

Quick Start Guide



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



SETTING MODE

Configuring settings to make the machine easier to use

HOW TO USE MANUALS

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 user's manual.

User's Manual

Detailed explanations of the functions that can be used on the machine are provided in the "User's Manual".

The manuals for this machine are uploaded to a website.

You can download various manuals from the website. The user's manual is also uploaded in HTML format and can be viewed on your smartphone or computer.

Software Setup Guide

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

Downloading the User's Manual in PDF format

Access the website from the following URL or QR code.

The website is displayed in English.

Switch to your preferred language before viewing and downloading the manual.

In addition, the same "User's Manual", you can see download to your computer from the Web site.

* Manual types may be updated. For more information, see our website.

URL:

<https://global.sharp/restricted/products/copier/downloads/manuals/select.html>



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SETTING MODE

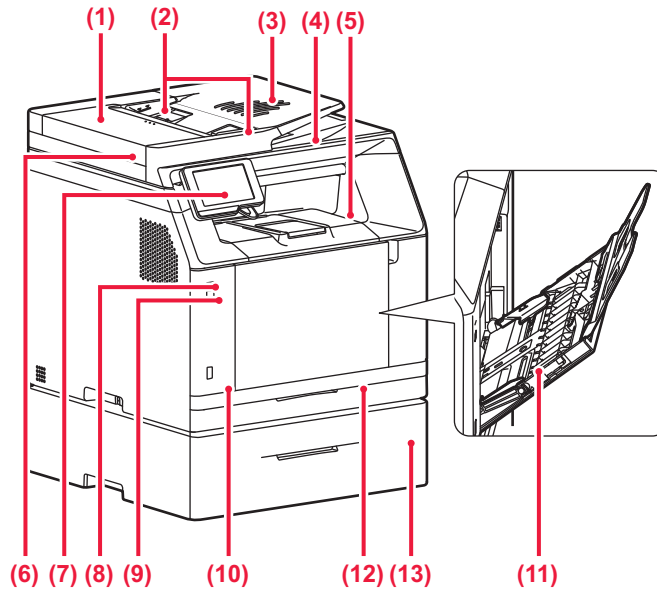
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BEFORE USING THE MACHINE

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

PART NAMES AND FUNCTIONS

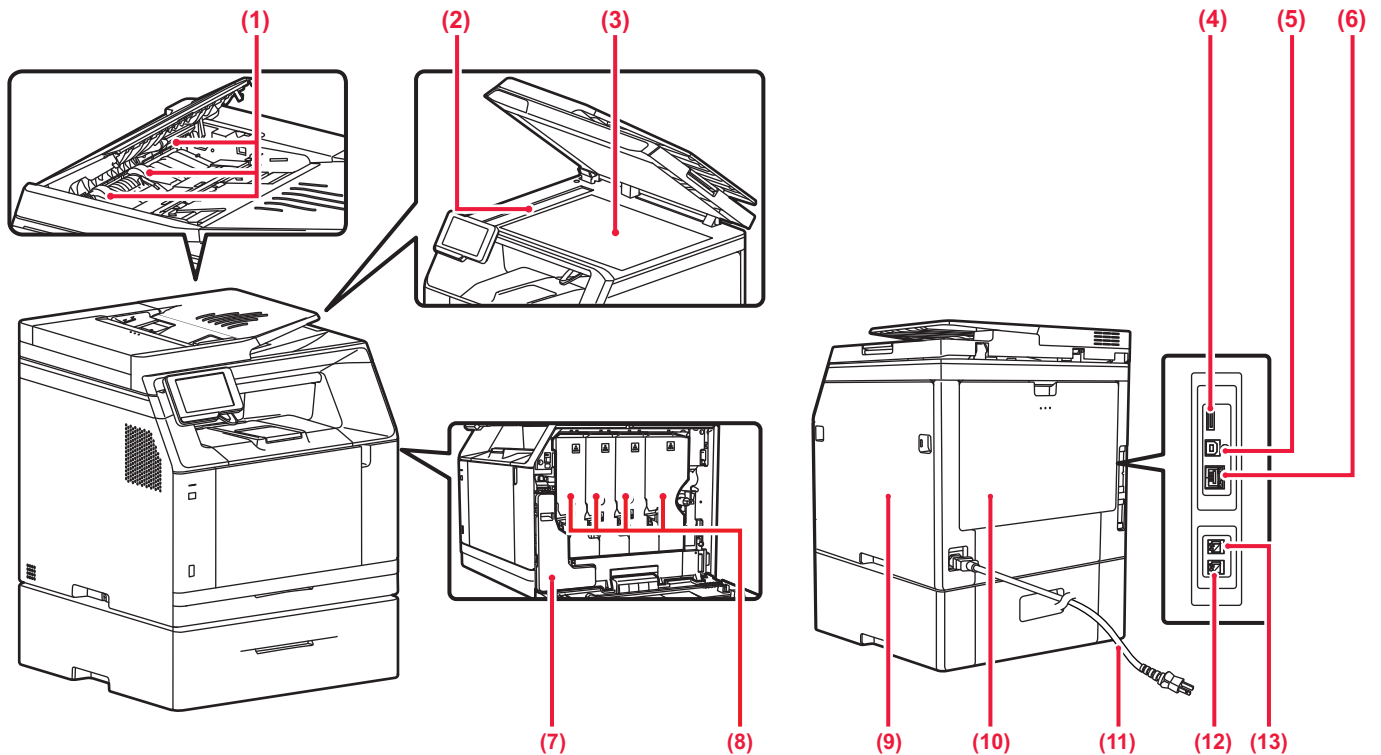


- (1) **Document feeding area cover**
Open this cover to remove an original misfeed or clean the paper feed roller.
- (2) **Original guides**
These guides help ensure that the original is scanned correctly. Adjust the guides to the width of the original.
- (3) **Document feeder tray**
Place the original.
Place the original with the print side facing up.
- (4) **Original exit tray**
The original is discharged to this tray after scanning.
- (5) **Output tray**
Output is delivered to this tray.
- (6) **Automatic document feeder**
It automatically feeds and scans multiple originals. Both sides of 2-sided originals can be automatically scanned at one time.
▶ [USING THE AUTOMATIC DOCUMENT FEEDER \(page 9\)](#)
- (7) **Operation panel**
This panel hosts the data notification indicator and touch panel. Use the touch panel to operate each of these functions.
▶ [OPERATION PANEL \(page 8\)](#)
- (8) **Power indicator**
This indicator lights up when the power plug is plugged into an outlet.
- (9) **[Power] button**
Use this button to turn the machine's power on and off.
- (10) **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).
- (11) **Bypass tray**
Use this tray to feed paper manually.
When loading large paper, open the extension guide.
▶ [LOAD PAPER INTO THE BYPASS TRAY \(page 12\)](#)
- (12) **Tray 1**
Store paper in this tray. A maximum of 250 sheets (20 lbs. (80 g/m²)) of paper can be loaded.
- (13) **Tray 2 (when a 500-sheet paper feed unit is installed)***
Store paper in this tray. A maximum of 500 sheets (20 lbs. (80 g/m²)) of paper can be loaded.

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



BEFORE USING THE MACHINE



- (1) **Paper feed roller**
This roller rotates to automatically feed the original.
- (2) **Scanning area**
Originals placed in the automatic document feeder are scanned here.
- (3) **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 \(page 9\)](#)
- (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) **USB port (B type)**
The machine does not use this connector.
- (6) **LAN connector**
Connect the LAN cable to this connector when the machine is used on a network.
Use a shielded LAN cable.
- (7) **Toner collection container**
This container collects excess toner that remains after printing.
- (8) **Toner cartridge**
This cartridge contains toner.
When the toner in a cartridge runs out, replace with new one.
- (9) **Right side cover**
Open this cover to replace a toner cartridge.
- (10) **Rear side cover**
Open this cover to remove a paper misfeed.
- (11) **Power plug**
- (12) **Telephone line jack (LINE)**
When the fax function of the machine is used, the telephone line is connected to this jack.
- (13) **Extension phone jack (TEL)**
When the fax function of the machine is used, an extension phone can be connected to this jack.



TURNING ON/OFF THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine. Operate the [Power] button on the front left side of the machine.

Turning on the power

- Insert the power plug in the power outlet.
- When the power indicator lights in blue, press the [Power] button to turn on the power.

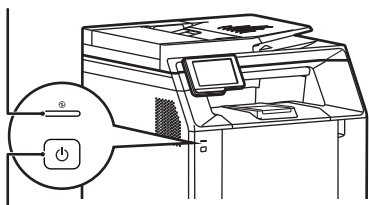
Turning off the power

After pressing the [Power] button, tap the [Power Off] key on the touch.

