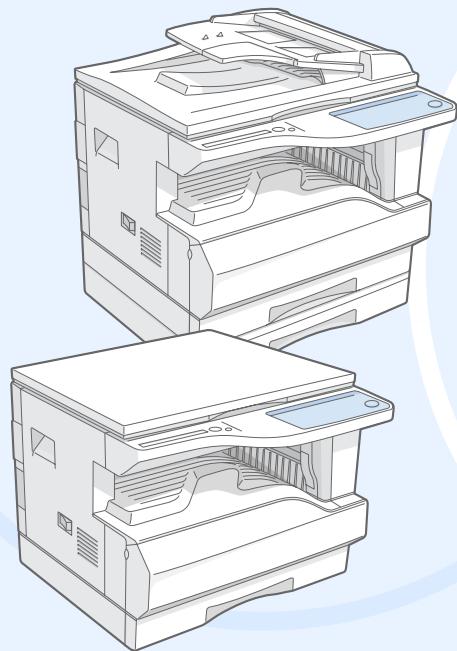


**SHARP®**

# **AR-M160/M205**

## **Online Manual**



**Start**

Click this "Start" button.

# Introduction

This manual describes the printer and scanner functions of the AR-M160/M205 digital multifunctional system.



- For information on the following topics, please refer to the Operation Manual for the digital multifunctional system.
  - Basic machine procedures (adding paper and toner, removing misfeeds, using peripheral devices)
  - Copier functions
  - Scanning from the operation panel of the machine
  - Resolving printer and scanner problems
  - Specifications
- Where "AR-XXXX" appears in this manual, please substitute the name of your model for "XXXX". For the name of your model, see "DIFFERENCES BETWEEN MODELS" in the Operation Manual.
- This manual refers to the Reversing single pass feeder as the "RSPF" and the Single pass feeder as the "SPF".
- The screen images and procedures that appear in this manual are mainly for Windows XP. With other versions of Windows, some screen images may be different from those in this manual.
- For information on using your operating system, refer to your operating system's manual or online Help.

## Trademark Acknowledgments

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# How to Use the Online Manual

This section explains how to view the online manual. Please read this section before using the online manual.  
For information on using Acrobat Reader, see Acrobat Reader Help.

## How to Control the Online Manual

In this manual, the following buttons are displayed at the bottom of each page. Click these buttons to move quickly to pages that you wish to view.

### CONTENTS

Displays the Contents of this manual. Click on a topic in the Contents to jump directly to that section.

### INDEX

Displays the Index of this manual. Click on a topic in the Index to jump directly to that section.



Takes you forward page by page.



Takes you back page by page.

## Following Links

This manual uses a link function that allows you to jump to a related page. If you click green, underlined text, the related page will be displayed. (In the Contents and Index sections, the linked areas are not underlined.)

Example: [Contents](#)

To return to the previous page, click the button on the menu bar of Acrobat Reader.

## Using Bookmarks

Bookmarks have been created on the left side of this manual. You can click on a bookmark to jump directly to that section.

## How to Print Out This Manual

To print this manual, select "Print" from the "File" menu of Acrobat Reader. Select the desired printer settings in the "Print" dialog box, and then click the "OK" button.

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# Basic Printing

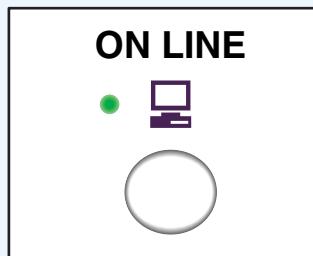
(part 1)

The following example explains how to print a document on letter size paper from WordPad.

Before printing, make sure that the correct size of paper for your document has been loaded in the machine.

## 1 Make sure that the ON LINE indicator on the operation panel is lit.

If the ON LINE indicator is not lit, press the [ON LINE] key.

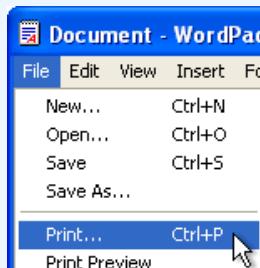


- When the indicator is:
- Lit, the machine is online and ready to print, or is printing.
  - Blinking, the machine is processing print data in memory or printing has been paused.
  - Off, the machine is off-line and cannot print.

## 2 Start WordPad and open the document that you wish to print.

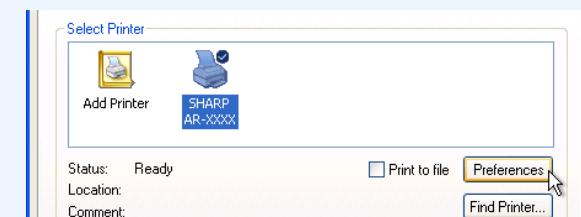
## 3 Select "Print" from the application's "File" menu.

The "Print" dialog box will appear.



## 4 Make sure that "SHARP AR-XXXX" is selected as the printer. If you need to change any print settings, click the "Preferences" button ("Properties" button in Windows 95/98/Me/NT 4.0) to open the printer driver setup screen.

The printer driver setup screen will appear.



Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen.

☞ [Printer Driver Settings](#), [Printing Multiple Pages on One Page](#), [Fitting the Printed Image to the Paper](#), [Rotating the Print Image 180 Degrees](#), [Printing a Watermark](#), [Two-sided Printing \(Only for models that support two-sided printing\)](#)

## 5 Click the "Print" button ("OK" button in Windows 95/98/Me/NT 4.0).

Printing begins. When printing begins, the Print Status Window automatically opens.

☞ [Outline of the Print Status Window](#)

The print job is delivered to the output tray, with the position of the paper offset slightly from the previous job (offset function).



# Basic Printing

(part 2)

## If the tray runs out of paper during printing

Add paper to the tray or press the [TRAY SELECT] key (□) to select a different tray, and then press the [ON LINE] key to resume printing. Note that if the "Auto tray switching" setting in the user programs is enabled and there is the same size of paper in another tray, the machine will automatically switch to the other tray and continue printing.

## Pausing a print job

To pause a print job during printing, press the [ON LINE] key on the operation panel to switch the machine off-line. Printing will be paused and the ON LINE indicator will blink.

- To cancel a print job, press the [CLEAR] key (C) or the [CLEAR ALL] key (CA).
- To resume printing, press the [ON LINE] key to switch the machine online.



When the machine is connected to your computer using the USB 2.0 (Hi-Speed) ports on each, be sure to read "System requirements for USB 2.0 (Hi-Speed mode)" in the Operation Manual.



## When "Paper Source" is set to "Auto Select"

If "Paper Source" is set to "Auto Select" in the "Paper" tab of the printer driver setup screen and the correct size of paper for a print job is not loaded in the machine, the printing procedure will vary depending on the "Use Close Paper Size" setting in the user programs (see "USER PROGRAMS" in the Operation Manual).

### When "Use close paper size" is disabled

The PAPER SIZE indicator on the operation panel will blink. You can press the [TRAY SELECT] key (□) to select a tray manually, or load paper in the bypass tray and press the [ON LINE] key to begin printing.

ORIGINAL SIZE	PAPER SIZE
<input type="radio"/>	11×17
<input type="radio"/>	8½×14
<input checked="" type="radio"/>	8½×11
<input type="radio"/>	8½×5½
<input type="radio"/>	8½×11
	EXTRA

### When "Use close paper size" is enabled

Printing will take place using a size of paper that is close to the size of the print image.



- When the dual function board is installed, the print image is automatically rotated to fit the paper in the event that the paper is loaded in an orientation different from the print image.
- If the dual function board is not installed, be sure to set each tray's paper size in "Set Tray Status" in the "Configuration" tab of the printer driver setup screen. (See "CONFIGURING THE PRINTER DRIVER" in the Software Setup Guide.) When printing, be sure to specify a tray other than "Auto Select" in "Paper Source" in the "Paper" tab of the printer driver setup screen.

# Opening the Printer Driver From the "Start" Button

You can open the printer driver and change the printer driver settings from the Windows "start" button. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings from the printer driver setup screen at the time of printing, the settings will revert to the initial settings when you quit the application.)

