch holes in output paper.
- (9) **Saddle Stitch Finisher\***  
This staples and folds paper. A punch module can also be installed to punch holes in output paper.
- (10) **Finisher (large stacker)\***  
This staples paper. A punch module can also be installed to punch holes in output paper.  
You can also perform stapling manually.
- (11) **Paper pass unit\***  
Relay between the machine and the finisher or saddle stitch finisher.
- (12) **Saddle Stitch Finisher (large stacker)\***  
This staples and folds paper. A punch module can also be installed to punch holes in output paper.  
You can also perform stapling manually.
- (13) **Tray 1**  
Store paper in this tray. A maximum of 550 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (14) **Tray 2 (when a low stand/550 sheet paper drawer or stand/550/2x550/3x550/550&2100 sheet paper drawer is installed)\***  
Store paper in this tray. A maximum of 550 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (15) **Tray 3 (when a stand/2x550/3x550 sheet paper drawer is installed)\***  
Store paper in this tray. A maximum of 550 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (16) **Tray 4 (when a stand/3x550 sheet paper drawer is installed)\***  
Store paper in this tray. A maximum of 550 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (17) **Tray 3 (when a stand/550&2100 sheet paper drawer is installed)\***  
Store paper in this tray. A maximum of 1200 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (18) **Tray 4 (when a stand/550&2100 sheet paper drawer is installed)\***  
Store paper in this tray. A maximum of 900 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (19) **Tray 5 (when a large capacity tray is installed)\***  
Store paper in this tray. A maximum of 3000 sheets (80 g/m<sup>2</sup> (20 lbs.)) of paper can be loaded.
- (20) **Front cover**  
Open this cover to switch the main power switch to "On" or "Off" to replace a toner cartridge.

\* Peripheral device. For more information, see the User's Manual.



- (1) **Paper feed roller**  
This roller rotates to automatically feed the original.
- (2) **Document feeding area cover**  
Open this cover to remove an original misfeed or clean the paper feed roller.  
On the MX-M2630/M3050/M3550/M4050/M5050/M6050, this cover is also opened to clean the paper feed roller.
- (3) **Original guides**  
These guides help ensure that the original is scanned correctly. Adjust the guides to the width of the original.
- (4) **Document feeder tray**  
Place the original.  
Originals must be placed face up.
- (5) **Original exit tray**  
The original is discharged to this tray after scanning.
- (6) **Motion sensor\*2**  
This sensor detects the presence of a person that approaches the machine, and automatically wakes the machine from sleep mode (Motion Sensor Mode Only).
- (7) **Main power indicator**  
This lamp lights up when the machine's main power switch is in the "I" position.
- (8) **[Power] button**  
Use this button to turn the machine's power on and off.
- (9) **Utility table\*1**  
You can use this as a work platform, or temporarily place originals or a mobile device.
- 
- (10) **LAN connector**  
Connect the LAN cable to this connector when the machine is used on a network.  
Use a shielded LAN cable.
- (11) **Scanning area**  
Originals placed in the automatic document feeder are scanned here.
- (12) **Document glass**  
If you want to scan books or other thick originals that cannot be fed through the automatic document feeder, place them on this glass.  
▶ [USING THE DOCUMENT GLASS \(page 21\)](#)
- (13) **Original size detector**  
This unit detects the size of an original placed on the document glass.
- (14) **Toner cartridge**  
This cartridge contains toner.  
When the toner in a cartridge runs out, replace with new one.
- (15) **Waste toner box**  
This container collects excess toner that remains after printing.
- (16) **Main power switch**  
Use this button to turn the machine's power on and off.  
When using the fax or Internet fax functions, always keep this switch in the "I" position.
- (17) **Bypass tray**  
Use this tray to feed paper manually.  
When loading paper larger than 8-1/2" x 11"R or A4R, pull out the extension guide.  
▶ [Bypass tray \(page 24\)](#)
- (18) **Power plug**
- (19) **Telephone line jack (LINE)\*1**  
When the fax function of the machine is used, the telephone line is connected to this jack.
- (20) **Extension phone jack (TEL)\*1**  
When the fax function of the machine is used, an extension phone can be connected to this jack.
- 
- ! Do not place anything that weighs more than 5kg or otherwise apply a load.  
Do not place a container that contains water or other liquid. Risk of fire and electrical shock if the liquid spills and enters the machine.  
Working on the table while the machine is in operation may cause poor image quality or other problems.

\*1 Peripheral device. For more information, see the User's Manual.

\*2 Can only be used on the MX-M3070/M3570/M4070/M5070/M6070.



## TURNING ON/OFF THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine.

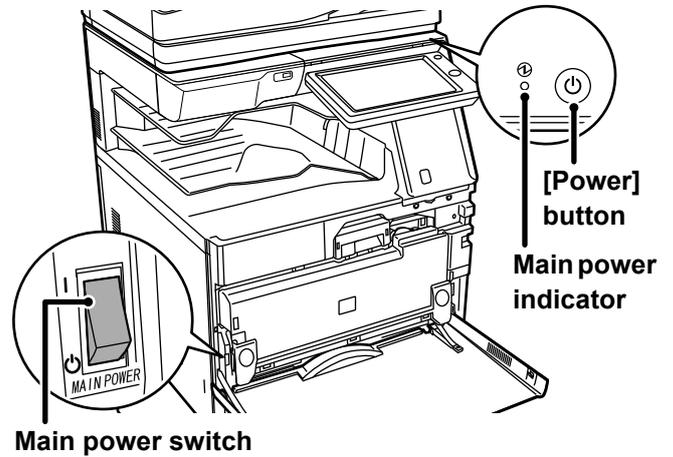
Operate two power switches: the main power switch inside the front cover, located in the lower left corner, and the [Power] button on the operation panel.

### Turning on the power

- Turn the main power switch to the " | " position.
- When the main power indicator lights in green, press the [Power] button.

### Turning off the power

- Press the [Power] to turn off the power. To turn off the power for an extended time, press the [Power] button to turn off the power, and switch the main power switch to the " ⏻ " position after the operation panel screen disappears.



### Restart the machine

- Turn off the power by pressing the [Power] button and then press it again to turn on the power.



- When turning off the main power switch, press the [Power] button on the operation panel and then turn the main power switch to the " ⏻ " position. In a sudden case of main power outage, turn the power for the machine back on and then turn it off in the correct order. If the machine is left for a long time with the main power having been turned off prior to the [Power] button being turned off, abnormal noises, degraded image quality or other problems may result.
- Turn off both the [Power] button and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.



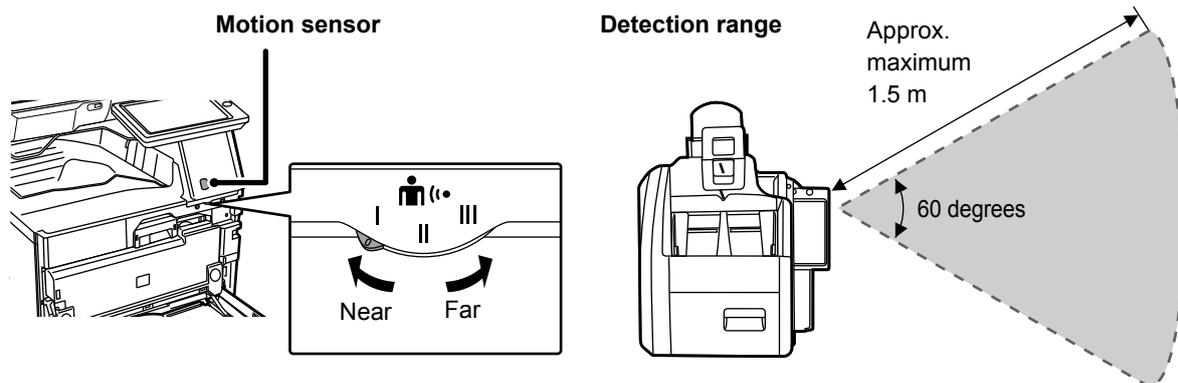
- When using the fax or Internet fax function, always keep the main power switch in the " | " position.
- In order for some settings to take effect, the machine must be restarted. In some states of the machine, restarting with the [Power] button may not make the settings take effect. In this case, turn off the main power switch and then turn it on again.

## MOTION SENSOR

(MX-M3070/M3570/M4070/M5070/M6070 only)

This sensor detects the presence of a person that approaches the machine, and automatically wakes the machine from sleep mode (Motion Sensor Mode Only).

Three settings are available for the detection range ( | / || / III ).

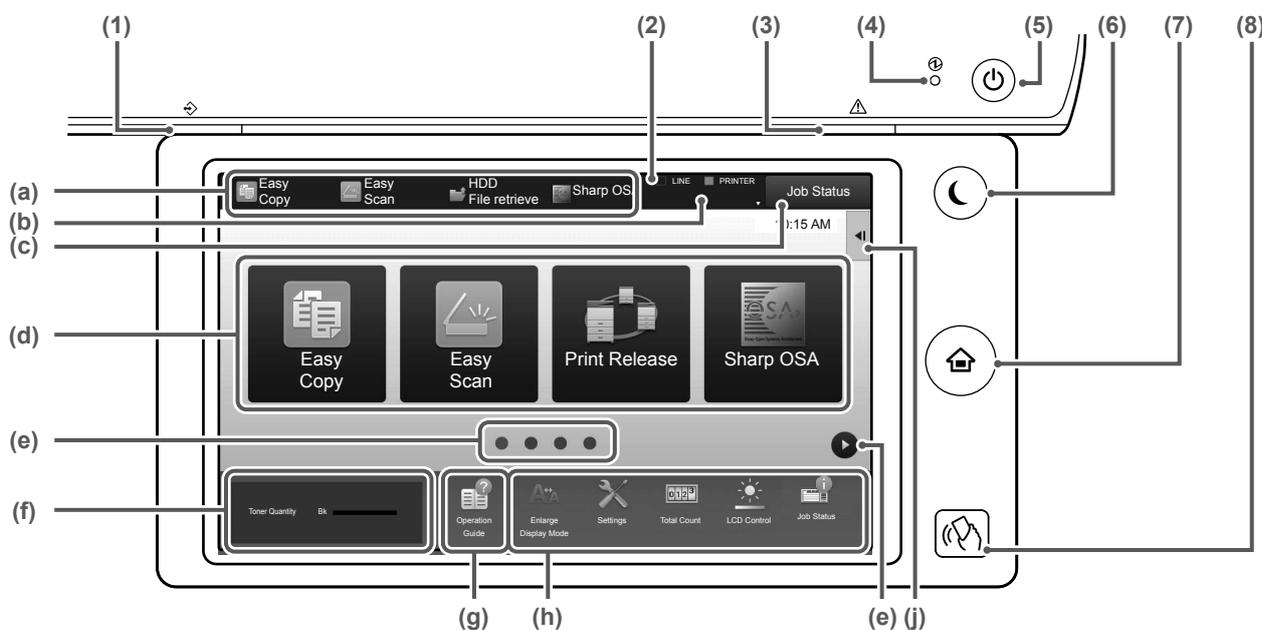


- The motion sensor detects the movement of sources of heat.
- The detection range may vary depending on the installation site and environment (ambient temperature, etc.).



# OPERATION PANEL

Pressing the [Home Screen] key on the operation panel displays the home screen on the touch panel. The home screen displays the keys for selecting modes or functions.



## (1) Data notification indicator

Blinks during Fax and Internet Fax reception. When printing is finished, the light turns off. When the job separator (upper tray) is used for output, this blinks until the output is removed. You can also have the indicator light in some modes when a job is being executed, in the ready state, and when an original is detected in the auto document feeder.

## (2) Touch Panel

Messages and keys appear on the touch panel display. Operate the machine by directly tapping the displayed keys.

- (a) Tap a mode to change to that mode.
- (b) Display the machine's status other than the job using icons.
- (c) Display the job in progress or waiting with text or icon.
- (d) Select shortcut keys for modes or functions.
- (e) Switch the pages for displaying shortcut keys.
- (f) Display Toner Quantity.
- (g) Display Operation Guide.
- (h) Use these keys to select functions that make the machine easier to use.
- (i) Select functions that can be utilized in respective modes. Tap the tab, and the list of function keys is displayed.

## (3) Error indicator

Lights solidly or blinks to indicate the status of the error.

## (4) Main power indicator

This lamp lights up when the machine's main power switch is in the "I" position.

While the light is blinking, the power cannot be turned on by pressing the [Power] button.

## (5) [Power] button

Use this button to turn the machine's power on and off.

## (6) [Power Save] button/indicator

Use this button to set the machine to Sleep Mode for energy saving.

[Power Save] button blinks when the machine is in Sleep Mode.

## (7) [Home Screen] key

Display the home screen.

## (8) NFC touch point area

**(MX-M3070/M3570/M4070/M5070/M6070)**

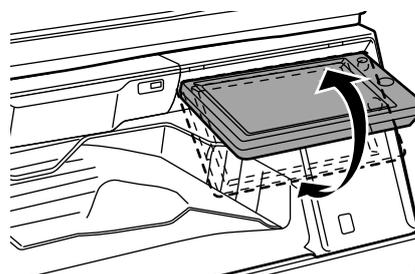
You can easily connect a mobile device to the machine by touching the mobile device.

On the MX-M2630/MX-M3050/M3550/M4050/M5050/M6050, an NFC card reader must be connected to the machine.

## To change the angle of the operation panel

You can change the angle of the operation panel.

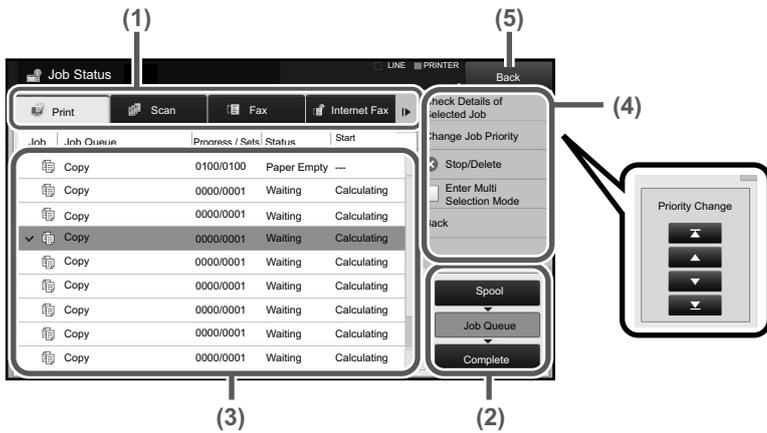
Adjust the angle for ease of viewing.





## Checking the status of a job / priority / canceling

To display the Job Status screen, tap the [Job Status] key in the home screen, or tap the [Job Status] key that appears in the upper right corner of each mode screen.



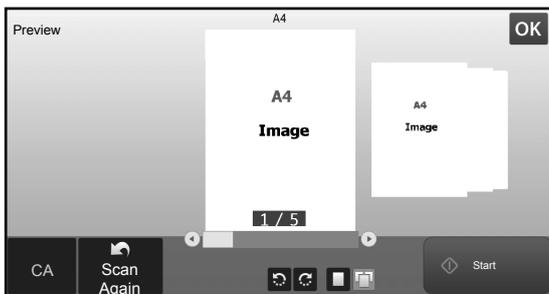
### Check the job status

- (1) Tap the tab of the mode you want to check. Check copy jobs and print jobs on the [Print] tab.
- (2) Tap the [Job Queue] or [Complete] key.
- (3) Check the jobs in the list. If you want to give a job priority or cancel a job, tap that job.
- (4) To give the job priority: Tap [Change Job Priority], and tap a Change Priority key. To cancel the job: Tap [Stop/Delete].
- (5) Tap the [Back] key to return to the original screen.

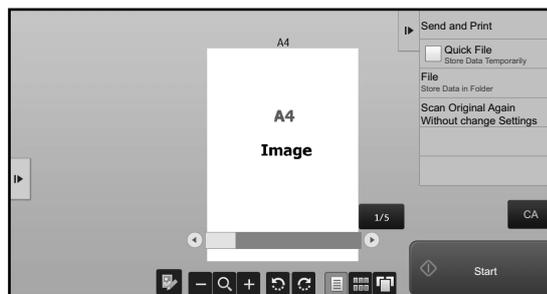
## PREVIEW SCREEN

You can tap the [Preview] key to open the Preview screen. In the Preview screen on the touch panel, you can view previews of jobs and images stored in the machine.

### Easy mode



### Normal mode



## Keys used in the preview screen

	This changes the mode to edit mode. Pages of the original can be changed, rotated, or deleted.		This rotates the preview image of whole page in the arrow's direction. The printing result is not rotated.
	This reduces the image.		This displays preview images of respective pages.
	This displays the scroll bar for enlargement/reduction operations. Moving the slider to the left reduces the image, and moving the slider to the right enlarges the image.		This displays thumbnails of preview images.
	This enlarges the image.		This displays pages in a 3D view.