Restart the machine

Press the [Power] button to turn off the power, and tap the [Power Off] key on the touch panel. After that, press the [Power] button again to turn on the power.

Power indicator



[Power] button



- When turning off the power, be sure to press the [Power] button on the operation panel, tap the [Power Off] key on the touch panel.
- In a sudden case of power outage, turn the power for the machine back on and then turn it off in the correct order. Turn off the [Power] button and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you move the machine.

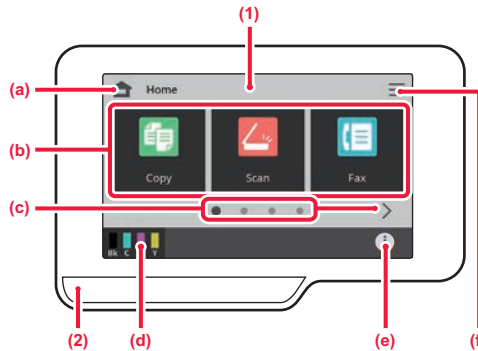


- When using the machine for faxing, do not turn it off, and keep it in the standby mode using the power save mode.
- In order for some settings to take effect, the machine must be restarted. Depending on the condition of the machine, the settings may not be activated by rebooting with the [Power] button. In this case, unplug the power plug from the power outlet and plug it back in.



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) Touch Panel

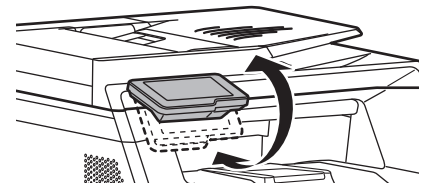
- Messages and keys appear on the touch panel display. Operate the machine by directly tapping the displayed keys.
- (a) Display the home screen
 - (b) Select shortcut keys for modes or functions.
 - (c) Switch the pages for displaying shortcut keys.
 - (d) Display Toner Quantity.
 - (e) Displays information about the machine, such as the machine's IP address and firmware information.
 - (f) Displays the settings used by the machine.

(2) Information indicator

The indicator illuminates light or blink to notify you when paper is being fed or output, when a fax is being received, or when an error occurs in 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.





PLACING ORIGINALS

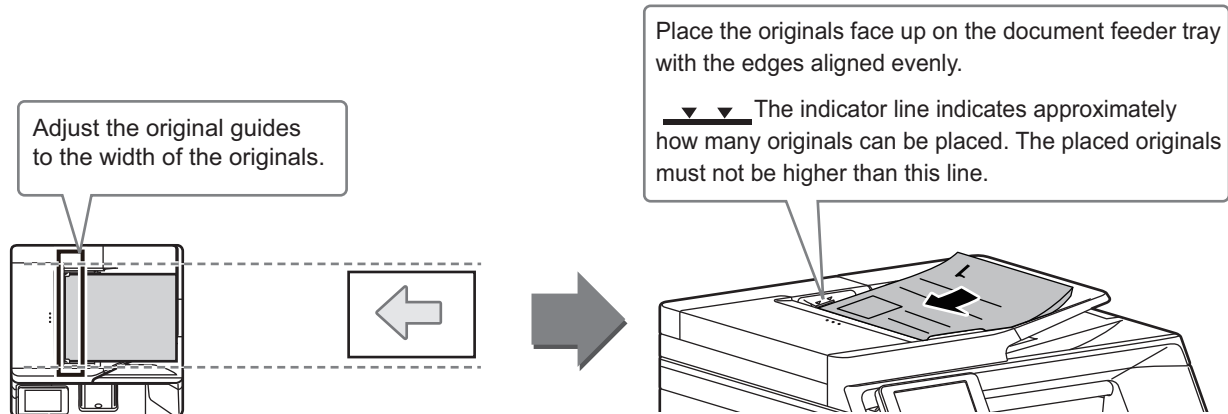
The automatic document feeder can be used to automatically scan many originals at once, and this saves you the trouble of manually feeding each original.

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.

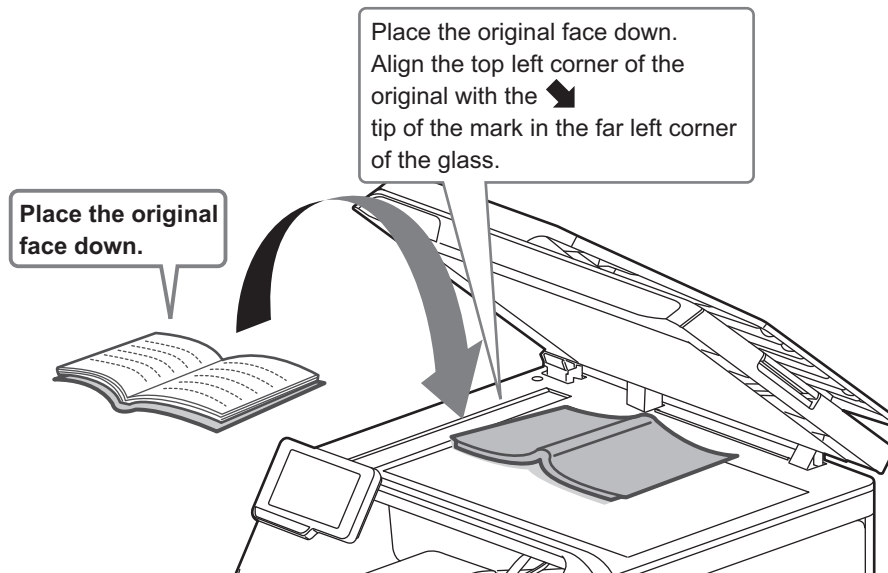
Make sure an original has not been placed on the document glass.



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.

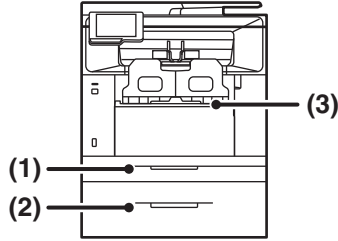




LOADING PAPER

NAMES AND LOCATIONS OF TRAYS

The names of the trays are as follows.



(1) Tray 1

(2) Tray 2 (when a 500-sheet paper feed unit is installed)

(3) Bypass tray

Setting orientation of the print side

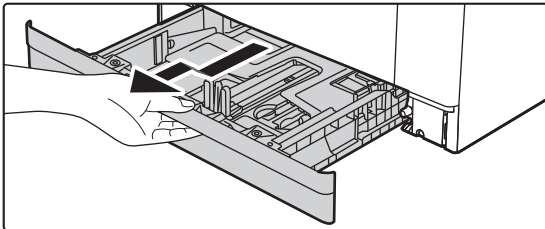
For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation. Place with the print side facing the direction indicated below.

Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 2, Bypass tray	Facing up	Facing down

LOAD PAPER INTO THE TRAY 1 - 2

1

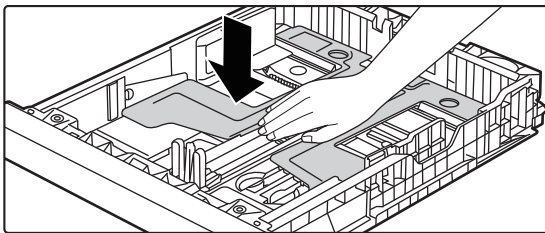
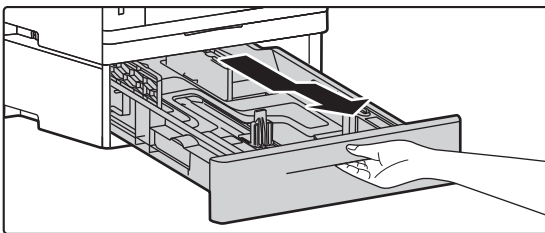
Tray 1



Pull out the paper tray.

When the tray is pulled out, it stops in the middle and cannot be removed without removing it. When the tray stops, gently lift it up and pull it out to remove it from the machine.

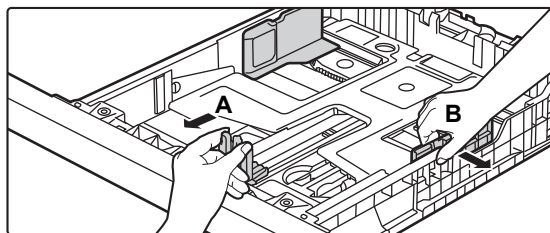
Tray 2



When using the tray, push the center of the pressure plate down until it locks into place.