## Windows 2000/XP

- 1 Click the "start" button, and then click "Control Panel".**

In Windows 2000, click the "Start" button and select "Settings".

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

In Windows 2000, click "Printers".

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



- 4 Click the "Printing Preferences" button in the "General" tab.**

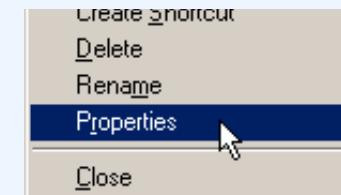
The printer driver setup screen will appear.

[Printer Driver Settings](#)

## Windows 95/98/Me/NT 4.0

- 1 Click the "Start" button, select "Settings" and then click "Printers".**

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



In Windows NT 4.0, select "Document Defaults" to open the printer driver setup screen.

- 3 In Windows 95/98/Me, click the "Setup" tab.**

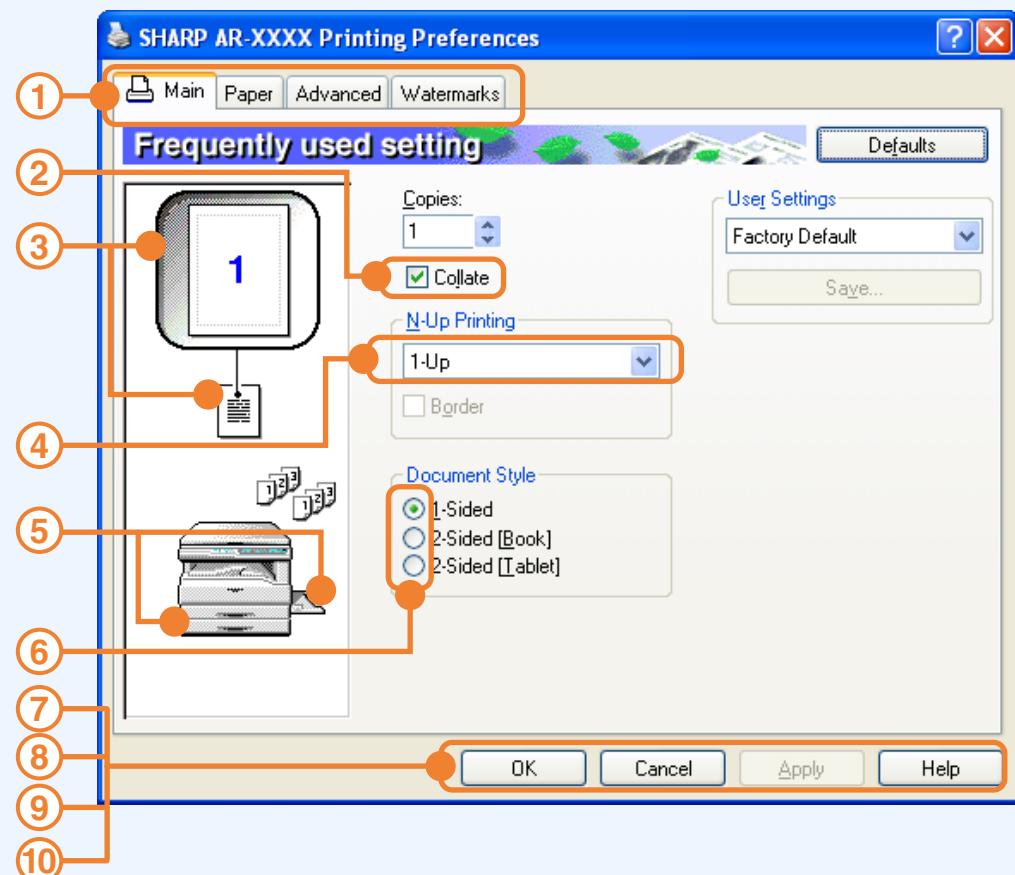


The printer driver setup screen will appear.

[Printer Driver Settings](#)

# Printer Driver Settings

To view Help for a setting, click the  button in the upper right-hand corner of the window and then click the setting. Some restrictions exist on the combinations of settings that can be selected in the printer driver setup screen. When a restriction is in effect, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.



The above screen is the printer driver setup screen for models that support two-sided printing. The settings and the image of the machine will vary depending on the model.

## ① Tab

The settings are grouped on tabs. Click on a tab to bring it to the front.

## ② Checkbox

Click on a checkbox to activate or deactivate a function.

## ③ Print setting image

This shows the effect of the selected print settings.

## ④ Drop-down list

Allows you to make a selection from a list of choices.

## ⑤ Image of paper trays

The tray selected in "Paper Selection" in the "Paper" tab appears in blue. You can also click on a tray to select it.

## ⑥ Check button

Allows you to select one item from a list of options.

## ⑦ "OK" button

Click this button to save your settings and exit the dialog box.

## ⑧ "Cancel" button

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

## ⑨ "Apply" button

Click to save your settings without closing the dialog box.



Windows NT 4.0 does not have the "Apply" button. The "Apply" button does not appear when you open this window from an application.

## ⑩ "Help" button

Click this button to display the help file for the printer driver.



# Printing Multiple Pages on One Page

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

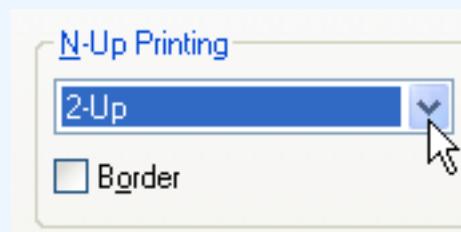
To use this function, open the printer driver setup screen and select "2-Up" or "4-Up" for "N-Up Printing" on the "Main" tab.

☞ See [Basic Printing](#) for details on how to open the printer driver.



The "N-Up Printing" setting is not available when "Fit To Paper Size" is selected.

☞ [Fitting the Printed Image to the Paper](#)



N-Up	<input type="checkbox"/> Border	<input checked="" type="checkbox"/> Border
"2-Up"	A B C D	A B C D
"4-Up"	A B C D	A B C D

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

# Fitting the Printed Image to the Paper

The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine. Follow the steps shown below to use this function. The explanation below assumes that you intend to print a Ledger size document on letter size paper.

☞ See [Basic Printing](#) for details on how to open the printer driver.

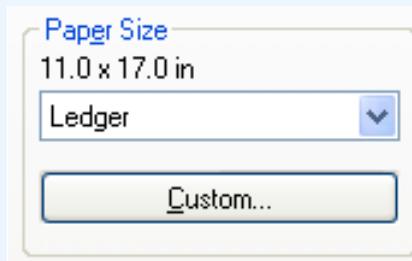


The "Fit To Paper Size" setting is not available when "N-Up Printing" is selected.

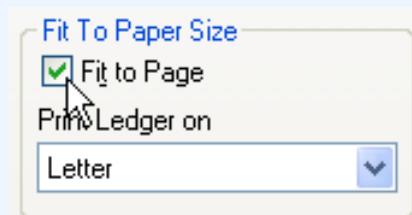
☞ [Printing Multiple Pages on One Page](#)

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

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



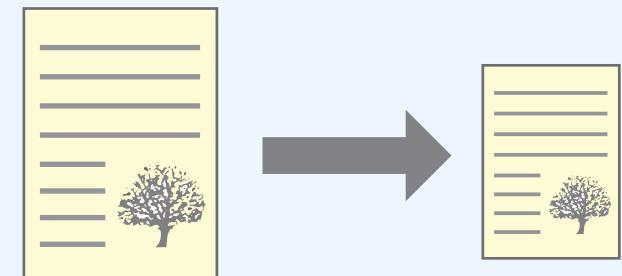
**3** Check the "Fit To Page" box.



**4** Select the actual size of paper to be used for printing (Letter).

The size of the printed image will be automatically adjusted to match the paper loaded in the machine.