\* Can also be used in easy mode.



## PLACING ORIGINALS

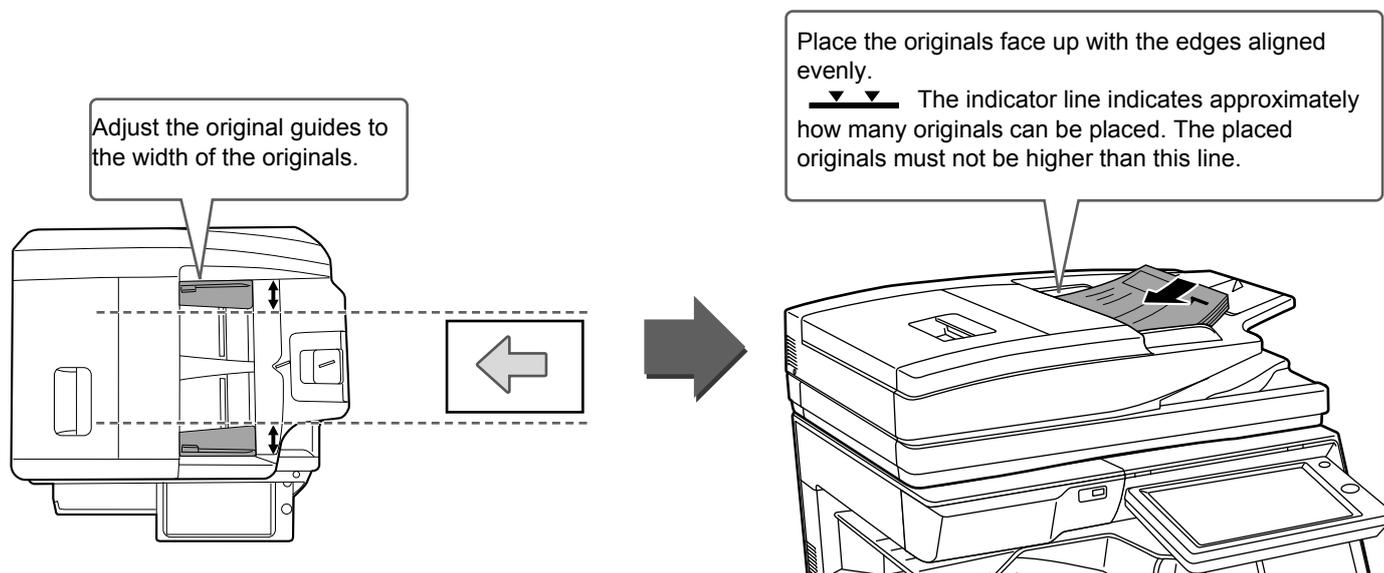
The automatic document feeder can be used to automatically scan many originals at once, and this saves you the trouble of manually feeding each original.

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.

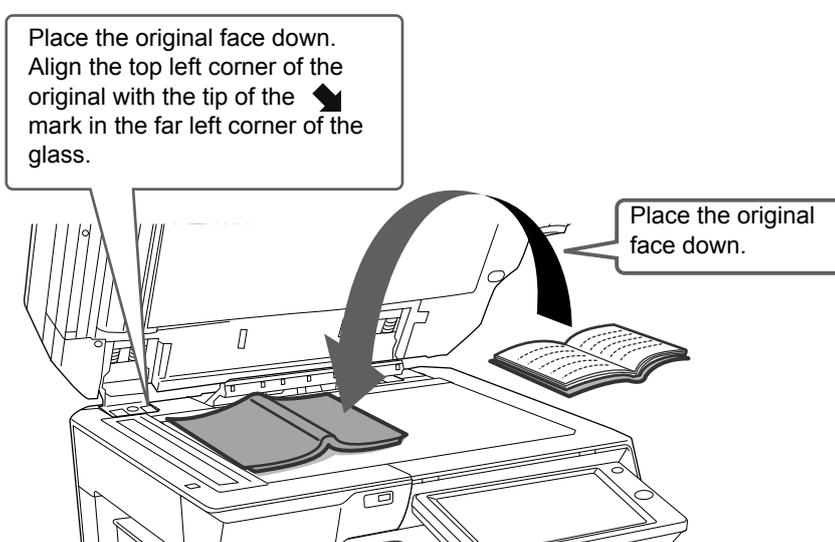
Make sure an original has not been placed on the document glass.



## 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.



Set the orientation of the image to ensure that the orientation of the placed original is correctly recognized. For details, see the User's Manual.

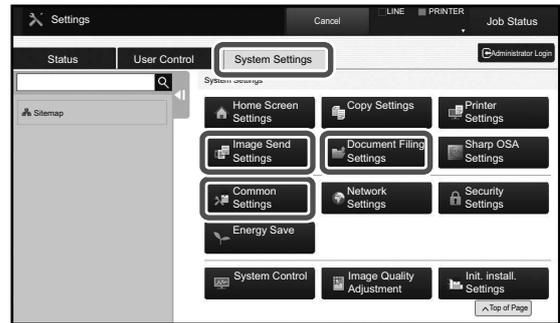


# ADJUSTING THE VOLUME

You can adjust the volume of sounds generated by the machine. Tap the [Settings] key and configure the following settings from the [System Settings] tab.

(Administrator rights are required.)

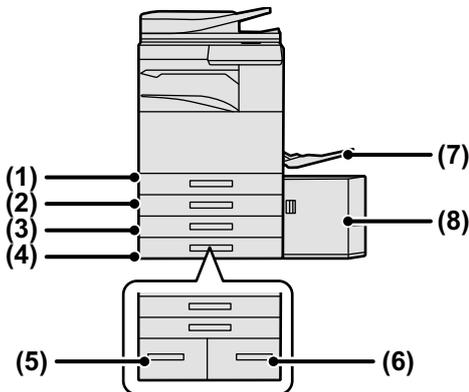
- ▶ [Setting mode when an administrator is logged in \(page 64\)](#)



Setting	Settings
Image Send Settings - Common Settings - Condition Settings - Scan Complete Sound Setting	Configure settings for the sound that is generated at the completion of scanning when using the fax, scan, or other image send function.
Image Send Settings - Fax Settings - Default Settings - Speaker Settings	For fax, configure settings for the on-hook (speaker) volume, ringing sound, line monitor, reception completed sound, sending completed sound, and send/receive error sound.
Image Send Settings - Internet Fax Settings - Default Settings - Speaker Volume Settings	Configure settings for sounds generated when an Internet fax is received and when a communication error occurs.
Document Filing Settings - Condition Settings - Scan Complete Sound Setting	Configure settings for the sound that is generated at the completion of scanning when using the document filing function.
Common Settings - Operation Settings - Condition Settings - Key Operation Settings	Configure settings for the sound generated when a key is tapped, and whether a sound is generated when the key for a default setting is tapped.

# LOADING PAPER NAMES AND LOCATIONS OF TRAYS

The names of the trays are as follows.



- (1) Tray 1
- (2) Tray 2 (when a low stand/550 sheet paper drawer or stand/550/2x550/3x550/550&2100 sheet paper drawer is installed)
- (3) Tray 3 (when a stand/2x550/3x550 sheet paper drawer is installed)
- (4) Tray 4 (when a stand/3x550 sheet paper drawer is installed)
- (5) Tray 3 (when a stand/550&2100 sheet paper drawer is installed)
- (6) Tray 4 (when a stand/550&2100 sheet paper drawer is installed)
- (7) Bypass tray
- (8) Tray 5 (when a large capacity tray is installed)

## Setting orientation of the print side

The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.

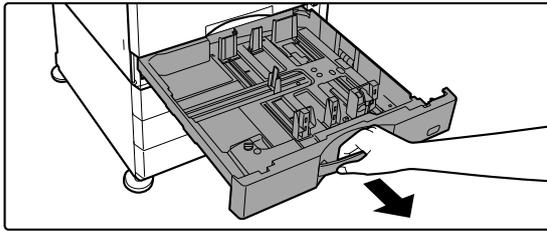
Place with the print side facing the direction indicated below.

Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 4	Facing up	Facing down
Bypass tray, Tray 5	Facing down	Facing up



## LOAD PAPER INTO THE TRAY 1 - 4

1

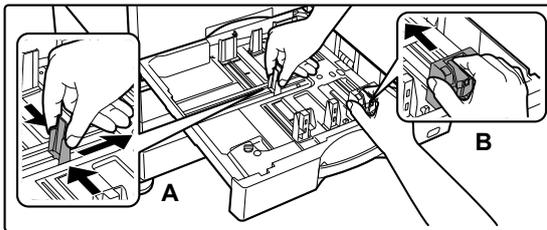


### Pull out the paper tray.

Gently pull the tray out until it stops.

To load paper, go to step 3. To load a different size of paper, go to the next step.

2

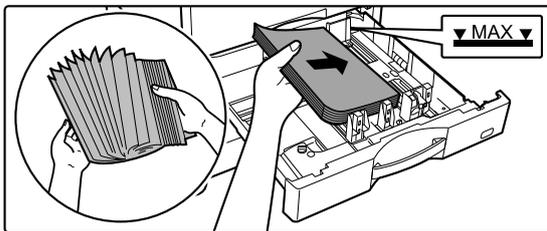


### Adjust guide plates A and B to match the longitudinal and transversal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Squeeze the separator plate lever and slide to the desired paper size.

Adjust to the non-standard paper size so that the paper will not be too loose or too tight.

3

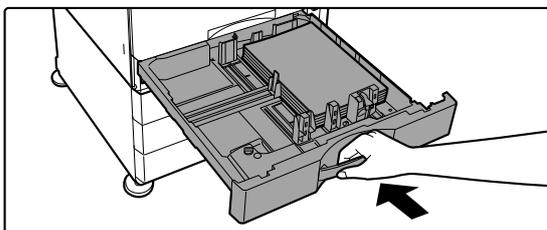


### Insert the paper into the tray.

Load the paper with the print side facing up. The stack must not be higher than the indicator line.

Fan the paper well before loading it. Otherwise, multiple sheets may feed at once and cause a misfeed.

4



### Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly.

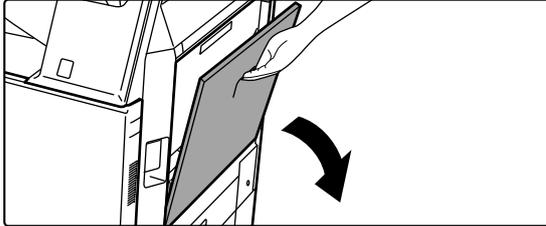
Forcefully inserting the paper may cause skewed feeding and paper misfeeds.



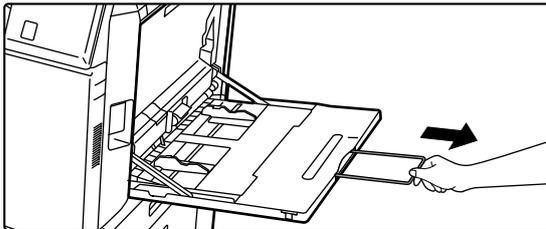
## LOADING PAPER IN OTHER TRAYS

### Bypass tray

1

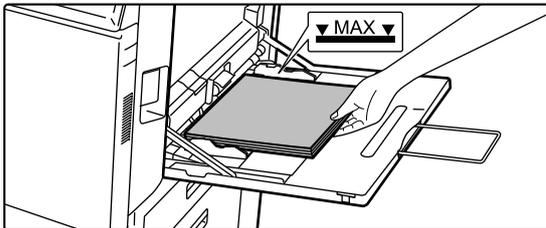


Open the bypass tray.



When loading paper larger than 8-1/2" x 11"R or A4R, pull out the extension guide. Pull the extension guide all the way out.

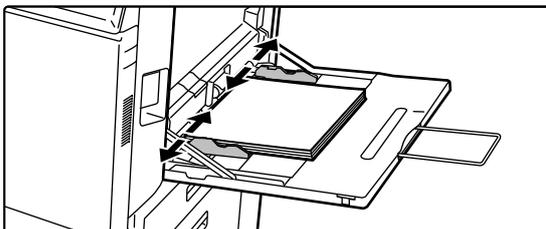
2



**Load the paper with the print side facing down.**

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds. The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.

3

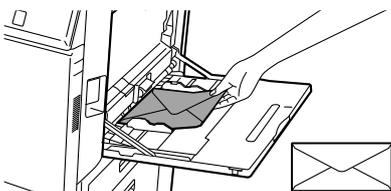


**Set the bypass tray guides correctly to the width of the paper.**

Adjust the bypass tray guides so that they slightly contact the loaded paper.

### Loading envelopes

Only the front side of envelopes can be printed or copied on. Place the front side facing down.



When loading envelopes in the bypass tray, set the paper type.  
▶ [CHANGE THE SETTING OF THE PAPER TRAY \(page 27\)](#)



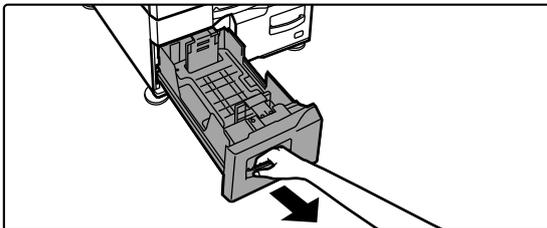
## Stand/550&2100 sheet paper drawer

### 1

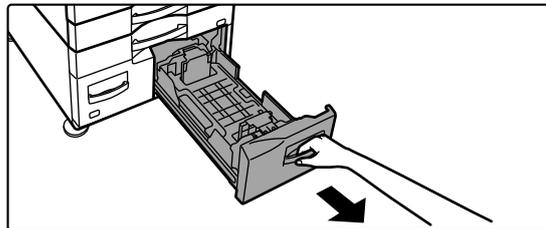
#### Pull out the paper tray.

Gently pull the tray out until it stops.

Tray 3



Tray 4



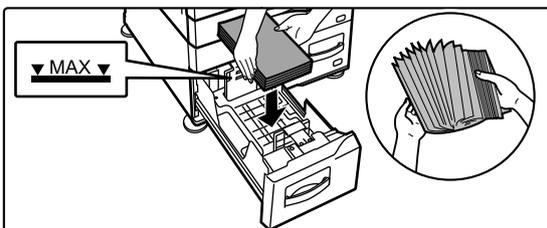
### 2

#### Place paper into the tray.

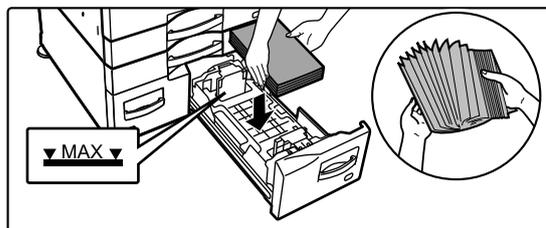
Load the paper with the print side facing up. The stack must not be higher than the indicator line (maximum of 1200 sheets for tray 3, or maximum of 900 sheets for tray 4). The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.

Fan the paper well before loading it. Otherwise, multiple sheets may feed at once and cause a misfeed.

Tray 3



Tray 4

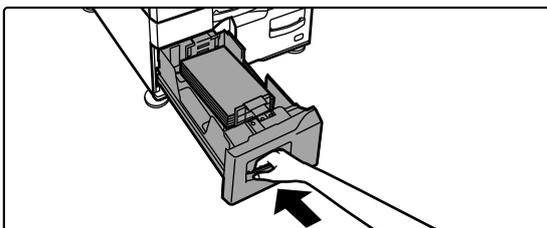


### 3

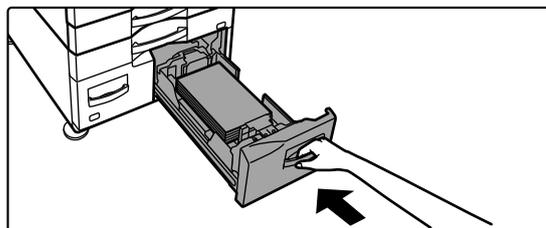
#### Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly.

Tray 3



Tray 4

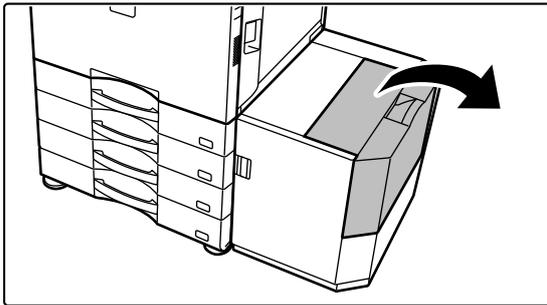




## Large Capacity Tray

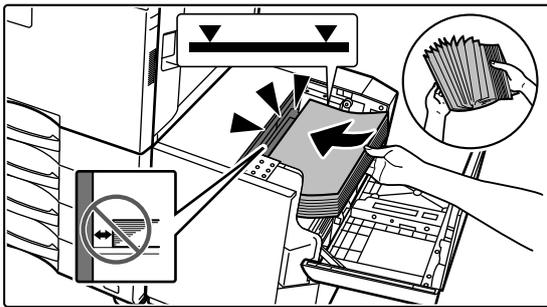
If you find it necessary to change the paper size, consult the dealer or nearest SHARP Service Department.