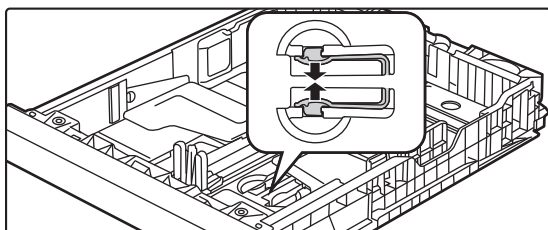


2

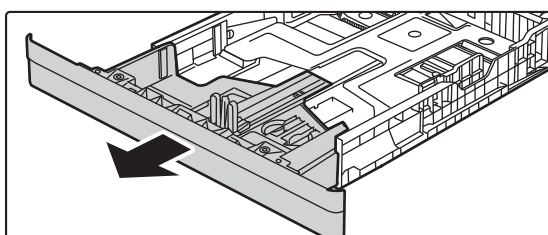


Move guide plates A and B in the tray to the maximum position.

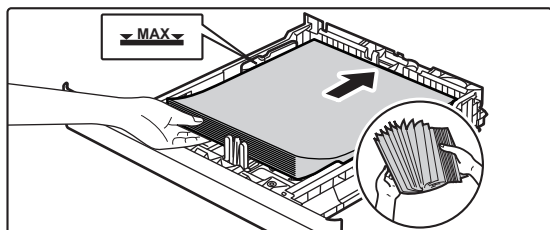
The guide plates A and B are slidable. Squeeze the separator plate lever.



To load 8-1/2" x 14" size paper in tray 1 or tray 2, release the knob and stretch the tray to the point where it locks. After the tray is extended, move plate A to the front of the tray.



3

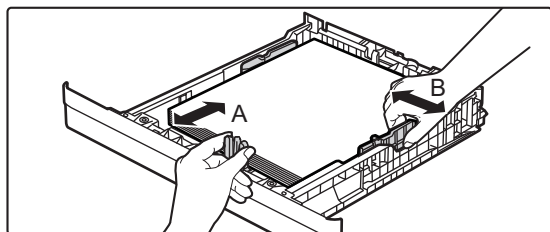


Insert the paper into the tray.

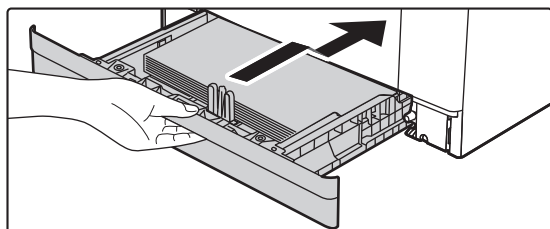
- Load the paper with the print side facing up. The stack must not be higher than the indicator line.
- Fan the paper well before loading it. Otherwise, multiple sheets may feed at once and cause a misfeed.
- Do not load the paper as shown below.



- Adjust guide plates A and B with the paper.
- Adjust to the paper size so that the paper will not be too loose or too tight.



4



Installing the tray into the machine

Push the tray firmly all the way into the machine slowly. Forcefully inserting the tray may cause the paper to be skewed and misfeed.

Close the tray completely.

Gently insert the tray into the machine, and when the tray stops halfway, lower the entire tray down and insert it all the way in.



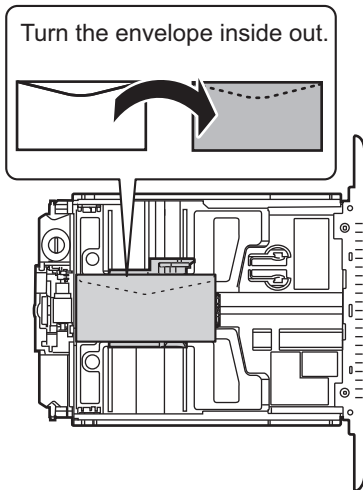
Loading envelope

Load the paper with the copy and print side facing up.

The diagram shows an example of printing on the front side.

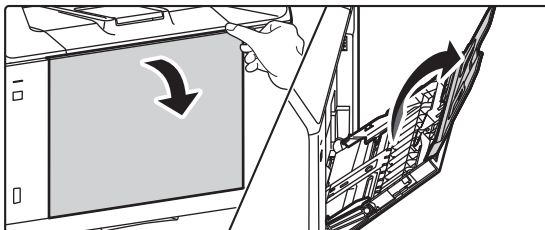
The maximum number of envelopes in tray 1 (20) and the maximum number of envelopes in tray 2 (50) must not exceed the indicated line.

- Press down on the envelope to release the air inside.
- Note the position of the flaps.
- When using envelopes, the orientation of the image must be rotated 180 degrees for printing if necessary.



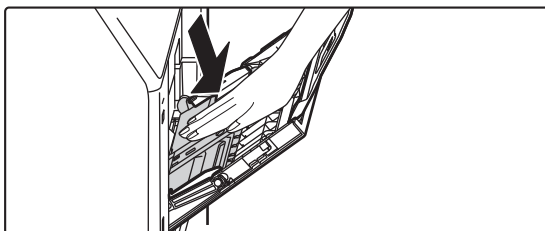
LOAD PAPER INTO THE BYPASS TRAY

1



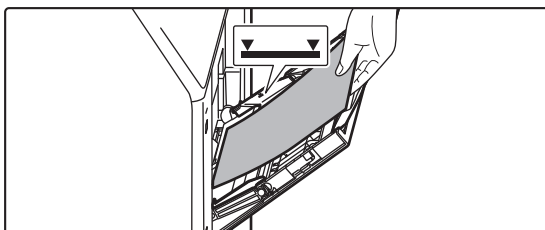
Open the bypass tray and the extension tray.

2



Push the center of the pressure plate down until it locks into place.

3



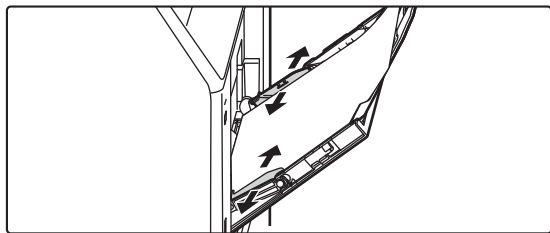
Load the paper with the print side facing up.

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.



4



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.



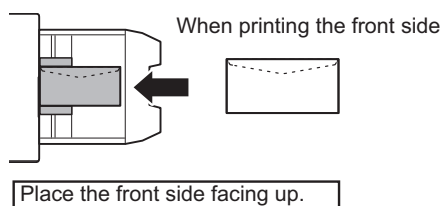
To add paper, press down the pressure plate until it locks, remove any paper remaining in the bypass tray, combine it with the paper to be added, and place in the bypass tray again. If paper is added without removing the remaining paper, a paper jam may result. A paper jam may also result if more than the specified number of sheets are added, or if the paper stack exceeds the limit.

Loading envelope

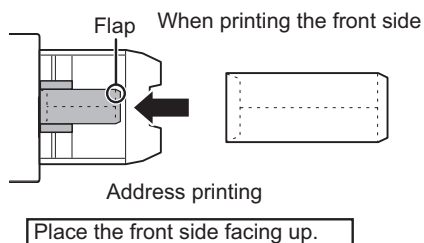
Only the front side of envelopes can be printed or copied on. Place the front side facing up.

The maximum number of envelopes (10) must not exceed the indicated line.

- Press down on the envelope to release the air inside.
- Note the position of the flaps.
- When using envelopes, the orientation of the image must be rotated 180 degrees for printing if necessary.



When placing C5, or C6





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 1 from 8-1/2" x 11" plain paper to 5-1/2" x 8-1/2" recycled paper are explained below.

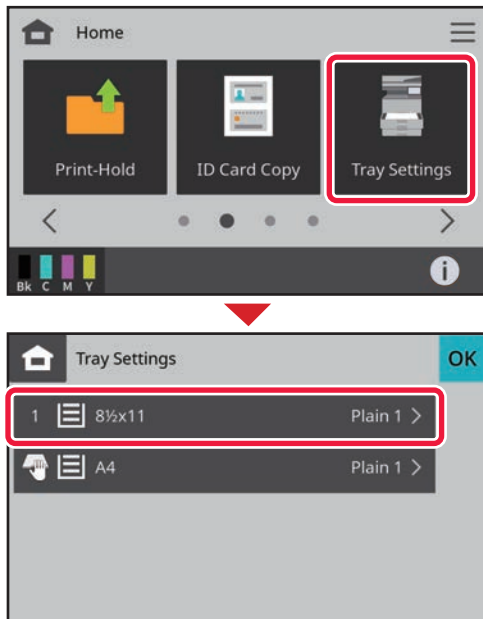
1



Tap the [Home Screen] key.