Paper Size: Ledger  
Fit To Paper Size: Letter



Ledger size document  
(Paper Size)

Letter size paper  
(Fit To Paper Size)

# Rotating the Print Image 180 Degrees

The print image can be rotated 180 degrees.

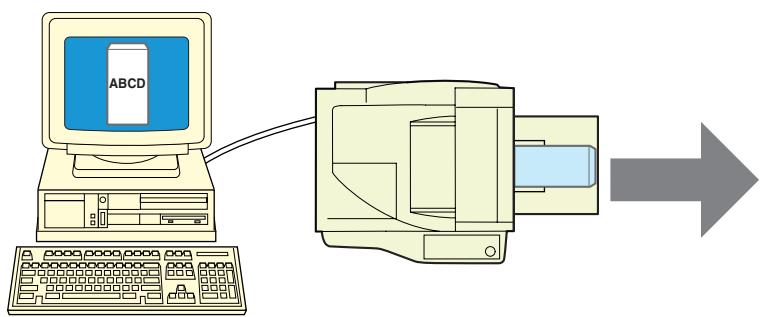
This feature is used to enable correct printing on envelopes and other paper with flaps that can only be loaded in one orientation.

To use the feature, select the image orientation in "Image Orientation" on the "Paper" tab, and then select the "Rotate 180 degrees" checkbox.

☞ See [Basic Printing](#) for details on how to open the printer driver.



The following example shows correct and incorrect rotation of an address printed on an envelope.

Print data	Printing result	
	Landscape <input checked="" type="checkbox"/> Rotate 180 degrees	Landscape <input type="checkbox"/> Rotate 180 degrees
		



The procedure for loading paper is explained in the Operation Manual.

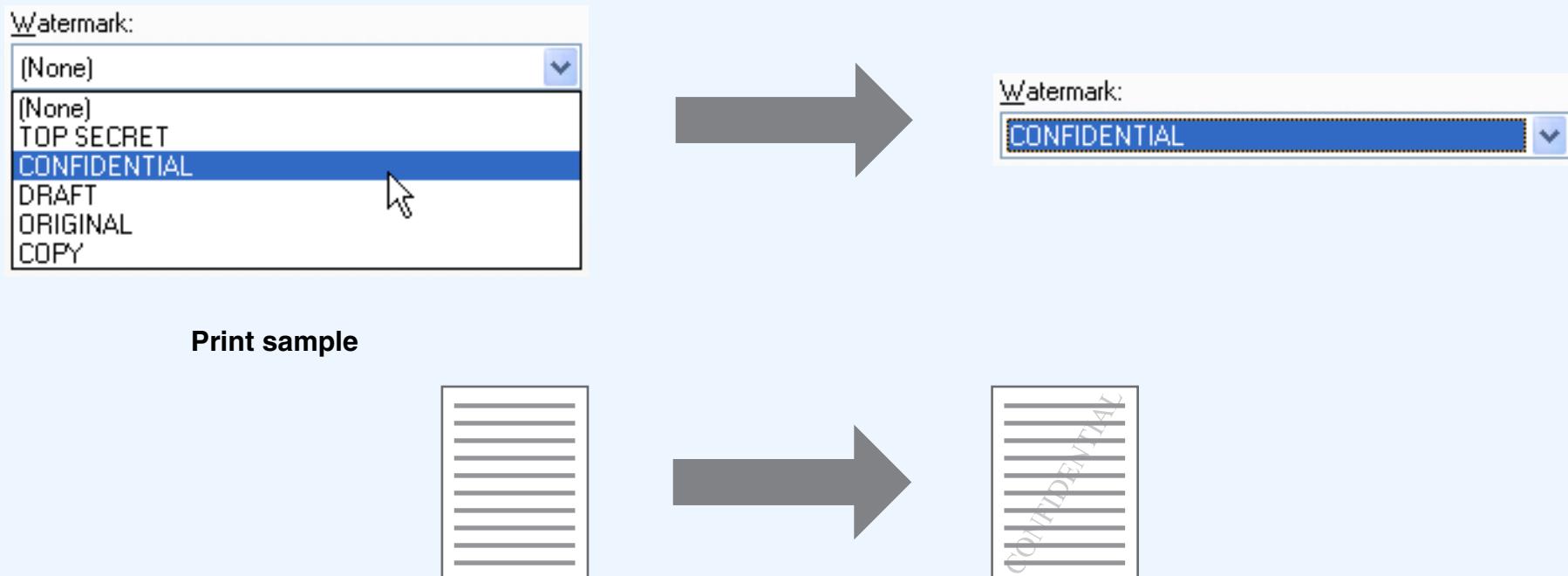
# Printing a Watermark

You can print a watermark such as "CONFIDENTIAL" on your document. To print a watermark, open the printer driver, click the "Watermarks" tab, and follow the steps below.

☞ See [Basic Printing](#) for details on how to open the printer driver.

## How to Print a Watermark

From the "Watermark" drop-down list, select the watermark that you wish to print (for example "CONFIDENTIAL"), and start printing.



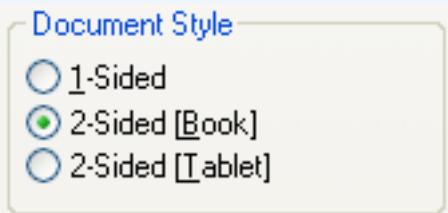
You can enter text to create your own custom watermark. For details on watermark settings, view printer driver Help.

☞ [Printer Driver Settings](#)

# Two-sided Printing (Only for models that support two-sided printing)

The printer driver setup screen of models that support two-sided printing contains a "Document Style" setting in the "Main" tab. This setting allows you to print on both sides of the paper. To use this function, open the printer driver setup screen and select "2-Sided (Book)" or "2-Sided (Tablet)" from "Document Style" in the "Main" tab.

☞ See [Basic Printing](#) for details on how to open the printer driver.



- Paper sizes that can be used for two-sided printing vary by country and region:
  - Countries/regions that use inch-based standard sizes: Ledger, Letter, Legal, Foolscap\*
  - Countries/regions that use AB standard sizes: A3, A4, A5\*, B4, B5\*, Foolscap\*\*Only in certain countries and regions.
- When using two-sided printing, select a source other than "Bypass Tray" for the "Paper Source" in the "Paper" tab.

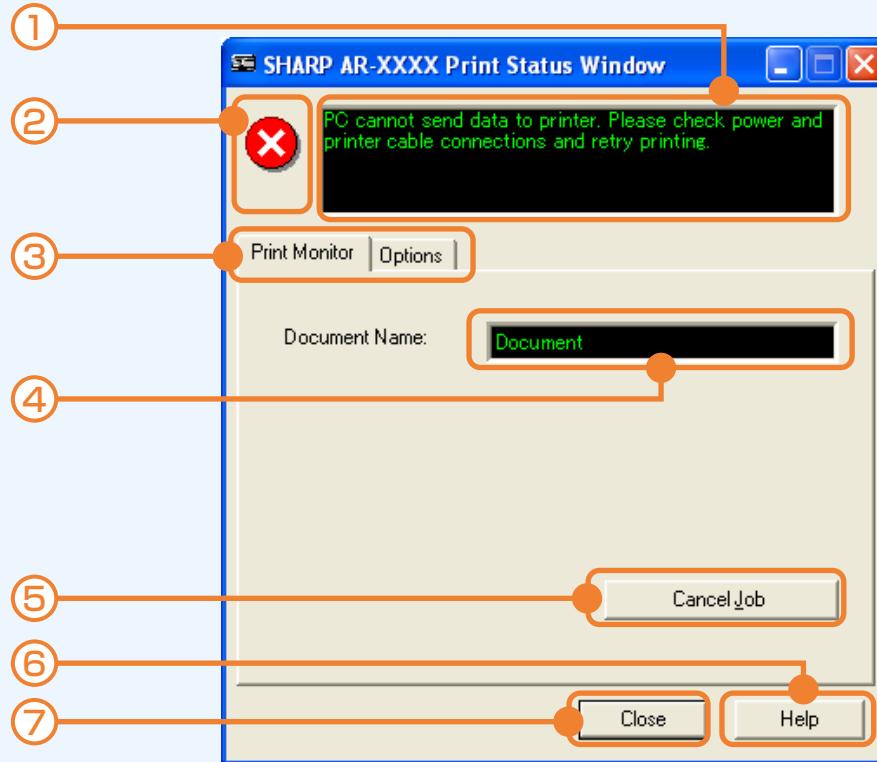
The following example shows the result when portrait data is printed on both sides of the paper.