1



**Open the top cover.**

2



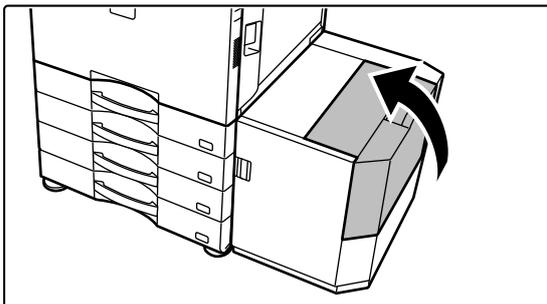
**Place the paper in the paper feed table.**

Insert the paper into the tray until it stops.  
Place the paper print side down. The stack should not exceed the indicator line (maximum 3000 sheets).  
Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.



When adding paper, take care that previously loaded paper does not shift out of place. This may cause misfeeds and folding back of the front edge of the loaded paper.

3



**Gently close the cover.**



# CHANGE THE SETTING OF THE PAPER TRAY

To change the paper loaded in the tray, change the machine's tray settings from the [Tray Settings] key in the home screen. As an example, the steps for changing the paper in tray 2 from 8-1/2" x 11" plain paper to 5-1/2" x 8-1/2"R recycled paper are explained below.

1



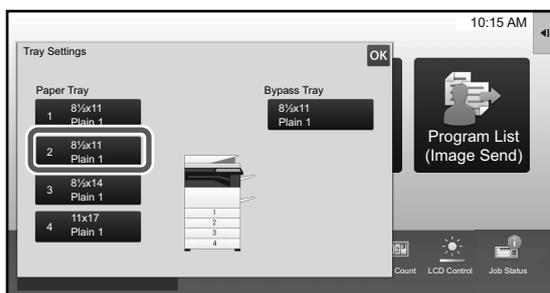
Press the [Home Screen] key.

Home screen appears.

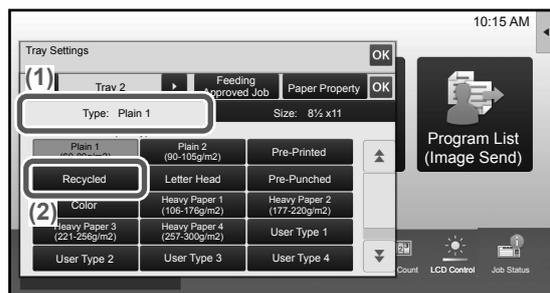
2



Tap the [Tray Settings] key and tap the key of the paper tray 2.



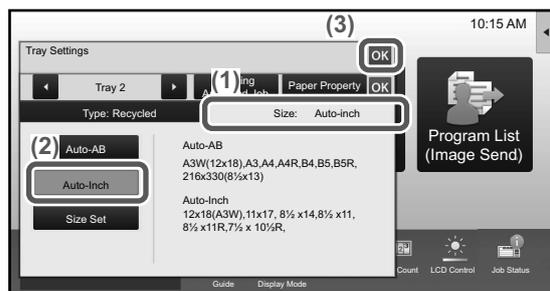
3



Set the paper type.

- (1) Tap the tab for the Paper Type.
- (2) Tap the [Recycled] key.

4



Set the paper size.

- (1) Tap the tab for the Paper Size.
- (2) Set the paper size.  
Tap the [Auto-Inch] key
- (3) Tap **OK** in "Tray Settings".



# SAVING CONTACTS IN THE ADDRESS BOOK

"Contacts" and "Group" can be stored in the address book.

The procedure for adding a new contact to the address book by directly entering the name and address is explained here as an example.

1



Press the [Home Screen] key.

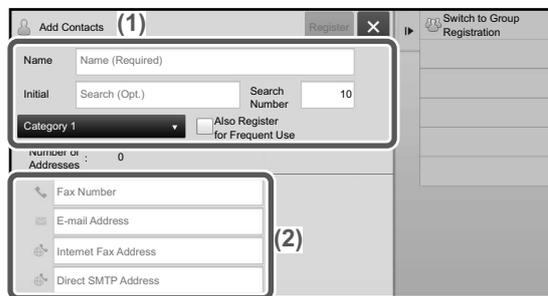
Home screen appears.

2



Tap the [Address Control] key.

3



Enter the information you want to register in the address book.

(1) Enter basic information.

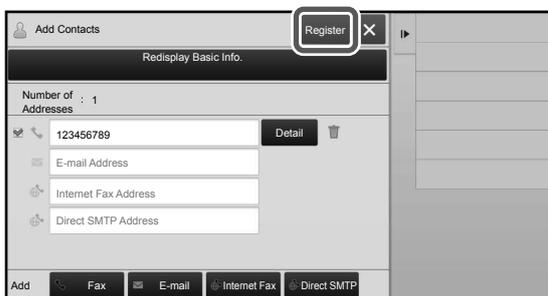
Be sure to enter [Name] and [Initial].

To specify a category, select one from a category list that appears when the entry box is tapped.

To register a contact for frequent use, select the [Also Register for Frequent Use] checkbox .

(2) Tap [Fax Number], [E-mail Address], [Internet Fax Address], or [Direct SMTP Address], enter the address, and tap **OK**.

4

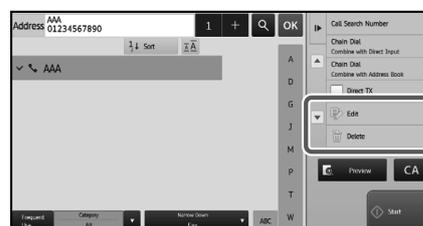


Tap the [Register] key.

The first address of each address type is set as the default address. If no address has the checkbox next to it selected, a confirmation screen will appear asking you if you want to select a default address.

## Editing or deleting a contact

Tap the [Address Book] key in the home screen, select the contact to be edited or deleted, tap  in the action panel, and tap [Edit] or [Delete].





# USER AUTHENTICATION

When user authentication is enabled in settings mode, you must log in in order to use the machine. User authentication is disabled in the factory default settings.

When you have finished using the machine, log out.

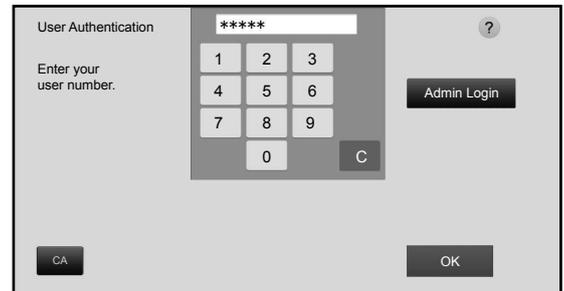
## ABOUT AUTHENTICATION METHODS

There are two user authentication methods: authentication by user number, and authentication by login name / password. Ask the system administrator of the machine for the information you need to log in.

### AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.

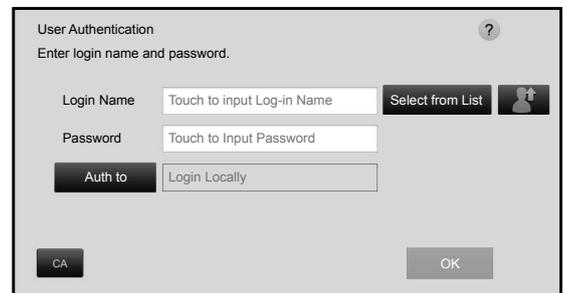
When starting the machine, the login screen appears.



### AUTHENTICATION BY LOGIN NAME/PASSWORD

This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

When starting the machine, the login screen appears.



## Logout

When you have finished using the machine, log out. This helps prevent unauthorized people from using the machine.





## FUNCTIONS THAT CAN BE USED ON THE MACHINE

The machine has many functions for a variety of purposes.

Some convenient functions are described in below. For details, see the User's Manual.

### PAPER, AND TIME SAVING FUNCTIONS

**N-Up**

This function uniformly lays out multiple original pages onto a single sheet of paper.  
This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.

**Blank Page Skip**

If the scanned original contains blank pages, this function skips them to copy or send only non-blank pages.  
The machine detects blank pages, enabling you to skip useless blank sheets without checking an original.

**Mixed Size Original**

This feature scans originals in different sizes at the same time even when 5-1/2" x 8-1/2" (B5) size originals are mixed with 8-1/2" x 11" (A4) size originals.  
When copying, you can combine the mixed originals setting and auto ratio setting to change the ratio used for each original and print all pages on the same size of paper.

**Original Count**

Counting the number of scanned original sheets and display the count before transmission.  
Checking the number of scanned original sheets before transmission helps prevent mistakes.

**Proof Copy**

This function makes a proof copy before printing the specified number of copies. Check the preview image with a proof copy.  
If necessary, change the setting. Using this function stores the scanned original in the machine, saving you the trouble of re-scanning the original in the changed setting.

**Tandem Copy**

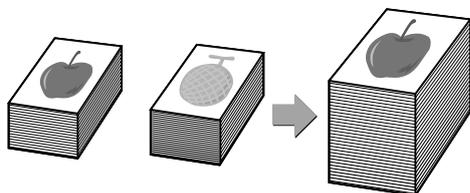
This function shares a copy job half-and-half between two machines connected to the network, enabling the reduction of the copy time.



## Job Build



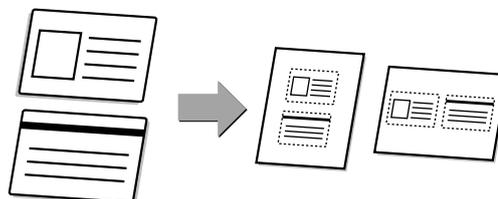
This function divides the originals into sets and feeds each set through the automatic document feeder one set at a time when copying or sending a very large number of originals.



## Card Shot



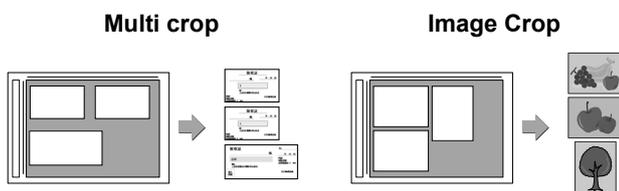
This function copies or sends the front and reverse sides of a card on one sheet, not on separate sheets. This function is convenient for making copies for identification purposes and helping save paper.



## Multi-crop scan / Image Crop



You can place multiple documents such as receipts or photographs on the document glass, and automatically crop and save each document to a separate file during scanning.



## Auto Set (Only the machine has the OCR function.)



To automatically set scan settings appropriate for the original, tap the [Auto Set] key in the base screen of Easy Mode. Image Orientation, Resolution, and Blank Page Skip are set automatically.



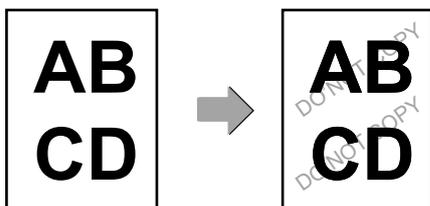
## SECURITY REINFORCEMENT FUNCTIONS

## Hidden Pattern Print



Characters to prevent unauthorized copying such as pre-set or customized text are placed as invisible characters in a background pattern.

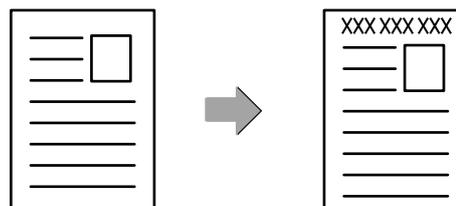
When an output sheet with a pattern print is copied, the hidden characters will appear.



## Tracking Information Print



This function forcibly prints the pre-specified traceable information to prevent an unauthorized copy.



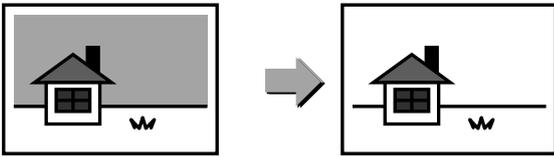


# SCANNING FUNCTIONS

## Background Adjustment



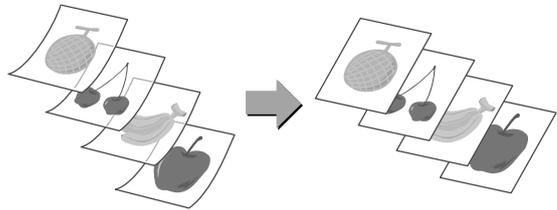
You can adjust the background by making light areas of the original darker or lighter.



## Slow Scan Mode



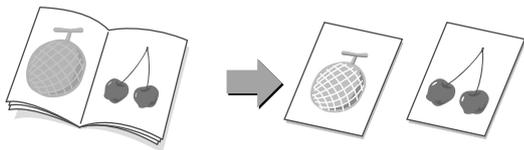
Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



## Dual Page Scan



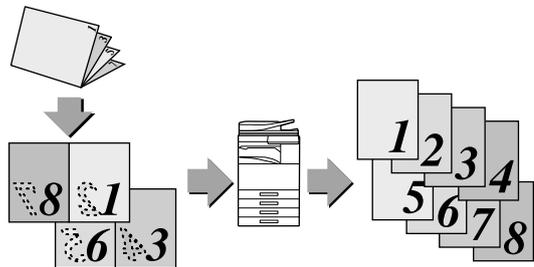
The left and right sides of an original can be transmitted as two separate pages. This function is useful when you wish to fax the left and right pages of a book or other bound document as separate pages.



## Book Divide



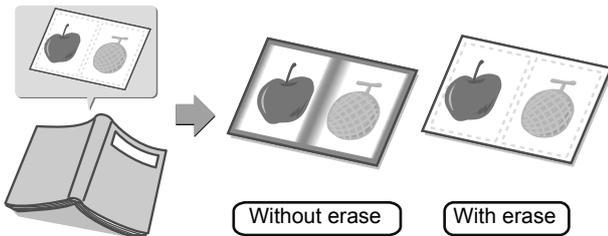
This function splits a saddle-stitch original such as a catalogue or a pamphlet page by page, and copies in sequence.



## Erase



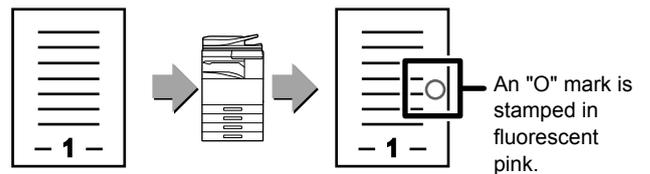
The erase function is used to erase shadows on images produced when scanning thick originals or books.



## Verification Stamp



This function stamps each original that is scanned using the automatic document feeder, allowing you to verify that all originals were correctly scanned.





# COPIER

This section explains the basic procedures for using the copier function.

▶ <b>MAKING COPIES</b> .....	<b>34</b>
▶ <b>COPY MODE</b> .....	<b>36</b>
▶ <b>COPYING ON SPECIAL PAPER (Bypass Copy)</b> .....	<b>37</b>



# MAKING COPIES

This section explains how to set a Copy Ratio.

1



**Press the [Home Screen] key.**

Home screen appears.

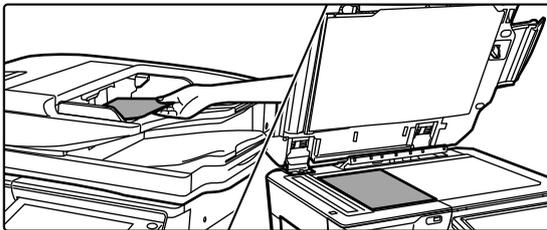
2



**Tap the [Easy Copy] mode icon.**

Easy Copy mode screen appears.

3

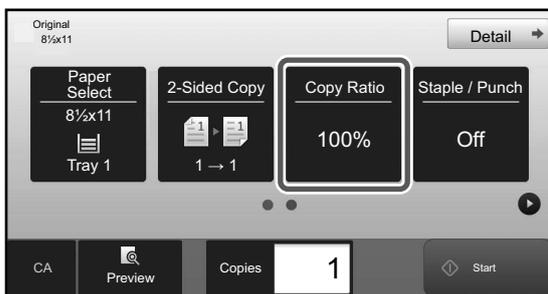


**Place the original.**

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

▶ [PLACING ORIGINALS \(page 21\)](#)

4



**Tap the [Copy Ratio] key.**

The functions below can be enabled in easy mode.

- Paper Select
- 2-Sided Copy
- Copy Ratio
- Staple\*1, Staple / Punch\*2
- Original
- Exposure
- N-Up
- Card Shot

\*1 When an inner finisher, finisher, finisher (large stacker), saddle stitch finisher or saddle stitch finisher (large stacker) is installed.