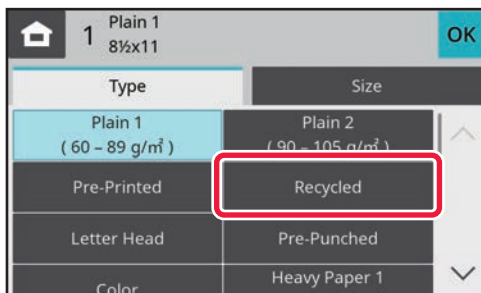
Home screen appears.

2



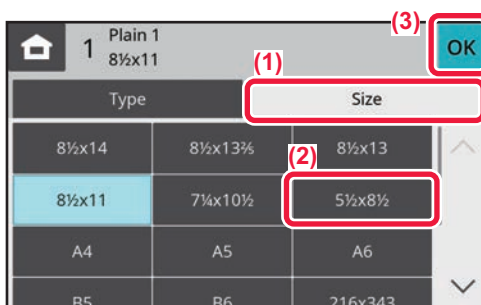
Tap to change screens, tap the [Tray Settings] key, and then tap the key of the paper tray 1.

3



Tap the [Recycled] key on the [Type] tab.

4



Set the paper size.

(1) Tap the tab for the Paper Size.

(2) Tap the [5-1/2" x 8-1/2"] key.

(3) Tap 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 fax address book by directly entering the name and address is explained here as an example.

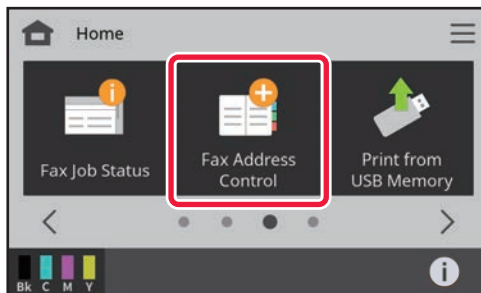
1



Tap the [Home Screen] key.

Home screen appears.

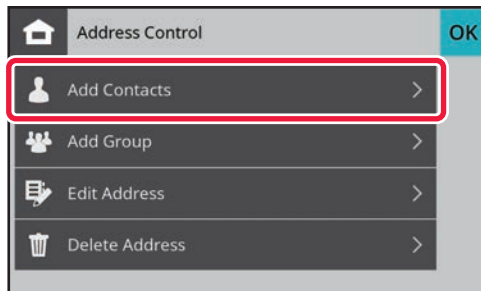
2



Tap **>** to change screens, tap the [Fax Address Control] key.

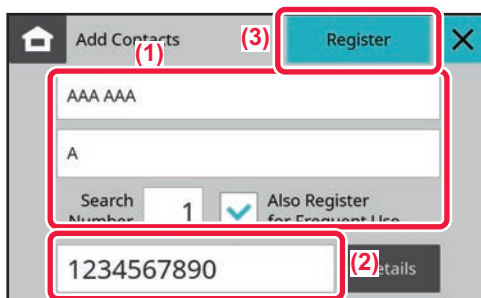
To register in the scanner's address book, enter from the Web page.

3



Tap the [Add Contacts] key.

4



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

(1) Enter basic information.

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

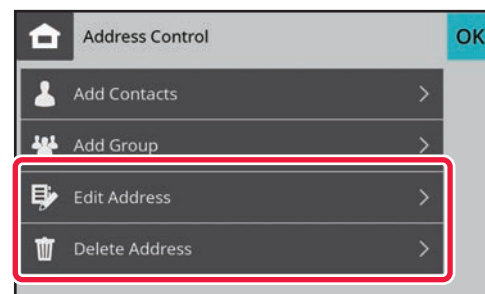
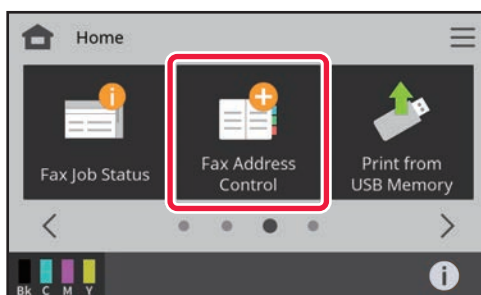
To register a contact for frequent use, select the [Also Register for Frequent Use] checkbox .

(2) Tap [Fax Number], enter the address, and tap **OK**.

(3) Tap the [Register] key.

Editing or deleting a contact

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



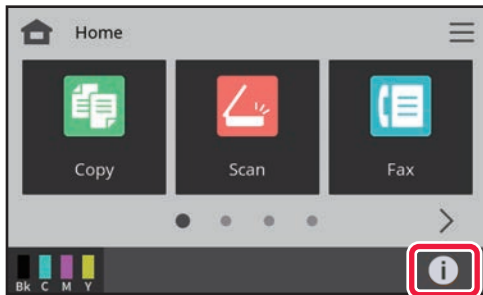


ACCESSING THE WEB SERVER IN THE MACHINE

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.

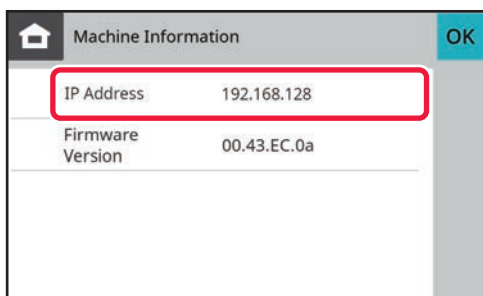
OPENING THE WEB PAGES

1



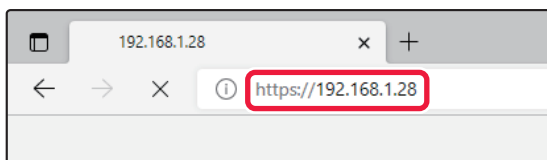
Tap the [Machine Info.] key.

2



Check the IP address in the machine information.

3



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.

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.

Recommended Web browsers

Microsoft Edge (Windows®), Firefox (Windows®),

Safari (macOS®), Chrome (Windows®):

Latest version or immediately previous major release



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.

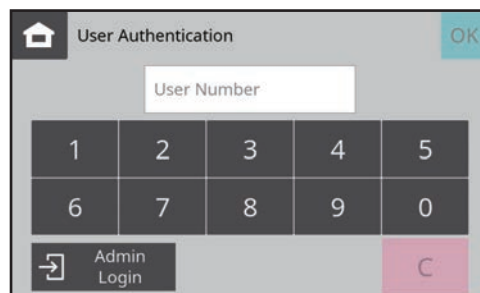
ABOUT AUTHENTICATION METHODS

There are three 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.

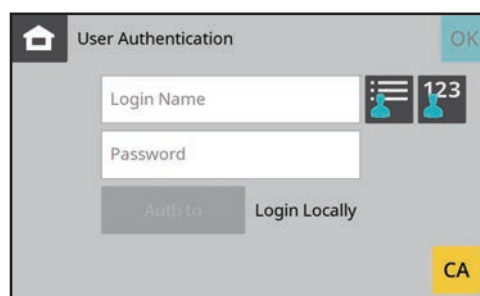
When starting the machine, the login screen appears.



AUTHENTICATION BY LOGIN NAME/PASSWORD

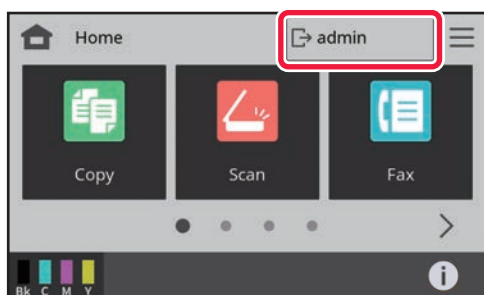
This method enables users to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.

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.





INSTALLING THE PRINTER DRIVER

This section overviews the Standard installation and Advanced installation for Windows. See the Software Setup Guide for details on other Windows installations and macOS installations.

If you obtained the software from our website or your dealer


- (1) Extract the installer that you obtained, and double-click the [Setup] icon () in the [Printer] folder.

If you have already installed a similar type of driver, an install type selection screen will appear.

- To install the printer driver, click [Add a new Sharp printer].
- To update a previously installed driver, click [Select Sharp Printer to Update].



If the "Software CD-ROM" was included with the machine

- (1) Insert the CD-ROM in your computer, navigate to the CD-ROM, and double-click the [Setup] icon ().
- (2) The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the license agreement and then click the [Yes] button.