Print data	Printing result	
	2-Sided (Book)	2-Sided (Tablet)
	<p>The pages are printed so that they can be bound at the side.</p>	<p>The pages are printed so that they can be bound at the top.</p>

# Outline of the Print Status Window

When printing begins, the Print Status Window automatically opens.

The Print Status Window is a utility that monitors the machine and shows the name of the document being printed and any error messages that occur.



## ① Status window

Provides information on the current status of the printer.

## ② Status icon

The status icons appear to alert you to printer errors. Nothing appears when printing is taking place normally. The icons are explained below. Follow the instructions in the status window to solve the problem.

Icon	Print Status
	An error has occurred that requires immediate attention.
	An error has occurred that requires attention soon.

## ③ Tab

Click a tab to bring it to the front. The "Options" tab allows you to select display options for the Print Status Window.

## ④ Document Name

Shows the name of the document currently being printed.

## ⑤ "Cancel Job" button

Click this button during printing to cancel the job that is currently being executed.

## ⑥ "Help" button

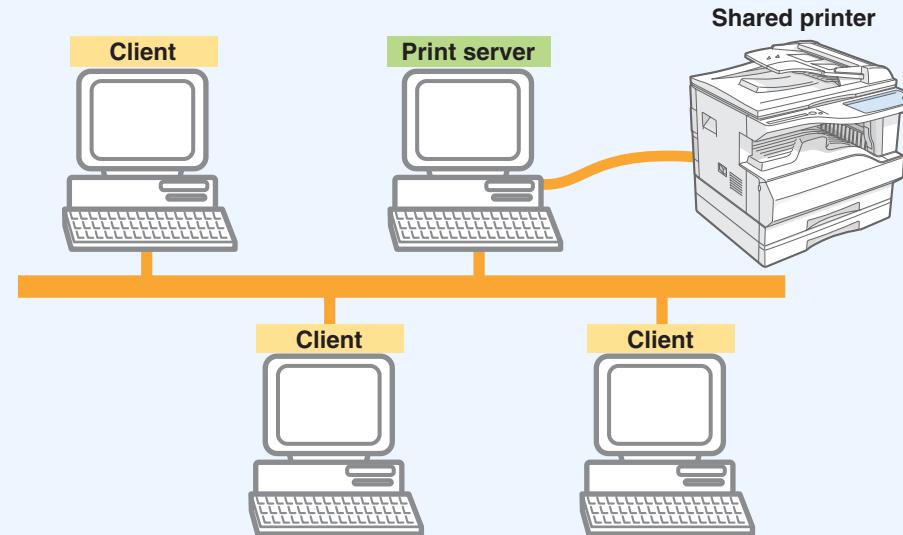
Click this button to display the help file for the Print Status Window.

## ⑦ "Close" button

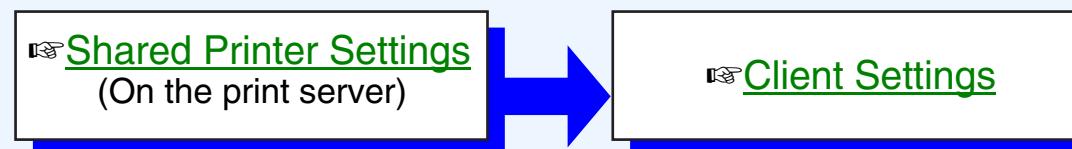
Click this button to close the Print Status Window.

# Sharing the Printer Using Windows Networking

The machine can be used as a shared printer in a Windows 95/98/Me/NT 4.0/2000/XP network environment.  
Note that the Windows network environment must already be established.



"Print server" as explained here is a computer that is directly connected to the machine, and a "Client" is any other computer that is connected to the same network.



# Shared Printer Settings

## On the computer to which the machine is directly connected

Follow the steps below to use the computer directly connected to the machine as a print server.

If your operating system is Windows 95/98/Me, start from step 1. If your operating system is Windows NT 4.0, 2000 or XP Home Edition, open the control panel and then start from step 6.



If your operating system is Windows XP Professional, refer to the Operation Manual or the help file of your operating system.

1

**Click the "Start" button, select "Settings", and then click "Control Panel".**

2

**Double-click the "Network" icon ( ).**



If the "Network" icon does not appear in Windows Me, click "view all Control Panel options".

3

**Click the "File and Print Sharing" button.**

4

**Enable "I want to be able to allow others to print to my printer(s)." by clicking the checkbox, and then click the "OK" button.**

5

**Click the "OK" button in the "Network" dialog box.**



If a message appears asking you to restart the computer, click the "Yes" button and restart the computer. Then, open the printer folder and continue the setup procedures from Step 6.

6

**Click "Printers and Other Hardware" in the control panel, and click "Printers and Faxes".**  
In operating systems other than Windows XP, double-click the printer icon.

7

**Click the "SHARP AR-XXXX" printer driver icon and select "Sharing" from the "File" menu.**

8

**Establish the settings for sharing, and click the "OK" button.**



For information on a setting, click the ? button at the top-right of the dialog box and then click the setting to display Help.

[Client Settings](#)

# Client Settings

(part 1)

Follow the procedure below to install the printer driver in the client.

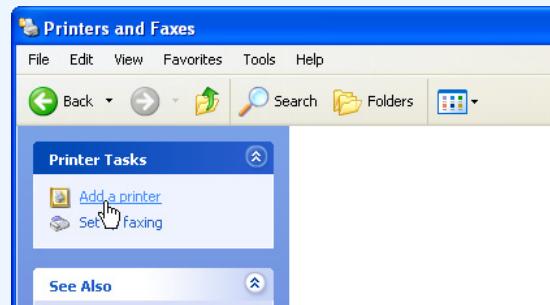


This page provides steps for Windows XP Home Edition users only. If your operating system is Windows 95/98/Me/2000/XP Professional, refer to the Operation Manual or the help file of your operating system.  
If your operating system is Windows NT 4.0, refer to "[Settings in Windows NT 4.0](#)".

**1** Click the "start" button, and click "Control Panel".

**2** Click "Printers and Other Hardware", and click "Printers and Faxes".

**3** Click "Add a printer" in "Printer Tasks".  
The "Add Printer Wizard" will appear.



**4** Click the "Next" button.



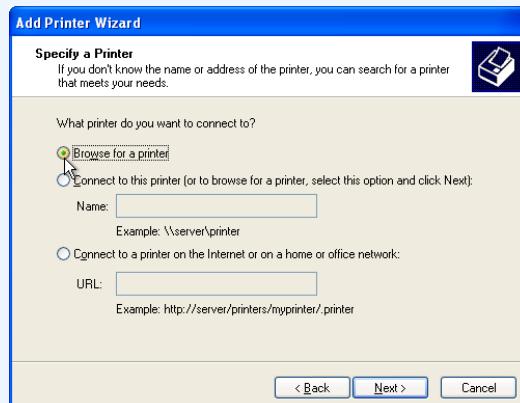
5

Select "A network printer, or a printer attached to another computer", and click the "Next" button.



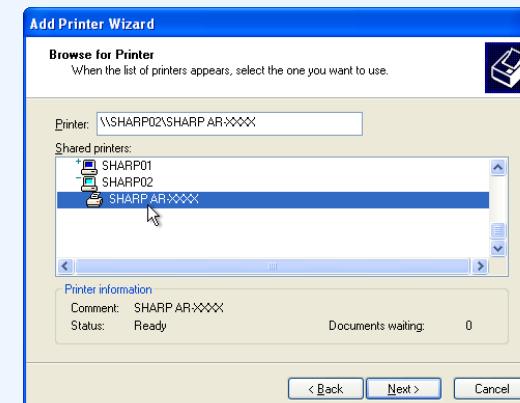
6

Select "Browse for a printer", and click the "Next" button.