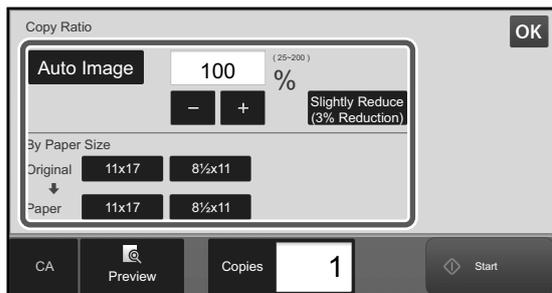
\*2 When a punch module and inner finisher, finisher, finisher (large stacker), saddle stitch finisher or saddle stitch finisher (large stacker) is installed.

To select more detailed settings, tap the [Detail] key and select settings in normal mode.

▶ [COPY MODE \(page 36\)](#)



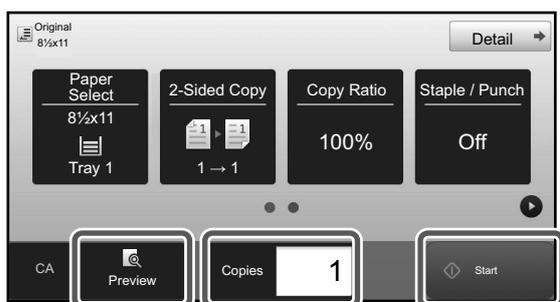
5



### Set the copy ratio.

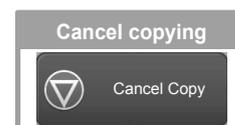
After the settings are completed, tap **OK**.

6



### Set the number of copies and then tap the [Start] key.

- To check a preview of a document, tap the [Preview] key.
  - ▶ [PREVIEW SCREEN \(page 20\)](#)



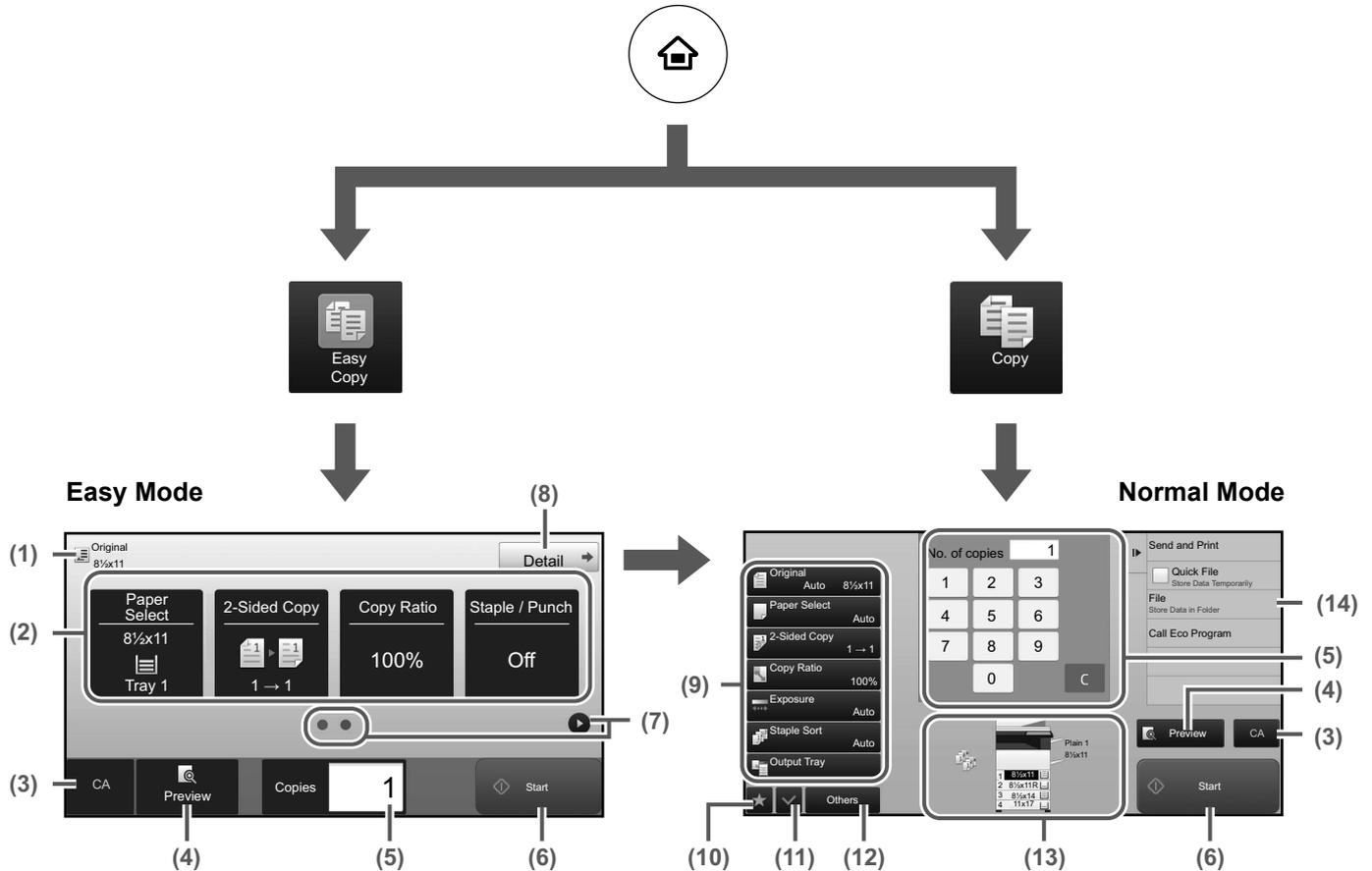


# COPY MODE

Copy mode has two modes: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most copy jobs.

If you need to select detailed settings or special functions, use normal mode. All functions can be used in normal mode.



- (1) Show the size of the placed original.
- (2) Select the function that you want to use.
- (3) All settings are reset.
- (4) Scan the original and show a preview image.
  - ▶ [PREVIEW SCREEN \(page 20\)](#)
- (5) Enter the number of copies.
- (6) Starts copying.
- (7) Switch the pages for displaying shortcut keys.
- (8) Change to normal mode.
- (9) Setting keys that can be used to make copies.
- (10) Displays the list of function keys. Frequently used [Others] can be registered.
- (11) Check the current settings.
- (12) Displays the list of keys other than the function keys indicated above.
  - ▶ [FUNCTIONS THAT CAN BE USED ON THE MACHINE \(page 30\)](#)
- (13) Indicates the presence or absence of an original and size of paper loaded in each tray. Tapping this makes the paper select screen opened.
- (14) Displays the functions that can be utilized in the Copy Mode.

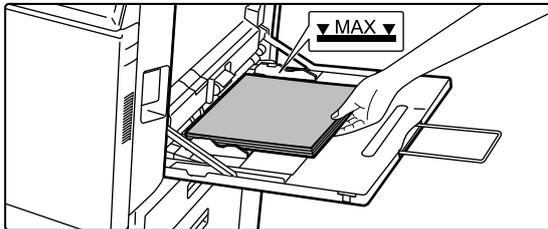
**To select a function in easy mode**  
 In "Settings", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Copy]



# COPYING ON SPECIAL PAPER (Bypass Copy)

This section explains how to load 8-1/2" x 11" heavy paper in the bypass tray.

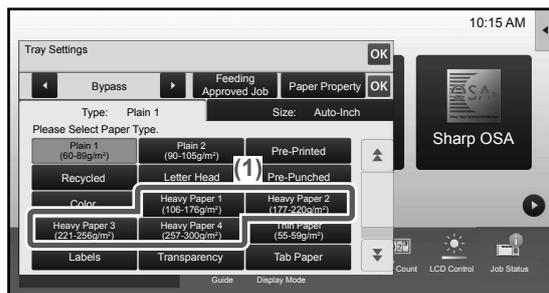
1



## Load paper into the bypass tray.

► [Bypass tray \(page 24\)](#)

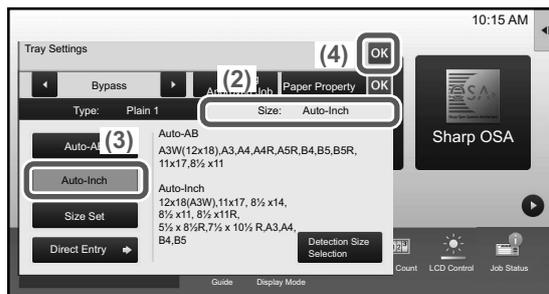
2



## Select settings in the touch panel.

(1) Tap the [Heavy Paper 1], [Heavy Paper 2], [Heavy Paper 3] or [Heavy Paper 4] key.

Tap the [Heavy Paper 1] key if the paper is 28 lbs. bond to 65 lbs. cover (106 g/m<sup>2</sup> to 176 g/m<sup>2</sup>), the [Heavy Paper 2] key if the paper is 65 lbs. cover to 80 lbs. cover (177 g/m<sup>2</sup> to 220 g/m<sup>2</sup>), the [Heavy Paper 3] key if the paper is 80 lbs. index to 140 lbs. index (221 g/m<sup>2</sup> to 256 g/m<sup>2</sup>), or the [Heavy Paper 4] key if the paper is 140 lbs. index to 110 lbs. cover (257 g/m<sup>2</sup> to 300 g/m<sup>2</sup>).



(2) Tap the [Size: Auto-Inch] tab.

(3) Tap the [Auto-Inch] key.

(4) Tap **OK** of "Tray Settings".

3

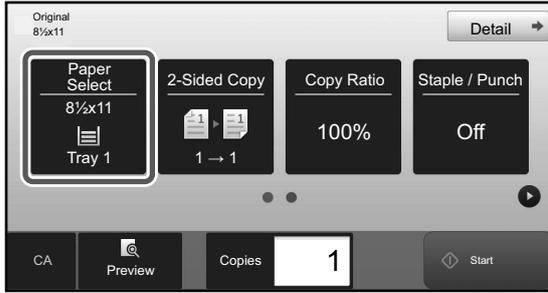


## Tap the [Easy Copy] mode icon.

Easy Copy mode screen appears.

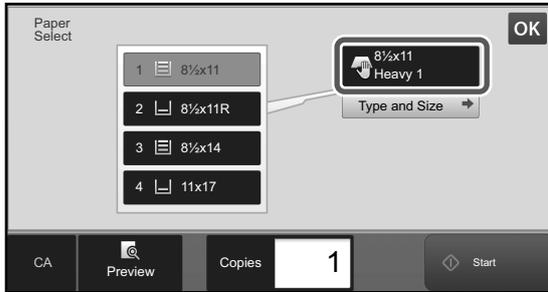


4



Tap the [Paper Select] Key.

5



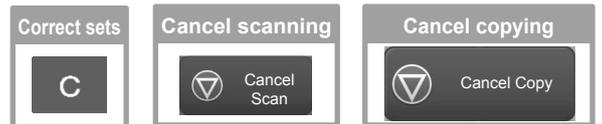
Select the Bypass Tray.

6



Set the number of copies and then tap the [Start] key.

- To check a preview of a document, tap the [Preview] key.
- ▶ [PREVIEW SCREEN \(page 20\)](#)





# PRINTER

This section explains the basic procedure for printing using the printer driver of the machine. The explanations of screens and procedures are primarily for Windows® 10 in Windows® environments, and Mac OS X v10.12 in Mac OS environments. The window varies depending on the operating system version, the printer driver version, and the application.

▶ <b>PRINTING IN A WINDOWS ENVIRONMENT .....</b>	<b>40</b>
▶ <b>PRINTING IN A Mac OS ENVIRONMENT .....</b>	<b>42</b>
▶ <b>DIRECTLY PRINTING A FILE IN USB MEMORY.....</b>	<b>44</b>



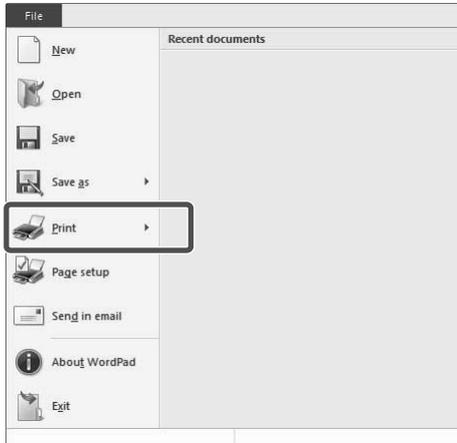
# PRINTING IN A WINDOWS ENVIRONMENT

The following example explains how to print an 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 the Software Setup Guide.

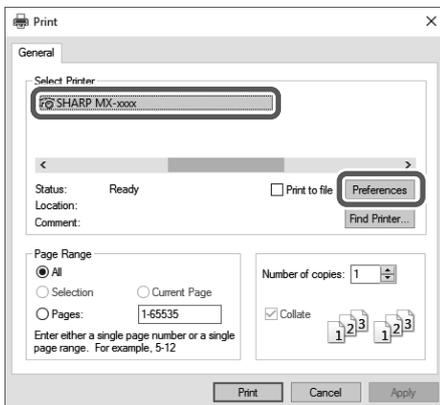
For information on the available printer drivers and the requirements for their use, see the User's Manual.

1



Select [Print] from the [File] menu of WordPad.

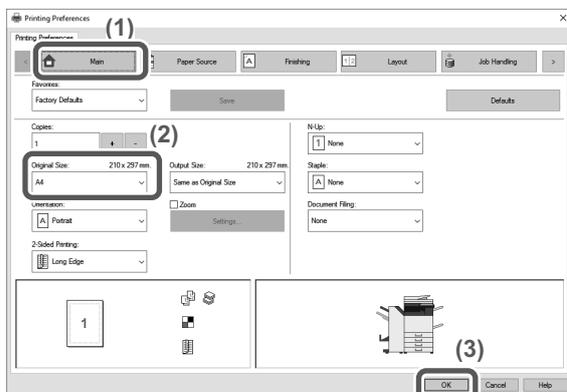
2



Select the machine's printer driver, and click the [Preferences] button.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

3



Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

To select settings on other tabs, click the desired tab and then select the settings.

(3) Click the [OK] button.

- Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
- Click the [Help] button, the Help window will open to let you view explanations of the settings on the tab.



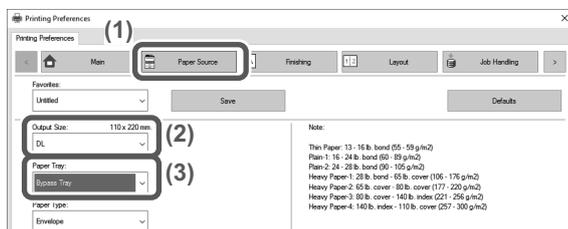
**4**

**Click the [Print] button.**

Printing begins.

**PRINTING ON ENVELOPES**

The bypass tray can be used for envelope printing.



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

**(2) Select the envelope size from "Output Size".**

When "Output Size" is set to [DL], "Paper Type" is also automatically set to [Envelope].

**(3) Select [Bypass Tray] from the "Paper Tray".**



Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray.

▶ [Loading envelopes \(page 24\)](#)





# PRINTING IN A Mac OS ENVIRONMENT

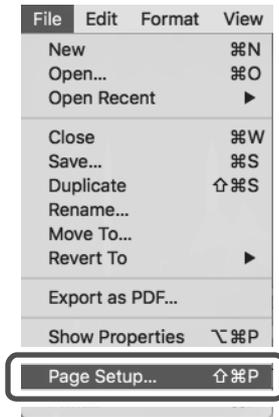
The following example explains how to print an A4 size document from "TextEdit", which is a standard accessory program in Mac OS.

To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.



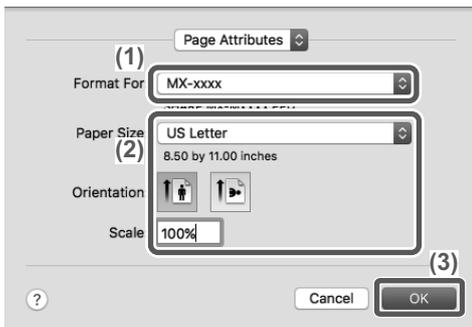
On the MX-M2630/M3050/M3550/M4050/M5050/M6050, the PS3 expansion kit is required to use the machine as a printer in a Mac OS environment.

1



Select [Page Setup] from the [File] menu.

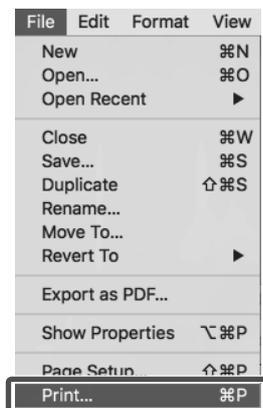
2



Select paper settings.

- (1) Make sure that the correct printer is selected.
- (2) Select the paper settings.  
Set the paper size, paper orientation, and copy ratio.
- (3) Click the [OK] button.