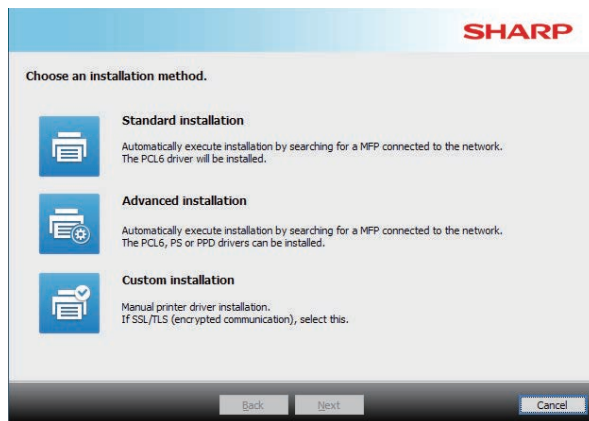


You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

- (3) Read the message in the "Welcome" window and then click the [Next] button.
- (4) Click the [Printer Driver] button.

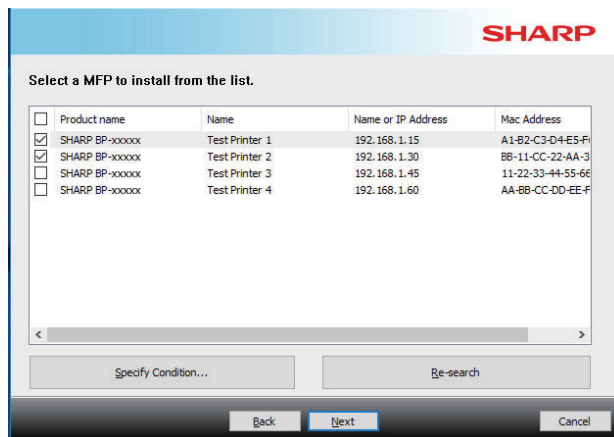
Installing the printer driver

- (1) Click the [Standard installation] button or the [Advanced installation] button.



- (2) Select the machine and click the [Next] button.

You can also click the [Specify Condition] button and search for the machine by entering the machine's name (host name) or IP address, or selecting the search period.

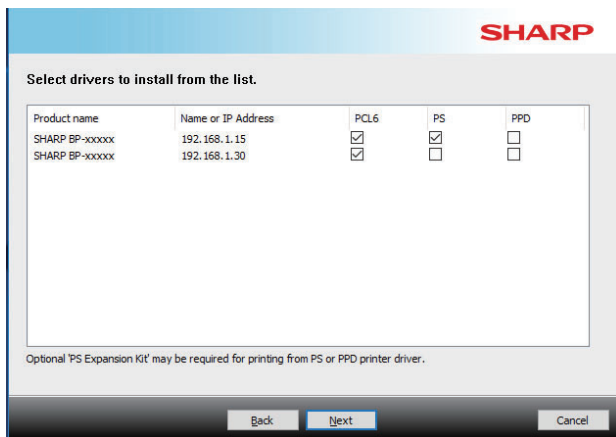


- This screen is not displayed when only 1 device is found in the search results.
- If the machine is not found, make sure that the machine is powered on and that the machine is connected to the network, and then click the [Re-search] button.



(3) Select the printer driver to be installed and click the [Next] button. (Advanced installation only)

Click the checkbox of the printer driver to be installed so that a checkmark () appears.



When [Standard installation] or [Advanced installation] is selected, the installation will take place as indicated below.

- Machine connection method:
LPR Direct Print (Auto Search)
- Printer driver:
Standard installation:
PCL6
- Advanced installation:
Select from PCL6, PS, PPD
- Printer driver name:
Cannot be changed
- Display fonts:
Installed

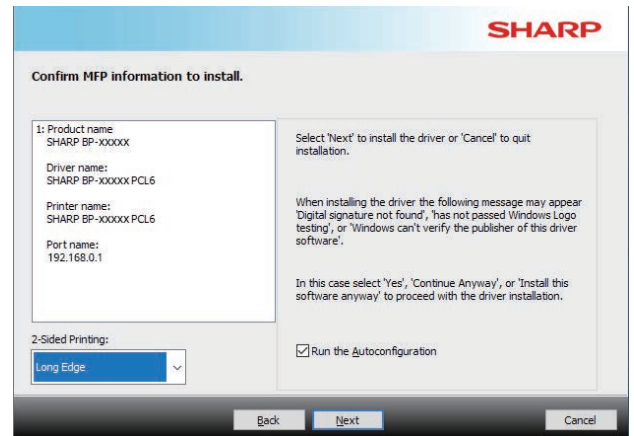
(4) Follow the on-screen instructions.

Read the message in the window that appears and click the [Next] button.

Installation begins.

Set the [Run the Autoconfiguration] checkbox to and install. The options of this machine and the condition of the peripherals can be reflected in the configuration.

The "2-Sided Printing" setting can be used to change the printer driver's default setting for 2-sided printing.



If a warning window regarding security is displayed, do not forget to click [Install].

(5) When the installation completed screen appears, click the [Finish] button.

- To set the installed driver as the default printer, select the name of the machine from "Set as default printer". If you don't want to change the default printer, select [Don't change].
- To print a test page, click [Print test page]. (Printer driver only)

This completes the installation.

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



COPIER

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

MAKING COPIES

This section explains how to set a 2-Sided Copy.

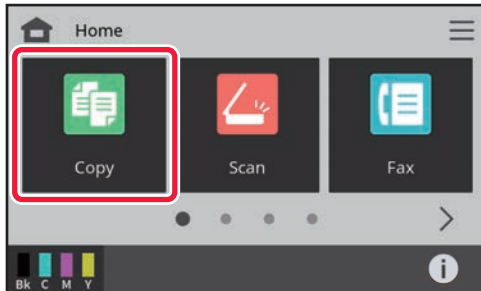
1



Tap the [Home Screen] key.

Home screen appears.

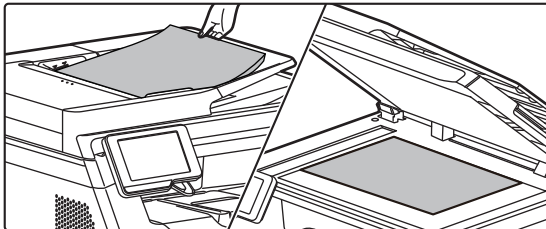
2



Tap the [Copy] key.

Copy mode screen appears.

3

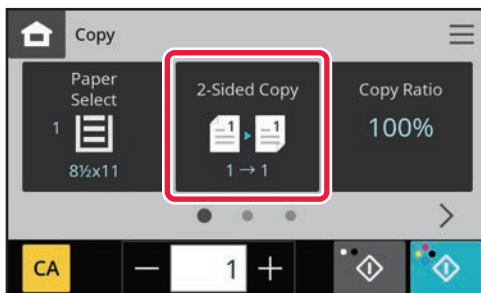


Place the original.

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

► [PLACING ORIGINALS \(page 9\)](#)

4



Tap the [2-Sided Copy] key.

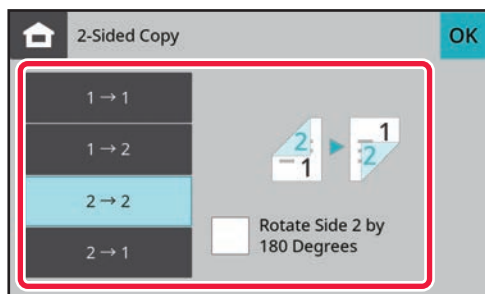
The following functions can be set when the [Copy] key is tapped.

- Paper Select
- 2-Sided Copy
- Copy Ratio
- Original
- Original Image Type/Exposure
- Sort/Group
- Call Program
- ID Card Copy

To use settings other than the above, tap the [Others] key, and then tap the list that appears.



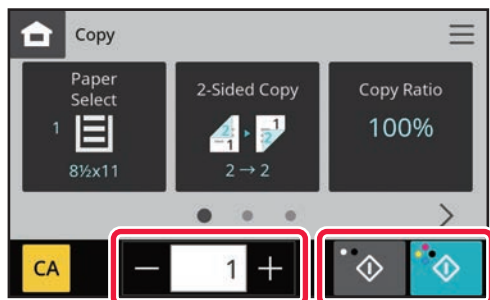
5



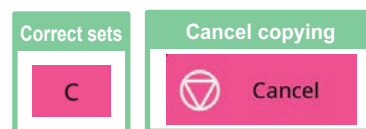
Set the 2-Sided Copy.

After the settings are completed, tap [OK].

6



Set the number of copies and then tap the [Color Start] key or the [B/W Start] key.