7

Select the printer to be shared in the network, and click the "Next" button.



The contents of this window will vary depending on your network environment.

8

Select settings in the "Default Printer" screen, and click the "Next" button.

9

Click the "Finish" button.



## Settings in Windows NT 4.0

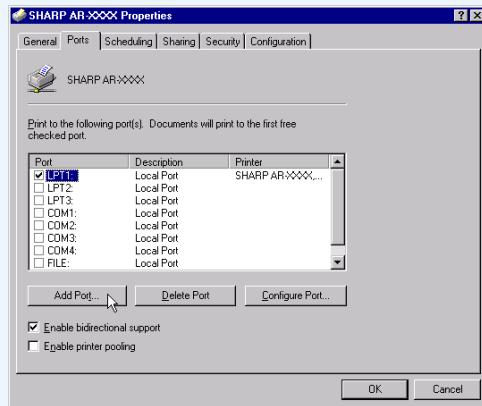
If your operating system is Windows NT 4.0, establish settings as follows in the printer properties after installing the printer driver. For the procedure for installing the printer driver, see "INSTALLING THE SOFTWARE" in the Software Setup Guide.

**1** Click the "Start" button, select "Settings", and then click "Printers".

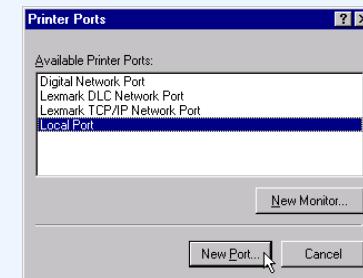
**2** Click the "SHARP AR-XXXX" printer driver icon and select "Properties" from the "File" menu.  
The printer properties will appear.

**3** Click the "Ports" tab, and click the "Add Port" button.

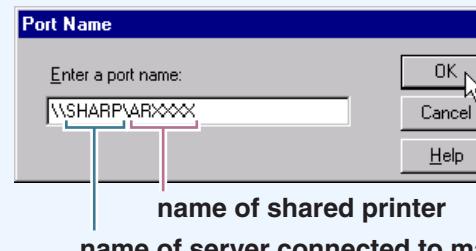
The "Printer Ports" dialog box will appear.



**4** Select "Local Port" in the "Available Printer Ports" list, and click the "New Port" button.  
The "Port Name" dialog box will appear.



**5** Enter "\\\(name of server connected to machine)\(name of shared printer)", and click the "OK" button.

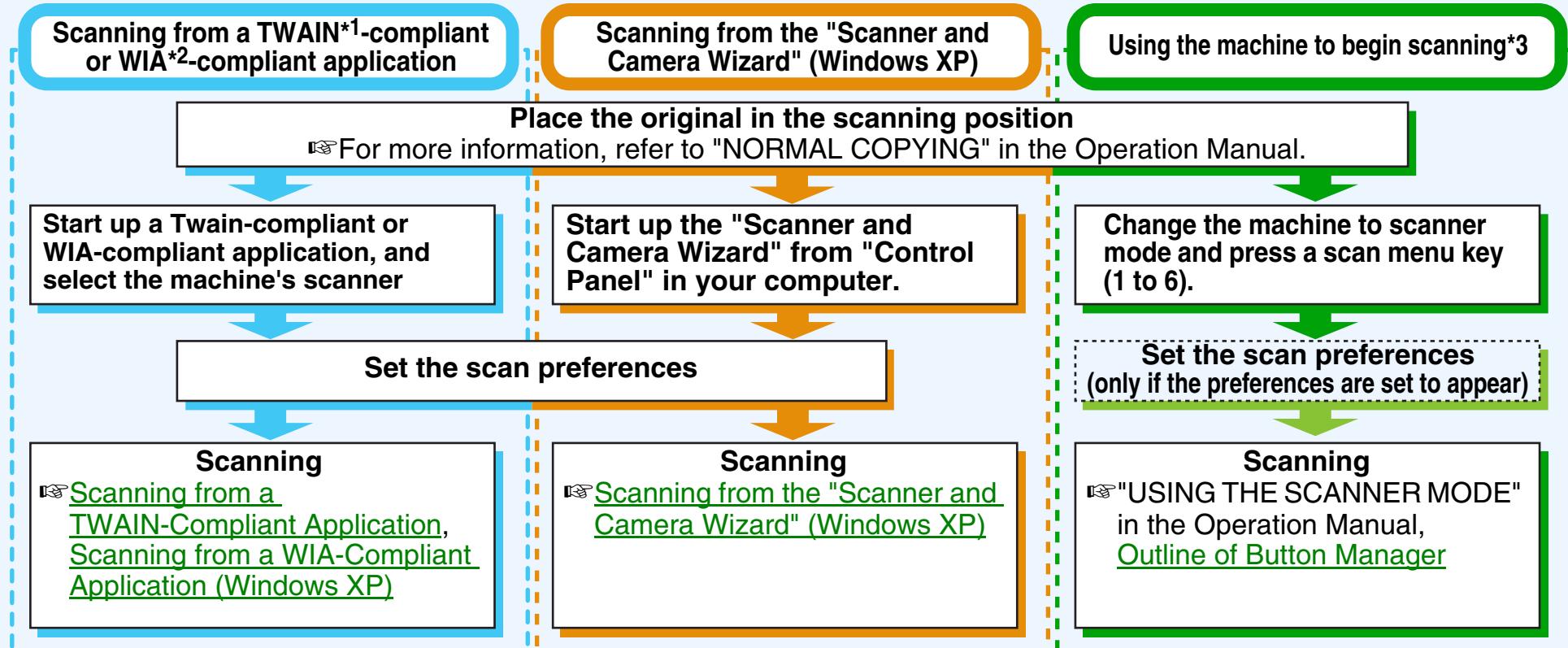


**6** Click the "OK" button in the printer properties window.

# Scanning Overview

The flow chart shown below provides an overview of scanning.

**Caution** The environment in which the machine's scanning function can be used is subject to certain limitations. For details, see "BEFORE INSTALLATION" in the Software Setup Guide.



\*1 TWAIN is an international interface standard for scanners and other image acquisition devices. By installing a TWAIN driver on your computer, you can scan and work with images using a variety of TWAIN-compliant applications.

\*2 WIA (Windows Imaging Acquisition) is a Windows function that allows a scanner, digital camera or other imaging device to communicate with an image processing application. The WIA driver for this machine can only be used in Windows XP.

\*3 To scan using the machine's operation panel, you must first install Button Manager and establish the appropriate settings in the Control Panel. For details, see "SETTING UP BUTTON MANAGER" in the Software Setup Guide.



# Scanning from a TWAIN-Compliant Application (part 1)

The SHARP scanner driver is compatible with the TWAIN standard, allowing it to be used with a variety of TWAIN-compliant applications. Below is a step-by-step guide for acquiring a scanned image to the Sharpdesk desktop screen using Sharpdesk.

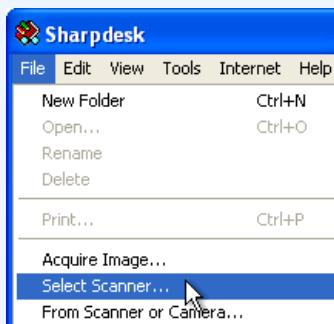
**1**

**Place the original(s) you wish to scan on the document glass/SPF/RSPF.**

- For information on setting an original for scanning, refer to "NORMAL COPYING" in the Operation Manual.

**2**

**Start Sharpdesk and then click the "File" menu and select "Select Scanner".**



The method for accessing "Select Scanner" depends upon the application. For more information, refer to the manual or the help file of your application.