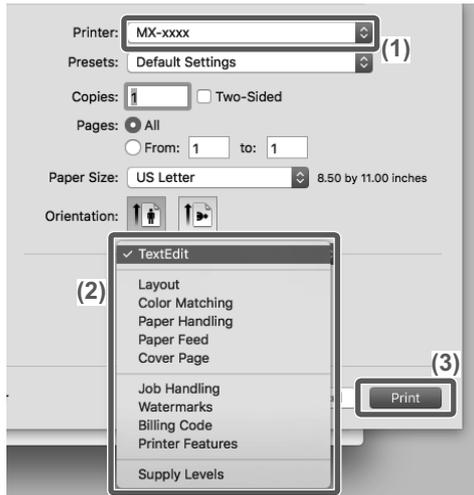
3



Select [Print] from the [File] menu.



4



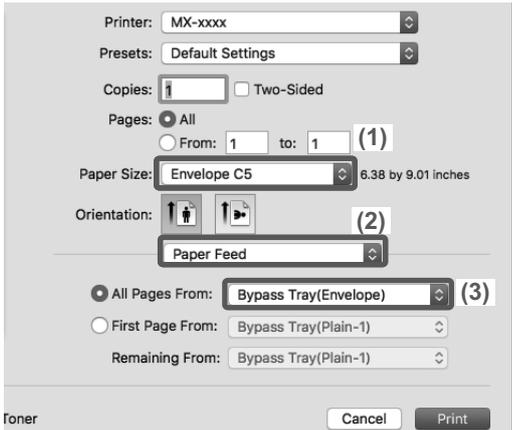
Select print settings.

- (1) Make sure that the correct printer is selected.
- (2) Select items from the menu and configure the settings as needed.
- (3) Click the [Print] button.

PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.



- (1) Select the envelope size from "Paper Size".
- (2) Select [Paper Feed].
- (3) Select [Bypass Tray(Envelope)] from the "All Page From".



Set the paper type of the bypass tray to [Envelope] and load an envelope into the bypass tray.

▶ [Loading envelopes \(page 24\)](#)



# DIRECTLY PRINTING A FILE IN USB MEMORY

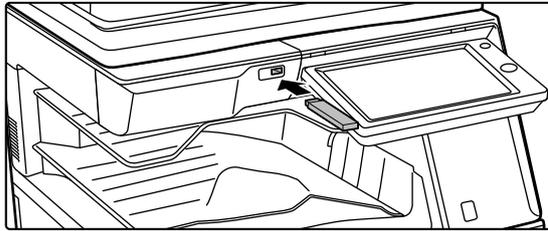
Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver. The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PDF*1, EncryptedPDF*1, Compact PDF*1, PDF/A*1, Compact PDF/A*1	PS*1	DOCX, XLSX, PPTX*2	PNG
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl, prn, txt	pdf	ps, prn	docx, xlsx, pptx	png

\*1 On the MX-M2630/M3050/M3550/M4050/M5050/M6050, the PS3 expansion kit is required.

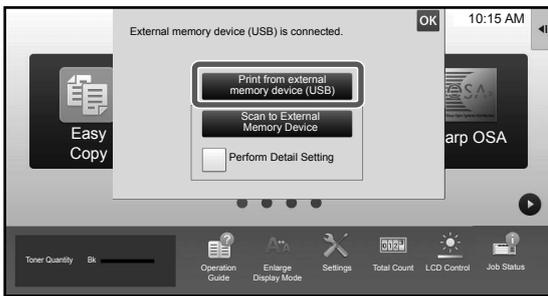
\*2 On the MX-M2630/M3050/M3550/M4050/M5050/M6050, the Direct print expansion kit is required.

1



**Connect the USB memory device to the machine.**

2



**When a screen for selecting the action appears, tap [Print from external memory device (USB)].**

If the screen does not appear, follow these steps:

- (1) Tap the [HDD File retrieve] key.
- (2) Tap [Select File from USB Memory to Print] on the action panel.

3



**Tap the key of the file that you wish to print, and tap [Choose Print Settings] on the action panel.**

- When printing multiple files, tap the keys of the files you wish to print, and tap [Print] on the action panel.
- Tap to switch to thumbnails.

4



**Select print settings and tap the [Start] key.**

5

**Remove the USB memory device from the machine.**

“DirectOffice™ is a product of CSR Imaging US, LP.

DirectOffice™ is a trademark of CSR Imaging US, LP, registered in the United States and other countries, used with permission.”



# FACSIMILE

This section explains the basic procedures for using the fax function of the machine.

▶ <b>SENDING A FAX .....</b>	<b>46</b>
▶ <b>FAX MODE.....</b>	<b>48</b>



# SENDING A FAX

This section explains the basic procedure for sending a fax.  
In fax mode, color originals are sent as black and white images.

1



**Press the [Home Screen] key.**

Home screen appears.

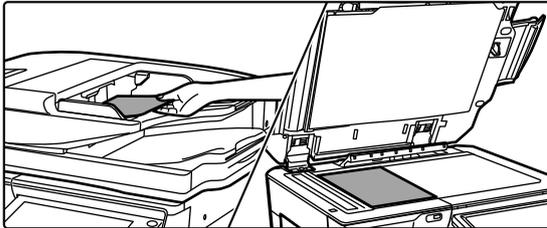
2



**Tap the [Easy Fax] mode icon.**

Easy Fax mode screen appears.

3

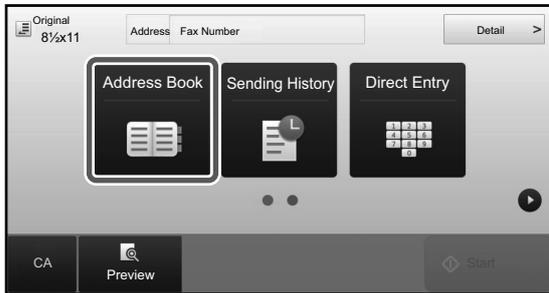


**Place the original.**

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

▶ [PLACING ORIGINALS \(page 21\)](#)

4



**Tap the [Address Book] key.**

You can also tap the numeric keys to directly enter a fax number, or select a fax number from the transmission log.

5



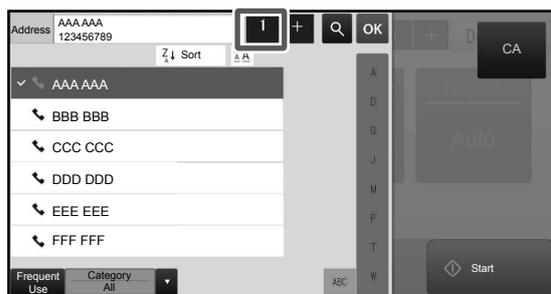
**Tap the key of the desired destination.**

Addresses of the current mode are selected from addresses whose checkboxes were selected when the tapped destination was registered. If no addresses were registered with the checkbox selected, tap the [Yes] key in the confirmation screen and select the desired addresses.

To add another destination, tap the key of the destination.



6



### Tap the [All Destinations] key.

A list of the selected destinations appears.

7



### Confirm the destination.

If an incorrect destination appears in the list, tap the destination and then tap the [Delete] key.

8



### Tap to change screens and select settings.

Change settings as needed.

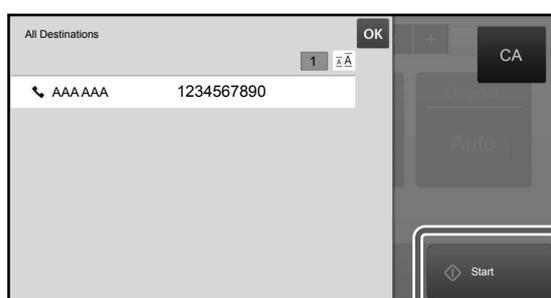
The functions below can be enabled in easy mode.

- Original set
- Exposure
- Resolution

To select more detailed settings, tap the [Detail] key and select settings in normal mode.

- ▶ [FAX MODE \(page 48\)](#)

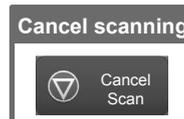
9



### Tap the [Start] key.

To check a preview of a document, tap  to return to the base screen of Easy Fax and tap the [Preview] key.

- ▶ [PREVIEW SCREEN \(page 20\)](#)



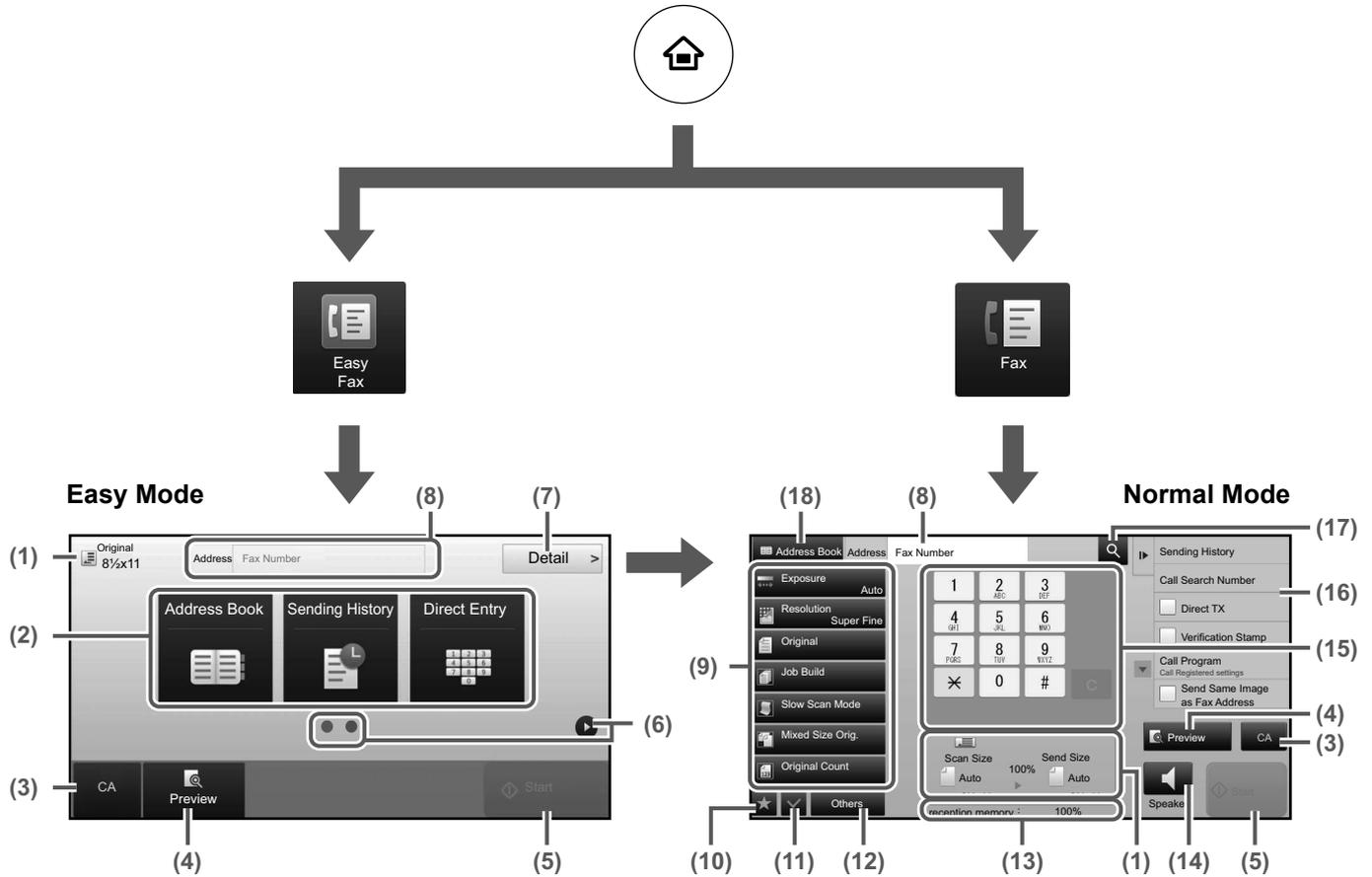


# FAX MODE

Fax mode has two modes: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most fax jobs.

If you need to select detailed settings or special functions, use normal mode.

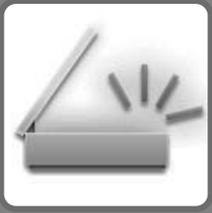


- (1) Displays the sizes of the original and the data to send.
- (2) Select the address and functions you want to use.

**To select a function in easy mode**  
 In "Settings", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Fax]

- (3) Reset settings and addresses.
- (4) Scan the original and show a preview image.  
 ▶ [PREVIEW SCREEN \(page 20\)](#)
- (5) Fax transmission will start immediately.
- (6) Switch the pages for displaying shortcut keys.
- (7) Change to normal mode.
- (8) Shows the destination fax number.
- (9) Setting keys that can be used for the fax.

- (10) Displays the list of function keys. Frequently used [Others] can be registered.
- (11) Check the current settings.
- (12) Displays the list of keys other than the function keys indicated above.  
 ▶ [FUNCTIONS THAT CAN BE USED ON THE MACHINE \(page 30\)](#)
- (13) Shows the amount of free memory available for fax reception.
- (14) Tap to dial in speaker mode.
- (15) Enter the fax number.
- (16) Displays the functions that can be utilized in the Fax Mode.
- (17) Searches for the address.
- (18) Displays the address book.



# SCANNER

This section explains the uses of the network scanner function and the basic procedure for using scan mode.

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

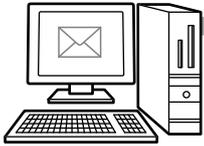
▶ NETWORK SCANNER FUNCTION.....	50
▶ SCANNING AN ORIGINAL.....	51
▶ SCANNER MODE .....	53



# 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. To use a mode, tap the button of the mode in the home screen.

## Scan modes



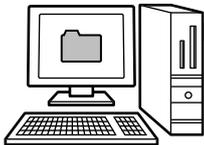
To send an image to an e-mail address, use

### Scan to E-mail



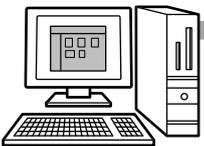
To upload an image to an FTP server, use

### 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

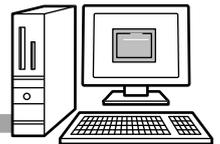
Use this mode to send a fax via the Internet



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

If you want to use a document solution linked to an application





# SCANNING AN ORIGINAL

The basic operation for scanning is explained below.

The procedure for sending a scanned file by E-mail to a destination stored in the address book is explained here.

1



**Press the [Home Screen] key.**

Home screen appears.

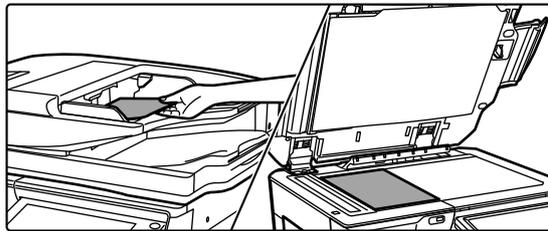
2



**Tap the [Easy Scan] mode icon.**

Easy Scan mode screen appears.

3



**Place the original.**

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

▶ [PLACING ORIGINALS \(page 21\)](#)

4



**Tap the [Address Book] key.**

5



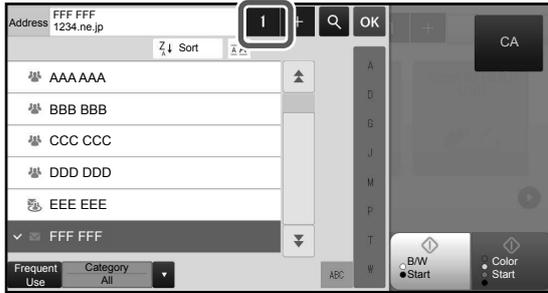
**Tap the key of the desired destination.**

Addresses of the current mode are selected from addresses whose checkboxes were selected when the tapped destination was registered. If no addresses were registered with the checkbox selected, tap the [Yes] key in the confirmation screen and select the desired addresses.

To add another destination, tap the key of the destination.



6



**Tap the [All Destinations] key.**

A list of the selected destinations appears.

7



**Confirm the destination.**

If an incorrect destination appears in the list, tap the destination and then tap the [Delete] key.

8



**Tap  to change screens and select settings.**

Change settings as needed.

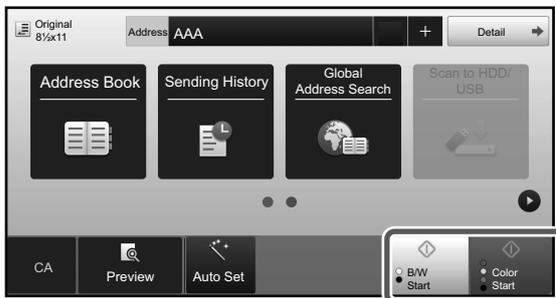
The functions below can be enabled in easy mode.