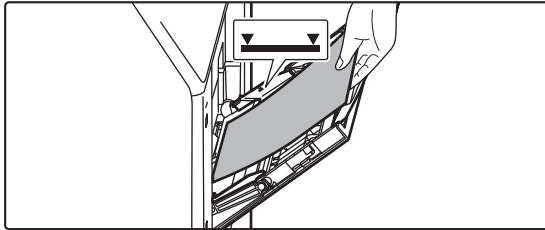




COPYING ON SPECIAL PAPER (Bypass Copy)

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

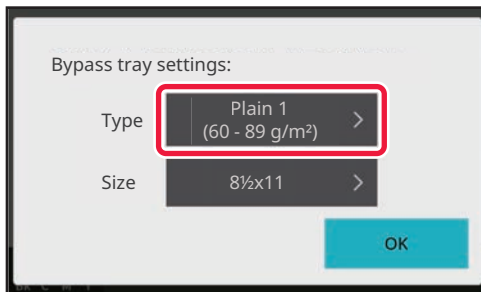
1



Load paper into the bypass tray.

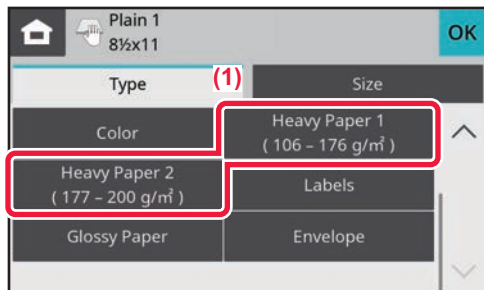
▶ [LOAD PAPER INTO THE BYPASS TRAY \(page 12\)](#)

2



Tap the [Type] key.

3



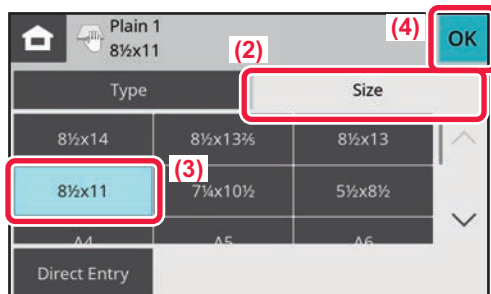
Select settings in the touch panel.

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

Select the paper weight according to the weight of the heavy paper to be loaded.

28 lbs. bond to 65 lbs. cover (106 g/m² to 176 g/m²):
[Heavy Paper 1]

65 lbs. cover to 110 lbs. index (177 g/m² to 200 g/m²):
[Heavy Paper 2]



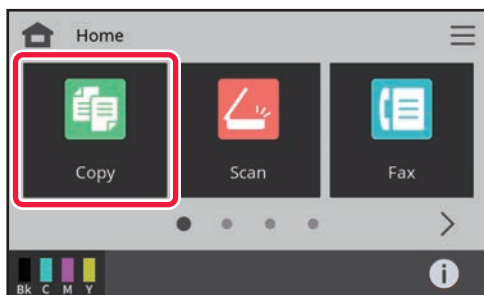
(2) Tap the [Size] tab.

(3) Tap the [8-1/2" x 11"] key.

(4) Tap [OK] of "Tray Settings".



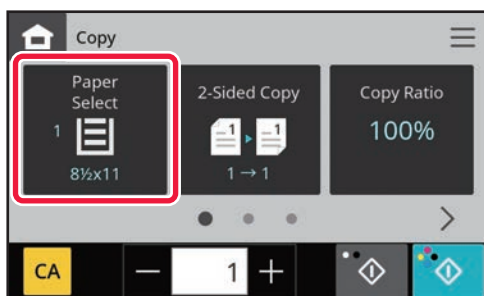
4



Tap the [Copy] key.

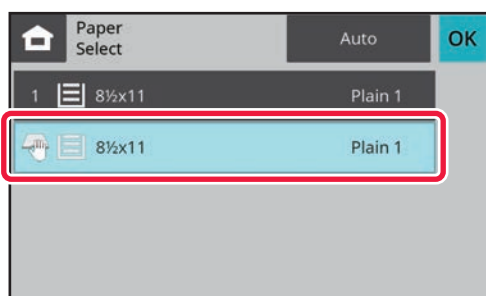
Copy mode screen appears.

5



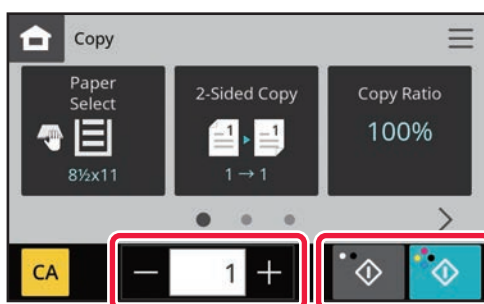
Tap the [Paper Select] Key.

6

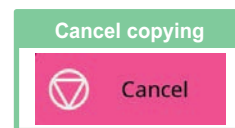


Select the Bypass Tray.

7



Set the number of copies and then tap the [Color Start] key or the [B/W Start] key.





PRINTER

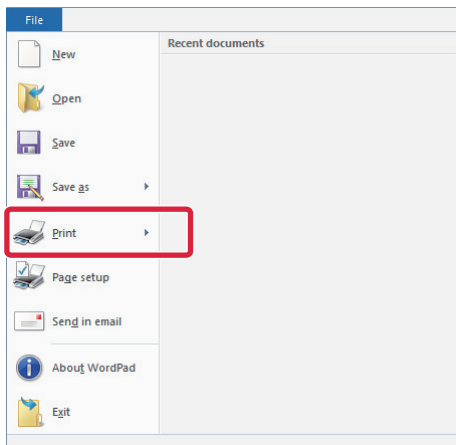
This section explains the basic procedure for printing using the printer driver of the machine. The explanations of screens and procedures are primarily for Windows® 10 in Windows® environments, and macOS 14 in macOS environments. The window varies depending on the operating system version, the printer driver version, and the application.

PRINTING IN A WINDOWS ENVIRONMENT

The following example explains how to print an Letter size document from "WordPad", which is a standard accessory program in Windows.

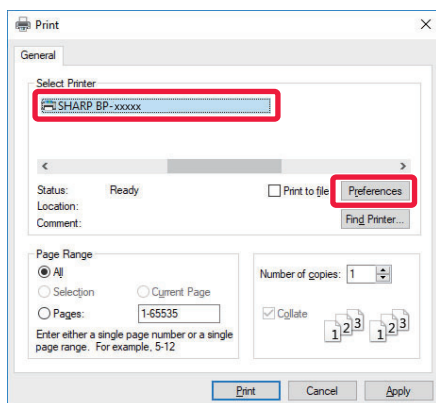
To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide. For information on the available printer drivers and the requirements for their use, see the User's Manual.

1



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

2

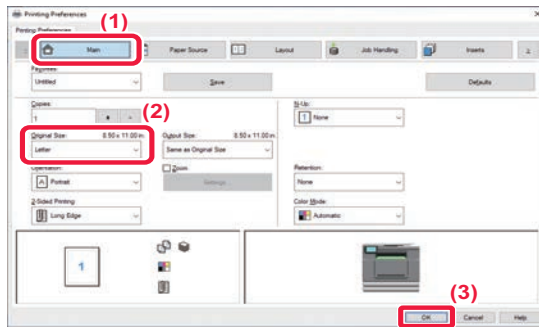


Select the machine's printer driver, and click the [Preferences] button.

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.

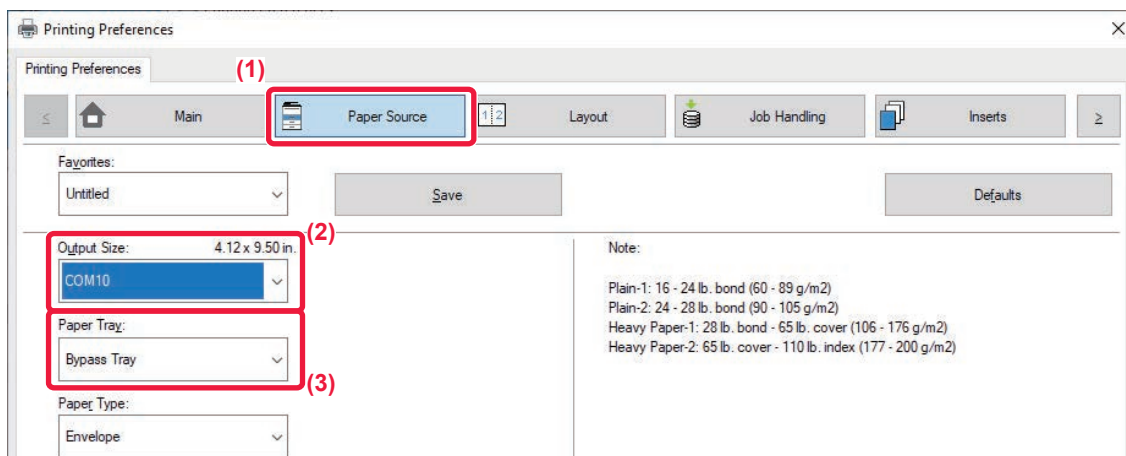
4

Click the [Print] button.