**3**

**Select "SHARP MFP TWAIN A", and click the "Select" button.**



- If you are using Windows XP, you can also select "WIA-SHARP AR-XXXX" to scan using the WIA driver.
  - [Scanning from a WIA-Compliant Application \(Windows XP\)](#)
- Depending on your system, "SHARP MFP TWAIN A 1.0 (32-32)" and "WIA-SHARP AR-XXXX 1.0 (32-32)" may appear in the above "Select Source" screen.



4

Select "Acquire Image" from the "File" menu, or click the "Acquire" button (  ).

The scanner driver setup screen will appear.

 [Scanner Driver Settings](#)

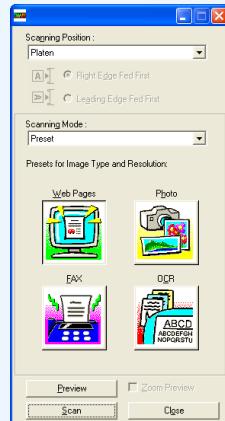
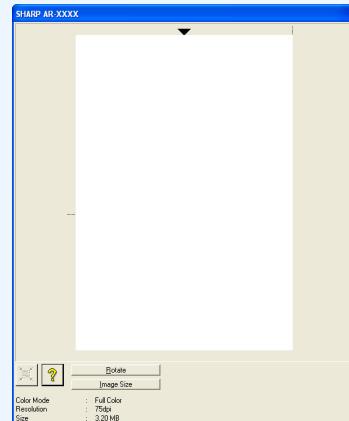
5

In the "Scanning Position" menu, select the location where you placed the original in Step 1.

- If you placed a one-sided original in the SPF/RSPF, select "SPF (Simplex)".
- If you placed a two-sided original in the RSPF, select "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" according to the binding position of the original.



If you selected "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" in the "Scanning Position" menu, select whether the orientation of the placed original is "Right Edge Fed First" or "Leading Edge Fed First".



6

Click the "Preview" button.

The preview image will appear.



- If the angle of the image is not correct, reset the original, and click the "Preview" button again.
- If the preview image is not oriented correctly, click the "Rotate" button in the preview screen. This rotates the preview image 90 degrees clockwise, allowing you to correct the orientation without resetting the original.

 [Preview screen](#)

- If you set multiple pages in the SPF/RSPF, the machine previews only the top page of the originals, and then sends it to the original exit area. Return the previewed original to the SPF/RSPF before starting the scanning job.



## 7

**Specify the scanning area and set the scan preferences.**

For information on specifying the scan area and setting the scan preferences, see scanner driver Help.

**Scanner Driver Settings**

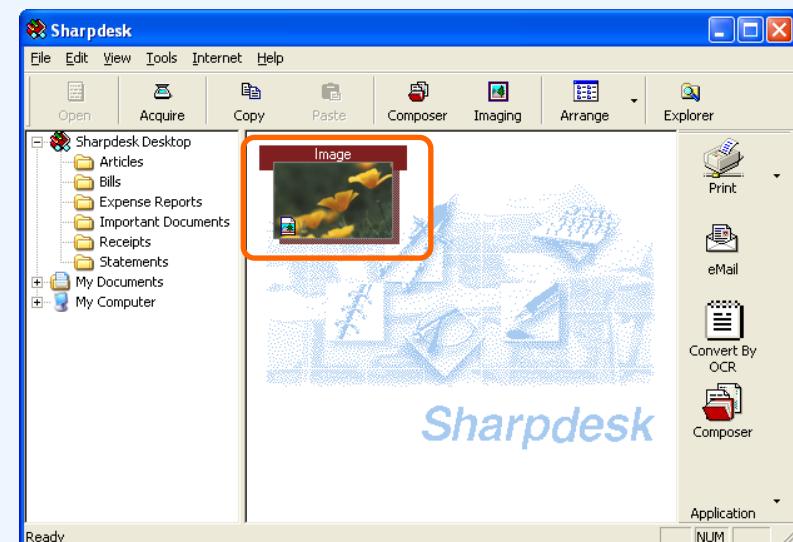
- Scanning a large area in full color at high resolution results in a large quantity of data and a prolonged scanning time. It is recommended that you set the scanning preferences according to the type of the original being scanned, i.e., Text, Text/Graphics, Photograph, Color, or Black & White.
- The scan resolution will vary depending on the scanning area and how much memory in the machine is free. For example, if a letter original is scanned in full color at 300 dpi with only the standard memory installed, the machine will scan the original in full color at 150 dpi and the scanner driver will enhance the resolution to 300 dpi.  
To scan a ledger original in full color at 600 dpi without using enhancement, the dual function board and the 256 MB memory option are required.

## 8

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

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

When you close the scanner driver after scanning, the image data will appear as a new file in Sharpdesk, as shown below.

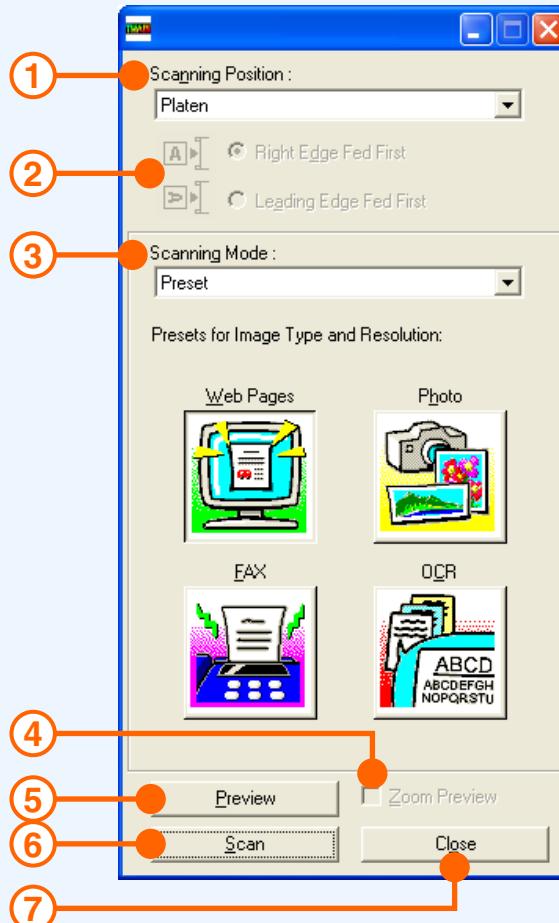


# Scanning from a TWAIN-Compliant Application (part 4)

## Scanner Driver Settings

The scanner driver setup screen consists of the "Set-up screen", which lets you select scan settings, and the "Preview screen", which shows the scanned image. For details on the scan settings, click the "Help" button in the preview screen to display Help.

### Set-up screen



#### ① "Scanning Position" menu

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

#### [Scanning from a TWAIN-Compliant Application](#)

**Note** On machines without an SPF/RSPF, this setting is fixed at "Platen".

#### ② Scan side menu (only appears when RSPF is installed)

If you placed a two-sided original in the RSPF, select "Right Edge Fed First" or "Leading Edge Fed First" from the scan side menu according to the orientation of the placed original.

#### ③ "Scanning Mode" menu

Select "Preset" or "Custom Settings" for the scanning mode. For details on the settings, click the "Help" button in the preview screen to display Help.

#### ④ "Zoom Preview" Checkbox

When this is selected, the selected part of the preview image will be enlarged when the "Preview" button is clicked. To return to the regular view, remove the checkmark.



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

#### ⑤ "Preview" button

Previews the document.