- Original
- Resolution
- File Format
- Blank Page Skip

To select more detailed settings, tap the [Detail] key and select settings in normal mode.

▶ [SCANNER MODE \(page 53\)](#)

9

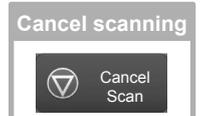


**Tap the [Color Start] key or [B/W Start] key.**

- In the factory default state, the machine detects whether the original is black & white or full color when you tap the [Color Start] key, and automatically switches between full color and black & white binary scanning. When you tap the [B/W Start] key, the machine scans in black & white binary. For details, see the User's Manual.

- To check a preview of a document, tap **OK** to return to the base screen of Easy Scan and tap the [Preview] key.

▶ [PREVIEW SCREEN \(page 20\)](#)

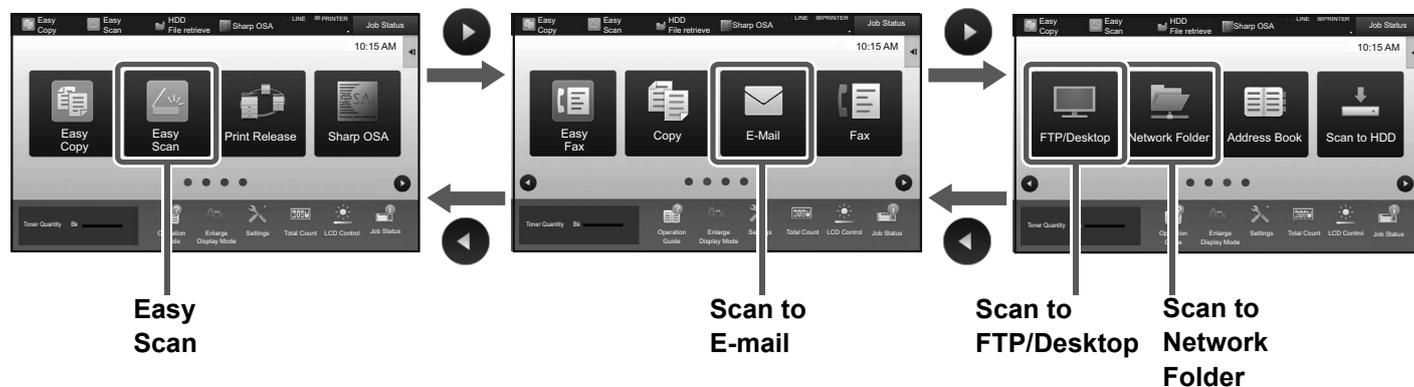




# SCANNER MODE

## SELECTING SCANNER MODE

In the home screen, tap the icon of the desired scanner mode to display the base screen of scanner mode. If the button you want to use does not appear, tap ◀ or ▶ to change the screen.



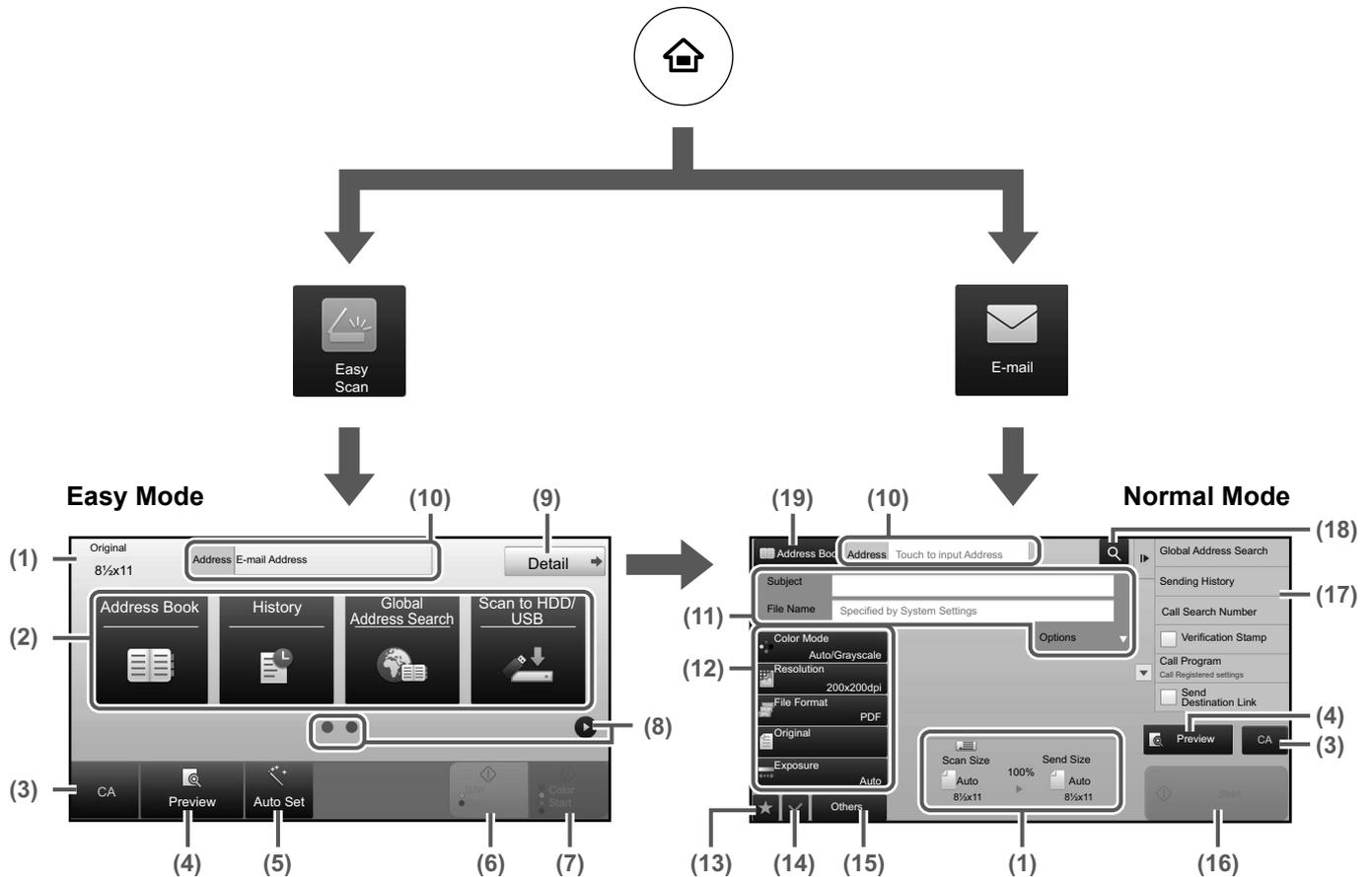


# BASE SCREEN OF SCANNER MODE

Scanner mode has two modes: easy mode and normal mode.

Easy mode is limited to frequently used functions that allow you to smoothly perform most scan jobs.

If you need to select detailed settings or special functions, use normal mode.



- (1) Displays the sizes of the original and the data to send.
- (2) Select the address and functions you want to use.

- (11) Enter the subject, file name, and other items. The screen varies depending on the scanning type.
- (12) Setting keys that can be used for sending images.
- (13) Displays the list of function keys. Frequently used [Others] can be registered.
- (14) Checking the current settings.
- (15) Displays the list of keys other than the function keys indicated above.
  - ▶ FUNCTIONS THAT CAN BE USED ON THE MACHINE (page 30)
- (16) Transmission will start.
- (17) Displays the functions that can be utilized in the Image Send mode.
- (18) Searches for the address.
- (19) Displays the address book.

### To select a function in easy mode



In "Settings", select [System Settings] → [Common Settings] → [Operation Settings] → [Easy Mode Settings] → [Easy Scan]

- (3) Reset settings and addresses.
- (4) Scan the original and show a preview image.
  - ▶ PREVIEW SCREEN (page 20)
- (5) Automatically set the original placement orientation, resolution, and skipping of blank pages. (Only the machine has the OCR function.)
- (6) Starts blank & white scanning.
- (7) Starts color scanning.
- (8) Switch the pages for displaying shortcut keys.
- (9) Change to normal mode.
- (10) Tap this key to display the soft keyboard.



# DOCUMENT FILING

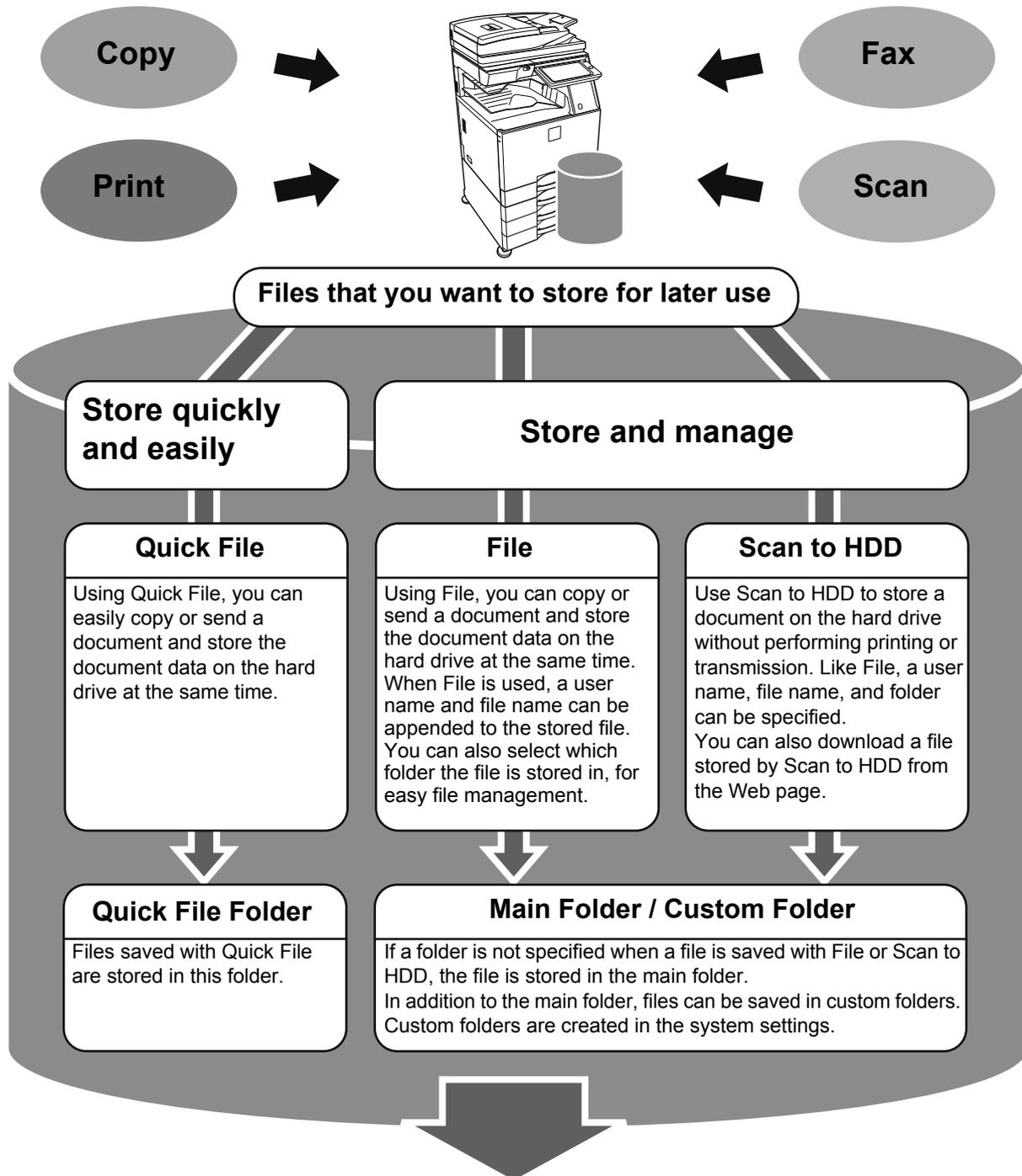
The document filing function is used to store the document or print image on the hard drive when performing a copy, print, or other job. You can print or perform other operations using the saved file at a later time.

This section introduces several of the document filing functions.

▶ <b>USES OF THE DOCUMENT FILING FUNCTION .....</b>	<b>56</b>
▶ <b>SAVING A DOCUMENT ONLY (Scan to HDD) .....</b>	<b>57</b>
▶ <b>PRINTING A SAVED FILE.....</b>	<b>60</b>



# USES OF THE DOCUMENT FILING FUNCTION



**Stored files can be printed or transmitted whenever needed.  
 A file that has been stored by the printer driver cannot be transmitted.  
 (The file can be transmitted if "RIP format" is changed to "RGB" format.)**



# SAVING A DOCUMENT ONLY (Scan to HDD)

Scan to HDD lets you save a scanned document to the main folder or a custom folder. This function is not used to print or send.

The procedure for storing a document in the main folder is explained below.

To save to a custom folder, tap the [HDD File retrieve] key in the Home screen, tap [Scan to HDD] on the action panel, and select save settings. For more information, see the User's Manual.

## Saving by Easy Scan

You can save a file in the main folder or My Folder (when user authentication is enabled).

1



**Press the [Home Screen] key.**

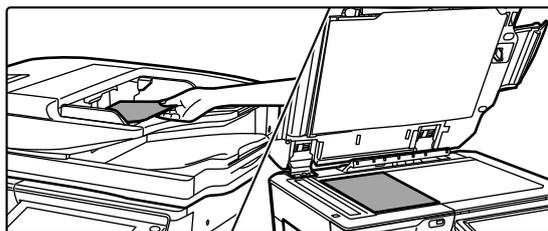
The Home screen appears.

2



**Tap the [Easy Scan] mode icon.**

3



**Place the original.**

Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

▶ [PLACING ORIGINALS \(page 21\)](#)

4



**Tap the [Scan to HDD/ USB] key.**





5



Tap the [Scan to HDD] key.

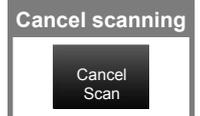
6



Tap the [Color Start] key or [B/W Start] key.

To check a preview of a document, tap the [Preview] key.

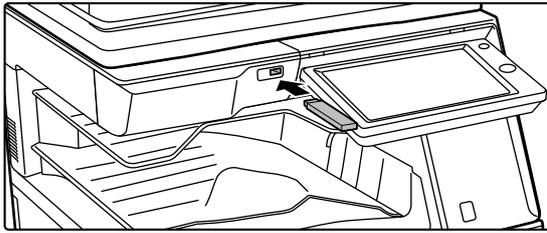
▶ [PREVIEW SCREEN \(page 20\)](#)





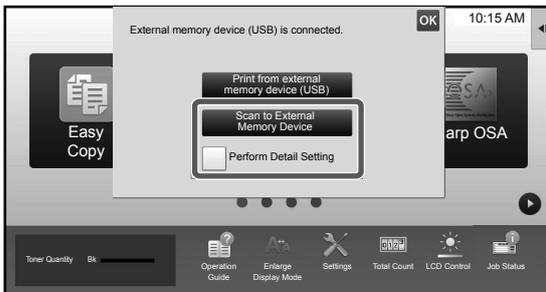
# Scan to USB memory device

1



Connect the USB memory device to the machine.

2



When a screen for selecting the action appears, tap [Scan to External Memory Device].

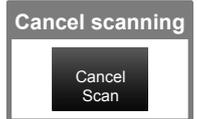
- To select detailed settings in normal mode, select the [Perform Detail Setting] checkbox .
  - ▶ [BASE SCREEN OF SCANNER MODE](#) (page 54)
- If the machine/device save screen is open, this screen will not appear.

3

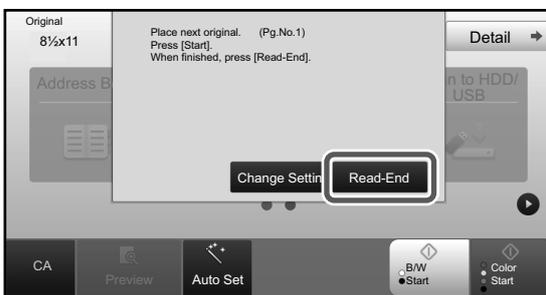


Tap the [Color Start] key or [B/W Start] key.

- To check a preview of a document, tap the [Preview] key.
- ▶ [PREVIEW SCREEN](#) (page 20)



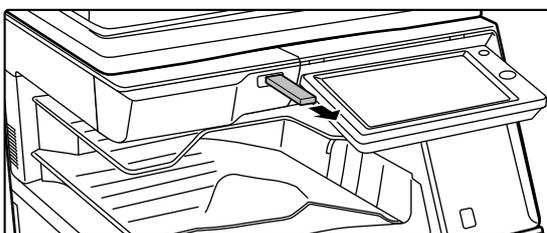
4



After scanning all originals, tap the [Read-End] key.

When you scan the original using the automatic document feeder, this screen does not appear.