Printing begins.

PRINTING ON ENVELOPES

This section describes how to print using the bypass tray.



(1) Click the [Paper Source] tab.

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

When "Output Paper Size" is set to the size of an envelope, "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.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "User's Manual".

▶ To load envelopes in the bypass tray: [Loading envelope \(page 13\)](#)

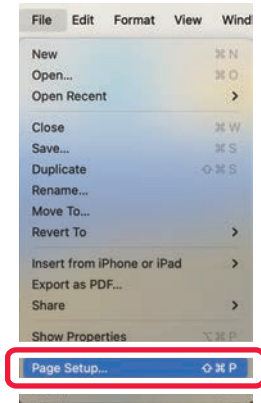


PRINTING IN A macOS ENVIRONMENT

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

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

1



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

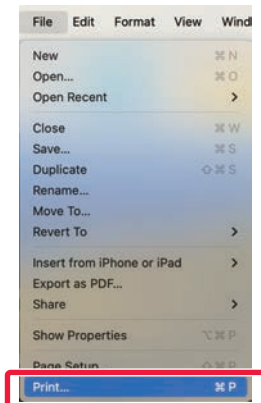
2



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.

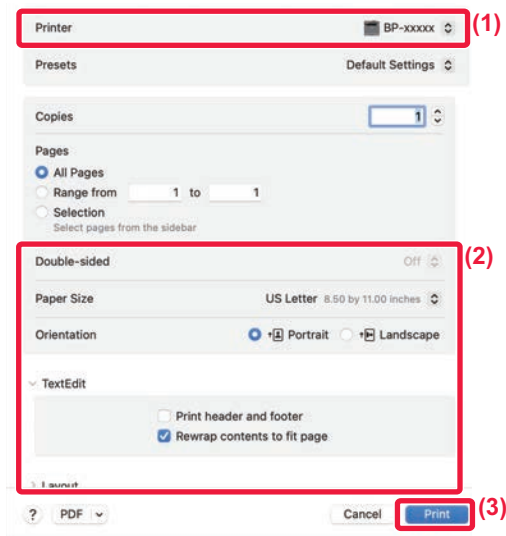
3



Select [Print] from the [File] menu.



4

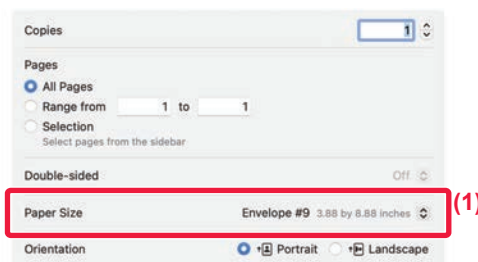


Select print settings.

- (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

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 [Printer Features] from the "Printer Options", and then select [Paper Source].
In macOS 12 and earlier, select [Paper Source].
- (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.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "User's Manual".
 - ▶ To load envelopes in the bypass tray: [Loading envelope \(page 13\)](#)



FACSIMILE

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

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.

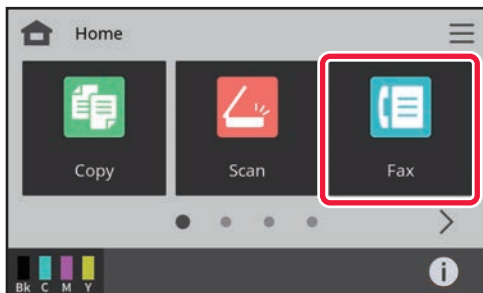
1



Tap the [Home Screen] key.

Home screen appears.

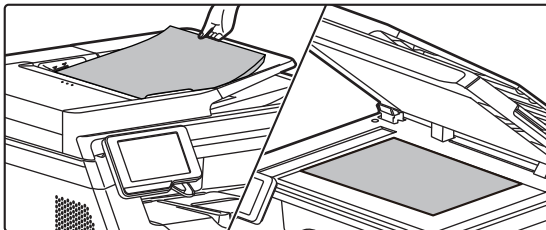
2



Tap the [Fax] key.

Fax mode screen appears.

3

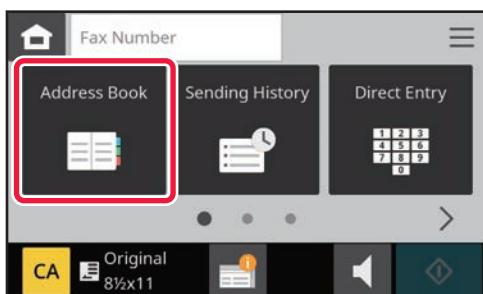


Place the original.

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

► [PLACING ORIGINALS \(page 9\)](#)

4

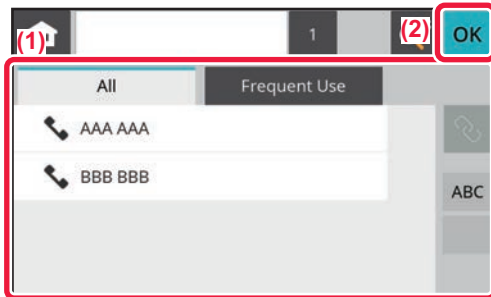


Tap the [Address Book] key.

You can also select a fax number from the Sending History, or tap the [Direct Entry] key to directly enter a fax number.



5



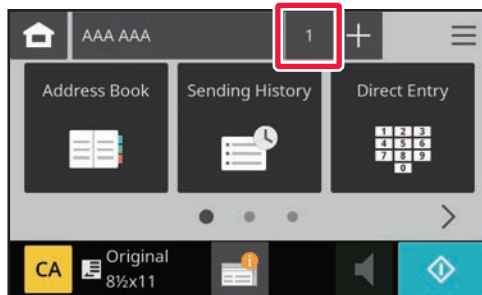
Select the desired destination.

(1) Tap the key of the desired destination.

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

(2) Tap [OK].

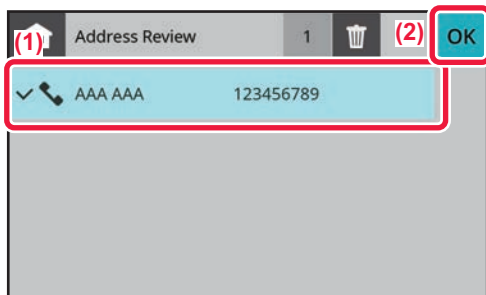
6



Tap the [All Destinations] key.

A list of the selected destinations appears.

7



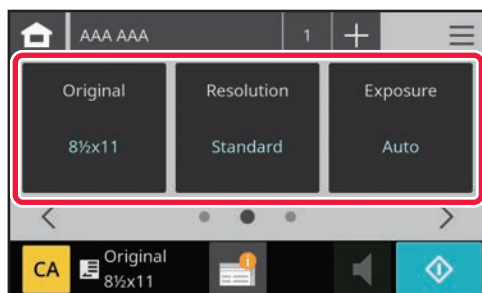
Confirm the destination.

(1) Confirm the destination.

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

(2) Tap [OK].

8



Tap > to change screens and select settings.

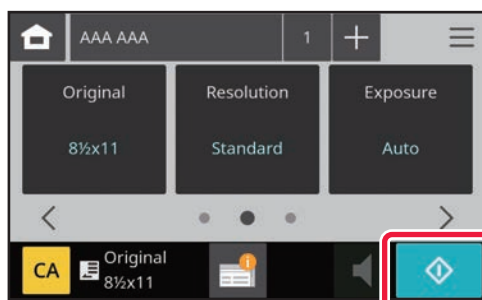
Change settings as needed.

The following functions can be set when the [Fax] key is tapped.

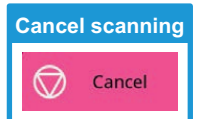
- Original
- Resolution
- Exposure
- Call Program

To use settings other than the above, tap the [Others] key, and then tap the list that appears..

9



Tap the [Start] key.





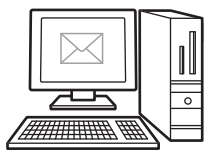
SCANNER

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

NETWORK SCANNER FUNCTION

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

Scan modes



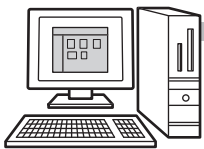
To send an image to an e-mail address, use
Scan to E-mail



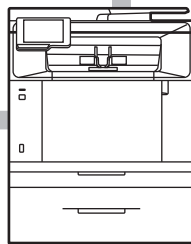
To upload an image to an FTP server, use
Scan to FTP



To send an image to a shared folder on your computer, use
Scan to Network Folder



To process an image in a specific application, use
Scan to Desktop



USB memory mode

Use this mode to save an image to USB memory



PC scan mode

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



A TWAIN-compliant software application can be used.