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

#### ⑥ "Scan" button

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

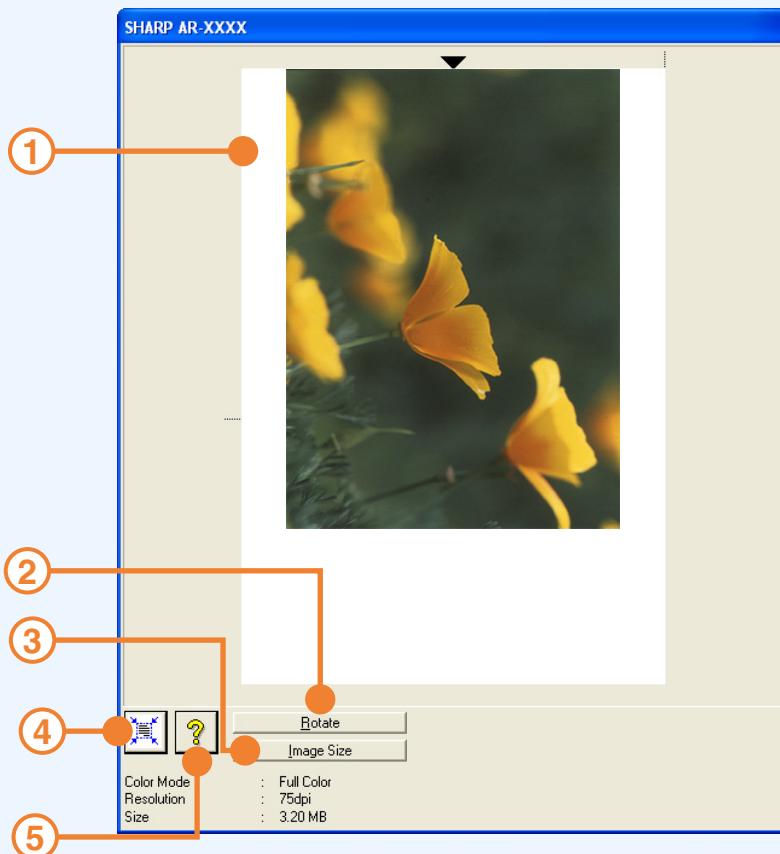


To cancel a scanning job after clicking the "Scan" button, press the [Esc] key on your keyboard, or the [CLEAR] key (C) or [CLEAR ALL] key (CA) on the machine.

#### ⑦ "Close" button

Click to close the scanner driver setup screen.



**Preview screen****① Preview window**

Click the "Preview" button in the Set-up screen to display the scanned image. You can specify the scanning area by dragging the mouse inside the window. The inside of the frame that is created when you drag the mouse will be the scanning area. To cancel a specified scanning area and clear the frame, click anywhere outside the frame.

**② "Rotate" button**

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

**③ "Image Size" button**

Click to open a dialog box that allows you to specify the scanning area by entering numbers. Pixels, mm, or inches can be selected for the units of the numbers. By initially specifying a scanning area, numbers can be entered to change that area relative to the top left corner as a fixed origin.

**④ "Auto Scan Area Adjustment" button**

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



Click the "Auto Scan Area Adjustment" button to automatically set the scanning area to the entire preview image.

Preview image  
Preview window

**⑤ "Help" button**

Click to display the help file for the scanner driver.

# Scanning from a WIA-Compliant Application (Windows XP)

(part 1)

If you are using Windows XP, you can use the WIA driver to scan from Sharpdesk, Paint and other WIA-compliant applications. The procedure for scanning using Paint is explained in the following.

**1**

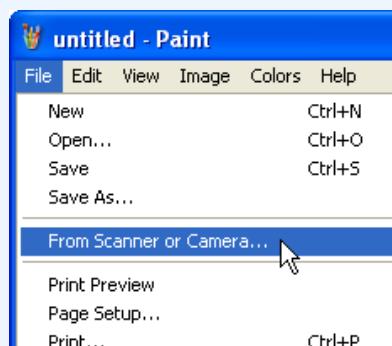
**Place the original you wish to scan on the document glass/SPF/RSPF.**

- For information on setting an original for scanning, refer to "NORMAL COPYING" in the Operation Manual.

**2**

**Start Paint and then click the "File" menu and select "From Scanner or Camera".**

The scan screen of the WIA driver will appear.



If you have WIA drivers for other devices installed in your computer, the "Select Device" screen will open. Select "SHARP AR-XXXX" and click the "OK" button.



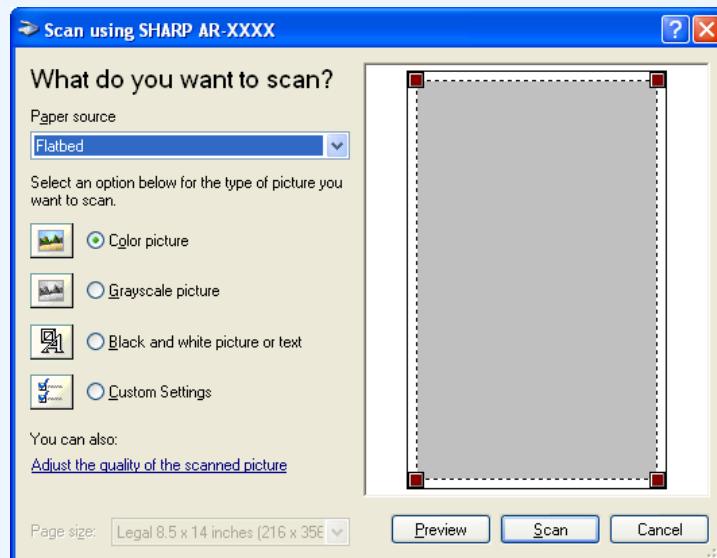
3

**Select the paper source and picture type, and click the "Preview" button.**

The preview image will appear.

If you placed the original on the document glass, select "Flatbed" for the "Paper source".

If you placed the original in the SPF/RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".



- If an SPF/RSPF is not installed on your machine, the "Paper source" menu will not appear.
- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF/RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF/RSPF before starting the scanning job.
- To view Help for a setting, click the ? button in the upper right-hand corner of the window and then click the setting.

4

**Click the "Scan" button.**

Scanning begins and the image is acquired into Paint. Use "Save" in your application to select a file name and folder for the scanned image, and save the image.

To cancel a scanning job after clicking the "Scan" button, click the "Cancel" button.



The procedure for scanning with the "Scanner and Camera Wizard" in Windows XP is explained here. The "Scanner and Camera Wizard" lets you scan an image without using a WIA-compliant application.

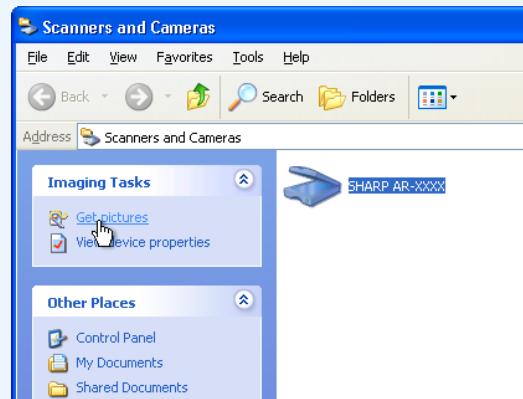
## 1 Place the original you wish to scan on the document glass/SPF/RSPF.

- For information on setting an original for scanning, refer to "NORMAL COPYING" in the Operation Manual.

## 2 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras".

## 3 Click the "SHARP AR-XXXX" icon and then click "Get pictures" in "Imaging Tasks".

The "Scanner and Camera Wizard" will appear.



## 4 Click the "Next" button.



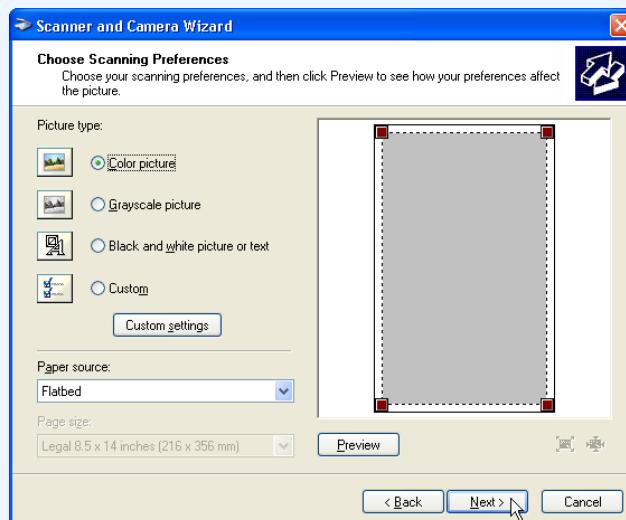
5

**Select the "Picture type" and "Paper source", and click the "Next" button.**

If you placed the original on the document glass, select "Flatbed" for the "Paper source".