5



Check the [Sending data has been completed.] message, and remove the USB memory device from the machine.



# PRINTING A SAVED FILE

You can retrieve a file stored by document filing and print or transmit the file. You can also print files saved in a USB memory device or a shared folder. The steps for printing the "Copy\_02022018\_112030" file saved in the main folder are explained below.

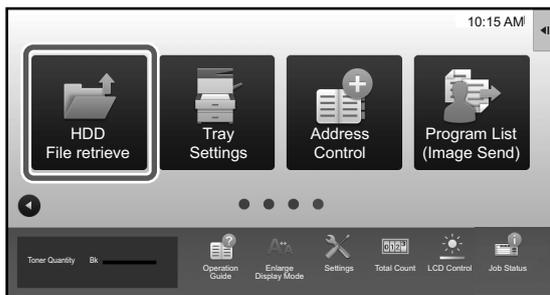
1



**Press the [Home Screen] key.**

Home screen appears.

2



**Tap the [HDD File retrieve] mode icon.**

3



**Select the file and print.**

**(1) Tap the [Main Folder] key.**



**(2) Tap the key of the file that you wish to print.**

In this case, tap the "Copy\_02022018\_112030" key. To check a preview of the printed image, tap [Check Image] on the action panel.

If you want to delete the file after printing, tap [Print and Delete the Data] on the action panel so that  appears.

**(3) Tap the [Print Now] key.**



# SYSTEM SETTINGS

The setting mode let you adjust the operation of the machine to suit the needs of your workplace. This section briefly introduces several of the setting mode. For detailed explanations of the system settings, see "SYSTEM SETTINGS" in the User's Manual.

▶ SETTING MODE .....	62
----------------------	----



## SETTING MODE

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 setting mode screen. The procedure for opening the setting mode screen and the items in the screen are explained below.

## DISPLAYING THE SETTING MODE ON THE MACHINE

1



**Press the [Home Screen] key.**

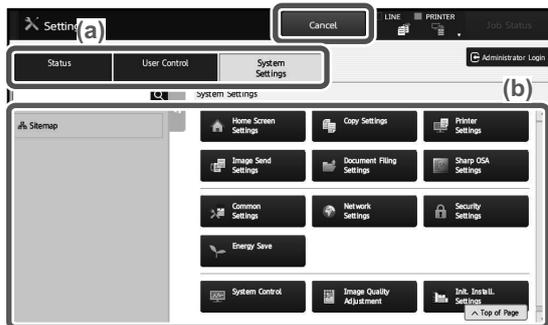
Home screen appears.

2



**Tap the [Settings] key.**

The setting mode screen appears.



Tap the item that you want to set on menu tab (a) or setting menu (b).

To exit setting mode, tap the [Cancel] key.

- ▶ [Setting mode when an administrator is logged in \(page 64\)](#)



## WHAT YOU CAN DO IN THE SETTING MODE

The following settings can be configured in setting mode.

Some settings may not appear on the touch panel of the machine, or in the Web browser on your computer. Some settings may not appear due to the specifications of your machine and the peripheral devices that are installed.

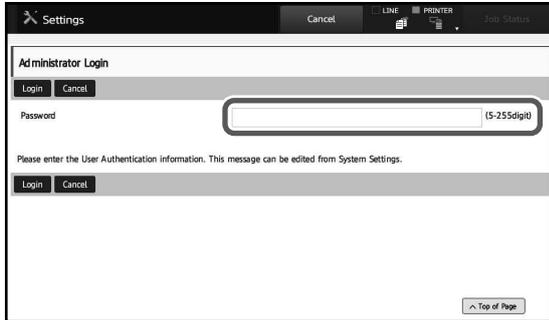
Menu	Overview	
Status	Displays paper tray information and device information.	
Address Book	Use to edit the address book.	
Document Operations	Use to perform actions on a file using the Document Filing function.	
User Control	This is used to store, edit, and delete users when user authentication is enabled. You can also select IC card settings.	
System Settings	Configure the main settings for the machine such as date settings and paper tray settings. You can configure the following settings.	
	Home Screen Settings	You can select settings for the machine's home screen, such as changing the home screen background.
	Copy Settings	You can select copy settings.
	Printer Settings	You can select print settings.
	Image Send Settings	Configure settings for image send, such as fax and Scan to E-mail.
	Document Filing Settings	You can select Document Filing settings.
	Sharp OSA Settings	You can select Sharp OSA settings.
	Common Settings	You can configure machine settings such as date settings and tray settings.
	Network Settings	You can configure network settings such as network protocol and NAS settings.
	Security Settings	You can configure machine security settings such as authentication and changing the administrator password.
	Energy Save	The machine's power consumption can be reduced by Eco Mode setting.
	System Control	You can configure machine backup and job log settings.
	Image Quality Adjustment	You can perform image adjustment on the machine.
Initial Installation Settings	This is a group of settings that are required when you initially install the machine.	





## Setting mode when an administrator is logged in

An administrator can configure settings that are more advanced than the settings available to a guest or user. When user authentication is enabled, settings may be allowed without entering the administrator password based on the rights of the logged in user. For the state of the settings, ask the administrator of the machine.



When you select an item in setting mode that requires administrator login, the administrator login screen will appear.

For the items available in setting mode when an administrator is logged in, see "SYSTEM SETTINGS" in the User's Manual.



# SPECIFICATIONS

Referring to the machine specification.

► SPECIFICATIONS .....	66
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# SPECIFICATIONS

## Basic Specifications / Copier Specifications

Name	MX-M2630/MX-M3050/MX-M3070/MX-M3550/MX-M3570/MX-M4050/ MX-M4070/MX-M5050/MX-M5070/MX-M6050/MX-M6070		
Type	Desktop		
Color	Monochrome		
Copier system	Laser electrostatic copier		
Scanning resolution	Scan: 600 × 600 dpi, 600 × 400 dpi, 600 × 300 dpi*1 Print: 1200 × 1200 dpi*2, 600 × 600 dpi, equivalent to 9600 dpi × 600 dpi *1 Only when using an automatic document feeder on the MX-M3070/M3570/M4070/M5070/M6070. *2 MX-M3070/M3570/M4070/M5070/M6070 only.		
Gradation	Scan: equivalent to 256 levels Print: equivalent to 256 levels		
Original paper sizes	Max. 11" x 17" (A3) for sheets and bound documents		
Copy sizes	12" × 18" to 5-1/2" × 8-1/2"R (A3 wide to A5R), Envelope (Monarch, COM10, DL, C5) Main tray (Tray 1): 12" × 18" to 5-1/2" × 8-1/2"R (A3 wide to A5R) Multi-bypass tray: 12" × 18" to 5-1/2" × 8-1/2"R (A3 wide to A5R), Envelope Lost margin Leading edge: 11/64" ± 3/64" (4 mm ± 1 mm) Trailing edge: 3/32" to 13/64" (2 mm to 5 mm) Left edge / Right edge: total 11/64" ± 3/32" (4 mm ± 2 mm)		
Paper type	Main tray (Tray 1): Plain, Heavy paper Multi-bypass tray: Plain, Heavy paper, Thin paper, Special media Paper weight: Main tray (Tray 1): 16 lbs. bond to 110 lbs. Cover (60 g/m <sup>2</sup> to 300 g/m <sup>2</sup> ) Multi-bypass tray: 13 lbs. bond to 110 lbs. Cover (55 g/m <sup>2</sup> to 300 g/m <sup>2</sup> ) • Some usage conditions or paper types may prevent correct printing. • To use special media (envelopes, labels, glossy paper, tab paper, transparencies, etc.), or paper from 28 lbs. bond to 110 lbs. Cover (106 g/m <sup>2</sup> to 300 g/m <sup>2</sup> ), contact your dealer or nearest SHARP Service Department.		
Warm-up time	MX-M2630/M3050/M3070/M3550/M3570/M4050/M4070 : 14 seconds MX-M5050/M5070 : 16 seconds MX-M6050/M6070 : 18 seconds • This may vary depending on the ambient conditions. * From the power button. From the main power switch, it takes 27 seconds (MX-M2630/M3050/M3070/M3550/M3570/M4050/M4070), 29 seconds (MX-M5050/M5070) and 31 seconds (MX-M6050/M6070).		
First-copy time	MX-M2630/ M3050/M3070/ M3550/M3570/ M4050/M4070	MX-M5050/ M5070	MX-M6050/ M6070
Document glass DSPF/RSPF	4.5 seconds 7.4 seconds	3.7 seconds 6.6 seconds	3.5 seconds 6.3 seconds
	• This may vary depending on the state of the machine. * Portrait feeding of 8-1/2" x 11" (A4) sheets.		
Continuous copying speeds* (when shifter is not in operation)	MX-M2630	MX-M3050/ M3070	MX-M3550/ M3570
8-1/2" × 11", A4, B5, A5	26 copies/min.	30 copies/min.	35 copies/min.
A3, 11" × 17"	15 copies/min.	15 copies/min.	17 copies/min.
	MX-M4050/ M4070	MX-M5050/ M5070	MX-M6050/ M6070
8-1/2" × 11", A4, B5, A5	40 copies/min.	50 copies/min.	60 copies/min.
A3, 11" × 17"	19 copies/min.	24 copies/min.	27 copies/min.
	* Continuous speed for same original source. Output may be temporarily interrupted to stabilize image quality. The speed may drop in some environments.		

Copy ratios	Same size: 1: 1 ± 0.8 % Enlarge (Inch size): 121 %, 129 %, 200 %, 400 % (AB size: 115 %, 122 %, 141 %, 200 %, 400 %) Reduce (Inch size): 25 %, 50 %, 64 %, 77 % (AB size: 25 %, 50 %, 70 %, 81 %, 86 %) Zoom range: 25 to 400 % in 1 % increments, total 376 increments. Can calculate zoom rate when mm is specified. (25 - 200 % using automatic document feeder)	
Paper feed / capacity	650 sheets in 1 tray (550) plus 100-sheet multi-bypass tray • Using 20 lbs. bond (80 g/m <sup>2</sup> ) weight paper	
Max. paper feed / max. capacity	6300 sheets in 4 trays (550 × 2 + 1200 + 900) plus large capacity tray (3000) plus 100-sheet multi-bypass tray • Using 20 lbs. bond (80 g/m <sup>2</sup> ) weight paper	
Continuous copy	Max. 9999 copies	
Memory	Standard	5 GB HDD 500 GB • 1 GB = One billion bytes when referring to hard drive capacity. Actual format capacity is less.
Ambient environment	Operating environment	50 °F to 95 °F (10 °C to 35 °C) (20 % to 85 % RH) 590 - 1,013 hPa
	Standard environment	69.8 °F to 77 °F (21 °C to 25 °C) (50 ± 10 % RH)
Required power supply	AC 120V ±10% 60Hz Power consumption Max. 1.44 kW (including options)	
Dimensions	MX-M2630/M3050/M3550/M4050/M5050/M6050: 23-15/16" (W) × 25-19/32" (D) × 32-27/32" (H) (608 mm (W) × 650 mm (D) × 834 mm (H)) MX-M3070/M3570/M4070/M5070/M6070: 24-17/64" (W) × 25-63/64" (D) × 33" (H) (616 mm (W) × 660 mm (D) × 838 mm (H))	
Weight	MX-M2630/M3050/M3550/M4050/M5050/M6050: Approx. 141 lbs. (64 kg) MX-M3070/M3570/M4070/M5070/M6070: Approx. 160.9 lbs. (73 kg)	
Overall dimensions	MX-M2630/M3050/M3550/M4050/M5050/M6050: 39-1/2" (W) × 25-19/32" (D) (1003 mm (W) × 650 mm (D)) (With multi-bypass tray extended) 39-59/64" (W) × 25-19/32" (D) (1014 mm (W) × 650 mm (D)) (With exit tray unit (right tray) extended) MX-M3070/M3570/M4070/M5070/M6070: 39-47/64" (W) × 25-63/64" (D) (1009 mm (W) × 660 mm (D)) (With multi-bypass tray extended) 40-11/64" (W) × 25-63/64" (D) (1020 mm (W) × 660 mm (D)) (With exit tray unit (right tray) extended)	

## Automatic Document Feeder

Document feeder types	MX-M2630/M3050/M3550/M4050/M5050/M6050: Reversing Single Pass Feeder (RSPF) MX-M3070/M3570/M4070/M5070/M6070: Duplex Single Pass Feeder (DSPF)	
Original paper sizes	11" × 17" to 5-1/2" × 8-1/2" (A3 to A5)	
Original paper types	Paper weight Thin paper 9 lbs. to 13 lbs. (35 g/m <sup>2</sup> to 49 g/m <sup>2</sup> ) Plain paper 13 lbs. to 32 lbs. (50 g/m <sup>2</sup> to 128 g/m <sup>2</sup> ) Two-sided DSPF: 13 lbs. to 32 lbs. (50 g/m <sup>2</sup> to 128 g/m <sup>2</sup> ) RSPF: 13 lbs. to 28 lbs. (50 g/m <sup>2</sup> to 105 g/m <sup>2</sup> )	
Paper storage capacity	DSPF: 150 sheets (20 lbs. (80 g/m <sup>2</sup> )) (or maximum stack height of 50/64" (19.5 mm)) RSPF: 100 sheets (20 lbs. (80 g/m <sup>2</sup> )) (or maximum stack height of 1/2" (13 mm))	
Scan speed (copy)	80 sheets/minute • When scanning one-sided, 8-1/2" × 11" (A4) vertical documents, 600 × 400 dpi	



## Tray 2 / 3 / 4

Name	Tray 2 (MX-DE25 N) <sup>1</sup>	Tray 2/3 (MX-DE26 N) <sup>2</sup>	Tray 2/3/4 (MX-DE27 N) <sup>3</sup>	Tray 2 (MX-DE29 N) <sup>4</sup>
Paper sizes	12" × 18", 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R, A3 wide, A3, B4, A4, A4R, B5, B5R, A5R			
Useable paper	16 lbs. bond to 110 lbs. Cover (60 g/m <sup>2</sup> to 300 g/m <sup>2</sup> )			
Paper capacity	550 sheets	1100 (550 × 2)	1650 (550 × 3)	550 sheets
Required power supply	Supplied from main machine			
Dimensions	MX-DE25 N/DE26 N/DE27 N: 22-61/64" (W) × 25-19/32" (D) × 15-3/4" (H) (583 mm (W) × 650 mm (D) × 400 mm (H)) MX-DE29 N: 22-61/64" (W) × 25-19/32" (D) × 8-9/32" (H) (583 mm (W) × 650 mm (D) × 210 mm (H))			
Weight	Approx. 39.7 lbs. (18 kg)	Approx. 44.1 lbs. (20 kg)	Approx. 55.1 lbs. (25 kg)	Approx. 28.7 lbs. (13 kg)

\*1: Stand/550 sheet paper drawer (MX-DE25 N)

\*2: Stand/2x550 sheet paper drawer (MX-DE26 N)

\*3: Stand/3x550 sheet paper drawer (MX-DE27 N)

\*4: Low stand/550 sheet paper drawer (MX-DE29 N)

## Stand/550&2100 sheet paper drawer (Tray 2 / 3 / 4) / Large capacity tray (Tray 5)

Name	Stand/550&2100 sheet paper drawer (MX-DE28 N) Large capacity tray (MX-LC17 N)	
Paper sizes	Tray 2: 12" × 18", 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R, A3 wide, A3, B4, A4, A4R, B5, B5R, A5R Tray 3: 8-1/2" × 11", A4 Tray 4/5: 8-1/2" × 11", A4, B5	
Useable paper	Tray 2: 16 lbs. bond to 110 lbs. Cover (60 g/m <sup>2</sup> to 300 g/m <sup>2</sup> ) Tray 3/4: 16 lbs. bond to 28 lbs. bond (60 g/m <sup>2</sup> to 105 g/m <sup>2</sup> ) Tray 5: 16 lbs. bond to 80 lbs. Cover (60 g/m <sup>2</sup> to 220 g/m <sup>2</sup> )	
Paper capacity	Tray 2: 550 Tray 4: 900	Tray 3: 1200 Tray 5: 3000
Required power supply	Supplied from main machine	
Dimensions	MX-DE28 N: 22-61/64" (W) × 25-19/32" (D) × 15-3/4" (H) (583 mm (W) × 650 mm (D) × 400 mm (H)) MX-LC17 N: 14-49/64" (W) × 23-9/16" (D) × 17-41/64" (H) (375 mm (W) × 598.4 mm (D) × 448 mm (H))	
Weight	MX-DE28 N: Approx. 66.1 lbs. (30 kg) MX-LC17 N: Approx. 48.5 lbs. (22 kg)	