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.

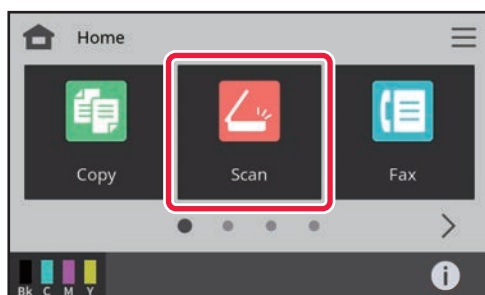
1



Tap the [Home Screen] key.

Home screen appears.

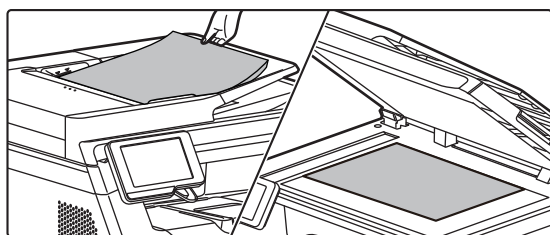
2



Tap the [Scan] key.

Scan mode screen appears.

3

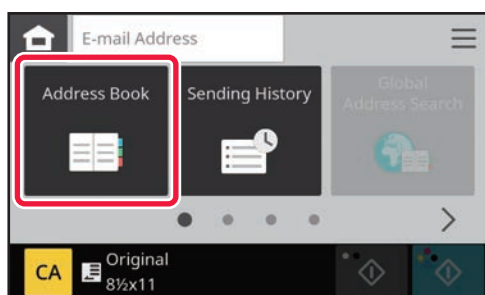


Place the original.

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

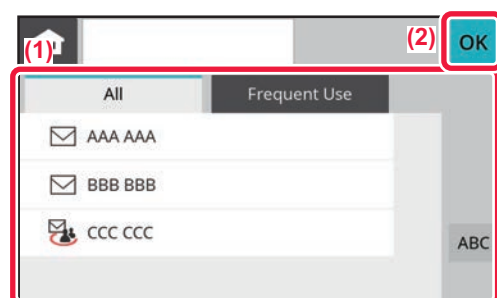
► [PLACING ORIGINALS \(page 9\)](#)

4



Tap the [Address Book] key.

5



Select the desired destination.

(1) Tap the key of the desired destination.

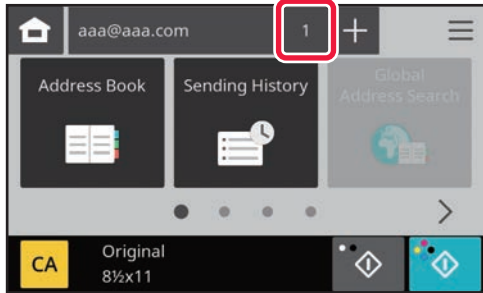
To add another destination, tap the key of the destination.

(2) Tap [OK].





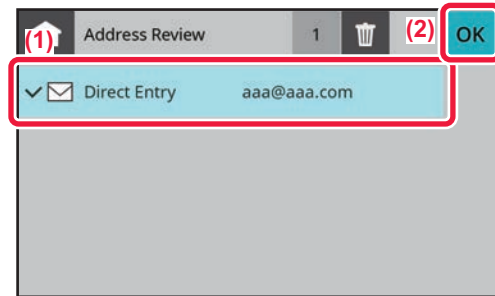
6



Tap the [All Destinations] key.

A list of the selected destinations appears.

7



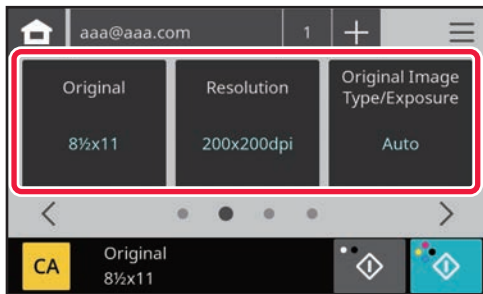
Confirm the destination.

(1) Confirm the destination.

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

(2) Tap [OK].

8



Tap > to change screens and select settings.

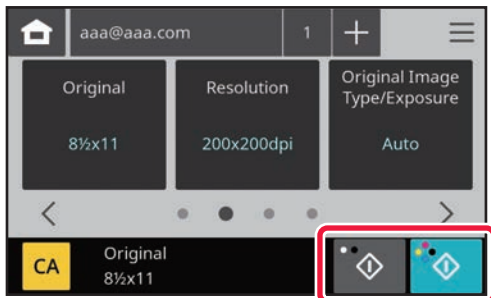
Change settings as needed.

The following functions can be set when the [Scan] key is tapped.

- Original
- Resolution
- Original Image Type/Exposure
- File Format
- Mono2/Gray
- Scan to USB Memory
- Call Program

To use settings other than the above, tap the [Others] key, and then tap the list that appears..

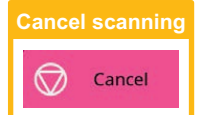
9



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

Tap the [Color Start] key to scan the original in full color.

Tap the [B&W Start] key to scan the original according to the "Mono2/Gray" setting. For details, see the user manual.





SETTING MODE

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 "SETTING MODE" in the User's Manual.

SETTING MODE

Various 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

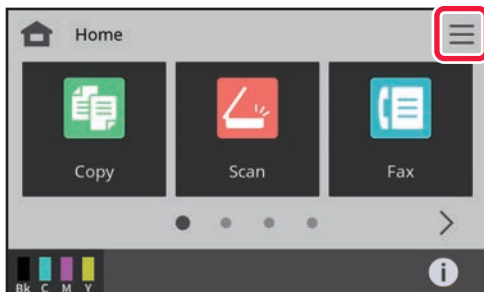
1



Tap the [Home Screen] key.

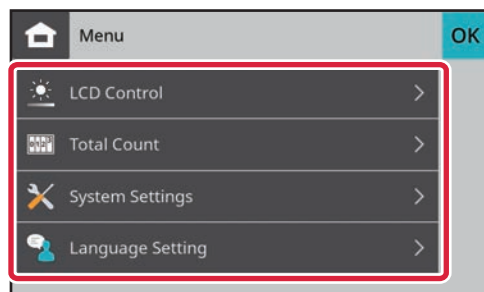
Home screen appears.

2



Tap the [Menu] icon.

The menu mode screen appears.



Tap the item you wish to set from the menu screen.

To exit setting mode, tap the **OK** key.

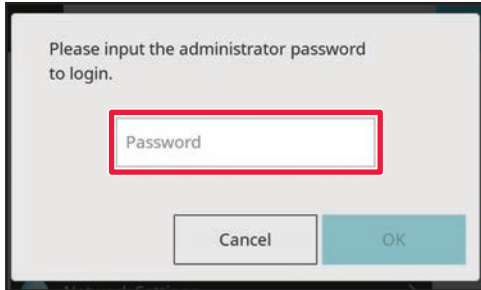
Some items require administrator rights.

- ▶ [SETTING MODE WHEN AN ADMINISTRATOR IS LOGGED IN \(page 34\)](#)



SETTING MODE WHEN AN ADMINISTRATOR IS LOGGED IN

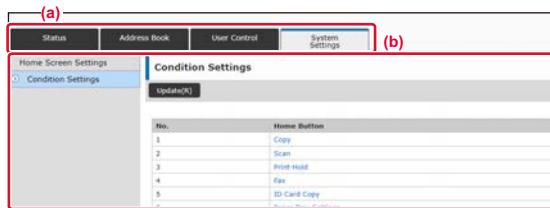
An administrator can configure settings that are more advanced than the settings available to a guest or user. When user authentication is enabled, settings may be allowed without entering the administrator password based on the rights of the logged in user. For the state of the settings, ask the administrator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

DISPLAYING THE SETTING MODE ON THE WEB PAGE

For information on how to display web pages, see "[ACCESSING THE WEB SERVER IN THE MACHINE \(page 16\)](#)"



From the Menu tab (a) and the Settings menu (b), click the item you want to set. To exit the setting mode, close your web browser.



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.
User Control	This is used to store, edit, and delete users when user authentication is enabled.
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.
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.
Authentication Settings	Configure the user authentication method. Alternatively, configure the IC card.
Common Settings	You can configure machine settings such as date settings and tray settings.
Network Settings	You can configure network settings such as Interface 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 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.



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 macOS environment are based on macOS 14 in the case of macOS. The screens may vary depending on the version of the operating system or the software application.
- Wherever "BP-xxxxx" appears in this manual, please substitute your model name for "xxxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

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- All information in this manual is subject to change without notice.

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

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.

The explanations in this manual assume that a paper drawer is installed on the BP-C131WD.

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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