If you placed the original in the SPF/RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".

You can click the "Preview" button to display the preview image.

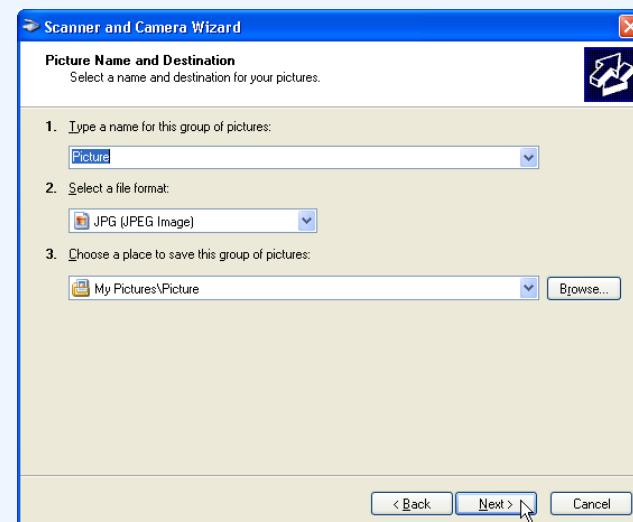


- If an SPF/RSPF is not installed on your machine, the "Paper source" menu will not appear.
- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF/RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF/RSPF before starting the scanning job.
- To adjust the resolution, picture type, brightness and contrast settings, click the "Custom settings" button.

6

**Specify a group name, format and folder for saving the image, and then click the "Next" button.**

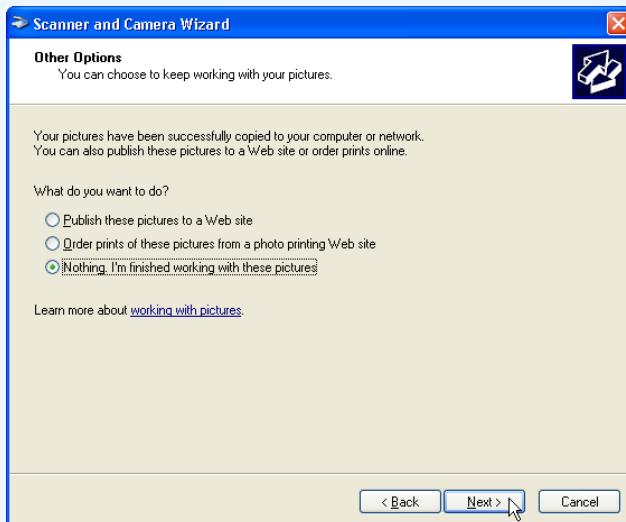
JPG, BMP, TIF or PNG can be selected for the format. To begin scanning, click the "Next" button.



7

When scanning ends, the following screen will appear. Select the next task you wish to perform, and then click the "Next" button.

If you are ready to end the session, click "Nothing. I'm finished working with these pictures".



8

Click the "Finish" button.

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

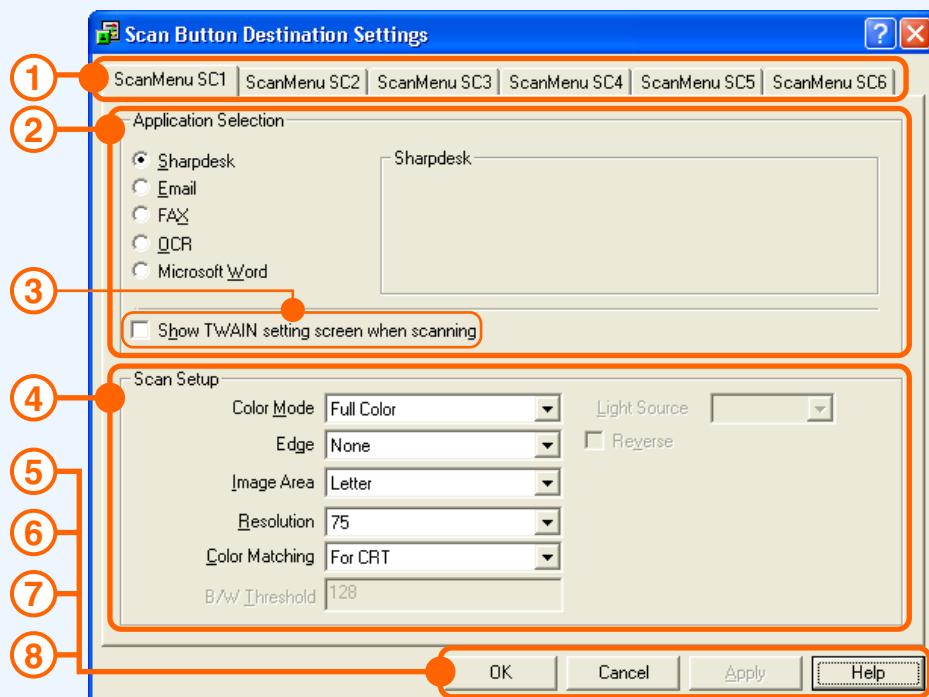


# Outline of Button Manager

Button Manager is a software utility that links scanning functions to the scanner key on the machine. The Button Manager software allows you to assign scan settings to each of the six scan menu keys on the machine.

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

To begin scanning using the machine's operation panel, settings must be established in the Control Panel after Button Manager is installed. For information on installing Button Manager and establishing the Control Panel settings, see "SETTING UP BUTTON MANAGER" in the Software Setup Guide. For information on scanning using the machine's operation panel, see "USING THE SCANNER MODE" in the Operation Manual.



## ① Tab

Click to set scan menu options. Each tab contains scan settings for the scan menu keys (SC1 through SC6) on the machine.

## ② "Application Selection" area

Select the start-up application here.

## ③ "Show TWAIN setting screen when scanning" Checkbox

You can select whether or not the TWAIN screen is shown. When the checkbox is selected, the TWAIN screen appears when scanning is executed to let you adjust the scanning conditions.

## ④ "Scan Setup" area

Set the scan conditions.



Some applications may limit your choice of settings.

## ⑤ "OK" button

Click to save your settings and exit the dialog box.

## ⑥ "Cancel" button

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

## ⑦ "Apply" button

Click to save your settings without closing the dialog box.

## ⑧ "Help" button

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

You can use Button Manager to select and change the functions of the six scan menus. Refer to [Button Manager Settings](#).



# Button Manager Settings

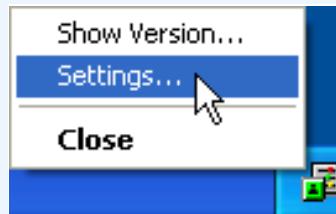
Once installed, Button Manager normally runs in the background in the Windows operating system. If you need to change Button Manager settings, follow the steps below.

For details on Button Manager settings, see Button Manager Help.

 [Outline of Button Manager](#)

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

The setting screen of Button Manager will open.



If the Button Manager icon does not appear on the task bar, click the "start" button, select "All Programs" ("Programs" in Windows 98/Me/2000), select "Sharp Button Manager A", and then click "Button Manager" to start Button Manager.

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

ScanMenu SC1 | ScanMenu SC2 | ScanMenu SC3 | ScanMenu SC4 | ScanMenu SC5 | ScanMenu SC6 |

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



- When the "Show TWAIN setting screen when scanning" checkbox is selected, the scan setting screen appears when scanning is executed to let you adjust the scanning conditions.
- If an application other than "Sharpdesk" is selected in the "Application Selection" area, only one original can normally be scanned. If "Sharpdesk" is selected, multiple originals loaded in the SPF/RSPF can be scanned in a single operation.

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

- 5** Click the "OK" button.  
This completes the settings.

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For detailed information on the settings in the printer driver, Print Status Window, scanner driver, and Button Manager, see the help files for each.

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