## Finisher (Stored in the machine)

Name	Finisher (MX-FN27 N)	
Paper sizes	Depends on feeder specifications	
Useable paper	Paper weight : 13 lbs. to 110 lbs. Cover (55 g/m <sup>2</sup> to 300 g/m <sup>2</sup> )	
No. of trays	1+	
Tray capacity (13-20 lbs. (60-80g/m <sup>2</sup> ))	<b>Non-stapled</b> 12" × 18", 11" × 17", 8-1/2" × 14" (A3 wide, A3, B4): 250 sheets 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R (A4, A4R, B5, B5R, A5, A5R): 500 sheets	
	<b>Staple function</b> 11" × 17", 8-1/2" × 14" (A3, B4): 30 units or 250 sheets 8-1/2" × 11", 8-1/2" × 11"R (A4, A4R, B5): 30 units or 500 sheets	
	<b>Stapleless staple function</b> 11" × 17", 8-1/2" × 14", 8-1/2" × 11" (A3, B4, A4, B5): 30 units • Offset output is not available for 12" × 18", 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R (A3 wide, B5R, A5, A5R).	
Max. no. of stapled sheets (24 lbs. (90 g/m <sup>2</sup> ))	Staple:	Max. no. of 50 sheets (8-1/2" × 11", 8-1/2" × 11"R (A4, A4R, B5)) Max. no. of 2 sheets (110 lbs. (300 g/m <sup>2</sup> )) + 48 sheets (24 lbs. (90 g/m <sup>2</sup> )) Max. no. of 30 sheets (11" × 17", 8-1/2" × 14" (A3, B4))
	Stapleless staple:	Max. no. of 5 sheets (11" × 17", 8-1/2" × 11" (A3, B4, A4, B5))
Staple position	1 bottom, 1 top, 2 middle	
Manual staple	Staple position: 1 top Max. no. of stapled sheets: 11/64" (4 mm) or less	
Required power supply	Supplied from main machine	
Weight	Approx. 26.5 lbs. (12 kg)	
Dimensions	When output paper tray is stored 21-1/32" (W) × 20-43/64" (D) × 7-61/64" (H) (534 mm (W) × 525 mm (D) × 202 mm (H)) When output paper tray is extended 26-11/32" (W) × 20-43/64" (D) × 7-61/64" (H) (669 mm (W) × 525 mm (D) × 202 mm (H))	





# SPECIFICATIONS

## Finisher / Saddle Stitch Finisher

Name	Finisher (MX-FN28) Saddle Stitch Finisher (MX-FN29)
Paper sizes	Depends on feeder specifications
Useable paper	Paper weight 13 lbs. to 110 lbs. Cover (55 g/m <sup>2</sup> to 300 g/m <sup>2</sup> )
No. of trays	MX-FN28: 2 (Upper tray / Lower tray) MX-FN29: 2 (Upper tray / Lower tray) + Saddle stitch tray
Tray capacity (13-20 lbs. bond (60-80g/m <sup>2</sup> ))	Upper tray Non-stapled 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5" (A3W, A3, B4): 50 sheets 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R (A4, A4R, B5, B5R, A5, A5R): 250 sheets Lower tray Non-stapled 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R (A3W, A3, B4, A4R, B5, B5R, A5, A5R): 500 sheets 8-1/2" x 11" (A4): 1000 sheets Staple function 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R (A3W, A3, B4, A4R, B5, B5R): 50 units or 500 sheets 8-1/2" x 11" (A4): 100 units or 1000 sheets Saddle stitch tray (MX-FN29) 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11"R (A3W, A3, B4, A4R, B5R): 7 units (15 sheets)
Max. no. of stapled sheets	Max. no. of 50 sheets (8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R (A4, A4R, B5, B5R)) Max. no. of 2 sheets (110 lbs. Cover (300 g/m <sup>2</sup> )) + 48 sheets (24 lbs. (90 g/m <sup>2</sup> )) Max. no. of 30 sheets (11" x 17", 8-1/2" x 14" (A3, B4))
Staple position	1 bottom (slant), 1 top (slant), 2 middle
Saddle Stitch (MX-FN29)	Staple method Centered fold with stapling in 2 center places Saddle stitch fold position Centered fold Saddle usable sizes 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 11"R (A3W, A3, B4, A4R, B5R) Saddle usable paper weight 13 lbs. to 80 lbs. Cover (55 g/m <sup>2</sup> to 220 g/m <sup>2</sup> ) Paper weighting 28 lbs. to 80 lbs. Cover (106 g/m <sup>2</sup> to 220 g/m <sup>2</sup> ) is only able to be used in cover mode and for single sheet fold. Max. no. of saddle-stitched sheets Max. no. of 15 sheets (20 lbs. (80g/m <sup>2</sup> )) 14 sheets (20 lbs. (80g/m <sup>2</sup> )) + 1 sheet (110 lbs. Index (209 g/m <sup>2</sup> ))
Required power supply	Supplied from main machine
Weight	MX-FN28: Approx. 57.3 lbs. (26 kg) MX-FN29: Approx. 90.4 lbs. (41 kg)
Dimensions	When output paper tray is stored 22-41/64" (W) x 24-27/64" (D) x 38-53/64" (H) (575 mm (W) x 620 mm (D) x 986 mm (H)) When output paper tray is extended 25-63/64" (W) x 24-27/64" (D) x 41-5/32" (H) (660 mm (W) x 620 mm (D) x 1045 mm (H))

\* Output capacity may vary depending on environmental conditions at the installation location, the type of paper used, and the storage condition of the paper.

## Finisher (Large stacker) / Saddle Stitch Finisher (Large stacker)

Name	Finisher (MX-FN30) Saddle Stitch Finisher (MX-FN31)
Paper sizes	Depends on feeder specifications
Useable paper	Paper weight 13 lbs. to 110 lbs. Cover (55 g/m <sup>2</sup> to 300 g/m <sup>2</sup> )
No. of trays	MX-FN30: 2 (Upper tray / Lower tray) MX-FN31: 2 (Upper tray / Lower tray) + Saddle stitch tray
Tray capacity (13-20 lbs. bond (60-80g/m <sup>2</sup> ))	Upper tray Non-stapled 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R (A3W, A3, B4, A4R, B5R): 125 sheets 8-1/2" x 11", 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R (A4, B5, A5, A5R): 250 sheets Lower tray Non-stapled 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R (A3W, A3, B4, A4R, B5R, A5, A5R): 1500 sheets 8-1/2" x 11" (A4, B5): 3000 sheets Staple function 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R (A3, B4, A4R): 100 units or 1500 sheets 8-1/2" x 11" (A4, B5): 200 units or 3000 sheets Stapleless staple function 11" x 17" (A3): 100 units 8-1/2" x 11" (A4): 200 units
Tray capacity (13-20 lbs. bond (60-80g/m <sup>2</sup> ))	Saddle stitch tray (MX-FN31) 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R (A3W, A3, B4, A4R): 10 units (20 sheets) * Offset output is not available for 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3W, B5R, A5, A5R.
Max. no. of stapled sheets	Max. no. of 65 sheets (8-1/2" x 11" (A4, B5)) Max. no. of 2 sheets (110 lbs. Cover (300 g/m <sup>2</sup> )) + 63 sheets (24 lbs. (90 g/m <sup>2</sup> )) Max. no. of 30 sheets (11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5" (A3, B4, A4R)) Stapleless Staple: Max. no. of 5 sheets (11" x 17", 8-1/2" x 11" (A3, A4))
Staple position	1 bottom (slant), 1 top (slant), 2 middle
Manual staple	Staple position: 1 top Max. no. of stapled sheets: 23/64" (9 mm) or less
Saddle Stitch (MX-FN31)	Staple method (for saddle stitch) Centered fold with stapling in 2 center places Saddle stitch fold position Centered fold Saddle usable sizes 12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 11"R (A3W, A3, B4, A4R) Saddle usable paper weight 13 lbs. to 140 lbs. Index (55 g/m <sup>2</sup> to 256 g/m <sup>2</sup> ) Paper weighting 28 lbs. to 140 lbs. Index (106 g/m <sup>2</sup> to 256 g/m <sup>2</sup> ) is only able to be used in cover mode and for single sheet fold. Max. no. of saddle-stitched sheets Max. no. of 20 sheets (20 lbs. (80g/m <sup>2</sup> )) 19 sheets (20 lbs. (80g/m <sup>2</sup> )) + 1 sheet (140 lbs. Index (256 g/m <sup>2</sup> ))
Required power supply	Supplied from main machine
Weight	MX-FN30: Approx. 68.4 lbs. (31 kg) MX-FN31: Approx. 119.1 lbs. (54 kg)
Dimensions	When output paper tray is stored 21" (W) x 24-17/32" (D) x 38-53/64" (H) (533 mm (W) x 623 mm (D) x 986 mm (H)) When output paper tray is extended 25" (W) x 24-17/32" (D) x 41-5/16" (H) (635 mm (W) x 623 mm (D) x 1049 mm (H))

\* Output capacity may vary depending on environmental conditions at the installation location, the type of paper used, and the storage condition of the paper.



## Punch Module

Name	Punch module for MX-FN27 N MX-PN14B	Punch module for MX-FN28/29 MX-PN15B	Punch module for MX-FN30/31 MX-PN16B
Paper size for punch module	11" x 17" to 7-1/4" x 10-1/2"R (A3 to B5R)		
Holes	2/3 holes		
Required power supply	Supplied from main machine		
Dimensions	-		
	(Built into the Finisher and Saddle Stitch Finisher)		
Weight	Approx. 6 lbs. (2.7 kg)	Approx. 3.7 lbs. (1.7 kg)	Approx. 5.6 lbs. (2.5 kg)

## Paper Pass Unit

Name	Paper Pass Unit (MX-RB25 N)
Dimensions	17-11/16" (W) x 20-9/32" (D) x 6-1/2" (H) (449 mm (W) x 515 mm (D) x 165 mm (H))
Weight	Approx. 9.9 lbs (4.5 kg)

## Utility table

Name	Utility table (MX-UT10)
Dimensions	11-13/16" (W) x 16-35/64" (D) x 2-23/32" (H) (300 mm (W) x 420 mm (D) x 69 mm (H))
Weight	Approx. 1.8 lbs (0.8 kg)

## Network Printer Specifications

Type	Built-in type
Continuous print speed	Same as continuous copy speed
Resolution	Data processing: 600 x 600 dpi, 1200 x 1200 dpi*1 Print: 600 x 600 dpi, 1200 x 1200 dpi*1, equivalent to 9600 dpi x 600 dpi
Page description language	PCL6 emulation, Adobe® PostScript®3™*2
Compatible protocols	TCP/IP (LPD, Port9100, IPP, SMB, FTP, WSD, POP3<E-mail print>, HTTP)
Compatible OS	Windows Server 2008, Windows 7, Windows 8.1, Windows Server 2012, Windows 10, Windows Server 2016 Mac OS X (10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13)*2
Internal fonts	80 fonts for PCL, 139 fonts for Adobe® PostScript®3™*2
Memory	Machine system memory and hard disk
Interface	10BASE-T/100BASE-TX/1000BASE-T USB 2.0 (Host, Hi speed mode)

\*1 MX-M3070/M3570/M4070/M5070/M6070 only.

\*2 On the MX-M2630/M3050/M3550/M4050/M5050/M6050, the PS3 expansion kit is required.

## Fax Specifications

Name	Facsimile expansion kit (MX-FX15)	
Useable lines	General phone lines (PSTN), private branch exchange (PBX)	
Connection speed	Super G3: 33.6 kbps, G3: 14.4 kbps	
Coding method	MH, MR, MMR, JBIG	
Connection mode	Super G3 / G3	
Original paper sizes for transmission	11" x 17" to 5-1/2" x 8-1/2" (A3 to A5) (Paper with a max. length of 1000 mm can be transmitted (one-sided / B/W only).)	
Registered paper size	11" x 17" to 5-1/2" x 8-1/2" (A3 to A5)	
Transmission time	Approx. 2 seconds *1 (8-1/2" x 11" (A4) Sharp standard paper, normal characters, Super G3 (JBIG)) Approx. 6 seconds (G3 ECM)	
Memory	1 GB	
Notes	Address	Max. of 2000 entries (Including group dialing for fax, scanner, and Internet fax)
	Entries per group	Max. of 500 entries
	Mass transmissions	Max. of 500 recipients

\* Complies with the 33.6 kbps transmission method for Super G3 facsimiles standardized by the International Telecommunications Union (ITU-T). This is the speed for when sending an 8-1/2" x 11" (A4) size piece of paper of around 700 characters at standard image quality (8 x 3.85 chars/mm) in Hi-speed mode (33.6 kbps). This is the transmission speed for image information only and does not include time for transmission control. The actual time needed for a transmission depends on the content of the text, type of receiving fax machine, and telephone line conditions.

## Network Scanner Specifications

Type	Color scanner
Scan resolution (main x vertical)	100 x 100 dpi, 150 x 150 dpi, 200 x 200 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi (push scan) 50 to 9600 dpi *1 (pull scan)
Scan speed (8-1/2" x 11" (A4))	MX-M2630/M3050/M3550/M4050/M5050/M6050: 80 sheets/minute (200 x 200 dpi) (one-sided), 25 pages/minute (200 x 200 dpi) (two-sided) MX-M3070/M3570/M4070/M5070/M6070: 100 sheets/minute (200 x 200 dpi) (one-sided), 200 pages/minute (200 x 200 dpi) (two-sided) • When in standard mode using Sharp standard paper (8-1/2" x 11" (A4) size with 6% coverage) and the auto color detector is turned off. The speed varies depending on the data volume of the original.
Interface	10BASE-T/100BASE-TX/1000BASE-T, USB 2.0 (when an external memory device is used)
Compatible protocols	TCP/IP
Compatible OS (Pull scan (TWAIN))*2	Windows Server 2008, Windows 7, Windows 8.1, Windows Server 2012, Windows 10, Windows Server 2016
Output format	(B/W) TIFF, PDF, PDF/A-1a*3, PDF/A-1b*3, PDF/A*4, encrypted PDF, XPS*5, Office file (pptx, xlsx, docx)*3, TXT (UTF-8)*3, RTF*3 Compression method: decompression, G3 (MH), G4 (MMR) (Gray scale/color) TIFF, JPEG, PDF, PDF/A-1a*3, PDF/A-1b*3, PDF/A*4, encrypted PDF, Encrypt/Compact PDF*6, Encrypt/Compact PDF (Ultra Fine)*6, high compression PDF*6, Compact PDF (Ultra Fine)*6, Compact PDF/A-1a*3, 6, Compact PDF/A-1b,*3, 6, Compact PDF/A*6, Compact PDF/A-1a (Ultra Fine)*3, 6, Compact PDF/A-1b (Ultra Fine)*3, 6, Compact PDF/A (Ultra Fine)*4, 6, XPS*5, Office file (pptx, xlsx, docx)*3, TXT (UTF-8)*3, RTF*3 Compression method: JPEG (high, mid, and low compression)
Driver	TWAIN compliant

\*1: You must decrease the scan size when increasing the resolution.

\*2: There are cases when a connection cannot be established. Please contact your local dealer for more information.

\*3: On the MX-M2630/M3050/M3550/M4050/M5050/M6050, the OCR Expansion Kit is required.

\*4: When using the MX-M3070/M3570/M4070/M5070/M6070, or the MX-M2630/M3050/M3550/M4050/M5050/M6050 with the OCR expansion kit installed, this item cannot be displayed.

\*5: XPS stands for XML Paper Specification.

\*6: On the MX-M2630/M3050/M3550/M4050/M5050/M6050, the Enhanced Compression Kit is required.

## Wireless LAN Specifications

Type	MX-M2630/M3050/M3550/M4050/M5050/M6050: Optional (MX-EB18) MX-M3070/M3570/M4070/M5070/M6070: Standard (Built-in type)
Compliance standards	IEEE802.11n/g/b
Transmission method	OFDM (IEEE 802.11n/g), DS-SS (IEEE 802.11b)
Frequency range	2412 MHz to 2462 MHz
Channel number	ch1 - ch11
Transmission speed (value of standard) *1	IEEE802.11n max. 150 Mbps IEEE802.11g max. 54 Mbps IEEE802.11b max. 11 Mbps
Compatible protocols	TCP/IP (IPv4)
Wireless Transmit Power	20 dBm or less (EIRP)
Security	WEP, WPA/WPA2-mixed PSK, WPA/WPA2-mixed EAP*2, WPA2 PSK, WPA2 EAP*2

\*1: The indicated values are maximum theoretical values for the Wireless LAN Standard. The values do not indicate actual data transmission speeds.

\*2: Cannot be used in Access Point mode.





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## **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® 10. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Mac OS environment are based on Mac OS X v10.12 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".
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## **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 paper drawer is installed on the MX-M6070.

For some functions and procedures, the explanations assume that devices other than the above are installed.

<p>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.</p>
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MX-M2630/MX-M3050/MX-M3070/MX-M3550/MX-M3570/MX-M4050/  
MX-M4070/MX-M5050/MX-M5070/MX-M6050/MX-M6070

START GUIDE

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